

**KENAI AIRPORT COMMISSION
REGULAR MEETING
JUNE 13, 2019 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
<http://www.kenai.city>**

1. CALL TO ORDER

- a. Pledge of Allegiance
- b. Roll Call
- c. Agenda Approval

2. SCHEDULED PUBLIC COMMENT *(Public comment limited to ten (10) minutes per speaker)*

3. UNSCHEDULED PUBLIC COMMENT *(Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated)*

4. APPROVAL OF MEETING SUMMARY

- a. March 14, 2019
- b. April 11, 2019

5. UNFINISHED BUSINESS

- a. **Discussion** – FY2020 Budget

6. NEW BUSINESS

- a. **Discussion/Recommendation** – Special Use Permit to Alaska Air Fuel, Inc.
- b. **Discussion/Recommendation** – Special Use Permit to Crowley Fuels, LLC
- c. **Discussion/Recommendation** – Special Use Permit to Empire Airlines, Inc.
- d. **Discussion/Recommendation** – Special Use Permit to Everts Air Fuel, Inc.
- e. **Discussion/Recommendation** – Special Use Permit to United Parcel Service Co.

7. REPORTS

- a. Airport Manager
- b. City Council Liaison

8. NEXT MEETING ATTENDANCE NOTIFICATION – July 11, 2019

9. COMMISSIONER COMMENTS AND QUESTIONS

10. ADDITIONAL PUBLIC COMMENT

11. INFORMATION ITEMS

- a. April 2019 Mid-Month Report
- b. May 2019 Mid-Month Report
- c. FAA Alaskan Region Airport Division Airport Improvement Program FY1982-FY2018

- d. April 2019 Kenai Historical Society Newsletter
- e. May 7, 2019 FAA Letter on Unmanned Aircraft Systems
- f. April 2019 Enplanements
- g. 2019 Float Plane Basin Activity

12. ADJOURNMENT

****PLEASE CONTACT US IF YOU WILL NOT BE ABLE TO ATTEND THE MEETING**
JACQUELYN -- 283-8231 OR, MARY -- 283-8281**

**KENAI AIRPORT COMMISSION
REGULAR MEETING
MARCH 14, 2019 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
CHAIR GLENDA FEEKEN, PRESIDING**

MEETING SUMMARY

1. CALL TO ORDER

Chair Feeken called the meeting to order at 6:00 p.m.

a. Pledge of Allegiance

Chair Feeken led those assembled in the Pledge of Allegiance.

b. Roll was confirmed as follows:

Commissioners Present: J. Zirul, G. Feeken, J. Bielefeld, P. Minelga, K. Dodge, D. Pitts

Commissioners Absent:

Staff/Council Liaison Present: Airport Manager M. Bondurant, Council Member G. Pettey

A quorum was present.

c. Agenda Approval

MOTION:

Commissioner Bielefeld **MOVED** to approve the agenda; Commissioner Pitts **SECONDED** the motion. There were no objections; **SO ORDERED**.

2. SCHEDULED PUBLIC COMMENT – None.

3. UNSCHEDULED PUBLIC COMMENT – None.

4. APPROVAL OF MEETING SUMMARY

a. January 10, 2019

MOTION:

Commissioner Dodge **MOVED** to approve the meeting summary of January 10, 2019 and Commissioner Bielefeld **SECONDED** the motion. There were no objections; **SO ORDERED**.

5. UNFINISHED BUSINESS – None.

6. NEW BUSINESS

- a. **Discussion/Recommendation** – Special Use Permit to State of Alaska/DNR Forestry

MOTION:

Commissioner Pitts **MOVED** to recommend Council approve the Special Use Permit to the State of Alaska Department of Natural Resources-Forestry and Commissioner Dodge **SECONDED** the motion. There were no objections; **SO ORDERED**.

7. REPORTS

- a. Airport Manager – Bondurant reported on the activities at the airport, including an update on the Terminal Rehabilitation project and snow removal.
- b. City Council Liaison – Pettey reported on the March 6 City Council meeting actions.

8. NEXT MEETING ATTENDANCE NOTIFICATION – April 11, 2019

9. COMMISSIONER COMMENTS AND QUESTIONS

Commissioners Bielefeld and Pitts complimented the Operations crew on first-rate snow removal of the Airport runway and apron.

Commissioner Minelga thanked the Civil Air Patrol for sanding and plowing.

10. ADDITIONAL PUBLIC COMMENT – None.

11. INFORMATION ITEMS

- a. January 2019 Mid-Month Report
- b. February 2019 Mid-Month Report
- c. March 2019 Mid-Month Report
- d. January 2019 Enplanements

12. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 6:24 p.m.

Meeting summary prepared and submitted by:

Jacquelyn LaPlante
Deputy City Clerk

**KENAI AIRPORT COMMISSION
REGULAR MEETING
APRIL 11, 2019 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
CHAIR GLENDA FEEKEN, PRESIDING**

MEETING SUMMARY

1. CALL TO ORDER

Chair Feeken called the meeting to order at 6:08 p.m.

a. Pledge of Allegiance

Chair Feeken led those assembled in the Pledge of Allegiance.

b. Roll was confirmed as follows:

Commissioners Present: G. Feeken, J. Bielefeld, P. Minelga

Commissioners Absent: J. Zirul, K. Dodge, D. Pitts

Staff/Council Liaison Present: Airport Manager M. Bondurant, Council Member G. Pettey

No quorum was present.

c. Agenda Approval

2. SCHEDULED PUBLIC COMMENT

3. UNSCHEDULED PUBLIC COMMENT

4. APPROVAL OF MEETING SUMMARY

a. March 14, 2019

5. UNFINISHED BUSINESS – None.

6. NEW BUSINESS

a. **Discussion/Recommendation** – Lease Renewal – Schilling Rentals, LLC Lot 9A, FBO Subdivision

7. REPORTS

a. Airport Manager
b. City Council Liaison

8. NEXT MEETING ATTENDANCE NOTIFICATION – April 11, 2019

9. COMMISSIONER COMMENTS AND QUESTIONS

10. ADDITIONAL PUBLIC COMMENT – None.

11. INFORMATION ITEMS

- a. April 2019 Kenai Historical Society Newsletter

12. ADJOURNMENT

Meeting summary prepared and submitted by:

Jacquelyn LaPlante
Deputy City Clerk

DRAFT



"Serving the Greater Kenai Peninsula"

305 N. WILLOW ST. SUITE 200 KENAI, ALASKA 99611
TELEPHONE 907-283-7951
FAX 907-283-3737

Memo

To: Airport Commission
From: Mary Bondurant - Airport Manager
Date: June 5, 2019
Subject: *FY20 Airport Budget*

A handwritten signature in blue ink, appearing to read 'Mary Bondurant', is written over the 'From:' line of the memo.

Attached are the FY20 budget documents for the Airport funds which consists of the Terminal, Airfield, Administration, Other Buildings & Areas, and the Alaska Fire Training Facility.

Please contact me if you have any questions.

Attachment

**City of Kenai
Fiscal Year 2020 Operating Budget**

**Fund: 008 - Airport Fund
Department: Airport Fund Summary**

	<u>Actual FY2017</u>	<u>Actual FY2018</u>	<u>Original Budget FY2019</u>	<u>Projection FY2019</u>	<u>Manager Proposed FY2020</u>
Revenues					
State & Federal Grants	\$ 29,726	\$ 21,891	\$ 36,385	\$ 36,385	\$ 42,663
Usage Fees					
Fuel Sales	7,621	10,685	10,000	17,500	17,500
Fuel Flowage	29,207	12,093	35,000	15,000	15,000
Float Plane	620	722	1,500	750	750
Tie Down	7,403	6,832	7,500	7,500	7,500
Landing	529,132	401,556	432,500	432,500	505,500
Plane Parking	5,725	9,018	5,000	10,000	10,000
Total Usage Fees	<u>579,708</u>	<u>440,906</u>	<u>491,500</u>	<u>483,250</u>	<u>556,250</u>
Rents and Leases					
Land	674,781	691,152	547,610	547,610	563,293
Total Rents and Leases	<u>674,781</u>	<u>691,152</u>	<u>547,610</u>	<u>547,610</u>	<u>563,293</u>
Miscellaneous					
Penalty and Interest	8,321	7,513	5,000	5,000	5,000
Interest on Investments	15,598	20,563	25,000	25,000	35,000
Other	12,666	9,769	10,000	10,000	10,000
Total Miscellaneous	<u>36,585</u>	<u>37,845</u>	<u>40,000</u>	<u>40,000</u>	<u>50,000</u>
Terminal Revenue					
Parking Fees	233,284	223,360	250,000	250,000	250,000
Rents and Leases	308,275	317,431	378,160	378,160	395,344
Penalty and Interest	1,728	3,989	4,500	4,500	4,500
Car Rental Commissions	156,497	171,096	175,000	175,000	180,000
Advertising Commissions	7,421	10,648	9,000	9,000	9,000
Miscellaneous	1,145	3,983	1,500	1,500	1,500
Total Terminal Revenue	<u>708,350</u>	<u>730,507</u>	<u>818,160</u>	<u>818,160</u>	<u>840,344</u>
Transfers In					
Airport Land Trust Fund	1,175,414	1,210,348	1,230,025	1,230,025	908,811
Total Transfers In	<u>1,175,414</u>	<u>1,210,348</u>	<u>1,230,025</u>	<u>1,230,025</u>	<u>908,811</u>
Total Revenues	<u>3,204,564</u>	<u>3,132,649</u>	<u>3,163,680</u>	<u>3,155,430</u>	<u>2,961,361</u>
Expenditures					
Airport Terminal	578,256	578,328	630,109	2,200,875	616,753
Airport Airfield	1,640,517	1,631,810	1,731,779	1,757,779	1,750,795
Airport Administration	411,745	621,759	596,199	591,699	348,507
Airport Other Buildings and Areas	139,947	261,943	164,943	169,443	248,777
Airport Training Facility	40,295	36,125	38,474	38,474	38,474
Total Expenditures	<u>2,810,760</u>	<u>3,129,965</u>	<u>3,161,504</u>	<u>4,758,270</u>	<u>3,003,306</u>
Contribution To/(From) Fund Balance:	393,804	2,684	2,176	(1,602,840)	(41,945)
Projected Lapse (6%)	-	-	116,255	116,254	116,016
Adjusted (Deficit)/Surplus			118,431	(1,486,586)	74,071
Beginning Fund Balance	<u>4,682,502</u>	<u>5,076,306</u>	<u>5,380,197</u>	<u>5,078,990</u>	<u>3,592,404</u>
Ending Fund Balance	<u>\$ 5,076,306</u>	<u>\$ 5,078,990</u>	<u>\$ 5,498,628</u>	<u>\$ 3,592,404</u>	<u>\$ 3,666,475</u>

City of Kenai
Fiscal Year 2020 Operating Budget

Airport Fund Summary by Line Item

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
Salaries and Benefits								
0100	Salaries	\$ 473,014	\$ 450,232	\$ 509,671	\$ 509,671	\$ 518,939	\$ 9,268	1.82%
0200	Overtime	21,724	25,707	22,659	22,659	24,029	1,370	6.05%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	11,087	13,649	20,132	20,132	21,147	1,015	5.04%
0400	Medicare	7,183	7,007	8,010	8,010	8,181	171	2.13%
0450	Social Security	1,466	998	911	911	733	(178)	(19.54%)
0500	PERS	118,862	165,138	142,766	142,766	152,017	9,251	6.48%
0600	Unemployment Insurance	2,351	875	2,764	2,764	2,822	58	2.10%
0700	Workers Compensation	10,269	10,042	8,740	8,740	9,487	747	8.55%
0800	Health & Life Insurance	107,337	102,427	119,786	119,786	135,840	16,054	13.40%
0900	Supplemental Retirement	8,716	9,656	9,371	9,371	9,412	41	0.44%
Total Salaries & Benefits		\$ 762,009	\$ 785,731	\$ 844,810	\$ 844,810	\$ 882,607	\$ 37,797	4.47%
Maintenance and Operations								
2021	Office Supplies	695	994	1,700	1,700	1,300	(400)	(23.53%)
2022	Operating & Repair Supplies	177,930	162,612	202,600	207,100	187,000	(15,600)	(7.70%)
2024	Small Tools/Minor Equipment	6,059	17,194	7,715	7,715	6,300	(1,415)	(18.34%)
2026	Computer Software	1,696	1,338	1,380	1,380	1,650	270	19.57%
4531	Professional Services	25,916	28,887	21,850	21,850	68,235	46,385	212.29%
4532	Communications	14,065	18,305	14,415	14,415	12,829	(1,586)	(11.00%)
4533	Travel & Transportation	14,261	11,905	15,370	15,370	11,835	(3,535)	(23.00%)
4534	Advertising	10,507	10,152	10,250	10,250	6,500	(3,750)	(36.59%)
4535	Printing & Binding	2,215	2,738	3,075	3,075	3,075	-	-
4536	Insurance	87,942	84,329	97,452	97,452	104,606	7,154	7.34%
4537	Utilities	378,631	337,352	427,016	427,016	414,828	(12,188)	(2.85%)
4538	Repair & Maintenance	203,396	218,038	219,870	219,870	194,232	(25,638)	(11.66%)
4539	Rentals	9,014	12,644	23,700	23,700	6,260	(17,440)	(73.59%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	210	95	300	300	150	(150)	(50.00%)
4667	Dues & Publications	526	571	530	530	530	-	-
4999	General Contingency	-	-	30,000	25,500	20,000	(10,000)	(33.33%)
5041	Miscellaneous	855	1,376	3,550	3,550	1,400	(2,150)	(60.56%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
Total Maint. and Operations		\$ 933,918	\$ 908,530	\$ 1,080,773	\$ 1,080,773	\$ 1,040,730	\$ (40,043)	(3.71%)
Capital Outlay & Transfers								
8061	Land	58,498	12,400	-	-	-	-	-
8062	Buildings	-	4,430	-	-	-	-	-
8063	Improvements	5,856	1,821	-	-	-	-	-
8064	Machinery & Equipment	25,137	14,708	12,000	12,000	10,269	(1,731)	(14.43%)
9090	Transfers	1,344,547	1,219,765	1,223,921	2,820,687	1,069,700	(154,221)	(12.60%)
Total Capital Outlay and Transfers		\$ 1,434,038	\$ 1,253,124	\$ 1,235,921	\$ 2,832,687	\$ 1,079,969	\$ (155,952)	(12.62%)
Department Total:		\$ 3,129,965	\$ 2,947,385	\$ 3,161,504	\$ 4,758,270	\$ 3,003,306	\$ (158,198)	(5.00%)

City of Kenai
Fiscal Year 2020 Operating Budget

Fund 008 – Airport Fund
Department: 61 – Airport Terminal

Mission

Provide high-quality, safe air travel services for the citizens of the Kenai Peninsula through services and facilities.

Functions & Responsibilities

The Kenai Airport Terminal is a two-story building, which was constructed in 1968, expanded in 1983, and renovated in 1989 and 2001. The terminal has three enplanement gates and one deplanement gate to accommodate approximately 100,000 enplanements per year.

The ground floor of the terminal has ticket counter, office, and baggage handling space for four commuter airlines. Currently RAVN Alaska and Grant Aviation lease space in the terminal and provide approximately 30 flights per day to and from Anchorage. Baggage check-in is handled at the ticket counters, and there is a separate baggage claim area with a continuous conveyor belt. Additional lease spaces are occupied by two rental car agencies, a restaurant, and a real estate office. The second floor is leased as a bar/lounge.

A complete terminal building rehabilitation project started in October 2018 with a completion date of February 2020.

The terminal automobile parking area provides 529 parking spaces and is divided into three distinct areas by a looping one-way terminal loop road, which provides passenger loading and unloading areas in front of the terminal. The northern section is designated for long-term, permit and employee parking. The southern section provides spaces for rental cars, additional employee parking, and restaurant/lounge patrons.

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Administrative Assistant II	.33	9	.33	9	.33	9	.33	9	.33	9	.33	9
Building Maintenance Lead Technician	.17	12	.17	13	.17	13	.17	13	.17	13	.17	13
Building Maintenance Technician	.17	11	.17	12	.17	12	.17	12	.17	12	.17	12
Airport Operations Specialist	1	11	1	11	1	11	1	11	1	11	1	11

Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
Administrative Assistant II	8	5	14	14	14	14
Building Maintenance Lead Technician	3	7	8	8	8	8
Building Maintenance Technician	1	0	3	3	3	3
Airport Operations Specialist	49	46	66	66	66	66

Performance Measures

	2014	2015	2016	2017	2018	2019*
Enplanements	103,602	102,126	98,032	94,020	92,127	93,000
Percent Change from Previous Year	+1.58	-1.42%	-4.01%	-4.09%	-1.89%	+0.95%
Customer Complaints					58	40

*Projected figures

FY19 Department Goals Evaluation

1. Encourage and promote safe and economical travel through the Kenai Airport.
 - Goal has been met for the first eight months of the fiscal year.
2. Improve Customer Service.
 - Goal has been met for the first eight months of the fiscal year.
3. Improve Infrastructure condition.
 - The improvement of the infrastructure of the terminal building has created an increase in customer and tenant complaints but that has been anticipated due to the construction.

FY20 Department Goals

1. Encourage and promote safe and economical travel through the Kenai Airport in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 – Quality of Life to ensure that Kenai is a community where people are safe, Goal 4 – Public Improvements

and Services to provide adequate public improvement services in Kenai, and Goal 5 – Provide transportation systems that are efficient and adequate to serve the regional needs of the community.

- Recruit and retain air service that meet the needs of the travelling public.
 - Develop and maintain facilities and infrastructure to accommodate operations, safety, and security requirements.
 - Recruit and retain services or products needed by users of the airport.
2. Improve Customer Service in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 – Quality of Life.
- Service Quality – Provide clean and aesthetically pleasing terminal with concessions that provide a level of comfort and meet demands of the travelling public
 - Customer Value – Provide air carriers that provide air travel to their destinations
 - Customer Satisfaction – Manage and be responsive to customers to provide facilities they desire and maintain these facilities in a functional, efficient and safe condition.
 - Partner with community members to develop programs that reflect the quality of life on the Kenai Peninsula to enhance economic growth that allows the community to have ownership in the airport.
3. Improve Infrastructure condition in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 4 – Public Improvements and Services to provide adequate public improvement services in Kenai and Goal 5 – Provide transportation systems that are efficient and adequate to serve the regional needs of the community.
- Terminal rehabilitation will increase revenues as well as improve the passenger experience and upgrading operational deficiencies will have reduced costs.
 - Balance between new opportunities and maintenance of existing infrastructure.
 - Improve economic and environmental benefits.

Future Considerations

A \$10,619,995 FAA grant was received in September 2018 for the terminal rehabilitation project which will significantly improve user satisfaction and improve operational deficiencies upon completion.

At the completion of the terminal rehabilitation project negotiate a new five-year airline operating agreement.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 008 - Airport Fund
Department: Airport Terminal

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
Salaries and Benefits								
0100	Salaries	\$ 105,793	\$ 93,797	\$ 107,997	\$ 107,997	\$ 110,681	\$ 2,684	2.49%
0200	Overtime	1,298	1,328	4,372	4,372	4,385	13	0.30%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	2,012	671	4,981	4,981	5,225	244	4.90%
0400	Medicare	1,532	1,357	1,701	1,701	1,745	44	2.59%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	27,432	35,159	30,992	30,992	32,931	1,939	6.26%
0600	Unemployment Insurance	507	101	587	587	602	15	2.56%
0700	Workers Compensation	2,724	2,543	2,563	2,563	2,773	210	8.19%
0800	Health & Life Insurance	29,957	24,777	33,452	33,452	37,936	4,484	13.40%
0900	Supplemental Retirement	2,534	2,364	2,505	2,505	2,505	-	-
Total Salaries & Benefits		\$ 173,789	\$ 162,097	\$ 189,150	\$ 189,150	\$ 198,783	\$ 9,633	5.09%
Maintenance and Operations								
2021	Office Supplies	477	274	500	500	500	-	-
2022	Operating & Repair Supplies	21,958	19,362	26,100	26,100	18,300	(7,800)	(29.89%)
2024	Small Tools/Minor Equipment	663	2,806	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	10,000	3,053	1,500	1,500	500	(1,000)	(66.67%)
4532	Communications	372	967	2,016	2,016	1,236	(780)	(38.69%)
4533	Travel & Transportation	1,363	1,371	1,005	1,005	1,585	580	57.71%
4534	Advertising	629	1,199	1,000	1,000	500	(500)	(50.00%)
4535	Printing & Binding	660	454	750	750	750	-	-
4536	Insurance	9,072	7,698	10,001	10,001	11,554	1,553	15.53%
4537	Utilities	148,611	140,899	161,157	161,157	159,216	(1,941)	(1.20%)
4538	Repair & Maintenance	137,791	161,554	160,510	160,510	145,780	(14,730)	(9.18%)
4539	Rentals	4,305	4,752	4,320	4,320	180	(4,140)	(95.83%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	38	416	500	500	200	(300)	(60.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
Total Maint. and Operations		\$ 335,939	\$ 344,805	\$ 369,359	\$ 369,359	\$ 340,301	\$ (29,058)	(7.87%)
Capital Outlay & Transfers								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	4,430	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	2,481	-	-	10,269	10,269	-
9090	Transfers Out	68,600	70,640	71,600	1,642,366	67,400	(4,200)	(5.87%)
Total Capital Outlay and Transfers		\$ 68,600	\$ 77,551	\$ 71,600	\$ 1,642,366	\$ 77,669	\$ 6,069	8.48%
Department Total:		\$ 578,328	\$ 584,453	\$ 630,109	\$ 2,200,875	\$ 616,753	\$ (13,356)	(2.12%)

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 008 - Airport Fund
Department: - 61 - Airport Terminal

2022 Operating & Repair Supplies. Janitorial supplies, generator fuel, and other general operating supplies for operation of the terminal, including ice melt, paystation supplies, and parking permits/violations.

8064 Machinery & Equipment. Replace self-pay parking machine.

4538 Repair & Maintenance. Professional services for repair and maintenance of the terminal including janitorial and security services. Annual mechanical, AED and fire systems inspections.

9090 Transfers Out. Central administrative charges from General Fund.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund 008 – Airport Fund
Department: 62 – Airport Airfield

Mission

The primary mission is to ensure the safety and security of aircraft and the traveling public and to operate the airport in compliance with the rules, regulations, and standards prescribed, including but not limited to, Title 14 of Code Federal Regulations part 139.

Functions & Responsibilities

The Kenai Municipal Airport is the primary commercial service airport on the Kenai Peninsula and is owned and operated by the City of Kenai. It has a grooved 7,855 ft. x 150-ft. CAT III runway, a 4,600-ft. x 150-ft. water runway, and a 2,000-ft. x 60-ft. gravel runway. Itinerant aircraft parking is provided at the southern end of the apron. The apron north of the terminal is designated for helicopter, medivacs, and a fueling operation. The gravel runway is located in the northeast corner of the Airport and has access to the primary taxiways and apron by a taxiway along the east side. A gravel tie down area and vehicle parking area parallels the gravel runway along the east side. The gravel tie down area has 17 tie downs and parking areas are accessible by road through a secure gate at the north end of Willow Street.

The Airport Manager is responsible for overall management of the airport. The Airport Operation's Supervisor position is responsible for the day-to-day maintenance and operations of the airfield including daily inspections, planning and allocation of resources, overseeing contractors, addressing complaints, interfacing with airport tenants and users. The Operations Supervisor participates in snow removal and maintenance activities as well as supervises two full-time Airport Operations Specialists, two winter seasonal equipment operators who work November 1 through March 31, and temporary call-in personnel.

Organizational Chart



Staffing

Position Title	FY17 Actual		FY18 Actual		Budgeted FY19		Requested FY20		Projected FY21		Projected FY22	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Airport Operations Supervisor	1	15	1	15	1	15	1	15	1	15	1	15
Airport Operations Specialist	1	11	1	11	1	11	1	11	1	11	1	11
Temporary Equipment Operator	10	11	10	11	10	11	10	11	10	11	10	11
Seasonal Equipment Operator	.83	11	.83	11	.83	11	.83	11	.83	11	.83	11

Average Overtime per Position (hours)

Position Title	FY17 Actual	FY18 Actual	Budgeted FY19	Requested FY20	Projected FY21	Projected FY22
Airport Operations Supervisor	167	285	150	150	150	150
Airport Operations Specialist	50	45	100	100	100	100
Temporary Equipment Operator	0	0	0	0	0	0
Seasonal Equipment Operator	0	0	100	150	150	150

Performance Measures

Pavement Section	Pavement Condition Index (PCI)
Runway 2L-20R	54.74
Taxiway	
Alpha	76.11
Bravo	89.00
Charlies	76.00
Delta	68.42
Echo	78.13
Foxtrot	86.75
Gulf	97.30
Hotel	95.00
Juliet	86.00
Kilo	71.00
Lima	46.00
Mike	70.00
Aircraft Tie Down Area	97.00
Apron	87.00

Pavement Condition Index (PCI)

Target PCI Range for Runways: 70 to 100
Target PCI Range for Taxiways and Aprons: 60 to 100

PCI Values	General Pavement Recommendations
85 - 100	Do Nothing or Preventative Maintenance
70 - 84	Preventative Maintenance
60 - 69	Corrective Maintenance
55 - 59	Rehabilitate
40 - 54	Rehabilitate
25 - 39	Reconstruct
10 - 24	Reconstruct
0 - 9	Reconstruct

	2014	2015	2016	2017	2018	2019*
Hazing Activity	54	117	111	52	87	76
Bird Strikes	1	2	0	0	0	0
NOTAMS	571	720	1072	1971	1003	950

**Projected figures*

FY19 Department Goals Evaluation

1. Provide a safe operating environment via wildlife management plan with effective hazing activities to eliminate bird strikes.
 - On track for the first eight months of the fiscal year.
 - Hazing activity is low with no bird strikes.
2. Expeditiously and systematically remove snow and ice from airport movement areas.
 - On track for the first eight months of the fiscal year.
 - No runway closures due to snow and ice conditions.
3. Use new technologies, such as NOTAM Manager, to issue NOTAMs that provide accurate and current information to alert pilots of potential hazards along a flight route or at a location.
 - On track for the first eight months of the fiscal year.
 - NOTAMs are low, which is a credit to the crew for exceptional snow and ice control over the winter season.
4. Perform asphalt crack sealing of runways/taxiways/apron areas to extend pavement life expectancy. Maintain runway at a pavement condition index (PCI) above 70 and taxiways/aprons at a PCI above 60.
 - On track for the first eight months of the fiscal year.
 - The Airport has prepared the design for an overall crack sealing, marking, and minor pavement repair capital improvement project that will preserve the pavement.

FY20 Department Goals

The following goals support the Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 5 – Transportation: Provide transportation systems that are efficient and adequate to serve the regional needs of the community:

1. Provide a safe operating environment via wildlife management plan with effective hazing activities to eliminate bird strikes.
2. Expeditiously and systematically remove snow and ice from airport movement areas.
3. Use new technologies, such as NOTAM Manager, to issue NOTAMs that provide accurate and current information to alert pilots of potential hazards along a flight route or at a location.
4. Perform asphalt crack sealing of runways/taxiways/apron areas to extend pavement life expectancy. Maintain runway at a pavement condition index (PCI) above 70 and taxiways/aprons at a PCI above 60.

Future Considerations

Applications submitted in October 2018 for consideration of Supplemental money appropriated by Congress: 1) FY19 Phase One Float Plane Basin, 2) FY20 Sand Storage/SRE building and FY20 Taxiway Rehab of Alpha, Charlie, Kilo, and Lima along with lighting, shoulder and safety area widening. Environmental clearance for projects to be submitted by December 2019.

Replacement of non-AIP eligible equipment: mower and sweeper.

Environmental concerns have arose about the Aqueous Film Forming Foam (AFFF) testing at certificated part 139 airports. Alternate ways and measures will have to be found to meet this ARFF truck testing requirement at the Kenai Airport.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 008 - Airport Fund
Department: Airport Airfield

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
Salaries and Benefits								
0100	Salaries	\$ 189,375	\$ 180,197	\$ 205,177	\$ 205,177	\$ 212,388	\$ 7,211	3.51%
0200	Overtime	18,646	23,056	16,344	16,344	17,725	1,381	8.45%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	4,137	5,202	6,969	6,969	7,164	195	2.80%
0400	Medicare	2,996	2,966	3,312	3,312	3,440	128	3.86%
0450	Social Security	1,466	998	505	505	669	164	32.48%
0500	PERS	46,331	64,391	58,849	58,849	62,773	3,924	6.67%
0600	Unemployment Insurance	983	601	1,143	1,143	1,187	44	3.85%
0700	Workers Compensation	6,008	6,159	4,622	4,622	5,035	413	8.94%
0800	Health & Life Insurance	35,928	40,162	40,063	40,063	45,431	5,368	13.40%
0900	Supplemental Retirement	3,011	3,827	3,000	3,000	3,000	-	-
Total Salaries & Benefits		\$ 308,881	\$ 327,559	\$ 339,984	\$ 339,984	\$ 358,812	\$ 18,828	5.54%
Maintenance and Operations								
2021	Office Supplies	201	324	500	500	500	-	-
2022	Operating & Repair Supplies	139,681	127,144	159,300	159,300	153,000	(6,300)	(3.95%)
2024	Small Tools/Minor Equipment	5,396	13,696	6,680	6,680	4,980	(1,700)	(25.45%)
2026	Computer Software	1,156	728	780	780	1,230	450	57.69%
4531	Professional Services	4,563	7,825	12,250	12,250	7,235	(5,015)	(40.94%)
4532	Communications	7,896	10,050	7,201	7,201	6,361	(840)	(11.67%)
4533	Travel & Transportation	6,293	5,332	5,900	5,900	3,400	(2,500)	(42.37%)
4534	Advertising	622	444	500	500	500	-	-
4535	Printing & Binding	606	1,206	1,175	1,175	1,175	-	-
4536	Insurance	77,095	74,892	84,982	84,982	89,471	4,489	5.28%
4537	Utilities	165,592	157,518	189,629	189,629	184,741	(4,888)	(2.58%)
4538	Repair & Maintenance	52,209	38,186	39,618	39,618	31,710	(7,908)	(19.96%)
4539	Rentals	3,336	5,358	16,880	16,880	3,580	(13,300)	(78.79%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	25	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	45	1,500	1,500	500	(1,000)	(66.67%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
Total Maint. and Operations		\$ 464,646	\$ 442,773	\$ 526,895	\$ 526,895	\$ 488,383	\$ (38,512)	(7.31%)
Capital Outlay & Transfers								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	5,856	1,821	-	-	-	-	-
8064	Machinery & Equipment	25,137	12,227	-	-	-	-	-
9090	Transfers Out	827,290	827,938	864,900	890,900	903,600	38,700	4.47%
Total Capital Outlay and Transfers		\$ 858,283	\$ 841,986	\$ 864,900	\$ 890,900	\$ 903,600	\$ 38,700	4.47%
Department Total:		\$ 1,631,810	\$ 1,612,318	\$ 1,731,779	\$ 1,757,779	\$ 1,750,795	\$ 19,016	1.10%

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 008 - Airport Fund
Department: - 62 - Airport Airfield

2022 Operating & Repair Supplies. Department supplies including brooms and sweepers, urea, E36, equipment cutting edges, fuel and fire suppression supplies.

2024 Small Tools & Minor Equipment. Computer replacement, KFD personal protective gear (1 set), and radios.

4531 Professional Services. Commercial drivers' license physicals, annual audiometric testing, and miscellaneous engineering services.

4538 Repairs and Maintenance. Annual calibrations, fire testing, boiler and mechanical inspections and service agreements.

4539 Rentals. Table/Chair rentals, tent rental and Excavator rental.

9090 Transfers Out. Central administrative charges from General Fund including general administration, fire suppression services, security and equipment maintenance.

City of Kenai
Fiscal Year 2020 Operating Budget
Fund 008 – Airport Fund
Department: 63 – Airport Administration

Mission

The primary mission of Kenai Municipal Airport is to be the commercial air transportation gateway to the Kenai Peninsula Borough and West Cook Inlet.

Functions & Responsibilities

The Airport Manager works under the direction of the City Manager and is responsible for Federal Aviation Administration compliance, grant eligibility, airport development, general management and operation of the Kenai Municipal Airport. Legal, finance, planning, public works, police and fire support is provided by the Airport Fund and is paid for using the City's Central Administration charge.

Airport capital improvement projects (ACIP) are primarily funded through airport entitlement monies and discretionary funds received from the Federal Aviation Administration. Funding for these projects is not a part of the annual budget process and is accounted for separately in capital projects funds.

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Airport Manager	1	20	1	20	1	20	1	20	1	20	1	20
Administrative Assistant II	.33	9	.33	9	.33	9	.33	9	.33	9	.33	9

Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
Airport Manager	N/A	N/A	N/A	N/A	N/A	N/A
Administrative Assistant II	16	10	29	29	29	29

Performance Measures

	2014	2015	2016	2017	2018	2019*
Airline Rents & Leases	\$ 172,088	\$ 189,461	\$ 192,368	\$ 191,557	\$ 198,558	\$ 208,486
Airline Landing Fees	\$ 262,940	\$ 198,327	\$ 233,386	\$ 356,132	\$ 389,230	\$ 408,692
Revenue per Enplaned Passenger	\$ 4.35	\$ 4.12	\$ 4.55	\$ 5.84	\$6.38	\$6.64
FAA Grant Expenditures	\$ 509,714	\$ 0	\$ 2,774,885	\$1,509,155	\$10,619,995	Not available

*Projected figures

FY19 Department Goals Evaluation

1. Maintain the financial viability of the airport.
 - On track for the first eight months of the fiscal year.
2. Provide facilities that are safe, secure, and meet FAA requirements.
 - On track for the first eight months of the fiscal year.
3. Maximize the Airport’s potential as a scheduled passenger, air taxi, and air cargo airport serving multiple destinations.
 - The Airport is operating within the established FY19 budget, and a grant was secured for the terminal rehabilitation project, which will maximize the Airport’s potential for tenant and customer experience.

FY20 Department Goals

The following goals support City of Kenai Comprehensive Plan Goal 2 – Economic Development to support the fiscal health of Kenai, Goal 4 – Public improvements and services: Provide adequate public improvements and services in Kenai, and Goal 5 – Transportation: Provide transportation systems that are efficient and adequate to serve the regional needs of the community:

1. Maintain the financial viability of the airport.
 - Set fair and reasonable rates, rentals, landing fees, and other service charges imposed on aeronautical users for the aeronautical use of the Airport annually that allows the Airport to be as self-sustaining as possible.
 - Implement a responsible budget.
 - Ensure each Airport fund is financially secure.
2. Provide facilities that are safe, secure, and meet FAA requirements
 - Work to obtain and secure FAA grand funding for Airport Capital Improvement Program
 - Fund pre-grant expenses for engineer services on grant-eligible projects
 - Establish a five-year Airport Capital Improvement Plan
3. Maximize the Airport’s potential as a scheduled passenger, air taxi, and air cargo airport serving multiple destinations.
 - Make the airport an aesthetically pleasing gateway to the Kenai Peninsula.

- Market Airport, services, and facilities through magazine ads, website, trade shows, and the air fair, etc.
- Continue long-term planning, development, and construction in accordance with the Airport Master Plan.

Future Considerations

Negotiation of a new five-year airline operating agreement will be negotiated upon completion of the terminal rehabilitation project.

Four capital improvement project applications for supplemental monies were submitted in October 2018:

- FY19 - Rehabilitate Alaska Regional Fire Training Facility
- FY19 – Phase One – Float Plane Basin Development
- FY20 – Construct Storage/SRE Building
- FY20 Taxiway Rehabilitation – Alpha, Charlie, Kilo, Lima

Spring of 2019 notification of approved projects.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 008 - Airport Fund
Department: Airport Administration

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 137,745	\$ 133,159	\$ 146,430	\$ 146,430	\$ 149,337	\$ 2,907	1.99%
0200	Overtime	1,128	848	1,321	1,321	1,348	27	2.04%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	6,788	7,125	7,125	7,266	141	1.98%
0400	Medicare	2,011	2,055	2,246	2,246	2,291	45	2.00%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	35,729	49,829	40,749	40,749	43,126	2,377	5.83%
0600	Unemployment Insurance	668	134	774	774	790	16	2.07%
0700	Workers Compensation	509	452	457	457	489	32	7.00%
0800	Health & Life Insurance	29,963	27,072	33,452	33,452	37,934	4,482	13.40%
0900	Supplemental Retirement	2,512	2,535	2,500	2,500	2,500	-	-
Total Salaries & Benefits		\$ 210,265	\$ 222,872	\$ 235,054	\$ 235,054	\$ 245,081	\$ 10,027	4.27%
<u>Maintenance and Operations</u>								
2021	Office Supplies	17	396	500	500	300	(200)	(40.00%)
2022	Operating & Repair Supplies	820	956	1,200	1,200	700	(500)	(41.67%)
2024	Small Tools/Minor Equipment	-	692	1,035	1,035	520	(515)	(49.76%)
2026	Computer Software	540	610	600	600	420	(180)	(30.00%)
4531	Professional Services	110	697	1,100	1,100	600	(500)	(45.45%)
4532	Communications	4,699	6,206	4,575	4,575	4,225	(350)	(7.65%)
4533	Travel & Transportation	6,605	5,202	8,465	8,465	6,850	(1,615)	(19.08%)
4534	Advertising	8,756	7,988	8,250	8,250	5,000	(3,250)	(39.39%)
4535	Printing & Binding	949	908	1,150	1,150	1,150	-	-
4536	Insurance	1,775	1,601	2,469	2,469	3,581	1,112	45.04%
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	210	70	300	300	150	(150)	(50.00%)
4667	Dues & Publications	526	571	530	530	530	-	-
4999	Contingency	-	-	30,000	25,500	20,000	(10,000)	(33.33%)
5041	Miscellaneous	765	760	1,550	1,550	700	(850)	(54.84%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
Total Maint. and Operations		\$ 25,772	\$ 26,657	\$ 61,724	\$ 57,224	\$ 44,726	\$ (16,998)	(27.54%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	12,000	12,000	-	(12,000)	(100.00%)
9090	Transfers Out	385,722	144,172	287,421	287,421	58,700	(228,721)	(79.58%)
Total Capital Outlay and Transfers		\$ 385,722	\$ 144,172	\$ 299,421	\$ 299,421	\$ 58,700	\$ (240,721)	(80.40%)
Department Total:		\$ 621,759	\$ 393,701	\$ 596,199	\$ 591,699	\$ 348,507	\$ (247,692)	(41.55%)

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 008 - Airport Fund
Department: - 63 - Airport Administration

2024 Small Tools/Minor Equipment. Two computer replacements and miscellaneous other items.

9090 Transfers Out. Central administrative charges from General Fund, \$58,700.

4999 General Contingency. Funds available for unexpected expenditures. Funds are subject to budgetary control allowing no more than \$4,999.99 to be transferred without action from the City Council.

City of Kenai
 Fiscal Year 2020 Operating Budget
 Fund 008 – Airport Fund
 Department: 64 – Other Buildings & Areas

Mission

Provide Airport facilities and services to maximize the float plane facility and land lease activities.

Functions & Responsibilities

Airport Land is the real estate deeded to the City of Kenai by the Federal Aviation Administration (FAA) in 1963. The acquisition gave the City title to nearly 2,000 acres. Most of the land is located in the business district surrounding the Airport.

The Float Plane Basin encompasses a 4,500 foot water runway for landing and take-off operations and a separate water lane for taxiing with parking slips. A major expansion of the landing channel was started in 2006 and completed in fall of 2007. Separate tie-down areas are available for private and commercial users and a 24 hr. self-fueling station is maintained by the airport at the basin. Transient parking and camping spots are available. Current KMC code prohibits the collection of landing fees for float planes; therefore, the only income from this area is from monthly and daily aircraft parking fees. The basin is closed to all operations during winter months.

Effective July 1, 2018, an arrangement was memorialized between the General Fund and Airport Fund to operate and maintain the Kenai Animal Shelter.

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
City Planner	0	16	.25	16	.30	16	.30	16	.30	16	.30	16
Administrative Assistant III	.33	15	.10	15	0	15	0	15	0	15	0	15
Building Maintenance Lead Technician	.17	12	.17	12	.17	12	.17	12	.17	12	.17	12
Building Maintenance Technician	.17	11	.17	11	.17	11	.17	11	.17	11	.17	11

Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
City Planner	8	9	8	8	8	8
Administrative Assistant III	0	0	0	0	0	0
Building Maintenance Lead Technician	3	7	3	3	3	3
Building Maintenance Technician	1	0	1	1	1	1

Performance Measures

	2014	2015	2016	2017	2018	2019*
Float Plane Slips Leased	11	8	6	7	7	7
Water Landings	558	581	586	489	806	810
Fuel Sold (Gallons)	3,260	1,200	2,900	3,790	4,266	4,400
Tenants	11	8	6	7	7	7
Slip Rental	\$1,050	\$ 830	\$ 690	\$ 560	\$ 600	\$600
Transient Parking Fees	\$62	\$ 205	\$ 118	\$ 100	\$ 200	\$200
Lots Available for Lease	<i>No Historical Data</i>				20	20

* Projected figures

FY19 Department Goals Evaluation

1. Market for both private and commercial activities.
 - The City's new land brochure has created a lot of interest in lease lot development.
2. Construct taxiway Sierra to provide access to float plane basin facility.
 - The City is still waiting to hear if any of the project applications for the supplemental monies have been approved; which one is to construct taxiway Sierra with lease lots.
3. Maintain/rehabilitate commercial and private slips.
 - The City is still waiting to hear if any of the project applications for the supplemental monies have been approved; which one is to construct taxiway Sierra with lease lots.

FY20 Department Goals

The following goals support the Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1: Quality of life; Goal 2: Provide economic development to support the fiscal health of Kenai; Goal 3 – Develop land use strategies to implement a forward-looking approach to community growth and development; Goal 4 – Provide adequate public improvements and Services in Kenai; and, Goal 5 – Transportation: Provide transportation systems that are efficient and adequate to serve the regional needs of the community:

1. Market for both private and commercial activities.
2. Construct taxiway Sierra to provide access to float plane basin facility.
3. Maintain/rehabilitate commercial and private slips.

Future Considerations

Continuing demand use of the float plane facilities at the Kenai Municipal Airport is generating the need for the improvements on the airfield. The creation of lease lots next to the float plane basin would support expansion of air taxi/charter development that operates from both float and wheeled aircraft. An application was submitted to the FAA in October 2018 to consider the Float Plane Basin – Phase One project for supplemental monies. Development costs are estimated at \$3.1 million. This project would construct lease lots for wheel and float plane operations.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 008 - Airport Fund
Department: Other Buildings and Areas

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
Salaries and Benefits								
0100	Salaries	\$ 40,101	\$ 43,079	\$ 50,067	\$ 50,067	\$ 46,533	\$ (3,534)	(7.06%)
0200	Overtime	652	475	622	622	571	(51)	(8.20%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	4,938	988	1,057	1,057	1,492	435	41.15%
0400	Medicare	644	629	751	751	705	(46)	(6.13%)
0450	Social Security	-	-	406	406	64	(342)	(84.24%)
0500	PERS	9,370	15,759	12,176	12,176	13,187	1,011	8.30%
0600	Unemployment Insurance	193	39	260	260	243	(17)	(6.54%)
0700	Workers Compensation	1,028	888	1,098	1,098	1,190	92	8.38%
0800	Health & Life Insurance	11,489	10,416	12,819	12,819	14,539	1,720	13.42%
0900	Supplemental Retirement	659	930	1,366	1,366	1,407	41	3.00%
Total Salaries & Benefits		\$ 69,074	\$ 73,203	\$ 80,622	\$ 80,622	\$ 79,931	\$ (691)	(0.86%)
Maintenance and Operations								
2021	Office Supplies	-	-	200	200	-	(200)	(100.00%)
2022	Operating & Repair Supplies	15,471	15,150	16,000	20,500	15,000	(1,000)	(6.25%)
2024	Small Tools/Minor Equipment	-	-	-	-	800	800	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	11,243	17,312	7,000	7,000	59,900	52,900	755.71%
4532	Communications	1,098	1,082	623	623	1,007	384	61.64%
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	500	521	500	500	500	-	-
4535	Printing & Binding	-	170	-	-	-	-	-
4536	Insurance	-	138	-	-	-	-	-
4537	Utilities	40,820	17,689	52,541	52,541	47,182	(5,359)	(10.20%)
4538	Repair & Maintenance	879	5,109	4,957	4,957	1,957	(3,000)	(60.52%)
4539	Rentals	1,373	2,534	2,500	2,500	2,500	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	52	155	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
Total Maint. and Operations		\$ 71,436	\$ 59,860	\$ 84,321	\$ 88,821	\$ 128,846	\$ 44,525	52.80%
Capital Outlay & Transfers								
8061	Land	58,498	12,400	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	62,935	177,015	-	-	40,000	40,000	-
Total Capital Outlay and Transfers		\$ 121,433	\$ 189,415	\$ -	\$ -	\$ 40,000	\$ 40,000	-
Department Total:		\$ 261,943	\$ 322,478	\$ 164,943	\$ 169,443	\$ 248,777	\$ 83,834	50.83%

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 008 - Airport Fund
Department: - 64 - Other Buildings & Areas

2022 Operating & Repair Supplies. Fuel for resale at the Airport's Float Plane Basin and other miscellaneous operating supplies.	4538 Repair & Maintenance. Miscellaneous repairs, fire suppression system testing and landscaping services.
2024 Small Tools/Minor Equipment. Year one of network equipment replacement.	4539 Rentals. Cost of portapotties.
4531 Professional Services. Appraisal fees for the leasing of Airport land.	9090 Transfers Out. Airport Operations Facility dry sprinkler system replacement.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund 008 – Airport Fund
Department: 65 – Alaska Fire Training Facility

Mission

To be the premier aircraft and firefighting training facility for the State of Alaska.

Functions & Responsibilities

The 23,460 square foot Alaska Fire Training Facility was built in 1997. The facility was designed to facilitate hands-on training for fire response personnel in scenarios replicating actual emergencies involving aircraft and structural/industrial settings. This facility brings to Alaska the ability to train in safe, realistic and environmentally acceptable facility utilizing state of the art training equipment.

The first floor is currently occupied by Beacon Occupational Health and Safety Services. The current agreement with Beacon expired December 31, 2012 but renews annually unless notice of termination is given 180-days prior to year-end by either party. The second floor consisting of 3,800 square feet is available for lease.

Staffing - Under a Management Agreement

Performance Measures

	2014	2015	2016	2017	2018	2019*
Student Trainings	No Data	950	850	No Data	No Data	912
Class Trainings	No Data	100	95	No Data	No Data	142
Facility Repairs & Maintenance	\$ 12,432	\$ 12,170	\$ 8,950	\$ 18,359	\$12,620	\$ 3,335
ARFF Vehicle Repair & Maintenance						
AP07	\$ 0	\$ 1,087	\$ 1,257	\$ 938	\$ 466	\$ 1,431
AP08	\$ 443	\$ 955	\$ 1,677	\$ 4,078	\$ 908	\$ 1330

**Projected figures*

FY19 Department Goals Evaluation

1. Complete the design and rehabilitation of the facility training props and associated mechanical.
 - A Request for Proposal is currently being advertised for the design of the trainings props. The FAA has programmed AIP monies for this project which will be bid in June 2019. Airports costs for facility repairs are down; however, maintenance costs on the two ARFF vehicles are up.
2. Negotiate long term facility management agreement at the Fire Training Facility.
 - The management company is still working on the numbers for the student/class trainings for the first eight months of FY19.

FY20 Department Goals

The following goals support the Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1: Promote and encourage quality of life in Kenai, Goal 2: Provide economic development to support the fiscal health of Kenai, Goal 3: Land Use, and Goal 4: Public Improvements and Services:

1. Complete the design and rehabilitation of the facility training props and associated mechanical.
2. Negotiate long term facility management agreement at the Fire Training Facility.

Future Considerations

Replacement of the two 1998 Aircraft Rescue and Fire Training trucks.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 008 - Airport Fund
Department: Airport Training Facility

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	Total Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	23,608	21,246	23,689	23,689	23,689	-	-
4538	Repair & Maintenance	12,517	13,189	14,785	14,785	14,785	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 36,125	\$ 34,435	\$ 38,474	\$ 38,474	\$ 38,474	\$ -	-
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Department Total:	\$ 36,125	\$ 34,435	\$ 38,474	\$ 38,474	\$ 38,474	\$ -	-

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 008 - Airport Fund
Department: - 65 - Airport Training Facility

4537 Utilities. Electric and natural gas charges for that portion of the facility not included in the facility management agreement.

Repair & Maintenance. Fire suppression system testing, elevator testing and maintenance, and other general maintenance items.



"Serving the Greater Kenai Peninsula"

305 N. WILLOW ST. SUITE 200 KENAI, ALASKA 99611
TELEPHONE 907-283-7951
FAX 907-283-3737

Memo

To: Airport Commission

Through: Mary Bondurant – Airport Manager 

From: Erica Brincefield - Assistant

Date: May 20, 2019

Subject: *Alaska Air Fuel, Inc. - Special Use Permit*

Alaska Air Fuel, Inc. is requesting renewal of the special use permit for aircraft parking consisting of approximately 15,000 square feet. The special use permit will be effective for one year from July 1, 2019 to June 30, 2020.

The rate is based on the table below passed by City Council at the May 18, 2016 Council meeting.

Apron Rate Increases to Arrive at Market in 6 years		
Apron Lease Rate FY15 \$1.80s.f. x .08		\$ 0.144
FY2016		\$ 0.357
FY2017		\$ 0.528
FY2018		\$ 0.699
FY2019		\$ 0.870
FY2020		\$ 1.041
FY2021		\$ 1.210

The Airport has a valid certificate of insurance on file and Alaska Air Fuel, Inc., is current in all fees owed to the Airport.

Does Commission recommend Council approve the Special Use Permit to Alaska Air Fuel, Inc.?

Attachment

SPECIAL USE PERMIT – 2019

The CITY OF KENAI (City) grants to ALASKA AIR FUEL, INC. (Permittee), whose address is P.O. Box 360, Palmer, AK 99645, a Special Use Permit to conduct aeronautical and/or aviation-related activities at the Kenai Municipal Airport subject to the requirements and the conditions set forth below.

1. **Premises.** Permittee shall have the non-exclusive right to use 15,000 square feet as described in the attached Exhibit A for the uses identified in this Permit.

2. **Term.** The term of this Permit shall be for 1 year commencing on July 1, 2019 and ending on June 30, 2020. Regardless of the date of signature, this Permit shall be effective as of July 1, 2019.

3. **Permit Fees.** Permittee shall pay the following fees for the privileges extended to Permittee under this Permit:

A. **Permit:** Permittee shall pay a monthly fee of \$1,301.25 plus applicable sales tax.

B. **Proximity Card for Gate Access:** In addition to the general permit fee, Permittee shall pay a deposit of One Hundred Dollars (\$100.00) for the use of each proximity card issued to Permittee by City to allow for gate access to the Airport to conduct the uses permitted hereunder. City shall refund this deposit to Permittee when the card is returned to City. City may exercise a right of offset to apply the deposit to any outstanding balance due to City from Permittee at the termination of this Permit.

C. **Other Fees:** City may assess additional fees for aviation or aviation support activities and uses not defined in this Permit. If a fee has not been established for those activities or services, a fee will be established by the Airport Manager.

Payment shall be directed to City of Kenai, ATTN: Finance Department, 210 Fidalgo Avenue, Kenai, AK 99611 and a courtesy notice of payment provided to Airport Administration at 305 North Willow Street, Suite 200, Kenai, AK 99611. All permit fees are payable in advance of each month unless otherwise provided. In the event of delinquency, interest at the rate of 10% per annum, and penalty of 10% shall also be due (KMC 1.75.010). Interest shall accrue from the date due until the date paid in full. Failure to timely make payments is grounds for termination of this Permit. (See ¶ 22, Termination)

4. **Use.** City authorizes Permittee's non-exclusive use of the Premises for the following purpose(s):

Special Use Permit—Alaska Air Fuel, Inc. (Apron Aircraft Parking)

Page 1 of 8

Aircraft Parking. NOTE: This permit does not guarantee the exclusive use of the area identified in Exhibit A. City reserves the right to re-assign Permittee, upon reasonable notice, to other areas as airport needs may require.

Permittee shall have the right of ingress and egress to the Airport using only designated gate access locations (which may require a proximity card) for the use of the Premises. This Permit, and any access rights allowed hereunder, are for Permittee's use only and may not be transferred or assigned.

Use of the Premises by Permittee is subject to the reasonable administrative actions of the City of Kenai for the protection and maintenance of the Premises and of adjacent and contiguous lands or facilities and is further subject to the following conditions:

Permittee acknowledges that the use granted herein is subject to the Kenai Municipal Code and municipal regulations governing the Kenai Municipal Airport and as those laws and regulations may be amended from time to time.

Solicitation of donations or operation of a business or other commercial enterprise not contemplated by this Permit is prohibited without the written consent of City.

No person may repair an aircraft, aircraft engine, propeller, or apparatus in an area of the Airport other than that specifically designated for that purpose by the Airport Manager or designated representative. The Airport Manager or designated representative reserves the right to designate reasonable areas where aircraft owners may perform services on their own aircraft.

5. Airport Operations. Permittee shall ensure that the Permittee, its employees, and guests, and anyone else acting by, on behalf of, or under the authority of Permittee on the Airport, that perform any repairs or activities authorized under this Permit act in a manner that ensures the safety of people and the Airport, the protection of public health and the environment, and the safety and integrity of the Airport and any premises on the Airport. Permittee shall employ qualified personnel and maintain equipment sufficient for the purposes of this provision. The Permittee shall immediately notify City of any condition, problem, malfunction, or other occurrence that threatens the safety of the Airport, the safety of persons using the Airport, the public health or the environment, or the safety or integrity of any premises on the Airport.

6. Inspection. The Federal Aviation Administration (FAA) and/or City shall have the right and authority to inspect, at any time for any purpose whatsoever, the Premises as well as any and all equipment used by the Permittee under this Permit.

7. **Coordination with Airport Management.** Permittee shall coordinate all activities on the Airport with Airport Management, or a designated representative, and shall abide by all reasonable decisions and directives of the Airport Management regarding general use of the Airport by Permittee.

8. **Radio Transmitting Equipment.** Permittee shall discontinue the use of any machine or device which interferes with any government-operated transmitter, receiver, or navigation aid until the cause of the interference is eliminated.

9. **Insurance.** Permittee shall secure and keep in force adequate insurance, as stated below, to protect City and Permittee. Where specific limits are stated, the limits are the minimum acceptable limits. If Permittee's insurance policy contains higher limits, City is entitled to coverage to the extent of the higher limits.

A. Commercial General Liability insurance, including premises, all operations, property damage, personal injury and death, broad-form contractual, with a per-occurrence limit of not less than \$1,000,000 combined single limit. The policy must include an endorsement under which the insurer extends coverage to Permittee's fuel handling activities. The policy must name the City as an additional insured.

B. Worker's compensation insurance with coverage for all employees engaged in work under this Permit or at the Premises as required by AS 23.30.045. Permittee is further responsible to provide worker's compensation insurance for any subcontractor who directly or indirectly provides services to Permittee under this Permit.

C. Commercial Automobile Coverage with not less than \$1,000,000 combined single limit per occurrence. This insurance must cover all owned, hired, and non-owned motor vehicles the Permittee uses on the Airport. The policy must name the City as an additional insured.

D. All insurance required must meet the following additional requirements:

- i. All policies will be by a company/corporation currently rated "A-" or better by A.M. Best.
- ii. Permittee shall submit to the City proof of continuous insurance coverage in the form of insurance policies, certificates, endorsements, or a combination thereof, and signed by a person authorized by the insurer to bind coverage on its behalf.
- iii. Permittee shall request a waiver of subrogation against City from

Permittee's insurer and the waiver of subrogation, where possible, shall be provided at no cost to City.

- iv. Provide the City with notification at least 30 days before any termination, cancellation, or material change in insurance coverage of any policy required hereunder.
- v. Evidence of insurance coverage must be submitted to City by July 1, 2019. The effective date of the insurance shall be no later than July 1, 2019.

City may increase the amount or revise the type of required insurance on written demand without requiring amendments to this Permit. City will base any increase or revision on reasonable and justifiable grounds. Within two weeks of the written demand, Permittee shall submit to City evidence of insurance coverage that meets the requirements of the City.

10. Assumption of Risk. Permittee assumes full control and sole responsibility as between Permittee and City for the activities of Permittee, its personnel, employees, and persons acting on behalf of or under the authority of the Permittee anywhere on the Airport. Permittee shall provide all proper safeguards and shall assume all risks incurred in its activities on and access to the Kenai Municipal Airport and its exercise of the privileges granted in this Permit.

11. Indemnity, Defend, and Hold Harmless Agreement. Permittee agrees to fully indemnify, defend, and hold harmless, the City of Kenai, its officers, agents, employees, and volunteers from and against all actions, damages, costs, liability, claims, losses, judgments, penalties, and expenses of every type and description, including any fees and/or costs reasonably incurred by the City's staff attorneys and outside attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as "Liabilities"), to which any or all of them may be subjected, to the extent such Liabilities are caused by or result from any negligent act or omission or willful misconduct of the Permittee in connection with or arising from or out of Permittee's activities on or use of the Premises, Permittee's access to the Kenai Municipal Airport, and/or Permittee's exercise of the privileges granted in this Permit. This shall be a continuing obligation and shall remain in effect after termination of this Permit.

12. Fuel Spill Prevention and Response Plan. Areas of the Apron have been seal coated to protect asphalt from adverse effects of petroleum product spills. The City requires that Permittee provide adequate absorbent materials and tools available on the Premises and at the airport in order to maintain a fuel spill and response capability. Permittee shall be liable for any damage caused by and costs associated with any spill, the cleanup of any spill, or the

discharge of petroleum products or hazardous materials due to Permittee's use of the Apron and/or use of the Airport.

Permittee shall provide to City an acceptable fuel spill prevention and response plan and will maintain fuel spill and response capability. Permittee further agrees to have a copy of the fuel spill prevention and response plan located in the Permittee's fuel dispensing equipment at all times. Permittee must comply with the Airport's Storm Water Pollution Prevention Plan as appropriate to Permittee's activities.

Permittee shall not store any personal property, solid waste, petroleum products, Hazardous Material as defined by 14 CFR § 171.8, hazardous waste (ignitable, corrosive, reactive, or toxic) or any hazardous substance on any portion of the Airport. Permittee is aware that there are significant penalties for improperly disposing of the Hazardous Materials and other waste and for submitting false information regarding Hazardous Materials, including the possibility of fine and imprisonment for knowing violations.

Permittee shall immediately remove the material in the event of spillage or dripping of gasoline, oil, grease, or any other material which may be unsightly or detrimental to the pavement or surface in or on any area of the Airport.

Permittee may not construct or install any above-ground or underground fuel storage tanks or dispensing systems at the Airport.

No person shall smoke on an aircraft-parking ramp, inside an aircraft hangar, or within 50' of any aircraft fuel facility or fuel truck.

Permittee is subject to FAA Advisory Circular 150/5230-4 Aircraft Fuel Storage, Handling, and Dispensing on Airports, the National Fire Protection Associations' "Standard for Aircraft Fueling Servicing" in NFPA 407 (1996 version), and the current version of the International Fire Codes. All inspections of fuel facilities, by City or other regulating entities to which Permittee is subject, shall be conducted to assure compliance with the fire safety practices listed in these referenced documents.

13. Hazardous Substances and Materials. Permittee shall conform and be subject to the requirements of 14 CFR § 139.321 regarding the handling and storage of hazardous substances and materials.

14. No Discrimination. Permittee shall not discriminate against any person because of the person's race, creed, color national origin, sex, age, or handicap. Permittee recognizes the right of City to take any action necessary to enforce this requirement of the Permit. Permittee will furnish services provided under this Permit on a reasonable, and not unjustly

discriminatory, basis to all users of the Airport and shall charge reasonable, and not unjustly discriminatory, prices for each product or service provided at the Airport.

15. Licenses and Permits. Permittee shall obtain and maintain all required federal, state, and local licenses, certificates, and other documents required for its operations under the Permit. Permittee shall provide proof of compliance to City upon request by the City.

16. Compliance with Law/Grant Assurances. This Permit, and Permittee's activities conducted under this Permit, is subject to all executive orders, policies and operational guidelines and all applicable requirements of federal, state, and City statutes, ordinances, and regulations in effect during the term of this Permit. Further, Permittee shall comply with all applicable requirements imposed on the Airport by federal law to ensure that the Airport's eligibility for federal money or for participation in federal aviation programs is not jeopardized. This Permit is subordinate to the City's grant assurances and federal obligations.

17. No Exclusivity. The privileges granted under this Permit are not exclusive to Permittee. City has the right to grant to others any right or privilege on the Airport.

18. Assignment. The privileges granted under this Permit are personal to Permittee and may not be assigned by Permittee.

19. No Joint Venture. City shall not be construed or held to be a partner or joint venturer of Permittee in the conduct of its business or activities on the Premises or elsewhere at the Kenai Municipal Airport.

20. No Waiver. Failure to insist upon a strict compliance with the terms, conditions, and requirements herein contained, or referred to, shall not constitute or be construed as a waiver or relinquishment of the right to exercise such terms, conditions, or requirements.

21. Personalty. Permittee shall remove any and all personal property, including all vehicles, from the Premises at the termination of this Permit (or any renewal thereof). Personal property placed or used upon the Premises will be removed and/or impounded by the City, if not removed upon termination of this Permit and when so removed and/or impounded, such property may be redeemed by the owner thereof only upon the payment to the City of the costs of removal plus storage charges of \$25 per day. The City of Kenai is not responsible for any damage to or theft of any personalty of Permittee or of its customers.

22. Termination; Default. This Permit may be terminated by either party hereto by giving 30 days advance written notice to the other party. City may terminate the Permit immediately, or upon notice shorter than 30 days, to protect public health and safety or due

ACKNOWLEDGMENTS

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2019, the foregoing instrument was acknowledged before me by Paul Ostrander, City Manager, of the City of Kenai, an Alaska municipal corporation, on behalf of the City.

Notary Public for Alaska
My Commission Expires: _____

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2019, the foregoing instrument was acknowledged before me by John Sliwinski, Vice President, Alaska Air Fuel, Inc., on behalf of the State of Alaska.

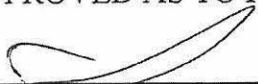
Notary Public for Alaska
My Commission Expires: _____

ATTEST:

Jamie Heinz, City Clerk

SEAL:

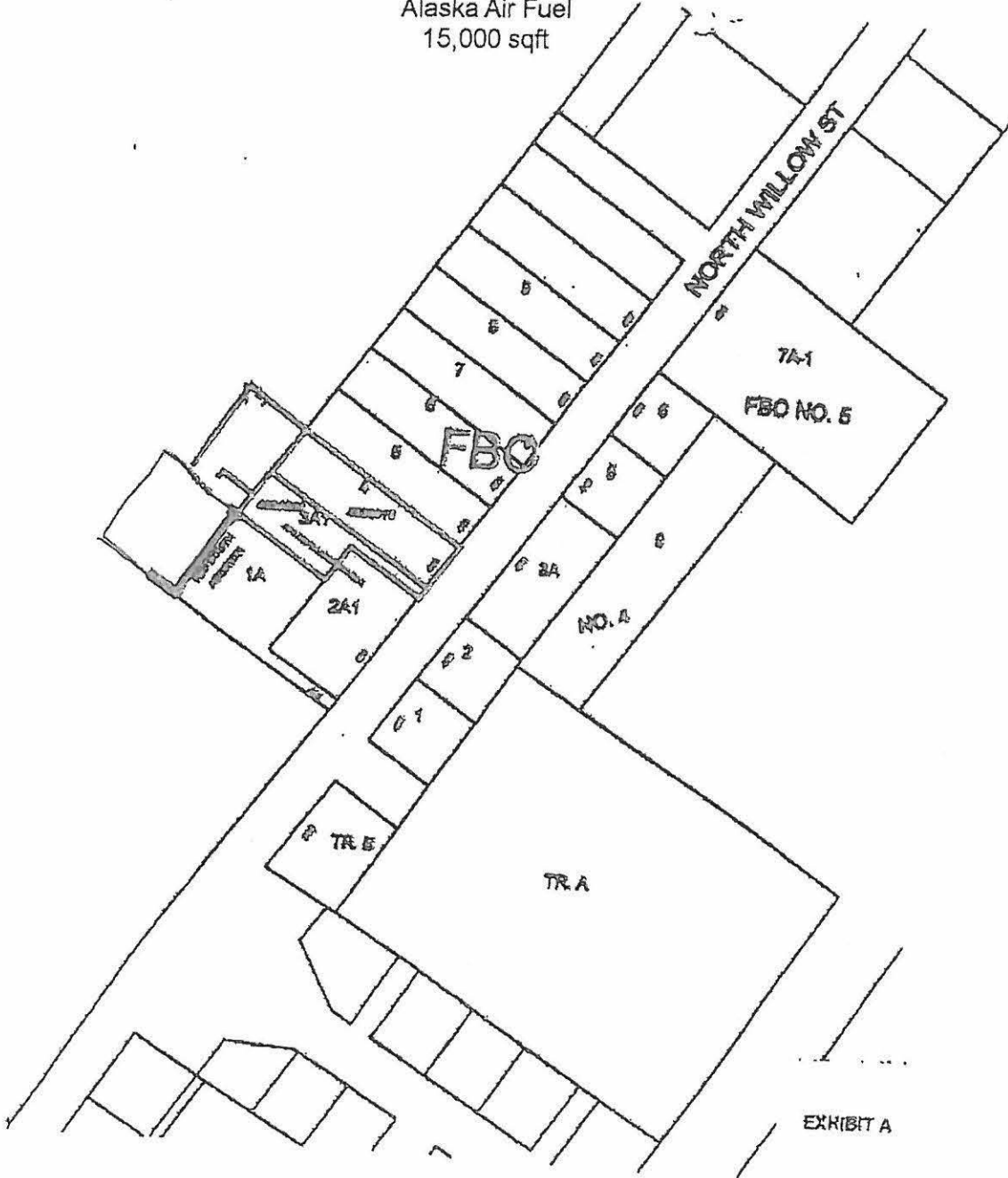
APPROVED AS TO FORM:



Scott M. Bloom, City Attorney

Exhibit A

Alaska Air Fuel
15,000 sqft






"Serving the Greater Kenai Peninsula"

305 N. WILLOW ST. SUITE 200 KENAI, ALASKA 99611
 TELEPHONE 907-283-7951
 FAX 907-283-3737

Memo

To: Airport Commission

Through: Mary Bondurant – Airport Manager 

From: Erica Brincefield - Assistant

Date: May 20, 2019

Subject: *Crowley Fuels LLC. - Special Use Permit*

Crowley Fuels LLC is requesting renewal of the special use permit for aviation fueling on apron fueling area, 35,000 square feet. The special use permit will be effective for one year from July 1, 2019 to June 30, 2020.

The rate is based on the table below passed by City Council at the May 18, 2016 Council meeting.

Apron Rate Increases to Arrive at Market in 6 years		
Apron Lease Rate FY15 \$1.80s.f. x .08		\$ 0.144
FY2016		\$ 0.357
FY2017		\$ 0.528
FY2018		\$ 0.699
FY2019		\$ 0.870
FY2020		\$ 1.041
FY2021		\$ 1.210

The Airport has a valid certificate of insurance on file and Crowley Fuels LLC is current in all fees owed to the Airport.

Does Commission recommend Council approve the Special Use Permit to Crowley Fuels LLC?

Attachment

SPECIAL USE PERMIT – 2019

The CITY OF KENAI (City) grants to CROWLEY FUELS LLC (Permittee), whose address is 201 Arctic Slope Ave., Anchorage, AK 99518, a Special Use Permit for the fueling area on the apron at the Kenai Municipal Airport subject to the requirements and the conditions set forth below.

1. **Premises.** Permittee shall have the non-exclusive right to use 35,000 square feet as described in the attached Exhibit A for the uses identified in this Permit.
2. **Term.** The term of this Permit shall be for 1 year commencing on July 1, 2019 and ending on June 30, 2020. Regardless of the date of signature, this Permit shall be effective as of July 1, 2019.
3. **Permit Fees.** Permittee shall pay the following fees for the privileges extended to Permittee under this Permit:
 - A. **Permit:** Permittee shall pay a monthly fee of \$3,036.25 plus applicable sales tax.
 - B. **Proximity Card for Gate Access:** In addition to the general permit fee, Permittee shall pay a deposit of One Hundred Dollars (\$100.00) for the use of each proximity card issued to Permittee by City to allow for gate access to the Airport to conduct the uses permitted hereunder. City shall refund this deposit to Permittee when the card is returned to City. City may exercise a right of offset to apply the deposit to any outstanding balance due to City from Permittee at the termination of this Permit.
 - C. **Other Fees:** City may assess additional fees for aviation or aviation support activities and uses not defined in this Permit. If a fee has not been established for those activities or services, a fee will be established by the Airport Manager.

Payment shall be directed to City of Kenai, ATTN: Finance Department, 210 Fidalgo Avenue, Kenai, AK 99611 and a courtesy notice of payment provided to Airport Administration at 305 North Willow Street, Suite 200, Kenai, AK 99611. All permit fees are payable in advance of each month unless otherwise provided. In the event of delinquency, interest at the rate of 10% per annum, and penalty of 10% shall also be due (KMC 1.75.010). Interest shall accrue from the date due until the date paid in full. Failure to timely make payments is grounds for termination of this Permit. (See ¶ 22, Termination)

4. **Use.** City authorizes Permittee's non-exclusive use of the Premises for the following purpose(s):

Special Use Permit—Crowley (Apron Fueling Area)

Page 1 of 8

Aviation Fueling on Apron Fueling Area. NOTE: This permit does not guarantee the exclusive use of the area identified in Exhibit A. City reserves the right to re-assign Permittee, upon reasonable notice, to other areas as airport needs may require.

Permittee shall have the right of ingress and egress to the Airport using only designated gate access locations (which may require a proximity card) for the use of the Premises. This Permit, and any access rights allowed hereunder, are for Permittee's use only and may not be transferred or assigned.

Use of the Premises by Permittee is subject to the reasonable administrative actions of the City of Kenai for the protection and maintenance of the Premises and of adjacent and contiguous lands or facilities and is further subject to the following conditions:

Permittee acknowledges that the use granted herein is subject to the Kenai Municipal Code and municipal regulations governing the Kenai Municipal Airport and as those laws and regulations may be amended from time to time.

Solicitation of donations or operation of a business or other commercial enterprise not contemplated by this Permit is prohibited without the written consent of City.

No person may repair an aircraft, aircraft engine, propeller, or apparatus in an area of the Airport other than that specifically designated for that purpose by the Airport Manager or designated representative. The Airport Manager or designated representative reserves the right to designate reasonable areas where aircraft owners may perform services on their own aircraft.

5. Airport Operations. Permittee shall ensure that the Permittee, its employees, and guests, and anyone else acting by, on behalf of, or under the authority of Permittee on the Airport, that perform any repairs or activities authorized under this Permit act in a manner that ensures the safety of people and the Airport, the protection of public health and the environment, and the safety and integrity of the Airport and any premises on the Airport. Permittee shall employ qualified personnel and maintain equipment sufficient for the purposes of this provision. The Permittee shall immediately notify City of any condition, problem, malfunction, or other occurrence that threatens the safety of the Airport, the safety of persons using the Airport, the public health or the environment, or the safety or integrity of any premises on the Airport.

6. Inspection. The Federal Aviation Administration (FAA) and/or City shall have the right and authority to inspect, at any time for any purpose whatsoever, the Premises as well as any and all equipment used by the Permittee under this Permit.

7. **Coordination with Airport Management.** Permittee shall coordinate all activities on the Airport with Airport Management, or a designated representative, and shall abide by all reasonable decisions and directives of the Airport Management regarding general use of the Airport by Permittee.

8. **Radio Transmitting Equipment.** Permittee shall discontinue the use of any machine or device which interferes with any government-operated transmitter, receiver, or navigation aid until the cause of the interference is eliminated.

9. **Insurance.** Permittee shall secure and keep in force adequate insurance, as stated below, to protect City and Permittee. Where specific limits are stated, the limits are the minimum acceptable limits. If Permittee's insurance policy contains higher limits, City is entitled to coverage to the extent of the higher limits.

A. Commercial General Liability insurance, including premises, all operations, property damage, personal injury and death, broad-form contractual, with a per-occurrence limit of not less than \$1,000,000 combined single limit. The policy must include an endorsement under which the insurer extends coverage to Permittee's fuel handling activities. The policy must name the City as an additional insured.

B. Worker's compensation insurance with coverage for all employees engaged in work under this Permit or at the Premises as required by AS 23.30.045. Permittee is further responsible to provide worker's compensation insurance for any subcontractor who directly or indirectly provides services to Permittee under this Permit.

C. Commercial Automobile Coverage with not less than \$1,000,000 combined single limit per occurrence. This insurance must cover all owned, hired, and non-owned motor vehicles the Permittee uses on the Airport. The policy must name the City as an additional insured.

D. All insurance required must meet the following additional requirements:

- i. All policies will be by a company/corporation currently rated "A-" or better by A.M. Best.
- ii. Permittee shall submit to the City proof of continuous insurance coverage in the form of insurance policies, certificates, endorsements, or a combination thereof, and signed by a person authorized by the insurer to bind coverage on its behalf.

- iii. Permittee shall request a waiver of subrogation against City from Permittee's insurer and the waiver of subrogation, where possible, shall be provided at no cost to City.
- iv. Provide the City with notification at least thirty (30) days before any termination, cancellation, or material change in insurance coverage of any policy required hereunder.
- v. Evidence of insurance coverage must be submitted to City by July 1, 2019. The effective date of the insurance shall be no later than July 1, 2019.

City may increase the amount or revise the type of required insurance on written demand without requiring amendments to this Permit. City will base any increase or revision on reasonable and justifiable grounds. Within two weeks of the written demand, Permittee shall submit to City evidence of insurance coverage that meets the requirements of the City.

10. Assumption of Risk. Permittee assumes full control and sole responsibility as between Permittee and City for the activities of Permittee, its personnel, employees, and persons acting on behalf of or under the authority of the Permittee anywhere on the Airport. Permittee shall provide all proper safeguards and shall assume all risks incurred in its activities on and access to the Kenai Municipal Airport and its exercise of the privileges granted in this Permit.

11. Indemnity, Defend, and Hold Harmless Agreement. Permittee agrees to fully indemnify, defend, and hold harmless, the City of Kenai, its officers, agents, employees, and volunteers from and against all actions, damages, costs, liability, claims, losses, judgments, penalties, and expenses of every type and description, including any fees and/or costs reasonably incurred by the City's staff attorneys and outside attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as "Liabilities"), to which any or all of them may be subjected, to the extent such Liabilities are caused by or result from any negligent act or omission or willful misconduct of the Permittee in connection with or arising from or out of Permittee's activities on or use of the Premises, Permittee's access to the Kenai Municipal Airport, and/or Permittee's exercise of the privileges granted in this Permit. This shall be a continuing obligation and shall remain in effect after termination of this Permit.

12. Fuel Spill Prevention and Response Plan. Areas of the Apron have been seal coated to protect asphalt from adverse effects of petroleum product spills. The City requires that Permittee provide adequate absorbent materials and tools available on the Premises and at the airport in order to maintain a fuel spill and response capability. Permittee shall be liable for

any damage caused by and costs associated with any spill, the cleanup of any spill, or the discharge of petroleum products or hazardous materials due to Permittee's use of the Apron and/or use of the Airport.

Permittee shall provide to City an acceptable fuel spill prevention and response plan and will maintain fuel spill and response capability. Permittee further agrees to have a copy of the fuel spill prevention and response plan located in the Permittee's fuel dispensing equipment at all times. Permittee must comply with the Airport's Storm Water Pollution Prevention Plan as appropriate to Permittee's activities.

Permittee shall not store any personal property, solid waste, petroleum products, Hazardous Material as defined by 14 CFR § 171.8, hazardous waste (ignitable, corrosive, reactive, or toxic) or any hazardous substance on any portion of the Airport. Permittee is aware that there are significant penalties for improperly disposing of the Hazardous Materials and other waste and for submitting false information regarding Hazardous Materials, including the possibility of fine and imprisonment for knowing violations.

Permittee shall immediately remove the material in the event of spillage or dripping of gasoline, oil, grease, or any other material which may be unsightly or detrimental to the pavement or surface in or on any area of the Airport.

Permittee may not construct or install any above-ground or underground fuel storage tanks or dispensing systems at the Airport.

No person shall smoke on an aircraft-parking ramp, inside an aircraft hangar, or within 50' of any aircraft fuel facility or fuel truck.

Permittee is subject to FAA Advisory Circular 150/5230-4 Aircraft Fuel Storage, Handling, and Dispensing on Airports, the National Fire Protection Associations' "Standard for Aircraft Fueling Servicing" in NFPA 407 (1996 version), and the current version of the International Fire Codes. All inspections of fuel facilities, by City or other regulating entities to which Permittee is subject, shall be conducted to assure compliance with the fire safety practices listed in these referenced documents.

13. Hazardous Substances and Materials. Permittee shall conform and be subject to the requirements of 14 CFR § 139.321 regarding the handling and storage of hazardous substances and materials.

14. No Discrimination. Permittee shall not discriminate against any person because of the person's race, creed, color national origin, sex, age, or handicap. Permittee recognizes the right of City to take any action necessary to enforce this requirement of the Permit. Permittee will furnish services provided under this Permit on a reasonable, and not unjustly

discriminatory, basis to all users of the Airport and shall charge reasonable, and not unjustly discriminatory, prices for each product or service provided at the Airport.

15. Licenses and Permits. Permittee shall obtain and maintain all required federal, state, and local licenses, certificates, and other documents required for its operations under the Permit. Permittee shall provide proof of compliance to City upon request by the City.

16. Compliance with Law/Grant Assurances. This Permit, and Permittee's activities conducted under this Permit, is subject to all executive orders, policies and operational guidelines and all applicable requirements of federal, state, and City statutes, ordinances, and regulations in effect during the term of this Permit. Further, Permittee shall comply with all applicable requirements imposed on the Airport by federal law to ensure that the Airport's eligibility for federal money or for participation in federal aviation programs is not jeopardized. This Permit is subordinate to the City's grant assurances and federal obligations.

17. No Exclusivity. The privileges granted under this Permit are not exclusive to Permittee. City has the right to grant to others any right or privilege on the Airport.

18. Assignment. The privileges granted under this Permit are personal to Permittee and may not be assigned by Permittee.

19. No Joint Venture. City shall not be construed or held to be a partner or joint venturer of Permittee in the conduct of its business or activities on the Premises or elsewhere at the Kenai Municipal Airport.

20. No Waiver. Failure to insist upon a strict compliance with the terms, conditions, and requirements herein contained, or referred to, shall not constitute or be construed as a waiver or relinquishment of the right to exercise such terms, conditions, or requirements.

21. Personalty. Permittee shall remove any and all personal property, including all vehicles, from the Premises at the termination of this Permit (or any renewal thereof). Personal property placed or used upon the Premises will be removed and/or impounded by the City, if not removed upon termination of this Permit and when so removed and/or impounded, such property may be redeemed by the owner thereof only upon the payment to the City of the costs of removal plus storage charges of \$25 per day. The City of Kenai is not responsible for any damage to or theft of any personalty of Permittee or of its customers.

22. Termination; Default. This Permit may be terminated by either party hereto by giving 30 days advance written notice to the other party. City may terminate the Permit immediately, or upon notice shorter than 30 days, to protect public health and safety or due

ACKNOWLEDGMENTS

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2019, the foregoing instrument was acknowledged before me by Paul Ostrander, City Manager, of the City of Kenai, an Alaska municipal corporation, on behalf of the City.

Notary Public for Alaska
My Commission Expires: _____

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2019, the foregoing instrument was acknowledged before me by R. Desmond Mayo, Vice President, Crowley Fuels LLC, on behalf of the State of Alaska.

Notary Public for Alaska
My Commission Expires: _____

ATTEST:

City Clerk

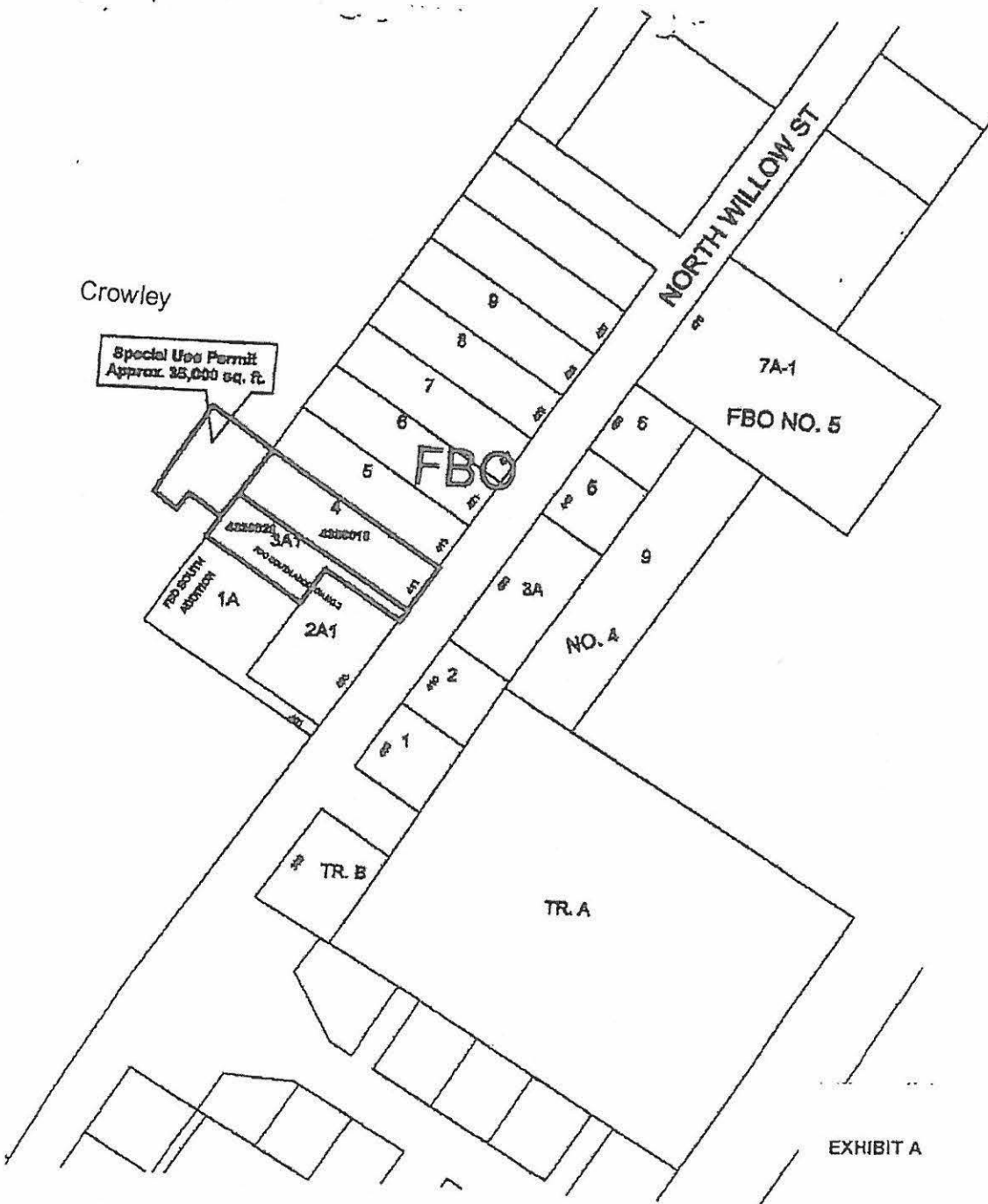
SEAL:

APPROVED AS TO FORM:



Scott M. Bloom, City Attorney

EXHIBIT A





"Serving the Greater Kenai Peninsula"

305 N. WILLOW ST. SUITE 200 KENAI, ALASKA 99611
TELEPHONE 907-283-7951
FAX 907-283-3737

Memo

To: Airport Commission

Through: Mary Bondurant – Airport Manager 

From: Erica Brincefield - Assistant

Date: May 20, 2019

Subject: *Empire Airlines, Inc. - Special Use Permit*

Empire Airlines, Inc. is requesting renewal of the special use permit for aircraft parking, 11,250 square feet. The special use permit will be effective for one year from July 1, 2019 to June 30, 2020.

The rate is based on the table below passed by City Council at the May 18, 2016 Council meeting.

Apron Rate Increases to Arrive at Market in 6 years		
Apron Lease Rate FY15 \$1.80s.f. x .08		\$ 0.144
FY2016		\$ 0.357
FY2017		\$ 0.528
FY2018		\$ 0.699
FY2019		\$ 0.870
FY2020		\$ 1.041
FY2021		\$ 1.210

The Airport has a valid certificate of insurance on file and Empire Airlines, Inc. is current in all fees owed to the Airport.

Does Commission recommend Council approve the Special Use Permit to Empire Airlines, Inc.?

Attachment

SPECIAL USE PERMIT- 2019

The CITY OF KENAI (City) grants to EMPIRE AIRLINES, INC. (Permittee), whose address is 11559 N. Atlas Road, Hayden, ID 83835, a Special Use Permit for the purpose of aircraft parking at the Kenai Municipal Airport subject to the requirements and the conditions set forth below.

1. **Premises.** Permittee shall have the non-exclusive right to use 11,250 square feet as described in the attached Exhibit A for the uses identified in this Permit.
2. **Term.** The term of this Permit shall be for 1 year commencing on July 1, 2019 and ending on June 30, 2020. Regardless of the date of signature, this Permit shall be effective as of July 1, 2019.
3. **Permit Fees.** Permittee shall pay the following fees for the privileges extended to Permittee under this Permit:
 - A. **Permit:** Permittee shall pay a monthly fee of \$975.93 plus applicable sales tax.
 - B. **Proximity Card for Gate Access:** In addition to the general permit fee, Permittee shall pay a deposit of one hundred dollars (\$100.00) for the use of each proximity card issued to Permittee by City to allow for gate access to the Airport to conduct the uses permitted hereunder. City shall refund this deposit to Permittee when the card is returned to City. City may exercise a right of offset to apply the deposit to any outstanding balance due to City from Permittee at the termination of this Permit.
 - C. **Other Fees:** City may assess additional fees for aviation or aviation support activities and uses not defined in this Permit. If a fee has not been established for those activities or services, a fee will be established by the Airport Manager.

Payment shall be directed to City of Kenai, ATTN: Finance Department, 210 Fidalgo Avenue, Kenai, AK 99611 and a courtesy notice of payment provided to Airport Administration at 305 North Willow Street, Suite 200, Kenai, AK 99611. All permit fees are payable in advance of each month unless otherwise provided. In the event of delinquency, interest at the rate of ten percent (10%) per annum, and penalty of ten percent (10%) shall also be due (KMC 1.75.010). Interest shall accrue from the date due until the date paid in full. Failure to timely make payments is grounds for termination of this Permit. (See ¶ 22, Termination)

4. Use. City authorizes Permittee's non-exclusive use of the Premises for the following purpose(s):

Aircraft Parking. NOTE: This permit does not guarantee the exclusive use of the area identified in Exhibit A. City reserves the right to re-assign Permittee, upon reasonable notice, to other areas as airport needs may require.

Permittee shall have the right of ingress and egress to the Airport using only designated gate access locations (which may require a proximity card) for the use of the Premises. This Permit, and any access rights allowed hereunder, are for Permittee's use only and may not be transferred or assigned.

Use of the Premises by Permittee is subject to the reasonable administrative actions of the City of Kenai for the protection and maintenance of the Premises and of adjacent and contiguous lands or facilities and is further subject to the following conditions:

Permittee acknowledges that the use granted herein is subject to the Kenai Municipal Code and municipal regulations governing the Kenai Municipal Airport and as those laws and regulations may be amended from time to time.

Solicitation of donations or operation of a business or other commercial enterprise not contemplated by this Permit is prohibited without the written consent of City.

No person may repair an aircraft, aircraft engine, propeller, or apparatus in an area of the Airport other than that specifically designated for that purpose by the Airport Manager or designated representative. The Airport Manager or designated representative reserves the right to designate reasonable areas where aircraft owners may perform services on their own aircraft.

5. **Airport Operations.** Permittee shall ensure that the Permittee, its employees, and guests, and anyone else acting by, on behalf of, or under the authority of Permittee on the Airport, that perform any repairs or activities authorized under this Permit act in a manner that ensures the safety of people and the Airport, the protection of public health and the environment, and the safety and integrity of the Airport and any premises on the Airport. Permittee shall employ qualified personnel and maintain equipment sufficient for the purposes of this provision. The Permittee shall immediately notify City of any condition, problem, malfunction, or other occurrence that threatens the safety of the Airport, the safety of persons using the Airport, the public health or the environment, or the safety or integrity of any premises on the Airport.

6. **Inspection.** The Federal Aviation Administration (FAA) and/or City shall have the right and authority to inspect, at any time for any purpose whatsoever, the Premises as well as any and all equipment used by the Permittee under this Permit.

7. **Coordination with Airport Management.** Permittee shall coordinate all activities on the Airport with Airport Management, or a designated representative, and shall abide by all reasonable decisions and directives of the Airport Management regarding general use of the Airport by Permittee.

8. **Radio Transmitting Equipment.** Permittee shall discontinue the use of any machine or device which interferes with any government-operated transmitter, receiver, or navigation aid until the cause of the interference is eliminated.

9. **Insurance.** Permittee shall secure and keep in force adequate insurance, as stated below, to protect City and Permittee. Where specific limits are stated, the limits are the minimum acceptable limits. If Permittee's insurance policy contains higher limits, City is entitled to coverage to the extent of the higher limits.

A. Commercial General Liability insurance, including premises, all operations, property damage, personal injury and death, broad-form contractual, with a per-occurrence limit of not less than \$1,000,000 combined single limit. The policy must include an endorsement under which the insurer extends coverage to Permittee's fuel handling activities. The policy must name the City as an additional insured.

B. Worker's compensation insurance with coverage for all employees engaged in work under this Permit or at the Premises as required by AS 23.30.045. Permittee is further responsible to provide worker's compensation insurance for any subcontractor who directly or indirectly provides services to Permittee under this Permit.

C. Commercial Automobile Coverage with not less than \$1,000,000 combined single limit per occurrence. This insurance must cover all owned, hired, and non-owned motor vehicles the Permittee uses on the Airport. The policy must name the City as an additional insured.

D. All insurance required must meet the following additional requirements:

- i. All policies will be by a company/corporation currently rated "A-" or better by A.M. Best.
- ii. Permittee shall submit to the City proof of continuous insurance coverage in the form of insurance policies, certificates, endorsements,

or a combination thereof, and signed by a person authorized by the insurer to bind coverage on its behalf.

- iii. Permittee shall request a waiver of subrogation against City from Permittee's insurer and the waiver of subrogation, where possible, shall be provided at no cost to City.
- iv. Provide the City with notification at least thirty (30) days before any termination, cancellation, or material change in insurance coverage of any policy required hereunder.
- v. Evidence of insurance coverage must be submitted to City by July 1, 2019. The effective date of the insurance shall be no later than July 1, 2019.

City may increase the amount or revise the type of required insurance on written demand without requiring amendments to this Permit. City will base any increase or revision on reasonable and justifiable grounds. Within two weeks of the written demand, Permittee shall submit to City evidence of insurance coverage that meets the requirements of the City.

10. Assumption of Risk. Permittee assumes full control and sole responsibility as between Permittee and City for the activities of Permittee, its personnel, employees, and persons acting on behalf of or under the authority of the Permittee anywhere on the Airport. Permittee shall provide all proper safeguards and shall assume all risks incurred in its activities on and access to the Kenai Municipal Airport and its exercise of the privileges granted in this Permit.

11. Indemnity, Defend, and Hold Harmless Agreement. Permittee agrees to fully indemnify, defend, and hold harmless, the City of Kenai, its officers, agents, employees, and volunteers from and against all actions, damages, costs, liability, claims, losses, judgments, penalties, and expenses of every type and description, including any fees and/or costs reasonably incurred by the City's staff attorneys and outside attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as "Liabilities"), to which any or all of them may be subjected, to the extent such Liabilities are caused by or result from any negligent act or omission or willful misconduct of the Permittee in connection with or arising from or out of Permittee's activities on or use of the Premises, Permittee's access to the Kenai Municipal Airport, and/or Permittee's exercise of the privileges granted in this Permit. This shall be a continuing obligation and shall remain in effect after termination of this Permit.

12. Fuel Spill Prevention and Response Plan. Areas of the Apron have been seal coated to protect asphalt from adverse effects of petroleum product spills. The City requires that Permittee provide adequate absorbent materials and tools available on the Premises and at the airport in order to maintain a fuel spill and response capability. Permittee shall be liable for any damage caused by and costs associated with any spill, the cleanup of any spill, or the discharge of petroleum products or hazardous materials due to Permittee's use of the Apron and/or use of the Airport.

Permittee shall provide to City an acceptable fuel spill prevention and response plan and will maintain fuel spill and response capability. Permittee further agrees to have a copy of the fuel spill prevention and response plan located in the Permittee's fuel dispensing equipment at all times. Permittee must comply with the Airport's Storm Water Pollution Prevention Plan as appropriate to Permittee's activities.

Permittee shall not store any personal property, solid waste, petroleum products, Hazardous Material as defined by 14 CFR § 171.8, hazardous waste (ignitable, corrosive, reactive, or toxic) or any hazardous substance on any portion of the Airport. Permittee is aware that there are significant penalties for improperly disposing of the Hazardous Materials and other waste and for submitting false information regarding Hazardous Materials, including the possibility of fine and imprisonment for knowing violations.

Permittee shall immediately remove the material in the event of spillage or dripping of gasoline, oil, grease, or any other material which may be unsightly or detrimental to the pavement or surface in or on any area of the Airport.

Permittee may not construct or install any above-ground or underground fuel storage tanks or dispensing systems at the Airport.

No person shall smoke on an aircraft-parking ramp, inside an aircraft hangar, or within fifty feet (50') of any aircraft fuel facility or fuel truck.

Permittee is subject to FAA Advisory Circular 150/5230-4 Aircraft Fuel Storage, Handling, and Dispensing on Airports, the National Fire Protection Associations' "Standard for Aircraft Fueling Servicing" in NFPA 407 (1996 version), and the current version of the International Fire Codes. All inspections of fuel facilities, by City or other regulating entities to which Permittee is subject, shall be conducted to assure compliance with the fire safety practices listed in these referenced documents.

13. Hazardous Substances and Materials. Permittee shall conform and be subject to the requirements of 14 CFR § 139.321 regarding the handling and storage of hazardous substances and materials.

14. No Discrimination. Permittee shall not discriminate against any person because of the person's race, creed, color national origin, sex, age, or handicap. Permittee recognizes the right of City to take any action necessary to enforce this requirement of the Permit. Permittee will furnish services provided under this Permit on a reasonable, and not unjustly discriminatory, basis to all users of the Airport and shall charge reasonable, and not unjustly discriminatory, prices for each product or service provided at the Airport.

15. Licenses and Permits. Permittee shall obtain and maintain all required federal, state, and local licenses, certificates, and other documents required for its operations under the Permit. Permittee shall provide proof of compliance to City upon request by the City.

16. Compliance with Law/Grant Assurances. This Permit, and Permittee's activities conducted under this Permit, is subject to all executive orders, policies and operational guidelines and all applicable requirements of federal, state, and City statutes, ordinances, and regulations in effect during the term of this Permit. Further, Permittee shall comply with all applicable requirements imposed on the Airport by federal law to ensure that the Airport's eligibility for federal money or for participation in federal aviation programs is not jeopardized. This Permit is subordinate to the City's grant assurances and federal obligations.

17. No Exclusivity. The privileges granted under this Permit are not exclusive to Permittee. City has the right to grant to others any right or privilege on the Airport.

18. Assignment. The privileges granted under this Permit are personal to Permittee and may not be assigned by Permittee.

19. No Joint Venture. City shall not be construed or held to be a partner or joint venturer of Permittee in the conduct of its business or activities on the Premises or elsewhere at the Kenai Municipal Airport.

20. No Waiver. Failure to insist upon a strict compliance with the terms, conditions, and requirements herein contained, or referred to, shall not constitute or be construed as a waiver or relinquishment of the right to exercise such terms, conditions, or requirements.

21. Personalty. Permittee shall remove any and all personal property, including all vehicles, from the Premises at the termination of this Permit (or any renewal thereof). Personal property placed or used upon the Premises will be removed and/or impounded by the City, if not removed upon termination of this Permit and when so removed and/or impounded, such property may be redeemed by the owner thereof only upon the payment to the City of the costs of removal plus storage charges of \$25.00 per day. The City of Kenai is not responsible for any damage to or theft of any personalty of Permittee or of its customers.

22. Termination; Default. This Permit may be terminated by either party hereto by giving thirty (30) days advance written notice to the other party. City may terminate the Permit immediately, or upon notice shorter than thirty (30) days, to protect public health and safety or due to a failure of Permittee to comply with condition or term of this Permit which failure remains uncured after notice by City to Permittee providing Permittee with a reasonable time period under the circumstances to correct the violation or breach.

23. Landing Fees; Fee Schedule. Timely payment of landing fees and other required Airport fees is a condition of this Permit and, as such, failure to timely pay landing and other airport fees is grounds for termination. Without limiting the foregoing, Permittee shall pay landing fees for aircraft landings as set out in the City's comprehensive schedule of rates, charges and fees. Permittee shall make payment within thirty (30) days following the end of each month and without demand or invoicing from City. Permittee shall also provide Airport Administration with monthly certified gross take-off weight reports within ten (10) days following the end of each month for landings for the preceding month. Airport landing fees shall be paid at the Airport Administration Building, 305 North Willow Street, Suite 200, Kenai, AK 99611.

24. Impoundment. At the discretion of the Airport Manager, City may impound any aircraft parked on the Premises after termination of this Permit. Impoundment may be accomplished by affixing a seal to the door of the aircraft or the moving of the aircraft for impoundment purposes. Inconvenience or damage that may result from such movement will be at the risk of Permittee. An impoundment fee plus a towage fee shall be charged on each aircraft impounded. In addition, a daily storage fee shall be charged for each day the aircraft remains impounded. Any impounded aircraft that is not redeemed within ninety (90) days after impoundment shall be considered abandoned and shall be subject to sale at public auction. Notice of any auction shall be published. Publication shall be in a newspaper of general circulation in that area for at least once during each of three (3) consecutive weeks not more than thirty (30) days nor less than seven (7) days before the time of the auction.

25. Definitions. As used in this Permit, "Permittee" means Empire Airlines, Inc. and where the context reasonably indicates, its officers, agents, and employees. "Airport" means the Kenai Municipal Airport.

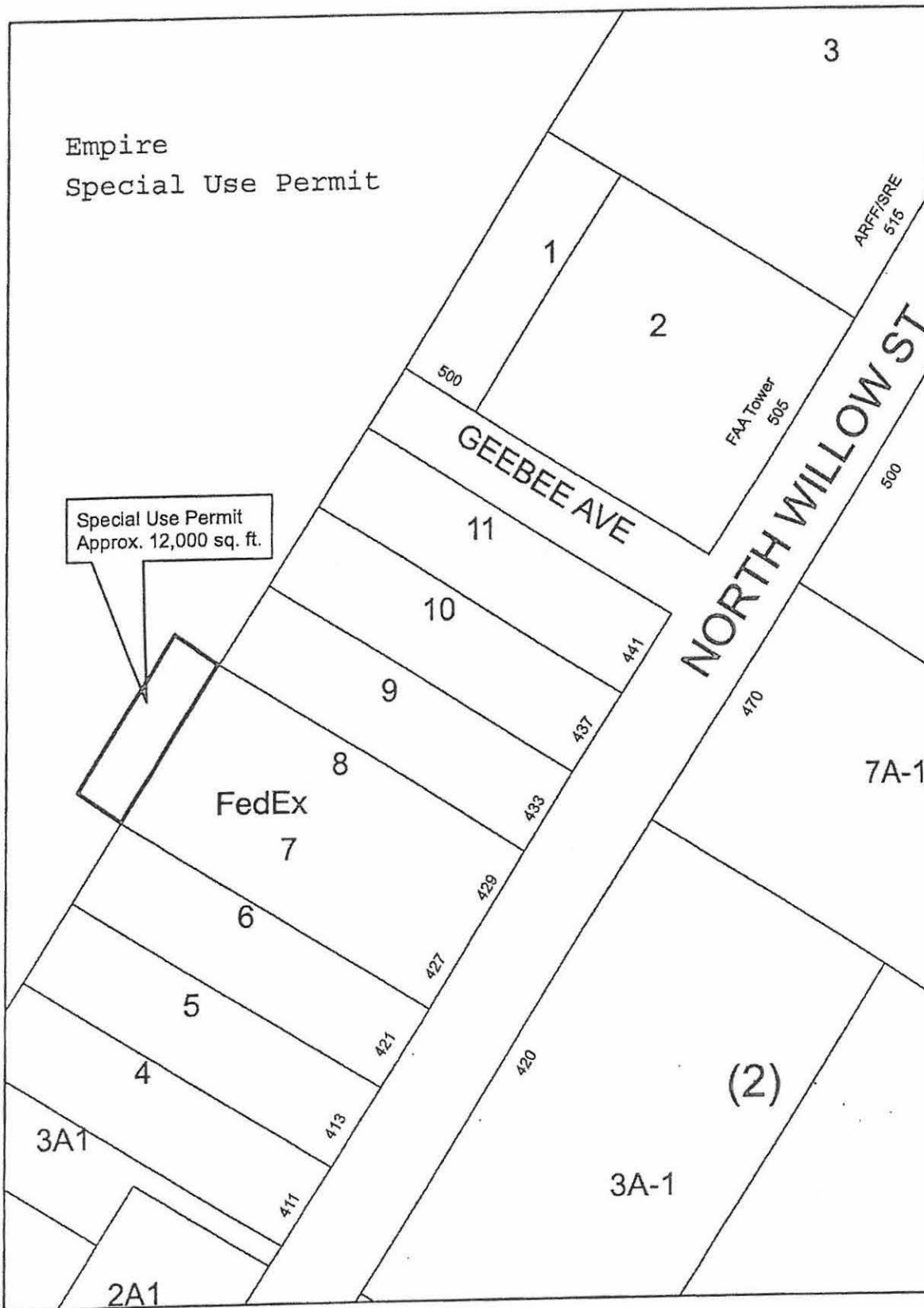


EXHIBIT A



"Serving the Greater Kenai Peninsula"

305 N. WILLOW ST. SUITE 200 KENAI, ALASKA 99611
 TELEPHONE 907-283-7951
 FAX 907-283-3737

Memo

To: Airport Commission

Through: Mary Bondurant – Airport Manager 

From: Erica Brincefield - Assistant

Date: May 20, 2019

Subject: *Everts Air Fuel, Inc. - Special Use Permit*

Everts Air Fuel, Inc. is requesting renewal of the special use permit for aircraft loading and parking, 30,000 square feet. The special use permit will be effective for one year from July 1, 2019 to June 30, 2020.

The rate is based on the table below passed by City Council at the May 18, 2016 Council meeting.

Apron Rate Increases to Arrive at Market in 6 years		
Apron Lease Rate FY15 \$1.80s.f. x .08		\$ 0.144
FY2016		\$ 0.357
FY2017		\$ 0.528
FY2018		\$ 0.699
FY2019		\$ 0.870
FY2020		\$ 1.041
FY2021		\$ 1.210

The Airport has a valid certificate of insurance on file and Everts Air Fuel, Inc. is current in all fees owed to the Airport.

Does Commission recommend Council approve the Special Use Permit to Everts Air Fuel, Inc.?

Attachment

SPECIAL USE PERMIT – 2019

The CITY OF KENAI (City) grants to EVERTS AIR FUEL, INC. (Permittee), whose address is P.O. Box 60908, Fairbanks, AK 99706, a Special Use Permit to conduct aeronautical and/or aviation-related activities at the Kenai Municipal Airport subject to the requirements and the conditions set forth below.

1. **Premises.** Permittee shall have the non-exclusive right to use 30,000 square feet as described in the attached Exhibit A for the uses identified in this Permit.
2. **Term.** The term of this Permit shall be for 1 year commencing on July 1, 2019 and ending on June 30, 2020. Regardless of the date of signature, this Permit shall be effective as of July 1, 2019.
3. **Permit Fees.** Permittee shall pay the following fees for the privileges extended to Permittee under this Permit:
 - A. **Permit:** Permittee shall pay a monthly fee of \$2,602.50 plus applicable sales tax.
 - B. **Proximity Card for Gate Access:** In addition to the general permit fee, Permittee shall pay a deposit of One Hundred Dollars (\$100.00) for the use of each proximity card issued to Permittee by City to allow for gate access to the Airport to conduct the uses permitted hereunder. City shall refund this deposit to Permittee when the card is returned to City. City may exercise a right of offset to apply the deposit to any outstanding balance due to City from Permittee at the termination of this Permit.
 - C. **Other Fees:** City may assess additional fees for aviation or aviation support activities and uses not defined in this Permit. If a fee has not been established for those activities or services, a fee will be established by the Airport Manager.

Payment shall be directed to City of Kenai, ATTN: Finance Department, 210 Fidalgo Avenue, Kenai, AK 99611 and a courtesy notice of payment provided to Airport Administration at 305 North Willow Street, Suite 200, Kenai, AK 99611. All permit fees are payable in advance of each month unless otherwise provided. In the event of delinquency, interest at the rate of 10% per annum, and penalty of 10% shall also be due (KMC 1.75.010). Interest shall accrue from the date due until the date paid in full. Failure to timely make payments is grounds for termination of this Permit. (See ¶ 22, Termination)

4. **Use.** City authorizes Permittee's non-exclusive use of the Premises for the following purpose(s):

Aircraft Loading and Parking. NOTE: This permit does not guarantee the exclusive use of the area identified in Exhibit A. City reserves the right to re-assign Permittee, upon reasonable notice, to other areas as airport needs may require.

Permittee shall have the right of ingress and egress to the Airport using only designated gate access locations (which may require a proximity card) for the use of the Premises. This Permit, and any access rights allowed hereunder, are for Permittee's use only and may not be transferred or assigned.

Use of the Premises by Permittee is subject to the reasonable administrative actions of the City of Kenai for the protection and maintenance of the Premises and of adjacent and contiguous lands or facilities and is further subject to the following conditions:

Permittee acknowledges that the use granted herein is subject to the Kenai Municipal Code and municipal regulations governing the Kenai Municipal Airport and as those laws and regulations may be amended from time to time.

Solicitation of donations or operation of a business or other commercial enterprise not contemplated by this Permit is prohibited without the written consent of City.

No person may repair an aircraft, aircraft engine, propeller, or apparatus in an area of the Airport other than that specifically designated for that purpose by the Airport Manager or designated representative. The Airport Manager or designated representative reserves the right to designate reasonable areas where aircraft owners may perform services on their own aircraft.

5. Airport Operations. Permittee shall ensure that the Permittee, its employees, and guests, and anyone else acting by, on behalf of, or under the authority of Permittee on the Airport, that perform any repairs or activities authorized under this Permit act in a manner that ensures the safety of people and the Airport, the protection of public health and the environment, and the safety and integrity of the Airport and any premises on the Airport. Permittee shall employ qualified personnel and maintain equipment sufficient for the purposes of this provision. The Permittee shall immediately notify City of any condition, problem, malfunction, or other occurrence that threatens the safety of the Airport, the safety of persons using the Airport, the public health or the environment, or the safety or integrity of any premises on the Airport.

6. Inspection. The Federal Aviation Administration (FAA) and/or City shall have the right and authority to inspect, at any time for any purpose whatsoever, the Premises as well as any and all equipment used by the Permittee under this Permit.

7. Coordination with Airport Management. Permittee shall coordinate all activities on the Airport with Airport Management, or a designated representative, and shall abide by all reasonable decisions and directives of the Airport Management regarding general use of the Airport by Permittee.

8. Radio Transmitting Equipment. Permittee shall discontinue the use of any machine or device which interferes with any government-operated transmitter, receiver, or navigation aid until the cause of the interference is eliminated.

9. Insurance. Permittee shall secure and keep in force adequate insurance, as stated below, to protect City and Permittee. Where specific limits are stated, the limits are the minimum acceptable limits. If Permittee's insurance policy contains higher limits, City is entitled to coverage to the extent of the higher limits.

A. Commercial General Liability insurance, including premises, all operations, property damage, personal injury and death, broad-form contractual, with a per-occurrence limit of not less than \$1,000,000 combined single limit. The policy must include an endorsement under which the insurer extends coverage to Permittee's fuel handling activities. The policy must name the City as an additional insured.

B. Worker's compensation insurance with coverage for all employees engaged in work under this Permit or at the Premises as required by AS 23.30.045. Permittee is further responsible to provide worker's compensation insurance for any subcontractor who directly or indirectly provides services to Permittee under this Permit.

C. Commercial Automobile Coverage with not less than \$1,000,000 combined single limit per occurrence. This insurance must cover all owned, hired, and non-owned motor vehicles the Permittee uses on the Airport. The policy must name the City as an additional insured.

D. All insurance required must meet the following additional requirements:

- i. All policies will be by a company/corporation currently rated "A-" or better by A.M. Best.
- ii. Permittee shall submit to the City proof of continuous insurance coverage in the form of insurance policies, certificates, endorsements, or a combination thereof, and signed by a person authorized by the insurer to bind coverage on its behalf.
- iii. Permittee shall request a waiver of subrogation against City from

Permittee's insurer and the waiver of subrogation, where possible, shall be provided at no cost to City.

- iv. Provide the City with notification at least 30 days before any termination, cancellation, or material change in insurance coverage of any policy required hereunder.
- v. Evidence of insurance coverage must be submitted to City by July 1, 2019. The effective date of the insurance shall be no later than July 1, 2019.

City may increase the amount or revise the type of required insurance on written demand without requiring amendments to this Permit. City will base any increase or revision on reasonable and justifiable grounds. Within two weeks of the written demand, Permittee shall submit to City evidence of insurance coverage that meets the requirements of the City.

10. Assumption of Risk. Permittee assumes full control and sole responsibility as between Permittee and City for the activities of Permittee, its personnel, employees, and persons acting on behalf of or under the authority of the Permittee anywhere on the Airport. Permittee shall provide all proper safeguards and shall assume all risks incurred in its activities on and access to the Kenai Municipal Airport and its exercise of the privileges granted in this Permit.

11. Indemnity, Defend, and Hold Harmless Agreement. Permittee agrees to fully indemnify, defend, and hold harmless, the City of Kenai, its officers, agents, employees, and volunteers from and against all actions, damages, costs, liability, claims, losses, judgments, penalties, and expenses of every type and description, including any fees and/or costs reasonably incurred by the City's staff attorneys and outside attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as "Liabilities"), to which any or all of them may be subjected, to the extent such Liabilities are caused by or result from any negligent act or omission or willful misconduct of the Permittee in connection with or arising from or out of Permittee's activities on or use of the Premises, Permittee's access to the Kenai Municipal Airport, and/or Permittee's exercise of the privileges granted in this Permit. This shall be a continuing obligation and shall remain in effect after termination of this Permit.

12. Fuel Spill Prevention and Response Plan. Areas of the Apron have been seal coated to protect asphalt from adverse effects of petroleum product spills. The City requires that Permittee provide adequate absorbent materials and tools available on the Premises and at the airport in order to maintain a fuel spill and response capability. Permittee shall be liable for any damage caused by and costs associated with any spill, the cleanup of any spill, or the

discharge of petroleum products or hazardous materials due to Permittee's use of the Apron and/or use of the Airport.

Permittee shall provide to City an acceptable fuel spill prevention and response plan and will maintain fuel spill and response capability. Permittee further agrees to have a copy of the fuel spill prevention and response plan located in the Permittee's fuel dispensing equipment at all times. Permittee must comply with the Airport's Storm Water Pollution Prevention Plan as appropriate to Permittee's activities.

Permittee shall not store any personal property, solid waste, petroleum products, Hazardous Material as defined by 14 CFR § 171.8, hazardous waste (ignitable, corrosive, reactive, or toxic) or any hazardous substance on any portion of the Airport. Permittee is aware that there are significant penalties for improperly disposing of the Hazardous Materials and other waste and for submitting false information regarding Hazardous Materials, including the possibility of fine and imprisonment for knowing violations.

Permittee shall immediately remove the material in the event of spillage or dripping of gasoline, oil, grease, or any other material which may be unsightly or detrimental to the pavement or surface in or on any area of the Airport.

Permittee may not construct or install any above-ground or underground fuel storage tanks or dispensing systems at the Airport.

No person shall smoke on an aircraft-parking ramp, inside an aircraft hangar, or within 50' of any aircraft fuel facility or fuel truck.

Permittee is subject to FAA Advisory Circular 150/5230-4 Aircraft Fuel Storage, Handling, and Dispensing on Airports, the National Fire Protection Associations' "Standard for Aircraft Fueling Servicing" in NFPA 407 (1996 version), and the current version of the International Fire Codes. All inspections of fuel facilities, by City or other regulating entities to which Permittee is subject, shall be conducted to assure compliance with the fire safety practices listed in these referenced documents.

13. Hazardous Substances and Materials. Permittee shall conform and be subject to the requirements of 14 CFR § 139.321 regarding the handling and storage of hazardous substances and materials.

14. No Discrimination. Permittee shall not discriminate against any person because of the person's race, creed, color national origin, sex, age, or handicap. Permittee recognizes the right of City to take any action necessary to enforce this requirement of the Permit. Permittee will furnish services provided under this Permit on a reasonable, and not unjustly

discriminatory, basis to all users of the Airport and shall charge reasonable, and not unjustly discriminatory, prices for each product or service provided at the Airport.

15. Licenses and Permits. Permittee shall obtain and maintain all required federal, state, and local licenses, certificates, and other documents required for its operations under the Permit. Permittee shall provide proof of compliance to City upon request by the City.

16. Compliance with Law/Grant Assurances. This Permit, and Permittee's activities conducted under this Permit, is subject to all executive orders, policies and operational guidelines and all applicable requirements of federal, state, and City statutes, ordinances, and regulations in effect during the term of this Permit. Further, Permittee shall comply with all applicable requirements imposed on the Airport by federal law to ensure that the Airport's eligibility for federal money or for participation in federal aviation programs is not jeopardized. This Permit is subordinate to the City's grant assurances and federal obligations.

17. No Exclusivity. The privileges granted under this Permit are not exclusive to Permittee. City has the right to grant to others any right or privilege on the Airport.

18. Assignment. The privileges granted under this Permit are personal to Permittee and may not be assigned by Permittee.

19. No Joint Venture. City shall not be construed or held to be a partner or joint venturer of Permittee in the conduct of its business or activities on the Premises or elsewhere at the Kenai Municipal Airport.

20. No Waiver. Failure to insist upon a strict compliance with the terms, conditions, and requirements herein contained, or referred to, shall not constitute or be construed as a waiver or relinquishment of the right to exercise such terms, conditions, or requirements.

21. Personalty. Permittee shall remove any and all personal property, including all vehicles, from the Premises at the termination of this Permit (or any renewal thereof). Personal property placed or used upon the Premises will be removed and/or impounded by the City, if not removed upon termination of this Permit and when so removed and/or impounded, such property may be redeemed by the owner thereof only upon the payment to the City of the costs of removal plus storage charges of \$25 per day. The City of Kenai is not responsible for any damage to or theft of any personalty of Permittee or of its customers.

22. Termination; Default. This Permit may be terminated by either party hereto by giving 30 days advance written notice to the other party. City may terminate the Permit immediately, or upon notice shorter than 30 days, to protect public health and safety or due

ACKNOWLEDGMENTS

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2019, the foregoing instrument was acknowledged before me by Paul Ostrander, City Manager, of the City of Kenai, an Alaska municipal corporation, on behalf of the City.

Notary Public for Alaska
My Commission Expires: _____

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2019, the foregoing instrument was acknowledged before me by Dave Miller, President, Everts Air Fuel, Inc., on behalf of the State of Alaska.


Notary Public for Alaska
My Commission Expires: _____

ATTEST:

Jamie Heinz, City Clerk

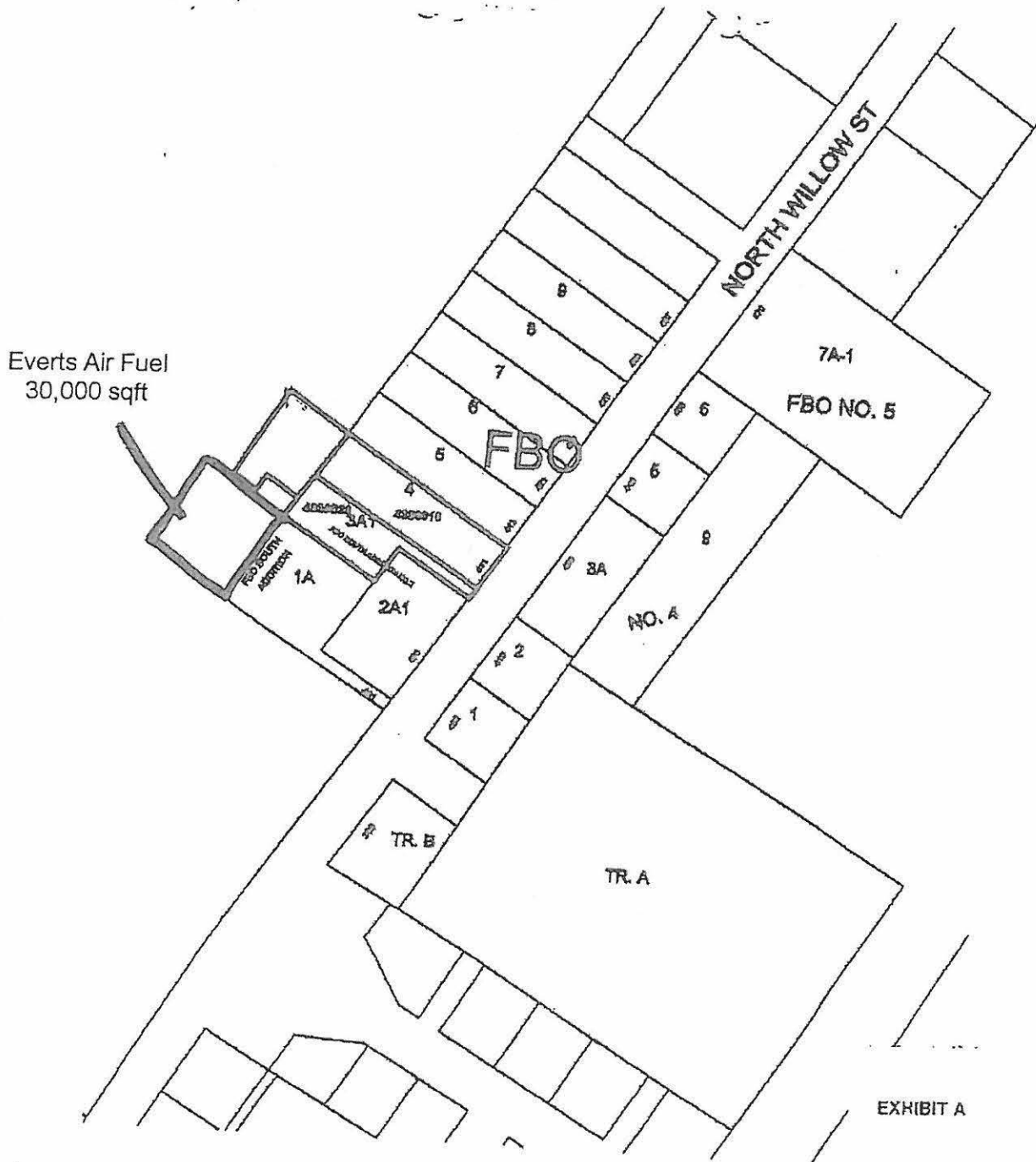
SEAL:

APPROVED AS TO FORM:



Scott M. Bloom, City Attorney

EXHIBIT A





"Serving the Greater Kenai Peninsula"

305 N. WILLOW ST. SUITE 200 KENAI, ALASKA 99611
TELEPHONE 907-283-7951
FAX 907-283-3737

Memo

To: Airport Commission

Through: Mary Bondurant – Airport Manager 

From: Erica Brincefield - Assistant

Date: May 20, 2019

Subject: *UPSCO United Parcel Service Co., Inc.. - Special Use Permit*

UPSCO United Parcel Service Co., Inc. is requesting renewal of the special use permit for aircraft loading and parking, 4,000 square feet. The special use permit will be effective for one year from July 1, 2019 to June 30, 2020.

The rate is based on the table below passed by City Council at the May 18, 2016 Council meeting.

Apron Rate Increases to Arrive at Market in 6 years		
Apron Lease Rate FY15 \$1.80s.f. x .08		\$ 0.144
FY2016		\$ 0.357
FY2017		\$ 0.528
FY2018		\$ 0.699
FY2019		\$ 0.870
FY2020		\$ 1.041
FY2021		\$ 1.210

The Airport has a valid certificate of insurance on file and UPSCO United Parcel Service Co., Inc. is current in all fees owed to the Airport.

Does Commission recommend Council approve the Special Use Permit to UPSCO United Parcel Service Co., Inc.?

Attachment

SPECIAL USE PERMIT 2019

The CITY OF KENAI (City) grants to UPSCO United Parcel Service Co., Inc. (Permittee), whose address is 6200 Lockheed Ave., Anchorage, AK 99502, a Special Use Permit to conduct aeronautical and/or aviation-related activities at the Kenai Municipal Airport subject to the requirements and the conditions set forth below.

1. **Premises.** Permittee shall have the non-exclusive right to use 4,000 square feet as described in the attached Exhibit A for the uses identified in this Permit.
2. **Term.** The term of this Permit shall be for 1 year commencing on July 1, 2019 and ending on June 30, 2020. Regardless of the date of signature, this Permit shall be effective as of July 1, 2019.
3. **Permit Fees.** Permittee shall pay the following fees for the privileges extended to Permittee under this Permit:
 - A. **Permit:** Permittee shall pay a monthly fee of \$347.00 plus applicable sales tax.
 - B. **Proximity Card for Gate Access:** In addition to the general permit fee, Permittee shall pay a deposit of one hundred dollars (\$100.00) for the use of each proximity card issued to Permittee by City to allow for gate access to the Airport to conduct the uses permitted hereunder. City shall refund this deposit to Permittee when the card is returned to City. City may exercise a right of offset to apply the deposit to any outstanding balance due to City from Permittee at the termination of this Permit.
 - C. **Other Fees:** City may assess additional fees for aviation or aviation support activities and uses not defined in this Permit. If a fee has not been established for those activities or services, a fee will be established by the Airport Manager.

Payment shall be directed to City of Kenai, ATTN: Finance Department, 210 Fidalgo Avenue, Kenai, AK 99611 and a courtesy notice of payment provided to Airport Administration at 305 North Willow Street, Suite 200, Kenai, AK 99611. All permit fees are payable in advance of each month unless otherwise provided. In the event of delinquency, interest at the rate of ten percent (10%) per annum, and penalty of ten percent (10%) shall also be due (KMC 1.75.010). Interest shall accrue from the date due until the date paid in full. Failure to timely make payments is grounds for termination of this Permit. (See ¶ 22, Termination)

4. **Use.** City authorizes Permittee's non-exclusive use of the Premises for the following purpose(s):

Special Use Permit—UPSCO (Aircraft Loading & Parking)

Page 1 of 8

Aircraft Loading and Parking. NOTE: This permit does not guarantee the exclusive use of the area identified in Exhibit A. City reserves the right to re-assign Permittee, upon reasonable notice, to other areas as airport needs may require.

Permittee shall have the right of ingress and egress to the Airport using only designated gate access locations (which may require a proximity card) for the use of the Premises. This Permit, and any access rights allowed hereunder, are for Permittee's use only and may not be transferred or assigned.

Use of the Premises by Permittee is subject to the reasonable administrative actions of the City of Kenai for the protection and maintenance of the Premises and of adjacent and contiguous lands or facilities and is further subject to the following conditions:

Permittee acknowledges that the use granted herein is subject to the Kenai Municipal Code and municipal regulations governing the Kenai Municipal Airport and as those laws and regulations may be amended from time to time.

Solicitation of donations or operation of a business or other commercial enterprise not contemplated by this Permit is prohibited without the written consent of City.

No person may repair an aircraft, aircraft engine, propeller, or apparatus in an area of the Airport other than that specifically designated for that purpose by the Airport Manager or designated representative. The Airport Manager or designated representative reserves the right to designate reasonable areas where aircraft owners may perform services on their own aircraft.

5. Airport Operations. Permittee shall ensure that the Permittee, its employees, and guests, and anyone else acting by, on behalf of, or under the authority of Permittee on the Airport, that perform any repairs or activities authorized under this Permit act in a manner that ensures the safety of people and the Airport, the protection of public health and the environment, and the safety and integrity of the Airport and any premises on the Airport. Permittee shall employ qualified personnel and maintain equipment sufficient for the purposes of this provision. The Permittee shall immediately notify City of any condition, problem, malfunction, or other occurrence that threatens the safety of the Airport, the safety of persons using the Airport, the public health or the environment, or the safety or integrity of any premises on the Airport.

6. Inspection. The Federal Aviation Administration (FAA) and/or City shall have the right and authority to inspect, at any time for any purpose whatsoever, the Premises as well as any and all equipment used by the Permittee under this Permit.

7. **Coordination with Airport Management.** Permittee shall coordinate all activities on the Airport with Airport Management, or a designated representative, and shall abide by all reasonable decisions and directives of the Airport Management regarding general use of the Airport by Permittee.

8. **Radio Transmitting Equipment.** Permittee shall discontinue the use of any machine or device which interferes with any government-operated transmitter, receiver, or navigation aid until the cause of the interference is eliminated.

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- i. All policies will be by a company/corporation currently rated "A-" or better by A.M. Best.
- ii. Permittee shall submit to the City proof of continuous insurance coverage in the form of insurance policies, certificates, endorsements, or a combination thereof, and signed by a person authorized by the insurer to bind coverage on its behalf.
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Permittee's insurer and the waiver of subrogation, where possible, shall be provided at no cost to City.

- iv. Provide the City with notification at least thirty (30) days before any termination, cancellation, or material change in insurance coverage of any policy required hereunder.
- v. Evidence of insurance coverage must be submitted to City by July 1, 2019. The effective date of the insurance shall be no later than July 1, 2019.

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11. Indemnity, Defend, and Hold Harmless Agreement. Permittee agrees to fully indemnify, defend, and hold harmless, the City of Kenai, its officers, agents, employees, and volunteers from and against all actions, damages, costs, liability, claims, losses, judgments, penalties, and expenses of every type and description, including any fees and/or costs reasonably incurred by the City's staff attorneys and outside attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as "Liabilities"), to which any or all of them may be subjected, to the extent such Liabilities are caused by or result from any negligent act or omission or willful misconduct of the Permittee in connection with or arising from or out of Permittee's activities on or use of the Premises, Permittee's access to the Kenai Municipal Airport, and/or Permittee's exercise of the privileges granted in this Permit. This shall be a continuing obligation and shall remain in effect after termination of this Permit.

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discharge of petroleum products or hazardous materials due to Permittee's use of the Apron and/or use of the Airport.

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discriminatory, basis to all users of the Airport and shall charge reasonable, and not unjustly discriminatory, prices for each product or service provided at the Airport.

15. Licenses and Permits. Permittee shall obtain and maintain all required federal, state, and local licenses, certificates, and other documents required for its operations under the Permit. Permittee shall provide proof of compliance to City upon request by the City.

16. Compliance with Law/Grant Assurances. This Permit, and Permittee's activities conducted under this Permit, is subject to all executive orders, policies and operational guidelines and all applicable requirements of federal, state, and City statutes, ordinances, and regulations in effect during the term of this Permit. Further, Permittee shall comply with all applicable requirements imposed on the Airport by federal law to ensure that the Airport's eligibility for federal money or for participation in federal aviation programs is not jeopardized. This Permit is subordinate to the City's grant assurances and federal obligations.

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20. No Waiver. Failure to insist upon a strict compliance with the terms, conditions, and requirements herein contained, or referred to, shall not constitute or be construed as a waiver or relinquishment of the right to exercise such terms, conditions, or requirements.

21. Personalty. Permittee shall remove any and all personal property, including all vehicles, from the Premises at the termination of this Permit (or any renewal thereof). Personal property placed or used upon the Premises will be removed and/or impounded by the City, if not removed upon termination of this Permit and when so removed and/or impounded, such property may be redeemed by the owner thereof only upon the payment to the City of the costs of removal plus storage charges of \$25.00 per day. The City of Kenai is not responsible for any damage to or theft of any personalty of Permittee or of its customers.

22. Termination; Default. This Permit may be terminated by either party hereto by giving thirty (30) days advance written notice to the other party. City may terminate the Permit immediately, or upon notice shorter than thirty (30) days, to protect public health

ACKNOWLEDGMENTS

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2019, the foregoing instrument was acknowledged before me by PAUL OSTRANDER, City Manager, of the City of Kenai, an Alaska municipal corporation, on behalf of the City.

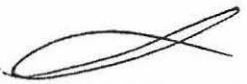
Notary Public for Alaska
My Commission Expires: _____

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2019, the foregoing instrument was acknowledged before me by Robert Vey, the Extended Centers Manager, on behalf of UPSCO, United Parcel Service Co., Inc.

Notary Public for Alaska
My Commission Expires: _____

Approved as to Form:



Scott Bloom
City Attorney



Exhibit A

ACTION AGENDA
KENAI CITY COUNCIL – REGULAR MEETING
JUNE 5, 2019 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
<http://www.kenai.city>

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Agenda Approval
4. Consent Agenda (*Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

All items listed with an asterisk () are considered to be routine and non-controversial by the council and will be approved by one motion. There will be no separate discussion of these items unless a council member so requests, in which case the item will be removed from the consent agenda and considered in its normal sequence on the agenda as part of the General Orders.

B. SCHEDULED PUBLIC COMMENTS (*Public comment limited to ten (10) minutes per speaker*)

1. **LTJG Scott Peters** – U.S. Coast Guard involvement in the Kenai River Dip Net Fishery.

C. UNSCHEDULED PUBLIC COMMENTS (*Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

D. PUBLIC HEARINGS

1. **ENACTED UNANIMOUSLY AS AMENDED. Ordinance No. 3066-2019** – Accepting and Appropriating a Grant from the Federal Aviation Administration for the 2019 Airfield Marking, Crack Sealing, and Minor Pavement Repair Project and Awarding a Construction Contract to Complete the Work. (Administration)
 - **Substitute Ordinance No. 3066-2019** – Increasing Estimated Revenues and Appropriations in the Airport Special Revenue and Airport Improvements Capital Project Funds, Accepting and Appropriating a Grant from the Federal Aviation Administration, and Awarding a Construction Contract for Completion of the 2019 Airfield Marking, Crack Sealing, and Minor Pavement Repair Project. (Administration)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3067-2019** – Accepting and Appropriating \$26,605.40 in Asset Forfeiture Sharing Funds and Appropriating Those Funds Into the Police Small Tools Account for the Purpose of Purchasing Law Enforcement Equipment. (Administration)

3. **POSTPONED AS AMENDED. Ordinance No. 3068-2019** – Amending Kenai Municipal Code 14.20.320- Definitions and 14.20.330- Standards for Commercial Marijuana Establishments to Prohibit Onsite Consumption of Marijuana at Retail Marijuana Stores Requiring an Onsite Consumption Endorsement. (Council Members Pettey and Glendening)
4. **ADOPTED UNANIMOUSLY AS AMENDED. Resolution No. 2019-34** – Amending its Comprehensive Schedule of Rates, Charges, and Fees to Incorporate Changes included in the FY2020 Budget to include Adjusting the Kenai Municipal Airport Apron Rental Rates, Airport Reserve Land Annual Lease Rates, Animal Control Fees, Adjusting the Monthly Rental Rates at Vintage Pointe, Increasing Water/Sewer Rates, and Ambulance Fees, and Implementing a New Library Fee, and Increasing Senior Center Rental Fees. (Administration)
5. **ADOPTED UNANIMOUSLY. Resolution No. 2019-35** – Authorizing Budget Adjustments in the Airport Fund for Costs in Excess of Budgeted Amounts. (Administration)
6. **ADOPTED UNANIMOUSLY. Resolution No. 2019-36** – Accepting a Donation from Kenai Senior Connections, Inc. for \$50,000 to the FY2019 Budget. (Administration)

E. **MINUTES** – None.

F. **UNFINISHED BUSINESS** – None.

G. **NEW BUSINESS**

1. **APPROVED BY THE CONSENT AGENDA *Action/Approval** – Bills to be Ratified. (Administration)
2. **APPROVED BY THE CONSENT AGENDA *Action/Approval** – Purchase Orders Exceeding \$15,000. (Administration)
3. **INTRODUCED BY THE CONSENT AGENDA/ PUBLIC HEARING SET FOR 6/19/19 *Ordinance No. 3069-2019** – Appropriating FY2019 Budgeted Funds for Municipal Roadway Improvements in the Municipal Roadway Improvements Capital Project Fund for Future Roadway Projects. (Administration)
4. **INTRODUCED BY THE CONSENT AGENDA/ PUBLIC HEARING SET FOR 6/19/19 *Ordinance No. 3070-2019** – Authorizing a Budget Transfer in the General Fund, Decreasing Estimated Revenues and Appropriations in the Senior Citizen Special Revenue Fund and Appropriating FY2019 Budgeted Amounts in the Senior Center Improvement Capital Project Fund for Carpet Replacement. (Administration)
5. **APPROVED UNANIMOUSLY. Action/Approval** – Second Amendment to Agreement for Janitorial Services for the City of Kenai City Hall, Airport, Community Library, and Police Department. (Administration)

6. **APPROVED UNANIMOUSLY. Action/Approval** – City Sponsorship of \$1,000 to Alaska Municipal League for the 2019 Summer Legislative Conference Being Held in Soldotna. (Vice Mayor Tim Navarre)
7. **APPROVED UNANIMOUSLY. Action/Approval** – City Donation of a Memorial Plaque Honoring Ron Malston to be Placed at Leif Hanson Memorial Park. (Vice Mayor Tim Navarre)

H. COMMISSION/COMMITTEE REPORTS

1. Council on Aging
2. Airport Commission
3. Harbor Commission
4. Parks and Recreation Commission
5. Planning and Zoning Commission
6. Beautification Committee
7. Mini-Grant Steering Committee

I. REPORT OF THE MAYOR

J. ADMINISTRATION REPORTS

1. City Manager
2. City Attorney
3. City Clerk

K. ADDITIONAL PUBLIC COMMENT

1. Citizens Comments (*Public comment limited to five (5) minutes per speaker*)
2. Council Comments

L. EXECUTIVE SESSION

1. Discussion of Kenai Visitor Center Management and Potential Staffing Changes, a Matter of Which the Immediate Knowledge may have an Adverse Effect upon the Finances of the City [AS44.62.310(c)(1)] and a Subject that Tends to Prejudice the Reputation and Character of a Person or Persons Currently Employed by the City [AS44.62.310 (c)(2)]

M. PENDING ITEMS – None.

N. ADJOURNMENT

INFORMATION ITEMS

1. Purchase Orders between \$2,500 and \$15,000 for Council Review
2. Celebration of Birds Article and Events Information

The agenda and supporting documents are posted on the City's website at www.kenai.city. Copies of resolutions and ordinances are available at the City Clerk's Office or outside the Council Chamber prior to the meeting. For additional information, please contact the City Clerk's Office at 907-283-8231.



"Village with a Past, City with a Future"

210 Fidalgo Ave, Kenai, Alaska 99611-7794
Telephone: (907) 283-7535 | Fax: (907) 283-3014
www.kenai.city

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Mary Bondurant, Airport Manager
DATE: April 4, 2019
SUBJECT: **April Mid-month Report**

2018 Terminal Rehabilitation Project – Construction: This project is well under way. The Upper Deck is closed from April 1 through May 31, 2019. All Departure and Arrival traffic is at the north end of the terminal, south entrance is closed off.

2019 Airfield Marking, Crack Sealing, & Pavement Repair (Design) – The plans, specs, and Construction Safety & Phasing Plan (CSPP) are being reviewed by the FAA. The project will bid in April 2019.

2019 Alaska Fire Training Facility Rehabilitation – A Request for Proposal for design was advertised with a due date April 4, 2019.

In-house Activities –

Airport Administration continues to work with City Administration on revisions to Title 22 on Disposition of City-Owned Lands.

Airport Operations is busy with spring cleanup of the airfield, terminal grounds, and snow removal equipment maintenance.

Great Aviation Gathering – Airport Manager and Administrative Assistant will be in Anchorage from May 3-5, 2019 promoting the Airport and the 2019 Kenai Peninsula Air Fair. Our booth is #191 – Stop by and see us!!



SOA Airports Conference – Airport Manager and Operation Specialists will be attending this bi-annual conference May 7-9, 2019 in Anchorage. This is an excellent opportunity to network with other Alaska airports to discuss maintenance projects, innovations in day to day operations, EOC/lessons learned from central region earthquake, communications, air carrier concerns and issues, airfield condition reporting, changes to fleet, winter events and after hour fees, maintenance management systems, UAS issues, PFAs, and fueling safety, etc.

19th Annual Kenai Peninsula Air Fair - Mark your calendar for Saturday, June 8th! The poster and t-shirt are designed and ready to print. We are very excited to have the 9th Army Band for live music!

FAA Certification Inspection – The annual FAA 139 certification inspection will be held June 25-27, 2019.

Tri-annual Mass Casualty – A requirement of CFR 139.325 for a holder of a Class 1 Airport Operating Certificate is a full-scale airport emergency plan exercise at least once every 36 consecutive calendar months. This drill is scheduled for October 2, 2019.



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Telephone: (907) 283-7535 | Fax: (907) 283-3014
www.kenai.city

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Mary Bondurant, Airport Manager
DATE: May 1, 2019
SUBJECT: **May Mid-month Report**

2018 Terminal Rehabilitation Project – Construction: This project is well under way. The Upper Deck is closed from April 1 through May 31, 2019. All Departure and Arrival traffic is at the north end of the terminal, south entrance is closed off.

2019 Airfield Marking, Crack Sealing, & Pavement Repair – Design is complete and the project will be advertised the week of May 7, 2019.

2019 Alaska Fire Training Facility Rehabilitation – A contract was awarded for design services and should be complete middle of July. Invitations to bid for construction will be advertised late July and early August 2019.

In-house Activities –

Airport Operations continues snow and sand clean-up on the airfield and terminal grounds. The float plane basin is open and the crew will be working on the slips and repairing the roof to the registration shack.

19th Annual Kenai Peninsula Air Fair - Mark your calendar for Saturday, June 8th! Posters and t-shirts are printed! We are very excited to have the 9th Army Band for live music and many military units have committed to the event.

TSA Inspection – The annual TSA inspector will be at the Kenai Airport on May 13-14th.



FAA Certification Inspection – The annual FAA 139 certification inspection will be held June 25-27, 2019.

Tri-annual Mass Casualty – A requirement of CFR 139.325 for a holder of a Class 1 Airport Operating Certificate is a full-scale airport emergency plan exercise at least once every 36 consecutive calendar months. This drill is scheduled for October 2, 2019.

**19th Annual
Kenai Peninsula Air Fair**
June 8th, 2019

SOLDOTNA
Kenai Peninsula Airport

KENAI ALASKA

POKER RUN

Hilcorp Alaska

EAA

Beacon

WINCE - CORTHELL - BRYSON CONSULTING ENGINEERS * **AOPA**
PENINSULA AERO TECHNOLOGY, INC. * PENINSULA EAR NOSE AND THROAT

Military Appreciation Day

Soldotna Airport
EAA BREAKFAST
PILOT REGISTRATION
8:00 a.m. to 11:00 a.m.

PUBLIC WELCOME

Kenai Airport
BAR-B-QUE
LIVE MUSIC
9TH ARMY BAND
12:00 pm to 3:00 pm

FOR INFORMATION CALL (907) 283-7951 or (907) 262-4672
www.KenaiAirport.com www.ci.soldotna.ak.us

**FAA ALASKAN REGION
AIRPORTS DIVISION**

**AIRPORT IMPROVEMENT PROGRAM (AIP)
FY 1982 - FY 2018**

Note: Each project within a “Various Locations” grant is listed under the specific airport where the work or equipment is being applied. For those projects, the various grant number is listed and the project description begins with “[Various Grnt]”.



Kasaan

Kasaan (KXA)

3-02-0139-001-1989	Rehabilitate Apron (RE AP IM)	9/22/1989	4/17/1992	\$115,928	\$0	\$115,928
				<u>\$115,928</u>	<u>\$0</u>	<u>\$115,928</u>

Kasigluk

Kasigluk (Z09)

3-02-0341-001-1997	Install Apron Lighting (ST AP LI)	6/13/1997	6/7/2000	\$25,000	\$0	\$25,000
	Construct Taxiway (ST TW CO)	6/13/1997	6/7/2000	\$100,000	\$0	\$100,000
	Install Runway Lighting (ST RW LI)	6/13/1997	6/7/2000	\$175,000	\$0	\$175,000
	Acquire Land for Development (ST LA DV)	6/13/1997	6/7/2000	\$310,000	\$0	\$310,000
	Acquire Snow Removal Equipment (ST EQ SN)	6/13/1997	6/7/2000	\$190,000	\$0	\$190,000
	Expand Apron (ST AP IM)	6/13/1997	6/7/2000	\$400,000	\$0	\$400,000
	Improve Snow Removal Equipment Building (ST BD SN)	6/13/1997	6/7/2000	\$240,000	\$0	\$240,000
	Install Runway Vertical/Visual Guidance System (ST RW VI)	6/13/1997	6/7/2000	\$60,000	\$0	\$60,000
	Extend Runway 17/35 (ST RW IM)	6/13/1997	6/7/2000	\$2,114,390	\$0	\$2,114,390
	Improve Access Road (OT GT AC)	6/13/1997	6/7/2000	\$60,000	\$0	\$60,000
3-02-0200-087-2012	[Various Grnt] Rehabilitate Runway 17/35 Various Surface Preservation Maintenance (Kasigluk) (RE RW IM)	9/19/2012		\$10,500	\$0	\$10,500
3-02-0200-095-2014	[Various Grnt] Remove Obstructions Various Obstruction Removal (+08J) (SA OT OB)	9/22/2014		\$47,437	\$0	\$47,437
3-02-0200-104-2015	[Various Grnt] Rehabilitate Runway 17/35 Accomplish Various Airport Surface Preservation Maintenance (Kasigluk Rehab Threshold Markings) (RE RW IM)	9/21/2015		\$4,620	\$0	\$4,620
				<u>\$3,736,947</u>	<u>\$0</u>	<u>\$3,736,947</u>

Kenai Municipal

Kenai Municipal (ENA)

3-02-0142-001-1983	Acquire Aircraft Rescue & Fire Fighting Safety Equipment (ST EQ MS)	9/28/1983	1/17/1986	\$12,375	\$0	\$12,375
	Rehabilitate Apron (RE AP IM)	9/28/1983	1/17/1986	\$214,116	\$0	\$214,116
	Install Apron Lighting (ST AP LI)	9/28/1983	1/17/1986	\$24,750	\$0	\$24,750
	Construct Apron (CA AP CO)	9/28/1983	1/17/1986	\$236,208	\$0	\$236,208
3-02-0142-002-1985	Conduct Airport Master Plan Study (PL PL MA)	9/25/1985	4/19/1988	\$67,060	\$0	\$67,060
3-02-0142-003-1986	Install Apron Lighting (ST AP LI)	9/9/1986	2/4/1988	\$30,937	\$0	\$30,937
	Rehabilitate Runway 1/19 (RE RW IM)	9/9/1986	2/4/1988	\$336,562	\$0	\$336,562
	Construct Taxiway (CA TW CO)	9/9/1986	2/4/1988	\$60,570	\$0	\$60,570
	Rehabilitate Apron (RE AP IM)	9/9/1986	2/4/1988	\$269,766	\$0	\$269,766
3-02-0142-004-1987	Acquire Security Equipment (SA EQ SE)	8/27/1987	4/20/1990	\$26,219	\$0	\$26,219
	Construct Runway 01/19 (ST RW CO)	8/27/1987	4/20/1990	\$576,367	\$0	\$576,367
	Construct Taxiway (ST TW CO)	8/27/1987	4/20/1990	\$7,433	\$0	\$7,433
	Improve Access Road (OT GT AC)	8/27/1987	4/20/1990	\$42,768	\$0	\$42,768
	Construct Taxiway (ST TW CO)	8/27/1987	4/20/1990	\$63,234	\$0	\$63,234
	Construct Taxiway (ST TW CO)	8/27/1987	4/20/1990	\$18,592	\$0	\$18,592
3-02-0142-005-1988	Rehabilitate Taxiway (RE TW IM)	9/14/1988	4/11/1990	\$247,384	\$0	\$247,384
3-02-0142-006-1989	Conduct Miscellaneous Study (PL PL MS)	4/21/1989	11/17/1992	\$53,242	\$0	\$53,242

	<i>Obligated:</i>	<i>Closed:</i>	<i>Entitlement</i>	<i>Discretionary</i>	<i>TOTAL</i>
3-02-0142-007-1989 Rehabilitate Runway Lighting (RE RW LI)	8/23/1989	12/4/1990	\$146,980	\$0	\$146,980
Rehabilitate Taxiway (RE TW IM)	8/23/1989	12/4/1990	\$193,523	\$0	\$193,523
Rehabilitate Runway 1 (RE RW IM)	8/23/1989	12/4/1990	\$687,838	\$0	\$687,838
3-02-0142-008-1990 Construct Taxiway (ST TW CO)	8/23/1990	2/28/1991	\$230,368	\$0	\$230,368
3-02-0142-009-1991 Acquire Snow Removal Equipment (ST EQ SN)	9/10/1991	11/17/1992	\$96,383	\$0	\$96,383
3-02-0142-010-1991 Acquire Land for Development (ST LA DV)	8/7/1991	10/9/1991	\$147,611	\$0	\$147,611
3-02-0142-011-1991 Acquire Aircraft Rescue & Fire Fighting Vehicle (SA EQ RF)	9/9/1991	10/13/1992	\$270,832	\$0	\$270,832
3-02-0142-012-1992 Improve Runway Safety Area 1/19 (ST RW SF)	5/28/1992	1/10/1996	\$1,452,816	\$0	\$1,452,816
3-02-0142-013-1992 Acquire Security Equipment (SA EQ SE)	9/8/1992	12/22/1994	\$129,122	\$8,254	\$137,376
3-02-0142-014-1993 Acquire Snow Removal Equipment (ST EQ SN)	12/2/1992	11/15/1993	\$172,678	\$0	\$172,678
3-02-0142-015-1993 Acquire Snow Removal Equipment (ST EQ SN)	1/28/1993	11/22/1993	\$242,944	\$0	\$242,944
3-02-0142-016-1993 Rehabilitate Taxiway (RE TW IM)	6/15/1993	12/20/1994	\$172,926	\$0	\$172,926
3-02-0142-017-1993 Acquire Security Equipment (SA EQ SE)	7/13/1993	12/13/1994	\$79,510	\$0	\$79,510
3-02-0142-018-1994 Install Airfield Guidance Signs (SA OT SG)	6/20/1994	1/12/1996	\$34,888	\$0	\$34,888
3-02-0142-019-1994 Acquire Snow Removal Equipment (ST EQ SN)	6/22/1994	6/1/1995	\$207,943	\$0	\$207,943
3-02-0142-020-1995 Conduct Airport Master Plan Study (PL PL MA)	6/5/1995	8/15/2000	\$281,155	\$0	\$281,155
3-02-0142-021-1995 Acquire Snow Removal Equipment (ST EQ SN)	4/25/1995	10/24/1998	\$197,847	\$0	\$197,847
3-02-0142-022-1997 Construct Runway 1R-19L (ST RW CO)	7/8/1997	12/6/2000	\$303,482	\$0	\$303,482
Extend Taxiway (ST TW IM)	7/8/1997	12/6/2000	\$788,749	\$445,083	\$1,233,832
3-02-0142-023-1997 Construct Aircraft Rescue & Fire Fighting Training Facility (ST OT RF)	12/17/1997	9/26/2000	\$53,128	\$6,017,761	\$6,070,889
Construct Aircraft Rescue & Fire Fighting Training Facility (ST OT RF)	12/17/1997	9/26/2000	\$1,671,894	\$1,682,200	\$3,354,094
3-02-0142-024-1998 Construct Aircraft Rescue & Fire Fighting Training Facility (ST OT RF)	4/29/1998	9/26/2000	\$0	\$2,200,000	\$2,200,000
3-02-0142-025-1999 Acquire Snow Removal Equipment (ST EQ SN)	3/24/1999	6/12/2000	\$267,816	\$0	\$267,816
3-02-0142-026-2000 Improve Aircraft Rescue & Fire Fighting Building (SA BD EX)	8/4/2000	8/27/2004	\$671,853	\$0	\$671,853
3-02-0142-027-2001 Improve Aircraft Rescue & Fire Fighting Building (SA BD EX)	4/16/2001	2/24/2005	\$2,162,263	\$1,900,000	\$4,062,263
3-02-0142-028-2002 Acquire Snow Removal Equipment (loader, sander/truck unit) (ST EQ SN)	9/19/2002	6/30/2004	\$206,923	\$0	\$206,923
3-02-0142-029-2002 Security Enhancements (SE SE SE)	9/19/2002	4/21/2006	\$78,125	\$241,389	\$319,514
3-02-0142-030-2002 Extend Runway (Environmental) Phase 1 (ST RW IM)	9/19/2002	8/1/2006	\$188,359	\$0	\$188,359
Extend Runway Safety Area (Environmental) Phase 1 (SA RW SF)	9/19/2002	8/1/2006	\$163,204	\$4,617	\$167,821
3-02-0142-031-2003 Improve Access Road (ADA Access) (OT GT AC)	8/21/2003	5/22/2007	\$955,086	\$0	\$955,086
Acquire Handicap Passenger Lift Device (ST TE MS)	8/21/2003	5/22/2007	\$30,937	\$0	\$30,937
3-02-0142-032-2004 Update Airport Master Plan Study (PL PL MA)	8/25/2004	4/14/2008	\$350,489	\$9	\$350,498
3-02-0142-033-2004 Security Enhancements (ST EQ SE)	8/30/2004	2/14/2007	\$506,666	\$0	\$506,666
3-02-0142-034-2005 Extend Taxiway Extend Twy P (ST TW IM)	5/24/2005	4/10/2007	\$1,677,996	\$0	\$1,677,996
Extend Taxiway (Multi-Year, Year 2) (ST TW IM)	5/24/2005	4/10/2007	\$364,079	\$0	\$364,079
3-02-0142-035-2006 Rehabilitate Runway 01L/19R Rehabilitate runway lighting (RE RW IM)	7/24/2006	8/28/2009	\$348,566	\$0	\$348,566
Rehabilitate Runway 01L/19R (Phase 2) (RE RW IM)	7/24/2006	8/28/2009	\$720,991	\$4,540,286	\$5,261,277
Rehabilitate Runway 01L/19R RSA, provide standard(Phase 2) (RE RW IM)	7/24/2006	8/28/2009	\$0	\$2,500,000	\$2,500,000
Improve Seaplane Base extend & widen waterlane (phase 2a) (ST SB CO)	7/24/2006	8/28/2009	\$1,200,000	\$0	\$1,200,000
Improve Seaplane Base extend & widen waterlane (phase 1) (ST SB CO)	7/24/2006	8/28/2009	\$383,763	\$0	\$383,763

		<i>Obligated:</i>	<i>Closed:</i>	<i>Entitlement</i>	<i>Discretionary</i>	<i>TOTAL</i>
3-02-0142-037-2007	Rehabilitate Runway 01L/19R rehab. runway 1/19 & provide RSA (phase 3) (RE RW IM)	4/20/2007	6/21/2010	\$367,916	\$2,515,429	\$2,883,345
	Improve Seaplane Base extend & widen waterlane (phase 2b) (ST SB CO)	4/20/2007	6/21/2010	\$27,567	\$1,000,000	\$1,027,567
3-02-0142-038-2008	Construct Sand and Chemical Storage Building	6/11/2008	8/12/2009	\$432,436	\$0	\$432,436
	Construct Sand/Urea Bldg (ST BD SN)					
3-02-0142-039-2009	Acquire Snow Removal Equipment Acquire Plow Truck Attachment (ST EQ SN)	2/2/2009	5/4/2010	\$51,841	\$0	\$51,841
3-02-0142-040-2009	Acquire Aircraft Rescue & Fire Fighting Vehicle Acquire ARFF Truck (SA EQ RF)	2/12/2009	6/13/2011	\$0	\$843,698	\$843,698
3-02-0142-041-2009	Rehabilitate Apron Rehab Apron, Phase 1 (Design and Construction Block 1, FY09 Part A) (RE AP IM)	2/2/2009	3/13/2013	\$721,837	\$103,346	\$825,183
3-02-0142-042-2009	Rehabilitate Apron Rehab Apron, Phase 2 (Design and Construction Block 1, FY09 Phase B) (RE AP IM)	6/22/2009	3/13/2013	\$1,211,400	\$3,484,418	\$4,695,818
3-02-0142-043-2009	Rehabilitate Apron Apron Rehabilitation - 2009 ARRA Funded (RE AP IM)	5/18/2009	12/10/2010	\$0	\$0	\$0
3-02-0142-044-2010	Construct Apron Float Plane Basin Development, Phase 1 (ST AP CO)	8/13/2010	1/7/2015	\$197,049	\$0	\$197,049
3-02-0142-045-2010	Conduct Airport Master Plan Study Supplemental Master Plan (PL PL MA)	7/23/2010	5/12/2016	\$531,608	\$0	\$531,608
3-02-0142-046-2011	Acquire Snow Removal Equipment Acquire SRE, FY11 Phase 1: Grader/Loader (ST EQ SN)	3/14/2011	3/7/2013	\$666,476	\$159,625	\$826,101
3-02-0142-047-2011	Wildlife Hazard Assessments (PL PL WH)	3/14/2011	1/20/2015	\$107,286	\$0	\$107,286
3-02-0142-048-2011	Acquire Snow Removal Equipment Acquire SRE, FY 11 Phase 2: Tow Broom (ST EQ SN)	8/25/2011	3/25/2013	\$768,843	\$0	\$768,843
3-02-0142-049-2013	Rehabilitate Runway 01L/19R Airfield Remarking Project (RE RW IM)	9/19/2013	12/7/2015	\$260,970	\$9,293	\$270,263
3-02-0142-050-2013	Remove Obstructions Obstruction Clearing (SA OT OB)	7/11/2013	1/20/2015	\$449,706	\$0	\$449,706
3-02-0142-052-2013	Update Airport Master Plan Study Conduct Airport Master Plan, Phase 2 -- Conduct aeronautical survey (PL PL MA)	9/12/2013	8/22/2018	\$170,680	\$0	\$170,680
3-02-0142-051-2014	Acquire Snow Removal Equipment Replace OSHKOSH Truck (ST EQ SN)	7/18/2014	5/12/2016	\$499,749	\$0	\$499,749
3-02-0142-053-2016	Rehabilitate Taxiway Rehabilitate Taxiway F, G, H -- 2009 PCI = 25-54 -- Inc. lighting (RE TW IM)	5/25/2016	8/15/2018	\$1,406,250	\$125,764	\$1,532,014
	Rehabilitate Apron Rehab Aircraft Tiedown Apron incl. lighting (RE AP IM)	5/25/2016	8/15/2018	\$544,971	\$0	\$544,971
3-02-0142-054-2016	Rehabilitate Taxiway Paint TW centerlines and hold lines, including crack-sealing and signage (in association with RWY redesignation). (17,304 feet Taxiways Marking and Crack-Sealing; Install/Replace 10 Signs) (RE TW IM)	8/11/2016	9/21/2018	\$312,155	\$0	\$312,155
	Rehabilitate Runway 01L/19R Paint RW centerlines, including crack-sealing. (7,135 feet Runway Marking and Crack-Sealing) (RE RW IM)	8/11/2016	9/21/2018	\$218,888	\$0	\$218,888
3-02-0142-055-2016	Improve Airport Drainage Float pond spillway improvement; and Restore Storm Drain along RSA (ST OT IM)	9/12/2016		\$355,915	\$0	\$355,915
3-02-0142-056-2017	Rehabilitate Terminal Building Terminal Building Rehabilitation - Phase 1 Design (ST TE IM)	9/7/2017		\$488,444	\$0	\$488,444
3-02-0142-057-2017	Acquire Snow Removal Equipment Acquire snow removal equipment to replace end of life loader and multipurpose unit. (ST EQ SN)	7/20/2017		\$1,020,711	\$0	\$1,020,711
3-02-0142-060-2018	Rehabilitate Terminal Building Terminal Building Rehab - Roof/Sprinkler, Interior Passenger Access, and Utilities - Construct (ST TE IM)	9/19/2018		\$3,287,959	\$7,332,036	\$10,619,995
				\$34,227,973	\$35,113,208	\$69,341,181



April 2019 Newsletter

Kenai Historical Society
P.O. Box 1348
Kenai, Alaska 99611

Officers:

President—June Harris
Vice President—Virginia Walters
Secretary—Sharon Fisher
Treasurer—Ron Fullinck

Board of Directors:

Jim Glendenning	Joe Harris
Henry Knackstedt	Bill Nelson
Marion Nickelson	Frosty Walters

Preserving History

I have begun the process of interviewing Joanna Hollier in order to record the history of air service to and from Kenai. Joanna was involved in air service from the 1940s and off and on for many years. One never knows where an interview will go and what stories may come about, but part of what will be learned is how the airport grew and changed in the decades since she arrived to be a part of the story.

The following pages contain photos that I gleaned from the Facebook website “A Work in Progress—Growing up on the Kenai”. Many people post photos on this site and it is an endless source of history of Kenai, Soldotna, Sterling, Kasilof, and other communities on the Kenai Peninsula. The group has been organizing for several years and are working towards producing a book that I have long believed would be a wonderful sequel to “Once Upon the Kenai”.

INSIDE THIS ISSUE:

- PRESERVING HISTORY
- MARCH 2019 MEETING MINUTES
- ANNOUNCEMENTS

KENAI HISTORICAL SOCIETY NEWSLETTER

Written by Sharon Fisher

If you would like to contribute ideas and information to the newsletter, please contact me at 776-8254. I welcome and would entertain any ideas you may have for articles, and would appreciate being contacted if you see errors in the information contained in the newsletter.

Photos and comments from “A Work in Progress—Growing Up on the Kenai”

[Joanna Hollier](#) “The last flight out of Kenai (was on) Dec. 31, 1981. Back to Anchorage I went.”

Editor’s note: she is referring to the date that Wein closed down their Kenai operation.

[Glenn Tauriainen](#) “Less than \$100 from Kenai to Seattle”.

Editor’s note: he is referring to the cost to fly direct from Kenai to Seattle.

Wein Air Alaska on the runway of Kenai Airport.





P.O. Box 1348
Kenai, AK 99611

kenaihistory@gmail.com

MARCH 2019 MINUTES *** NOT ABBREVIATED

On Sunday, March 3, 2019, the Kenai Historical Society met at the Kenai Visitor's and Convention Center in Kenai. President June Harris opened the meeting at 1:34 p.m.

The minutes of the February 2019 meeting were reviewed by the membership and with two typos to be corrected were approved as written.

The treasure report shows the Alaska USA checking balance stands at \$13,576.12 and our Credit Union Money Market account balance is \$10,321.40. The Edward Jones Account as of February 28, 2019 is \$24,592.49 and a loss of \$1790.66 and a total value of \$24,592.49 on an invested amount of \$25,541.10. The Kenai Community Foundation balance as of December 31, 2018 stands at \$57,164.03 (from \$50,000.00 invested on February 18, 2016). A motion to approve by Virginia Walters, seconded by Paula Bute, this report was approved unanimously.

Old Business:

The Cabin Fund Balance of \$13,078.37, with \$5050.00 salary for the 2019 summer cabin guide. The City Manager wants a security system installed and is seeking a grant. This system would put cameras by the North Beach fence, Art Guild, the individual cabins, and Dr. Pete's cabin. The City of Kenai has no record of the transfer of the cabins. Need to look through our records to see if there is any record.

New Business:

We need to thank Joanna and the staff of the Visitor Center for the use of this meeting space.

The next meeting is scheduled for April 7, 2019, and the speaker will be Ray Rawley.

Howard Hill moved and Joe Harris seconded the close of today's business meeting.

Today's speaker is Terri Wilson with a visual presentation of the 1964 earthquake.

Respectfully submitted by Sharon Fisher, Secretary.



U.S. Department
of Transportation
**Federal Aviation
Administration**

Office of Airports Safety and Standards

800 Independence Ave., SW
Washington, DC 20591

May 7, 2019

Dear Airport Sponsor:

This letter supplements the FAA's July 19, 2018, letter distributed to all airport sponsors, a copy of which is attached for your reference. The FAA understands the airports authorities' safety and security concerns relative to malicious or errant use of unmanned aircraft systems (UAS) especially in light of events at Gatwick. We share this concern. Accordingly, this letter provides additional information useful to airport operators interested in evaluating, demonstrating or otherwise installing UAS detection systems or who already have detection systems on or near their airports. It also provides information regarding the prohibition on non-federal use of countermeasure or mitigation technologies (generally referred to as counter-UAS or C-UAS) at or around airports. FAA currently does not support the usage of C-UAS systems, which include active interdiction capabilities, by any entities other than the federal departments with explicit statutory authority to use this technology.

To assist airport sponsors, I am providing the following informational documents:

- Attachment 1: July 19, 2018, Letter From FAA Office of Airports on Guidance on Use of Counter UAS Systems at Airports.
- Attachment 2: The FAA's answers to some frequently asked questions regarding UAS detection and countermeasure/mitigation systems and technologies.
- Attachment 3: Technical questions and considerations FAA has used to assess the technical readiness level of UAS detection technologies, as it may also be helpful to airport operators.

Entities seeking to evaluate or deploy UAS detection systems should be aware the evaluation or deployment of such systems, even systems that are marketed as passive detection systems, may implicate provisions of law (such as title 18 of the United States Code) on which the FAA cannot authoritatively opine. Therefore, the FAA cannot confirm the legality of any UAS detection system. An entity considering installing a UAS detection system may wish to seek system-specific and site-specific guidance from its legal counsel and/or the appropriate authorities.

Turning to aviation laws, the installation or deployment of UAS detection systems may implicate requirements under 49 U.S.C. § 44718, as implemented by 14 CFR part 77. Entities proposing construction or alteration of existing structures in the vicinity of an airport must file notice with the FAA. See also, FAA Order 7400.2M, Procedures for Handling Airspace Matters (February 28, 2019). The required notice allows the FAA to conduct an aeronautical study of the potential for the height of a proposed structure and any electromagnetic broadcast signals that create a hazard to air navigation, including interference with aircraft and navigational aids.

Moreover, the installation or deployment of UAS detection systems by sponsors of commercial service airports may also implicate other regulatory requirements under title 14 of the Code of Federal Regulations. Holders of Airport Operating Certificates issued under 14 CFR Part 139 must protect navigational aids. *See* 14 CFR § 139.333. Commercial service airport operators may also need to update the contents of their airport certification manuals to include operating procedures for the use of a UAS detection system. *See* 14 CFR § 139.203.

Finally, federally obligated airports may need to assure the installation or deployment of a UAS detection system is consistent with applicable grant assurance obligations. Grant Assurance 20, Hazard Removal and Mitigation, requires airport sponsors to take appropriate action to assure that such terminal airspace as is required to protect operations to the airport will be adequately cleared and protected by mitigating existing airport hazards and preventing future hazards. Grant Assurance 29, Airport Layout Plan requires an airport sponsor to maintain an up-to-date Airport Layout Plan showing airport facilities and structures.

Coordination prior to the installation and/or deployment of UAS detection systems enables the FAA to provide technical assistance regarding regulatory and grant assurance compliance. Further, the operational use of UAS detection systems may provoke response actions that disrupt air traffic operations at your airport or otherwise introduce undesirable safety and efficiency impacts. These potential second-order effects can be effectively addressed through risk-based procedures coordinated with the FAA.

In addition to ongoing near-term work to provide airport sponsors with supplemental information regarding the use of UAS detection systems, the U.S. Government is working to develop the federal response to a persistent UAS disruption at a major airport. Additional information will be provided on this interagency effort in the near future along with opportunities for feedback and collaboration. The FAA also expects to supplement this letter with additional information related to UAS detection system coordination as we refine our processes and procedures for safe UAS detection system use at or around airports.

For assistance with questions about UAS detection system demonstrations, evaluations, installation or deployment at airports, please contact Jim Patterson at 609-485-4989.

If you have any other questions, please feel free to contact me at 202-267-3053.

Sincerely,

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John R. Dermody, P.E.
Director
Office of Airport Safety and Standards

Attachments:

Attachment 1, July 19, 2018, Letter From FAA Office of Airports on Guidance on Use of Counter UAS Systems at Airports

Attachment 2, Frequently Asked Questions and Answers Concerning UAS Detection Systems

Attachment 3, Unmanned Aircraft Systems Detection – Technical Considerations



U.S. Department
of Transportation
**Federal Aviation
Administration**

Office of Airports Safety and Standards

800 Independence Ave., SW
Washington, DC 20591

July 19, 2018

Dear Airport Sponsor:

This supplements the FAA's October 26, 2016, letter distributed to all airport sponsors, a copy of which is enclosed for your reference. This letter provides additional guidance concerning airport interest in evaluating, demonstrating or otherwise deploying unmanned aircraft systems (UAS) detection and countermeasures technology ("counter-UAS") at airports.

The FAA is working to fully integrate UAS into the National Airspace System (NAS) in a safe and secure manner. We are mindful that while UAS technology offers tremendous benefits to our national economy and society, the potential for misuse of this technology poses unique security challenges, particularly in airport environments. We recognize some airports may be interested in researching, evaluating, or deploying UAS detection or other counter-UAS capabilities on or near airports; however, a number of significant safety implications and practical issues, as well as legal restrictions, exist.

First, Section 2206 of Public Law 114-190, the FAA Extension, Safety, and Security Act of 2016 (July 15, 2016), required the FAA to evaluate detection technology at airports. The FAA completed a Section 2206 pilot program carried out under Cooperative Research and Development Agreements (CRDAs) with UAS detection technology manufacturers. The pilot program focused on evaluating certain technology solutions for detecting UAS on and in the vicinity of airports. The FAA did not evaluate countermeasure capabilities in light of the safety implications, operational impacts, and legal constraints discussed further in this letter. The FAA partnered with the Departments of Homeland Security, Defense, and Justice, as well as other Federal Agencies for evaluating detection and countermeasure capabilities. From February 2016 through December 2017, the FAA and our partner agencies assessed or observed UAS detection technologies operating at several domestic airports in Atlantic City, New York City, Denver, and Dallas-Fort Worth.

Through these efforts, we learned the airport environment presents a number of unique challenges to the use of technologies available for civil use. The low technical readiness of the systems, combined with a multitude of other factors, such as geography, interference, location of majority of reported UAS sightings, and cost of deployment and operation, demonstrate this

technology is not ready for use in domestic civil airport environments. In particular, some of the FAA's significant findings and recommendations include—

- Airport environments had numerous sources of potential interference--more than anticipated. High radio spectrum congestion in these environments made detection more difficult and, in some instances, not possible.
- Certain aircraft operational states (e.g., hovering) and the degree of flight autonomy also limit detection. A high level of manpower is required to operate equipment and discern false positives such as when a detection system may falsely identify another moving object as a UAS.
- UAS detection systems should be developed so they do not adversely impact or interfere with safe airport operations, air traffic control and other air navigation services, or the safe and efficient operation of the NAS. They should also work with existing airport systems, processes, procedures, and technologies without modification of current infrastructure.
- The primary factor in determining the feasibility of installing a permanent system at an airport is the number of sensors needed to achieve the desired airspace coverage. Because the coverage volume depends on the unique characteristics and requirements of each airport and the type of system, the number of sensors will vary. The coverage distance for many types of detection technologies also constrains the efficacy of such systems in identifying the locations of UAS.
- Deploying assets in an environment owned by many entities could also make UAS detection systems a challenging solution to acquire and deploy. Overall, costs are prohibitive where higher levels of redundant coverage are required. An additional and critical component of this finding is that technology rapidly becomes obsolete upon installation as UAS technology is rapidly changing.

In addition to these findings and recommendations relative to detection system capabilities, the FAA does not endorse or advocate for the use of countermeasures in the airport environment given the likely resulting impact on the safety and efficiency of the NAS. Further, successful mitigation (using, for example, electronic countermeasure capabilities) is reliant on accurate detection. Therefore, the use of countermeasure technology and the potential response of the targeted UAS when engaged could introduce greater hazards to the NAS than the UAS-based hazard it is intended to mitigate. The FAA expects other actions, such as implementation of UAS remote identification requirements, to be more effective and cost-efficient to address the concern related to non-compliant UAS operations on and around airports.

Remote identification for UAS would enable our security and law enforcement partners to make a more informed determination about whether a particular UAS presents an immediate security threat at a given location and to locate the operator of the suspect UAS. The FAA has initiated rulemaking and is working to develop the policies necessary to implement remote identification requirements. In addition, the FAA is rolling out the Low Altitude Authorization and

Notification Capability (LAANC). LAANC provides small UAS operators a streamlined, efficient, automated solution to enable authorization for airspace access near airports. By September 2018, the National Beta Test of LAANC will be available at nearly 300 air traffic facilities covering approximately 500 airports.

Second, in addition to the safety implications and operational impacts, there are a number of legal obstacles to testing, evaluating, or using countermeasures against UAS, as we indicated in our letter of October 26, 2016. Technologies used to detect or mitigate UAS could implicate various provisions of federal criminal law in title 18 U.S.C. (including, but not limited to the Pen/Trap Statute, the Wiretap Act, the Aircraft Sabotage Act, the Computer Fraud and Abuse Act, and the prohibition against interference with certain satellite operations) as well as other laws, such as the prohibition on Aircraft Piracy in title 49 U.S.C. These statutes have constrained most federal entities from employing technologies which can detect, track, identify, and, when necessary, mitigate UAS that pose a security risk. In addition, the testing, evaluation, and use of such technologies causing intentional EMI to radio communications are subject to statutory restrictions implemented and enforced by the Federal Communications Commission (FCC) and the National Telecommunications and Information Administration (NTIA). Very few entities have obtained legislative relief (or may be otherwise exempt under certain circumstances) from these laws and regulations. We are working closely with our federal security partners to ensure the federal law enforcement community has the tools and authorities necessary to respond to safety and security threats posed by errant or hostile UAS operations and to ensure such actions are carried out in a manner consistent with safe and efficient operation of the NAS.

The evaluation or deployment of UAS detection or countermeasure systems at airports may cause unintentional electromagnetic interference (EMI) and affect the performance of air navigation services equipment on the ground and/or onboard aircraft equipment, as well as necessitate operational procedures to manage the airspace and spectrum impacts created by use of certain types of technology. Therefore, any entities pursuing such evaluations or deployments should coordinate with the FAA to assess and mitigate any potential impacts the technology may have on the NAS. This involves an in depth site- and technology-specific risk-based assessment by the FAA. For use in an airport environment, the necessary FAA coordination would include, at a minimum, coordination with several offices within the FAA's Air Traffic Organization (ATO) (e.g. Technical Operations, Air Traffic Services, System Operations Security, Spectrum Office, Airspace Policy), and other offices such as the Office of Security and Hazardous Materials Safety (ASH) and the Office of Airports (ARP). In addition, the use of certain technologies might, to the extent they involve transmission of radio signals (e.g. radar signals used for detection), require FCC or NTIA authorization and interagency coordination, while certain types of countermeasure technologies may be prohibited based on their capability to cause interference to other authorized radio communications.

Finally, as noted in our October 26, 2016, correspondence, it is important for federally obligated airports to understand the FAA has not authorized any UAS detection assessments at any airports other than those, which previously participated in the FAA's UAS detection program through a CRDA. That work is now complete, and those systems are no longer at the airports. Further, the FAA is not empowered to authorize the assessment or deployment of certain detection capabilities or any countermeasure capabilities at airports. Federally obligated airports

independently allowing evaluations of UAS detection and countermeasure systems could be in conflict with their grant assurances. Without proper advance FAA coordination to identify and mitigate any potential hazards introduced by the system in the airport environment, the use of such systems could place the safety and efficiency of the NAS at risk, which would not be consistent with the airport sponsor's federal grant obligations.

The FAA is committed to working with our federal security partners to ensure UAS are integrated into the NAS in a safe, efficient, and secure manner – which includes enabling an efficient and effective law enforcement response to verified threats in the airport environment. We note that, in the event of a specific threat to safe operations at a particular airport, airport authorities should use their current protocols for alerting the FAA to such concerns; as with all threats to which the FAA is alerted, the FAA will work with our federal, state, and/or local security partners to facilitate an appropriate response.

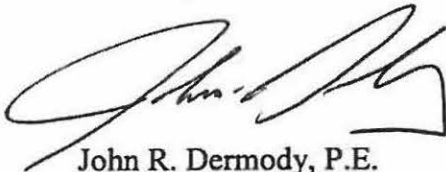
For additional information concerning past UAS detection and countermeasures technology demonstrations, evaluations or deployment at airports, please contact Jim Patterson at 609-485-4989.

Further information on the FAA's UAS integration efforts can be found at:
<https://www.faa.gov/uas/>

If you have any questions, please feel free to contact me at 202-267-3053.

Thank You.

Sincerely,

A handwritten signature in black ink, appearing to read "John R. Dermody". The signature is stylized with a large, sweeping initial "J" and "D".

John R. Dermody, P.E.
Director of Airport Safety
and Standards

Enclosure



October 26, 2016

Dear Airport Sponsor:

This letter provides guidance on Unmanned Aircraft Systems (UAS) Detection and Countermeasures Technology Demonstrations / Evaluations at airports.

Background: The United States Congress charged the Federal Aviation Administration (FAA), under Section 2206 of Public Law 114-190 (July 15, 2016), to “establish a pilot program for airspace hazard mitigation at airports and other critical infrastructure using unmanned aircraft detection systems” in cooperation with the Department of Defense (DOD), Department of Homeland Security (DHS) and other federal agencies. After completion of the pilot program, the FAA “may use unmanned aircraft detection systems to detect and mitigate the unauthorized operation of an unmanned aircraft that poses a risk to aviation safety.” In addition, recognizing the FAA’s long-standing authority, Section 2206 requires consultation with the heads of other agencies to “ensure that technologies that are developed, tested, or deployed by [other agencies] to mitigate threats posed by errant or hostile unmanned aircraft system operations do not adversely impact or interfere with safe airport operations, navigation, air traffic services, or the safe and efficient operation of the national airspace system.”

The FAA UAS Integration Office is working through Cooperative Research and Development Agreements (CRDAs) with UAS detection manufacturers to evaluate the small UAS detection and identification capabilities, using different methodologies and systems on and near airports. The FAA is also partnering with DHS, DOD and other federal agencies interested in this research, as outlined in Section 2206. These activities have taken place at selected airports around the country, and the agencies are planning additional evaluations later this year and next year.

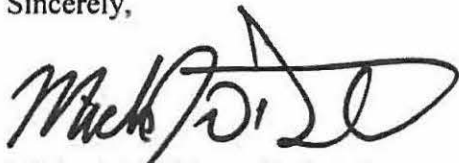
Issue: Recently, technology vendors contacted several U.S. airports, proposing to conduct demonstrations and evaluations of their UAS detection and counter measure systems at those airports. In some cases, the airport sponsors did not coordinate these assessments and demonstrations with the FAA in advance. It is important that federally obligated airports understand that the FAA has not authorized any UAS detection or counter measure assessments at any airports other than those participating in the FAA’s UAS detection program through a CRDA, and airports allowing such evaluations could be in violation of their grant assurances.

Unauthorized UAS detection and counter measure deployments can create a host of problems, such as electromagnetic and Radio Frequency (RF) interference affecting safety of flight and air traffic management issues. Additionally, current law may impose barriers to the evaluation and deployment of certain unmanned aircraft detection and mitigation technical capabilities by most federal agencies, as well as state and local entities and private individuals. There are a number of federal laws to consider, including those that prohibit destruction or endangerment of aircraft and others that restrict or prohibit electronic surveillance, including the collection, recording or decoding of signaling information and the interception of electronic communications content.

Any federally obligated airport that is contacted by a vendor requesting to demonstrate evaluate and deploy any UAS detection or counter measure technology on or near the airport should first contact their local FAA Airport District Office (ADO) before entering into any agreement to conduct UAS detection or counter measure evaluations or demonstrations at their airport. The ADO will then work with the FAA Office of Airport Safety and Standards and the FAA UAS Integration Office to provide a timely response to the airport.

Further information on the FAA's UAS detection efforts can be found at:
https://www.faa.gov/uas/programs_partnerships/uas_detection_initiative/

Sincerely,

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Michael J. O'Donnell, A.A.E.
Director of Airport Safety
and Standards

ATTACHMENT 2 – FREQUENTLY ASKED QUESTIONS AND ANSWERS CONCERNING UAS DETECTION SYSTEMS

1. What can airports do right now to prepare?

Airport authorities have access to resources, including support from local partners, that may be leveraged to share information on, and to plan and coordinate responses to, potential disruptions caused by errant or malicious UAS operations. Carefully working together, the airport authorities and the FAA, as well as other key stakeholders such as TSA and local law enforcement, can better ensure that airport-specific plans (including any introduction of new technologies such as UAS detection systems) are built around a risk-based, balanced approach that minimizes the potential for the undue impacts on the Nation’s aviation system—which none of us want—including disruptions to local air traffic operations and ripple effects that could extend nationally or even beyond. Consistency of response between airports will also be important to air carrier operations.

Some airport authorities have already started to develop plans and capabilities, leveraging immediately available tools and new technologies being advertised by various vendors, to address the unique risks presented by hazardous drone activity. Working with airport authorities will help the FAA to ensure to that these authorities’ current and future efforts, including those already underway, are effectively supported and well aligned with our shared goal of sustaining the safety and efficiency of the National Airspace System (NAS). The FAA is currently compiling a checklist of planning factors to consider and key contacts at its national headquarters, with which airport authorities can work in support of our common goal of safety in the NAS.

It is prudent to involve all relevant airport stakeholders in this planning effort, including the FAA (at this early point in these efforts, airport authorities can work with the FAA at the national headquarters level, better enabling the agency to integrate local Air Traffic Control (ATC) input), air carriers and other operators, TSA, and state/local law enforcement with jurisdiction at and around your airport.

2. If a UAS incident happened today, who is responsible for responding?

Consistent criteria, which will be shared among the airport authorities, operators, and various agencies (including the FAA), are still being formulated for determining what constitutes a “UAS incident” that warrants some form of overt

response. Nevertheless, as we recently saw at Newark Liberty International Airport and Dallas/Fort Worth International Airport, as well as in the United Kingdom, drone operations that are perceived to be at least hazardous (if not malicious) are already being encountered and key aviation stakeholders are already taking action.

Currently, drone operations that are perceived to be hazardous can provoke a response from multiple stakeholders: pilots may take tactical action to avoid in-flight encounters; ATC may decide to reconfigure terminal operations, reroute traffic, or even temporarily suspend traffic; airport authorities may opt to alter air field operations, including temporarily closing select runways; and local law enforcement, often at the request of airport authorities or ATC, may dispatch assets on the ground to look for and stop a drone operator.

While hazardous and malicious drone activity poses a number of unique, novel challenges, which are driving the FAA's efforts to work with airport authorities and other stakeholders to establish focused response plans, the various responses being taken today are already built on well-practiced procedures used by these key actors to respond to other safety and security incidents in the NAS, for example when a person aims a laser at an aircraft. These responses are also often coordinated through pre-existing mechanisms such as communication via airport operations centers, direct links to local ATC, and interagency coordination via the Domestic Events Network (DEN). These existing procedures and protocols remain in place for use to the maximum extent appropriate.

Credible reporting and risk assessment are critical prerequisites to any appropriate response. UAS sighting reports may come from a variety of sources, including pilots, airport operators, detection system operators, ATC, airport law enforcement, and even private citizens. The FAA is working with its interagency partners, as well as other key stakeholders in the aviation community, to build mechanisms for assessing the credibility of each report, quickly characterizing risk, and distributing this information through an effective command, control, and communications structure across NAS stakeholders.

In the meantime, maximizing coordination with FAA and other key stakeholders can help airport authorities avoid unilateral, unsynchronized responses that could result in safety and efficiency impacts that outweigh the hazard or threat posed by a given drone incident. A collaborative approach promotes responsible and effective decisions for how to respond to errant or malicious UAS operations.

3) What happens if local resources cannot resolve the issue?

When the full weight of local resources are unable to resolve a credible risk from errant or malicious UAS operations, assistance from federal authorities and supporting resources may be available upon request. There are ongoing discussions within the federal government on how to establish criteria, procedures, and mechanisms for enabling requests for federal assistance. In the meantime, the FAA affirms its commitment to work rapidly with any airport that identifies a credible risk from a UAS.

4) What happens once a request for assistance is made?

The details of the process for responding to a request for federal assistance are still under discussion. Again, we hope to commence discussions with airport authorities in the near future and remain committed to work rapidly with any airport that identifies a credible risk from a UAS.

5) How effective are Counter-UAS systems?

C-UAS has become short hand for both UAS detection and mitigation systems; technically, however, C-UAS only refers to those systems that are used to disrupt, disable, take control of, or destroy a UAS. It is important to discuss detection and mitigation as separate capabilities given the technical and operational considerations associated with each.

The FAA has done an initial evaluation of UAS detection technologies in the airport environment and identified some gaps and challenges as described in our July 19, 2018 letter to airport operators. In addition to concerns regarding the technical performance of UAS detection systems, especially in the complex environment of an airport, airport authorities may wish to carefully consider and work with the FAA to address potentially significant operational pitfalls posed by deploying UAS detection systems, including: determining credibility of detection alerts (e.g., was the detection backed up by visual identification?); differentiating legitimate drone operations from non-compliant activity (e.g., was a detected drone already authorized by the FAA?); characterizing risk (e.g., would a small drone flown by a hobbyist in a remote part of the airport grounds warrant disrupting traffic operations?). The FAA has identified a potential risk to safe airport operations when operational personnel at an airport act upon UAS sighting reports without a comprehensive response strategy that includes coordinated procedures and protocols. Understanding the credibility of reports, including reports of

detection from untested or uncertified systems, is critical to making decisions about appropriate operational response.

With regard to systems that actively interdict offending drones (in other words, C-UAS systems), it should be underscored that only a select few federal agencies (DOD, DOE, DOJ, and DHS) have been granted legal authority by Congress to test and operationally employ active C-UAS systems. This authority was also only granted with strict requirements for use in protection of specific missions, facilities, and assets and only after close coordination with the FAA, which reflects the potential for these systems to cause unintended, significant impacts on the safety and efficiency of the NAS.

In addition, the difficulty in effective response to the persistent disruption of operations at Gatwick, despite the presence of C-UAS systems, underscores the challenges we currently face. The FAA will conduct more detailed C-UAS technology research with our federal agency partners, to include in the airport environment, pursuant to Section 383 of the FAA Reauthorization Act of 2018.

6) Who has authority to deploy and use C-UAS equipment?

The FAA is unable to support the use of counter measure/mitigation systems by anyone but those with explicit statutory authorization; however, coordination with respect to installation and deployment of any detection and mitigation systems put in place by or around an airport assists the FAA in executing its statutorily-mandated duties.

Congress granted Counter-UAS authorities to the Departments of Defense and Energy in December 2016. Recently, in the FAA Reauthorization Act of 2018, Congress granted similar Counter-UAS authorities to the Departments of Homeland Security and Justice. These grants of C-UAS authority are narrowly tailored for use in protection of specific missions, facilities, and assets and only after close coordination with the FAA, which reflects the potential for these systems to cause unintended, significant impacts on the safety and efficiency of the NAS. FAA is working closely with all four departments to support the implementation of those authorities and the deployment of C-UAS systems. At this time, these grants of C-UAS authority are narrowly-tailored for protection of specific missions, facilities, and assets and do not provide authority to deploy and use C-UAS as a standing asset to protect airports. However, DHS and DOJ are assessing how their authorities would cover response to a persistent serious UAS disruption of operations at an airport in the United States.

7) What else is being done?

There are many related efforts that are underway that will make it easier to identify drone operators. The potentially unsafe, unauthorized, and/or malicious use of drones is exactly why the FAA is focused on moving expeditiously with remote identification requirements for UAS in the National Airspace System.

8) What else might an airport authority wish to consider with respect to UAS detection systems?

The FAA is assessing the safety and operational impacts of the use of detection systems at airports. Entities seeking to evaluate or deploy UAS detection systems may take note that the evaluation or deployment of such systems, even systems that are marketed as passive detection systems, may implicate provisions of law (such as title 18 of the United States Code) on which the FAA cannot authoritatively opine. Therefore, the FAA cannot confirm the legality of any UAS detection system. An entity considering installing a UAS detection system may wish to seek system-specific and site-specific guidance from its legal counsel and/or the appropriate authorities.

Licensing through FCC approval and in coordination with FAA's Spectrum Office are required for each site. A vendor might claim that its radar has national spectrum licensing approval, but such approvals are site-specific. A vendor might claim that its radio frequency detection system is passive; however, the system might, in fact, have embedded emitting capabilities that are deactivated by reversible software programming. Some systems might emit for software upgrades or site installation, but be "passive" when operational. For these reasons, we cannot categorically assume any detection system does not impact the NAS. Our July 19, 2018 letter to airport operators discusses coordination with the FAA. To support coordination, we are working to compile a checklist for airport authorities considering the acquisition or use of UAS detection systems at their airports.

Many detection systems may need to be located at high vantage points, due to their direct line-of-sight requirements, and detector arrays may block critical sight lines. Airports must follow all FAA requirements for building structures on an airport. In short, the onus is on the Airport Authority to be cognizant of its federal obligations and local requirements for deployment, zoning, and/or permit

approvals that could impact airport safety—even if located outside the airport property.

Coordination with the FAA helps to promote the best safety outcome when an airport, a third party vendor, or other government or private sector entity locates detection or mitigation systems in and around an airport. The FAA letter dated May 7, 2019, identifies national headquarters points of contact.



Unmanned Aircraft System Detection - Technical Considerations

DISCLAIMER: The following are technical considerations generally known to the C-UAS industry and relevant government stakeholders. They are provided as a courtesy and are not requirements or officially-accepted processes.

Counter-Unmanned Aircraft System (C-UAS) technologies are broken into two primary categories—detection and mitigation. Such technologies range from Commercial off the Shelf (COTS) systems to made-to-order systems developed by system integrators. The systems and sensors share similar characteristics and methods for detecting Unmanned Aircraft Systems (UAS), colloquially known as “drones.”

Some detection systems are based on existing technologies, re-purposed for C-UAS efforts. For example, radar technology has been adapted for UAS detection purposes from uses such as anti-missile and anti-mortar detection applications for the military to weather, low-level wind shear, and avian wildlife monitoring for civilian use. Some UAS detection products have a very low technical maturity and may not be ready for steady-state use in domestic civil airport environments.

There are no nationally-recognized standards for detection or classifying items of interest at this time; detection systems do not have the ability to determine intent or a level of threat posed by the UAS.

The following selected technical questions and supporting materials may assist organizations that are reviewing the capabilities and limitations of UAS detection systems. They suggest some fundamental questions and concepts that an organization might choose to consider when examining and deploying UAS detection systems. Comparison of products and services from competing manufacturers and vendors might also be helpful. The challenges of UAS detection are complex and cannot be fully addressed by these questions alone. The questions included here are not exhaustive or all-inclusive.

UAS Mitigation

UAS mitigation or countermeasures include the capability to disrupt, disable, destroy, take control of, and/or provide alternate flight instructions to a UAS. Some UAS detection systems may have countermeasure capabilities built-in, which can be disabled, while others may offer them as an optional modular capability.



Unmanned Aircraft System Detection - Technical Considerations

Does the UAS mitigation system have any capability to conduct countermeasure activities? If so, how is it disabled?

Which category of countermeasures is the system capable of?

Kinetic Non-Kinetic Hybrid Kinetic (Non-Kinetic with Kinetic Effect)

Which technologies or methods of countermeasures does the system employ?

<i>Kinetic</i>	<i>Non-Kinetic</i>	<i>Hybrid Kinetic</i>	
<i>Projectile</i>	<i>RF C2 Jamming</i>	<i>Microwave</i>	
<i>Net / Open Containment</i>	<i>RF C2 Intercept and Control</i>		<i>Acoustic</i>
<i>Closed / Sealed Containment</i>	<i>RF C2 Intercept and Control</i>		<i>Laser</i>
<i>Predatory Animal</i>	<i>GPS Jamming</i>	<i>NNEMP</i>	

UAS Detection: General

A key factor in determining the feasibility of installing a detection system at or around an airport is the number of sensors needed to achieve the desired airspace coverage. Because the coverage volume depends on the unique characteristics and requirements of each airport and the type of system, the number of sensors will vary. The coverage distance for many types of detection technologies also constrains the efficacy of such systems in determining the locations of the unmanned aircraft (UA) and the ground control station (GCS). An additional critical factor is that technology can quickly become obsolete, as UAS technology is rapidly changing. Further, areas of coverage may need to span wider angles since the GCS and pilot in command (PIC) may not be collocated with or near the drone.

Primary detection sources are those sensors that have a greater level of system autonomy, providing alerts to be generated upon a detection, prompting further investigation by the detection system operator. Radar and Radio Frequency (RF) are the most common; however, Electro Optic (EO) and acoustic sensors do not typically have the capability to be a primary detection source. EO and acoustic might typically be considered validation tools or secondary sensors to the primary systems (radar and RF).



Unmanned Aircraft System Detection - Technical Considerations

What are the coverage areas, critical site locations, and volumes of airspace that must be monitored?

What are the technologies or sensors used as a primary means for detection?

Radar RF EO/IR Acoustic Other

What are the technologies or sensors used as secondary or supportive means for validating activity detected by primary sensors?

Radar RF EO/IR Acoustic Other

Has an RF analysis been conducted for this site? Who conducted the analysis? Were the RF emissions simulated or actual?

Certain aircraft operational states (e.g., hovering) and the degree of flight autonomy may limit detection.

What types of UA can the system detect?

Multicopter Fixed-wing Hybrid Inflated Envelope Glider Other

How long does it take the system to detect a UA that is within range?

Dedicated manpower and specialized training is likely needed to operate equipment and help to discern false positives, such as when a detection system may incorrectly identify another moving object as a UAS.



Unmanned Aircraft System Detection - Technical Considerations

How does the system make a determination between the sensing of a potential item of interest, and classifying it as a UAS?

Does the system detect semi-autonomous UAS (i.e. UAS that use pre-programmed navigation, but are capable of RF transmission)? If so, how?

Does the system detect fully autonomous UAS (i.e. UAS without RF capabilities that can navigate without in-flight commands)? If so, how?

Can the system detect UAS powered-on, but prior to flight?

Can the system detect and geolocate the ground control station (GCS)? If so, how does it accomplish this?

Does the system have only line of sight (LOS) capability, i.e. will trees and buildings inhibit the system's capabilities?

Which personnel should operate the system?

What kind of training is necessary to use the system?

What training is included?

What support is included?

Does support include software updates to address evolving UAS technology?

Is the system a fixed installation or is it readily deployable?

Is the system easily installed by personnel who are not affiliated with the system manufacturer or vendor?

Is the system readily portable to a civil environment?

What are the system specifications or requirements for the following at each point of installation:

Specifications / Requirements

Size (incl. antenna/sensor heights) Physical Storage

Deployment/Set-up Communications

Power Input Electrical Grounding

Calibration Physical Storage



Unmanned Aircraft System Detection - Technical Considerations

Airport environments have numerous sources of potential interference – often more than anticipated which can impact performance of systems. Unintentional emitters of electromagnetic interference (e.g., power lines, breakers, bunched power cables, LED and florescent fixtures), as well as intentional emissions (e.g., digital and analog antennae, cellular services, 2-way radios, telemetry systems) could affect the accuracy of RF-based UAS detection sensors.

Frequently, multipath interference occurs as a result of unintentional reflections from large objects. This type of interference can be caused by large passenger planes inside a sensor area, skewing the location accuracy of the detection system. Similarly, equipment such as heating ventilation and air-conditioning units and electric motors co-located with a sensor can cause interference with the sensor's directional orientation, in addition to background electromagnetic interference and multipath reflections. Interference can also diminish the detection range of some systems.

Natural impediments such as trees, terrain, moisture and wind also impact sensors.

RF Detection

Manufacturers or vendors may identify RF systems as not emitting (often using the term "passive") although the product could include and regularly employ such emitting capabilities. In a steady state, a system may not appear to emit. This same system, however, may have embedded emitting capabilities that are deactivated through software that could be reversible. Further, some systems may emit during software upgrades, site installation, scheduled intervals or ad-hoc calibration. For these reasons, organizations would not be able to categorically assume any detection system does emit RF energy, which may impact the National Airspace System.



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What is the coverage area per sensor? Azimuth? Altitude? Distance?

How many of each sensor type is required for the required area for this installation?

What are the filtering capabilities the system uses in order to reduce background RF and reduce multipath interference?

Does the detection system depend on a library of known RF signatures? If yes, how often is the library updated? What is the process to update the library? Is there an ongoing cost for library updates?

Can the system detect and geolocate the UAS pilot-in-command (using RF)?

Is the system able to detect a UAS operator who is intentionally hopping or changing frequencies at a random and/or rapid rate in order to evade detection?

Does the system intercept the live video streaming of the UA?

Does the system differentiate and track multiple simultaneous targets? If so what is the upper limit on the number of targets it can track?

What are the FCC licensing requirements for this system? Do you have proper approval from the FCC, if needed?

For this installation, have there been evaluations of RF frequency propagation during day and night to account for any potential electromagnetic interference high levels of DC power or other power sources used for airport lighting, etc. that might not be prevalent during daylight operation?

Radar Detection

Radar-based UAS detection systems can be used as a primary means of detection; however, they are typically challenged by a lack of automation and are highly dependent on a trained operator to become aware of new or changing detections, plot and track geolocations, and to choose the appropriate system settings. Radar-based detection systems also face difficulties when presented with UAS that only move vertically or hover in place. Some radar systems can trigger a secondary electro-optical system to “slew to cue,” which automatically points the optics in the direction of the detected target of interest. This feature can be challenged at times if the system inadvertently determines a larger, manned aircraft in the distance as a new target. Radar sensors are specially tuned for identifying small targets at short, medium or long ranges; therefore, multiple radars with different detection ranges may be necessary to cover the areas of detection.



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Radar systems cannot have national spectrum licensing approval, as approvals are site specific. Licensing through FCC approval and in coordination with FAA's Spectrum Office are required for each site.

What types of UA can the system detect?

Multirotor Fixed-wing Hybrid Inflated Envelope Glider Other

How long does it take the system to detect a UA that is within range?

What is the transmit power of the radar?

What are the frequency band(s) of the radar? (Note: L-Band has been reallocated by the FCC)

What is the scanning type of the radar?

What are the radar cross section (RCS) the system can detect and classify at specific distances?

What is the coverage area per sensor? Azimuth? Altitude? Distance?

How do different types of weather affect this radar?

How many of each sensor type is required for the required area?

What are the filtering capabilities the system uses in order to reduce background radar clutter?

Does the detection system depend on a library of known radar signatures? If yes, how often is the library updated? What is the process to update the library? Is there an ongoing cost for library updates?

Electro-Optical Detection

Electro-Optical (EO) and EO/IR sensor suites do not typically serve as a primary detection sensor for detecting and tracking a UAS. They can be important secondary visual validation tools for targets detected by primary sensors. Enhanced EO systems can provide valuable capabilities, including automatic image tracking of potential targets detected by primary sensors; however, they can be challenged by being redirected to false targets, such as birds or manned aircraft crossing the field of view. EO sensors do not, absent human assistance, have the ability to begin tracking an object detected by a primary sensor.



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EO specifications are similar to any modern digital camera; the quality of the lens, field of view, varifocal capabilities, pixel size, and pixel density all have a role in the overall image quality and usefulness for validating items of interest. Some metrics, such as pixel density, once exclusively used to determine image quality are no longer accurate – “more megapixels” does not mean a better picture. Performance in low-light conditions, lens quality and the sensitivity of electronic circuits are better indicators of image quality. When used for visual verification of suspicious activity, such as UAS detected by primary sensors, the image quality is critically important. The video surveillance industry uses a commonly accepted metric, Pixels Per Foot (PPF), as a more predictable level of image quality. Though it is not perfect, PPF is a single number conveying important information about the projected quality that a camera can provide. PPF is based on the size of the area that the image is capturing and depends on the distance from the camera, the focal length of the camera lens and the resolution of the camera.

What are the pan, tilt, and zoom (PTZ) capabilities of the EO/IR device(s)?

How are any PTZ capabilities automated in coordination with primary detection sensors?

What is the field of view of the EO/IR device?

What types and levels of image stabilization, if any, are used for EO/IR device(s)

What is the number of Pixels Per Foot (PPF) provided by the EO device?

How are any Artificial Intelligence (AI) or Machine Learning (ML) capabilities employed to assist in detection or classification of UAS?

Is the IR device cooled?

What is the life expectancy of the cooled IR device?

What wavelengths does the IR device detect?

What are the network bandwidth requirements of each EO/IR node?

What are the processing requirements of each EO/IR node?

What compression algorithms are used for EO? For IR?



Data and Information

Data and information management plays a crucial role in UAS detection systems. In addition to common “best practices” for information technology management and data security, some other factors might be considered. Clearly demonstrated tools and features such as statistical dashboards, historical information, and data portability may have greater value than amorphous buzzwords like artificial intelligence (AI) and machine learning (ML).

How will the system distinguish or deconflict between authorized and unauthorized UAS?

How does the system handle duplicate targets from multiple or overlapping sensors?

How is suspicious activity data verified or validated?

How is suspicious activity data generated, reported, and distributed?

How does the system store and retrieve historical information or provide for statistical analysis and data mining?

How will the federal, state, local and/or tribal retention and disposition requirements for the data that is captured, derived, transmitted, or stored be met?

Does the system employ a digital chain of custody procedure for producing evidence in a court of law?

What is the update rate of the sensors to the system and the system to the interface?

What are the alert and alarm features of the interface?

Does the manufacturer, vendor, or system integrator have access to data that is captured, derived, transmitted, or stored?

Does the manufacturer, vendor, or system integrator have a fix (geolocation) of the detection system?

Does the manufacturer, vendor, or system integrator have the ability initiate software updates (with or without consent)?

Does the system, components, or software have the capability to implement or maintain a whitelist of UAS without the knowledge of the operator or governing organization?



Integrated Solutions

Some systems might be referred to as an integrated solution, which employs multiple types of sensor technologies and provides their data into a single user interface. Other systems may provide capabilities to incorporate an organization's existing hardware and software elements.

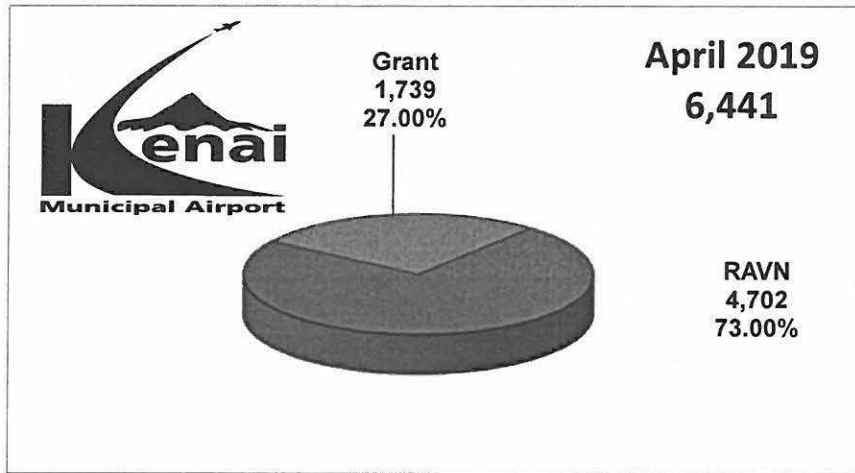
These capabilities are still faced with the technical challenges of applying UAS detection systems in the absence of automation aids to help an operator better differentiate legitimate UAS activity from UAS detections that warrant further investigation.

If multiple systems, does the system provide a fused graphical interface to the user with an authoritative source?

How might the system be integrated along with existing security operations centers and infrastructure, such as security cameras, data connectivity, and display systems?

How can external information – such as ground personnel reports or photos - be integrated with the system information?

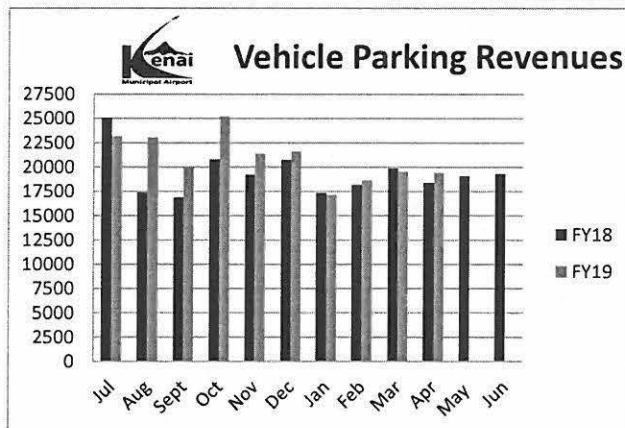
April Enplanement Report



Month	RAVN ALASKA	GRANT AVIATION	Total 2019	2018	Change from 2018
January	5,248	1,537	6,785	6,148	637
February	4,573	1,384	5,957	5,651	306
March	4,941	1,867	6,808	6,999	-191
April	4,702	1,739	6,441	6,383	58
May				7,501	
June				8,048	
July				10,568	
August				11,485	
September				7,990	
October				7,433	
November				6,905	
December				7,016	
Totals	19,464	6,527	25,991	92,127	810

Terminal - Vehicle Parking Revenues

April			
FY18	\$18,412	FY18 Total	\$232,372
FY19	\$19,444	FY19 YTD	\$209,347





FLOAT PLANE BASIN ACTIVITY 2015-2019

OPERATIONS

Month	2019	2018	2017	2016	2015
MAY	64	39	23	44	57
JUNE		139	106	85	124
JULY		261	144	151	164
AUGUST		164	103	191	148
SEPTEMBER		156	107	115	71
OCTOBER		47	6	CLSD	17
NOVEMBER		CLSD	CLSD	CLSD	CLSD
Total	64	806	489	586	581

0 not reported

FUEL SALES

Month	2019	2018	2017	2016	2015
MAY	\$1,685	\$134	\$784	\$1,175	\$8
JUNE		\$3,203	\$3,423	\$1,656	\$0
JULY		\$3,635	\$3,420	\$3,036	\$1,873
AUGUST		\$5,890	\$4,325	\$3,647	\$1,710
SEPTEMBER		\$5,590	\$4,901	\$3,830	\$1,380
OCTOBER		\$1,060	\$583	CLSD	\$553
Total	\$1,685	\$19,512	\$17,436	\$13,344	\$5,524

Slips Rented

Private	4
Commerical	0

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