

**KENAI AIRPORT COMMISSION
REGULAR MEETING
OCTOBER 10, 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. August 8, 2019.....Pg. 3
- b. September 12, 2019Pg. 7

5. UNFINISHED BUSINESS – None.

6. NEW BUSINESS

- a. **Discussion/Recommendation** – Memorandum of Agreement with U.S. Fish and Wildlife Service and Alaska State Parks.....Pg. 9
- b. **Discussion/Recommendation** – EAN Holdings, LLC Request for On-Airport Car Rental Business.....Pg. 15

7. REPORTS

- a. Airport Manager
- b. City Council LiaisonPg. 17

8. NEXT MEETING ATTENDANCE NOTIFICATION – November 14, 2019

9. COMMISSIONER COMMENTS AND QUESTIONS

10. ADDITIONAL PUBLIC COMMENT

11. INFORMATION ITEMS

- a. August 2019 Mid-month ReportPg. 21
- b. September 2019 Mid-month ReportPg. 23
- c. September 2019 Float Plane Basin ActivityPg. 24

12. ADJOURNMENT

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

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**KENAI AIRPORT COMMISSION
REGULAR MEETING
AUGUST 8, 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: G. Feeken, P. Minelga, J. Bielefeld, J. Zirul, D. Pitts

Commissioners Absent: K. Dodge

Staff/Council Liaison Present: Airport Manager M. Bondurant, Airport Assistant E. Brincefield, City Attorney S. Bloom, Council Liaison G. Pettey

A quorum was present.

c. Agenda Approval

MOTION:

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

2. SCHEDULED PUBLIC COMMENT – None.

3. UNSCHEDULED PUBLIC COMMENT

Richard Page encouraged the Commission to look at improving marketing for the airport suggesting leasing was not an easy process with the City.

4. APPROVAL OF MEETING SUMMARY

a. July 11, 2019

MOTION:

Commissioner Minelga **MOVED** to approve the meeting summary of July 11, 2019 and Commissioner Pitts **SECONDED** the motion. There were no objections; **SO ORDERED.**

5. **UNFINISHED BUSINESS** – None.

6. **NEW BUSINESS**

a. **Discussion/Recommendation** – Ordinance No. 3072-2019.

The differences in lease, sale, and assignment were discussed and clarification was provided on how lease rates would increase with the removal of the regular land appraisals.

Ensuring the application process was uniform and encouraged business was expressed.

MOTION:

Commissioner Bielefeld **MOVED** to recommend Council enact Ordinance No. 3072-2019 of the and Commissioner Zirul **SECONDED** the motion. There were no objections; **SO ORDERED**.

b. **Discussion/Recommendation** – SOAR Lease Application.

MOTION:

Commissioner Bielefeld **MOVED** to recommend approval of the SOAR Lease Application and Commissioner Zirul **SECONDED** the motion. There were no objections; **SO ORDERED**.

7. **REPORTS**

a. Airport Manager

Airport Manager Bondurant reported on the following:

- Provided an update on the Terminal Rehabilitation Project;
- Provided an update on the Airfield Marking Project;
- Noted the Alaska Fire Training Facility Rehabilitation Project would be out to bid soon; and
- Staff preparing for a mass casualty drill in October.

b. City Council Liaison

Council Member Pettet provided a report of the actions taken at the August 7 City Council Meeting.

8. **NEXT MEETING ATTENDANCE NOTIFICATION** – September 12, 2019

Commissioner Bielefeld noted he would be absent. Commissioner Pitts noted there was a possibility he would be absent.

9. **COMMISSIONER COMMENTS AND QUESTIONS**

Commissioner Bielefeld inquired about old Aircraft Rescue and Firefighting trucks.

Commissioner Pitts offered kudos to airport staff for handling struggles with the Airport Terminal Rehabilitation Project.

Commissioner Minelga noted he observed the roof on the new entrance slopes back and expressed concern with water leaking.

10. ADDITIONAL PUBLIC COMMENT – None.

11. INFORMATION ITEMS

- a. June 2019 Midmonth Report
- b. July 2019 Midmonth Report
- c. June 2019 Enplanements

12. ADJOURNMENT

MOTION:

Commissioner Zirul **MOVED** to adjourn and Commissioner Bielefeld **SECONDED** the motion. There were no objections; **SO ORDERED.**

Meeting summary prepared and submitted by:

Jamie Heinz
City Clerk

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**KENAI AIRPORT COMMISSION
REGULAR MEETING
SEPTEMBER 12, 2019 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
VICE CHAIR KIMBERLY DODGE, PRESIDING**

MEETING SUMMARY

1. CALL TO ORDER

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

a. Pledge of Allegiance

Vice Chair Dodge led those assembled in the Pledge of Allegiance.

b. Roll was confirmed as follows:

Commissioners Present: K. Dodge, P. Minelga, J. Zirul

Commissioners Absent: G. Feeken, J. Bielefeld, D. Pitts

Staff/Council Liaison Present: Airport Manager M. Bondurant

A quorum was not present.

c. Agenda Approval

2. SCHEDULED PUBLIC COMMENT – None.

3. UNSCHEDULED PUBLIC COMMENT

4. APPROVAL OF MEETING SUMMARY

a. August 8, 2019

5. UNFINISHED BUSINESS – None.

6. NEW BUSINESS

a. **Discussion/Recommendation** – SOAR International Ministries Request to Assign Leases to Schillings Rentals, LLC

7. REPORTS

a. Airport Manager
b. City Council Liaison

8. NEXT MEETING ATTENDANCE NOTIFICATION – October 10, 2019

9. COMMISSIONER COMMENTS AND QUESTIONS
10. ADDITIONAL PUBLIC COMMENT
11. INFORMATION ITEMS
12. ADJOURNMENT

Meeting summary prepared and submitted by:

Jamie Heinz
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: October 2, 2019

Subject: Memorandum of Agreement – USFWS & Alaska State Parks

The U.S. Fish and Wildlife Service, Alaska Region, Alaska State Parks, and the City have partnered over the past 15 years on a public lands display at the north end of the Airport terminal.

In 2018, Airport Administration suggested to USFWS and State Parks representatives that with the terminal rehabilitation project to start in October 2018, it would be an opportune time to revitalize and upgrade the display; which is 15 years old.

This has always been a popular display and provides information to Alaskans and Americans that the Kenai Municipal Airport is the Gateway to the Kenai Peninsula and Western Cook Inlet's State and Federal public lands.

City and Airport Administration met with USFWS and State Park representatives and agree that this new interpretive display will provide more information about these lands and recreation opportunities on state and federal lands.

Does Airport Commission recommend Council approve the Memorandum of Agreement between U.S. Fish and Wildlife Service, Alaska Region, Alaska State Parks, and the City of Kenai (Kenai Municipal Airport)?

Attachment

Memorandum of Agreement (MOA)

between

U.S. Fish and Wildlife Service, Alaska Region
1011 East Tudor Road
Anchorage, Alaska 99503-6199

And

- 1) City of Kenai (Kenai Municipal Airport)
- 2) Alaska State Parks

This Memorandum of Agreement between the U.S. Department of Interior, U.S. Fish and Wildlife Service – Alaska Region (hereinafter referred to as the “USFWS”) acting through the Regional National Wildlife Refuge Chief (hereinafter referred to as “Chief”), or their designee and City of Kenai (Kenai Municipal Airport) (hereinafter referred to as the “Airport”) and Alaska State Parks (hereinafter “State Parks”).

PURPOSE

The purpose of this agreement is to allow the USFWS, State Parks, and the Airport to jointly produce the Gateway to Public Lands Display (hereinafter referred to as “Display”) to be installed in the City of Kenai Municipal Airport in Kenai, Alaska. The display will provide travelers to Kenai with information on opportunities to learn about state and federal public lands that Kenai Municipal Airport serves as a Gateway to: Alaska State Parks, Kenai National Wildlife Refuge, Kenai Fjords National Park, Lake Clark National Park, Katmai National Park, Chugach National Forest, and the Alaska Department of Fish and Game Refuges.

Objectives of the joint project are:

- Use the opportunity during the current remodel of the Kenai Municipal Airport to build upon and revitalize a successful 15-year partnership and interpretive display at the Kenai Airport, which was installed in 2004.
- Maintain and improve public awareness that the Kenai Municipal Airport is the gateway to the Kenai Peninsula and Western Cook Inlet’s State and Federal public lands.
- Show of partnership and combine efforts by working together to inform and educate all Alaskans and Americans about their public lands.
- Provide public land neighbors with more information about their nearby public lands.
- Reach the air travel audiences that are not currently being addressed in Anchorage or Kenai airports.
- Encourage informed visitation and recreation on the Kenai Peninsula and Western Cook Inlet public lands thus fulfilling our respective agency missions for public enjoyment of their public lands.

- Support and encourage learning about these public lands, their value and management issues.
- Identify other sources of public lands information such as visitor and interpretive centers on the Kenai Peninsula.

WITNESSETH:

WHEREAS, it is the purpose of the USFWS to provide recreational opportunities within Service administrative units when compatible with the primary conservation objectives of such units, and

WHEREAS, interpretive and educational material and programs enhance the appreciation of our nation's fish and wildlife resources and thereby encourage utilization of recreational opportunities provided on USFWS administrative units, and

WHEREAS, the USFWS desires to promote interpretation, education, and wildlife-dependent recreation information and is one of the federal entities headquartered in Kenai Peninsula, Gateway to multiple state and federal public lands;

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

NOW THEREFORE. Pursuant to authority contained in the Act of October 15, 1966 (16 U.S.C. 460k-2,4); and other laws supplementary thereto and amendatory thereof, and in consideration of the mutual benefits which will accrue to the USFWS and Airport, the parties agree as follows:

- I. **AUTHORIZATON:** The USFWS and the Airport agree to continue their partnership in offering public lands information to travelers in the Kenai Airport hereinafter described for a period of 5 years commencing on the date of last signature.
- II. **AIRPORT, STATE PARKS, AND USFWS RESPONSIBILITIES:** For the periods set forth above, the Airport, State Parks, and the USFWS will provide the necessary materials, services, facilities, funds and otherwise perform all things necessary for, or incidental to, the performance of this agreement. It is mutually agreed as follows: the USFWS, State Parks, and the Airport will jointly support and sponsor a display on the public lands of the Kenai Peninsula and Western Cook Inlet, as provided below.
- III. **SCOPE OF WORK:**
 - A. **Specifically, the USFWS shall:**
 1. Plan, manage, and provide coordination of public lands entities and any vendors to design, fabricate, and install a public lands display in the Kenai Airport by May 15, 2020.
 2. Maintain the display in good condition.

3. Provide any peripherals such as computer or television screens and flip books with annual repair/replacement costs.
4. Seek funds from cooperating federal and state agencies to design, fabricate, and install the display.
5. Seek advice and receive approval from the Airport for any changes to the exhibit after installation.

B. Specifically, the Airport shall:

1. Provide wall space free of charge for the 'Gateway to Your Public Lands' Display.
2. Participate in the exhibit development process by appointing a point of contact to review design, fabrication, and installation proposals and drawings for a timely installation date of May 15, 2020.
3. Provide staff to coordinate on behalf the Airport, the installation of the Display.
4. Once the Display is installed, notify the USFWS of any maintenance or repairs needed to the Display in a timely manner.
5. Provide lighting in the form of 2 sets of track lighting along the north and east walls as part of the terminal renovation project of 2019-2020.

C. Specifically, State Parks shall:

1. Participate in the exhibit development process by appointing a point of contact to review design, fabrication, and installation proposals and drawings for a timely installation date of May 15, 2020.
2. Seek funds from cooperating federal and state agencies to design, fabricate, and install the display.

IV. PERIOD OF PERFORMANCE

The period of performance for this agreement shall be five years. This agreement will automatically renew for one additional 5-year period on October 1 of the last year, unless reasonable notice of cancellation is given by either party before the date of renewal. If no changes have been made in the agreement during the life of the agreement, the agreement may be renewed by memorandum. While the USFWS and Airport reserve the right to terminate the agreement, or any part thereof, at any time upon reasonable notice without the necessity of any legal process, the USFWS and Airport agree to hold a meeting prior to termination discussing the reasons for termination.

V. PROJECT OFFICERS

- A. For the USFWS: Andy Loranger, Refuge Manager, Kenai National Wildlife Refuge, P.O. Box 2139; Ski Hill Rd. Soldotna, Alaska 99669-2139, andy_loranger@fws.gov 907-260-2804
- B. For the Airport: Mary Bondurant, Airport Manager, Kenai Municipal Airport, 305 N. Willow Suite 200, Kenai, AK 99611, mbondurant@kenai.city, 907-283-8281
- C. For State Parks: Jack Blackwell, Superintendent Kenai/Prince William Sound Region, Alaska Division of Parks & Outdoor Recreation, P.O. Box 1247, Soldotna, AK 99669, jack.blackwell@alaska.gov, (907) 262-5581

VI. SPECIAL PROVISIONS

- A. The scope of work and other terms of the agreement may be modified at any time by mutual consent of the signatory parties. No change to this agreement shall be binding upon the USFWS or Cooperator(s) unless and until reduced to writing and signed by both/all parties.
- B. The parties to this agreement agree to be responsible for damages to their own property and injuries to their own employees/volunteers, except for damages/injuries resulting from the fault or negligence of the other party. Any claim for damage to property or persons made against the Government will be pursued in accordance with the provision of the Federal Tort Claims Act.
- C. This MOA may be modified or amended as necessary upon written consent of all parties or may be terminated by either party with a 30 day written notice to all other parties.
- D. This MOA does not affect any final transfer of funds, property, or services on behalf of the U.S. Fish and Wildlife Service. Any discussion of such transfers by the U.S. Fish and Wildlife Service is for planning purposes only, and the actual transfers will be accomplished in accordance with applicable laws, regulations, and procedures.
- E. The principle contacts for this MOA are:
 - a. For the USFWS: Andy Loranger, Refuge Manager, Kenai National Wildlife Refuge, P.O. Box 2139; Ski Hill Rd. Soldotna, Alaska 99669-2139, andy_loranger@fws.gov 907-260-2804
 - b. For the Airport: Mary Bondurant, Airport Manager, Kenai Municipal Airport, 305 N. Willow Suite 200, Kenai, AK 99611, mbondurant@kenai.city, 907-283-8281

- c. For State Parks: Jack Blackwell, Superintendent Kenai/Prince William Sound Region, Alaska Division of Parks & Outdoor Recreation, P.O. Box 1247, Soldotna, AK 99669, jack.blackwell@alaska.gov, (907) 262-5581

VII. TERMINATION

This agreement may be terminated by the Airport or USFWS by giving 30 days advance written notice to the Project Officer for the USFWS with an explanation of the reasons for the termination. If Cooperator(s) should fail to comply with material terms of this agreement after receiving written notice of the deficiencies and a reasonable opportunity to correct them, the USFWS may terminate the agreement by giving written notice to Cooperators. In that event, Cooperator(s) agree to reimburse the USFWS for either (1) any Federal funds previously paid to Cooperator(s), or (2) the reasonable value of the improvements made to Cooperator(s)' land. The USFWS or its agents or contractors may also enter Cooperator's land and remove any equipment and uninstalled materials or structures.

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Agreement to be executed as of the date of last signature below.

U.S. FISH AND WILDLIFE SERVICE

CITY OF KENAI

Brian Glaspell, Alaska Region Refuge Chief

Paul Ostrander, Kenai City Manager

(Date)

(Date)

ALASKA STATE PARKS

Ricky Gease, Director

(Date)



"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: October 2, 2019

Subject: Recommendation – On-Airport Car Rental Concession

Airport Administration has received a request from EAN Holdings, LLC to operate a non-exclusive on-airport car rental concession in the Airport terminal building.

EAN (Enterprise, Alamo, and National) Holdings, LLC is requesting to start operating on December 1, 2019 through June 30, 2021.

The last bid for the car rental concession was put out in 2016 with a term of 5 years beginning July 1, 2016. There was a 2 year waiting period should another bidder want to come in, which ended in July 2018. After that, City Administration is looking for a minimum annual guarantee (MAG) to be the average of the initial 3 qualified bidders MAG.

The terminal building has a vacant car rental space and vehicle parking spots available for a third car rental company.

Does Airport Commission recommend Council approve an on-airport car rental concession to EAN Holdings, LLC?

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Kenai City Council - Regular Meeting

October 02, 2019 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

ACTION AGENDA

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)

C. UNSCHEDULED PUBLIC COMMENTS

(Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated)

D. PUBLIC HEARINGS

1. **ENACTED. Ordinance No. 3083-2019 Substitute** - Amending Kenai Municipal Code 14.20.175 - Adult Businesses, To Increase The Buffer Distances Between Adult Businesses And Sensitive Uses From 500 Feet To 1000 Feet And Define Sensitive Uses. (Council Members Pettey and Knackstedt) [**Clerk's Note:** *At the September 4 Meeting, this item was Referred to the Planning & Zoning Commission for a Recommendation and to be Scheduled for a Second Public Hearing at the October 2 Meeting. A Motion to Enact as Amended is On the Floor.*]
2. **ENACTED UNANIMOUSLY. Ordinance No. 3085-2019** - Increasing Estimated Revenues and Appropriations in the Water and Sewer Fund for the Purchase of Well Radius Property Described as Tract A, Alaska State Land Survey No. 2013-49, Filed Under Plat 2017-8, for the City's Public Water System. (Administration)

3. **ENACTED UNANIMOUSLY. Ordinance No. 3086-2019** - Accepting and Appropriating a Grant from the Rasmuson Foundation and Accepting and Appropriating Private Donations in the Senior Center Capital Improvement Fund for the Purchase of New Flooring for the Dining Room and Administration Offices of the Kenai Senior Center. (Administration)
4. **ENACTED UNANIMOUSLY. Ordinance No. 3087-2019** - Authorizing a Budget Transfer in the Senior Center Capital Improvement Fund and Increasing Estimated Revenues and Appropriations in the Public Safety Improvement Capital Project Fund to Provide Supplemental Funding for the Fire Department Kitchen Remodel Project. (Administration)
5. **ENACTED UNANIMOUSLY. Ordinance No. 3088-2019** - Amending Kenai Municipal Code, Section 14.20.330 – Standards for Commercial Marijuana Establishments, to Incorporate Limitations on Hours of Operation for Retail Marijuana Establishments. (Administration)

E. MINUTES

1. **APPROVED BY THE CONSENT AGENDA.** *Regular Meeting of September 18, 2019.

F. UNFINISHED BUSINESS

1. **ENACTED UNANIMOUSLY. Ordinance No. 3072-2019 Substitute** - Renaming, Repealing and Re-Enacting Kenai Municipal Code Title 22-General Fund Lands, Renaming Title 21-City Airport and Airport Lands, and Repealing Kenai Municipal Code Chapter 21.15-Lease and Sale of Airport Lands Outside of the Airport Reserve to Encourage Responsible Growth and Development to Support a Thriving Business, Residential, Recreational and Cultural Community through Responsible Land Policies and Practices. (Administration) [**Clerk's Note:** *At the September 4 Meeting this Item was Postponed to this Meeting. A Motion to Enact is On the Floor.*]
2. **ADOPTED UNANIMOUSLY. Resolution No. 2019-58** - Amending its Comprehensive Schedule of Rates, Charges, and Fees to Incorporate Changes to Application Fees for Lands Outside the Airport Reserve. (Administration) [**Clerk's Note:** *At the September 4 Meeting this Item was Postponed to this Meeting. A Motion to Enact is On the Floor.*]

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 10/16/19.** *Ordinance No. 3089-2019 - Amending Kenai Municipal Code Section

1.15.040, Agenda, to Revise Public Notice Requirements and Amend the Agenda/Packet Preparation, Distribution, And Publication Administrative Policies and Procedures to make Standard Revisions and Housekeeping Changes. (Council Members Molloy and Knackstedt)

4. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 10/16/19. *Ordinance No. 3090-2019** - Increasing Estimated Revenues And Appropriations In The General And Public Safety Capital Project Funds And Accepting An Assistance To Firefighter Grant From The Federal Emergency Management Agency For The Cooperative Purchase Of Self-Contained Breathing Apparatus For The City Of Kenai Fire Department, Nikiski Fire Department And Central Emergency Services. (Administration)
5. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 10/16/19. *Ordinance No. 3091-2019** - Amending Kenai Municipal Code Section 17.10.010 – Mandatory Connection and Abandonment of Old Well, and Section 17.20.010 - Mandatory Connections and Abandonment of Old On-Site Sewer Systems, to Clarify the Intent of Ordinance 3003-2018 and Make Housekeeping Changes. (Council Member Knackstedt)
6. **AMENDED UNANIMOUSLY. Ordinance No. 3079-2019 Substitute** - Increasing Estimated Revenues and Appropriations in the Airport Special Revenue and Airport Improvements Capital Project Funds and Accepting a Grant from the Federal Aviation Administration for the Purchase of Two Aircraft Rescue and Firefighting (ARFF) Vehicles, Rehabilitation of the Fire Training Props, and Rehabilitation of the Training Facility for the Alaska Regional Fire Training Facility. (Administration) *[Clerk's Note: This ordinance was enacted at the 9/04/19 meeting. It has been discovered that a purchase order increase was inadvertently excluded from the amounts. A motion to amend something previously adopted is in order and as such, appearance on this agenda serves as notice.]*
7. **APPROVED AS AMENDED. Action/Approval** - Supporting the Draft Environmental Impact Statement for the Alaska LNG Project and Approving Comments to be Submitted on Behalf of the City of Kenai to the Federal Environmental Regulatory Commission. (Administration)

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

M. PENDING ITEMS

N. ADJOURNMENT

O. INFORMATION ITEMS

1. Purchase Orders between \$2,500 and \$15,000
2. Upper Cook Inlet Finfish Meeting Location Correspondence

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: August 8, 2019
SUBJECT: **August Mid-month Report**

2018 Terminal Rehabilitation Project – Construction: This project is well underway and all areas of the terminal inside and out are experiencing some form of construction.

2019 Airfield Marking, Crack Sealing, & Pavement Repair – The runway crack sealing is complete and the runway painting is scheduled to start the week of August 12, 2019.

2019 Alaska Fire Training Facility Rehabilitation – This project is currently being advertised. Bids will open the end of August and a grant application will be sent to the FAA in September 2019. Construction will start late fall.

2019 Acquire Aircraft Rescue & Firefighting Trucks (ARFF) – Airport Administration is working with FAA on the grant application. The City will tag the State of Alaska Department of Transportation contracts to purchase 3,000 gallon and 1,500 gallon ARFF vehicles for the Alaska Fire Training Facility.

In-house Activities –

Airport Operations continues summer maintenance, wildlife hazing, fence maintenance, brush cutting, mowing, fence repair, and equipment maintenance.

Tri-annual Mass Casualty – A requirement of CFR 139.325 for a holder of a Class 1 Airport Operating Certificate is a full-scale mock airport emergency plan exercise at least once every 36 consecutive calendar months. This drill is scheduled for October 2, 2019. The updated and approved Kenai Municipal Airport Emergency Control Plans (AECPP) have



been delivered to all plan participants. If you would like to volunteer, please call the Airport Administrative office at 283-7951.

Out of Office – Airport Manager will be out of the office from Monday, August 19 through August 23, 2019 to attend the annual AMAC conference. I will be back in the office on Monday, August 26, 2019.



"Village with a Past, City with a Future"

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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Mary Bondurant, Airport Manager
DATE: September 10, 2019
SUBJECT: **September Mid-month Report**

2018 Terminal Rehabilitation Project – Construction: This project is well underway with new changes every week. RAVN's new ticket counters were opened up on September 7, 2019.

2019 Airfield Marking, Crack Sealing, & Pavement Repair – This project is around 90% complete and should be complete in another week (weather permitting).

2019 Alaska Fire Training Facility Rehabilitation & Acquire Aircraft Rescue and Firefighting Trucks (ARFF) – This project was bid and a request to award along with a grant application was sent to the FAA on September 4, 2019. At the direction of the FAA, the new ARFF trucks were rolled into the grant for the rehab of the training props and the building.

In-house Activities –

Tri-annual Mass Casualty – A requirement of CFR 139.325 for a holder of a Class 1 Airport Operating Certificate is a full-scale mock airport emergency plan exercise at least once every 36 consecutive calendar months. This drill is scheduled for October 2, 2019. The Kenai Municipal Airport Emergency Control Plans (AECPP) have been delivered to all plan participants. If you would like to volunteer, please call 283-7951.

Out of Office – Airport Manager will be out of the office from Monday, August 19 through August 23, 2019 to attend the annual AMAC conference. I will be back in the office on Monday, August 26, 2019.





FLOAT PLANE BASIN ACTIVITY 2015-2019

OPERATIONS

Month	2019	2018	2017	2016	2015
MAY	64	39	23	44	57
JUNE	123	139	106	85	124
JULY	166	261	144	151	164
AUGUST	172	164	103	191	148
SEPTEMBER	132	156	107	115	71
OCTOBER		47	6	CLSD	17
NOVEMBER		CLSD	CLSD	CLSD	CLSD
Total	657	806	489	586	581

0 not reported

FUEL SALES

Month	2019	2018	2017	2016	2015
MAY	\$1,685	\$134	\$784	\$1,175	\$8
JUNE	\$5,870	\$3,203	\$3,423	\$1,656	\$0
JULY	\$9,030	\$3,635	\$3,420	\$3,036	\$1,873
AUGUST	\$7,146	\$5,890	\$4,325	\$3,647	\$1,710
SEPTEMBER	\$5,906	\$5,590	\$4,901	\$3,830	\$1,380
OCTOBER		\$1,060	\$583	CLSD	\$553
Total	\$29,637	\$19,512	\$17,436	\$13,344	\$5,524

Slips Rented

Private	2
Commerical	0

Rev 5/2019