

**KENAI AIRPORT COMMISSION
REGULAR MEETING
JANUARY 9, 2020 – 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. Elections of the Chair and Vice-Chair
 - d. 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. December 12, 2019Pg. 3

5. **UNFINISHED BUSINESS** – None.

6. **NEW BUSINESS**
 - a. **Discussion/Recommendation** – Assignment of Lease from Kenai Fabric Center, Inc. to SOAR International Ministries, Inc. (Lots 2 and 3, Block 5, G.A.A. Subdivision)Pg. 5
 - b. **Discussion/Recommendation** – Second Amendment to Guardian Security Systems, Inc.Pg. 11

7. **REPORTS**
 - a. Airport Manager
 - b. City Council LiaisonPg. 13

8. **NEXT MEETING ATTENDANCE NOTIFICATION** – February 13, 2020

9. **COMMISSIONER COMMENTS AND QUESTIONS**

10. **ADDITIONAL PUBLIC COMMENT**

11. **INFORMATION ITEMS**
 - a. December 2019 Mid-Month ReportPg. 17

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
DECEMBER 12, 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, D. Pitts, J. Bielefeld, P. Minelga, K. Dodge

Commissioners Absent: J. Zirul

Staff/Council Liaison Present: Airport Manager M. Bondurant, Council Liaison H. Knackstedt

A quorum was present.

c. Agenda Approval

MOTION:

Commissioner Bielefeld **MOVED** to approve the agenda and 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. October 10, 2019

MOTION:

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

5. UNFINISHED BUSINESS – None.

6. NEW BUSINESS

- a. **Discussion/Recommendation** – Vending Machine Concession to Tyler Distributing Company

MOTION:

Commissioner Minelga **MOVED** to recommend Council approve the Airport Vending Machine Concession with Tyler Distributing Company; Commissioner Dodge **SECONDED** the motion. There were no objections; **SO ORDERED.**

7. REPORTS

- a. **Airport Manager** - Bondurant reported on the Capital Improvement Program, provided an update of the Kenai Municipal Airport project, and discussed mid-month reports.
- b. **City Council Liaison** – Knackstedt reported on the December 4 City Council meeting actions and that Crowley updated their pumps to show a price and print a receipt.

8. NEXT MEETING ATTENDANCE NOTIFICATION – January 9, 2019

9. COMMISSIONER COMMENTS AND QUESTIONS

Commissioner Minelga inquired about paying by cell phone for parking at the airport.

10. ADDITIONAL PUBLIC COMMENT

11. INFORMATION ITEMS

- a. October 2019 Mid-month Report
- b. October 2019 Float Plane Basin Activity
- c. October 2019 Enplanements
- d. November 2019 Mid-month Report
- e. December 2019 Mid-month Report
- f. Airport Bulletin 14-2019 Security Awareness – Airport Security Threats

12. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 6:47 p.m.

Meeting summary prepared and submitted by:

Jacquelyn LaPlante
Deputy City Clerk



"Village with a Past, City with a Future"

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MEMORANDUM

TO: Airport Manager Mary Bondurant and Kenai Airport Commission

FROM: Elizabeth Appleby, City Planner

DATE: December 30, 2019

SUBJECT: **Action Approval for Lease Assignment from Kenai Fabric Center, Inc. to SOAR International Ministries, Inc. located at 105 and 115 North Willow Street (Lots 2 and 3, Block 5, G.A.A. Subd. No. 1 Amended)**

On behalf of the Kenai Fabric Center, Inc., Wendy McGahan has submitted a request to the City to assign the Lease of Airport Lands to SOAR International Ministries, Inc. (SOAR). The Kenai Fabric Center leases the properties at 105 and 115 North Willow Street described as Lots 2 and 3, Block 5, General Aviation Apron Subdivision No. 1 Amended. Both parcels are listed on one lease. A map of the parcels is attached to this memorandum.

The lease was assigned to the Kenai Fabric Center in 2004. The original lease dates back to 1976. The stated use on the lease is, "commercial business establishment and aviation services as per General Aviation Apron Subdivision covenants". The lease term extends through June of 2031. Since 2015, the annual lease rate has been \$6,211.52. The lease rate will be redetermined in 2020 and the parcels are part of the group being appraised a City contractor in order to set new lease rates.

The Kenai Fabric Center is in compliance with the terms of the existing lease. SOAR recently assigned their three leases to Schilling Rentals, LLC. SOAR has an application approved by City Council to lease another City lot and is working to complete the subdivision of the parcel prior to the signing of the lease.

The assignment will not constitute approval for a change in use. After assignment of the existing lease, SOAR could request City Council consideration for a use change with input from the Airport Commission, such as amending the lease purpose to be for an aircraft hangar and parking. At that time, it is recommended the City and SOAR discuss a replat of the two existing lots into one lot as the property line currently runs through the existing structure covering both lots. City Administration recommends assigning the lease lots as they are currently platted.



Action Approval for Lease Assignment from Kenai Fabric Center, Inc. to SOAR

The parcel is within the Airport Light Industrial (ALI) Zone. Pursuant to KMC 14.20.065, the purpose of the ALI Zone is to protect the viability of the Kenai Municipal Airport as a significant resource to the community by encouraging compatible land uses and reducing hazards that may endanger the lives and property of the public and aviation users. SOAR would continue the current compatible use of the parcel until applying for amendment to construct a hangar.

The Imagine Kenai 2030 Comprehensive Plan outlines goals, objectives, and action items for the City, including this one pertaining to the Kenai Municipal Airport:

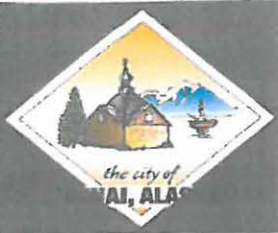
- Objective T-1: *Support future development near or adjacent to the airport when such development is in alignment with the Kenai Municipal Airport's primary mission, "To be the commercial air transportation gateway to the Kenai Peninsula Borough and Cook Inlet."*

The proposed use by SOAR complies with the Imagine Kenai 2030 Comprehensive Plan in that it supports development on lease lots and the development is in alignment with the Kenai Municipal Airport's marketing strategy.

The Airport Land Use Plan was developed to identify the highest and best uses of Kenai Municipal Airport land. The Airport Land Use Plan discusses leasing land and enhancing opportunities for local economic development. The proposed use by SOAR would continue the existing use on the parcel, with the expected construction of a hangar on the property after the assignment and a subsequent lease amendment.

Does the Airport Commission recommend the assignment of the lease of Airport lands from the Kenai Fabric Center, Inc. to SOAR International Ministries, Inc.? The City Council will be notified of the Airport Commission's decision as part of their evaluation of the lease assignment application. The Airport Commission makes their decisions on lease applications based on the proposed development's compliance with the Airport Land Use Plan, Airport Layout Plan, Federal Aviation Administration regulations, Airport Master Plan, Airport Improvement Program grant assurances, and Airport operations.

Thank you for your consideration.



City of Kenai Land Lease Application

Application for:	<input type="checkbox"/> New Lease
<input type="checkbox"/> Amendment	<input type="checkbox"/> Extension
<input checked="" type="checkbox"/> Assignment	<input type="checkbox"/> Renewal
Application Date:	

Applicant Information

Name of Applicant:	KENAI FABRIC CTR				
Mailing Address:	115 N. WILLOW	City:	KENAI	State:	AK
Phone Number(s):	Home Phone: 907-283-3256	Work/ Message Phone:	907-283-4595		
E-mail: (Optional)	kfc@acsalaska.net 398-7354 Jackie				
Name to Appear on Lease:	SOAR INTERNATIONAL MINISTRIES				
Mailing Address:	BOX 1714	City:	KENAI	State:	AK
Phone Number(s):	Home Phone: 252-1841	Work/ Message Phone:	907-283-1961		
E-mail: (Optional)	RICHARD PAGE@SOARINTERNATIONAL.ORG				
Type of Applicant:	<input type="checkbox"/> Individual (at least 18 years of age) <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Government <input type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Other _____				

Property Information and Term Requested

Legal description of property (or, if subdivision is required, a brief description of property):
 LOTS 2 + 3, BLOCK 5 GENERAL AVIATION APRON

Does the property require subdivision? (if Yes, answer next questions) YES NO

Subdivision costs are the responsibility of the applicant unless the City Council determines a subdivision serves other City purposes:

1. Do you believe the proposed subdivision would serve other City purposes? YES NO

2. If determined it does not, applicant is responsible for all subdivision costs. Initials *SM*

If an appraisal is required to determine the minimum price on the land, applicant is responsible for the deposit to cover costs associated with appraisal. If a sale is approved, the cost of the appraisal will be either refunded or credited to the applicant. Initials *SM*

It is the responsibility of the applicant to cover recording costs associated with lease. Initials *SM*

Do you have or have you ever had a Lease with the City? (if Yes, answer next question) YES NO

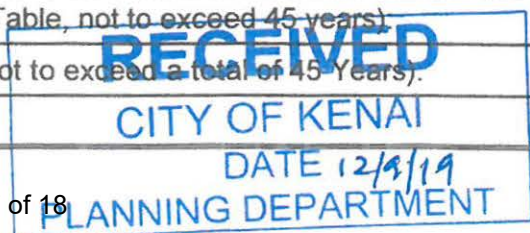
1. Legal or brief description of property leased:
 See above legal description

Do you request a Lease with an Option to Purchase once development requirements are met? YES NO

Requested term for Initial Lease or Renewal (based on Term Table, not to exceed 45 years): _____

Requested term for Lease Extension (based on Term Table, not to exceed a total of 45 Years): _____

Requested Starting Date: _____



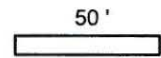


Map for Action Approval:

**Assignment of Lease
from Kenai Fabric Center, Inc.
to SOAR International Ministries, Inc.**

**Parcel No:
04324016
04324017**

**Lots 2 and 3, Block 5,
General Aviation Apron**



1 inch equals 67 feet



The information depicted hereon is for graphic representation only of the best available sources. The City of Kenai assumes no responsibility for errors on this map.

Date: 12/30/2019

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"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 Shinn – Assistant

Date: January 2, 2020

Subject: **Second Extension to Agreement for Airport Security Guard Services**

On March 1, 2016 the City of Kenai entered into an Agreement for Airport Security Guard Services with Guardian Security Systems, Inc. for security services in the Airport terminal building, vehicle parking lots, aircraft tie down areas, float plane basin, ski strip areas, the airport perimeter fence, the Airport Operations Facility, and the Air Traffic Control Tower.

The Agreement term was March 1, 2016, through February 28, 2019, with the option to extend for two (2) successive one-year terms by mutual written consent of Owner and Contractor.

Guardian Security Systems, Inc., has requested to extend for the final additional one-year term under the same terms and conditions from March 1, 2020 to February 28, 2021. The City has a current Certificate of Insurance on file and the Airport is satisfied with the performance of the security services.

Does Commission recommend Council approve the Second Amendment to the Agreement for Security Guard Services to Guardian Security Systems, Inc. ?

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Kenai City Council - Regular Meeting

December 18, 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)

1. **Project Homeless Connect, Maggie Winston** - Update on homelessness in Kenai and invitation to the Project Homeless Connect event.

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. 3098-2019** - Increasing Estimated Revenues and Appropriations in the General Fund, Police Department and Amending Kenai Municipal Code Sections 23.25.040 – Appointee Compensation, 23.25.065 – Shift Differential Pay, 23.50.010 – Employee Classification, and 23.55.030 – Qualification Pay to Improve Recruitment and Retention for Police Officers and Other Eligible Employees Receiving Shift Differential Pay. (Administration)
2. **ENACTED UNANIMOUSLY AS AMENDED. Ordinance No. 3099-2019** - Amending Kenai Municipal Code Section 23.50.010 – Employee Classification to

Amend Class Titles in the Public Works Water and Sewer and Wastewater Classes.
(Administration)

3. **ENACTED UNANIMOUSLY. Ordinance No. 3100-2019** - Increasing Estimated Revenues and Appropriations by \$4,786.53 in the General Fund - Police Department for Drug Investigation Overtime Expenditures. (Administration)
4. **ADOPTED UNANIMOUSLY. Resolution No. 2019-79** - Adopting an Alternative Allocation Method for the FY20 Shared Fisheries Business Tax Program and Certifying that this Allocation Method fairly Represents the Distribution of Significant Effects of Fisheries Business Activity in FMA 14: Cook Inlet. (Administration)
5. **ADOPTED UNANIMOUSLY. Resolution No. 2019-80** - Authorizing the City Manager to Enter into a Vending Machine Concession Agreement for the Kenai Municipal Airport. (Administration)
6. **ADOPTED UNANIMOUSLY. Resolution No. 2019-81** - Supporting the Alaska Municipal League's Resolution No. 22-2020 Requesting the Alaska State Legislature Approve a Coastal Infrastructure General Obligation Bond for the 2020 Election. (Council Member Jim Glendening)
7. **ADOPTED UNANIMOUSLY. Resolution No. 2019-82** - Adopting the City of Kenai's Capital Improvement Plan Priority List for State Funding Requests for the Fiscal Year 2021. (Administration)
8. **ADOPTED UNANIMOUSLY. Resolution No. 2019-83** - Requesting the Kenai Peninsula Borough Select Through its Municipal Entitlement, Land Described as T.6N., R.11W. Sec. 31, Lots 40, 41, and 42 Containing 3.75 Acres, from the State of Alaska for the City of Kenai to Enable the Continued Maintenance and Operation of the 4th Avenue Municipal Park. (Legal)
9. **ADOPTED UNANIMOUSLY. Resolution No. 2019-84** - Requesting the Alaska Department of Transportation and Public Facilities Keep the Silvertip Maintenance Station Open. (Council Members Pettey and Knackstedt)

E. MINUTES

F. UNFINISHED BUSINESS

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 Over \$15,000. (Administration)
3. **APPROVED BY THE CONSENT AGENDA. *Action/Approval** - Non-Objection to New Liquor License for Los Compadres Mexican Restaurant, LLC. (City Clerk)

4. **APPROVED BY THE CONSENT AGENDA. *Action/Approval** - Special Use Permit to Schilling Alaska, Inc. d/b/a The Uptown Motel for Snow Storage. (Administration)
5. **APPROVED UNANIMOUSLY. Action/Approval** - Amending an Employment Agreement between the City of Kenai and City Manager, Paul Ostrander to Extend the Agreement. (Mayor Gabriel)
6. **APPOINTMENTS OF BOB SPRINGER AND DIANE FIKES CONFIRMED. Action/Approval** - Mayoral Nominations for Appointment to the Planning and Zoning Commission. (City Clerk)
7. **APPOINTMENTS OF JAMES ZIRUL, JAMES BIELEFELD, EMILY HEALE, LYDIA CRAYCRAFT, EMILY JENSEN, VELDA GELLER, BARBARA MODIGH, LOIS MAY NELSON, CHRISTINE HUTCHISON, JENNIFER DENNIS, SOVALA KISENA, AND MICHAEL BERNARD CONFIRMED. Action/Approval** - Mayoral Nominations for Appointment to Committees and Commissions. (City Clerk)

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.

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.



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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Mary Bondurant, Airport Manager
DATE: December 5, 2019
SUBJECT: **December Mid-month Report**

2018 Terminal Rehabilitation Project – Construction: The Brothers Café is closed for the month of December due to the terminal rehab project. Airport Administration has moved back to their original location at the north end. Over the next three weeks the north bathrooms should be open, more flooring installed, arrival entrance opened, and improved overhead lighting. The Flight Information Display boards are now live. The airlines were trained on how to input their master flight schedules and update flights if needed; delayed, canceled, etc. Also, the new access control (card) door system has been activated to enhance building security.

2019 Airfield Marking, Crack Sealing, & Pavement Repair – This project is in the closeout stage.

2019 Alaska Fire Training Facility Rehabilitation & Acquire Aircraft Rescue and Firefighting Trucks (ARFF) – This project started on October 4, 2019. The building has a new roof and the upgrades to the training equipment will begin in January. Completion date is spring of 2020.

In-house Activities –

Airport Operations – Mother Nature hit the Airport with over 14 inches of snow starting Sunday, December 1. The Operations staff's snow and ice control efforts were successful and the Airport was open at all times with no reported issues.



Airport Recruiting – The Airport has reopened the recruitment for temporary equipment operators for the 2019-2020 season. The posting closes December 6, 2019.

Airport Administration - Continues to work with City Administration on the development of the new City-wide Land Management Plan.

Airport wishes everyone a safe and happy holiday!