

**KENAI AIRPORT COMMISSION  
REGULAR MEETING  
SEPTEMBER 10, 2020 – 6:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVE., KENAI, AK 99611  
\*Telephonic/Virtual Information Page 2\*  
<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 13, 2020 .....Pg. 3

**5. UNFINISHED BUSINESS – None.**

**6. NEW BUSINESS**

- a. **Discussion/Recommendation** – Execution of a Forty-Five Year Lease of Airport Reserve Lands Using the Standard Lease Form Between the City of Kenai and Kenai Aviation Operations, LLC, for Lot 9A, Block 5, General Aviation Apron No. 5 .... Pg. 7

**7. REPORTS**

- a. Airport Manager
- b. City Council Liaison .....Pg. 15

**8. NEXT MEETING ATTENDANCE NOTIFICATION – October 8, 2020**

**9. COMMISSIONER COMMENTS AND QUESTIONS**

**10. ADDITIONAL PUBLIC COMMENT**

**11. INFORMATION ITEMS**

- a. August 2020 Mid-Month Report .....Pg. 20
- b. August 2020 Float Plane Basin Report .....Pg. 22
- c. Additional Information – Alaska Air Fuel .....Pg. 23

**12. ADJOURNMENT**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/81774929941>

**Meeting ID:** 817 7492 9941 **Password:** 650391

OR

**Call:** (253) 215-8782 or (301) 715-8592

**Meeting ID:** 817 7492 9941 **Password:** 650391

**\*\*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  
AUGUST 13, 2020 – 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, K. Dodge, D. Lechlitter, J. Bielefeld, P. Minelga,  
J. Zirul, D. Pitts

Commissioners Absent:

Staff/Council Liaison Present: Airport Manager M. Bondurant, City Planner E. Appleby,  
Deputy City Clerk J. LaPlante

A quorum was present.

*[Clerk's Note: Commissioner Zirul joined the meeting at 6:02 PM]*

**c. Agenda Approval**

**MOTION:**

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

*[Clerk's Note: Commissioner Pitts joined the meeting at 6:03 PM]*

**2. SCHEDULED PUBLIC COMMENT** – None.

**3. UNSCHEDULED PUBLIC COMMENT** – None.

**4. APPROVAL OF MEETING SUMMARY**

a. June 11, 2020

**MOTION:**

Commissioner Dodge **MOVED** to approve the meeting summary of June 11, 2020 and

Commissioner Bielefeld **SECONDED** the motion. There were no objections; **SO ORDERED**.

b. July 9, 2020

Corrections were noted for the Commissioner Comments and Questions section of the July 9 meeting summary.

**MOTION:**

Commissioner Dodge **MOVED** to approve the meeting summary of July 9, 2020 with revisions and Commissioner Bielefeld **SECONDED** the motion. There were no objections; **SO ORDERED**.

5. **UNFINISHED BUSINESS** – None.

6. **NEW BUSINESS**

- a. **Discussion/Recommendation** – Lease Execution, and Approving a Lease Execution Extension to May 31, 2021 to Schilling Rentals, LLC for Lot 5A, Block 1, FBO Subdivision 2018 Replat

**MOTION:**

Commissioner Minelga **MOVED** to recommend Council approve a lease execution with Schilling Rentals, LLC and extension to May 31, 2020 and Commissioner Bielefeld **SECONDED** the motion. There were no objections; **SO ORDERED**.

- b. **Discussion/Recommendation** – Six-Month Extension Request from SOAR International Ministries, Inc. for Lease Application Expiration for the Underdeveloped Portion of Tract A, General Aviation Apron No. 2.

**MOTION:**

Commissioner Bielefeld **MOVED** to recommend Council approve a Six-Month extension request from SOAR International Ministries, Inc. as presented and Commissioner Lechlitter **SECONDED** the motion. There were no objections; **SO ORDERED**.

- c. **Discussion/Recommendation** — Application for a Forty-Five (45) Year Lease of City-owned Land Within the Airport Reserve described as Lot 5, FBO Subdivision No. 8 located at 525 N. Willow Street. The application was submitted by Alaska Air Fuel, Inc., 3700 W. Aviation Ave., Wasilla, AK 99654

It was noted a laydown was provided with corrected maps.

**MOTION:**

Commissioner Minelga **MOVED** to recommend Council approve the application by Alaska Air Fuel, Inc. for a Forty-Five (45) Year Lease of City-owned Land Within the Airport Reserve and Commissioner Bielefeld **SECONDED** the motion. There were no objections; **SO ORDERED**.

**7. REPORTS**

**a. Airport Manager** – Bondurant reported on the following:

- The Kenai Airport Terminal Rehabilitation project was in the final stage;
- The Fire Training Facility should be complete this month;
- Bids for sand storage building due on August 21;
- Ravn airlines plans to operate as soon as possible, looking to operate 7 days a week beginning in September;
- She is currently working on the Storm Water Prevention Plan;
- A new public lands and parks display in the Airport; and
- The Float Plane basin fuel now capable of accepting commercial fleet cards.

**b. City Council Liaison** – No report.

**8. NEXT MEETING ATTENDANCE NOTIFICATION** – September 10, 2020

**9. COMMISSIONER COMMENTS AND QUESTIONS** – None.

**10. ADDITIONAL PUBLIC COMMENT** – None.

**11. INFORMATION ITEMS**

- a. July 2020 Mid-Month Report
- b. July 2020 Float Plane Basin Report
- c.

**12. ADJOURNMENT**

There being no further business before the Commission, the meeting was adjourned at 6:25 p.m.

Meeting summary prepared and submitted by:

---

Jacquelyn LaPlante  
Deputy City Clerk

*(This page was intentionally left blank)*



# KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

## MEMORANDUM

**TO:** Airport Commission

**THROUGH:** Mary Bondurant, Airport Manager

**FROM:** Elizabeth Appleby, City Planner

**DATE:** September 3, 2020

**SUBJECT:** **Recommendation – Execution of a Lease of Airport Reserve Lands Between the City of Kenai and Kenai Aviation Operations, LLC**

---

Kenai Aviation Operations, LLC (Kenai Aviation Operations) submitted an application to the City for a Lease of Airport Reserve Lands for the property described as Lot 9A, Block 5, General Aviation Apron Subdivision No. 5 located at 155 N. Willow St. The Kenai Peninsula Borough parcel number is 04324026. The application requests a term of 45 years, with an investment value of \$2 million dollars. Pursuant to the term table in Kenai Municipal Code (KMC) 21.10.080 (b), the applicant qualifies for a term of 45 years. Pursuant to Kenai Municipal Code 21.10.075 – Leasing and Acquisition of Airport Reserve Lands, Competing Applications, the City posted notice of the lease application and has not received a competing lease application for the parcel. The period of 30 days to accept competing lease applications expires after September 20, 2020. It is recommended that City Council's approval not take effect September 21, 2020.

The applicant states that the use of the premises will be a hangar and office space. The applicant intends to start construction in October 2020 and finish in June 2021. The applicant expects the lease use to support transportation and flight training. The applicant has an existing lease within the Airport Reserve and is current on obligations due to the City for that lease.

The parcel is within the Airport Light Industrial (ALI) Zone per Kenai Municipal Code (KMC) 14.20.065. The intent 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. The proposed uses by Kenai Aviation Operations are permitted and compatible uses in the ALI Zone.

The proposed use by Kenai Aviation Operations complies with the 2016 Imagine Kenai 2030 Comprehensive Plan. It supports Goal 5-Transportation, which has a vision for Kenai Municipal Airport as a gateway to the Kenai Peninsula and West Cook Inlet.

**Does the Airport Commission recommend the City approve a lease application from Alaska Air Fuel for Lot 9A, Block 5, General Aviation Apron Subdivision No. 5 for the use of FBO Hangar and office for a term of 45 years?** The Kenai City Council will be notified of the Airport

Commission's decision as part of their evaluation of the lease application. The Airport Commission makes their decision 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.

**Attachments:**

- Application
- Preliminary Site Plan
- Aerial Map







## City of Kenai Land Lease Application

Application for:	<input checked="" type="checkbox"/> New Lease
<input type="checkbox"/> Amendment	<input type="checkbox"/> Extension
<input type="checkbox"/> Assignment	<input type="checkbox"/> Renewal
Application Date:	8/16/2020

### Applicant Information

Name of Applicant:		Kenai Aviation Operations LLC			
Mailing Address:	101 N Willow Street	City:	Kenai	State:	AK
		Zip Code:	99611		
Phone Number(s):	Home Phone:	Work/ Message Phone: 907-283-4124			
E-mail: (Optional)	Contact @ kenaiaviation.com				
Name to Appear on Lease:	Same				
Mailing Address:	Same	City:		State:	
		Zip Code:			
Phone Number(s):	Home Phone:	Work/ Message Phone:			
E-mail: (Optional)					
Type of Applicant:	<input type="checkbox"/> Individual (at least 18 years of age) <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Government <input checked="" 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):	
155 N. Willow Street Lot 9A, Block 5, GAA. Subd. No. 5      parcel id: 04324026	
Does the property require subdivision? (if Yes, answer next questions)	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2. If determined it does not, applicant is responsible for all subdivision costs.	Initials <u>JMC</u>
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 <u>JMC</u>
It is the responsibility of the applicant to cover recording costs associated with lease.	
	Initials <u>JMC</u>
Do you have or have you ever had a Lease with the City? (if Yes, answer next question)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
1. Legal or brief description of property leased:	
170 Granite Point Court	
Request a Lease with an Option to Purchase once development requirements are met?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Requested term for Initial Lease or Renewal (based on Term Table, not to exceed 45 years):	MAX
Requested term for Lease Extension (based on Term Table, not to exceed a total of 45 Years):	
Requested Starting Date:	

**Proposed Use and Improvements**

Proposed Use (check one):  Aeronautical       Non-Aeronautical

Do you plan to construct new or additional improvements? (if Yes, answer next five questions)       YES     NO

1. Will the improvement change or alter the use under an existing lease?       YES     NO

2. What is the proposed use of the improvement? *Hangar/office*

3. What is the estimated value of the improvement? *7,000,000+*

4. What is the nature and type of improvement?

*New Hangar/office*

5. What are the dates construction is estimated to commence and be completed?

(generally, construction must be completed within two years)

Estimated Start Date: *10/2020*

Estimated Completion Date: *6/2021*

Describe the proposed business or activity intended:

*Airline*

How does the proposed lease support a thriving business, residential, recreational, or cultural community?

*Transportation & flight training*

Lease Assignment Only: What is the name of the individual or legal entity the lease is to be assigned?

**Lease Renewal Only**

Renewal of an Existing Lease (at least one year of term remaining): Requires new development.

Lease Term based on: Estimated cost of new improvements and  Purchase Price (optional)

Renewal of an Expiring Lease (less than one year of term remaining): Does not require new development.

Lease Term based on:  Purchase Price  Professional Estimate of Remaining Useful Life

Fair Market Value appraisal and/or  Estimated cost of new improvements (optional)

Requested Term for Renewal Based on Term Table, not to exceed 45 Years:

Submitting an application for a lease does not give the applicant a right to lease or use the land requested in the application. The application shall expire twelve (12) months after the date the application has been made if the City and the applicant have not, by that time, entered into a lease, unless the City Council for good cause grants an extension for a period not to exceed six (6) months. The City has no obligation to amend, renew or extend a lease and may decline to do so upon making specific findings as to why a lease renewal, extension, or amendment is not in the best interest of the City

Signature:	<i>Joel Caldwell</i>	Date:	<i>8/16/20</i>
Print Name:	<i>Joel Caldwell</i>	Title:	<i>Owner</i>

For City Use Only:

- General Fund       Airport Reserve Land  
 Airport Fund       Outside Airport Reserve

Account Number:

Date Application Fee Received:

Date Application Determined Complete:

30-Day Notice Publication Date:

City Council Action/Resolution:

*8-19-20*

*8/25/20*

*8-21-20*

**PLAT APPROVAL**

This plat was approved by the KENAI PENINSULA BOROUGH PLANNING COMMISSION

At its meeting of

March 25, 2008  
KENAI PENINSULA BOROUGH by

*[Signature]*  
Planning Officer

**CERTIFICATE OF OWNERSHIP AND DEDICATION**

We hereby certify that we are the owners of the real property shown and described herein, and that we hereby dedicate this area of subdivision and by our true consent dedicate all rights-of-way and public areas to public use and grant all easements to be used shown

*[Signature]*  
Bill R. Kosa  
City Manager, City of Kenai  
210 Peapack Ave  
Kenai, AK 99511

**NOTARY'S ACKNOWLEDGEMENT**

FOR: *[Signature]*

Subscribed and sworn before me this

27th day of March, 2008

My commission expires 07/18/2012

Notary Public for the State of Alaska



**LESSEE CERTIFICATE**

Arctic Baraboo Advisors, INC. hereby certifies that we are the lessee of the lot shown and described herein, and that we approve this subdivision

*[Signature]*  
Joni Calhoun  
Director, Arctic Baraboo Advisors, INC  
135 Granite Point Court  
Kenai, Alaska 99511

**NOTARY'S ACKNOWLEDGEMENT**

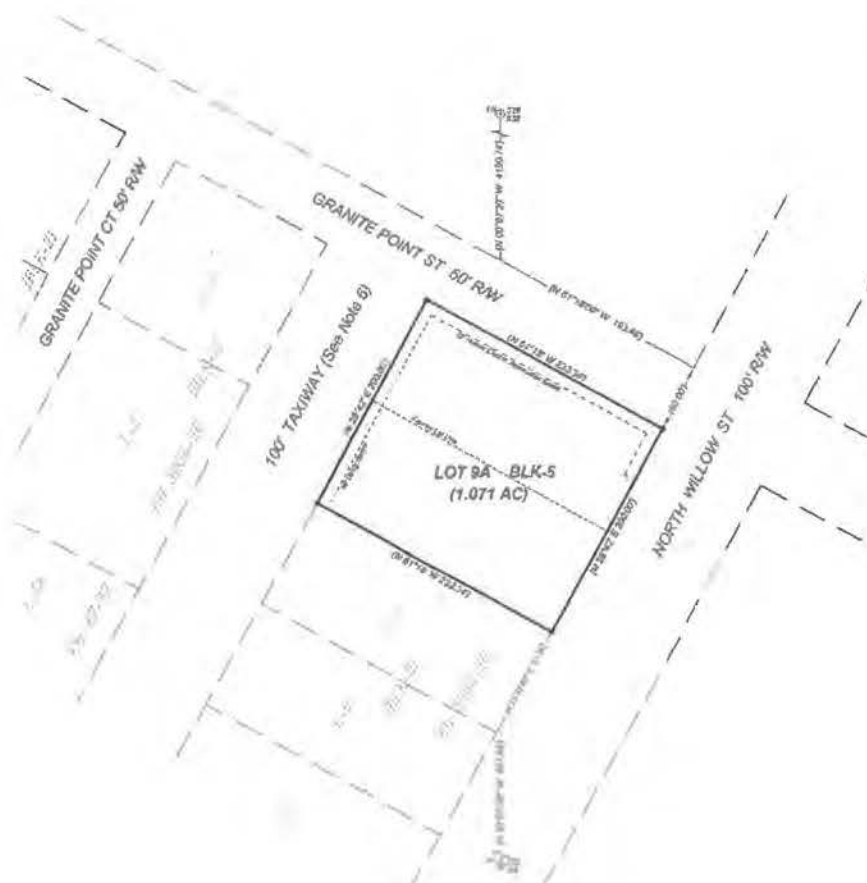
FOR: *[Signature]*

Subscribed and sworn before me this

27th day of March, 2008

My commission expires 07/18/2012

Notary Public for the State of Alaska



- LEGEND**
- Monument of Record
  - Iron Pin of Record
  - Record Data File KN 2004-20
  - Correlated Iron Record Data File KN 2004-20 and (N) 87-81

- NOTES**
- 1) The calls on this plat are survey information of record from General Aviation Apron S/D No. 1 Amended Plat (KN 2004-20)
  - 2) NO FIELD SURVEY WAS PERFORMED.
  - 3) All waste disposal systems shall comply with existing laws at the time of construction.
  - 4) These lots are served by city water and sewer.
  - 5) WASTEWATER DISPOSAL: Plans for wastewater disposal, the most regulatory requirements are on file at the Department of Environmental Conservation.
  - 6) The City of Kenai has enforcement and regulatory oversight via.
  - 7) All permanent structures shall be constructed or placed within a utility easement that would interfere with the ability of a utility to use the easement.

RECORDED

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

RECORDED BY: YAMAGUCHI SURVEYS

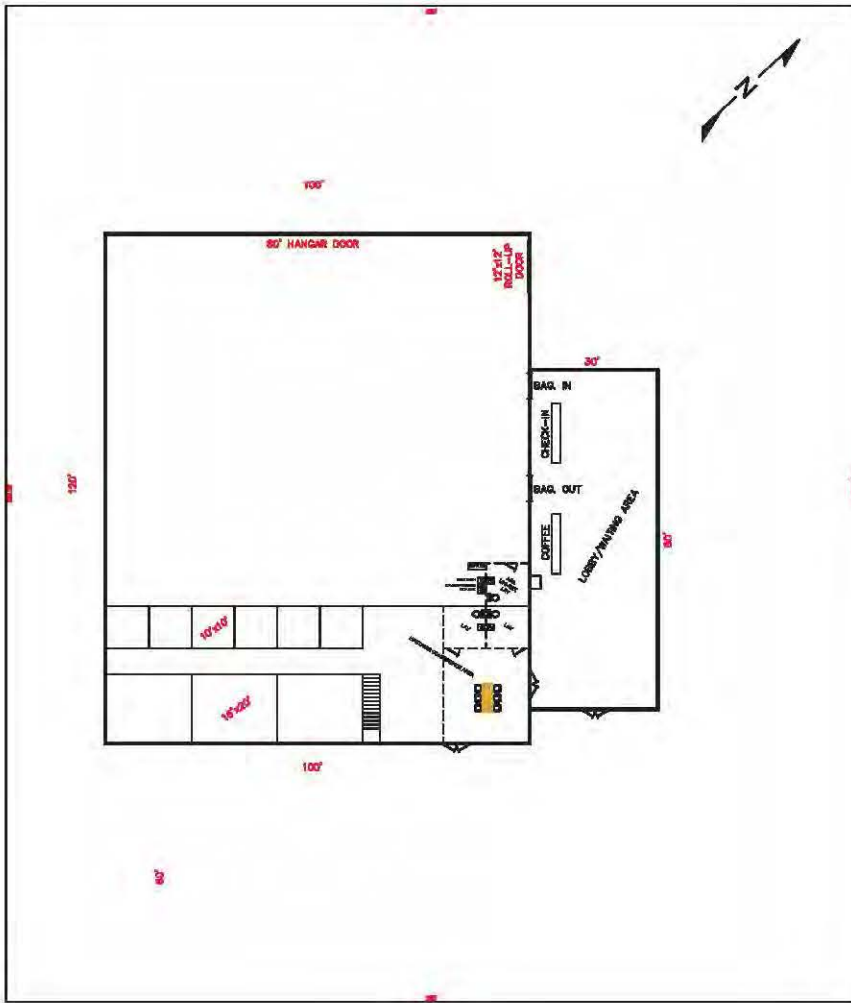
2008-03  
Date: 3/27/08  
Time: 11:51 AM  
Recorder: E. Blalock



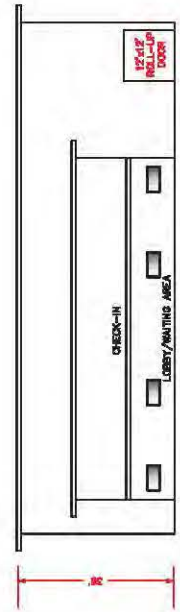
**GENERAL AVIATION APRON S/D No. 5**  
A Replat of Lot 8 Block 5 & Lot 9 Block 5  
GENERAL AVIATION APRON S/D No. 1 AMENDED  
(Plat KN 2004-20)

**LOCATION**  
1.071 ACRES MORE OR LESS LOCATED IN THE S 1/2 SECTION 32, T6N, R11W  
23A, AK, IN THE CITY OF KENAI, AND THE KENAI PENINSULA  
BOROUGH IN THE KENAI RECORDING DISTRICT.

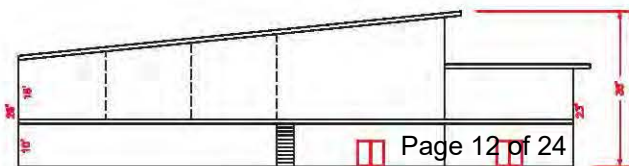
Client: Arctic Baraboo Advisors, INC. Prepared by: Yamaguchi Surveys  
135 Granite Point Court, Kenai, AK 99511  
Date: 6/28/08 Scale: 1" = 50' Sheet: 1 of 1  
File: 06-021-F.dwg KPA File No: 2006-101



GRANITE POINT STREET



NORTH WILLOW STREET





# Aerial Map: Recommendation for Lease Application


Parcel 04324026

155 North Willow Street

Lot 9A, Block 5, General Aviation Apron Subdivision No. 5



**LEGEND**

 Parcel Requested in Lease Application

0 20 40 Feet

Date: September 2020

Data Source: Kenai Peninsula Borough. Data is for graphic representation only. Imagery may not match true parcel boundaries.

*(This page was intentionally left blank)*



## Kenai City Council - Regular Meeting

September 02, 2020 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

**\*\*Telephonic/Virtual Information on Page 4\*\***

[www.kenai.city](http://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. **Twyla Mundy** - Plan of Action-Need for Cold-Weather Shelter, Temporary Housing.

#### C. UNSCHEDULED PUBLIC COMMENTS

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

#### D. PUBLIC HEARINGS

1. **UNANIMOUSLY POSTPONED TO 09/16/2020. Ordinance No. 3155-2020** - Increasing Estimated Revenues and Appropriations in the Airport Improvements Capital Project Fund and Accepting a Grant from The Federal Aviation Administration for Phase One Construction of a New Sand Storage Facility. (Administration)
2. **ENACTED UNANIMOUSLY AS AMENDED. Ordinance No. 3156-2020** - Increasing Estimated Revenues and Appropriations in the Water and Sewer Special Revenue and Water and Sewer Improvements Capital Project Funds and Awarding a Construction Agreement for Improvements to the Wasting Activated Sludge Pumps at the Waste Water Treatment Plant. (Administration)
3. **UNANIMOUSLY POSTPONED TO 10/07/2020. Ordinance No. 3157-2020** - Amending Kenai Municipal Code Section 1.85.010 – Report of Financial and Business Interests, to Allow for Certification by Municipal Officers that a Previously Filed Statement of Disclosure Remains Accurate and Approving an Alternate Certification. (Vice Mayor Molloy)

4. **ADOPTED UNANIMOUSLY. Resolution No. 2020-73** - Further Extending the Disaster Emergency Declaration for the City of Kenai Made on March 18, 2020 in Response to the COVID-19 Health Emergency. (Administration) [**Clerk's Note:** Ordinance No. 3158-2020 is contingent upon this resolution being adopted.]
5. **ENACTED UNANIMOUSLY AS AMENDED. Ordinance No. 3158-2020** - Increasing Estimated Revenues and Appropriations in the COVID-19 CARES Act Recovery Fund and Accepting a CARES Act Grant Passed Through the Kenai Peninsula Borough. (Administration)
6. **ADOPTED UNANIMOUSLY. Resolution No. 2020-70** - Amending the City's Grant Disbursement Program for Small Businesses and Non-Profit Organizations Utilizing Funds from the Coronavirus Aid, Relief, And Economic Security (CARES) Act and Authorizing the City Manager to Enter into Agreements with Alaska Housing Finance Corporation (AHFC) for Housing Relief Program Administration and with the Kenai Peninsula Food Bank for Food Distribution in Kenai. (Administration)
7. **ENACTED UNANIMOUSLY. Ordinance No. 3159-2020** - Accepting and Appropriating a Municipal Arts & Culture Matching Grant from the Rasmuson Foundation in the COVID-19 CARES Act Recovery Fund. (Administration)
8. **ENACTED UNANIMOUSLY. Ordinance No. 3160-2020** - Increasing Estimated Revenues and Appropriations in the Airport Special Revenue and the Airport Equipment Capital Project Fund and Decreasing Revenues and Appropriations in the Airport Equipment Capital Project Fund for Costs Ineligible Under the Federal Aviation Administration's Airport Improvement Grant Program for the Purchase of Snow Removal Equipment (SRE) - Loader With Attachments. (Administration)
  1. Motion for Introduction
  2. Motion for Second Reading (Requires a Unanimous Vote)
  3. Motion for Adoption (Requires Five Affirmative Votes)
9. **ENACTED UNANIMOUSLY. Ordinance No. 3161-2020** - Increasing Estimated Revenues and Appropriations in the COVID-19 Cares Act Recovery Fund and Accepting a CARES Act Grant Passed through the Kenai Peninsula Borough for Kenai Senior Center Expenditures in Response to the COVID-19 Public Health Emergency. (Administration)
  1. Motion for Introduction
  2. Motion for Second Reading (Requires a Unanimous Vote)
  3. Motion for Adoption (Requires Five Affirmative Votes)
10. **UNANIMOUSLY POSTPONED INDEFINITELY. Resolution No. 2020-71** - Approving an Airline Operating Agreement and Terminal Area Lease with Corvus Airlines, Inc., D/B/A Ravn Alaska. (Administration)
11. **ADOPTED UNANIMOUSLY. Resolution No. 2020-72** - Approving the Execution of a Forty-Five Year Lease of Airport Reserve Lands Using the Standard Lease Form Between the City of Kenai and Alaska Air Fuel, Inc., for a Portion of Lot 5, FBO Subdivision No. 8. (Administration)



12. **ADOPTED UNANIMOUSLY AS AMENDED. Resolution No. 2020-74** - Amending the Agreement for Emergency Services Training and Clinical Experiences with the University of Alaska to Accommodate Overnight Stays and Update Insurance Requirements. (Administration)
13. **ADOPTED AS AMENDED. Resolution No. 2020-75** - Adopting Joint Resolution No. 2020-001 of the Assembly of the Kenai Peninsula Borough and Councils of the City of Kenai and City of Soldotna Encouraging All Residents to Take the Necessary Precautions and Follow the Recommended Preventative Measures of the CDC to Reduce the Spread of COVID-19 in Our Community During the Public Health Emergency. (Mayor Gabriel)

**E. MINUTES**

1. **APPROVED BY THE CONSENT AGENDA.** \*Regular Meeting of August 19, 2020. (City Clerk)

**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. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 09/16/2020.** \*Ordinance No. 3162-2020 - Amending Municipal Code Section 23.50.010 – Employee Classification, to Amend a Class Title in the Supervisory and Professional Class. (Administration)
4. **APPROVED UNANIMOUSLY. Action/Approval** - Amending an Employment Agreement between the City of Kenai and City Clerk, Jamie Heinz, to Extend the Agreement. (Mayor Gabriel)
5. **APPROVED UNANIMOUSLY. Action/Approval** - Special Use Permit to Boys and Girls Club of the Kenai Peninsula for Temporary Use of Facilities at the Fire Training Facility. (Administration)
6. **Discussion** - Response to COVID-19. (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**

1. Review and Discussion of the Terms of Employment Agreements for the City Manager, City Attorney, and City Clerk which, Pursuant to AS 44.62.310(c)(2) May be a Subject that Tends to Prejudice the Reputation and Character of the City Manager, City Attorney, and City Clerk and per AS 44.62.310(c)(1) is a Matter of which the Immediate Knowledge may have an Adverse Effect Upon the Finances of the City.

**a. Action/Approval** – Amending an Employment Agreement between the City of Kenai and City Attorney, Scott Bloom. (Mayor Gabriel)

**b. Action/Approval** - Amending an Employment Agreement between the City of Kenai and City Manager, Paul Ostrander. (Mayor Gabriel)

**c. Action/Approval** - Amending an Employment Agreement between the City of Kenai and City Clerk, Jamie Heinz. (Mayor Gabriel)

M. **PENDING ITEMS**

1. **Substitute Ordinance No. 3127-2020** - Repealing and Replacing Kenai Municipal Code Title 6 - Elections to Provide Clarity, Process Improvements, and Increase Voter Accessibility through Vote By Mail Elections. (Council Member Peterkin) [**Clerk's Note:** *At the August 19 Meeting, this item was Postponed to the 10/21/20 Council Meeting; a motion to enact is on the floor.*]
2. **Ordinance No. 3128-2020** - Amending Kenai Municipal Code Section 1.85.040 – Records Public, To Provide For A Record Retention Length. (City Clerk) [**Clerk's Note:** *At the August 19 Meeting, this item was Postponed to the 10/21/20 Council Meeting; a motion to enact is on the floor.*]

N. **ADJOURNMENT**

O. **INFORMATION ITEMS**

1. Purchase Orders Between \$2,500 and \$15,000.
2. ROSSIA Correspondence.

*The agenda and supporting documents are posted on the City's website at [www.kenai.city](http://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.*

**Join Zoom Meeting**

<https://us02web.zoom.us/j/81708470559>

**Meeting ID:** 817 0847 0559 **Passcode:** 216291

OR

**Dial In:** (253) 215-8782 or (301) 715-8592

**Meeting ID:** 817 0847 0559 **Passcode:** 216291



# KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Paul Ostrander, City Manager  
**FROM:** Mary Bondurant, Airport Manager  
**DATE:** August 10, 2020  
**SUBJECT:** **Airport Mid-Month Report August 2020**

---

2018 Terminal Rehabilitation Project – Construction: The project is in the final stages of completion; signage, seating, boiler replacement, and tank removal.

2019 Alaska Fire Training Facility Rehabilitation & Acquire Aircraft Rescue and Firefighting Trucks (ARFF) – The contractor will be back on-site the end of August to complete the project. The two ARFF vehicles are on-order with OSHKOSH.

2020 Acquire SRE (Loader) – The Office of the Secretary of Transportation has given grant authority and the FAA is working on the grant offer for the City.

2020 Sand/SRE Storage Building – This project will be advertised starting on August 10, 2020 for three weeks with a bid opening on August 31, 2020. A grant application was submitted to the FAA on August 7, 2020.

2020 Land Acquisition – A grant application was submitted to the FAA on July 20, 2020 and the City is waiting for the grant offer to complete this acquisition.

### In-house Activities:

RAVN Shutdown – City Administration met via ZOOM with Float Shuttle representatives on August 4, 2020. A final sale hearing was held on August 4, 2020 with closing on Friday, August 7th. Float Shuttle will operate as Corvus Airlines, Inc. d/b/a RAVN Alaska. They are waiting for FAA and DOT approval to start scheduled service around the second week of September.

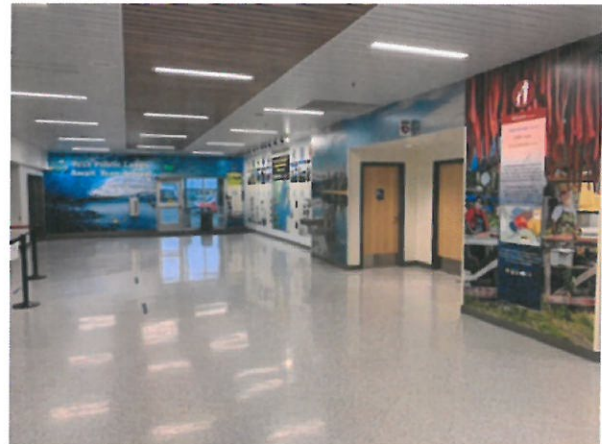
100 Years of Flight Service – WILL BE A VIRTUAL CELEBRATION. The event is scheduled for August 20, 2020, with the Vice-President for Systems Operations Mike Artist and the Director for Flight Service Steve Villanueva scheduled along with other dignitaries to celebrate 100 years of Flight Service Stations.

Kenai Airport Storm Water Pollution Prevention Plan Update – The Airport is required to update the existing facility-wide Storm Water Pollution Prevention Plan (SWPPP) to meet the

requirements of the Alaska Department of Environmental Conservation's 2020 Multi Sector General Permit for Stormwater Discharges associated with Industrial Activity. HDL will subcontract to Nelson Engineering, Inc. for the preparation of the SWPPP update. A storm water survey has been sent to airport tenants. Once the surveys have been completed and returned the current SWPPP will be updated and a new NOI will be submitted by the September 30, 2020 deadline.

Interagency Public Lands Display – The new display was installed over the July 31, 2020 weekend. The exhibit is larger and really eye-catching! The project theme and vision was to provide information on the recreation opportunities on the State and Federal public lands of the Kenai Peninsula and western Cook Inlet. The project murals span over 78 linear feet at the north end of the terminal building with over 50 high quality wildlife and nature photos worked into the design. The total project budget was \$35,000.

Thank you to all the partners: City of Kenai, Kenai Municipal Airport, Kenai National Wildlife Refuge–U.S. Fish and Wildlife Service, Alaska State Parks–Kenai and Prince William Sound District, Alaska Fish and Game–Lands and Refuge Program, Katmai National Park and Preserve –National Park Service, Lake Clark National Park and Preserve–National Park Service, Kenai Fjords National Park Service–National Park Service, and the Chugach National Forest–U.S. Forest Service. Special acknowledgements to the many Alaska Native people and the culture of the region.



Page 2 of 2





## FLOAT PLANE BASIN ACTIVITY 2016-2020

### OPERATIONS

Month	2020	2019	2018	2017	2016
MAY	21	64	39	23	44
JUNE	105	123	139	106	85
JULY	178	166	261	144	151
AUGUST	174	172	164	103	191
SEPTEMBER		132	156	107	115
OCTOBER		37	47	6	CLSD
<b>Total</b>	<b>478</b>	<b>694</b>	<b>806</b>	<b>489</b>	<b>586</b>

0 not reported

### FUEL SALES

Month	2020	2019	2018	2017	2016
MAY	\$1,422	\$1,685	\$134	\$784	\$1,175
JUNE	\$2,909	\$5,870	\$3,203	\$3,423	\$1,656
JULY	* unavailable	\$9,030	\$3,635	\$3,420	\$3,036
AUGUST	* unavailable	\$7,146	\$5,890	\$4,325	\$3,647
SEPTEMBER		\$5,906	\$5,590	\$4,901	\$3,830
OCTOBER		\$1,752	\$1,060	\$583	CLSD
<b>Total</b>	<b>\$4,331</b>	<b>\$31,389</b>	<b>\$19,512</b>	<b>\$17,436</b>	<b>\$13,344</b>

**Slips Rented**

Private	4
Commerical	0

\*City IT needs to install wireless radio

Rev 5/2019



# KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

## MEMORANDUM

**TO:** Airport Commission  
**THROUGH:** Mary Bondurant, Airport  
**FROM:** Elizabeth Appleby, City Planner  
**DATE:** September 3, 2020  
**SUBJECT:** Informational Item – Alaska Air Fuel Lease Application

---

Alaska Air Fuel submitted an application to the City for a Lease of Airport Reserve Lands for the property described as a portion of Lot 5, FBO Subdivision No. 8 located at 525 N. Willow St. The Kenai Peninsula Borough parcel number is 04336043. The application was approved with a term of 45 years, with an investment value clarified by email of \$1 million dollars. The use of the premises will be FBO with hangar and office.

The Airport Commission recommended approval of the lease application during their August 13, 2020 meeting. The Planning and Zoning Commission recommended approval of the lease application during their August 12, 2020 meeting. However, the Planning and Zoning Commission had reservations about the subdivision leaving the City with small-size parcel and recommended the applicant either lease the entire parcel or leave the City with a larger parcel by bumping the lot line out. The applicant would still like to lease a portion of the lot and is aware the City would require that the unleased parcel created by the subdivision be increased in size by moving the lot line northeast into parcel 04318044 (305 N. Willow St.). City Administration recommended and City Council approved of the lease with that stipulation for the subdivision and also requiring that right-of-way for North Willow Street be dedicated along the entire boundary of the parcels created by the subdivision at their meeting on September 2, 2020.

The attached map shows a proposed draft layout for the subdivision, with the expectation that Alaska Air Fuel would lease Lot 5A. Kenai Municipal Code 21.10.040(c) states, "If the Council determines that other airport purposes are served by the subdivision, the City Council may choose in its sole discretion that the City will share in the subdivision costs with the applicant in whatever amount the City Council determines is reasonable given the benefit to the airport". Given that the subdivision serves also airport purposes by designating additional right-of-way for the existing North Willow Street and breaks a large City parcel into tracts in addition to creating the lot space requested by the applicant, City Council approved that the applicant and the City split the cost of the subdivision.

### Attachments:

- Proposed Subdivision

# Attachment A: Proposed Subdivision

