

**KENAI AIRPORT COMMISSION  
REGULAR MEETING  
MARCH 11, 2021 – 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)***

- a. **Joe Caldwell, Kenai Aviation** – Update on Airport Activities

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

**4. APPROVAL OF MEETING SUMMARY**

- a. February 11, 2021 .....Pg. 3

**5. UNFINISHED BUSINESS**

- a. **Discussion** – Informational Sign at Float Plane Basin.....Pg. 7

**6. NEW BUSINESS**

- a. **Discussion/Recommendation** – FY22 Budget.....Pg. 11

**7. REPORTS**

- a. Airport Manager
- b. City Council Liaison.....Pg. 70

**8. NEXT MEETING ATTENDANCE NOTIFICATION – April 8, 2021**

**9. COMMISSIONER COMMENTS AND QUESTIONS**

**10. ADDITIONAL PUBLIC COMMENT**

**11. INFORMATION ITEMS**

- a. February 2021 Mid-Month Report.....Pg. 77
- b. January 2021 Enplanements.....Pg. 78

12. **ADJOURNMENT**

**Join Zoom Meeting**

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OR

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**Meeting ID:** 852 4174 3636 **Password:** 362170

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**MEGHAN -- 283-8231 OR, MARY -- 283-8281**

**KENAI AIRPORT COMMISSION  
REGULAR MEETING  
FEBRUARY 11, 2021 – 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. Leichter, J. Bielefeld, P. Minelga,  
J. Zirul  
Commissioners Absent: D. Pitts

Staff/Council Liaison Present: Airport Manager M. Bondurant, Council Liaison H.  
Knackstedt, Deputy City Clerk M. Thibodeau

A quorum was present.

**c. Agenda Approval**

Chair Feeken noted the following revisions to the agenda and packet:

Add to item D.6. Recommendation to Award Airport Security Guard Services  
• Corrected Memorandum

**MOTION:**

Chair Feeken noted the following revisions to the agenda and packet:

Add to item 6.a. **Discussion/Recommendation** – To Award Airport Security Guard  
Services  
• Corrected Memorandum

Chair Feeken **MOVED** to approve the agenda with the requested additions and Commissioner  
Lichter **SECONDED** the motion. There were no objections; **SO ORDERED**.

**2. SCHEDULED PUBLIC COMMENT**

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

#### 4. APPROVAL OF MEETING SUMMARY

a. January 14, 2021

#### MOTION:

Commissioner Lichleiter **MOVED** to approve the meeting summary of January 14, 2021 and Commissioner Zirul **SECONDED** the motion. There were no objections; **SO ORDERED**.

#### 5. UNFINISHED BUSINESS

a. **Discussion** – Airport FY2020-FY2025 Capital Improvement Program

Airport Manager Bondurant discussed the FY22 Airport Capital Improvement Plan that was submitted to the FAA, and the new changes to the plan, including changes to grant conditions from previous years. An overview of the projects was provided, and it was noted that the snow blower was pulled forward from FY22 to FY21 due to auxiliary motor issues and age. Administration will meet with FAA to finalize.

b. **Discussion** – Update Terminal Landscaping Design

It was noted that a new sprinkler system will need to be installed in front of the airport, but it may not need to be installed prior to a decision being made on the new landscaping. Parks and Recreation provided a cost for shrubs based on landscaping Exhibit C, which was determined to be the majority favorite at the last commission meeting. Parks Director Frates provided a picture of a mural that is mounted on the building in order to help the commissioners make their decision on the placement. Astroturf and cement were suggested as a means to avoid new sprinkler installation.

c. **Discussion** – Update on Float Plane Basin Upgrades

Costs for upgrades to the three float plane basin camping spots were provided, including crushed chips, picnic tables and grills. Different options for picnic table materials were discussed, and concrete picnic tables were suggested to prevent damage and theft. It was suggested that donations and fundraising be considered for these improvements, as well as a memorial table at the campground.

It was noted that the runway markings on the gravel strip has not gone forward yet, due to snow removal schedule.

Drafts for float plane basin signage are being designed, which will include a QR code with goes to the City of Kenai app.

d. **Discussion/Recommendation** – Airport Conference Room Use/Agreement

A new version of the Agreement was presented, which included changes suggested at the last commission and approved by Administration.

Further discussion involved clarification on cleaning fees, whether users can spend the night in the conference room, time the users may use the room and when they must vacate,

soundproofing, options for locking, and pet provisions. Suggestions will be taken into consideration by Administration to create a final version of the Agreement.

## 6. **NEW BUSINESS**

### a. **Discussion/Recommendation** – To Award Airport Security Guard Services

It was reported that three proposals were received and ranked, and Guardian Security was ranked the highest. Noted that Guardian is the service they have been using for the last several years and they have done a great job.

#### **MOTION:**

Commissioner Minelga **MOVED** to recommend Council to award the Agreement for Airport Security Guard Services to Guardian Security Services, Inc. Commissioner Lichleiter **SECONDED** the motion. There were no objections; **SO ORDERED**.

### b. **Discussion/Recommendation** – Special Use Permit to DNR/Forestry for Aircraft Loading and Parking

Noted they have been doing this from April through June for the last several years.

#### **MOTION:**

Commissioner Zirul **MOVED** to recommend Council to approve the Special Use Permit to the State of Alaska DNF/Forestry. Vice Chair Dodge **SECONDED** the motion. There were no objections; **SO ORDERED**.

## 7. **REPORTS**

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

- Clarified mask mandate is for all airport property, not just terminal;
- Airport Budget was due last Friday, and City Manager required it to be at last year's level or below. Only included a couple special projects, such as getting cameras and Wi-fi put in the terminal;
- Submitted 5-year Capital Program to FAA;
- Working on submitting terminal projects to Northwest Chapter of the AAAE;
- Efficiencies Report is due March 1, 2021.

### b. **City Council Liaison** – Council Member Knackstedt reported on the actions of the January 20, 2021 and February 3, 2021 City Council Meetings.

## 8. **NEXT MEETING ATTENDANCE NOTIFICATION** – March 11, 2021

## 9. **COMMISSIONER COMMENTS AND QUESTIONS**

Airport Manager Bondurant noted the Informational Items included in the packet. She also announced her retirement on May 7, 2021.

Commissioner Zirul thanked Director Bondurant for her service and commit, noting that it's been a pleasure to work with her and wished her good luck. Noted that he had breakfast at the Airport café with his wife and thought the restoration looks good. He asked where the plaques with commissioner's names are.

Commissioner Lichleiter thanked Director Bondurant and reminisced working with her in past years. Thanked her for doing a great job, and led the commission in a round of applause.

Vice Chair Dodge wished Director Bondurant the best for her retirement, and said she will be missed a lot.

Chair Feeken told Director Bondurant it will be sad to see her go, and it won't be the same without her.

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

**11. INFORMATION ITEMS**

- a. January 2021 Mid-month Report
- b. December 2020 Enplanements
- c. January 25, 2021 Fact Sheet Alaska Aviation Plan
- d. Security Directive 1542-21-01 Face mask Requirements
- e. FAQs for Post Security Directive (SD)/Emergency Amendment (EA) Mask Implementation
- f. Ordinance No. 3181-2021 Lease Extension to Kenai Aviation Operations, LLC

**12. ADJOURNMENT**

There being no further business before the Commission, the meeting was adjourned at 7:02 p.m.

Meeting summary prepared and submitted by:

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Meghan Thibodeau  
Deputy City Clerk



*Greater Kenai Peninsula*

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

## MEMO

**To:** Airport Commission

**Thru:** Mary Bondurant – Airport Manager 

**From:** Erica Brincefield – Assistant to Airport Manager

**Date:** March 3, 2021

**Subject:** *Float Plane Basin Sign*

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As a follow-up to Airport Commission's request to upgrade/market the basin, the Airport is working with Kenai Neon Signs to develop the layout for an informational map.

Attached for review and comment is the draft design created so far.

Please call me if you have any questions.

Attachments

**Front**

**Back**



**Drawing Date: 3/3/2021**

**Accepted as Drawn** \_\_\_\_\_ **Date** \_\_\_/\_\_\_/\_\_\_

**Accepted With Changes** \_\_\_\_\_



Kenai Neon Sign Company  
 50550 Kenai Spur Highway  
 Kenai, Alaska 99611  
 Phone/fax 907-776-8503  
 kns@alaskasignsource.com  
 http://www.alaskasignsource.com

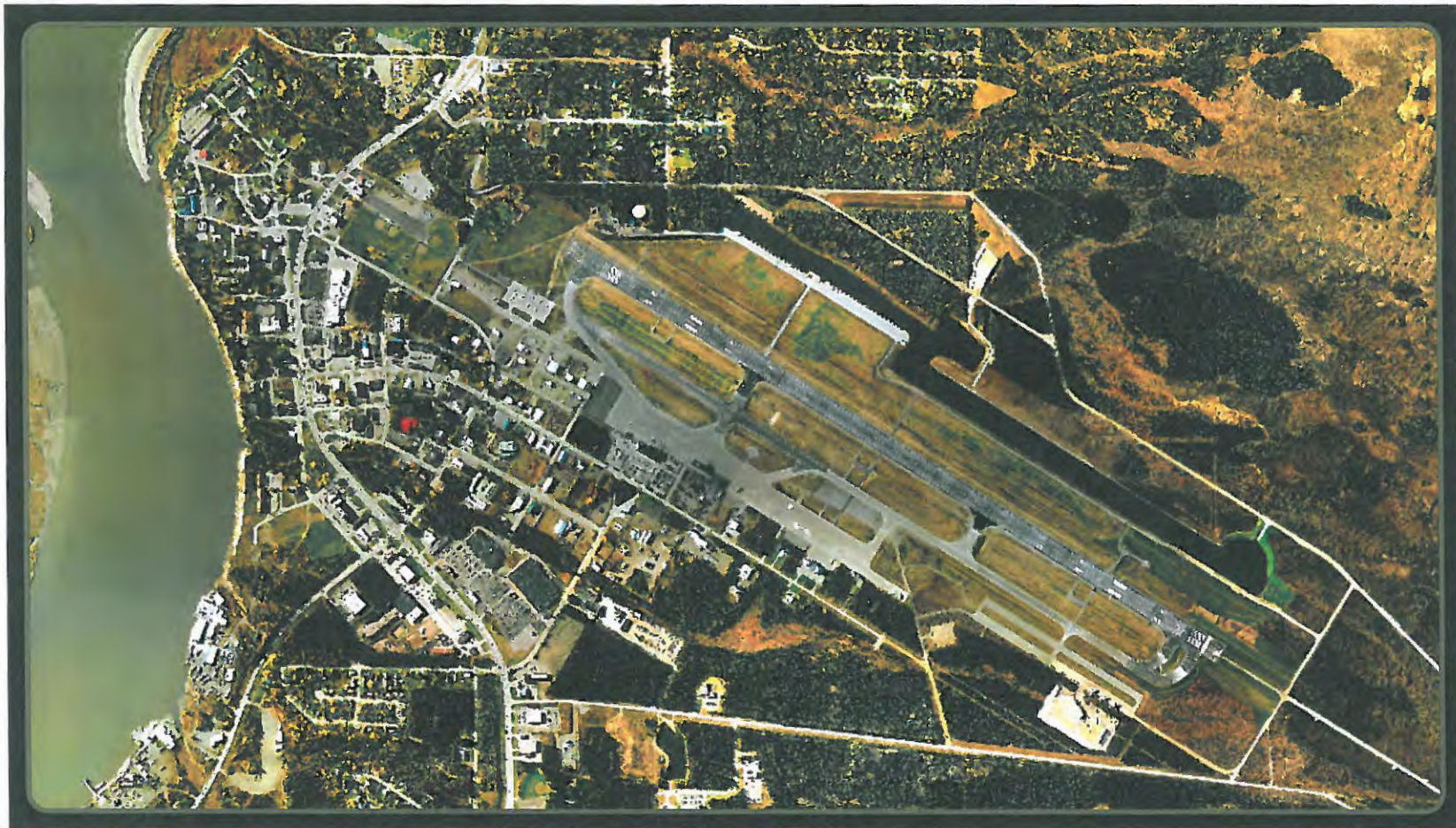
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about the City of Kenai

**Kenai**  
Wahinegaa Nuphah

**KENAI**

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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  
**From:** Mary Bondurant - Airport Manager  
**Date:** March 4, 2021  
**Subject:** *FY22 Draft Airport Budget*

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Attached are the draft FY22 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 2021 Operating Budget

Airport Fund Summary by Line Item

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Proposed FY2022	Increase (Decrease) FY2021 Original	% Change
<b>Salaries and Benefits</b>								
0100	Salaries	\$ 512,912	\$ 478,790	\$ 526,123	\$ 526,123	\$ 532,353	\$ 6,230	1.18%
0200	Overtime	30,968	28,450	24,289	24,289	26,976	2,687	11.06%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	7,374	11,157	21,342	21,342	21,243	(99)	(0.46%)
0400	Medicare	8,090	7,512	8,291	8,291	8,418	127	1.53%
0450	Social Security	1,993	1,598	670	670	670	-	-
0500	PERS	150,522	130,629	166,467	166,467	165,161	(1,306)	(0.78%)
0600	Unemployment Insurance	988	1,121	2,857	2,857	2,903	46	1.61%
0700	Workers Compensation	8,307	9,831	9,066	9,066	10,316	1,250	13.79%
0800	Health & Life Insurance	135,840	116,153	147,706	147,706	162,477	14,771	10.00%
0900	Supplemental Retirement	9,145	9,401	9,435	9,435	9,679	244	2.59%
<b>Total Salaries &amp; Benefits</b>		<b>\$ 866,139</b>	<b>\$ 794,642</b>	<b>\$ 916,246</b>	<b>\$ 916,246</b>	<b>\$ 940,196</b>	<b>\$ 23,950</b>	<b>2.61%</b>
<b>Maintenance and Operations</b>								
2021	Office Supplies	1,133	915	1,300	1,300	1,300	-	-
2022	Operating & Repair Supplies	181,686	174,262	226,900	226,900	218,200	(8,700)	(3.83%)
2024	Small Tools/Minor Equipment	7,866	10,907	35,200	35,200	27,900	(7,300)	(20.74%)
2026	Computer Software	5,513	2,346	1,650	1,829	1,650	-	-
4531	Professional Services	43,704	19,633	34,085	45,516	18,335	(15,750)	(46.21%)
4532	Communications	15,238	16,091	11,070	11,070	11,265	195	1.76%
4533	Travel & Transportation	10,319	12,701	11,460	11,460	23,980	12,520	109.25%
4534	Advertising	4,544	8,412	8,950	9,947	8,950	-	-
4535	Printing & Binding	2,060	2,800	3,075	3,075	2,875	(200)	(6.50%)
4536	Insurance	106,067	90,820	103,408	103,408	111,577	8,169	7.90%
4537	Utilities	380,410	364,125	401,784	401,784	484,517	82,733	20.59%
4538	Repair & Maintenance	144,205	178,803	216,707	216,707	183,957	(32,750)	(15.11%)
4539	Rentals	2,368	11,060	8,580	8,580	6,950	(1,630)	(19.00%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	84	150	150	-	(150)	(100.00%)
4667	Dues & Publications	360	489	480	480	360	(120)	(25.00%)
4999	General Contingency	-	-	20,000	842,301	20,000	-	-
5041	Miscellaneous	764	924	1,400	1,400	1,200	(200)	(14.29%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b>Total Maint. and Operations</b>		<b>\$ 906,237</b>	<b>\$ 894,372</b>	<b>\$ 1,086,199</b>	<b>\$ 1,921,107</b>	<b>\$ 1,123,016</b>	<b>\$ 36,817</b>	<b>3.39%</b>
<b>Capital Outlay &amp; Transfers</b>								
8061	Land	-	12,400	-	26,300	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	1,171	25,000	25,000	-	(25,000)	(100.00%)
8064	Machinery & Equipment	11,221	19,327	7,200	7,200	-	(7,200)	(100.00%)
9090	Transfers	1,829,575	1,691,400	1,074,600	2,128,397	1,077,200	2,600	0.24%
<b>Total Capital Outlay and Transfers</b>		<b>\$ 1,840,796</b>	<b>\$ 1,724,298</b>	<b>\$ 1,106,800</b>	<b>\$ 2,186,897</b>	<b>\$ 1,077,200</b>	<b>\$ (29,600)</b>	<b>(2.67%)</b>
<b>Department Total:</b>		<b>\$ 3,613,172</b>	<b>\$ 3,413,312</b>	<b>\$ 3,109,245</b>	<b>\$ 5,024,250</b>	<b>\$ 3,140,412</b>	<b>\$ 31,167</b>	<b>1.00%</b>

City of Kenai  
Fiscal Year 2021 Operating Budget

Fund 008 - Airport Fund  
Department: Airport Administration

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Proposed FY2022	Increase (Decrease) FY2021 Original	% Change
<b>Salaries and Benefits</b>								
0100	Salaries	\$ 131,717	\$ 132,166	\$ 151,918	\$ 151,918	\$ 149,798	\$ (2,120)	(1.40%)
0200	Overtime	118	679	1,350	1,350	907	(443)	(32.81%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	3,813	7,282	7,282	7,281	(1)	(0.01%)
0400	Medicare	2,083	2,080	2,329	2,329	2,291	(38)	(1.63%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	42,367	38,687	47,284	47,284	45,377	(1,907)	(4.03%)
0600	Unemployment Insurance	257	207	803	803	790	(13)	(1.62%)
0700	Workers Compensation	375	444	397	397	397	-	-
0800	Health & Life Insurance	37,934	31,223	41,249	41,249	45,374	4,125	10.00%
0900	Supplemental Retirement	2,535	2,526	2,500	2,500	2,500	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 217,386</b>	<b>\$ 211,825</b>	<b>\$ 255,112</b>	<b>\$ 255,112</b>	<b>\$ 254,715</b>	<b>\$ (397)</b>	<b>(0.16%)</b>
<b>Maintenance and Operations</b>								
2021	Office Supplies	244	245	300	300	300	-	-
2022	Operating & Repair Supplies	402	735	400	400	400	-	-
2024	Small Tools/Minor Equipment	437	192	520	520	520	-	-
2026	Computer Software	4,248	1,290	420	420	420	-	-
4531	Professional Services	95	389	600	600	600	-	-
4532	Communications	4,937	5,042	1,681	1,681	1,781	100	5.95%
4533	Travel & Transportation	5,301	6,308	5,475	5,475	4,505	(970)	(17.72%)
4534	Advertising	2,445	6,313	5,950	5,950	5,950	-	-
4535	Printing & Binding	587	870	1,150	1,150	1,150	-	-
4536	Insurance	3,840	2,143	5,244	5,244	6,784	1,540	29.37%
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	84	150	150	-	(150)	(100.00%)
4667	Dues & Publications	360	489	360	360	360	-	-
4999	Contingency	-	-	20,000	842,301	20,000	-	-
5041	Miscellaneous	683	693	700	700	700	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 23,579</b>	<b>\$ 24,793</b>	<b>\$ 42,950</b>	<b>\$ 865,251</b>	<b>\$ 43,470</b>	<b>\$ 520</b>	<b>1.21%</b>
<b>Capital Outlay &amp; Transfers</b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	2,375	1,200	1,200	-	(1,200)	(100.00%)
9090	Transfers Out	58,700	191,696	59,200	83,836	60,600	1,400	2.36%
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 58,700</b>	<b>\$ 194,071</b>	<b>\$ 60,400</b>	<b>\$ 85,036</b>	<b>\$ 60,600</b>	<b>\$ 200</b>	<b>0.33%</b>
	<b>Department Total:</b>	<b>\$ 299,665</b>	<b>\$ 430,689</b>	<b>\$ 358,462</b>	<b>\$ 1,205,399</b>	<b>\$ 358,785</b>	<b>\$ 323</b>	<b>0.09%</b>

FUND     Airport    

DEPARTMENT     Administration    

**2021 - OFFICE SUPPLIES**

Office stationery, forms, items of office equipment costing less than \$50, maps, drafting supplies, etc. NOTE: Computer software is no longer budgeted here.

Itemization	Amount
1 Misc. office supplies	300
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23	
Total	<u>300</u>

FUND     Airport    

DEPARTMENT     Administration    

**2022 - OPERATING, REPAIR & MAINTENANCE SUPPLIES**

Include here building materials and supplies; paints and painting supplies; structural steel, iron, and related materials; plumbing supplies; electrical supplies; motor vehicle repair materials; parts and supplies; agricultural supplies; chemicals, drugs, and veterinary supplies; animal feed; food & kitchen supplies; motor vehicle fuel & lubricants; custodial and institutional supplies; clothing, film, and ammunition.

Itemization	Amount
1 Fuel - Airport Managers Durango	400
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Total	<u>400</u>

FUND     Airport    

DEPARTMENT     Administration    

**2024 - SMALL TOOLS & MINOR EQUIPMENT**

Tools and items of equipment that cost less than \$5,000 per item and which have a useful life greater than one year.

Itemization	Amount
1 Computer replacement - 2 computers	520
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Total	<u>520</u>



FUND     Airport    

DEPARTMENT     Administration    

**2026 - COMPUTER SOFTWARE**

Computer software packages costing less than \$5,000.

Itemization	Amount
1 Software for 2 computers (Airport Manager, Admin Assistant)	180
2 Software for 2 users (Airport Manager, Admin Assistant)	240
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23	
Total	<u>    420    </u>

FUND     Airport    

DEPARTMENT     Administration    

**4531 - PROFESSIONAL SERVICES**

Accounting and auditing services; management consulting services; surveying, engineering, and architectural services; special legal services; medical, dental, and hospital services; and other professional services. Do not include custodial services in this account.

Itemization	Amount
1 AIT Domain	100
2 Misc. (Professional, engineering, TSA Clearance)	500
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Total	<u>600</u>

FUND     Airport     DEPARTMENT     Administration    

**4532 - Communications**

Monthly telephone, cellular phone stipends, fax charges, and internet connections fees.

Itemization	Amount
1 4 telephones (Manager, Admin Assist x2, Fax machine)*	1,025
2 *\$100 increase requested by IT)	
3	
4 Phone book listing for 283-7951	36
5 Cell phone stipend - Airport Manager	720
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23	
Total	<u>1,781</u>

FUND     Airport    

DEPARTMENT     Administration    

**4533 - TRANSPORTATION**

Travel expenses, per diem, lodging expenses, and seminar expenses. (Include conference registration fees)

Itemization	Amount
1 ANTN Digicast Subscription	405
2 NWAAAE (October 2021 Salt Lake City, Utah)	2,500
3 Great Alaska Gathering	650
4 Alaska DOT DBE Summitt	450
5 Misc. travel coupons (FAA meetings, etc.)	500
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16 *\$3,500 decrease from FY21 eliminating AMAC conference)	
17	
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Total	<u>4,505</u>

FUND     Airport    

DEPARTMENT     Administration    

**4534 - ADVERTISING**

Newspaper; other media advertising; promotions.

Itemization	Amount
1 Peninsula Clarion (Agendas, work sessions, ITBS, etc.)	1,200
2 KPAF sticker	1,200
3 Advertising materials	2,000
4 Registration Fee - Great Aviation Gathering	800
5 Kenai Visitors Guide - ad (1/2)*	750
6 (*added KCVC guide ad here)	
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Total	<u>5,950</u>

FUND     Airport    

DEPARTMENT     Administration    

**4535 - PRINTING & BINDING**

Copy machine rental and maintenance; professional printing charges; copy machine paper.

Itemization	Amount
1 C220 Bizhub services (1/3)	450
2 Toner	700
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Total	<u>1,150</u>

FUND     Airport    

DEPARTMENT     Administration    

**4536 - Insurance**

All insurance policy expenditures (other than personnel related).

Itemization	Amount
1 General Liability	5,611
2 Auto	1,007
3 Broker Fees	166
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Total	<u>6,784</u>

FUND     Airport    

DEPARTMENT     Administration    

**4666 - BOOKS**

Books, reference materials (including CD's), and other library materials.

Itemization	Amount
1 Alaska Supplement	
2 (deleting \$150 - no available online)	
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Total	<u>    -</u>





FUND     Airport    

DEPARTMENT     Administration    

**4999 - Contingency**

Subscriptions to magazines and newspapers; dues for professional organizations; certification fees.

Itemization	Amount
1 Contingency - unbudgeted, unexpected items	20,000
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Total	<u>20,000</u>

FUND     Airport    

DEPARTMENT     Administration    

**5041 - MISCELLANEOUS**

Court costs and investigations; judgments and damages; recording fees; information and credit services; taxes; uniform allowances; college tuition costs and reimbursements; other expenses not otherwise classified.

Itemization	Amount
1 Refreshments for(Commission meetings, work sessions, etc.)	450
2 Misc. shipping costs (unrelated to grants)	250
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Total	<u>700</u>

FUND     Airport    

DEPARTMENT     Administration    

**9090 - TRANSFERS OUT**

Transfers to other funds including transfers to General Fund for Central Administrative Charges.

Itemization	Amount
1 Administrative Service Fee	60,600
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Total	<u>60,600</u>

City of Kenai  
Fiscal Year 2021 Operating Budget

Fund 008 - Airport Fund  
Department: Airport Terminal

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Proposed FY2022	Increase (Decrease) FY2021 Original	% Change
<b>Salaries and Benefits</b>								
0100	Salaries	\$ 106,890	\$ 103,339	\$ 112,486	\$ 112,486	\$ 112,682	\$ 196	0.17%
0200	Overtime	4,870	3,250	4,433	4,433	5,347	914	20.62%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	476	5,290	5,290	5,298	8	0.15%
0400	Medicare	1,631	1,530	1,772	1,772	1,788	16	0.90%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	33,674	29,775	36,069	36,069	35,539	(530)	(1.47%)
0600	Unemployment Insurance	205	160	610	610	616	6	0.98%
0700	Workers Compensation	2,195	2,573	2,625	2,625	2,937	312	11.89%
0800	Health & Life Insurance	37,936	30,983	41,249	41,249	45,374	4,125	10.00%
0900	Supplemental Retirement	2,585	2,561	2,505	2,505	2,505	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$ 189,986</b>	<b>\$ 174,647</b>	<b>\$ 207,039</b>	<b>\$ 207,039</b>	<b>\$ 212,086</b>	<b>\$ 5,047</b>	<b>2.44%</b>
<b>Maintenance and Operations</b>								
2021	Office Supplies	434	358	500	500	500	-	-
2022	Operating & Repair Supplies	13,703	15,858	17,800	17,800	15,600	(2,200)	(12.36%)
2024	Small Tools/Minor Equipment	-	569	-	-	-	-	-
2026	Computer Software	-	-	-	179	-	-	-
4531	Professional Services	200	2,076	500	500	500	-	-
4532	Communications	805	916	1,656	1,656	1,247	(409)	(24.70%)
4533	Travel & Transportation	739	1,304	1,585	1,585	1,575	(10)	(0.63%)
4534	Advertising	373	832	1,000	1,000	1,000	-	-
4535	Printing & Binding	440	573	750	750	750	-	-
4536	Insurance	11,577	9,044	11,643	11,643	10,028	(1,615)	(13.87%)
4537	Utilities	143,092	144,957	156,369	156,369	159,923	3,554	2.27%
4538	Repair & Maintenance	125,513	136,102	167,765	167,765	144,400	(23,365)	(13.93%)
4539	Rentals	127	3,283	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	39	121	200	200	-	(200)	(100.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b>Total Maint. and Operations</b>		<b>\$ 297,042</b>	<b>\$ 315,993</b>	<b>\$ 359,768</b>	<b>\$ 359,947</b>	<b>\$ 335,523</b>	<b>\$ (24,245)</b>	<b>(6.74%)</b>
<b>Capital Outlay &amp; Transfers</b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	25,000	25,000	-	(25,000)	(100.00%)
8064	Machinery & Equipment	11,221	4,725	6,000	6,000	-	(6,000)	(100.00%)
9090	Transfers Out	67,400	383,044	68,800	68,800	70,900	2,100	3.05%
<b>Total Capital Outlay and Transfers</b>		<b>\$ 78,621</b>	<b>\$ 387,769</b>	<b>\$ 99,800</b>	<b>\$ 99,800</b>	<b>\$ 70,900</b>	<b>\$ (28,900)</b>	<b>(28.96%)</b>
<b>Department Total:</b>		<b>\$ 565,649</b>	<b>\$ 878,409</b>	<b>\$ 666,607</b>	<b>\$ 666,786</b>	<b>\$ 618,509</b>	<b>\$ (48,098)</b>	<b>(7.22%)</b>

FUND     Airport    

DEPARTMENT     Terminal    

**2021 - OFFICE SUPPLIES**

Office stationery, forms, items of office equipment costing less than \$50, maps, drafting supplies, etc. NOTE: Computer software is no longer budgeted here.

Itemization	Amount
1 Misc. office supplies	500
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Total	<u>500</u>

FUND     Airport    

DEPARTMENT     Terminal    

**2022 - OPERATING, REPAIR & MAINTENANCE SUPPLIES**

Include here building materials and supplies; paints and painting supplies; structural steel, iron, and related materials; plumbing supplies; electrical supplies; motor vehicle repair materials; parts and supplies; agricultural supplies; chemicals, drugs, and veterinary supplies; animal feed; food & kitchen supplies; motor vehicle fuel & lubricants; custodial and institutional supplies; clothing, film, and ammunition.

Itemization	Amount
1 Janitorial supplies	7,000
2 Fuel - terminal generator	1,800
3 Flowers* (reduced \$700)	1,800
5 LUKE Parking machine - parts/supplies	1,000
6 Annual Vehicle Parking Permits , Violations	1,000
7 Misc. Supplies (chains, parking posts, parking signs, etc.)*	3,000
8	
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14	
15 (*deleted \$1,500 for ice melt)	
16	
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23	
<b>Total</b>	<u><b>15,600</b></u>

FUND     Airport    

DEPARTMENT     Terminal    

**4531 - PROFESSIONAL SERVICES**

Accounting and auditing services; management consulting services; surveying, engineering, and architectural services; special legal services; medical, dental, and hospital services; and other professional services. Do not include custodial services in this account.

Itemization	Amount
1 Misc.	500
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Total	<u>500</u>



FUND     Airport    

DEPARTMENT     Terminal    

**4532 - Communications**

Monthly telephone, cellular phone stipends, fax charges, and internet connections fees.

Itemization	Amount
1 Ipad 4 Data Plan (1/2)	204
2 Elevator Emergency Telephone (283-5105)	480
3 1/6 Cell phone stipends (Building maintenance)	143
4 Cell phone stipend - Airport Operations Specialist	420
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Total	<u>1,247</u>

FUND     Airport     DEPARTMENT     Terminal    

**4533 - TRANSPORTATION**

Travel expenses, per diem, lodging expenses, and seminar expenses. (Include conference registration fees)

Itemization	Amount
1 <u>Great Alaska Gathering Trade Show (Assistant)</u>	750
2 <u>Alaska DOT DBE Summitt (March 2021 Anchorage)</u>	420
3 <u>ANTN Digicast Subscription (training - 1/3 annual)</u>	405
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23 _____	
Total	<u>1,575</u>

FUND     Airport    

DEPARTMENT     Terminal    

**4534 - ADVERTISING**

Newspaper; other media advertising; promotions.

Itemization	Amount
1 Advertising - (ITB, DBE goals, Bar/lounge concession, café, etc.)	1,000
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23	
<b>Total</b>	<u>1,000</u>

FUND     Airport    

DEPARTMENT     Terminal    

**4535 - PRINTING & BINDING**

Copy machine rental and maintenance; professional printing charges; copy machine paper.

Itemization	Amount
1 C220 Bizhub (1/3)	450
2 Misc. (copy machine paper)	300
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23	
Total	<u>750</u>

FUND     Airport    

DEPARTMENT     Terminal    

**4536 - Insurance**

All insurance policy expenditures (other than personnel related).

Itemization	Amount
1 <u>General Liability</u>	<u>3,208</u>
2 <u>Property</u>	<u>8,180</u>
3 <u>Broker Fees</u>	<u>286</u>
4 <u>3 Year Agreement Discount</u>	<u>(1,646)</u>
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23 _____	
Total	<u>10,028</u>

FUND     Airport    

DEPARTMENT     Terminal    

**4537 - Utilities**

Natural gas, electricity, cable, water, sewer and solid waste disposal.

Itemization	Amount
1 Enstar	53,898
2 HEA	88,765
3 Alaska Waste	594
4 Water & Sewer	16,666
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Total	<u>159,923</u>

FUND     Airport    

DEPARTMENT     Terminal    

**4538 - REPAIR & MAINTENANCE SERVICES**

Contracted repairs of buildings, vehicles, equipment, and improvements; inspection charges and other contracted services; custodial services; and building security services.

Itemization	Amount
1 Security Guard Contract	60,000
2 Janitorial Services*	51,000
3 Misc. repairs*	15,000
4 Elevator contracted repairs	2,000
5 Spring window washing	1,500
6 Fire System Inspection/training (City Contract)	4,120
7 AED - annual maintenance fee	800
8 LUKE Parking Machine - monitoring	900
9 LUKE Parking Machine - annual warranty	1,100
10 Sprinkler system startup/shutdown (triangle)	600
11 Flyte Monitor - Annual Cloud services	5,232
12 Flyte Monitor - website link	648
13 Kitchen Hood Cleaning (every six months)	1,500
14 (*when café rfp is issued, this can be added to the agreement	
15 that the concessionaire pay for this)	
16	
17 (* misc repairs reduced by \$5,000 due to savings from the	
18 terminal rehab project)	
19 (*ITB for janitorial services resulted in a cost savings of \$19,000)	
20 (*deleted \$2,000 for holiday window painting)	
21 Per KFD proposing to provide this service-might be deleted)	
22	
23	
Total	<u>144,400</u>

FUND     Airport    

DEPARTMENT     Terminal    

**9090 - TRANSFERS OUT**

Transfers to other funds including transfers to General Fund for Central Administrative Charges.

Itemization	Amount
1 Administrative Service Fee	70,900
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Total	<u>70,900</u>



City of Kenai  
Fiscal Year 2021 Operating Budget

Fund 008 - Airport Fund  
Department: Airport Airfield

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Proposed FY2022	Increase (Decrease) FY2021 Original	% Change
<b>Salaries and Benefits</b>								
0100	Salaries	\$ 226,539	\$ 197,559	\$ 215,115	\$ 215,115	\$ 216,969	\$ 1,854	0.86%
0200	Overtime	25,958	24,017	17,921	17,921	19,712	1,791	9.99%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	7,374	5,880	7,243	7,243	7,300	57	0.79%
0400	Medicare	3,694	3,233	3,484	3,484	3,538	54	1.55%
0450	Social Security	1,875	1,499	670	670	670	-	-
0500	PERS	64,054	51,267	68,557	68,557	68,012	(545)	(0.79%)
0600	Unemployment Insurance	438	690	1,201	1,201	1,221	20	1.67%
0700	Workers Compensation	4,788	5,839	4,992	4,992	5,858	866	17.35%
0800	Health & Life Insurance	45,431	41,852	49,400	49,400	54,340	4,940	10.00%
0900	Supplemental Retirement	3,047	3,347	3,000	3,000	3,000	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$ 383,198</b>	<b>\$ 335,183</b>	<b>\$ 371,583</b>	<b>\$ 371,583</b>	<b>\$ 380,620</b>	<b>\$ 9,037</b>	<b>2.43%</b>
<b>Maintenance and Operations</b>								
2021	Office Supplies	455	312	500	500	500	-	-
2022	Operating & Repair Supplies	138,412	135,398	187,500	187,500	180,200	(7,300)	(3.89%)
2024	Small Tools/Minor Equipment	7,429	10,146	34,680	34,680	27,380	(7,300)	(21.05%)
2026	Computer Software	1,265	1,056	1,230	1,230	1,230	-	-
4531	Professional Services	8,460	5,660	17,235	20,383	2,235	(15,000)	(87.03%)
4532	Communications	8,017	8,921	7,110	7,110	7,230	120	1.69%
4533	Travel & Transportation	4,279	5,089	4,400	4,400	2,900	(1,500)	(34.09%)
4534	Advertising	893	481	500	1,497	500	-	-
4535	Printing & Binding	1,033	1,357	1,175	1,175	975	(200)	(17.02%)
4536	Insurance	90,650	79,495	86,521	86,521	94,765	8,244	9.53%
4537	Utilities	174,975	166,004	179,753	179,753	255,295	75,542	42.03%
4538	Repair & Maintenance	10,977	26,565	31,200	31,200	21,100	(10,100)	(32.37%)
4539	Rentals	1,033	5,291	4,080	4,080	3,075	(1,005)	(24.63%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	120	120	-	(120)	(100.00%)
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	15	48	500	500	500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b>Total Maint. and Operations</b>		<b>\$ 447,893</b>	<b>\$ 445,823</b>	<b>\$ 556,504</b>	<b>\$ 560,649</b>	<b>\$ 597,885</b>	<b>\$ 41,381</b>	<b>7.44%</b>
<b>Capital Outlay &amp; Transfers</b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	1,171	-	-	-	-	-
8064	Machinery & Equipment	-	12,227	-	-	-	-	-
9090	Transfers Out	1,194,740	918,525	946,600	1,245,830	945,700	(900)	(0.10%)
<b>Total Capital Outlay and Transfers</b>		<b>\$ 1,194,740</b>	<b>\$ 931,923</b>	<b>\$ 946,600</b>	<b>\$ 1,245,830</b>	<b>\$ 945,700</b>	<b>\$ (900)</b>	<b>(0.10%)</b>
<b>Department Total:</b>		<b>\$ 2,025,831</b>	<b>\$ 1,712,929</b>	<b>\$ 1,874,687</b>	<b>\$ 2,178,062</b>	<b>\$ 1,924,205</b>	<b>\$ 49,518</b>	<b>2.64%</b>

FUND     Airport    

DEPARTMENT     Airfield    

**2021 - OFFICE SUPPLIES**

Office stationery, forms, items of office equipment costing less than \$50, maps, drafting supplies, etc. NOTE: Computer software is no longer budgeted here.

Itemization	Amount
1 Misc. office supplies	500
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Total	<u>500</u>

FUND     Airport    

DEPARTMENT     Airfield    

**2022 - OPERATING, REPAIR & MAINTENANCE SUPPLIES**

Include here building materials and supplies; paints and painting supplies; structural steel, iron, and related materials; plumbing supplies; electrical supplies; motor vehicle repair materials; parts and supplies; agricultural supplies; chemicals, drugs, and veterinary supplies; animal feed; food & kitchen supplies; motor vehicle fuel & lubricants; custodial and institutional supplies; clothing, film, and ammunition.

Itemization	Amount
1 Fuel -SRE, ARFF vehicles, Ops generators	50,000
2 Cassette Broom Bristles (4 sets) (reduced by \$1,000)	28,200
3 Runway/taxiway lights	9,000
4 Urea - 20 ton (reduced by \$2,000)	16,000
5 E36 - Potassium Acetate	10,000
6 Wildlife Hazing Supplies	2,500
7 Nitrogen - ARFF trucks	1,000
8 PPE (OPS)(reduced by \$500)	500
9 Carbide Blades/cutting edges (for Grader) (reduced by \$2,000)	10,000
10 Propane - Firefighter training	5,000
11 Diesel Exhaust Fluid (DEF)	3,000
12 Misc. Operating Supplies	15,000
13 Sand - FAA spec'd (may be deleted if successful ITB)	30,000
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Total	<u>180,200</u>

FUND     Airport    

DEPARTMENT     Airfield    

**2024 - SMALL TOOLS & MINOR EQUIPMENT**

Tools and items of equipment that cost less than \$5,000 per item and which have a useful life greater than one year.

Itemization	Amount
1 Computer Replacement for 3	780
2 (Foreman, Fire Watch, Training Room)	
3 KFD Structural Gear (2 sets)	6,600
4 Radios (Airfield)	3,000
5 SCBA's (request of KFD for 2) 4 of 4 replaced	17,000
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Total	<u>27,380</u>

FUND     Airport    

DEPARTMENT     Airfield    

**2026 - COMPUTER SOFTWARE**

Computer software packages costing less than \$5,000.

Itemization	Amount
1 Software for 3 computers	270
2 (Airports OPS, Airport Watch Office, OPS Training Room)	
3 Software for 8 users	960
4 (Training Room, OPS Fire, Airport Operator, Huntley, Lackey,	
5 Landry, Greiss, Russ)	
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Total	<u>1,230</u>

FUND     Airport    

DEPARTMENT     Airfield    

**4531 - PROFESSIONAL SERVICES**

Accounting and auditing services; management consulting services; surveying, engineering, and architectural services; special legal services; medical, dental, and hospital services; and other professional services. Do not include custodial services in this account.

Itemization	Amount
1 Annual Stormwater Permit	735
2 DOT physicals, pre-employment test, etc.	1,500
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Total	<u>2,235</u>

FUND     Airport    

DEPARTMENT     Airfield    

**4532 - Communications**

Monthly telephone, cellular phone stipends, fax charges, and internet connections fees.

Itemization	Amount
1 6 telephones	1,230
2 (Fire Watch, Aparatus Bay, Gym, Kitchen, OPS Bay, OPS Office)	
3 Cell Stipend - OPS Supervisor	720
4 Cell Stipend - Operations Specialist	420
5 Leased lline for Operations Center - ARFF side	1,080
6 Leased line for Operations Center - ARFF Side PA System	1,080
7 2mb metro ethernet for Operations Buiding Station Alerting	2,700
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Total	<u>7,230</u>

FUND     Airport    

DEPARTMENT     Airfield    

**4533 - TRANSPORTATION**

Travel expenses, per diem, lodging expenses, and seminar expenses. (Include conference registration fees)

Itemization	Amount
1 <u>Digicast Subscription (training)(2/3)</u>	<u>900</u>
2 <u>Annual KFD Train the Trainor Class (for Jay Sjogren KPD Annual)</u>	<u>1,000</u>
3 <u>Seminar/training classes (reduced by \$1000)</u>	<u>1,000</u>
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Total	<u>2,900</u>



FUND     Airport    

DEPARTMENT     Airfield    

**4534 - ADVERTISING**

Newspaper; other media advertising; promotions.

Itemization	Amount
1 Misc. (ITB, goals advertising, recruitment, etc.)	500
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Total	<u>500</u>

FUND     Airport    

DEPARTMENT     Airfield    

**4535 - PRINTING & BINDING**

Copy machine rental and maintenance; professional printing charges; copy machine paper.

Itemization	Amount
1 C220 Bizhub (1/4)	475
2 Misc. printing and copy costs	500
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Total	<u>975</u>

FUND     Airport    

DEPARTMENT     Airfield    

**4536 - Insurance**

All insurance policy expenditures (other than personnel related).

Itemization	Amount
1 General Liability	6,265
2 Property	21,640
3 Auto	8,056
4 Mobile Equipment	25,751
5 Airport Liability	40,040
6 Broker Fees	2,552
7 3 Year Agreement Discount	(9,539)
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Total	<u>94,765</u>

FUND     Airport    

DEPARTMENT     Airfield    

**4537 - Utilities**

Natural gas, electricity, cable, water, sewer and solid waste disposal.

Itemization	Amount
1 Enstar	63,887
2 HEA	188,440
3 Alaska Waste	1,328
4 Water & Sewer	1,640
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Total	<u>255,295</u>

FUND     Airport    

DEPARTMENT     Airfield    

**4538 - REPAIR & MAINTENANCE SERVICES**

Contracted repairs of buildings, vehicles, equipment, and improvements; inspection charges and other contracted services; custodial services; and building security services.

Itemization	Amount
1 Annual calibration - Bowmonks x 3	1,500
2 Tapley recalibration x1	450
3 Fire System testing - City Contract	1,600
4 SOA/DOT inspections - mechanical	1,000
5 Meridian -Energy Mgmt Service Agreement	1,550
6 Misc. contractor repairs (reduced by \$10,000)	15,000
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Total	<u>21,100</u>

FUND     Airport    

DEPARTMENT     Airfield    

**4539 - RENTALS**

Land, building, machinery, postage machines, and equipment rentals.

Itemization	Amount
1	
2 KPAF Table/Chair Rental	500
3 KPAF Tent Rental	575
4 Excavator Rental	2,000
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Total	<u>3,075</u>

FUND     Airport    

DEPARTMENT     Airfield    

**4666 - BOOKS**

Books, reference materials (including CD's), and other library materials.

Itemization	Amount
1 Alaska Supplement( deleting \$150- available online for free)	
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Total	<u>          -</u>

FUND     Airport    

DEPARTMENT     Airfield    

**5041 - MISCELLANEOUS**

Court costs and investigations; judgments and damages; recording fees; information and credit services; taxes; uniform allowances; college tuition costs and reimbursements; other expenses not otherwise classified.

Itemization	Amount
1 Misc. shipping costs	500
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Total	<u>500</u>



FUND     Airport    

DEPARTMENT     Airfield    

**9090 - TRANSFERS OUT**

Transfers to other funds including transfers to General Fund for Central Administrative Charges.

Itemization	Amount
1 Administrative Service Fee	945,700
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Total	<u>945,700</u>

City of Kenai  
Fiscal Year 2021 Operating Budget

Fund 008 - Airport Fund  
Department: Other Buildings and Areas

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Proposed FY2022	Increase (Decrease) FY2021 Original	% Change
<b>Salaries and Benefits</b>								
0100	Salaries	\$ 47,766	\$ 45,726	\$ 46,604	\$ 46,604	\$ 52,904	\$ 6,300	13.52%
0200	Overtime	22	504	585	585	1,010	425	72.65%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	988	1,527	1,527	1,364	(163)	(10.67%)
0400	Medicare	682	669	706	706	801	95	13.46%
0450	Social Security	118	99	-	-	-	-	-
0500	PERS	10,427	10,900	14,557	14,557	16,233	1,676	11.51%
0600	Unemployment Insurance	88	64	243	243	276	33	13.58%
0700	Workers Compensation	949	975	1,052	1,052	1,124	72	6.84%
0800	Health & Life Insurance	14,539	12,095	15,808	15,808	17,389	1,581	10.00%
0900	Supplemental Retirement	978	967	1,430	1,430	1,674	244	17.06%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 75,569</b>	<b>\$ 72,987</b>	<b>\$ 82,612</b>	<b>\$ 82,512</b>	<b>\$ 92,775</b>	<b>\$ 10,263</b>	<b>12.44%</b>
<b>Maintenance and Operations</b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	29,169	22,271	21,200	21,200	22,000	800	3.77%
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	34,949	11,508	15,750	24,033	15,000	(750)	(4.76%)
4532	Communications	1,479	1,212	623	623	1,007	384	61.64%
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	833	786	1,500	1,500	1,500	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	138	-	-	-	-	-
4537	Utilities	39,149	30,253	41,972	41,972	45,609	3,637	8.67%
4538	Repair & Maintenance	4,358	3,712	2,957	2,957	3,007	50	1.69%
4539	Rentals	1,208	2,486	4,500	4,500	3,875	(625)	(13.89%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	27	62	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 111,172</b>	<b>\$ 72,428</b>	<b>\$ 88,502</b>	<b>\$ 96,785</b>	<b>\$ 91,998</b>	<b>\$ 3,496</b>	<b>3.95%</b>
<b>Capital Outlay &amp; Transfers</b>								
8061	Land	-	12,400	-	26,300	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	40,000	61,188	-	729,931	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 40,000</b>	<b>\$ 73,588</b>	<b>\$ -</b>	<b>\$ 756,231</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
	<b>Department Total:</b>	<b>\$ 226,741</b>	<b>\$ 219,003</b>	<b>\$ 171,014</b>	<b>\$ 935,528</b>	<b>\$ 184,773</b>	<b>\$ 13,759</b>	<b>8.05%</b>

FUND     Airport    

DEPARTMENT     Other Buildings & Areas    

**2022 - OPERATING, REPAIR & MAINTENANCE SUPPLIES**

Include here building materials and supplies; paints and painting supplies; structural steel, iron, and related materials; plumbing supplies; electrical supplies; motor vehicle repair materials; parts and supplies; agricultural supplies; chemicals, drugs, and veterinary supplies; animal feed; food & kitchen supplies; motor vehicle fuel & lubricants; custodial and institutional supplies; clothing, film, and ammunition.

Itemization	Amount
1 100LL Fuel	20,000
2 Misc. Operating supplies	2,000
3 (increased \$1,000 due to Animal Control; lights, gate issues,	
4 fence panels, etc.)	
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Total	<u>22,000</u>

FUND     Airport    

DEPARTMENT     Other Buildings & Areas    

**4531 - PROFESSIONAL SERVICES**

Accounting and auditing services; management consulting services; surveying, engineering, and architectural services; special legal services; medical, dental, and hospital services; and other professional services. Do not include custodial services in this account.

Itemization	Amount
1 Misc. (appraisals, recording, engineering)	15,000
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Total	<u>15,000</u>

FUND     Airport    

DEPARTMENT     Other Buildings & Areas    

**4532 - Communications**

Monthly telephone, cellular phone stipends, fax charges, and internet connections fees.

Itemization	Amount
1 Phone line for Float Plane Basin (283-5271)	480
2 Data plan for IPAD	384
3 1/6 of Buildings cell phone stipends	143
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Total	<u>1,007</u>

FUND     Airport    

DEPARTMENT     Other Buildings & Areas    

**4534 - ADVERTISING**

Newspaper; other media advertising; promotions.

Itemization	Amount
1 Advertising (float plane basin ad and land brochure)	1,500
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Total	<u>1,500</u>

FUND     Airport    

DEPARTMENT     Other Buildings & Areas    

**4537 - Utilities**

Natural gas, electricity, cable, water, sewer and solid waste disposal.

Itemization	Amount
1 Enstar	3,087
2 HEA	5,142
3 Old City Shop Adjustment	37,380
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Total	<u>45,609</u>

FUND     Airport    

DEPARTMENT     Other Buildings & Areas    

**4538 - REPAIR & MAINTENANCE SERVICES**

Contracted repairs of buildings, vehicles, equipment, and improvements; inspection charges and other contracted services; custodial services; and building security services.

Itemization	Amount
1 Boiler inspection - Animal control	457
2 Misc. for undefined repairs	2,500
3 Device Registration	50
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Total	<u>3,007</u>



FUND     Airport    

DEPARTMENT     Other Buildings & Areas    

**4539 - RENTALS**

Land, building, machinery, postage machines, and equipment rentals.

Itemization	Amount
1 Portatoilets	1,375
2 Excavator (slip maintenance)	2,500
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Total	<u>3,875</u>

City of Kenai  
Fiscal Year 2021 Operating Budget

Fund 008 - Airport Fund  
Department: Airport Training Facility

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Proposed FY2022	Increase (Decrease) FY2021 Original	% Change
<b><u>Salaries and Benefits</u></b>								
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	-	-	-	-	-	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	15,000	15,000	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	23,194	22,911	23,690	23,690	23,690	-	-
4538	Repair & Maintenance	3,357	12,424	14,785	14,785	15,450	665	4.50%
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 26,551</b>	<b>\$ 35,335</b>	<b>\$ 38,475</b>	<b>\$ 38,475</b>	<b>\$ 54,140</b>	<b>\$ 15,665</b>	<b>40.71%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	468,735	136,947	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 468,735</b>	<b>\$ 136,947</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
	<b>Department Total:</b>	<b>\$ 495,286</b>	<b>\$ 172,282</b>	<b>\$ 38,475</b>	<b>\$ 38,475</b>	<b>\$ 54,140</b>	<b>\$ 15,665</b>	<b>40.71%</b>

FUND     Airport    

DEPARTMENT     Training Facility    

**4533 - TRANSPORTATION**

Travel expenses, per diem, lodging expenses, and seminar expenses. (Include conference registration fees)

Itemization	Amount
1 City Mechanic training for 2 - OSHKOSH Global Striker Chassis &	
2 Fire Fighting Systems Maintenance & Troubleshooting training	
3 Class	15,000
4	
5 *request of Shop Foreman for the two new ARFF trucks coming	
6 to the Alaska Regional Fire Training Center	
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23	
Total	<u>15,000</u>

FUND     Airport    

DEPARTMENT     Training Facility    

**4537 - Utilities**

Natural gas, electricity, cable, water, sewer and solid waste disposal.

Itemization	Amount
1 Enstar	5,250
2 HEA	16,800
3 Alaska Waste	-
4 Water & Sewer	1,640
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23	
Total	<u>23,690</u>

FUND     Airport    

DEPARTMENT     Training Facility    

**4538 - REPAIR & MAINTENANCE SERVICES**

Contracted repairs of buildings, vehicles, equipment, and improvements; inspection charges and other contracted services; custodial services; and building security services.

Itemization	Amount
1 Fire Inspection - City Contract	2,500
2 Elevator contract	2,600
3 SOA-Elevator Inspection	350
4 Misc.	10,000
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Total	<u>15,450</u>



## Kenai City Council - Regular Meeting

February 17, 2021 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

[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)*

#### 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. 3191-2021** - Increasing Estimated Revenues and Appropriations in the General Fund to Provide Assistance to Kenai Residents Impacted by the COVID-19 Public Health Emergency with the Purchase of Groceries and Necessary Household Goods in Kenai and Award a Professional Service Agreement to the Kenai Chamber of Commerce and Visitors Center for Administration of the Program.
2. **ENACTED UNANIMOUSLY. Ordinance No. 3182-2021** - Increasing Estimated Revenues and Appropriations in the Airport Special Revenue Fund for the 2021 Airport Sand Screening Project.
3. **ENACTED UNANIMOUSLY. Ordinance No. 3183-2021** - Increasing Estimated Revenues and Appropriations in the General Fund – Police Department, and Accepting a Grant From the US Department of Transportation Passed through the State of Alaska Department of Transportation and Public Facilities for Traffic Enforcement Overtime Expenditures.
4. **ENACTED UNANIMOUSLY. Ordinance No. 3184-2021** - Amending Kenai Municipal Code 23.30.050 – Business Hours and Hours of Work to Allow for Alternate Work Schedules in the Police Department.

5. **ENACTED UNANIMOUSLY. Ordinance No. 3185-2021** - Increasing Estimated Revenues and Appropriations in the Airport Special Revenue and Airport Improvements Capital Project Funds and Amending a Professional Services Agreement for the 2021 Airfield Drainage Rehabilitation Project at the Kenai Municipal Airport.
6. **ENACTED UNANIMOUSLY. Ordinance No. 3186-2021** - Increasing Estimated Revenues and Appropriations in the General Land Sale Permanent Fund to Transfer Earnings in Excess of Budgeted Amounts to the City's General Fund.
7. **ENACTED UNANIMOUSLY. Ordinance No. 3187-2021** - Increasing Estimated Revenues and Appropriations in the Airport Land Sale Permanent Fund to Transfer Earnings in Excess of Budgeted Amounts to the City's Airport Fund.
8. **ENACTED UNANIMOUSLY. Ordinance No. 3188-2021** - Increasing Estimated Revenues and Appropriations in the Water and Sewer Special Revenue and Wastewater Treatment Plant Improvements Capital Project Funds for a Replacement Sludge Press.
9. **ENACTED UNANIMOUSLY. Ordinance No. 3189-2021** - Increasing Estimated Revenues and Appropriations in the General Fund and the Public Safety Capital Project Fund to Provide Supplemental Funding to the Fire Department's Station Alerting Project and Authorizing a Purchase Order in Excess of \$15,000 to Kachemak Electric for Performance of the Work.
10. **ENACTED UNANIMOUSLY. Ordinance No. 3190-2021** - Increasing Estimated Revenues and Appropriations in the General Fund and Authorizing a Grant Disbursement Program for Small Businesses that Did Not Previously Apply for Full Assistance from the City in 2020.
11. **ADOPTED UNANIMOUSLY. Resolution No. 2021-08** - Awarding a Professional Services Contract at the Kenai Municipal Airport for Airport Security Guard Services.
12. **ADOPTED UNANIMOUSLY. Resolution No. 2021-09** - Further Extending the Disaster Emergency Declaration for the City of Kenai Made on March 18, 2020 in Response to the COVID-19 Health Emergency.

**E. MINUTES**

1. **APPROVED BY THE CONSENT AGENDA.** \*Regular Meeting of January 20, 2021.
2. **APPROVED BY THE CONSENT AGENDA.** \*Regular Meeting Minutes of February 3, 2021.

**F. UNFINISHED BUSINESS**

**G. NEW BUSINESS**

1. **APPROVED BY THE CONSENT AGENDA.** \*Action/Approval - Bills to be Ratified.
2. **APPROVED BY THE CONSENT AGENDA.** \*Action/Approval - Special Use Permit to State of Alaska - Division of Forestry for Apron Parking.

3. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 3/3/2021.**  
\*Ordinance No. 3192-2021 - Increasing Estimated Revenues and Appropriations in the General Fund Parks, Recreation and Beautification Department, and Authorizing an Increase to the Multi-Purpose Facility Management Services Purchase Order to Red Line Sports for Additional Ice Maintenance Services.
4. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 3/3/2021.**  
\*Ordinance No. 3193-2021 - Accepting and Appropriating an Increase in the Title III Grant from the State of Alaska Department of Health and Social Services for Nutrition, Transportation and Support Services and a Grant from the United States Treasury Passed Through the State of Alaska Department of Health and Social Services to Support the Kenai Senior Center's Response to the COVID-19 Public Health Emergency.
5. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 3/3/2021.**  
\*Ordinance No. 3194-2021 - Accepting and Appropriating Insurance Proceeds for Damage to Wellhouse Number One in the Water and Sewer Capital Projects Fund, Authorizing a Budget Transfer in the Water and Sewer Special Revenue Fund – Water Department, and Appropriating the Estimated Residual Amount Needed to Relocate the Damaged Facility to the Water and Sewer Complex on Shotgun Drive in the Water and Sewer and Water and Sewer Capital Project Funds.
6. **APPOINTMENT OF GWEN WOODARD CONFIRMED. Action/Approval** - Confirmation of Gwen Woodard, Nominated by the Mayor to Fill a Vacancy on the Planning and Zoning Commission.
7. **APPOINTMENT OF BARBARA ROLAND CONFIRMED. Action/Approval** - Confirmation of Barbara Roland, Nominated by the Mayor to Fill a Vacancy on the Beautification Committee.
8. **APPROVED AS WRITTEN. Action/Approval** - Letter Supporting Bluff Erosion Project Funding.
9. **Discussion** - COVID-19 Response.

#### **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. State Department/Emergency Amendment Mask Implementation FAQ

*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.*

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**Meeting ID:** 834 4578 6942 **Passcode:** 497332



## Kenai City Council - Regular Meeting

March 03, 2021 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

[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. **Tim Dillon** - Kenai Peninsula Economic Development District (KPEDD) Public Outreach and Engagement in the Development of the Kenai Peninsula's Comprehensive Economic Development Strategy.

#### C. UNSCHEDULED PUBLIC COMMENTS

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

#### D. PUBLIC HEARINGS

1. **ENACTED UNANIMOUSLY. Ordinance No. 3192-2021** - Increasing Estimated Revenues and Appropriations in the General Fund Parks, Recreation and Beautification Department, and Authorizing an Increase to the Multi-Purpose Facility Management Services Purchase Order to Red Line Sports for Additional Ice Maintenance Services.
2. **ENACTED UNANIMOUSLY. Ordinance No. 3193-2021** - Accepting and Appropriating an Increase in the Title III Grant from the State of Alaska Department of Health and Social Services for Nutrition, Transportation and Support Services and a Grant from the United States Treasury Passed Through the State of Alaska Department of Health and Social Services to Support the Kenai Senior Center's Response to the COVID-19 Public Health Emergency.
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Fund – Water Department, and Appropriating the Estimated Residual Amount Needed to Relocate the Damaged Facility to the Water and Sewer Complex on Shotgun Drive in the Water and Sewer and Water and Sewer Capital Project Funds.

4. **ADOPTED UNANIMOUSLY. Resolution No. 2021-10** - Authorizing the City Manager to Execute a Professional Engineering Services Agreement for the Kenai Water, Sewer, and Waste Water SCADA Programming Services.
5. **ADOPTED UNANIMOUSLY. Resolution No. 2021-11** - Approving the Use of the Fleet Replacement Fund for the Purchase of a Fifteen Passenger Van for the Kenai Senior Center Utilizing the State of Alaska Equipment Fleet Contract.
6. **ADOPTED UNANIMOUSLY. Resolution No. 2021-12** - A Resolution of the Council of the City of Kenai, Alaska Approving Development Incentives Per Kenai Municipal Code 21.10.100 Temporary Development Incentives for a Lease of Airport Reserve Lands Between The City of Kenai and Soar International Ministries on Tract A-2, General Aviation Apron Subdivision No. 7.
7. **ADOPTED UNANIMOUSLY. Resolution No. 2021-13** - Requesting the US Secretary of Commerce Veto the North Pacific Fishery Management Council's Adoption of Measures that will Close Commercial Salmon Fishing in the Cook Inlet Exclusive Economic Zone.

**E. MINUTES**

1. **APPROVED BY THE CONSENT AGENDA.** \*Regular Meeting of February 17, 2021.

**F. UNFINISHED BUSINESS**

**G. NEW BUSINESS**

1. **APPROVED BY THE CONSENT AGENDA.** \*Action/Approval - Bills to be Ratified.
2. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 3/17/2021.** \*Ordinance No. 3195-2021 - Accepting and Appropriating Funds in the Airport Fund, and Accepting Grants from the Federal Aviation Administration Under the Coronavirus Response and Relief Supplemental Appropriation Act, 2021.
3. **APPOINTMENT OF SARAH DOUTHIT CONFIRMED. Action/Approval** - Confirmation of Sarah Douthit, Nominated by the Mayor to Fill a Vacancy on the Beautification Committee.
4. **Discussion** - Remote Electronic Participation in Council Meetings by Council Members and the Public.
5. **Discussion** - Water and Sewer Service Penalty, Interest, and Shutoffs for Non-Payment Beyond the COVID-19 Disaster Emergency Declaration.
6. **Discussion** - COVID-19 Response.

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# 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:** February 8, 2021  
**SUBJECT:** **Airport Mid-Month Report February 2021**

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2018 Terminal Rehabilitation Project – Construction: The project has reached the closeout stage. Closeout package to the FAA in March 2021. Project is under warranty until March 27, 2021.

2019 Alaska Fire Training Facility Rehabilitation & Acquire Aircraft Rescue and Firefighting Trucks (ARFF) – This project has reached the closeout stage. The two ARFF vehicles are on-order with OSHKOSH with a delivery date of June 2021.

2020 Acquire SRE (Loader) – The new 621F Case loader arrived at the Airport on Friday, February 5, 2021. The closeout process will begin.

2020 Land Acquisition – The project is in the closeout process with the Airport Layout Plan being updated to reflect this acquisition and other land updates. Once the ALP updates are complete the closeout package will be submitted to the FAA.

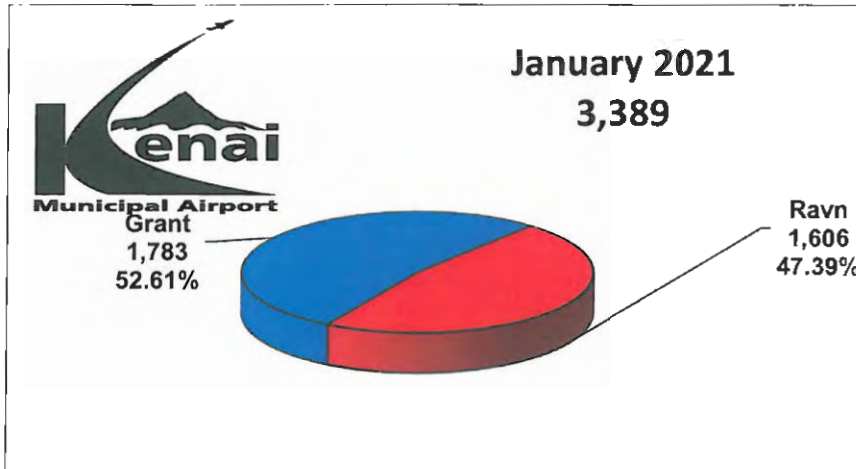
2020 Sand/SRE Storage Building – This project is in winter shutdown; however, the engineers provided an update that submittals are coming in and the contractor is ramping up for spring work. Project is scheduled for completion in fall of 2021.

### In-house Activities:

#### Airport Administration –

- The FY22 budget was completed and submitted to Finance on Friday, February 5<sup>th</sup>.
- At the request of the FAA, a five-year Airport Capital Improvement Plan was submitted to them on January 28, 2021. City Admin will meet with FAA officials to discuss the program.
- Working on a package to submit to the NWAAAE on the terminal rehabilitation project for their 50<sup>th</sup> anniversary history book. Deadline is February 28, 2021.
- Reviewing department procedures to identify efficiencies to improve or reduce costs to operations
- Working on the design of the terminal landscaping and upgrades to the camping sites at the Float plane basin.

January  
Enplanement Report



Month	RAVN ALASKA	GRANT AVIATION	Total 2021	2020	Change from 2020
January	1,606	1,783	3,389	6,390	-3,001
February				5,930	
March				1,317	
April				359	
May				702	
June				1,367	
July				2,445	
August				3,063	
September				2,806	
October				2,606	
November				2,366	
December				3,080	
<b>Totals</b>	<b>1,606</b>	<b>1,783</b>	<b>3,389</b>	<b>32,431</b>	<b>-3,001</b>

Terminal - Vehicle Parking Revenues

January		FY20 Total	
FY20	\$14,966	FY20 Total	\$171,739
FY21	\$6,626	FY21 YTD	\$48,933

