

**KENAI AIRPORT COMMISSION  
REGULAR MEETING  
MAY 13, 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)*
3. **UNSCHEDULED PUBLIC COMMENT** *(Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated)*
4. **APPROVAL OF MEETING SUMMARY**
  - a. April 8, 2021 .....Pg. 3
5. **UNFINISHED BUSINESS**
6. **NEW BUSINESS**
  - a. **Discussion/Recommendation** – Special Use Permit to Crowley Fuels LLC for Aviation Fueling on Apron Fueling Area.....Pg. 7
  - b. **Discussion/Recommendation** – Approving Execution of Lease to SOAR International Ministries.....Pg. 18
7. **REPORTS**
  - a. City Manager – Acting Airport Manager
  - b. City Council Liaison.....Pg. 37
8. **NEXT MEETING ATTENDANCE NOTIFICATION** – June 10, 2021
9. **COMMISSIONER COMMENTS AND QUESTIONS**
10. **ADDITIONAL PUBLIC COMMENT**
11. **INFORMATION ITEMS**
  - a. April 2021 Mid-Month Report.....Pg. 45
  - b. March 2021 Enplanements.....Pg. 47
12. **ADJOURNMENT**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/86440121219>

**Meeting ID:** 864 4012 1219 **Password:** 716739

OR

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

**Meeting ID:** 864 4012 1219 **Password:** 716739

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

**KENAI AIRPORT COMMISSION  
REGULAR MEETING  
APRIL 8, 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. Leichliter, J. Bielefeld

Commissioners Absent: P. Minelga, J. Zirul, D. Pitts

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

A quorum was present.

**c. Agenda Approval**

**MOTION:**

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

**2. SCHEDULED PUBLIC COMMENT**

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

Joel Caldwell did not attend the meeting to speak to the commission.

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

**4. APPROVAL OF MEETING SUMMARY**

**a. March 11, 2021**

**MOTION:**

Commissioner Liechliter **MOVED** to approve the meeting summary of March 11, 2021 and Vice Chair Dodge **SECONDED** the motion. There were no objections; **SO ORDERED**.

## 5. UNFINISHED BUSINESS

### a. **Discussion** – Final Project Status – Information Sign at Float Plane Basin

Airport Manager Bondurant reported that she had talked with the Alaska Channel about including a QR code on the information sign, and they recommended to have the code direct users to Yelp, as it would have everything people would want to know about the Kenai Peninsula. A draft of the sign presented for discussion. It was noted that a clean and simple design would be better for advertising. There was general consensus that the new design was preferred.

### b. **Discussion** – Final Conference Room Use Agreement

The final conference room agreement was presented to commissioners. Airport Manager Bondurant reported that it now includes a lockbox for users to be able to access conference room when staff is unavailable. It was noted that the frosted glass looks nice.

### c. **Discussion** – FY22 Airport Budget Narratives (drafts)

Airport Manager Bondurant included the FY22 Budget narratives for information, and gave an explanation for each department. She reported that the budget would be presented to Council on Saturday, April 24, 2021.

## 6. NEW BUSINESS

### a. **Discussion/Recommendation** – Special Use Permit to DNR/Forestry for Aircraft Loading and Off-Loading

Vice Chair Dodge **MOVED** to approve the Special Use Permit to DNR/Forestry for Aircraft Loading and Off-Loading and Commissioner Leichliter **SECONDED** the motion. There were no objections; **SO ORDERED.**

### b. **Discussion/Recommendation** – Special Use Permit to Pacific Star Seafoods Inc. for Aircraft Loading and Off-Loading

Commissioner Leichliter **MOVED** to approve the Special Use Permit to Pacific Star Seafoods Inc. for Aircraft Loading and Off-Loading and Vice Chair Dodge **SECONDED** the motion. There were no objections; **SO ORDERED.**

### c. **Discussion/Recommendation** – Special Use Permit to Everts Air Fuel for Aircraft Parking

Commissioner Leichliter **MOVED** to approve the Special Use Permit to Everts Air Fuel for Aircraft Parking and Vice Chair Dodge **SECONDED** the motion. There were no objections; **SO ORDERED.**

### d. **Discussion/Recommendation** – Special Use Permit to UPSCO United Parcel Service Co., Inc. for Aircraft Loading and Parking

Commissioner Leichliter **MOVED** to approve the Special Use Permit to UPSCO United Parcel

Service Co., Inc. for Aircraft Loading and Parking and Vice Chair Dodge **SECONDED** the motion. There were no objections; **SO ORDERED**.

- e. **Discussion/Recommendation** – Special Use Permit to Empire Airlines, Inc. for Aircraft Parking

Commissioner Leichliter **MOVED** to approve the Special Use Permit to Empire Airlines, Inc. for Aircraft Parking and Vice Chair Dodge **SECONDED** the motion. There were no objections; **SO ORDERED**.

- f. **Discussion/Recommendation** – First Amendment to Janitorial Agreement to Reborn Again Janitorial

Commissioner Leichliter **MOVED** to approve the First Amendment to Janitorial Agreement to Reborn Again Janitorial and Vice Chair Dodge **SECONDED** the motion. There were no objections; **SO ORDERED**.

- g. **Discussion** – Updated Airport Land Brochure

It was noted that the Airport Land Brochure was originally published in 2018, and is a great way to promote airport lands. The updated brochure was presented to the commission and included updates and changes made by Administration. The final draft has been submitted, and Bondurant recommended updating it annually so it will always be current.

## 7. REPORTS

- a. **Airport Manager** – Bondurant reported on the following:
  - The approval of phase II of the sand storage building;
  - Money has been appropriated for the new multi-purpose broom/blower;
  - The project to repair skink holes is currently going through environmental reviews;
  - Council awarded a contract for sand screening at the April 7, 2021 meeting.
- b. **City Council Liaison** – Council Member Knackstedt reported on the actions of the March 17, 2021 and April 7, 2021 Council Meetings. He asked commissioners how much money they think Airport Manager Bondurant had received for the Kenai Airport from grants, and told them it had been an impressive total of \$41 million.

## 8. NEXT MEETING ATTENDANCE NOTIFICATION – May 13, 2021

## 9. COMMISSIONER COMMENTS AND QUESTIONS

Commissioner Leichliter thanked Airport Manager Bondurant for everything she's done for airport and community.

Commissioner Bielefeld stated that he was going to miss Airport Manager Bondurant. He also asked about when the runway project might start, and Bondurant reported she believed it would be August 2021.

Vice Chair Dodge noted that she is going to miss Airport Manager Bondurant. She hopes she enjoys her retirement, and that things will go on but won't be the same

Chair Feeken stated that Bondurant is going to be a hard act to follow, and she will be missed.

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

**11. INFORMATION ITEMS**

- a. March 2021 Mid-Month Report
- b. Resolution No. 2021-22 Resolution Authorizing Budget Transfer and Award
- c. Ordinance No. 3201-2021 Appropriating Funds to Purchase Snow Removal Equipment
- d. February 2021 Enplanements
- e. Resolution No. 2021-21 Approving Development Incentives for a Lease
- f. Important Information About Your Role in Preventing Human Trafficking. – Kristi Warden email of March 5, 2021

**12. ADJOURNMENT**

**MOTION:**

There being no further business before the Commission, the meeting was adjourned at 6:38 p.m.

Meeting summary prepared and submitted by:

\_\_\_\_\_  
Meghan Thibodeau  
Deputy City Clerk



*"Serving the Greater Kenai Peninsula"*

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

# Memo

**To:** Airport Commission  
**Through:** Paul Ostrander – Acting Airport Manager  
**From:** Erica Brincefield – Assistant  
**Date:** May 3, 2021  
**Subject:** *Crowley Fuels LLC - Special Use Permit*

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Crowley Fuels LLC is requesting a Special Use Permit for approximately 35,000 square feet for aviation fueling on apron fueling area. The Special Use Permit will be effective for one year from July 1, 2021 to June 30, 2022.

Crowley Fuels LLC has submitted the Special Use Permit application and paid the fee. Crowley Fuels LLC is current in all fees owed to the City and a current Certificate of Insurance is on file.

**Does Commission recommend Council approve the Special Use Permit to CROWLEY FUELS LLC?**

*Attachment*

## SPECIAL USE PERMIT – 2021

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

**1. Premises.** Permittee shall have the non-exclusive right to use 35,000 square feet as described in the attached Exhibit A for the uses identified in this Permit.

**2. Term.** The term of this Permit shall be for 1 year commencing on July 1, 2021 and ending on June 30, 2022. Regardless of the date of signature, this Permit shall be effective as of July 1, 2021.

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

**A. Permit:** Permittee shall pay a monthly fee of \$3,529.16 plus applicable sales tax.

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- iii. Permittee shall request a waiver of subrogation against City from Permittee's insurer and the waiver of subrogation, where possible, shall be provided at no cost to City.
- iv. Provide the City with notification at least thirty (30) days before any termination, cancellation, or material change in insurance coverage of any policy required hereunder.
- v. Evidence of insurance coverage must be submitted to City by July 1, 2021. The effective date of the insurance shall be no later than July 1, 2021.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



ACKNOWLEDGMENTS

STATE OF ALASKA )  
 ) ss.  
THIRD JUDICIAL DISTRICT )

THIS IS TO CERTIFY that on this \_\_\_\_ day of \_\_\_\_\_, 2021, the foregoing instrument was acknowledged before me by Paul Ostrander, City Manager, of the City of Kenai, an Alaska municipal corporation, on behalf of the City.

\_\_\_\_\_  
Notary Public for Alaska  
My Commission Expires: \_\_\_\_\_

STATE OF ALASKA )  
 ) ss.  
THIRD JUDICIAL DISTRICT )

THIS IS TO CERTIFY that on this \_\_\_\_ day of \_\_\_\_\_, 2021, the foregoing instrument was acknowledged before me by Richard W. Meidel, Vice President, Crowley Fuels LLC, on behalf of the State of Alaska.

\_\_\_\_\_  
Notary Public for Alaska  
My Commission Expires: \_\_\_\_\_

ATTEST:

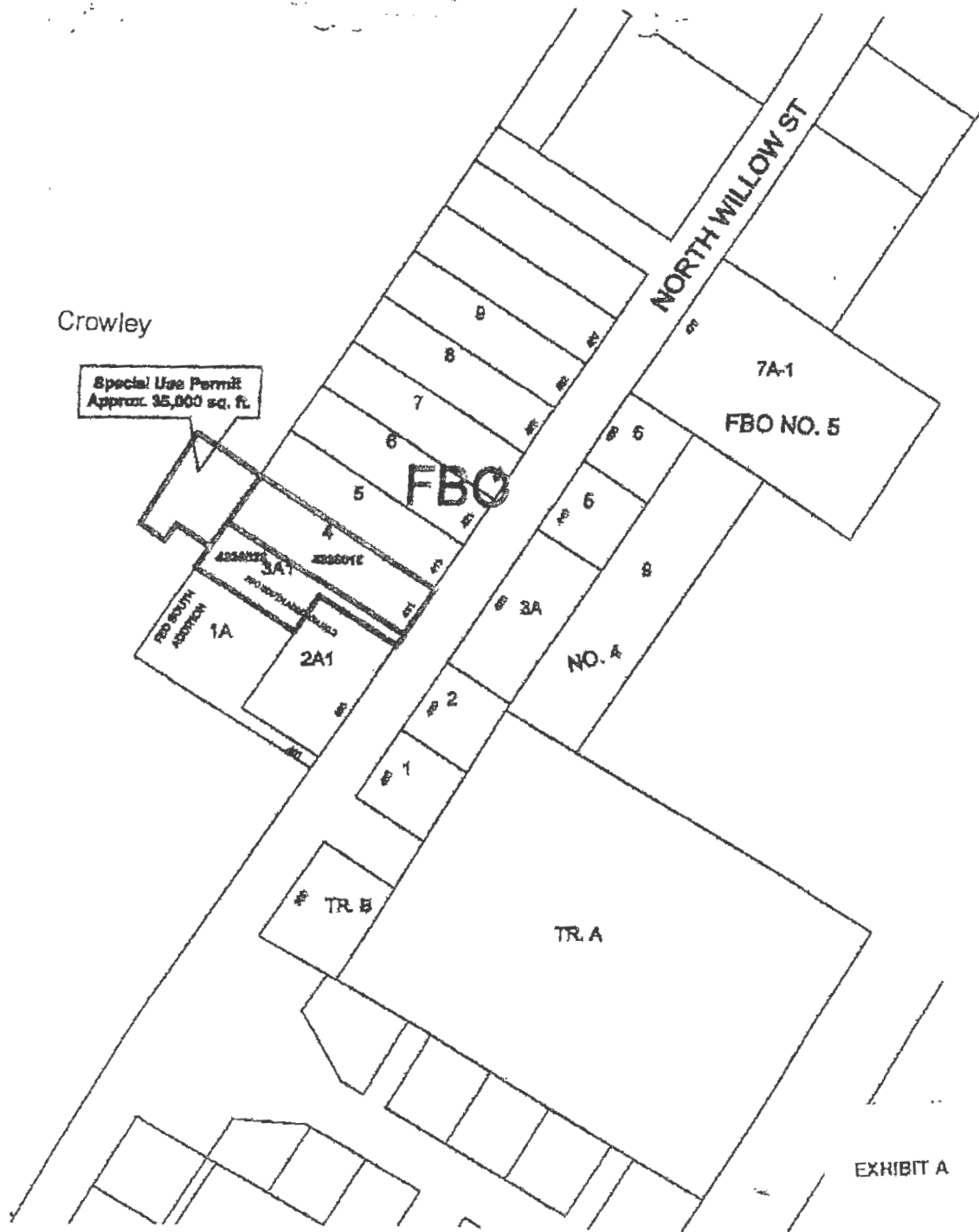
\_\_\_\_\_  
City Clerk

SEAL:

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Scott M. Bloom, City Attorney

EXHIBIT A







City of Kenai  
Special Use Permit  
Application

Application Date: 4/13/21

Applicant Information

Name of Applicant:	Crowley Fuels LLC						
Mailing Address:	201 Arctic Slope Ave	City:	Anchorage	State:	AK	Zip Code:	99518
Phone Number(s):	Home Phone: ( )		Work/ Message Phone: (907) 777-5510				
E-mail: (Optional)	jenny.silva@crowley.com						
Name to Appear on Permit:	Crowley Fuels LLC						
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 checked="" type="checkbox"/> Corporation <input type="checkbox"/> Government <input type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Other _____						

Property Information

Legal or physical description of the property: 3,500 sf on airport apron adjacent to two lots currently leased by Crowley - Lot 4 Block 1 + Lot 3A1 FBO Subdivision

Description of the proposed business or activity intended:

Aircraft Fueling Services

Is the area to be used in front of or immediately adjacent to any established business offering the same or similar products or services upon a fixed location?     YES     NO

Would the use under this permit interfere with other businesses through excessive noise, odor, or other nuisances?     YES     NO

If you answered yes to any of the above questions, please explain:

What is the term requested (not to exceed one year)? 1 year

Requested Starting Date: July 1, 2021

Signature:	Jenny Silva	Date:	4/13/21
Print Name:	Jenny Silva	Title:	Manager, Contract Compliance

For City Use Only:

- General Fund     Airport Reserve Land  
 Airport Fund     Outside Airport Reserve

Date Application Fee Received: \_\_\_\_\_

City Council Action/Resolution: \_\_\_\_\_

Account Number: \_\_\_\_\_



*"Serving the Greater Kenai Peninsula"*

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

## MEMO

**To:** Airport Commission

**Through:** Paul Ostrander – Acting Airport Manager

**From:** Erica Brincefield - Assistant

**Date:** May 6, 2021

**Subject:** Execution of Lease to SOAR International Ministries

---

The Kenai City Council approved, via Resolution 2019-57, a 45-year lease application from SOAR International Ministries for Tract A-2, General Aviation Apron Subdivision No. 7 to be used as a hangar with office space on August 21, 2019. A 6 month application extension was granted by Kenai City Council on August 19, 2020 with an expiration date of February 21, 2021. A lease was delivered to SOAR International Ministries on February 19, 2021 and a lease extension was approved by the City Manager to SOAR until June 19, 2021. On May 3, 2021, SOAR International Ministries requested an amendment to the approved lease execution.

Please review the attached information provided by the Planning Department.

**Does Commission recommend Council approve the execution of a lease to SOAR International Ministries with amendments?**

Attachment



# 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:** Ryan Foster, Planning Director  
**DATE:** May 6, 2021  
**SUBJECT:** Resolution No. 2021-XX – APPROVING THE EXECUTION OF A LEASE TO SOAR INTERNATIONAL MINISTRIES

---

The Kenai City Council approved, via Resolution 2019-57, of a 45-year lease application from Soar International Ministries for Tract A-2, General Aviation Apron Subdivision No. 7 to be used as a hangar with office space on August 21, 2019. A 6-month application extension was granted by Kenai City Council on August 19, 2020 with an expiration date of February 21, 2021. A lease was delivered to Soar International Ministries on February 19, 2021 and a lease extension was approved by the City Manager to Soar until June 19, 2021. Soar International Ministries has requested an amendment to the approved lease execution resolution on May 3, 2021. Soar has requested that the 100 foot by 110 foot connecting office facility, with an aggregate cost of \$1,500,000, be completed no later than June 30, 2025, two years later than the other required improvements. All of the other required improvements from Resolution 2019-57, the approximately 120 foot by 180 foot hangar, aircraft ramp and tie-down area, and parking, with an aggregate cost of at least \$2,000,000, would be completed by June 30, 2023. Soar has noted that extending the connecting office facility portion of the improvements completion date to 2025 will assist with their concurrent improvements to the former Kenai Fabric property.

Thank you for your consideration.

Attachment:

Resolution 2019-57 and the City of Kenai Lease Development Incentive Application received July 1, 2019 from Soar International Ministries.



Sponsored by: Administration

**CITY OF KENAI**

**RESOLUTION NO. 2021-XX**

A RESOLUTION OF THE COUNCIL OF THE CITY OF KENAI, ALASKA APPROVING THE EXECUTION OF A LEASE OF AIRPORT RESERVE LANDS USING THE STANDARD LEASE FORM BETWEEN THE CITY OF KENAI AND SOAR INTERNATIONAL MINISTRIES, INCORPORATED, FOR TRACT A-2, GENERAL AVIATION APRON SUBDIVISION NO.7.

WHEREAS, on July 1, 2019, SOAR International Ministries, Inc., (SOAR) submitted an application to lease City owned properties within the Airport Reserve, described as the undeveloped portion of Tract A, General Aviation Apron Number 2; and,

WHEREAS, SOAR's lease application states plans to construct a hangar facility for aircraft storage and maintenance; a connecting office facility, an aircraft ramp and tie-down area, and parking, an investment that gives a lease term of 45 years according to the term table in Kenai Municipal Code 21.10.080; and,

WHEREAS, the proposed development would be mutually beneficial and would conform with the Kenai Municipal Code for zoning, Kenai's Comprehensive Plan, the Airport Land Use Plan, Airport Layout Plan, Federal Aviation Administration regulations, Airport Master Plan, Airport Improvement Program grant assurances, and Airport operations; and,

WHEREAS, the City of Kenai did not receive a competing lease application within thirty (30) days of publishing a public notice of the lease application from SOAR; and,

WHEREAS, at their regular meeting on August 14, 2018, the Planning and Zoning Commission reviewed the lease application and recommended approval by the City Council; and,

WHEREAS, at their regular meeting on August 8, 2018, the Airport Commission reviewed the lease application and recommended approval by the City Council.

WHEREAS, the Kenai City Council approved of a 45-year lease application from Soar International Ministries for Tract A-2, General Aviation Apron Subdivision No. 7 to be used as a hangar with office space; and,

WHEREAS, a 6-month application extension was granted by Kenai City Council on August 19, 2020 with an expiration date of February 21, 2021; and,

WHEREAS, a lease was delivered to Soar International Ministries on February 19, 2021; and,

WHEREAS, a lease extension was approved by the City Manager to Soar International Ministries until June 19, 2021; and,

WHEREAS, Soar International Ministries requested an amendment to the approved lease execution resolution on May 3, 2021; and,

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA:

**Section 1:** That a Lease of Airport Reserve Lands is approved and the City Manager is authorized to execute a lease between the City of Kenai, Lessor, and SOAR International Ministries, Incorporated, Lessee, as follows:

**REQUIRED IMPROVEMENTS:** At no cost to the City, Lessee agrees to complete land development and construction of Permanent Improvements including prepare site for construction and construct an approximately 120 foot x 180 foot hangar facility for aircraft storage and maintenance, an aircraft ramp and tie-down area, and parking, by no later than June 30, 2023, with an aggregate cost of at least \$2,000,000.00, excluding financing costs. In addition to the as-built drawings required by this Lease, the Lessee must submit to the City written evidence that the Lessee has completed the land development and constructed improvements on the Premises with an aggregate cost or investment of not less than \$2,000,000.00. The evidence of cost must be submitted to the City within sixty days of the completion of the development and improvements, but by no later than August 29, 2023.

At no cost to the City, Lessee agrees to complete land development and construction of Permanent Improvements including prepare site for construction and construct an approximately 100 foot x 110 foot connecting office facility, by no later than June 30, 2025, with an aggregate cost of at least \$1,500,000.00, excluding financing costs. In addition to the as-built drawings required by this Lease, the Lessee must submit to the City written evidence that the Lessee has completed the land development and constructed improvements on the Premises with an aggregate cost or investment of not less than \$1,500,000.00. The evidence of cost must be submitted to the City within sixty days of the completion of the development and improvements, but by no later than August 29, 2025.

Lot developments will prevent unauthorized access to the airfield;

Structures will be built behind the 100 foot building restriction line;

The relocation of the airport perimeter fence will allow aircraft full access to the proposed aircraft ramp and tie down area;

Paving will be completed up to the existing transient aircraft apron pavement;

SOAR is responsible for all snow removal, and snow may not touch the perimeter security fence or be piled to a height that would allow access to the airport.

**Section 2:** That this resolution takes effect immediately upon passage.

ADOPTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 2nd day of June, 2021.

\_\_\_\_\_  
BRIAN GABRIEL SR., MAYOR

ATTEST:

\_\_\_\_\_  
Jamie Heinz, CMC, City Clerk



Sponsored by: Administration

## CITY OF KENAI

### RESOLUTION NO. 2019 - 57

A RESOLUTION OF THE COUNCIL OF THE CITY OF KENAI, ALASKA APPROVING THE EXECUTION OF A LEASE OF AIRPORT RESERVE LANDS USING THE STANDARD LEASE FORM BETWEEN THE CITY OF KENAI AND SOAR INTERNATIONAL MINISTRIES, INCORPORATED, FOR THE UNDEVELOPED PORTION OF TRACT A, GENERAL AVIATION APRON NUMBER TWO.

WHEREAS, on July 1, 2019, SOAR International Ministries, Inc., (SOAR) submitted an application to lease City owned properties within the Airport Reserve, described as the undeveloped portion of Tract A, General Aviation Apron Number 2; and,

WHEREAS, SOAR's lease application states plans to construct a hangar facility for aircraft storage and maintenance; a connecting office facility, an aircraft ramp and tie-down area, and parking, an investment that gives a lease term of 45 years according to the term table in Kenai Municipal Code 21.10.080; and,

WHEREAS, the proposed development would be mutually beneficial and would conform with the Kenai Municipal Code for zoning, Kenai's Comprehensive Plan, the Airport Land Use Plan, Airport Layout Plan, Federal Aviation Administration regulations, Airport Master Plan, Airport Improvement Program grant assurances, and Airport operations; and,

WHEREAS, the City of Kenai did not receive a competing lease application within thirty (30) days of publishing a public notice of the lease application from SOAR; and,

WHEREAS, at their regular meeting on August 14, 2018, the Planning and Zoning Commission reviewed the lease application and recommended approval by the City Council; and,

WHEREAS, at their regular meeting on August 8, 2018, the Airport Commission reviewed the lease application and recommended approval by the City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA:

**Section 1:** That a Lease of Airport Reserve Lands is approved and the City Manager is authorized to execute a lease between the City of Kenai, Lessor, and SOAR International Ministries, Incorporated, Lessee, as follows:

Lot improvements as outlined in lease application from SOAR International Ministries, Incorporated, including an approximately 120 foot x 180 foot hangar facility for aircraft storage and maintenance, an approximately 100 foot x 110 foot connecting office facility, an aircraft ramp and tie-down area, and parking to be completed within two (2) years of signing the lease;

The evidence must be submitted to the City within 60 days of the completion of the development and improvements;

The lease term will be 45 years;

Lot developments will prevent unauthorized access to the airfield;

Structures will be built behind the 100 foot building restriction line;

The relocation of the airport perimeter fence will allow aircraft full access to the proposed aircraft ramp and tie down area;

Paving will be completed up to the existing transient aircraft apron pavement;

SOAR is responsible for all snow removal, and snow may not touch the perimeter security fence or be piled to a height that would allow access to the airport; and

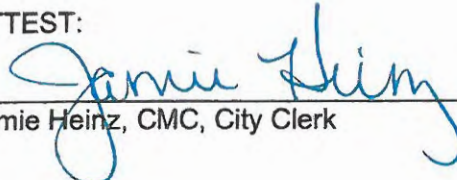
SOAR will subdivide the property to designate the portion of Tract A, General Aviation Apron Number Two (2) that it wishes to lease from the City of Kenai as set forth on Exhibit A attached hereto, and the subdivision will include a 40-foot easement for utilities with the cost of the subdivision being shared equally by the City and SOAR.

**Section 2:** That this resolution takes effect immediately upon passage.

ADOPTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 21st day of August, 2019.

  
BRIAN GABRIEL SR., MAYOR

ATTEST:

  
Jamie Heinz, CMC, City Clerk







*"Village with a Past, City with a Future"*

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

## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Paul Ostrander, City Manager  
**FROM:** Elizabeth Appleby, City Planner  
**DATE:** August 14, 2019  
**SUBJECT:** **Resolution 2019-57**

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SOAR International Ministries, Incorporated (SOAR) submitted a lease application to develop a hangar, office, and parking on the undeveloped portion of Tract A, General Aviation Apron No. 2 within the Airport Reserve on July 1, 2019. SOAR had previously submitted an application for the same parcel for the same use in 2018 that was approved by City Council, but it expired after one year after no lease was executed and an extension was not granted pursuant to Kenai Municipal Code 21.10.050 No right of occupancy - Application expiration in May 2019.

The parcel is 5.25 acres fronting the aviation apron. It has street frontage on North Willow and Granite Point streets. The area adjacent to the taxiway has been developed for airplane parking and the back half of the lot with the street frontages remains treed and undeveloped. SOAR proposes to build on the portion of the lot that is currently treed, and would need to subdivide the lot prior to construction. SOAR is proposing the City share evenly in the cost of the subdivision required before the parcel may be leased. Kenai Municipal Code 21.10.040(c) states subdivision costs may be shared in whatever amount the City Council determines is reasonable given benefit to the Airport if City Council determines the subdivision serves other Airport purposes. City staff recommends an even split as both SOAR benefits and the City benefits from the creation of a more desirable parcel for lease. SOAR is current on rent payments for existing leases within the Airport Reserve from the City of Kenai.

SOAR proposes to lease a portion of Tract A, General Aviation Apron No. 2 for an aeronautical use. SOAR proposes to construct an approximately 120 foot x 180 foot hangar for aircraft storage and maintenance. There would also be a connecting office facility of approximately 100-foot x 110-foot, an aircraft ramp and tie-down area, and parking. Possible activities noted on SOAR's lease application include flight training, aircraft parts sales, aviation safety meetings, community meetings, and storage of aircraft floats. SOAR requested a lease term of 55 years to start on September 1, 2019, however, the maximum term of a lease allowed under KMC 21.10.080 is 45



years. In addition, with timing of Commission and Council meetings and the 30-day waiting period to allow for a competitive lease process to accept other lease applications, the lease may not reasonably start until mid-September 2019. SOAR would need to ensure the fence encompassing its development met Airport safety and security standards.

Pursuant to Kenai Municipal Code 21.10.060 Lease application review, notice of the new lease application was posted in the *Peninsula Clarion* and stated competing applications may be submitted for the parcel within 30-days to the City. The 30-day window from publication ended on August 3, 2019, and no competing applications were submitted to the City.

The parcel is within the Airport Light Industrial (ALI) Zone. Pursuant to KMC 14.20.065, the purpose of the ALI Zone is to protect the viability of the Kenai Municipal Airport as a significant resource to the community by encouraging compatible land uses and reducing hazards that may endanger the lives and property of the public and aviation users. The proposed aeronautical use by SOAR is a permitted and compatible use in the ALI Zone.

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

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

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

The Airport Land Use Plan was developed to identify the highest and best uses of Kenai Municipal Airport land. The Airport Land Use Plan discusses leasing land and enhancing opportunities for local economic development. The proposed use by SOAR complies with the Airport Land Use Plan. It would enhance local economic development.

The Airport Commission and Airport Manager recommended approval of the lease application during their meeting on August 8, 2019, as they found it complied with the Airport Land Use Plan, Airport Layout Plan, Federal Aviation Administration regulations, Airport Master Plan, Airport Improvement Program grant assurances, and Airport operations. The Planning and Zoning Commission recommended approval during their meeting on August 14, 2019.

Thank you for your consideration.

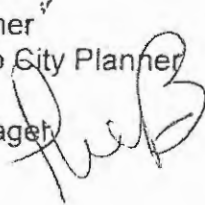


*"Serving the Greater Kenai Peninsula"*

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

# Memo

**To:** Elizabeth Appleby – City Planner  
Wilma Anderson – Assistant to City Planner

**From:** Mary Bondurant - Airport Manager 

**Date:** August 9, 2019

**Subject:** SOAR Lease Application – Tract A General Aviation Apron No. 2

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Airport Commission reviewed the lease application from SOAR International Ministries at the August 8, 2019 Commission meeting.

Airport Commission unanimously recommends Council approve the subject lease.

If you have any questions, please contact me.

Cc: Wilma Anderson



**City of Kenai  
Kenai Municipal Airport  
Land Lease Application**

Application for:	
<input checked="" type="checkbox"/> New Lease	
<input type="checkbox"/> Amendment	
<input type="checkbox"/> Extension/Renewal	
Application Date:	July 1, 2019

**Applicant Information**

Name of Applicant:	Richard Page						
Mailing Address:	34225 Page street	City:	Soldotna	State:	Alaska	Zip Code:	99669
Phone Number(s):	Home Phone: (907) 252-1841 Cell		Work/ Message Phone: (907) 283-1961				
E-mail: (Optional)	RichardPage@soarinternational.org						
Name to Appear on Lease:	SOAR International Ministries						
Mailing Address:	P.O. Box 1714	City:	Kenai	State:	Alaska	Zip Code:	99611
Phone Number(s):	Home Phone: (907) 252-1841 Cell		Work/ Message Phone: (907) 283-1961				
E-mail: (Optional)							
Type of Applicant:	<input type="checkbox"/> Individual (at least 18 years of age) <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Government <input type="checkbox"/> Other _____						

**Description of Property and Term Requested**

Legal Description of Property:	Undeveloped portion of General Aviation Subdivision #2 Tract A		
Does the Property Require Subdivision? (if Yes, answer next two questions)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
Are you prepared to be responsible for all costs associated with subdivision?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
Do you believe the proposed subdivision would serve other Airport purposes?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
Do you have or have you ever had a lease with the City of Kenai?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
If Yes, please provide description of property leased (e.g. legal or physical description):			
Is this application for renewal or term extension of an existing lease?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
If Yes, please provide a description of the property leased:			
Lease Term Requested:	<del>55</del> Years	Starting Date:	September 1, 2019

**Proposed Use and Activities**

Proposed Use (check one):	<input checked="" type="checkbox"/> Aeronautical	<input type="checkbox"/> Non-Aeronautical
Do you plan to construct new or additional improvements?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

Will the proposed improvement char or alter the use under an existing lea:  YES  NO

If yes, what is the new proposed use?

What is the type (e.g. building, land) and nature (e.g. maintenance, new construction) of the proposed improvement?  
New office and hangar facility for SOAR International Ministries and additional hangar facility to accommodate transient corporate aircraft. Potential FBO and flight training facility.

What is the estimated amount of investment in the construction of new permanent improvements on the premises?  
The complete project is estimated to cost 3.5 million dollars.

List of proposed use and business activities:

Base of operations for SOAR International Ministries. Aircraft storage and maintenance, hangaring transient aircraft, potential FBO, potential flight training facility, potential aircraft parts sales, installation, removal, and inside storage of aircraft floats, facility to host community events such as aviation safety meetings, community fundraising events, etc.

Lease Extension or Renewal\*

\*This section of the application is only applicable if you are applying for a lease extension or renewal.

Method to determine value of improvements/term for a lease renewal or expiring lease:

- Professional estimate of the remaining useful life of the principle improvement on the property
- Market value appraisal of the principle improvement on the property
- Purchase price of improvements

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>Richard L Page</i>	Date:	07/01/2019
Print Name:		Title:	



## Elizabeth Appleby

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**From:** Elizabeth Appleby  
**Sent:** Monday, July 22, 2019 3:40 PM  
**To:** 'Richard Page'  
**Cc:** Wilma Anderson  
**Subject:** Lease Application (new lease)

Good afternoon,

Thanks for dropping off the new assignment request today. I was reviewing your application for the new lease and noticed you had requested a term of 55 years. The maximum term allowed in City Code is 45 years. I will amend your application term request to 45 years. Please let me know if you have questions. I think this was just a copy carry-over from when you had applied to lease this lot in 2018 as the same change was made then to the requested term.

--Elizabeth

Elizabeth Appleby, AICP  
City Planner  
City of Kenai  
210 Fidalgo Avenue  
Kenai, AK 99611  
(907) 283-8235/phone  
[eappleby@kenai.city](mailto:eappleby@kenai.city)

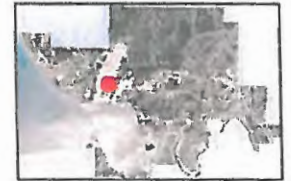




# SOAR Lease Application

Parcel No:  
04324025

Undeveloped  
portion of  
General Aviation #2  
Tract A



90'



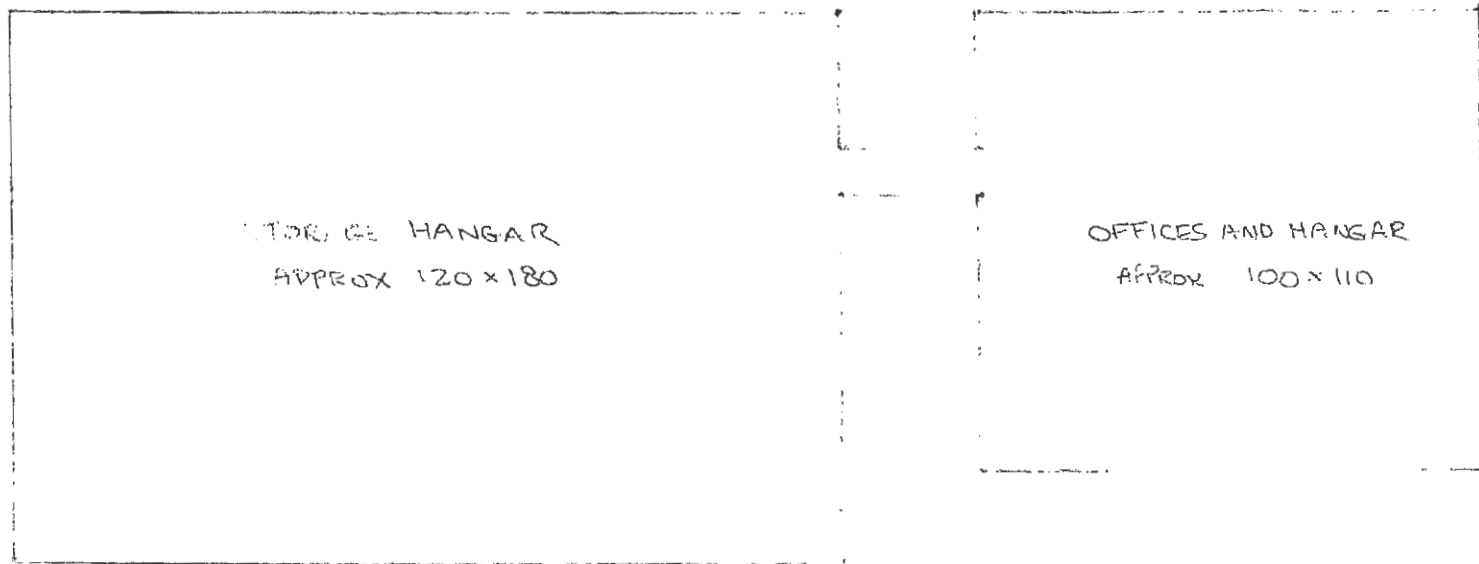
1 inch equals 110 feet

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

Date: 7/23/2019

AIRCRAFT RAMP AND TIE-DOWN AREA

APPROX 350'



STORAGE HANGAR  
APPROX 120 x 180

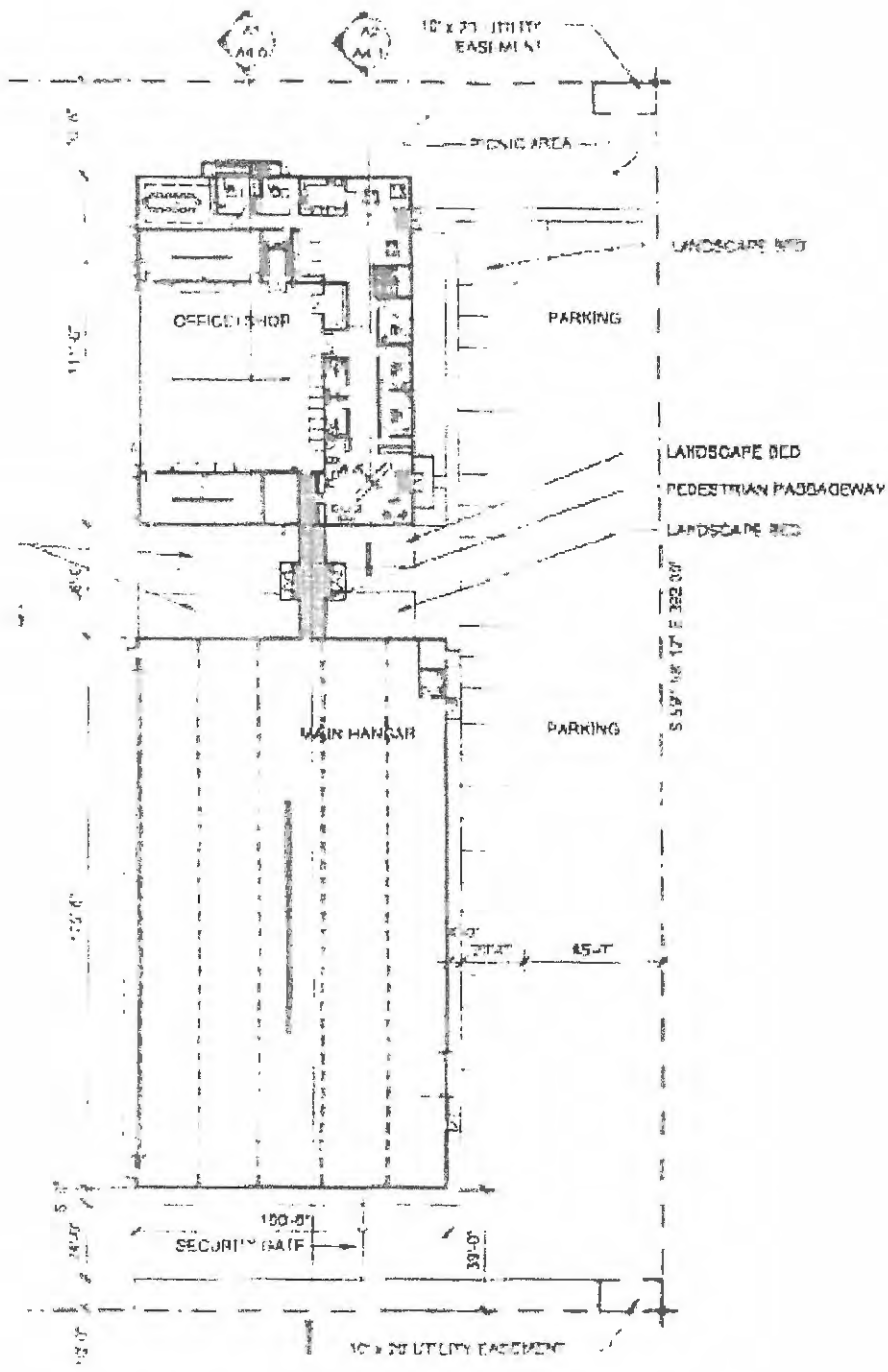
OFFICES AND HANGAR  
APPROX 100 x 110

PARKING

APPROX 350'



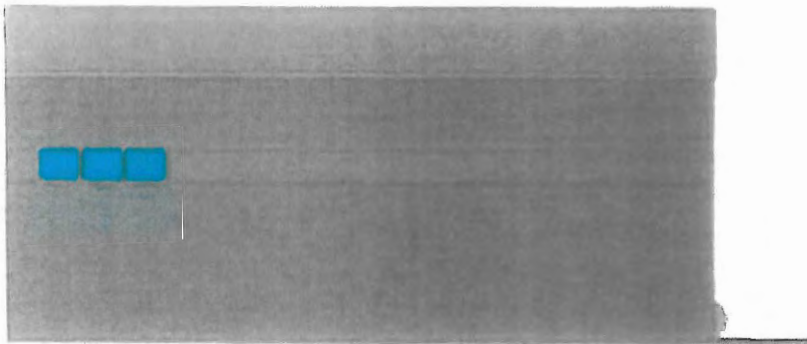






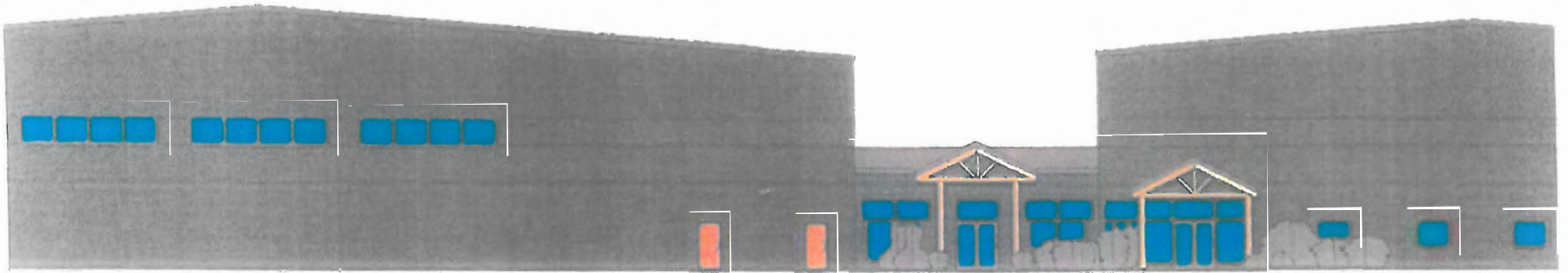
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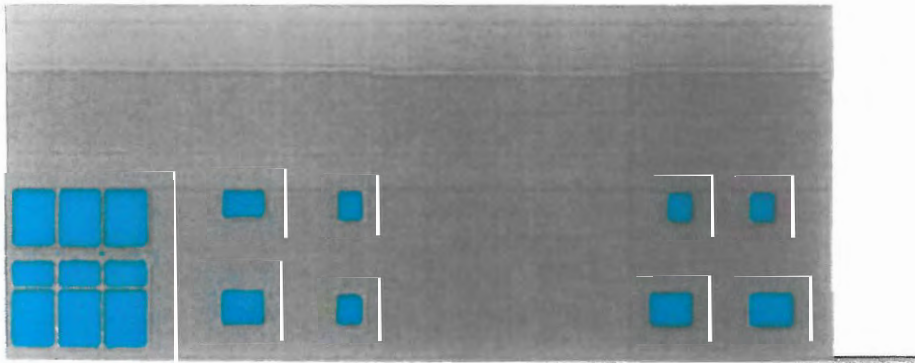
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## Kenai City Council - Regular Meeting

April 21, 2021 – 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. **Dr. Keith Hamilton** - Update on Alaska Christian College's Program, Goals, and Future Hopes

#### **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. 3202-2021** - Amending Kenai Municipal Code Sections 1.15.120, Rules Of Order, and 1.90.050, Proceedings, to Adopt the Most Current Edition of Robert's Rules of Order Newly Revised as the Adopted Rules of Parliamentary Procedure for the City Council and for City Boards, Commissions, and Committees. (City Clerk)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3203-2021** - Accepting and Appropriating a Volunteer Fire Assistance Grant from the United States Department of Agriculture Forest Service Passed Through the State of Alaska Division of Forestry for the Purchase of Forestry Firefighting Equipment. (Administration)
3. **ENACTED. Ordinance No. 3208-2021** - Accepting and Appropriating a Grant from the State of Alaska – Department of Health and Social Services – Division of Public Health – COVID-19 Emergency Operations Center, for Community Funding to Support Efforts to

Increase Access to Testing and Vaccinations and Decrease Health Inequities for All Alaskans. (Administration)

1. Motion for Introduction
2. Motion for Second Reading (Requires a Unanimous Vote)
3. Motion for Adoption (Requires Five Affirmative Votes)

4. **ADOPTED UNANIMOUSLY. Resolution No. 2021-24** - Authorizing the City Manager to Enter an Airline Operating Agreement and Terminal Area Lease with Hageland Aviation, D/B/A Rambler Air, LLC. (Administration)
5. **ADOPTED UNANIMOUSLY. Resolution No. 2021-25** - Awarding a Contract for External Audit Services to BDO USA, LLP. (Administration)
6. **ADOPTED UNANIMOUSLY. Resolution No. 2021-26** - Allocating Previously Appropriated Funds For The Wildwood Drive Rehabilitation Project. (Administration)
7. **ADOPTED UNANIMOUSLY. Resolution No. 2021-27** - Authorizing a Budget Transfer in the General Fund, Fire Department. (Administration)

**E. MINUTES**

1. **ADOPTED UNANIMOUSLY.** \*Regular Meeting of April 7, 2021. (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** - Non-Objection to the Renewal of the Liquor License for Don Jose's. (City Clerk)
3. **APPROVED BY THE CONSENT AGENDA. \*Action/Approval** - Special Use Permit to State of Alaska Department of Natural Resources, Division of Forestry for Aircraft Loading and Parking. (Administration)
4. **APPROVED BY THE CONSENT AGENDA. \*Action/Approval** - Special Use Permit to Pacific Star Seafoods for Aircraft Loading and Off-Loading. (Administration)
5. **APPROVED BY THE CONSENT AGENDA. \*Action/Approval** - Special Use Permit to Everts Air Fuel for Aircraft Parking. (Administration)
6. **APPROVED BY THE CONSENT AGENDA. \*Action/Approval** - Special Use Permit to United Parcel Service Company, Inc. for Aircraft Loading and Parking. (Administration)
7. **APPROVED BY THE CONSENT AGENDA. \*Action/Approval** - Special Use Permit to Empire Airlines, Inc. for Aircraft Parking. (Administration)
8. **APPROVED BY THE CONSENT AGENDA. \*Action/Approval** - First Amendment to Janitorial Agreement to Reborn Again Janitorial. (Administration)

9. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 5/5/2021.**  
\*Ordinance No. 3205-2021 - Authorizing a Budget Transfer in the General Fund, Fire and Non-Departmental Departments and Increasing Estimated Revenues and Appropriations in the Public Safety Improvement Capital Project Fund to Provide Supplemental Funding to the Fire Station #2 Station Alerting Project and the Dispatch Base Station Radio Replacement Project. (Administration)
10. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 5/5/2021.**  
\*Ordinance No. 3206-2021 - Accepting and Appropriating Private Donations to the Kenai Animal Shelter for the Care of Animals. (Administration)
11. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 5/5/2021.**  
\*Ordinance No. 3207-2021 - Increasing Estimated Revenues and Appropriations in the General Fund – Police Department and Accepting Funds from Both the Department of Justice and Alaska Municipal League Joint Insurance Association for the Purchase of Ballistic Vests. (Administration)
12. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 5/5/2021.**  
\*Ordinance No. 3209-2021 - Accepting and Appropriating a Grant from Derek Kaufman Fund through the Alaska Community Foundation for the Purchase of Library Materials. (Administration)
13. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 5/5/2021.**  
\*Ordinance No. 3210-2021 - Amending Kenai Municipal Code Chapter 23.55 - Pay Plan, Chapter 23.25.020-Pay Plan and Adoption, and 23.35.030 – Pay Plan Amendment to Amend the Salary Schedule, Provide for a Temporary Employee Salary Schedule, and Require that Changes to the Salary Schedule be Proposed by the City Manager and be Effective After Approval of the City Council. (Administration)
14. **APPROVED UNANIMOUSLY. Action/Approval** - Purchase Orders Over \$15,000. (Administration)
15. **Discussion** - COVID-19 Response. (Administration)

#### **H. COMMISSION / COMMITTEE REPORTS**

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

#### **I. REPORT OF THE MAYOR**

**J. ADMINISTRATION REPORTS**

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

**K. ADDITIONAL PUBLIC COMMENT**

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

**L. EXECUTIVE SESSION**

**M. PENDING ITEMS**

**N. ADJOURNMENT**

**O. INFORMATION ITEMS**

1. Purchase Orders Between \$2,500 and \$15,000
2. Updated Kenai Municipal Airport Land Brochure

*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/88281846135>

**Meeting ID:** 882 8184 6135 **Passcode:** 501586

OR

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

**Meeting ID:** 882 8184 6135 **Passcode:** 501586





## Kenai City Council - Regular Meeting

May 05, 2021 – 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
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4. Consent Agenda (*Public comment limited to three (3) minutes) per speaker; thirty (30) minutes aggregated*)

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#### B. SCHEDULED PUBLIC COMMENTS

*(Public comment limited to ten (10) minutes per speaker)*

1. **Peter Torkelson** - Alaska Redistricting Board's Upcoming Map-Drawing Cycle.

#### 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. 3205-2021** - Authorizing a Budget Transfer in the General Fund, Fire and Non-Departmental Departments and Increasing Estimated Revenues and Appropriations in the Public Safety Improvement Capital Project Fund to Provide Supplemental Funding to the Fire Station #2 Station Alerting Project and the Dispatch Base Station Radio Replacement Project. (Administration)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3206-2021** - Accepting and Appropriating Private Donations to the Kenai Animal Shelter for the Care of Animals. (Administration)
3. **ENACTED UNANIMOUSLY. Ordinance No. 3207-2021** - Increasing Estimated Revenues and Appropriations in the General Fund – Police Department and Accepting Funds from Both the Department of Justice and Alaska Municipal League Joint Insurance Association for the Purchase of Ballistic Vests. (Administration)

4. **ENACTED UNANIMOUSLY. Ordinance No. 3209-2021** - Accepting and Appropriating a Grant from Derek Kaufman Fund through the Alaska Community Foundation for the Purchase of Library Materials. (Administration)
5. **POSTPONED TO 5/19/2021. Ordinance No. 3210-2021** - Amending Kenai Municipal Code Sections 23.25.020 - Pay Plan and Adoption, 23.55.020 – Compensation Structure by Grade for Employees in the Classified Service, 23.55.050 – Hourly Rates, Removing the Appended Salary Schedule from the City’s Code of Ordinances to Allow for Adoption of the Salary Schedule through the Ordinance Adopting a Budget for the Following Fiscal Year or by Resolution. (Administration)
6. **ADOPTED UNANIMOUSLY. Resolution No. 2021-28** - Adopting the City's Capital Improvement Plan for Fiscal Years 2022-2026. (Administration)
7. **ADOPTED UNANIMOUSLY. Resolution No. 2021-29** - Authorizing a Budget Transfer in the Personal Use Fishery Fund for the Purchase of Automatic External Defibrillators with Enclosures for the City’s Dock, North Beach and South Beach. (Administration)

**E. MINUTES**

1. **APPROVED BY THE CONSENT AGENDA.** \*Special Meeting of April 20, 2021. (City Clerk)
2. **APPROVED BY THE CONSENT AGENDA.** \*Regular Meeting of April 21, 2021. (City Clerk)
3. **APPROVED BY THE CONSENT AGENDA.** \*Special Meeting of April 22, 2021. (City Clerk)
4. **APPROVED BY THE CONSENT AGENDA.** \*Work Session Summary of April 24, 2021. (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 - Non-Objection to the Renewal of Liquor Licenses for Oaken Keg #1808 and Kenai Joe's Taphouse, LLC. (City Clerk)
3. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 5/19/2021.** \*Ordinance No. 3211-2021 - Adopting the Annual Budget for the Fiscal Year Commencing July 1, 2021 and Ending June 30, 2022 and Committing \$4,898,000 of General Fund, Fund Balance for Future Capital Improvements. (Administration)
4. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 5/19/2021.** \*Ordinance No. 3212-2021 - Increasing Estimated Revenues and Appropriations in the Airport Fund, Airfield and Administration Departments for Expenditures in Excess of

Budgeted Amounts Related to Additional Temporary Hours and Overtime Hours Needed for Winter Snow Removal Activity and Leave Cash-In Amounts in Excess of Budgeted Amounts Caused by Employee Retirement. (Administration)

5. **INTRODUCED AND PUBLIC HEARING SET FOR 5/19/2021. \*Ordinance No. 3213-2021** - Increasing Revenues and Appropriations in the General, Airport, Water and Sewer and Senior Citizen Funds for City Employee COVID-19 Resilience Pay and Authorizing Payments to Employees on a Retroactive Monthly Basis. (Council Member Glendening, Council Member Winger)
6. **APPROVED UNANIMOUSLY AS AMENDED. Action/Approval** - Donation of \$500 to Mountain View Elementary School to be Used for Purchasing Bike Helmets for Their Annual Bike Rodeo Event. (Council Member Winger)
7. **APPROVED UNANIMOUSLY. Action/Approval** - Amending Employment Agreements between the City of Kenai and City Attorney, City Clerk, and City Manager. (Mayor Gabriel)
8. **Discussion** - Replacement Chairs for Dais and Executive Session Conference Room. (Mayor Gabriel)
9. **Discussion** - COVID-19 Response. (Administration)

**H. COMMISSION / COMMITTEE REPORTS**

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

**I. REPORT OF THE MAYOR**

**J. ADMINISTRATION REPORTS**

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

**K. ADDITIONAL PUBLIC COMMENT**

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

L. **EXECUTIVE SESSION**

M. **PENDING ITEMS**

N. **ADJOURNMENT**

O. **INFORMATION ITEMS**

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

*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/85151446831>

**Meeting ID:** 851 5144 6831 **Passcode:** 802258

OR

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

**Meeting ID:** 851 5144 6831 **Passcode:** 802258



# 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:** April 12, 2021  
**SUBJECT:** **Airport Mid-Month Report April 2021**

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2019 Alaska Fire Training Facility Rehabilitation & Acquire Aircraft Rescue and Firefighting Trucks (ARFF) – The rehabilitation to the building and the training equipment has been completed; the two OSHKOSH ARFF vehicles are scheduled for delivery in July 2021. After delivery and acceptance of the ARFF vehicles the project will be closed out.

2020 Land Acquisition – The Airport Layout Plan (ALP) is being updated and reviewed. After City review, the updated pages will be submitted to the FAA for review and approval and the project will be closed out.

2020/2021 Sand/SRE Storage Building – This project is ramping up for the 2021 spring start-up. The Office of the Secretary of Transportation announced an Airport Improvement Program grant for Phase 2 of the Sand/SRE building in the amount \$826,089 on April 1, 2021. The recent American Rescue Plan Act (ARPA) will contribute the 6.25% sponsor share.

2021 Acquire Snow Removal Equipment (SRE) – The grant application is being prepared to acquire a multipurpose broom/blower. Ordinance No. 3201-2021 approved by Council on April 7, 2021 appropriated \$800,000 for the purchase. The Invitation to Bid will be advertised this month and a final grant application submitted to the FAA in May 2021.

2021 Improved Airfield Drainage – This pop-up project replaces approximately 500 feet of pipe in the runway safety area. The environmental process/review started on March 17, 2021 and takes approximately 45 days. With FAA approval of the environmental the project will be bid.

### Administration Report

Annual Runway Safety Action Team Meeting – The local RSAT meeting will be held on May 11, 2021 at 2:00pm in the Kenai City Council Chambers. The purpose of this meeting is to unite individuals and organizations that are involved with air traffic operations, movement of aircraft, vehicles and equipment operating on the airfield. Runway incursions are a serious concern nationally and this meeting is our ongoing effort to improve surface safety at the Kenai Airport.

Update – Terminal Concession Agreements

The concession agreements for the café, lounge, and car rental concessions expire on June 21, 2021. City Administration has discussed whether or not this is a good time to put these concessions out to bid and determined that due to the lingering pandemic environment, it is not a good bidding environment at this time. The City is extending these agreements on a month-to-month basis until such time the pandemic is behind us. All of the current agreements include a “holdover” clause which allows the agreements to continue.

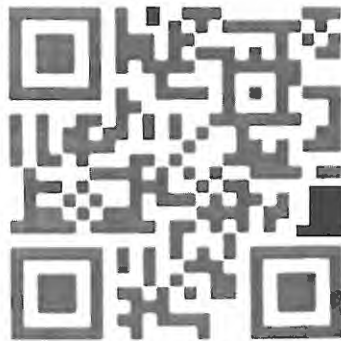
Airport Conference Room –

The Airport Conference Room is now available to rent for breakfast/lunch/dinner meetings or just a meeting! The room can accommodate up to 26 people and has TV, refrigerator, and sink, tables, and chairs for your convenience. Wi-Fi and internet coming soon! For more information on rates and to schedule your meeting please contact the Airport Administration Office at 283-7951.

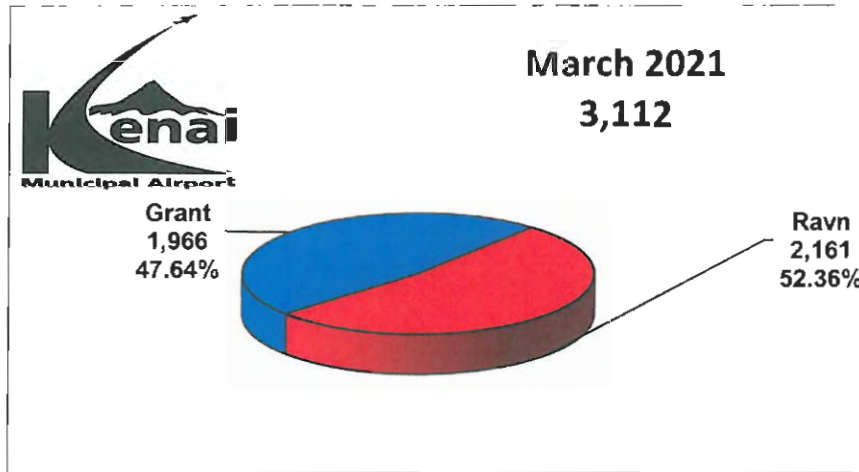


Float Plane Basin/Aircraft Transient Aircraft – Welcome to Kenai Information Sign

Airport Commission and Administration has completed the design of an information signs to be placed at the Float Plane Basin and Transient Aircraft parking areas. Visitors can scan the QR code on the sign and be directed to YELP for assistance in locating businesses on the Kenai Peninsula. Download QrScan and try me! The sign is attached.



March  
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	1,636	1,476	3,112	5,930	-2,818
March	2,161	1,966	4,127	1,317	2,810
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>5,403</b>	<b>5,225</b>	10,628	32,431	-3,009

Terminal - Vehicle Parking Revenues

March		FY20 Total	
FY20	\$9,523	FY20 Total	\$171,739
FY21	\$11,315	FY21 YTD	\$68,622

