

**KENAI AIRPORT COMMISSION  
REGULAR MEETING  
OCTOBER 14, 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. September 9, 2021 .....Pg. 3

**5. UNFINISHED BUSINESS**

**6. NEW BUSINESS**

- a. **Discussion/Recommendation** – Special Use Permit to Alaska Geographic for a Vending Kiosk.....Pg. 6
- b. **Discussion/Recommendation** – Schilling Rentals, LLC Notice of Application to Lease Land Within the Airport Reserve.....Pg. 14
- c. **Discussion/Recommendation** – Reschedule November 11, 2021 Airport Commission meeting to November 9, 2021.....Pg. 21

**7. REPORTS**

- a. Airport Manager
- b. City Council Liaison.....Pg. 22

**8. NEXT MEETING ATTENDANCE NOTIFICATION - TBD**

**9. COMMISSIONER COMMENTS AND QUESTIONS**

**10. ADDITIONAL PUBLIC COMMENT**

**11. INFORMATION ITEMS**

- a. September Mid-Month Report.....Pg. 30
- b. August 2021 Enplanement Report.....Pg. 32

12. **ADJOURNMENT**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/89409783663>

**Meeting ID:** 894 0978 3663 **Password:** 042105

OR

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

**Meeting ID:** 894 0978 3663 **Password:** 042105

**\*\*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  
SEPTEMBER 9, 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, J. Bielefeld, P. Minelga, J. Zirul

Commissioners Absent: K. Dodge, D. Pitts, D. Leichter,

Staff/Council Liaison Present: Airport Manager E. Conway, Airport Administrative Assistant E. Brincefield, Council Liaison Knackstedt

A quorum was present.

**c. Agenda Approval**

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

- Add to Item 6.a.            **Discussion/Recommendation** – Special Use Permit to Ravn Alaska, LLC for Warm Storage
- Exhibit A

**MOTION:**

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

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

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

**4. APPROVAL OF MEETING SUMMARY**

- a. Regular Meeting of June 10, 2021

**MOTION:**

Commissioner Zirul **MOVED** to approve the meeting summary of June 10, 2021 and Commissioner Minelga **SECONDED** the motion. There were no objections; **SO ORDERED**.

b. Special Meeting of August 26, 2021

**MOTION:**

Commissioner Zirul **MOVED** to approve the meeting summary of August 26, 2021 and Commissioner Bielefeld **SECONDED** the motion. There were no objections; **SO ORDERED**.

**5. NEW BUSINESS**

a. **Discussion/Recommendation** – Special Use Permit to Ravn, Alaska LLC for Warm Storage.

**MOTION:**

Commissioner Zirul **MOVED** to approve the Special Use Permit to Ravn, Alaska LLC for Warm Storage and Commissioner Minelga **SECONDED** the motion.

Clarification was provided that this storage is for de-icing vehicles during the winter months.

There were no objections; **SO ORDERED**.

**6. REPORTS**

- a. **Airport Manager** – Airport Manager Conway reported on the following:
- On September 1<sup>st</sup>, SOAR International Ministries broke ground on their Aero Center Operating as a fixed based operator, which will be a huge asset to the airport;
  - The federal mask mandate at the airport has been extended to January 18, 2022;
  - Passenger traffic continues to increase from the loss of 2020, and the airport is still down 33% from 2019 in passenger enplanements;
  - Runway closure expected to begin September 27<sup>th</sup> for drainage improvements. The project will replace approximately 488 linear feet of existing storm drain that is failing.
- b. **City Council Liaison** – Council Member Knackstedt reported on actions taken during the June 17<sup>th</sup>, July 7<sup>th</sup>, August 4<sup>th</sup>, August 18<sup>th</sup>, and September 1<sup>st</sup> City Council Meetings which pertained to the airport.

**7. NEXT MEETING ATTENDANCE NOTIFICATION** – October 14, 2021

**8. COMMISSIONER COMMENTS AND QUESTIONS**

Commissioner Bielefeld noted that at the float plane basin there were a lot of spruce beetle kill trees that should be removed.

**9. ADDITIONAL PUBLIC COMMENT** – None.

**10. INFORMATION ITEMS**

- a. May 2021 Mid-Month Report
- b. April 2021 Enplanements
- c. Exhibit E April Aircraft Parking

**11. ADJOURNMENT**

**MOTION:**

There being no further business before the Commission, the meeting was adjourned at 6:30 p.m.

Meeting summary prepared and submitted by:

---

Meghan Thibodeau  
Deputy City Clerk

DRAFT



*"Serving the Greater Kenai Peninsula"*

305 N. WILLOW ST. SUITE 200 KENAI, ALASKA 99611  
TELEPHONE 907-283-8281  
FAX 907-283-3737

# Memo

**To:** Airport Commission  
**Through:** Eland Conway – Airport Manager  
**From:** Erica Brincefield - Assistant  
**Date:** October 5, 2021  
**Subject:** *Alaska Geographic- Special Use Permit*

---

Alaska Geographic is requesting a special use permit for a vending kiosk inside the terminal building. This vending kiosk will sell interpretive and educational products related to the Kenai National Wildlife Refuge and the Alaska Maritime Wildlife Refuge.

The special use permit will be effective for one year from November 1, 2021 to June 30, 2022.

Alaska Geographic has submitted the special use permit application and paid the \$100 application fee.

***Does Commission recommend Council approve the Special Use Permit to ALASKA GEOGRAPHIC.?***

Attachments

## SPECIAL USE PERMIT

**THE CITY OF KENAI** (CITY) for the considerations and pursuant to the conditions and requirements set forth below, hereby grants **ALASKA GEOGRAPHIC** (PERMITTEE), whose address is 421 W. 1<sup>st</sup> Ave, Suite 250, Anchorage, AK 99501, the non-exclusive right to use that area described below:

A small area in the Kenai Airport Terminal approximately 3.4 feet by 2.8 feet in size and located as further shown in Attachment A (the Premises).

1. **TERM.** This special use permit shall commence and be effective on the November 1, 2021, and shall extend through June 30, 2022.
2. **PERMIT FEES.** The monthly fee for this permit is \$28.67 plus applicable sales tax.
3. **USE.** The use of the Premises by Permittee is for the purpose of placing a vending kiosk to sell interpretive products that entertain and educate visitors about Alaska's public lands. A portion of every purchase is donated to its host park, refuge or forest. The inventory will be monitored remotely and serviced by Kenai National Wildlife Refuge store manager in Soldotna.
4. **LICENSES AND PERMITS; LAWS.** Permittee shall adhere to all federal, state, and local laws, ordinances, and regulations while conducting its activities on the Premises. Permittee shall obtain and maintain all required federal, state, and local licenses, permits, certificates, and other documents required for Permittee's operations under the Permit. Permittee shall provide proof of compliance to the City upon request by the City.
5. **NO EXCLUSIVITY.** This Permit is not intended to grant any exclusive use to the described Premises.
6. **INSURANCE.** Permittee shall provide proof of insurance coverage, including worker's compensation, if necessary, in an amount satisfactory to the City Manager, and listing the City as an additional insured.
7. **INDEMNITY, DEFEND, AND HOLD HARMLESS AGREEMENT.** Permittee agrees to indemnify, defend, and hold the City, its agents, and employees harmless from and against any and all liability, loss, suit, claim, judgment, fine, demand, damage, penalty, property damage, or personal injury of whatever kind, including sums paid in settlements of claims, attorney fees, consultant fees, expert fees, or costs incurred arising from or

connected with the Permittee's use or occupation of the Premises. Permittee shall give the City of Kenai reasonable notice of any such claims or actions. However, Permittee shall not be responsible for any damage or claims from the sole negligence, activities, or omission of the City or its agents or employees.

**8. PERSONALITY.** Permittee is solely responsible for the maintenance of the kiosk. Permittee must keep the kiosk and all other materials on the Premises clean and in good condition.

Permittee shall remove any and all personal property 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 \$25.00 per day. The City of Kenai is not responsible for any damage to or theft of any personalty of Permittee at or from the Premises.

**9. NO WAIVER.** Failure to insist upon a strict compliance with the terms, conditions, and/or any requirement 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.

**10. MUTUAL CANCELLATION.** This Permit may be cancelled in whole or in part with one month written notice by Permittee or the City.

**11. NO DISCRIMINATION.** Permittee will not discriminate on the grounds of race, color, religion, national origin, ancestry, age, or sex against any patron, employee, applicant for employment, or other person or group of persons in any manner prohibited by federal or State law. Permittee recognizes the right of the City to take any action necessary to enforce this requirement.

**12. ASSUMPTION OF RISK.** Permittee shall provide all proper safeguards and shall assume all risks incurred in its use of the Premises.

**13. 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.

**14. CONTACT INFORMATION.** The contact information for Permittee, and the person in responsible charge for Permittee during the term of the Permit, for purposes of notice and all communications from City to Permittee is:



Alaska Geographic  
Executive Director Andy Hall  
421 W. 1<sup>st</sup> Ave, Ste. 250  
Anchorage, AK 99501  
(907) 771-8400

The contact information for City for purposes of notice and all communications from Permittee to City is:

Airport Administration  
305 North Willow, Suite 200  
Kenai, Alaska 99611  
Telephone: (907) 283-8281

**15. RIGHTS OR REMEDIES.** No right or remedy herein conferred upon or reserved to each respective party is intended to be exclusive of any other right or remedy. Each and every right and remedy shall be cumulative and in addition to any other right or remedy given hereunder, or now or hereafter existing at law or in equity.

**16. GOVERNING LAW; VENUE.** The laws of State of Alaska will determine the interpretation of this Agreement and the performance thereof. Any lawsuit brought thereon shall be filed in the Third Judicial District at Kenai, Alaska.

**17. AUTHORITY.** By signing this Permit, Permittee represents that it has read this agreement and it agrees to be bound by the terms and conditions herein and that the person signing this Permit is authorized to bind Permittee.

**CITY OF KENAI**

By: \_\_\_\_\_

City Manager

**ALASKA GEOGRAPHIC**

By: \_\_\_\_\_  
Andy Hall  
Executive Director

Approved as to form:

\_\_\_\_\_  
Scott Bloom  
City Attorney

STATE OF ALASKA                    )  
  ) ss.  
THIRD JUDICIAL DISTRICT        )

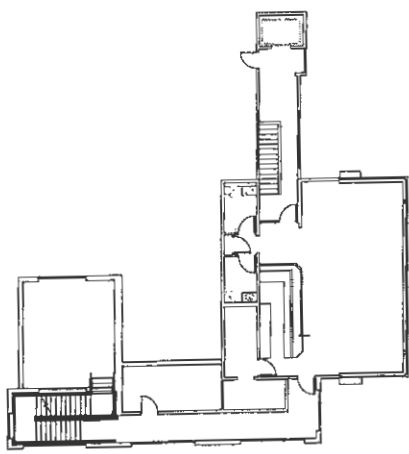
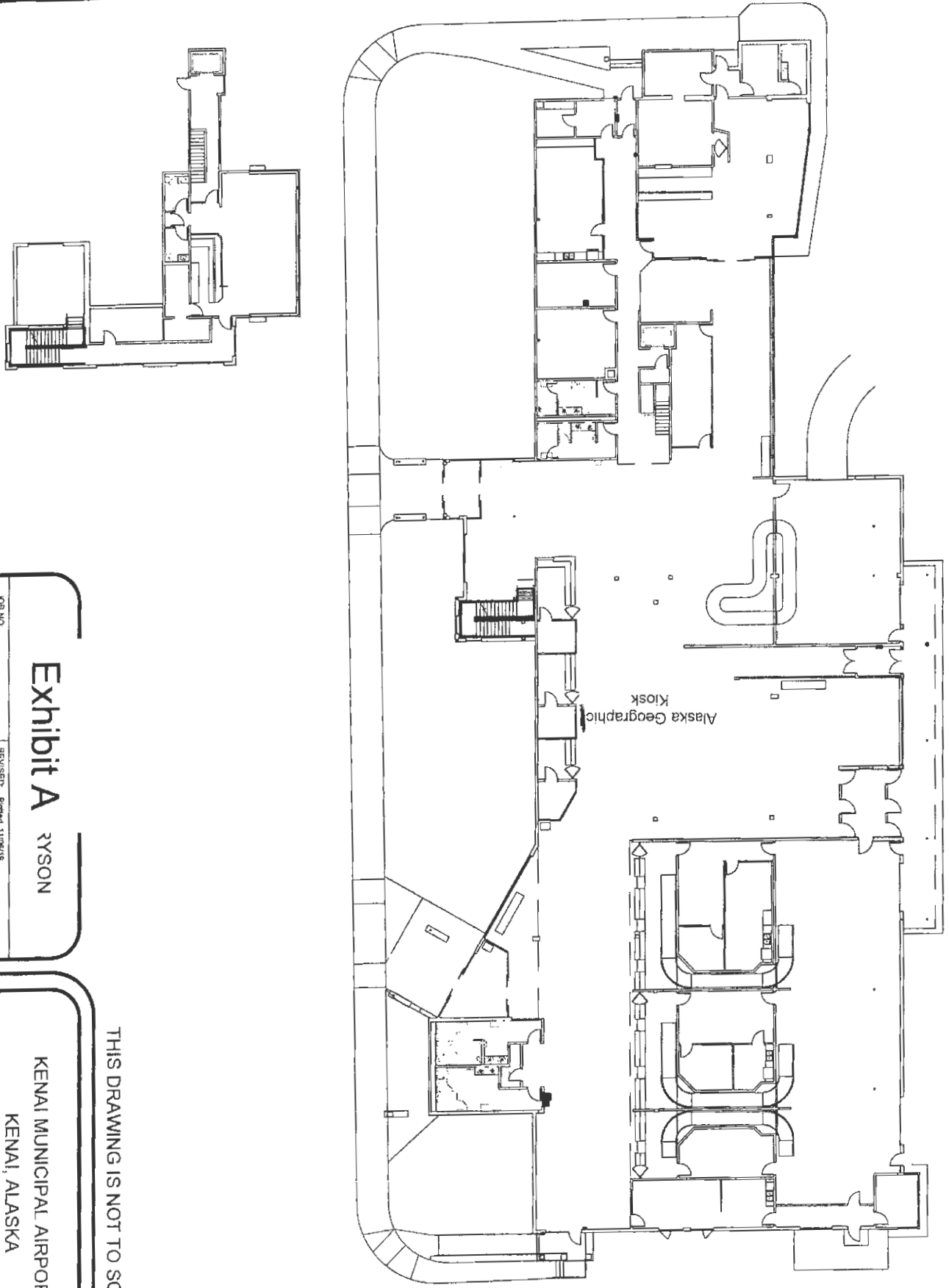
THIS IS TO CERTIFY that on the \_\_\_\_ day of \_\_\_\_\_, 2021, City Manager of the City of Kenai, an Alaska municipal corporation, on behalf of the City.

\_\_\_\_\_  
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 ANDY HALL, Executive Director of Alaska Geographic, an Alaska non-profit corporation, on behalf of the corporation.

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



THIS DRAWING IS NOT TO SCALE

# Exhibit A RYSON

JOB NO. REVISED: Pined 11/06/18

KENAI MUNICIPAL AIRPORT  
KENAI, ALASKA



City of Kenai
Special Use Permit
Application

Application Date: 10/04/2021

Applicant Information

Name of Applicant: Alaska Geographic Association
Mailing Address: 421 W. 1st Ave. Suite 250 City: Anchorage State: AK Zip Code: 99501
Phone Number(s): Home Phone: ( ) 907 274-8440 Work/ Message Phone: ( ) 907 771 8400
E-mail: (Optional)
Name to Appear on Permit: Alaska Geographic Association
Mailing Address: 421 W. 1st Ave. Suite 250 City: Anchorage State: AK Zip Code: 99501
Phone Number(s): Home Phone: ( ) 907 274-8440 Work/ Message Phone: ( ) 907 771 8400
E-mail: (Optional)
Type of Applicant: Individual (at least 18 years of age) Partnership Corporation Government
Limited Liability Company (LLC) Other 501 C3 non-profit

Property Information

Legal or physical description of the property: Automated, self-serve sales kiosk, AKA a vending machine
Description of the proposed business or activity intended: The Alaska Geographic sales kiosk will sell interpretive and educational products related to the Kenai National Wildlife Refuge, the Alaska Maritime Wildlife Refuge
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)? One year
Requested Starting Date: November 15, 2021
Signature: [Handwritten Signature] Date: 10/4/21
Print Name: Andy Hall Title: Executive Director

For City Use Only:
General Fund Airport Reserve Land
Airport Fund Outside Airport Reserve
Date Application Fee Received:
City Council Action/Resolution:
Account Number:



# Alaska Geographic

September 28, 2021

Erica Brincefield  
Assistant to the Airport Manager  
Kenai Municipal Airport  
305 North Willow Street, Suite 200  
Kenai Alaska 99611

Dear Erica,

I am following up on our discussion earlier this month regarding Alaska Geographic's interest in placing a vending machine kiosk at the Kenai Airport.

Alaska Geographic is the non-profit cooperating association partner to the US Fish and Wildlife Service and specifically the Kenai National Wildlife Refuge.

Alaska Geographic is the official nonprofit partner of the National Park Service, the US Fish and Wildlife Service, the Bureau of Land Management and the USDA Forest Service in Alaska. We work with Alaska's public lands agencies to create opportunities for all people to experience, support, and protect Alaska's public lands, parks, forests, and refuges. Our educational programming and interpretive products help people enjoy, understand, appreciate and protect the wildlife, geology, and cultural history of Alaska's public lands. Our retail department develops and sells interpretive products that entertain and educate visitors to Alaska Geographic stores. A portion of every store purchase is donated to its host park, refuge or forest.

Through our membership program and thoughtful cultivation and stewardship of people who love Alaska's public lands, Alaska Geographic is building a broad network of philanthropic supporters. Alaska Geographic's mission of engagement and support through retail collaboration, education and targeted philanthropy will ensure Alaska's public lands remain healthy, accessible and valued for generations to come.

The vending machine that Alaska Geographic is proposing measures 68-72" H x 29-41" W x 30-34" D. The machine will carry educational and interpretive products related to the Kenai National Wildlife Refuge. Examples of products sold at the store can be found at this link: <https://alaska-geographic.mybigcommerce.com/shop-by-location/national-wildlife-refuges/kenai-national-wildlife-refuge/>

The inventory will be monitored remotely and serviced by Kenai National Wildlife Refuge store manager in Soldotna.

We think this vending machine will provide unique educational products that will enhance the visitor experience for those traveling to and from the Kenai Municipal Airport and educate them on the varied public lands that are part of the Kenai Peninsula.

Thank you for considering this and I look forward to hearing from you.

Andy Hall  
Executive Director  
421 W. 1st Ave, Suite 250  
Anchorage, AK 99501  
Direct (907) 771-8400  
Cell (907) 240-4255



*"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:** Eland Conway – Airport Manager

**From:** Erica Brincefield - Assistant

**Date:** October 7, 2021

**Subject:** **Approving the Execution of a Lease to Schilling Rentals for General Aviation Apron Sub No. 1 Amended Lot 2, Block 3.**

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On September 20, 2019, Schilling Rentals, LLC entered into an assignment of lease for General Aviation Apron Sub No. 1 Amended Lot 2, Blk 3 with Soar International Ministries, Inc. This lease terminates on June 30, 2022.

Schillings, LLC proposes to remodel and expand the existing hangar, upgrade parking apron/pad with an estimated \$1,500,000 value of improvements to be completed within two (2) years of signing the lease. Activities noted on the application is a medevac service location. The requested lease term is 45 years.

Pursuant to Kenai Municipal Code 21.10.060 Lease application review, notice of the 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 ends on October 16, 2021, and to-date, no competing applications have been 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 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 Schilling Rentals, LLC complies with the Imagine Kenai 2030 Comprehensive Plan by supporting development on lease lots with development that 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 Schillings, LLC complies with the Airport Land Use Plan and would enhance local economic development.

Please review the attached materials.

**Does the Commission recommend Council approve the execution of a lease to Schilling Rentals, LLC?**

Attachments:

City of Kenai Land Lease Application from Schilling Rentals, LLC.

Aerial Map of 110 FBO Road.

Draft Resolution 2021-XX.



## City of Kenai Land Lease Application

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

Application Date:	5/11/21
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### Applicant Information

Name of Applicant:	Schilling Rentals LLC						
Mailing Address:	PO Box 3426	City:	Kenai	State:	AK	Zip Code:	99611
Phone Number(s):	Home Phone:	Work/ Message Phone: 907 283 7556					
E-mail: (Optional)	duane@uptownmotel.com						
Name to Appear on Lease:	Schilling Rentals LLC						
Mailing Address:	PO Box 3426	City:	Kenai	State:	AK	Zip Code:	99611
Phone Number(s):	Home Phone:	Work/ Message Phone: 907 283 7556					
E-mail: (Optional)	duane@uptownmotel.com						
Type of Applicant:	<input type="checkbox"/> Individual (at least 18 years of age) <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Government <input checked="" type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Other						

### Property Information and Term Requested

Legal description of property (or, if subdivision is required, a brief description of property): GENERAL AVIATION APRON SUB NO 1 AMENDED LOT 2 BLK 3 110 FBO Road	
Does the property require subdivision? (if Yes, answer next two questions) Subdivision costs are the responsibility of the applicant unless the City Council determines a subdivision serves other City purposes:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
1. Do you believe the proposed subdivision would serve other City purposes?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Are you prepared to be responsible for all costs associated with subdivision?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If an appraisal is required to determine the minimum price on the land, are you prepared to be responsible for the deposit to cover costs associated with appraisal? (The cost of the appraisal will be either refunded or credited toward the purchaser at closing)	<input checked="" type="checkbox"/> YES
Are you prepared to be responsible for recording costs associated with lease execution?	<input checked="" type="checkbox"/> YES
Do you have or have you ever had a Lease with the City? (if Yes, answer next question)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
1. Legal or brief description of property leased:	
125 FBO/130,135,145 & 155 Granite Point/433 N Willow/441 Geebee	
Request a Lease with an Option to Purchase once development requirements are met? <small>Does not apply to Airport Reserve properties</small>	<input type="checkbox"/> YES <input type="checkbox"/> NO
Requested term for Initial Lease or Renewal (based on Term Table, not to exceed 45 years): Max available	
Requested term for Lease Extension (based on Term Table, not to exceed a total of 45 Years):	
Requested Starting Date: Subject to development credits	

RECEIVED

CITY OF KENAI

DATE 7-1-21

PLANNING DEPARTMENT



**Proposed Use and Improvements**

Proposed Use (check one):     Aeronautical                       Non-Aeronautical

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

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

2. What is the proposed use of the improvement?    Upgrade hanger and parking apron/pad

3. What is the estimated value of the improvement?    \$1.5m

4. What is the nature and type of improvement?  
Remodel/expansion of existing hanger to accomodate FBO

5. What are the dates construction is estimated to commence and be completed?  
(generally, construction must be completed within two years)  
Estimated Start Date: ASAP                      Estimated Completion Date: January 1, 2022

Describe the proposed business or activity intended:  
Medivac service location

How does the proposed lease support a thriving business, residential, recreational, or cultural community?  
Medivac provider will station flight and support crew locally as well as provide additional medical emergency opportunities

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


**Lease Renewal Only**

Renewal of an Existing Lease (at least one year of term remaining): Requires new development.  
Lease Term based on: Estimated cost of new improvements and  Purchase Price (optional)

Renewal of an Expiring Lease (less than one year of term remaining): Does not require new development.  
Lease Term based on:  Purchase Price  Professional Estimate of Remaining Useful Life  
 Fair Market Value appraisal and/or  Estimated cost of new improvements (optional)

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

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

Signature:		Date:	5/11/2021
Print Name:	Michael Schilling	Title:	Managing Member

For City Use Only:	Date Application Fee Received:	_____
<input type="checkbox"/> General Fund <input type="checkbox"/> Airport Reserve Land	Date Application Determined Complete:	_____
<input type="checkbox"/> Airport Fund <input type="checkbox"/> Outside Airport Reserve	30-Day Notice Publication Date:	_____
Account Number:	City Council Action/Resolution:	_____



110 FBO Road  
General Aviation Apron Sub No. 1 Amended Lot 2, Block 3  
Parcel 04324024



**LEGEND**

 Subject Parcel

0 25 50 Feet

Date: 8/6/2021

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





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 SCHILLING RENTALS, LLC ON GENERAL AVIATION APRON SUB NO. 1 AMENDED LOT 2, BLOCK 3.

WHEREAS, the lease to Schilling Rentals LLC, for General Aviation Apron Sub No. 1 Amended Lot 2, Block 3 expires on June 30, 2022; and,

WHEREAS, on July 1, 2021, Schilling Rentals, LLC submitted an application to renew a lease of City owned properties within the Airport Reserve, described as General Aviation Apron Sub No. 1 Amended Lot 2, Block 3; and,

WHEREAS, the Schilling Rentals, LLC lease application states plans to remodel/expand the existing hangar, upgrade parking apron/pad, to accommodate an FBO and act as a medevac service location; 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 Schilling Rentals, LLC; and,

WHEREAS, at their regular meeting on October 13, 2021, the Planning and Zoning Commission reviewed the lease application and recommended approval by the City Council; and,

WHEREAS, at their regular meeting on October 14, 2021, 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, as follows:

**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 Schilling Rentals, LLC, Lessee, as follows:

Lot improvements as outlined in lease application from Schilling Rentals, LLC, remodel and expand the existing hangar, upgrade parking apron/pad with an estimated \$1,500,000 value of improvements 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;

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

Schilling Rentals, Inc. 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

**Section 2.** That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 3<sup>rd</sup> day of November, 2021.

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

ATTEST:

\_\_\_\_\_  
Jamie Heinz, CMC, 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:** Eland Conway – Airport Manager

**From:** Erica Brincefield – Assistant

**Date:** October 7, 2021

**Subject:** Reschedule November 11, 2021 Airport Commission Meeting

The next scheduled Airport Commission meeting is November 11, 2021. November 11<sup>th</sup> is Veteran's Day, an observed Holiday and City staff have the day off.

There are important discussion/recommendations items on the November agenda and we recommend rescheduling the November Airport Commission meeting to Tuesday, November 9, 2021 at 6pm.

***Does Commission recommend approval to reschedule the November meeting to November 9, 2021?***



## Kenai City Council - Regular Meeting

September 15, 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. **Coy West** - City of Kenai Marketing Update.

#### C. UNSCHEDULED PUBLIC COMMENTS

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

#### D. PUBLIC HEARINGS

1. **ENACTED AS AMENDED BY SUBSTITUTE. Ordinance No. 3224-2021** - Repealing and Reenacting Kenai Municipal Code Title 6 - Elections, to Provide Clarity, Housekeeping, and Process Improvements. (Vice Mayor Molloy and City Clerk)
  - **Substitute Ordinance No. 3224-2021**  
*[Clerk's Note: At the August 4 Council Meeting, this item was postponed to the September 15 Council Meeting for a second public hearing. A motion to enact is on the floor.]*
2. **ENACTED UNANIMOUSLY. Ordinance No. 3238-2021** - Accepting and Appropriating an Interlibrary Cooperation Grant from the Alaska State Library for the Kenai Community Library Storywalk® Project. (Administration)
3. **ENACTED UNANIMOUSLY. Ordinance No. 3239-2021** - Increasing Estimated Revenues and Appropriations in the General Fund – Police Department and Accepting a Grant From the Department of Justice Passed Through the Alaska Internet Crimes Against Children Task Force for the Purchase of Forensic Software. (Administration)

4. **ENACTED UNANIMOUSLY. Ordinance No. 3240-2021** - Amending Kenai Municipal Code Section 23.55.030 – Qualification Pay, to Amend the Salary Ranges to Accurately Reflect Recognition Pay and Entitlements. (Administration)
5. **ENACTED UNANIMOUSLY AS AMENDED. Ordinance No. 3241-2021** - Declaring that, T 5N R 11W Sec 6 Seward Meridian KN 0002970 Original Townsite of Kenai Lot 3 Blk 8, Also Known as 604 Inlet Street, Kenai, Alaska, Whose Last Record Owner Under Borough Assessment Records was Peter F. Mysing, Whose Address is, PO Box 8134, Nikiski, Alaska, 99635-8134 and Estate of Peter F. Mysing CO/ Dale Dolifka, PO Box 498, Soldotna, AK, 99669-0498, Shall be Retained by the City of Kenai for a Public Purpose. (Administration)
6. **ENACTED UNANIMOUSLY AS AMENDED. Ordinance No. 3242-2021** - Declaring that, T 5N R 11W Sec 5 Seward Meridian KN 0002970 Original Townsite of Kenai Lot 3 Blk 20, Also Known as 905 Mission Avenue, Kenai, Alaska, Whose Last Record Owner Under Borough Assessment Records Was Keith K. Knight, General Delivery, Kenai, Alaska, Shall be Retained by the City of Kenai for a Public Purpose. (Administration)
7. **ENACTED UNANIMOUSLY AS AMENDED. Ordinance No. 3243-2021** - Amending Kenai Municipal Code 14.20.150-Conditional Use Permits, to Clarify Roles and Responsibilities of Applicants, the Planning Director, and the Planning Commission in the Conditional Use Process and Make Housekeeping Changes. (Vice Mayor Molloy)
8. **ENACTED UNANIMOUSLY AS AMENDED. Ordinance No. 3245-2021** - Authorizing a Budget Transfer in and Increasing Estimated Revenues and Appropriations in the Congregate Housing Fund for the Purchase and Installation of Equipment to Provide Residents Basic Television and Wireless Internet Service. (Administration)
9. **ADOPTED UNANIMOUSLY. Resolution No. 2021-57** - Declaring a Right-Of-Way for a 60' by 254' Portion of the Frontage Road Along Wildwood Drive as Dedicated on Lot 4-A, Block 8, Black Gold Estates Subdivision No. 2 (Plat KN 84-76), and as Set Forth on the Attached Exhibit "A" is Not Needed for a Public Purpose and Consenting to its Vacation. (Administration)
10. **ADOPTED UNANIMOUSLY. Resolution No. 2021-58** - Authorizing an Agreement for Professional Engineering Services to Provide Construction Documents for Sewer Lift Station Upgrades. (Administration)

**E. MINUTES**

**F. UNFINISHED BUSINESS**

**G. NEW BUSINESS**

1. **APPROVED BY THE CONSENT AGENDA. \*Action/Approval** - Bills to be Ratified. (Administration)
2. **APPROVED BY THE CONSENT AGENDA. \*Action/Approval** - Non-Objection to the Renewal of Marijuana Licenses for Grateful Bud, LLC. (City Clerk)

3. **APPROVED BY THE CONSENT AGENDA. \*Action/Approval** - Appointing Election Precinct Boards for the October 5, 2021 Regular Election. (City Clerk)
4. **APPROVED BY THE CONSENT AGENDA. \*Action/Approval** - Special Use Permit to RAVN for Warm Storage. (Administration)
5. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 10/6/2021. \*Ordinance No. 3246-2021** - Accepting and Appropriating an Airport Improvement Program Grant from the Federal Aviation Administration in the Airport Equipment Capital Project Fund for the Purchase of Snow Removal Equipment– Multi-Purpose Broom/Blower. (Administration)
6. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 10/6/2021. \*Ordinance No. 3247-2021** - Increasing Estimated Revenues and Appropriations in the Water and Sewer Special Revenue and Water and Sewer Improvements Capital Project Funds, Awarding a Professional Services Agreement and Corresponding Purchase Order for Mission Avenue Water Main Repairs. (Administration)
7. **JOINT WORK SESSION SCHEDULED FOR 10/11/2021 AT 5:00 PM. Discussion** - Request to Schedule a Joint Work Session for the Draft Land Management Plan. (Administration)
8. **SPECIAL MEETING SCHEDULED FOR 9/20/2021 AT 6:00 PM. Discussion** - Set a Special Meeting for City Clerk Candidate Review. (City Clerk)

**H. COMMISSION / COMMITTEE REPORTS**

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

**I. REPORT OF THE MAYOR**

**J. ADMINISTRATION REPORTS**

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

**K. ADDITIONAL PUBLIC COMMENT**



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

L. **EXECUTIVE SESSION**

M. **PENDING ITEMS**

N. **ADJOURNMENT**

O. **INFORMATION ITEMS**

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

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**Join Zoom Meeting**

<https://us02web.zoom.us/j/83752673950>

**Meeting ID:** 837 5267 3950 **Passcode:** 296323

OR

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

**Meeting ID:** 837 5267 3950 **Passcode:** 296323



## Kenai City Council - Regular Meeting

October 06, 2021 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

**\*\*Telephonic/Virtual Information on Page 3\*\***

[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. Ordinance No. 3246-2021** - Accepting and Appropriating an Airport Improvement Program Grant from the Federal Aviation Administration in the Airport Equipment Capital Project Fund for the Purchase of Snow Removal Equipment– Multi-Purpose Broom/Blower. (Administration)
2. **ENACTED UNANIMOUSLY AS AMENDED BY SUBSTITUTE. Ordinance No. 3247-2021** - Increasing Estimated Revenues and Appropriations in the Water and Sewer Special Revenue and Water and Sewer Improvements Capital Project Funds, Awarding a Professional Services Agreement and Corresponding Purchase Order for Mission Avenue Water Main Repairs. (Administration)
  - **Substitute Ordinance No. 3247-2021**
3. **ADOPTED UNANIMOUSLY. Resolution No. 2021-59** - Declaring the Vacation of Portions of Utility Easements Associated with Tract B, Block 5, Townsite of Kenai 2021 Kenaitze Replat (Plat KN 2021- 18) and Lots 4 & 5 Block 5, Original Townsite of Kenai (Plat KN 2970), and as Set Forth on the Attached Exhibit "A" are Not Needed for a Public Purpose and Consenting to Vacation. (Administration)

4. **ADOPTED UNANIMOUSLY. Resolution No. 2021-60** - Awarding an Agreement for the Purchase of Network Equipment. (Administration)

**E. MINUTES**

1. **APPROVED BY THE CONSENT AGENDA.** \*Regular Meeting of September 1, 2021. (City Clerk)
2. **APPROVED BY THE CONSENT AGENDA.** \*Work Session of September 1, 2021. (City Clerk)
3. **APPROVED BY THE CONSENT AGENDA.** \*Regular Meeting of September 15, 2021. (City Clerk)
4. **APPROVED BY THE CONSENT AGENDA.** \*Special Meeting Minutes of September 20, 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 - Purchase Orders Over \$15,000. (Administration)
3. **APPROVED BY THE CONSENT AGENDA.** \*Action/Approval - Non-Objection to the Renewal of Marijuana Licenses for Majestic Gardens, LLC. (City Clerk)
4. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 10/20/2021.** \*Ordinance No. 3248-2021 - Accepting and Appropriating a Collection Equity Award from the Network of the National Library of Medicine Region 5 for the Purchase of Health and Wellness Titles for the Kenai Community Library Collection. (Administration)
5. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 10/20/2021.** \*Ordinance No. 3249-2021 - Accepting and Appropriating Funding from the American Library Association for the Kenai Community Library's Participation in the NASA@ My Library Programming Initiative. (Administration)
6. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 10/20/2021.** \*Ordinance No. 3250-2021 - Increasing Estimated Revenues and Appropriations in the Vintage Pointe Enterprise Fund and Awarding a Contract for a Resident Maintenance Manager for the Vintage Pointe, Congregate Housing Facility. (Administration)
7. **REMOVED FROM THE AGENDA. Action/Approval** - Reconsideration of Ordinance No. 3243-2021 - Amending Kenai Municipal Code 14.20.150-Conditional Use Permits, to Clarify Roles and Responsibilities of Applicants, the Planning Director, and the Planning Commission in the Conditional Use Process and Make Housekeeping Changes. (Council Member  
Glendening)  
*[Clerk's Note: If a motion to reconsider passes, it places the question of enacting*

*Ordinance No. 3243-2021 before the Council in the exact moment before it was voted on originally.]*

8. **APPROVED UNANIMOUSLY. Action/Approval** - Authorize Utility Easements within Lots 3A and 4, FBO Subdivision No. 11 to Support the Kenai Municipal Airport's Sand Storage Facility Project. (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
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**I. REPORT OF THE MAYOR**

**J. ADMINISTRATION REPORTS**

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

**K. ADDITIONAL PUBLIC COMMENT**

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

**L. EXECUTIVE SESSION**

1. Contract Discussion and Negotiation for a City Clerk. [AS 44.62.310(C)(1)(2) May be a Subject that Tends to Prejudice the Reputation and Character of the Applicant and is a Matter of which the Immediate Knowledge may have an Adverse Effect Upon the Finances of the City.]

**M. PENDING ITEMS**

**N. ADJOURNMENT**

**O. INFORMATION ITEMS**

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

2. Kenai Dog Park Letter

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## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council

**THROUGH:** Paul Ostrander, City Manager

**FROM:** Eland Conway, Airport Manager

**DATE:** September 2021

**SUBJECT:** Kenai Municipal Airport (ENA) Mid-Month Report

### SOAR AeroCenter Groundbreaking

On Wednesday, September 1, SOAR International Ministries broke ground on the future site of the \$3.5M SOAR AeroCenter. The Fixed Based Operator (FBO) will provide much needed services and amenities to general aviation aircraft and business jets. ENA's newest and only FBO will strengthen the airport's marketability.



### Runway Closure

Big Mike's General Contracting is expected to begin airfield drainage improvements Monday, September 27. The drainage improvements are in the runway safety area requiring nightly runway closures to minimize impacts to air carriers during the day. Runway closures will begin at 23:00 or after the last air carrier operation and reopen prior to the first air carrier operation or 05:00.

The project replaces approximately 488 linear feet of existing storm drain that is failing or in mostly poor condition and historically causing sink holes in the runway safety area. Work is anticipated seven days per week through October 18 or until the project is complete.

The total project cost estimate is \$530,945 with 100% likely being funded by the FAA.

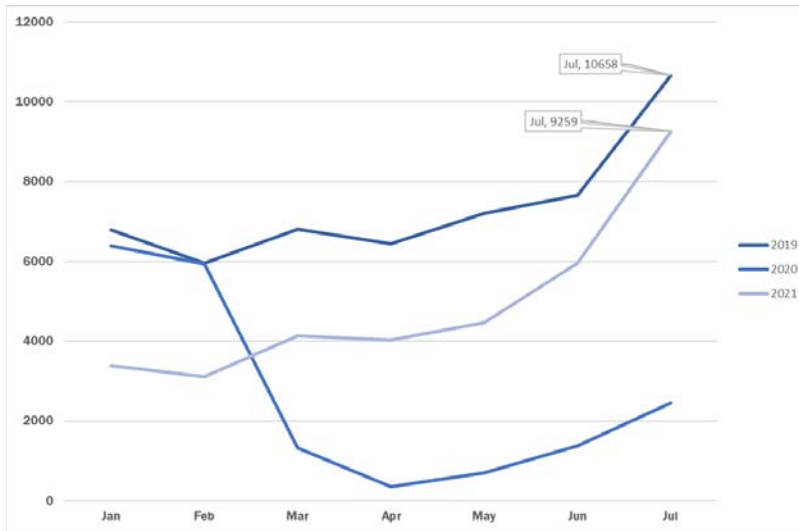
### Federal Mask Mandate

TSA has extended the mask mandate for persons in airports, on airplanes and on public transit through **Jan. 18, 2022**.

Although the mandate was set to expire Sept. 13, the agency noted that the surge in coronavirus cases, due to the highly transmissible delta variant, required the mask mandate to be extended.



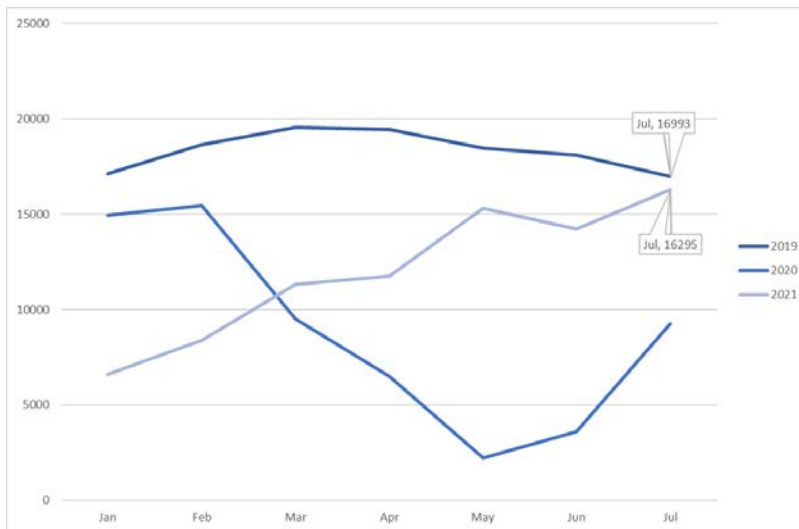
### Enplanements



July enplanements were down just 13% compared to July of 2019. YTD enplanements are down 33% compared to 2019.

Enplanements		
	2019	2021
Jan	6785	3389
Feb	5957	3112
Mar	6808	4127
Apr	6441	4035
May	7198	4464
Jun	7656	5953
Jul	10658	9259
<b>Grand Total</b>	<b>51503</b>	<b>34339</b>

### Parking Revenue

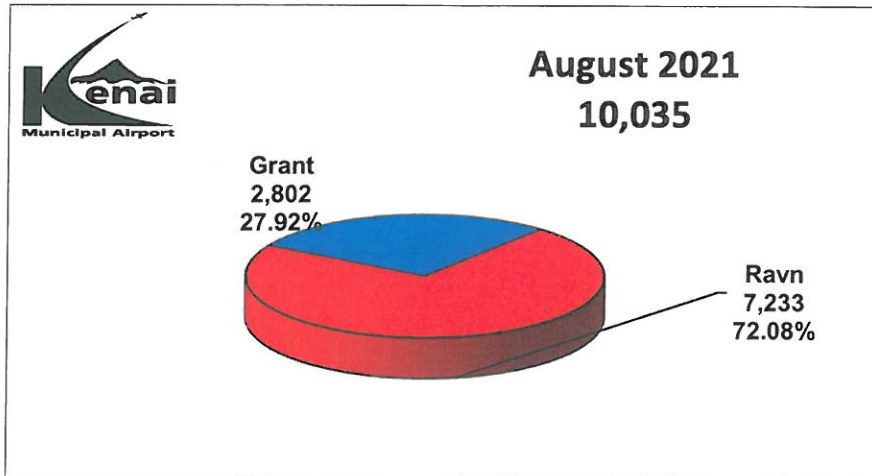


Parking revenue for July was down just 4% compared to July of 2019. YTD parking revenue is down 35% compared to 2019.

Parking Revenue		
	2019	2021
Jan	17143	6626
Feb	18660	8373
Mar	19540	11315
Apr	19444	11757
May	18460	15309
Jun	18112	14236
Jul	16993	16295
<b>Grand Total</b>	<b>128,352</b>	<b>83,910</b>



August  
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	2,100	1,935	4,035	359	3,676
May	2,443	2,021	4,464	702	3,762
June	3,809	2,144	5,953	1,367	4,586
July	6,571	2,688	9,259	2,445	6,814
August	7,233	2,802	10,035	3,063	6,972
September				2,806	
October				2,606	
November				2,366	
December				3,080	
<b>Totals</b>	<b>27,559</b>	<b>16,815</b>	<b>44,374</b>	<b>32,431</b>	<b>22,801</b>

**Terminal - Vehicle Parking Revenues**

August		FY21 Total	FY22 YTD
FY21	\$4,994	\$109,923	\$31,219
FY22	\$14,924		

