

**KENAI AIRPORT COMMISSION  
REGULAR MEETING  
DECEMBER 9, 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. November 9, 2021 .....Pg. 3
  
5. **UNFINISHED BUSINESS**
  - a. **Discussion/Recommendation** – Resolution No. AC21-01 – Recommending the Council of the City of Kenai Approve and Adopt the City of Kenai Land Management Plan.....Pg. 7
  
6. **NEW BUSINESS**
  
7. **REPORTS**
  - a. Airport Manager
  - b. City Council Liaison.....Pg. 34
  
8. **NEXT MEETING ATTENDANCE NOTIFICATION** – January 13, 2022
  
9. **COMMISSIONER COMMENTS AND QUESTIONS**
  
10. **ADDITIONAL PUBLIC COMMENT**
  
11. **INFORMATION ITEMS**
  - a. Manager’s Mid-Month Report.....Pg. 38
  - b. October 2021 Enplanement Report.....Pg. 40
  
12. **ADJOURNMENT**

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OR

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**Meeting ID:** 872 0253 5674    **Password:** 887405

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

**KENAI AIRPORT COMMISSION  
REGULAR MEETING  
NOVEMBER 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, K. Dodge, D. Pitts, P. Minelga, J. Zirul

Commissioners Absent: J. Bielefeld

Staff/Council Liaison Present: Airport Manager E. Conway, Planning Director R. Foster,  
Council Liaison Baisden, Deputy Clerk Meghan Thibodeau

A quorum was present.

**c. Agenda Approval**

**MOTION:**

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

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

**3. UNSCHEDULED PUBLIC COMMENT**

Mayor Gabriel noted that the loss of Commissioner Derek Leichliter was a terrible tragedy. He shared his memories of Derek as a great businessman and a personal friend, noting the work he did for the City and the Airport Commission. He led the Commission in a moment of silence.

**4. APPROVAL OF MEETING SUMMARY**

**a. Regular Meeting of October 14, 2021**

**MOTION:**

Commissioner Minelga **MOVED** to approve the meeting summary of October 14, 2021 and Commissioner Pitts **SECONDED** the motion. There were no objections; **SO ORDERED**.

5. **UNFINISHED BUSINESS** - None

6. **NEW BUSINESS**

- a. **Discussion/Recommendation** – Resolution No. 2021-XX – Approval to Execute a Lease to Integrated Account Management, Inc.

**MOTION:**

Commissioner Minelga **MOVED** to recommend approval of Lease to Integrated Account Management, Inc. and Vice Chair Dodge **SECONDED** the motion.

Planning Director Foster noted the draft Council resolution in the packet for a 45-year lease to Integrated Account Management, Inc. Their application is to continue their current use of the land for professional offices. Foster stated that this use is compatible with this zoning district and with the Comprehensive Plan, and staff's opinion is that it is a good fit. He noted that because this is airport property, the lease would go toward the airport fund.

Clarification was provided that the lessee has the opportunity to purchase the property, which they had discussed with staff but decided instead to renew their lease.

**UNANIMOUS CONSENT** was requested.

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

- b. **Discussion/Recommendation** – Resolution No. AC21-01 – Recommending the Council of the City of Kenai Approve and Adopt the City of Kenai Land Management Plan

**MOTION:**

Vice Chair Dodge **MOVED** to approve of Resolution No. AC21-01 and Commissioner Pitts **SECONDED** the motion.

Planning Director Foster gave a presentation on the draft Land Management Plan (LMP), including why it was created, the background and development of the LMP, the new City Lands Inventory and Database, the objectives of the LMP, how it categorizes lands by recommendation, and timeline for approval by commissions and Council. He provided a demonstration of the new GIS tool and explained how it interacts with the database, and how it can be used by the City and the public in the future.

Discussion involved mixed-recommendation lands at the airport, how land values are determined, and development conditions for donated land.

A parcel on map 24 was suggested to not be retained as it was adjacent to a new development on airport leased land. It was also suggested to look at the land on the other side of Marathon road for disposal and consider past commission discussion on these lands.

**MOTION:**

Commissioner Pitts **MOVED** to postpone Resolution No. AC21-01 until December 9, 2021. Commissioner Zirul **SECONDED** the motion.

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

## **7. REPORTS**

- a. **Airport Manager** – Airport Manager Conway reported on the following:
  - Enplanements and revenue are still down compared to 2019 but up from 2020;
  - Working with Triangle Recycling on sand contract;
  - Reported on current employment for airport snow & ice control;
  - Discussed snow & ice removal and storage strategy.
- b. **City Council Liaison** – Council Member Baisden introduced himself as the new Airport Commission Liaison, and reported on actions taken during the November 4, 2021 City Council Meeting.

## **8. NEXT MEETING ATTENDANCE NOTIFICATION – December 9, 2021**

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

Commissioner Pitts noted that Derek Leichliter was an aggressive businessman who was dedicated to the local airports, and the kind of guy that made things happen. Noted that he had a lot of good ideas and will be missed.

Commissioner Minelga shared memories of how he met and became friends with Commissioner Leichliter, noting that he was generous and will be missed by the community. Noted that he looks forward to working with Council Liaison Baisden.

Commissioner Zirul stated that he had known Commissioner Leichliter for many years, and echoed everyone's positive comments about him. Noted it is a great loss for commission and he will be missed.

Vice Chair Dodge echoed the sentiments of other commissioners, noting that she really enjoyed his energy and passion in the commission, and he will be greatly missed.

Chair Feeken noted that we will miss him, and his loss is very sad.

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

## **11. INFORMATION ITEMS**

- a. October Mid-Month Report
- b. September 2021 Enplanement Report

## **12. ADJOURNMENT**

### **MOTION:**

There being no further business before the Commission, the meeting was adjourned at 7:18 p.m.

Meeting summary prepared and submitted by:

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Meghan Thibodeau  
Deputy City Clerk

DRAFT



# KENAI

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

## MEMORANDUM

**TO:** Airport Commission  
**FROM:** Ryan Foster, Planning Director  
**DATE:** October 28, 2021  
**SUBJECT:** **Resolution AC21-01 – Recommending the Kenai City Council approve and adopt the City of Kenai Land Management Plan**

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In 2018, City Council approved a City-wide approach to land management through the development of the City's first Land Management Plan. Since that time, Administration has worked diligently to draft a Land Management Plan to inventory, evaluate, and develop recommendations related to City-owned lands.

The City of Kenai Imagine Kenai 2030 Comprehensive Plan includes economic development and land use goals and objectives to develop a land inventory and land use strategies to implement a forward-looking approach to community growth and development. The goals of the Land Management Plan incorporate many of these objectives and include the following:

- Provide an inventory of City-owned lands with detailed information on each parcel.
- Identify properties required for a public purpose or to meet a future public need.
- Establish recommendations for individual parcels that are surplus to the needs of the City to assist in responsible development.
- Create a comprehensive reference document that establishes a format for developing land management policies and procedures.

One of the City's greatest assets is its land inventory. The City owns 369 subdivided parcels, including wetlands, tidelands, lands surrounding the Kenai Airport, and lands suitable for a variety of business, commercial, industrial, residential, recreational, and cultural purposes. The Land Management Plan is an important tool to spur economic growth and improve the quality of life for Kenai residents and is key to the long-term viability of the City.

On October 11, 2021 there was a joint work session with City Council and City Commission Members to kick-off the review, discussion, and comment on the draft City of Kenai Land Management Plan. Additional meetings have been scheduled with the Planning and Zoning Commission, the Airport Commission, the Parks and Recreation Commission, the Beautification Committee, and the Harbor Commission to solicit discussion and comments on the draft Land Management Plan.

Please review the attached materials.

**Does the Commission recommend Council approve and adopt the City of Kenai Land Management Plan?**

Attachments

October 11, 2021 Joint Work Session Presentation

Link to the Draft City of Kenai Land Management Plan: <https://www.kenai.city/lands/page/land-management-plan>







**CITY OF KENAI  
AIRPORT COMMISSION  
RESOLUTION NO. AC21-01**

A RESOLUTION OF THE AIRPORT COMMISSION OF THE CITY OF KENAI **RECOMMENDING** THE COUNCIL OF THE CITY OF KENAI APPROVE AND ADOPT THE CITY OF KENAI LAND MANAGEMENT PLAN

WHEREAS, in 2018, City Council approved a City-wide approach to land management through the development of the City's first Land Management Plan; and

WHEREAS, the City of Kenai Imagine Kenai 2030 Comprehensive Plan includes economic development and land use goals and objectives to develop a land inventory and land use strategies to implement a forward-looking approach to community growth and development; and,

WHEREAS, the City owns 369 subdivided parcels, including wetlands, tidelands, lands surrounding the Kenai Airport, and lands suitable for a variety of business, commercial, industrial, residential, recreational, and cultural purposes; and

WHEREAS, the Airport Commission of the City of Kenai and Planning Staff has received numerous comments and input regarding the draft City of Kenai Land Management Plan; and,

WHEREAS, City Staff held public meetings on October 11, 2021 and October 27, 2021 and scheduled public meetings for Commissions on November 4, 2021 November 8, 2021, and November 9, 2021 to receive public comments and discuss the City of Kenai Land Management Plan; and,

WHEREAS, City Staff created an electronic comment form available on the City website to receive public comments on the City of Kenai Land Management Plan; and,

WHEREAS, the Airport Commission held a public meeting on November 9, 2021 and recommended that the Council of the City of Kenai approve the City of Kenai Land Management Plan.

NOW, THEREFORE, BE IT RECOMMENDED BY THE AIRPORT COMMISSION OF THE CITY OF KENAI, ALASKA:

**Section 1.** The Draft of the City of Kenai Land Management Plan is hereby approved and adopted as the City of Kenai Land Management Plan.

**Section 2.** That a copy of Resolution AC21-01 be forwarded to the Kenai City Council.

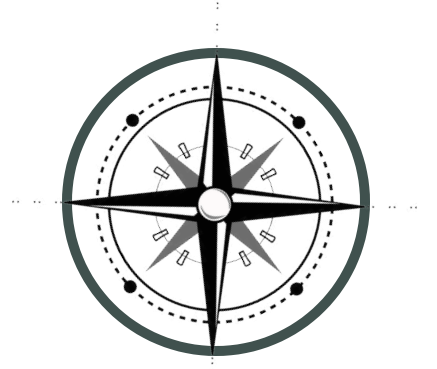
PASSED BY THE AIRPORT COMMISSION OF THE CITY OF KENAI, ALASKA, this 9th day of November, 2021.

\_\_\_\_\_  
GLEND A FEEKEN, CHAIRPERSON

ATTEST:

\_\_\_\_\_  
JAMIE HEINZ, CITY CLERK

DRAFT



# CITY OF KENAI LAND MANAGEMENT PLAN



# WHAT IS OUR "WHY"

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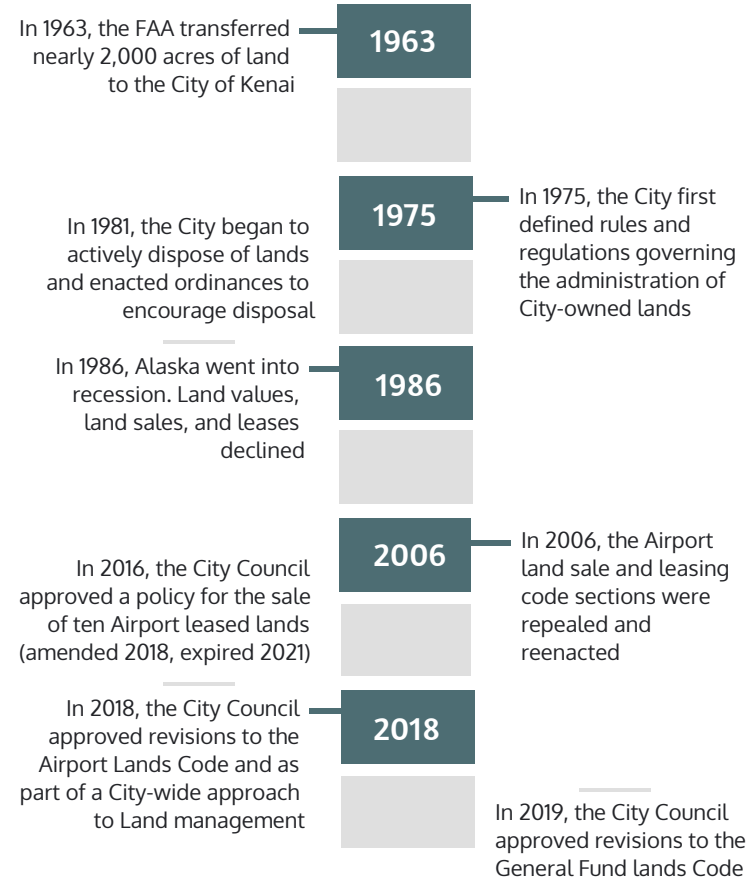
The purpose of the **Land Management Plan** is to evaluate and develop recommendations related to City-owned lands that **encourage responsible growth and development** to support a thriving business, residential, recreational and cultural community.



# Background



In 2018, the Kenai City Council approved land code revisions as part of a **City-wide approach** to land management through development of the City's first Land Management Plan.



# The City is unique in its ownership of a large and diverse amount of public land

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5,440 Acres of Land

369 Subdivided parcels

The equivalent of 4,114 Football Fields  
(with endzones)

Approximately 8.5 square  
miles, roughly the size of  
Soldotna.

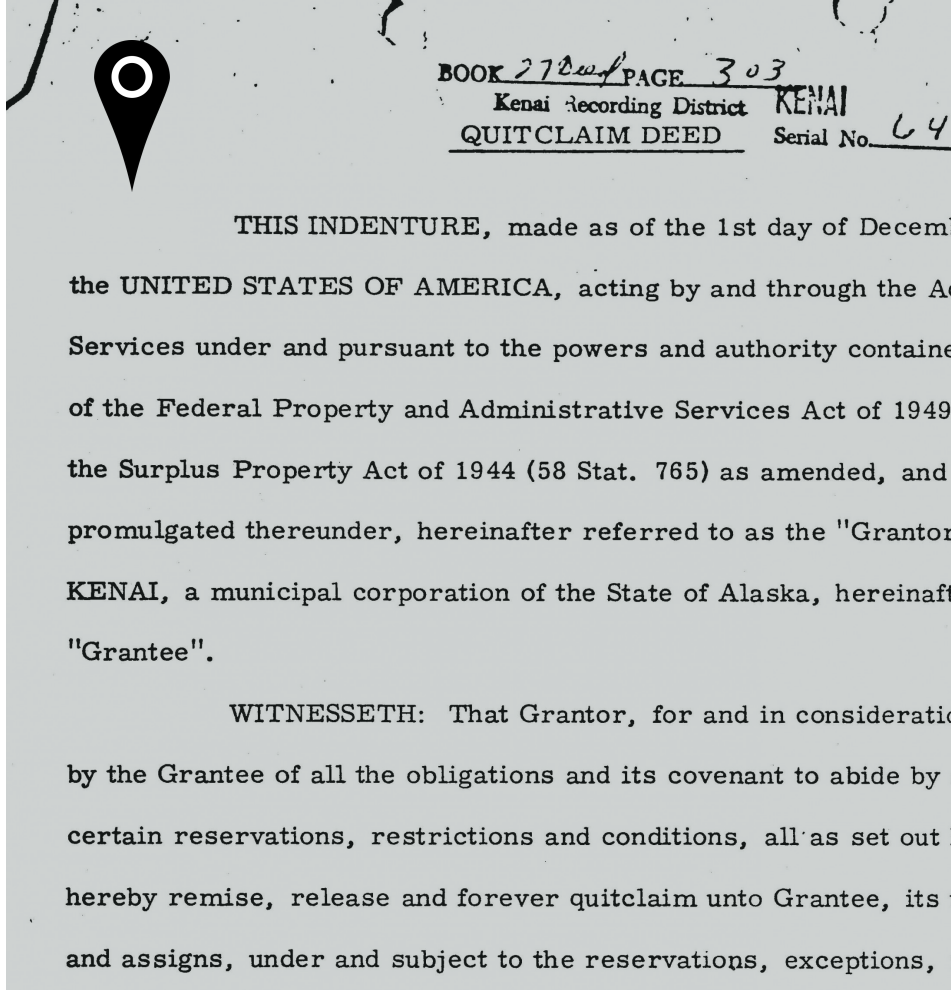


# A SIGNIFIGANT UNDERTAKING

A Land Management Plan provides an active approach to management that requires an inventory of land holdings and a comprehensive evaluation and analysis of each parcel.

In 2018, the City hired a **Temporary Lands Technician** to research each parcel of City-owned land and enter the information into a new Lands Database.

**Over 567 recorded documents were reviewed and scanned into the database as part of this project**



# New City Lands Inventory and Database



An examination of public records and mapping was performed for **each City-owned parcel** to review and record detailed information in the database, including:

- Property Description (e.g. physical characteristics, zoning, land use)
- Facilities (e.g. parks, trails, structures, utilities)
- Status (e.g. public use, under active lease, availability for lease or sale)
- Fund (e.g. Airport Fund or General Fund)
- How the land was obtained (e.g. State, FAA, Municipal Entitlement, tax foreclosure)
- Encumbrances (e.g. easements, restrictions)





# Land Management Plan Objectives

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- Provide an **inventory** of City-owned lands with detailed information on each parcel
- Identify properties required for a **public purpose** or to meet a future public need
- Establish **recommendations** for individual parcels that are surplus to the needs of the City to assist in responsible development.
- Create a **comprehensive reference document** that establishes a format for developing land management policies and procedures.



# IMPROVED RESPONSE TO PUBLIC

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The Land Management Plan can be used to actively manage City-owned lands in a wholistic way as well as provide better information to the public.

In the future, we hope to make the Plan available on the City's **interactive online mapping** tool, allowing the public to research City-owned lands from anywhere.



## BEFORE

### No Public Inventory of City-owned Lands

A member of the public must identify a parcel of interest

### No Individual Parcel Information on File

City staff must research to determine if a parcel has conveyance or legislative restrictions

### No Guidance or Planning Documents

Administration provides recommendation on case-by-case basis

VS.

## AFTER

### Public Listing of City-owned Lands

Available listing on City website and at City Hall

### Individual Parcel Information Available

A member of the public can immediately know if a parcel has been designated for lease or sale

### Land Management Plan

Provides guidance and direction to Administration on the management of City-owned lands



# Land Statistics

Approximately 1,613 acres or 129 parcels of City-owned lands are designated as **Airport Fund**



Parcels of City-owned Land are designated as "Airport Fund"

# 35%

AIRPORT FUND  
PARCELS CURRENTLY  
UNDER LEASE

The City will generate **\$512,255** from 46 leases of land designated as Airport Fund in **FY22**, not including apron, airline, or terminal leases

Recommendations for **Airport Fund** Parcels Based on the Final Draft Land Management Plan:

- 19** PARCELS RECOMMENDED FOR RETENTION
- 47** PARCELS RECOMMENDED FOR LEASE OR SALE
- 49** PARCELS RECOMMENDED FOR LEASE-ONLY
- 14** PARCELS RECOMMENDED FOR MIXED: RETAIN/DISPOSE



# Land Statistics

Approximately 3,826 acres or 239 parcels of City-owned lands are designated as **General Fund**.



Parcels of City-owned Land designated as "General Fund"

## 8.75%

GENERAL FUND PARCELS CURRENTLY **UNDER LEASE**

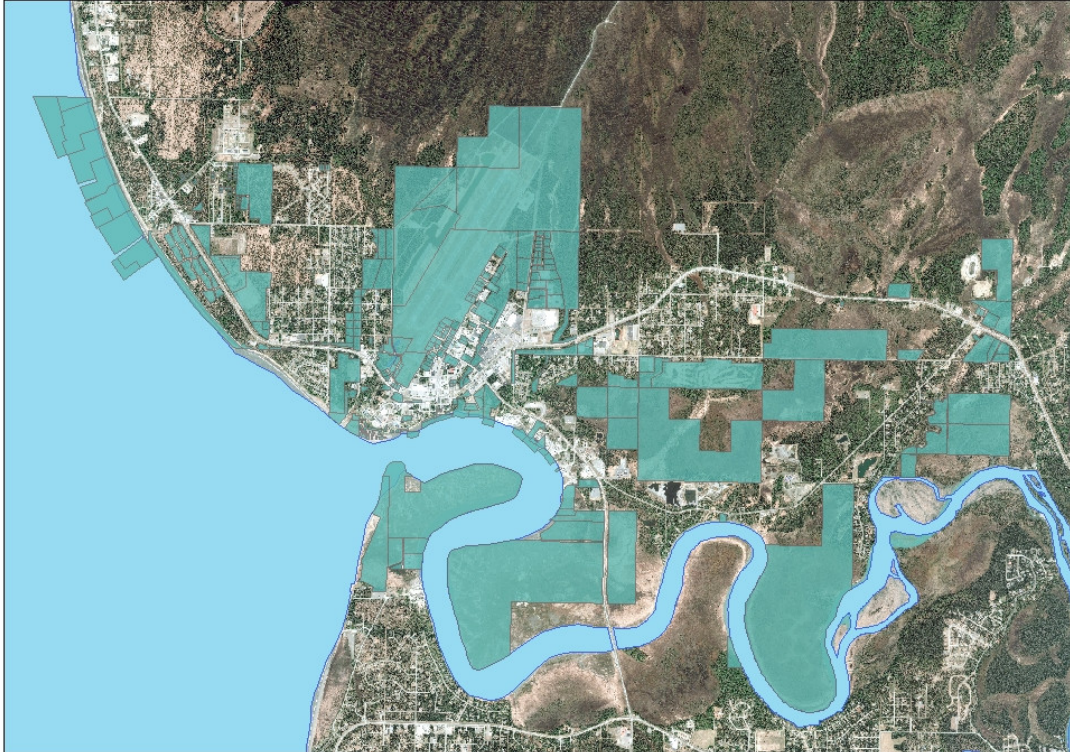
The City will generate **\$218,031** from 19 leases of land designated as General Fund in **FY22**, including tidelands, shorefishery, and no-cost leases

Recommendations for **General Fund** Parcels Based on the Final Draft Land Management Plan:

- 113** PARCELS RECOMMENDED FOR RETENTION
- 86** PARCELS RECOMMENDED FOR LEASE OR SALE
- 19** PARCELS RECOMMENDED FOR LEASE-ONLY
- 21** PARCELS RECOMMENDED FOR MIXED: RETAIN/DISPOSE



# Land Management Plan Retention Recommendations



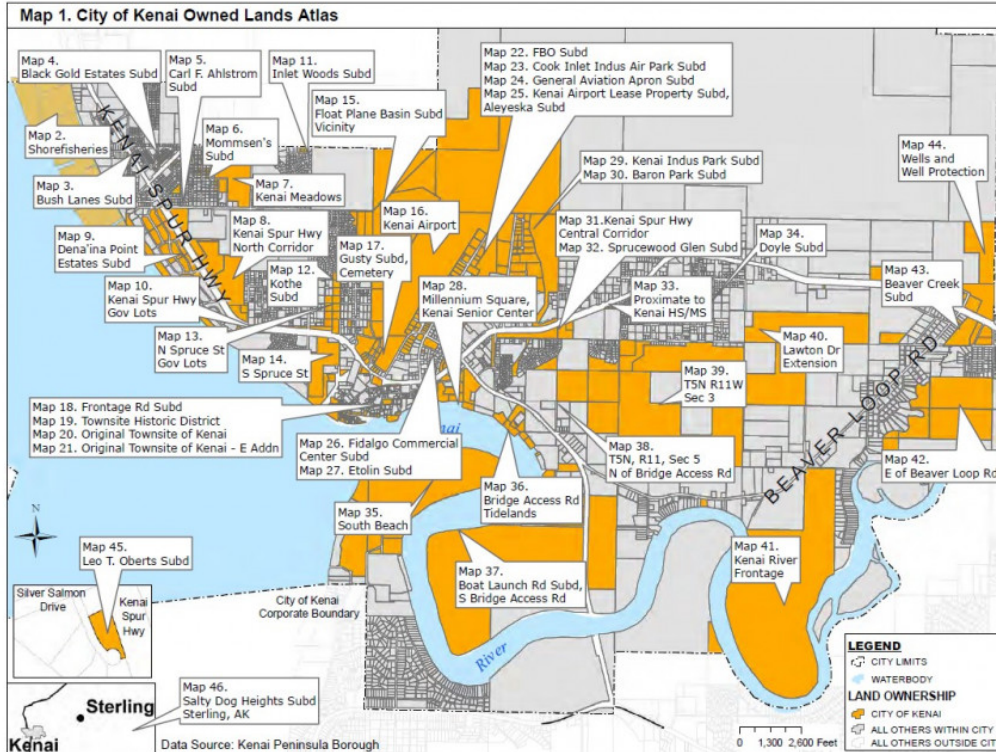
Many City-owned lands should be retained for a public purpose and many are suitable for a variety of business, commercial, industrial, residential, recreational and cultural purposes.

The Plan has **four recommendation categories:**

- Retain
- Dispose
- Dispose - Lease Only
- Mixed - Retain/Dispose



# How the Land Management Plan is Structured



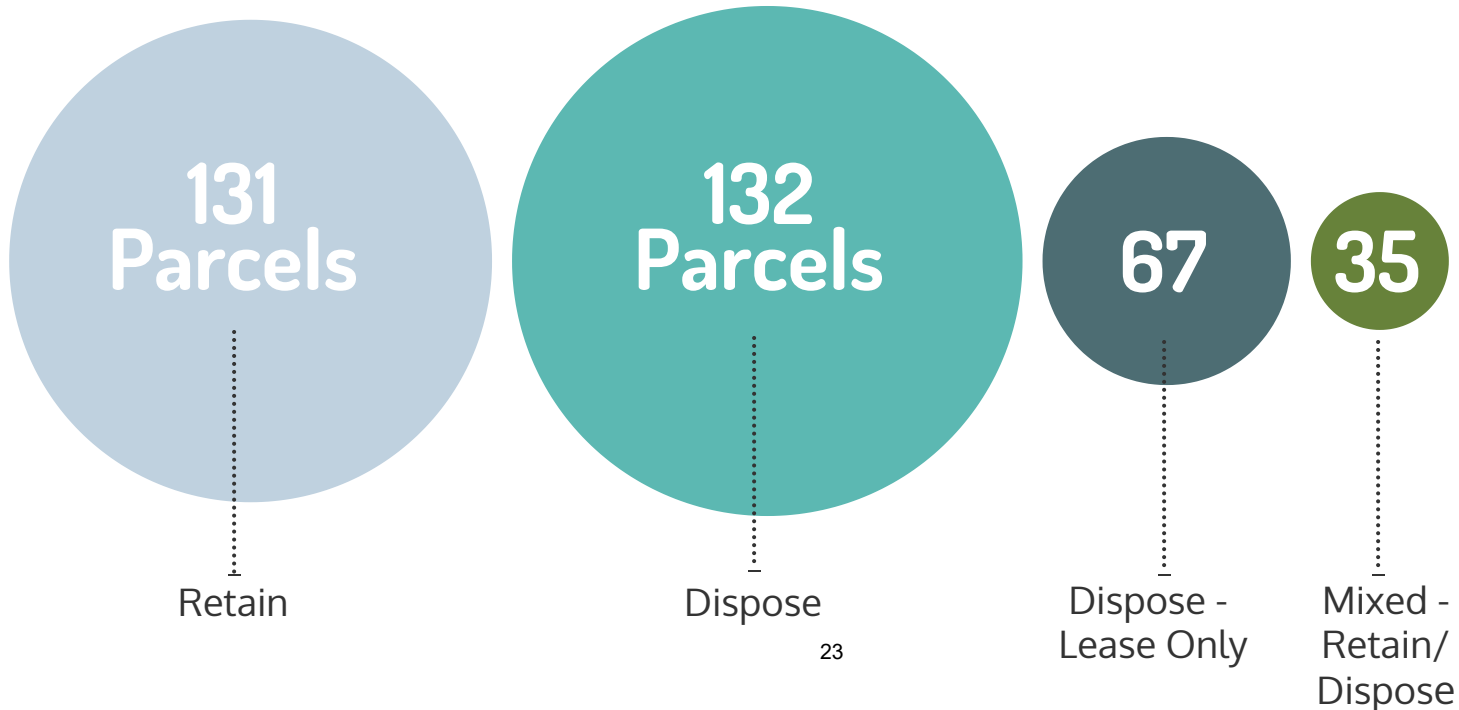
The plan breaks city-owned lands into **46 areas** with a map for each area

Each area includes an overview and tables with detailed information on recommendations for each parcel



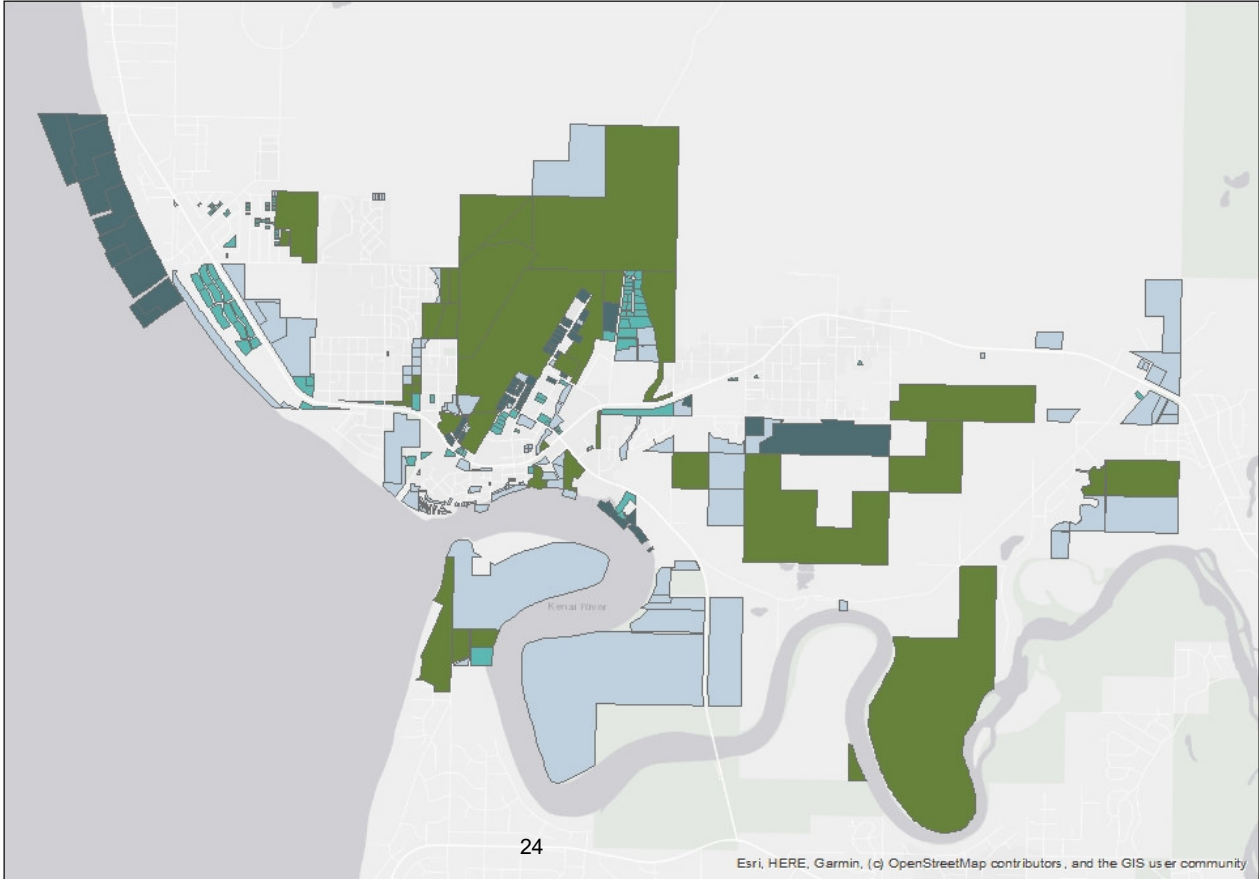
# Land Management Plan Recommendation Categories

The Land Management Plan contains a recommendation for each parcel using the following categories:



# Land Management Plan Recommendation Categories





- Retain
- Dispose
- Dispose - Lease Only
- Mixed - Retain/ Dispose








# Land Management Plan Recommendation Categories

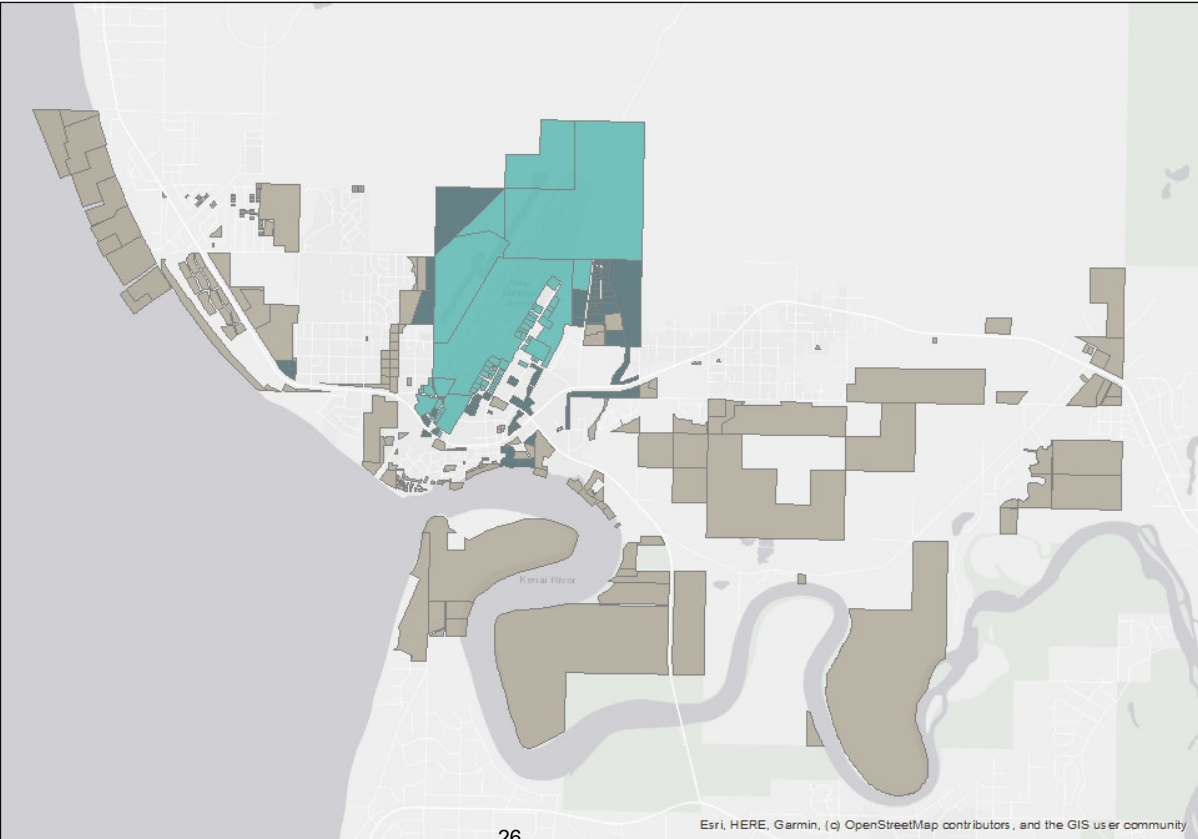


-  Retain
-  Dispose
-  Dispose - Lease Only
-  Mixed - Retain/Dispose






# Land Management Plan Land Fund Categories

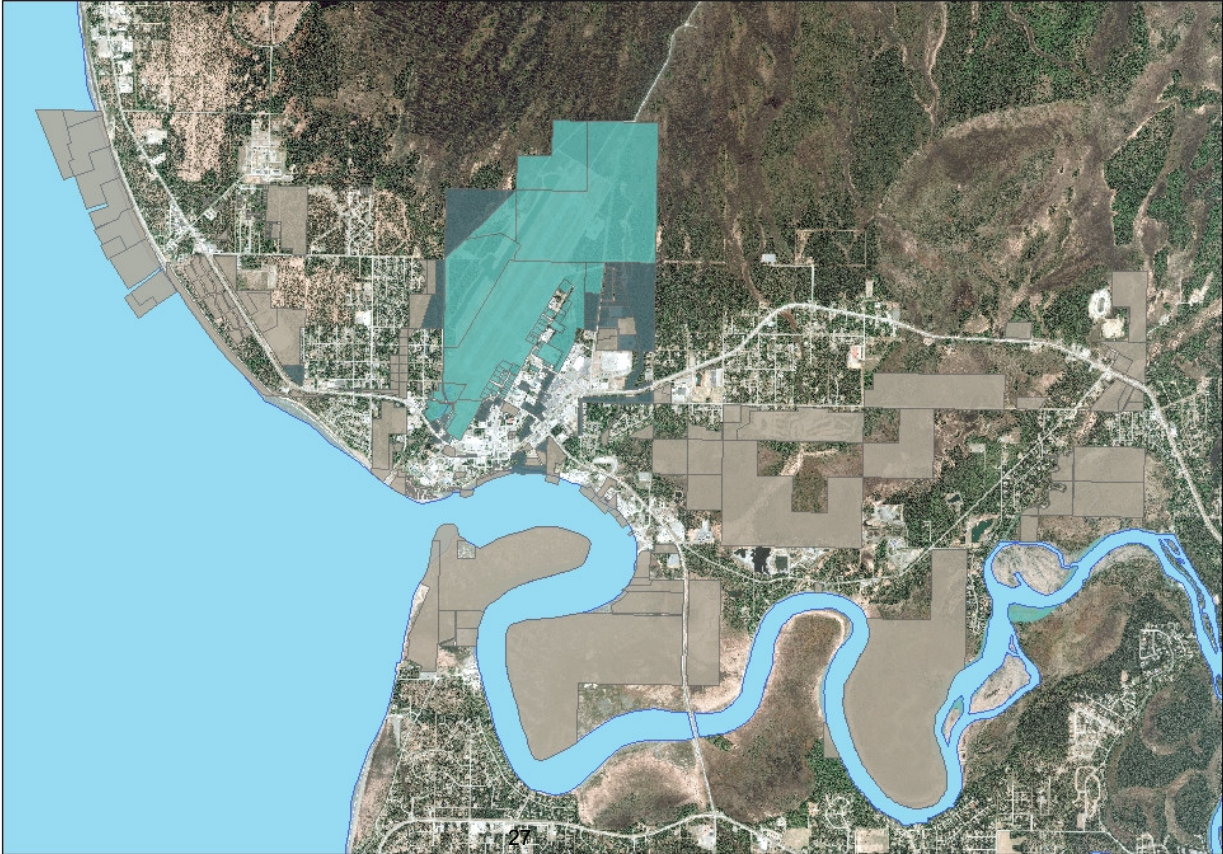
-  Airport Reserve Land
-  Airport Land Outside the Airport Reserve
-  General Fund Land



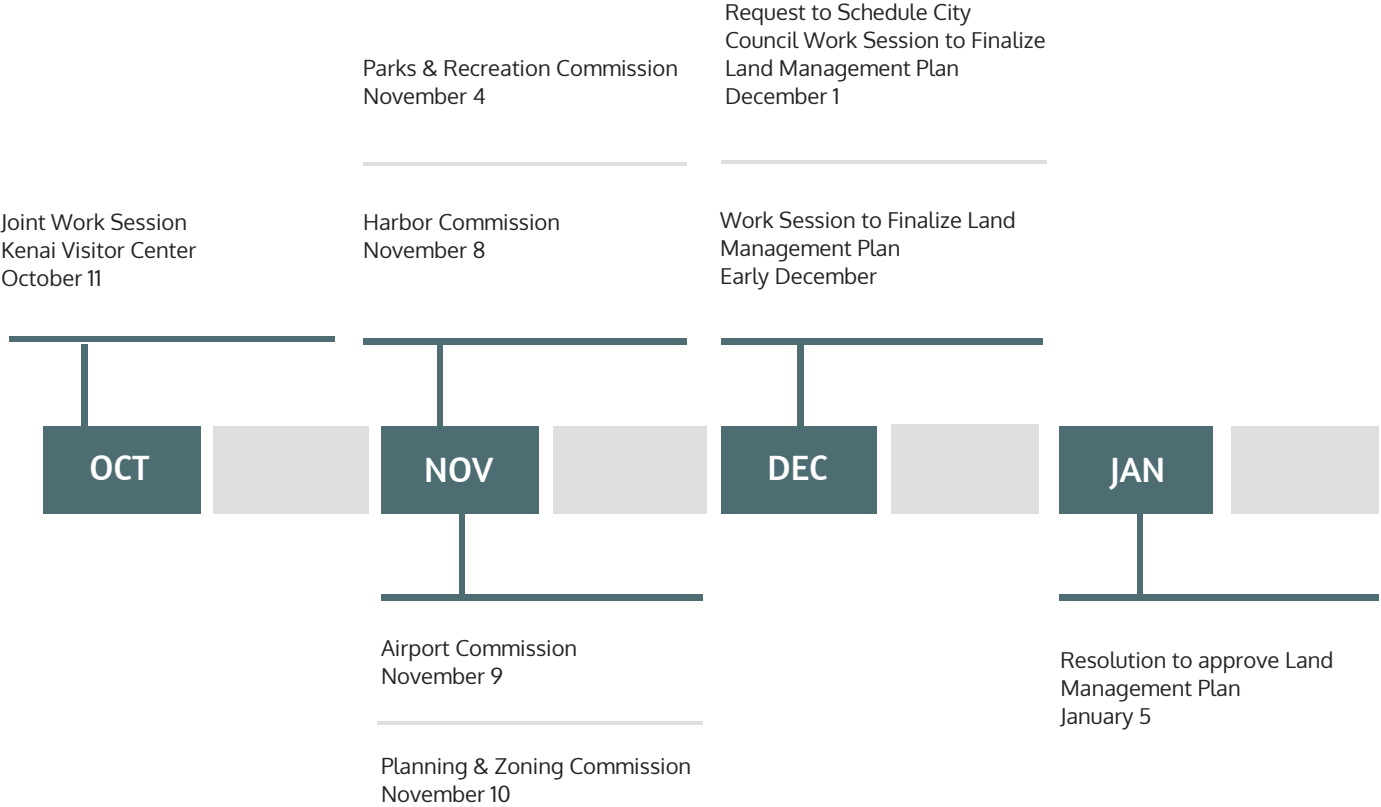
# Land Management Plan Land Fund Categories



-  Airport Reserve Land
-  Airport Land Outside the Airport Reserve
-  General Fund Land



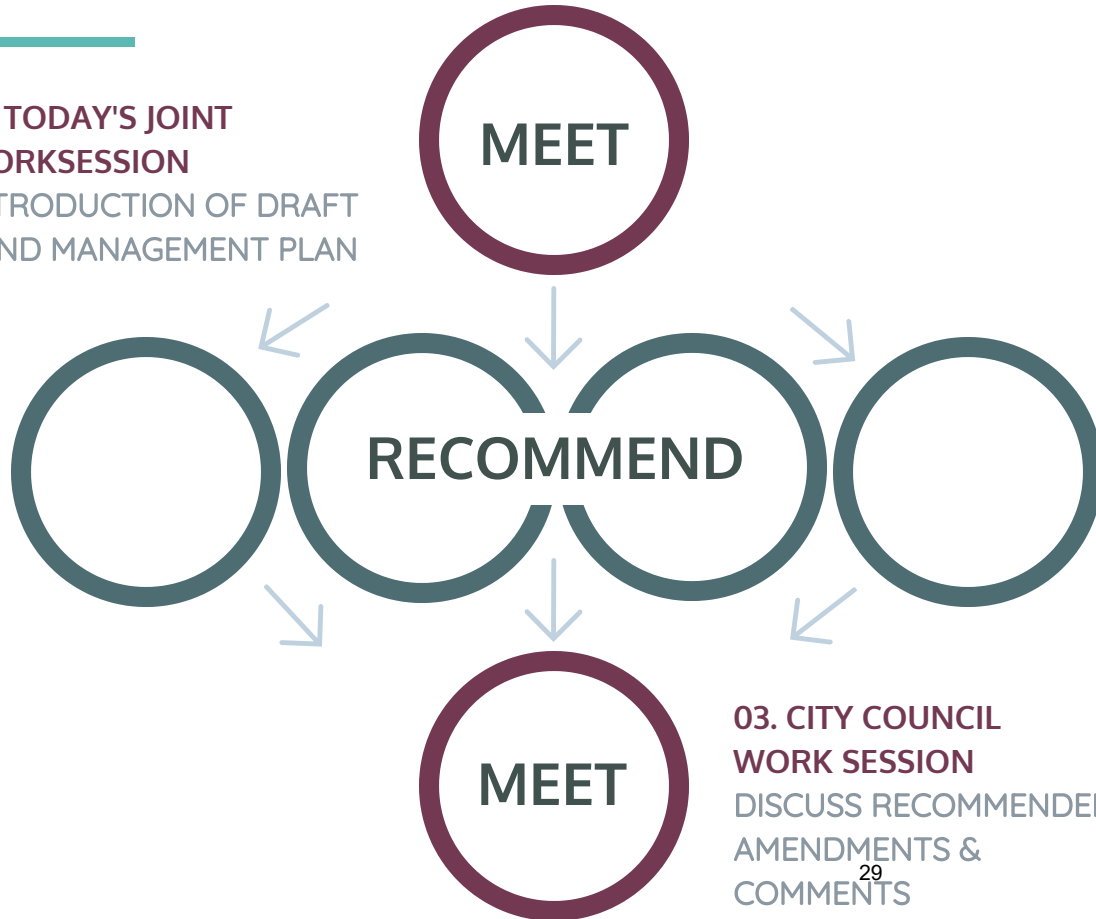
# Land Management Plan Draft Timeline



# Land Management Plan Process

## 01. TODAY'S JOINT WORKSESSION

INTRODUCTION OF DRAFT LAND MANAGEMENT PLAN



## 02. COMMISSION WORK SESSIONS / PUBLIC COMMENTS

RECOMMEND AMENDMENTS  
e.g. additional information such as personal knowledge of a parcel appropriate to include, factual inaccuracies, reasons to change a recommendation

## 03. CITY COUNCIL WORK SESSION

DISCUSS RECOMMENDED AMENDMENTS & COMMENTS



# Land Management Plan Process Continued



## AFTER COUNCIL WORK SESSION:

- Administration revises plan for approval
- Council determines if more work sessions are necessary
- Resolution approving plan scheduled by Council
- Hold public hearing on resolution

## AFTER APPROVAL:

- Update lands database to reflect approved plan
- GIS needs assessment
- Implementation plan



# Online Mapping Presentation



# Questions and Comments







# QR Code to City of Kenai Land Management Plan Webpage

<https://www.kenai.city/lands/page/land-management-plan>





## Kenai City Council - Regular Meeting

December 01, 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. **Joy Merriner, BDO USA, LLP** - Presentation of the FY2021 City of Kenai Annual Comprehensive Financial Report, Federal and State Single Audit Reports, and Audit Wrap Up.

#### 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. 3254-2021** - Amending Kenai Municipal Code Section 14.05.025 – Telephonic Participation at Planning and Zoning Commission Meetings, to Provide for Remote Electronic Participation in Planning and Zoning Commission Meetings by Commission Members. (Administration)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3255-2021** - Accepting and Appropriating Grants from the U.S. Department of Homeland Security Passed Through the State of Alaska Department of Military and Veterans' Affairs for the Purchases of Public Safety Radios for Police, Fire, and Communications Departments. (Administration)
3. **ADOPTED UNANIMOUSLY. Resolution No. 2021-68** - Authorizing a Budget Transfer in the CARES Act Recovery Fund, First Responder and Incident Management Team Payroll,

CARES Act Administration and Non-payroll, and Individual Assistance Grants Departments.  
(Administration)

4. **ADOPTED UNANIMOUSLY. Resolution No. 2021-69** - Approving the Execution of a Lease of Airport Fund Lands Using the Standard Lease Form Between the City of Kenai and Integrated Account Management, Inc. on Lot 3, Block 3, Cook Inlet Industrial Air Park Subdivision. (Administration)
5. **ADOPTED UNANIMOUSLY AS AMENDED. Resolution No. 2021-70** - Opposing Government Mandates Requiring Vaccines and Face Coverings Related to COVID 19. (Council Members Baisden and Winger)

E. **MINUTES**

1. **APPROVED BY THE CONSENT AGENDA.** \*Regular Meeting of November 3, 2021. (City Clerk)

F. **UNFINISHED BUSINESS**

G. **NEW BUSINESS**

1. **APPROVED BY THE CONSENT AGENDA.** \*Action/Approval - Bills to be Ratified. (Administration)
2. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 12/15/2021.** \*Ordinance No. 3256-2021 - Increasing Estimated Revenues and Appropriations in the Airport Improvements Capital Project Funds, Authorizing the Acceptance of a Grant from the Federal Aviation Administration for the Kenai Municipal Airport Sand Storage Facility Construction Phase II, and Authorizing a Budget Transfer in the Airport Improvements Capital Project Fund – Kenai Municipal Airport Sand Storage Facility Project to Facilitate the Return of Funds Advanced from the Airport Special Revenue Fund. (Administration)
3. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 12/15/2021.** \*Ordinance No. 3257-2021 - 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. (Council Members Knackstedt and Pettey)
4. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 12/15/2021.** \*Ordinance No. 3258-2021 - Accepting and Appropriating Funding from the State of Alaska Department of Health and Social Services, Division of Public Health, for the Healthy and Equitable Communities Program, and Authorizing the City Manager to Execute a Memorandum of Agreement for this Funding. (Administration)
5. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 12/15/2021.** \*Ordinance No. 3259-2021 - Increasing Estimated Revenues and Appropriations in the General and Municipal Roadway Improvement Capital Project Funds, and Increasing a Purchase Order to Foster's Construction for the 2021 Bryson Ave Bluff Erosion Repair Project. (Administration)

6. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 12/15/2021.**  
\*Ordinance No. 3260-2021 - Amending Kenai Municipal Code 13.40.010-Definitions, to Maintain Current Regulations on Off-Road Vehicle Use in Kenai After January 1, 2022. (Council Member Knackstedt)
7. **Discussion** - Land Management Plan Commission Consideration Changes (Vice Mayor Glendening and Council Member Winger)

**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**

1. **Resolution No. 2021-64** - Awarding an Agreement for the Kenai Waterfront Redevelopment Assessment and Feasibility Study. (Administration) [**Clerk's Note:** *At the November 3, 2021 Meeting, this item was Postponed to the December 15, 2021 Council Meeting; a motion to enact is on the floor.*]

**N. ADJOURNMENT**

**O. INFORMATION ITEMS**

1. Purchase Orders Between \$2,500 and \$15,000
2. Dog Park Update from Pat Porter
3. Kenai Historical Society Newsletter - 12/2021
4. United Cook Inlet Drift Association Statement on the Cook Inlet Fishery Closure.

*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/87096772386>

**Meeting ID:** 870 9677 2386 **Passcode:** 515923

OR

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

**Meeting ID:** 870 9677 2386 **Passcode:** 515923

## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Paul Ostrander, City Manager  
**FROM:** Eland Conway, Airport Manager  
**DATE:** November 23, 2021  
**SUBJECT:** **Kenai Municipal Airport (ENA) Mid-Month Report**

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### Guardian/Schilling Hangar

The project is progressing with the sublessee expected to be in the building by the end of the year or early next year.

The airport is working with primary lessee to complete the FAA required Form 7460-1, for the proposed construction of a pole with mounted communications/antenna hardware. The [Submitted Form](#) does not list any frequencies of the communications/antenna hardware that will be mounted to the pole. I have reached out to the FAA for further guidance.



### Runway Sand

Triangle Recycling was awarded the contract to make 6k yards of runway sand. The contractor began making sand in late September. The contractor failed to meet specs producing approximately 2,400 of usable sand. The contractor and the airport agreed it would be mutually beneficial to terminate the contract, prorating the amount due.

### Federal Mask Mandate

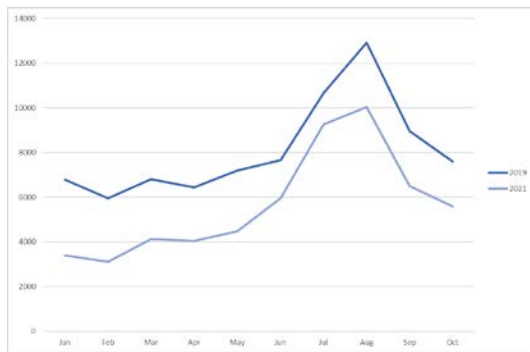
TSA has extended the mask mandate for persons in airports, on airplanes and on public transit through **Jan. 18, 2022**.

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

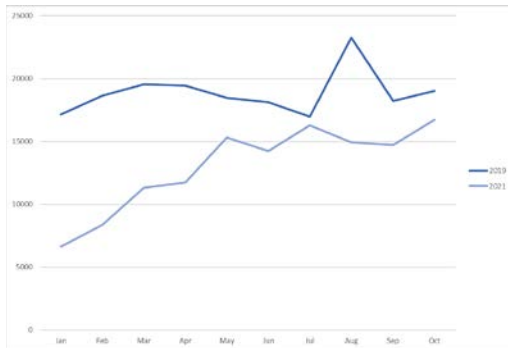
October enplanements were down 26% compared to October of 2019. YTD enplanements are down 32% compared to 2019.



Enplanements		
	2019	2021
Jan	6785	3389
Feb	5957	3112
Mar	6808	4127
Apr	6441	4035
May	7198	4464
Jun	7656	5953
Jul	10658	9259
Aug	12925	10035
Sep	8951	6500
Oct	7594	5596
<b>Grand Total</b>	<b>80973</b>	<b>56470</b>

### Parking Revenue

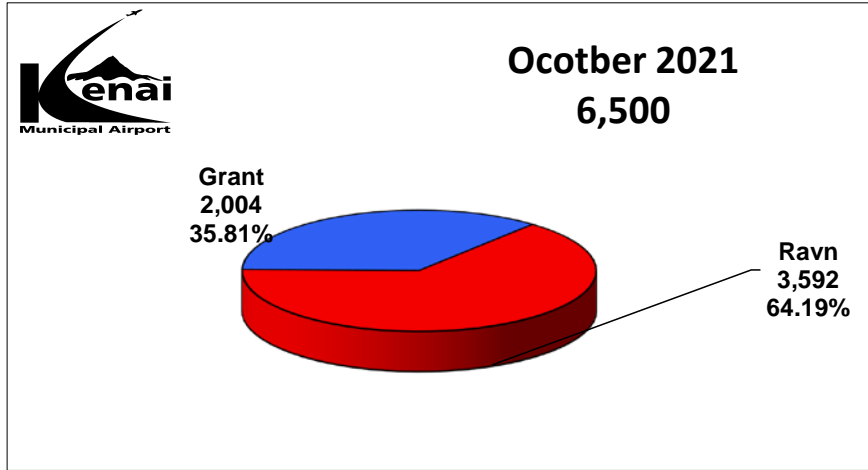
Parking revenue for October was down 12% compared to October of 2019. YTD parking revenue is down 31% compared to 2019.



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
Aug	23265	14924
Sep	18235	14714
Oct	19040	16723
<b>Grand Total</b>	<b>188,892</b>	<b>130,271</b>



October  
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	4,379	2,121	6,500	2,806	3,694
October	3,592	2,004	5,596	2,606	2,990
November				2,366	
December				3,080	
<b>Totals</b>	<b>35,530</b>	<b>20,940</b>	<b>56,470</b>	<b>32,431</b>	<b>29,485</b>

**Terminal - Vehicle Parking Revenues**

**October**

FY21	\$7,398
FY22	\$16,723

FY21 Total	\$109,923
FY22 YTD	\$62,656

