

**KENAI AIRPORT COMMISSION  
REGULAR MEETING  
JULY 12, 2018 – 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 6:01 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, D. Pitts, C. Henry, J. Bielefeld, P. Minelga, J. Zirul
Commissioners Absent:	K. Dodge
Staff/Council Liaison Present:	Airport Manager M. Bondurant, Administrative Assistant E. Shinn, City Clerk J. Heinz, Council Member H. Knackstedt

A quorum was present.

**c. Agenda Approval**

**MOTION:**

Commissioner Minelga **MOVED** to approve the agenda 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. May 10, 2018**

**MOTION:**

Commissioner Pitts **MOVED** to approve the meeting summary of May 10, 2018 and Commissioner Minelga **SECONDED** the motion. There were no objections; **SO ORDERED**.

**b. June 14, 2018**

## **MOTION:**

Commissioner Pitts **MOVED** to approve the meeting summary of June 14, 2018 and Commissioner Zirul **SECONDED** the motion. There were no objections; **SO ORDERED**.

## **5. UNFINISHED BUSINESS**

### **a. Discussion – Field of Flowers Sign Update**

Airport Manager Bondurant noted several designs were submitted to City Administration and they met with Chair Feeken to discuss. Assistant Shinn provided all design options from past meetings. It was expressed that the Airport and City be recognized on the sign and not give the impression the Field of Flowers was a City park.

Concern was expressed regarding the delay on the sign. Recommended changes to the sign were noted.

## **MOTION:**

Commissioner Minelga **MOVED** to approve the arched sign design with the title “Field of Flowers” adjusted to an arched position on top of the sign, the inclusion of City of Kenai and Kenai Municipal Airport logos, and the addition of the sentence “Cooperative effort between Kenai Municipal Airport and City of Kenai” on the bottom of the sign. Commissioner Zirul **SECONDED** the motion. There were no objections; **SO ORDERED**.

## **MOTION:**

Commissioner Minelga **MOVED** to approve Councilor Knackstedt providing the corrected draft of the sign to City Council and Commissioner Zirul **SECONDED** the motion. There were no objections; **SO ORDERED**.

### **b. Discussion – FY19 Budget**

The Commission discussed the FY2019 Budget; it was clarified the airport budget provided portions of salaries for firefighters and certain staff in Administration.

## **6. NEW BUSINESS**

### **a. Parliamentary Procedures and Open Meetings Act Training**

City Clerk Heinz discussed proper parliamentary procedures and the Open Meetings Act.

### **b. Action/Approval – Airport Reserve Land Lease Application for property located at 209 N. Willow Street, Kenai, Alaska 99611; further described as a portion of Tract A, General Aviation Apron No. 2, submitted by SOAR International Ministries, Inc., 135 Granite Point Court, Kenai, AK 99611**

It was noted that SOAR International Ministries submitted an application to develop the lot at the south end of the Airport terminal. Airport Manager Bondurant clarified that this would not affect

any future developments of the Airport terminal and that she supported approval of the application. Commissioners expressed support of this development.

**MOTION:**

Commissioner Pitts **MOVED** to approve the SOAR land lease application and Commissioner Bielefeld **SECONDED** the motion. There were no objections; **SO ORDERED**.

**7. REPORTS**

- a. Airport Manager – Bondurant reported that her priority and focus was obtaining funding for the terminal rehabilitation project and discussed the plan to be ready beginning August 31. She further reported on the following:
  - A Request for Proposals (RFP) was posted for a restaurant concessionaire and she hoped to have it operational August 2;
  - TSA had a set directive that Kenai could potentially start badging effective July 25; and
  - The Terminal Design Committee met twice.
- b. City Council Liaison – Knackstedt reported on the June 6, June 20 and July 5 City Council meeting actions.

**8. NEXT MEETING ATTENDANCE NOTIFICATION – August 9, 2018**

**9. COMMISSIONER COMMENTS AND QUESTIONS**

Commissioner Minelga expressed a want for bumpers (tires) all along the float plane dock.

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

**11. INFORMATION ITEMS**

- a. May 2018 Airport Managers Report
- b. Float Plane Basin Activity 2018
- c. Thank you from Ninilchik High School
- d. Special Use Permit to Alaska Air Fuel
- e. Special Use Permit to HDL Engineering
- f. Special Use Permit to Reddi Towing

**12. ADJOURNMENT**

There being no further business before the Commission, the meeting was adjourned at 7:38 p.m.

Meeting summary prepared and submitted by:

  
Jacquelyn Kennedy  
Deputy City Clerk

