



Kenai Airport Commission
Regular Meeting
November 13, 2025 - 6:00 PM
Kenai City Hall - Council Chambers
210 Fidalgo Ave., Kenai, AK 99611
Telephonic/Virtual Information on Page 2

Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Agenda Approval

B. SCHEDULED PUBLIC COMMENTS *(Public comments limited to ten (10) minutes per speaker)*

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

D. APPROVAL OF MINUTES

- [1.](#) October 9, 2025 Regular Meeting Minutes

E. UNFINISHED BUSINESS

F. NEW BUSINESS

- [1.](#) Discussion/Recommendation - Special Use Permit to American Red Cross
- [2.](#) Discussion/Recommendation - Special Use Permit to Echo Lake Meats, LLC

G. REPORTS

1. Airport Manager
2. Commission Chair
- [3.](#) City Council Liaison

H. ADDITIONAL PUBLIC COMMENTS *(Public comments limited to five (5) minutes per speaker)*

I. NEXT MEETING ATTENDANCE NOTIFICATION - December 11, 2025

J. COMMISSIONER COMMENTS AND QUESTIONS

K. ADJOURNMENT

L. INFORMATION ITEMS

- [1.](#) September 2025 Midmonth Report
- [2.](#) 2025 Float Plane Seasonal Activity

Registration is required to join the meeting remotely through Zoom. Please use the link below to register:

<https://us02web.zoom.us/join/0BysG2v-RVCP-kuntDVomA>

The agenda and agenda items are posted on the City's website at www.kenai.city. Copies of the agenda items are available at the City Clerk's Office or outside of Council Chambers prior to the meeting. Please contact the Airport Manager at 907-283-7951 for additional details.

****COMMISSIONERS, PLEASE CONTACT US IF YOU WILL NOT BE ABLE TO ATTEND THE MEETING****

**KENAI AIRPORT COMMISSION -REGULAR MEETING
OCTOBER 9, 2025 - 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR GLENDA FEEKEN, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Airport Commission was held on October 9, 2025, in the Kenai City Council Chambers, Kenai, AK. Chair Feeken called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

Chair Feeken led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Glenda Feeken, Chair
James Bielefeld
Dan Knesek
Cody Whicker

A quorum was present.

Absent:

Paul Minelga, Vice Chair
James Zirul

Jacob Caldwell

Also in attendance were:

Mary Bondurant, Interim Airport Manager
Shellie Saner, City of Kenai Clerk
Logan Parks, Deputy City Clerk

3. Agenda Approval

MOTION:

Commissioner Knesek **MOVED** to approve the agenda as presented.

VOTE: There being no objection; **SO ORDERED.**

B. SCHEDULED PUBLIC COMMENTS

1. HDL Engineering - Updates on Airport Projects: Runway Rehabilitation Project and Airport Master Plan.

Erik Jordt, Civil Engineer with HDL Engineering provided an update on the Airport Runway Rehabilitation Project and Airport Master Plan, noting phase one of the Master Plan is nearly complete and phase two is expected to conclude in late 2026; Quality Asphalt Paving was awarded the Rehabilitation Project, Taxi Way Alpha will be used as a temporary runway; and public engagement remains a priority.

C. UNSCHEDULED PUBLIC COMMENTS - None.

D. APPROVAL OF MINUTES

1. June 12, 2025 Regular Meeting Minutes

MOTION:

Commissioner Bielefeld **MOVED** to approve the June 12, 2025 Airport Commission minutes. Commissioner Knesek **SECONDED** the motion.

VOTE: There being no objection; **SO ORDERED.**

E. UNFINISHED BUSINESS - None.

F. NEW BUSINESS

1. **Discussion/Recommendation** - Airport Capital Improvement Plan Fiscal Year 2026 - Fiscal Year 2030.

It was reported that the recommendation was to push the Rehabilitations of TW A/B/C/D/E/K/L/M project to Fiscal Year 2027 to prevent two competing projects from occurring at the same time.

There was discussion in support of postponing the project until Fiscal Year 2027.

MOTION:

Commissioner Bielefeld **MOVED** to recommend City Council approval of Airport Capital Improvement Plan Fiscal Year 2026 - Fiscal Year 2030, with the recommended changes to the Rehabilitation as discussed. Commissioner Knesek **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion.

VOTE: There being no objection; **SO ORDERED.**

2. **Discussion/Recommendation** - Special Use Permit to LifeMed Alaska for Warm Storage of Ambulance.

MOTION:

Commissioner Bielefeld **MOVED** to recommend City Council approval of the Special Use Permit to LifeMed Alaska. Commissioner Knesek **SECONDED** the motion.

Interim Airport Manager Bondurant gave a staff report from information provided in the packet.

UNANIMOUS CONSENT was requested on the motion.

VOTE: There being no objection; **SO ORDERED.**

G. REPORTS

1. Airport Manager - Interim Airport Manager Bondurant reported on the following:
 - Multi-Agency exercise schedule for October 10, 2025.
 - Pre-Season Snow and Ice Control meeting schedule for October 22, 2025.
 - Temporary Winter Operators have been hired.
 - Airport Administrative Assistant interviews were completed this week.
 - Bronze Bear unveiling will be in late October.
2. Commission Chair - Chair Feeken thanked Interim Director Bondurant for her hard work.
3. City Council Liaison - Council Member Daniel reported on recent actions of the City Council.

H. ADDITIONAL PUBLIC COMMENTS - None.

I. **NEXT MEETING ATTENDANCE NOTIFICATION** - November 13, 2025.

J. **COMMISSION QUESTIONS AND COMMENTS**

There was discussion regarding the Airport Manager recruitment process and the loss of self-service fuel when Crowley Fuel removes their pumps.

K. **ADJOURNMENT**

L. **INFORMATIONAL ITEMS**

1. August 2025 Enplanements
2. Commission Chair
3. City Council Liaison

There being no further business before the Airport Commission, the meeting was adjourned at 6:42 p.m.

I certify the above represents accurate minutes of the Airport Commission meeting of October 9, 2025.

Logan Parks
Deputy City Clerk

*** The student representative may cast advisory votes on all matters except those subject to executive session discussion. Advisory votes shall be cast last in the roll call order and shall not affect the outcome of the official commission vote. Advisory votes shall be recorded in the minutes. A student representative may not move or second items during a commission meeting.*



"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

Thru: Mary Bondurant – Interim Airport Manager

Date: November 5, 2025

Subject: Special Use Permit to American Red Cross

The American Red Cross is requesting to renew their Special Use Permit that expires on November 30, 2025 under the same terms and conditions. The American Red Cross is a nonprofit corporation that provides services to the Kenai Peninsula including house and forest fire response, smoke alarm installation, preparedness training, and more.

The permit is for approximately 475 square feet of office space on the second floor of the Alaska Regional Fire Training Center. The permit fee is \$1.00 per month plus \$211.44 per month for utility costs plus applicable sales tax. The Special Use Permit application has been completed and the \$100 application fee is paid. The Airport has a current Certificate of Insurance on file and the American Red Cross is current on all fees owed to the City.

The term of the Special Use Permit will be December 1, 2025 to November 30, 2026.

Does Commission recommend Council approve the Special Use Permit to American Red Cross of Alaska?

Attachments

SPECIAL USE PERMIT

THE CITY OF KENAI (CITY) for the considerations and pursuant to the conditions and requirements set forth below, hereby grants **AMERICAN RED CROSS OF ALASKA (PERMITTEE)**, a nonprofit corporation, whose address is 235 E. 8th Ave. Ste. 200, Anchorage Alaska, 99501, the non-exclusive right to use that area described below:

Access to second floor office space, ROOM 228, and parking at the Alaska Regional Fire Training Center, located at 450 Marathon Rd., Kenai, Alaska 99611. Approximately 475 square feet.

1. **TERM.** This special use permit shall commence and be effective on December 1, 2025, and shall extend through November 30, 2026.
2. **PERMIT FEES.** The monthly fee for this permit is \$1.00 per month, plus \$211.44 utilities cost per month, plus applicable sales tax.
3. **USE.** The right to use the ROOM 228 for General Office Space, Training and/or Testing, and Storage. This includes reasonable ingress and egress to and from ROOM 228 through the Building's common areas. Permittee shall not have the right to use any other space in the Building (such as library, conference rooms, break room, coffee room) or any equipment belonging to the City unless given written permission to do so.
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,

Special Use Permit—American Red Cross of Alaska

Page 1 of 4

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 must keep the space 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 personal property 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:

American Red Cross of Alaska
235 E. 8th Ave. Ste. 200
Anchorage, Alaska 99501

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: _____
Terry Eubank
City Manager

AMERICAN RED CROSS OF ALASKA

By: _____
Paul Ramage
Regional Facility Coordinator

Approved as to form:



Scott Bloom
City Attorney

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on the ____ day of _____, 2025, the foregoing instrument was acknowledged before me by Terry Eubank, 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 _____, 2025, the foregoing instrument was acknowledged before me by Paul Ramage, of American Red Cross, an Alaska non-profit corporation, on behalf of the corporation.

Notary Public for Alaska
My Commission Expires: _____



City of Kenai
Special Use Permit
Application

Application Date: 10/24/2025

Applicant Information

Name of Applicant:	American Red Cross Of Alaska						
Mailing Address:	235 E. 8th Ave.	City:	Anchorage	State:	AK	Zip Code:	99501
Phone Number(s):	Home Phone: ()		Work/ Message Phone: ()				
E-mail: (Optional)							
Name to Appear on Permit:	American Red Cross Of Allaska						
Mailing Address:	235 E. 8th Ave.	City:	Anchorage	State:	AK	Zip Code:	99501
Phone Number(s):	Home Phone: ()		Work/ Message Phone: ()				
E-mail: (Optional)							
Type of Applicant:	☐ Individual (at least 18 years of age) ☐ Partnership ☐ Corporation ☐ Government ☐ Limited Liability Company (LLC) ☒ Other Non Profit						

Property Information

Legal or physical description of the property:
ARFTC 450 Daubenspeck Cir. Rm 228 Kenai, AK. 99611

Description of the proposed business or activity intended: The American Red Cross of Alaska prevents and alleviates human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors.

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 12/01/2025 -11/30/2026

Requested Starting Date: 12/01/2025

Signature:		Date:	10/24/2025
Print Name:	Paul Ramage	Title:	Fleet & Facility Coordinator

For City Use Only:

- ☐ General Fund ☐ Airport Reserve Land
☒ Airport Fund ☐ Outside Airport Reserve

Date Application Fee Received:
City Council Action/Resolution:
Account Number:

11/3/25

XBP Confirmation Number: [REDACTED]

Receipt for Payment to:
City of Kenai

Date/Time: 11/03/2025 2:41:42 PM
Transaction #: [REDACTED]
Payment Method: Visa
Transaction Status: Successful

Items

AP - MISC. REVENUE 100.00

Notes: AMERICAN RED CROSS
AT FIRE TRAINING FACILITY

Total: 100.00

Paul Ramage 99654

Payment Service Provided By
www.xpressbillpay.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/03/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh USA LLC (Philadelphia) 30 South 17th Street Philadelphia, PA 19103 215.246.1000 fax 215.246.1399 Attn: Redcross.certrequest@marsh.com CN102834971-ALL-GAUW-25-26	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL: ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Old Republic Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 24147
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COVERAGES **CERTIFICATE NUMBER:** CLE-007133794-05 **REVISION NUMBER:** 18

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☒ CLAIMS-MADE ☐ OCCUR ☒ SIR \$100,000 GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y	Y	MWZZ 313806-25	07/01/2025	07/01/2026	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 5,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 5,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ INCLUDED \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY	Y	Y	MWTB 313807-25 (\$1M) Auto Physical Damage- Deductible Comp/Coll \$1,000 MWZX313810-25 (\$4M XS)	07/01/2025	07/01/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☒ N	N/A	MWC313809-25 (INSURED STATES) MWFEX313804-25 - (FL)* MWXS313805-25 (AL, GA, MA, MI, MO, OH, PA, TN, VA)**	07/01/2025 07/01/2025 07/01/2025	07/01/2026 07/01/2026 07/01/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: YEARLY SPECIAL USE PERMIT AT 450 MARATHON RD., ROOM 228, KENAI, AK 99611 THROUGHOUT THE POLICY PERIOD, 7/1/2025 - 7/1/2026.

CITY OF KENAI IS INCLUDED AS ADDITIONAL INSURED WITH REGARDS TO COMMERCIAL GENERAL LIABILITY COVERAGE AS PER POLICY BLANKET ADDITIONAL INSURED ENDORSEMENT #CG 20 26 07 04. WAIVER OF SUBROGATION APPLIES FOR GENERAL LIABILITY, AUTOMOBILE LIABILITY, WORKERS COMPENSATION ONLY WHERE REQUIRED BY WRITTEN CONTRACT.

CERTIFICATE HOLDER

CITY OF KENAI
305 NORTH WILLOW STREET SUITE 200
KENAI, AK 99611

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
of Marsh USA LLC

Marsh USA LLC

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ADDITIONAL REMARKS SCHEDULE

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AGENCY Marsh USA LLC (Philadelphia)		NAMED INSURED AMERICAN RED CROSS SERVING ALASKA AMERICAN NATIONAL RED CROSS 235 EAST 8TH AVENUE SUITE 200 ANCHORAGE, AK 99501
POLICY NUMBER		
CARRIER	NAIC CODE	
EFFECTIVE DATE:		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Workers Compensation Continued:

Policy: Excess WC for California
 Carrier: Old Republic Insurance Company
 Policy Number: MWXS 316279-25
 Effective Date: 07/01/2025
 Expiration Date: 07/01/2026

ATTACHING TO AND FORMING PART OF THE AMERICAN NATIONAL RED CROSS CERTIFICATE OF INSURANCE AS RESPECTS WORKERS COMPENSATION:

This is to certify that all American National Red Cross units in the following states are currently self insured through the American National Red Cross: Alabama, California, Florida, Georgia, Massachusetts, Michigan, Missouri, Ohio, Pennsylvania, Tennessee, and Virginia.

Workers Compensation Policy #MWC313809-25:

Policy for all other states except the monopolistic states of North Dakota, Puerto Rico, Washington, Wyoming and U.S. Virgin Islands and the self-insured states of Alabama, California, Florida, Georgia, Massachusetts, Michigan, Missouri, Ohio, Pennsylvania, Tennessee, and Virginia. Includes Employers Liability for monopolistic states of North Dakota, Puerto Rico, Washington, Wyoming, and U.S. Virgin Islands.

*Specific Excess Workers Compensation Policy #MWFEX313804-25: American National Red Cross is self-insured for Workers Compensation in the state of Florida. The Excess Liability limit is subject to a state approved Self-Insured Retention.

**Specific Excess Workers Compensation Policy #MWXS313805-25: American National Red Cross is self-insured for Workers Compensation in the following states: Alabama, Georgia, Massachusetts, Michigan, Missouri, Ohio, Pennsylvania, Tennessee and Virginia.

Specific Excess Workers' Compensation Policy #MWXS316279-25 in the state of California. The Excess Liability limits are subject to state approved Self-Insured Retentions.

This certificate is issued as a matter of information only and confers no rights upon the certificate holder.



"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
Thru: Mary Bondurant – Interim Airport Manager
Date: November 5, 2025
Subject: Special Use Permit to Echo Lake Meats, LLC

The Echo Lake Meats, LLC is requesting to renew their Special Use Permit that expires on December 31, 2025 under the same terms and conditions.

The permit is for approximately 20 square feet of on the first floor of the terminal building for a vending machine. The semi-annual permit fee is \$535.00 plus applicable tax. The Special Use Permit application has been completed and the \$100 application fee is paid. Echo Lake Meats, LLC is current on all fees owed to the City.

The term of the Special Use Permit will be January 1, 2026 to December 31, 2026.

Does Commission recommend Council approve the Special Use Permit to Echo Lake Meats, LLC?

Attachments

SPECIAL USE PERMIT 2026

The CITY OF KENAI (City) grants to Erick Watkins with Echo Lake Meats, LLC (Permittee), whose address is P.O. Box 2536, Soldotna, AK 99669, a Special Use Permit (Permit) for a vending machine inside the Kenai Municipal Airport terminal building subject to the requirements and the conditions set forth below.

1. **Premises.** Permittee shall have the non-exclusive right to use an area in the terminal approximately 5 feet by 4 feet in size (20 SF)
2. **Term.** The term of this Permit shall be for 12 months commencing on January 1, 2026 and ending on December 31, 2026. Regardless of the date of signature, this Permit shall be effective as of January 1, 2026.
3. **Permit Fees.** Permittee shall pay the following fees for the privileges extended to Permittee under this Permit: In-terminal Concession Certified Activity Report attached. (Exhibit B)

The semi-annual fee from January 1, 2026 to June 30, 2026 for this permit is \$535.00 (\$53.50/SF/Year) plus applicable sales tax based on City of Kenai Fee Schedule of Rates, Charges, and fees for Fiscal Year 2026.

The semi-annual fee for July 1, 2026 thru December 31, 2026 for this permit will be adjusted for the published City of Kenai Fee Schedule of Rates, Charges and Fees for FY2027 plus applicable sales tax.

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. Failure to timely make the payment is grounds for termination of this Permit.

4. **Use.** The use of the Premises by Permittee is for the purpose of placing a vending kiosk to sell meat and cheese products.

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.

5. Airport Operations. Permittee shall ensure that the Permittee, its employees, their 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 abide by all reasonable decisions and directives of the Airport Management regarding general use of the Airport by Permittee germane to a commercial entity.

8. 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 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 January 1, 2026. The effective date of the insurance shall be no later than January 1, 2026.

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.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

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

16. 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.

17. 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.

18. Personal Property. 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 is not responsible for any damage to or theft of any personalty of Permittee or of its customers.

19. Termination; Default. This Permit may be terminated by either party hereto by giving fourteen (14) days advance written notice to the other party. City may terminate the Permit immediately, or upon notice shorter than fourteen (14) days, to protect public health and safety or due to a failure of Permittee to comply with conditions or terms of this Permit which failure remains uncured after notice by City to Permittee providing Permittee with a reasonable time period under the circumstances to correct the violation or breach.

20. Definitions. As used in this Permit, "Permittee" means Erik Watkins with Echo Lake Meats LLC, and where the context reasonably indicates, its officers, agents, and employees. "Airport" means the Kenai Municipal Airport.

21. Janitorial and Cleaning Services. Permittee will provide, at its own expense, the day-to-day janitorial cleaning services and supplies necessary to maintain the premises in a clean, neat, and sanitary condition.

22. Security. Permittee will adhere to all applicable responsibilities of the federal airport security program set out in Federal Aviation Regulations Part 107 and the Airport Master Security Program. Permittee will procure any required identification badges should it be necessary to access the premises or Permittee's operations authorized under this Permit.

23. Smoking. Neither the Permittee employees, nor customers may smoke in or around the terminal except in designated smoking areas.

24. Employee Parking. Employees may use non-exclusive employee vehicle parking spaces at no charge. All employees must register their vehicle(s) in the Airport Manager's office to receive a vehicle-parking permit to park while on the job. Permittee shall be held

accountable for Permittee's employees' use of designated vehicle parking facilities and assure that employees comply with all Airport directives.

25. Signs. Permittee may, after consent by the Airport Manager, install signs at its premises identifying its business. Permittee will request the Airport Manager's advance written approval before installation of any signage.

CITY OF KENAI

By: _____
Terry Eubank Date
City Manager

Erik Watkins, Echo Lake Meats, LLC

By: _____
Erik Watkins Date
Permittee

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2025, the foregoing instrument was acknowledged before me by Terry Eubank, City Manager, of the City of Kenai, an Alaska municipal corporation, on behalf of the City.

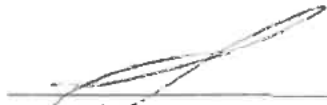
Notary Public for Alaska
My Commission Expires: _____

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2025, the foregoing instrument was acknowledged before me by Erik Watkins, Owner, Echo Lake Meats, LLC.

Notary Public for Alaska
My Commission Expires: _____

Approved as to form:



Scott Bloom
City Attorney



Certified Activity Report
Concession Gross Receipts

Concessionaire: _____ Month _____, _____ Year

AMOUNT

Total receipts for the month \$ _____

(CAR due on the 10th day of the calendar month succeeding the month for which the rental installment is applicable.)

**Remit Copy to: Airport Administrative Office
305 North Willow Street
Kenai, AK 99611**

You may also email your copy to: Ena.admin@kenai.city

Certification:

I hereby certify that the figures presented are true and correct.

Business: _____

Address: _____

Signature: _____

Phone Number: _____



City of Kenai
Special Use Permit
Application

Application Date: 11/4/2025

Applicant Information

Name of Applicant:	Echo Lake Meats						
Mailing Address:	PO Box 2536	City:	Seldotna	State:	AK	Zip Code:	99669
Phone Number(s):	Home Phone: [REDACTED]		Work/ Message Phone: () same				
E-mail: (Optional)	[REDACTED]						
Name to Appear on Permit:	Echo Lake Meats						
Mailing Address:	PO Box 2536	City:	Seldotna	State:	AK	Zip Code:	99669
Phone Number(s):	Home Phone: ()		Work/ Message Phone: ()				
E-mail: (Optional)							
Type of Applicant:	☐ Individual (at least 18 years of age) ☐ Partnership ☐ Corporation ☐ Government ☒ Limited Liability Company (LLC) ☐ Other						

Property Information

Legal or physical description of the property:

Description of the proposed business or activity intended:
vending machine in Air port

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)?

Requested Starting Date:

Signature:	[Signature]	Date:	11/4/25
Print Name:	Erick Watkins	Title:	owner

For City Use Only:

☐ General Fund	☐ Airport Reserve Land	Date Application Fee Received:	11/4/25
☒ Airport Fund	☐ Outside Airport Reserve	City Council Action/Resolution:	
		Account Number:	



City of Kenai
210 Fidalgo Ave
Kenai, AK 99611
(907) 283-7535

XBP Confirmation Number: [REDACTED]

Transaction detail for payment to City of Kenai.			Date: 11/04/2025 - 5:12:38 PM MT
Transaction Number: [REDACTED]			
Visa — XXXX-XXXX-XXXX-5182			
Status: Successful			
Account #	Item	Quantity	Item Amount
	AP - Lease App. Fee	1	\$100.00
Notes: Echo Lakes Vending Machine; Erick is renewing Special Use permit for 2026			

TOTAL: **\$100.00**

Billing Information

Erick Watkins
99669
[REDACTED]

Transaction taken by: Admin JSemmensCaselle Jsemmens



Kenai City Council - Regular Meeting

November 05, 2025 — 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

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

Action Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. **COUNCIL MEMBER ASKIN ELECTED AS VICE MAYOR.** Election of Vice Mayor
4. Approval of the Agenda and Consent Agenda (*Public comments on Consent Agenda Items 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 ADMINISTRATIVE REPORTS

1. Kenai Police Department Accreditation, Scott Hayes, Executive Director of Northwest Accreditation Alliance.
2. Community Development Block Grant Program, Kevin Buettner, City of Kenai Planning Director.

C. SCHEDULED PUBLIC COMMENTS (*Public comments limited to ten (10) minutes per speaker; twenty (20) minutes aggregated*)

D. UNSCHEDULED PUBLIC COMMENTS (*Public comments limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

E. PUBLIC HEARINGS

1. **ENACTED UNANIMOUSLY. Ordinance No. 3490-2025** - Increasing Estimated Revenues and Appropriations in the Wastewater Treatment Facility Improvement Capital Project Fund, Accepting a Grant from the U.S. Environmental Protection Agency for the Kenai Wastewater Treatment Facility Digester Blowers Upgrade Project and Awarding the Construction Contract for the Project. (Administration)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3491-2025** - Accepting the Donation of Three Bronze Statues from the Kenai Chamber of Commerce and Visitors Center. (Administration) [KMC 1.15.070(d)]
 1. Motion for Introduction
 2. Motion for Second Reading (Requires a Unanimous Vote)
 3. Motion for Enactment (Requires Five Affirmative Votes)

3. **ADOPTED UNANIMOUSLY. Resolution No. 2025-62** - Declaring the Vacation of Portions of Utility Easements Associated with Lots 8, 9, 27 And 28, Block 7, Valhalla Heights Subdivision Part 3 (Plat KN 1568), and as Set Forth on the Attached Exhibit "A" are Not Needed for a Public Purpose and are Consenting Vacation. (Administration)
4. **ADOPTED UNANIMOUSLY. Resolution No. 2025-63** - Establishing the 2026 City Council Regular Meeting Schedule. (City Clerk)
5. **ADOPTED UNANIMOUSLY. Resolution No. 2025-64** - Mutually Agreeing to Terminate the Lease Located at 9711 Kenai Spur Highway with the Alaska Center for Space Technology, Inc. (Administration)
6. **ADOPTED UNANIMOUSLY. Resolution No. 2025-65** - Authorizing the Use of the Equipment Replacement Fund for Purchase of Datacenter Equipment Software. (Administration)
7. **ADOPTED UNANIMOUSLY. Resolution No. 2025-66** - Authorizing the Use of the Equipment Replacement Fund for the Purchase of a New Trackless MT7 with Snow Blower Attachment. (Administration)

F. MINUTES

1. *Regular Meeting of October 15, 2025. (City Clerk)

G. UNFINISHED BUSINESS

H. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Action/Approval** - Special Use Permit to LifeMed Alaska, LLC for Ambulance Warm Storage. (Administration)
3. ***Ordinance No. 3492-2025** - Increasing Estimated Revenues and Appropriations in the General Fund - Streets Department for Replacement of Damaged Guard Rail on Beaver Loop Road. (Administration)
4. ***Ordinance No. 3493-2025** - Increasing Estimated Revenues and Appropriations in the General Fund - Buildings Department for Replacement of the Cooling System in the City's Data Center. (Administration)
5. ***Ordinance No. 3494-2025** - Amending the Official Zoning Map by Rezoning Seven Lots and One Tract to Urban Residential and Two Tracts to Suburban Residential Along Redoubt Avenue, from 4th Street to Floatplane Road. (Administration)
6. ***Ordinance No. 3495-2025** - Authorizing the Reallocation of Capital Project Funds, an Increase to Estimated Revenue and Expenditures, and Approving the Sole-Source Purchase of Two Patient Power Load Systems for Ambulances. (Administration)
7. **APPROVED UNANIMOUSLY. Action/Approval** - Directing the Planning & Zoning Commission to Review and Make Recommendations to Update Kenai Municipal Code 14.10 – Subdivision Regulations. (Administration)
8. **APPROVED UNANIMOUSLY. Action/Approval** - Mayor Liaison Nominations for Appointment to Commissions and Supervisory Sub-Committee. (Knackstedt)
9. **APPROVED WITHOUT OBJECTION. Action/Approval** - Confirmation of Mayor Nomination for a Partial Term Appointment of Marty Askin to the Planning & Zoning Commission. (Knackstedt)

10. **WORK SESSION TENTATIVELY SCHEDULED FOR 1/12/2026.** Discussion/Action - Scheduling a Joint Work Session with the Salamatof Tribal Council. (Administration)
11. **WORK SESSION SCHEDULED FOR 12/3/2025 AT 5:00 P. M.** Discussion/Action - Scheduling a Work Session to Discuss City Elections. (Clerk)
12. **COMMITTEE SELECTED MAYOR KNACKSTEDT, COUNCIL MEMBER KISENA, AND COUNCIL MEMBER GRIEME.** Discussion/Action - Selecting a Sub-Committee to Develop Interview Questions for Council Applicant Interviews. (Clerk)

I. COMMISSION REPORTS

1. Council on Aging Commission
2. Airport Commission
3. Harbor Commission
4. Parks and Recreation Commission
5. Planning and Zoning Commission
6. Beautification Commission

J. REPORT OF THE MAYOR

K. ADMINISTRATION REPORTS

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

L. ADDITIONAL PUBLIC COMMENTS

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

M. EXECUTIVE SESSION

N. PENDING ITEMS

O. ADJOURNMENT

P. INFORMATION ITEMS

The agenda and supporting documents are posted on the City's website at 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 at 907-283-8231.

Registration is required to join the meeting remotely through Zoom. Please use the following link to register:

<https://us02web.zoom.us/meeting/register/1nR9ur03Rs2V0Pnm721dJw>



Kenai City Council - Regular Meeting

October 15, 2025 — 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

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

Action Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. **Certifying the October 7, 2025 Election Results**
 - a. **Swearing in of the Elected Officials** (*Term of office for those elected during the October 7, 2025 Regular Election begin on Monday, October 20, 2025.*)
4. Approval of the Agenda and Consent Agenda (*Public comments on Consent Agenda Items 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 ADMINISTRATIVE REPORTS

C. SCHEDULED PUBLIC COMMENTS (*Public comments limited to ten (10) minutes per speaker; twenty (20) minutes aggregated*)

D. UNSCHEDULED PUBLIC COMMENTS (*Public comments limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

E. PUBLIC HEARINGS

1. **ENACTED UNANIMOUSLY. Ordinance No. 3487-2025** - Accepting and Appropriating a Donation from Hilcorp Alaska to Assist with the Annual Area-Wide Senior Thanksgiving Dinner. (Administration)
2. **ENACTED AS AMENDED UNANIMOUSLY. Ordinance No. 3488-2025** - Accepting the Donation of a Pavilion from the Kenai Peninsula Soccer Club. (Administration)
3. **ENACTED UNANIMOUSLY. Ordinance No. 3489-2025** - Repealing Kenai Municipal Code 7.15.100 Purchase and Sales-Certain City Officers, to Prohibit Purchases and Sales Transactions of Personal Property to City Officials and Employees. (Legal)
4. **ADOPTED UNANIMOUSLY. Resolution No. 2025-60** - Authorizing a Contract Extension for Employee Health Care Effective January 1, 2026. (Administration)
5. **ADOPTED UNANIMOUSLY. Resolution No. 2025-61** - Authorizing Participation in the Current Solicitation of the Community Development Block Grant Program to Extend Water, Sewer and a Local Service Road on Sixth Street. (Administration)

F. MINUTES

1. *Regular Meeting of October 1, 2025. (City Clerk)

G. UNFINISHED BUSINESS

H. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Ordinance No. 3490-2025** - Increasing Estimated Revenues and Appropriations in the Wastewater Treatment Facility Improvement Capital Project Fund, Accepting a Grant from the U.S. Environmental Protection Agency for the Kenai Wastewater Treatment Facility Digester Blowers Upgrade Project and Awarding the Construction Contract for the Project. (Administration)
3. **SEAT DECLARED VACANT EFFECTIVE 10/20/2025. Discussion/Action** - City Council Vacancy.

I. COMMISSION REPORTS

1. Council on Aging Commission
2. Airport Commission
3. Harbor Commission
4. Parks and Recreation Commission
5. Planning and Zoning Commission
6. Beautification Commission

J. REPORT OF THE MAYOR

K. ADMINISTRATION REPORTS

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

L. ADDITIONAL PUBLIC COMMENTS

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

M. EXECUTIVE SESSION

1. Discussion for Airline Operating Agreement with Kenai Aviation. Pursuant to AS 44.62.310(c)(1) a Matter of which the Immediate Knowledge may have an Adverse Effect upon the Finance of the City. (Administration)

N. PENDING ITEMS

O. ADJOURNMENT

P. INFORMATION ITEMS

The agenda and supporting documents are posted on the City's website at 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 at 907-283-8231.

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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: Mary Bondurant, Interim Airport Manager

DATE: October 8, 2025

SUBJECT: **Airport Mid-month Report September 2025**

FY2025 Airport Capital Improvement Projects

- Runway Rehabilitation Project
Project is bid and awarded and will start in the Spring of 2026.
- Apron crack sealing, marking, and sealcoat
Project is bid and awarded and will start in the Spring of 2026.
- Acquire SRE (Loader & Plow Truck with Sander)
Update: the CAT 980 loader should be here in three weeks and the plow truck and sander should be delivered the end of January 2026.
- Airport Master Plan – Phase 1
City Administration met and provided comments on October 7, 2025. City Planner will compile all comments for a second review by City Administration.
- ARFF Building Rehabilitation – Boiler Replacement
Project is in the final stages of completion.

In-house Activities

- Multi-agency Tri-Annual Airport Exercise for the Kenai Airport will be held on October 10, 2025. The drill will last approximately 2 hours. The Airport has issued a Public Service Announcement.
- Preseason Winter Snow and Ice Control meeting is October 22, 2025 at 10:00am in City Council Chambers. This meeting is for all Airport employees, tenants, and lease holders.
- The Airport has completed the hiring of the winter temporary equipment operators.

- Airport and City Administration are holding interviews for the Administrative Assistant position the week of October 6, 2025.
- Airport is preparing for the unveiling of the Bronze Bears around the end of October.
- Operations crew is prepping for the winter season: hauling sand, equipment inspections, wildlife hazing, repairing runway lights and signs, transformers, and windsock replacement.
- The two winter seasonal equipment operators will start on Monday, October 13, and temporary equipment operators will start Monday, October 20th. All will be required to have the mandatory 139 training as required by the FAA.
- Airport is preparing for the unveiling of the Bronze Bears around the end of October.



Float Plane Basin Seasonal Activity

FPB Aircraft Operations

Month	2025	2024	2023	2022	2021	2020	2019
May	93	49	73	137	47	21	64
June	246	298	115	188	123	105	123
July	550	436	239	165	197	178	166
August	435	457	293	135	141	174	172
September	190	277	169	33	87	103	132
October	10	83	20	0	0	19	37
Total	1524	1600	909	658	595	600	694

Avgas/ 100LL Fuel Sales

Month	2025	2024	2023	2022	2021	2020	2019
May	\$5,564	\$3,263	\$4,169	\$4,673	\$2,353	\$1,422	\$1,822
June	\$4,592	\$8,745	\$9,991	\$8,306	\$3,271	\$1,513	\$5,870
July	\$6,055	\$10,164	\$12,687	\$6,424	\$4,394	\$4,416	\$9,030
August	\$6,285	\$10,311	\$14,482	\$7,383	\$4,157	\$1,866	\$7,146
September	\$564	\$8,930	\$10,614	\$7,314	\$1,553	\$2,679	\$5,906
October	\$737	\$3,587	\$1,033	\$1,421	\$147	\$484	\$1,752
Total	\$23,796	\$45,000	\$52,976	\$35,520	\$15,875	\$12,380	\$31,526

Avgas/ 100L Gallons Sold

Month	2025	2024	2023	2022	2021	2020	2019
May	695	408	537	779	392	237	372
June	574	1093	1273	1384	545	252	1198
July	757	1270	1635	1071	732	736	1843
August	785	1288	1918	1049	693	311	1458
September	34	1116	1371	941	259	447	1205
October	92	448	129	183	25	81	358
Total	2936.98	5624	6862	5406	2646	2063	6434

Sale Price Per Gallon

Month	2025	2024	2023	2022	2021	2020	2019
May	\$ 8.00	\$ 8.00	\$ 7.77	\$ 6.00	\$ 6.00	\$ 6.00	\$ 4.90
June	\$ 8.00	\$ 8.00	\$ 7.85	\$ 6.00	\$ 6.00	\$ 6.00	\$ 4.90
July	\$ 8.00	\$ 8.00	\$ 7.76	\$ 6.00	\$ 6.00	\$ 6.00	\$ 4.90
August	\$ 8.00	\$ 8.00	\$ 7.55	\$ 7.04	\$ 6.00	\$ 6.00	\$ 4.90
September	\$ 8.00	\$ 8.00	\$ 7.74	\$ 7.77	\$ 6.00	\$ 6.00	\$ 4.90
October	\$ 8.00	\$ 8.00	\$ 8.00	\$ 7.77	\$ 6.00	\$ 6.00	\$ 4.90
Average	\$ 8.00	\$ 8.00	\$ 7.78	\$ 6.76	\$ 6.00	\$ 6.00	\$ 4.90