



## Kenai City Council - Regular Meeting

April 01, 2020 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

**\*Telephonic/Virtual Information Below\***

[www.kenai.city](http://www.kenai.city)

## 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. **Ordinance No. 3113-2020** - Increasing Estimated Revenues and Appropriations in the Terminal Improvements Capital Fund, and Authorizing an Increase to the Design Agreement with Wince Corthell Bryson. (Administration)
2. **Resolution No. 2020-17** - Authorizing the Use of Funds Remaining After Completion of the Kenai Senior Center Solarium, Roof Repair, Dining Room and Administrative Office Carpet Replacement Projects for a New Project to Create an Alternate Entrance into the Center's Computer Lab. (Administration)

### E. MINUTES – None.

### F. UNFINISHED BUSINESS

### G. NEW BUSINESS

- [1.](#) \***Action/Approval** - Bills to be Ratified. (Administration)
- [2.](#) \***Action/Approval** - Purchase Orders Over \$15,000. (Administration)
- [3.](#) \***Action/Approval** - Non-Objection to the Renewal of the Liquor Licenses for George's Nightclub, Uptown Motel/Back Door Lounge, Uptown Motel/Louie's, and Kenai Elks Lodge #2425. (City Clerk)
- [4.](#) \***Ordinance No. 3116-2020** - Increasing Estimated Revenues and Appropriations in the Airport Special Revenue and Airport Improvements Capital Project Funds and Authorizing a Professional Services Agreement for the Design of the Airport Operations Sand Storage Facility Project. (Administration)
- 5. Discussion** - City Response to COVID-19. (Administration)

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

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

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

#### **J. ADMINISTRATION REPORTS**

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

#### **K. ADDITIONAL PUBLIC COMMENT**

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

#### **L. EXECUTIVE SESSION**

#### **M. PENDING ITEMS**

**N. ADJOURNMENT****O. INFORMATION ITEMS**

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

*The agenda and supporting documents are posted on the City's website at [www.kenai.city](http://www.kenai.city). Copies of resolutions and ordinances are available at the City Clerk's Office or outside the Council Chamber prior to the meeting. For additional information, please contact the City Clerk's Office at 907-283-8231.*

**Join Zoom Meeting: <https://zoom.us/j/537517209>**

**Meeting ID: 537 517 209**

**Dial by your location: (253) 215-8782**

(Or, find your local number at <https://zoom.us/u/aYoajf1wu>)

**Meeting ID: 537 517 209**



Sponsored by: Administration

## CITY OF KENAI

### ORDINANCE NO. 3113-2020

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE TERMINAL IMPROVEMENTS CAPITAL FUND, AND AUTHORIZING AN INCREASE TO THE DESIGN AGREEMENT WITH WINCE CORTHELL BRYSON.

WHEREAS, the City executed a Professional Services Design Agreement with Wince Corthell Bryson on September 22, 2017 in the amount of \$159,557 for the Kenai Municipal Airport Terminal Rehabilitation Project; and,

WHEREAS, two contract amendments have been executed to date including Amendment 1 in the amount of \$566,943 for the completion of Design Phase services and Amendment 2 in the amount of \$466,122 which added Construction Administrative Services through the projects original completion date of December 1, 2019; and,

WHEREAS, proposed contract Amendment 3 in the amount of \$117,982 extends contract duration and Construction Administrative Services through March 31, 2020 as well as adds additional furniture design; and,

WHEREAS, proposed contract Amendment 4 in the amount of \$12,913 is adding boiler replacement design services; and,

WHEREAS, the total contract with Wince Corthell Bryson will be \$1,323,517; and,

WHEREAS, Council has previously approved through passage of Ordinances No. 2975-2017 an original contract amount to Wince Corthell Bryson of \$440,212 followed by passage of Ordinance 3013-2018 which authorized an additional \$286,288 and lastly Ordinance 3037-2018 Substitute which added \$466,122, for a total contract amount authorized by Council to date of \$1,192,622; and,

WHEREAS, with approval of this Ordinance Council is authorizing the increase to Wince Corthell Bryson's Purchase Order in the amount of \$130,895 for a total Purchase Order of \$1,323,517; and,

WHEREAS, it has been determined that the grant eligible portions of the original design agreement as well as amendment 1 are eligible for FAA reimbursement at 93.75%; and,

WHEREAS, Amendments 2, 3, and 4 have been determined to be FAA eligible for reimbursement at 88.575%; and,

WHEREAS, it has been determined the FAA share is \$1,209,901, the City of Kenai's match is \$113,616 for the total Professional Design Services to date; and,

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WHEREAS, City Administration has reviewed the proposals and finds the Scope of Work to be accurate and the costs to be fair and reasonable; and,

WHEREAS, approval of this amendment and appropriation is in the best interest of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, as follows:

**Section 1.** That the City Manager is authorized to accept additional grant funding from the Federal Aviation Administration (FAA) in the amount of \$115,940 for Engineering Contract Amendments 3 & 4.

**Section 2.** That the City Manager is authorized to execute Amendments to the Professional Services Agreement with Wince Corthell Bryson in the total amount of \$130,895 for a total Purchase Order of \$1,323,517.

**Section 3.** That the estimated revenues and appropriations be increased as follows:

Terminal Improvement Capital Project Fund:

Increase Estimated Revenues –  
FAA Grant

\$115,940

Increase Appropriations:  
Engineering

\$115,940

**Section 4.** Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

**Section 5.** Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect upon adoption.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 18<sup>th</sup> day of March, 2020.

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

ATTEST:

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

Approved by Finance: 

Introduced: March 18, 2020  
Enacted:  
Effective:

\_\_\_\_\_



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210 Fidalgo Ave, Kenai, Alaska 99611-7794  
 Telephone: (907) 283-7535 | Fax: (907) 283-3014  
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## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Paul Ostrander, City Manager  
**FROM:** Scott Curtin, Public Works Director  
**DATE:** March 12, 2020  
**SUBJECT:** Ordinance No. 3113-2020

The purpose of this memo recommends passage of Ordinance No. 3113-2020 requesting an increase to the estimated revenue and appropriations in the Terminal Improvements Capital Project Fund and authorizing an increase to the Professional Services Design Agreement to Wince Corthell Bryson.

This project has been a long time in the making with the original design agreement signed in September 2017. The project is now nearing completion and this amendment provides for the extended services as well as some additional scope of work not previously included within the agreement, items like furniture design and now replacement boiler design services.

Blazy Construction's existing contract to date totals \$12,129,497.59. Wince Corthell Bryson's Agreement would be for \$1,323,517.05 with approval of this Ordinance which equates to 10.9% of current Construction Costs. This is on the higher side as a percentage of overall costs, however in consideration of the extensive number of phases required to move individual tenants around to keep those businesses operational which directly impacted the number of days the project has taken to complete, these costs are reasonable.

It is anticipated that the Federal Aviation Administration will be providing for approximately \$1,172,305.23 with the City's amount totaling \$151,211.82 for all of the associated Engineering Services. Council's support is respectfully requested.





Sponsored by: Administration

**CITY OF KENAI**

**RESOLUTION NO. 2020-17**

A RESOLUTION OF THE CITY OF KENAI, ALASKA, AUTHORIZING THE USE OF FUNDS REMAINING AFTER COMPLETION OF THE KENAI SENIOR CENTER SOLARIUM, ROOF REPAIR, DINING ROOM AND ADMINISTRATIVE OFFICE CARPET REPLACEMENT FOR A NEW PROJECT TO CREATE AN ALTERNATE ENTRANCE INTO THE CENTER'S COMPUTER LAB.

WHEREAS, \$916.59 is available from the completed Solarium and Roof Repair Project for other projects; and,

WHEREAS, \$11,048 is available from the completed Dining Room and Administrative Office Carpet Replacement Project; and,

WHEREAS, Senior Center staff have identified the need for an alternate access to the Center's computer lab; and,

WHEREAS, Senior Center staff have identified the need for additional storage cabinets in the Center's library and card room; and,

WHEREAS, the combined \$11,964.59 will provide sufficient funds for the alternate access and storage cabinets; and

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

**Section 1.** That remaining funds in the amount of \$916.59 and \$11,048 from the Senior Center Solarium and Roof Repair and Dining Room and Administrative Office Carpet Replacement Projects respectively are available to fund installation of an alternate entrance into the Center's computer lab and for storage cabinets.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 1st day of April, 2020.

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

ATTEST:

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

Approved by Finance: \_\_\_\_\_  
\_\_\_\_\_



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## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Paul Ostrander, City Manager  
**FROM:** Kathy Romain, Senior Center Director  
**DATE:** March 23, 2020  
**SUBJECT:** Resolution No. 2020 - 17

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With this memo, I am recommending the adoption of Resolution No. 2020 -17 authorizing the use of funds remaining from two previous Senior Center projects for a new project creating an alternate entrance into the Senior Center's Computer Lab.

Currently, the Computer Lab is adjacent to the entrance to Vintage Pointe from the Senior Center. Several times throughout each day, this small hallway becomes congested especially after meetings in the Computer Lab or use of the Social Security Video Conferencing. Walkers, wheelchairs or individuals requiring assistance often find themselves in a "traffic jam". A new entrance will provide access to the Computer Lab away from the Vintage Pointe Corridor and will allow staff and volunteers increased monitoring of the computers and other equipment situated in the Computer Room.

This project will involve creating a doorway through an existing closet from the Game Room into the Computer Lab. The closet currently is used for storing supplies. To compensate for the loss of closet storage, floor-to-ceiling cabinetry will be purchased and incorporated into the Game Room area.

Thank you for your consideration.



PAYMENTS OVER \$15,000.00 WHICH NEED COUNCIL RATIFICATION  
 COUNCIL MEETING OF: APRIL 1, 2020

VENDOR	DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT
PERS	PERS	VARIOUS	LIABILITY	93,691.46
HOMER ELECTRIC	ELECTRIC USAGE	VARIOUS	UTILITIES	115,109.83
ENSTAR NATURAL AGS	GAS USAGE	VARIOUS	UTILITIES	39,767.94
PREMERA BLUE CROSS	MARCH PREMIUM	VARIOUS	LIABILITY	208,413.89

**INVESTMENTS**

VENDOR	DESCRIPTION	MATURITY DATE	AMOUNT	Effect. Int.
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PURCHASE ORDERS OVER \$15,000.00 WHICH NEED COUNCIL APPROVAL  
COUNCIL MEETING OF: APRIL 1, 2020

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>DEPT.</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
AIRGAS	CASSETTE BROOMS	AIRPORT	OPERATING SUPPLIES	23,175.00

INCREASE OF EXISTING PURCHASE ORDER

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>P.O. # - DEPT.</u>	<u>REASON</u>	<u>AMOUNT</u>	<u>TOTAL PO AMT</u>
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## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Paul Ostrander, City Manager  
**FROM:** Mary L. Bondurant – Airport Manager  
**DATE:** March 26, 2020  
**SUBJECT:** Purchase Order – AirGas USA, LLC

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The purpose of this memo is to request approval to purchase cassette brooms from AirGas, LLC for the runway brooms. This is replenishing cassette brooms after the 2019-2020 winter season.

There are only two vendors that manufacture cassettes:

**AirGas USA, LLC - \$ 23,175 for three sets delivered**  
 Yukon Equipment - \$ 28,733 for three sets delivered

AirGas's price was found to be fair and reasonable.

Thank you for your consideration.





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## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**FROM:** Jamie Heinz, City Clerk  
**DATE:** March 25, 2020  
**SUBJECT:** **Liquor License Renewals**

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The following establishments submitted an application to the Alcohol and Marijuana Control Office for renewal of their liquor licenses:

- G & P, Inc. D/B/A George's Nightclub
- Schilling Alaska, Inc. D/B/A Uptown Motel/Back Door Lounge
- Schilling Alaska, Inc. D/B/A Uptown Motel/Louie's
- Kenai Elks Lodge #2425 D/B/A Kenai Elks Lodge #2425

Pursuant to KMC 2.40, a review of City accounts has been completed on the applicants and they have satisfied all obligations to the City. With the approval of Council, a letter of non-objection to the liquor license renewals will be forwarded to the ABC Board and the applicants.

Your consideration is appreciated.







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210 Fidalgo Avenue, Kenai, Alaska 99611-7794  
Telephone: 907-283-7535 / FAX: 907-283-3014



## MEMORANDUM

TO: David Ross, Chief of Police  
Willie Anderson, Lands  
Terry Eubank, Finance Department  
Scott Bloom, Legal Department  
Elizabeth Appleby, City Planner  
Mike Wesson, Building Official  
Jeremy Hamilton, Fire Marshal

FROM: Jacquelyn LaPlante, Deputy City Clerk

DATE: February 21, 2020

RE: **Liquor License Renewal**

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The Alcoholic Beverage Control Board has sent notification that the following applicant has applied for renewal of their Liquor License #204:

Applicant: G & P, Inc.  
D/B/A: George's Nightclub

*Pursuant to KMC 2.40.010, it is determined to be in the public interest that holders of or applicants for licenses issued by the Alcoholic Beverage Control Board of the State of Alaska shall have all obligations to the City of Kenai on a satisfactory basis prior to the City Council approval of any activity of said license holder or applicant.*

Please review account(s) maintained by your department (i.e. water and sewer billings, lease/property payment history, citations, etc.) by the above reference applicant. Initial whether account(s) and/or payment plan(s) are current or delinquent. If accounts are delinquent, attach information to this memorandum indicating amounts owed and for which accounts.

Please let me know if you have any questions. Once you have completed your section, please route to the next department. Thanks!

- 1. **Police Department** DP initials  
 I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.  
 The applicant has outstanding obligations and an additional page has been attached.
- 2. **Finance** fw initials  
 I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.  
 The applicant has outstanding obligations and an additional page has been attached.
- 3. **Legal** ~~SS~~ SS initials - OK w/exception of Tina's note below  
 I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.  
 The applicant has outstanding obligations and an additional page has been attached.
- 4. **Lands Management** WLB initials  
 I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.  
 The applicant has outstanding obligations and an additional page has been attached.
- 5. **Planning and Zoning** EA initials  
 I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.  
 The applicant has outstanding obligations and an additional page has been attached.
- 6. **Building Official** ML initials  
 I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.  
 The applicant has outstanding obligations and an additional page has been attached.
- 7. **Fire Marshal** JH initials  
 I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.  
 The applicant has outstanding obligations and an additional page has been attached.

Returned to Clerk's office: 3/12/2020 gf





THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Community,  
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE  
550 West 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
Main: 907.269.0350

February 17, 2020

City of Kenai

Kenai Peninsula Borough

Via Email: [jblankenship@kpb.us](mailto:jblankenship@kpb.us) ; [Dhenry@kpb.us](mailto:Dhenry@kpb.us) ; [JRodgers@kpb.us](mailto:JRodgers@kpb.us) ; [SNess@kpb.us](mailto:SNess@kpb.us) ;  
[joanne@borough.kenai.ak.us](mailto:joanne@borough.kenai.ak.us) ; [tshassetz@kpb.us](mailto:tshassetz@kpb.us) ; [jheinz@kenai.city](mailto:jheinz@kenai.city)

**Re: Notice of 2020/2021 Liquor License Renewal Application**

204	George's Nightclub	Beverage Dispensary
1380	American Legion Post #20	Club

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

A handwritten signature in black ink, appearing to read "Glen Klinkhart".

Glen Klinkhart, Director

[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)



Alaska Alcoholic Beverage Control Board

**Form AB-17: 2020/2021 Renewal License Application**

**What is this form?**

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing liquor license that are is due to renew by December 31, 2019. All fields of this form must be complete and correct, or the application will be returned to you in the manner in which it was received, per AS 04.11.270 and 3 AAC 304.105. The Community Council field only should be verified/completed by licensees whose establishments are located within the Municipality of Anchorage or outside of city limits within the Matanuska-Susitna Borough.

**This form must be completed and submitted to AMCO's main office before any license renewal application will be reviewed. Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees that an application will be considered complete, or that a license will be renewed.**

**Section 1 – Establishment and Contact Information**

Enter information for the business seeking to have its license renewed. If any populated information is incorrect, please contact AMCO.

Licensee:	G & P, Inc.	License #:	204
License Type:	Beverage Dispensary		
Doing Business As:	George's Nightclub		
Premises Address:	815 Frontage Road		
Local Governing Body:	City of Kenai (Kenai Peninsula Borough)		
Community Council:	None		

Mailing Address:	PO Box 2917				
City:	Kenai	State:	AK	ZIP:	99641

Enter information for the individual who will be designated as the primary point of contact regarding this application. This individual **must be a licensee** who is required to be listed in and authorized to sign this application.

Contact Licensee:	George Pitsilicinis	Contact Phone:	907-283-2022
Contact Email:			

**Optional:** If you wish for AMCO staff to communicate with an individual who is not a licensee named on this form (eg: legal counsel) about this application and other matters pertaining to the license, please provide that person's contact information in the fields below.

Name of Contact:	Cori Waitel	Contact Phone:	2671834
Contact Email:	CORI.W@ACSAALASKA.NET		





Section 2 – Entity or Community Ownership Information

Licensees who directly hold a license as an individual or individuals should skip to Section 3. General partnerships and local governments should skip to the second half of this page. All licensees that are corporations or LLCs must complete this section. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations, Business & Professional Licensing (CBPL). The CBPL Entity # below is neither your EIN/tax ID number, nor your business license number. You may view your entity's status or find your CBPL entity number by using the following site: https://www.commerce.alaska.gov/cbp/main/search/entities

Alaska CBPL Entity #: 64845D

You must ensure that you are able to certify the following statement before signing your initials in the box to the right: Initials

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL.



This subsection must be completed by any community or entity, including a corporation, limited liability company, partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

- If the applicant is a corporation, the following information must be completed for each shareholder who owns 10% or more of the stock in the corporation, and for each president, vice-president, secretary, and managing officer.
• If the applicant is a limited liability organization, the following information must be completed for each member with an ownership interest of 10% or more, and for each manager.
• If the applicant is a partnership, including a limited partnership, the following information must be completed for each partner with an interest of 10% or more, and for each general partner.

Important Note: The information provided in the below fields (including spelling of names, specific titles, and percentages held) must match that which is listed with CBPL. If one individual holds multiple titles mentioned in the bullets above, all titles must be listed for that individual on this application and with CBPL. Failure to list all required titles constitutes an incomplete application. You must list ALL of your qualifying officials, additional copies of this page or a separate sheet of paper may be submitted if necessary.

Table with 5 columns: Name of Official, Title(s), Phone, % Owned, Mailing Address, City, State, ZIP. Row 1: George Pitsilionis, President, 907 283 2222, 100%, PO Box 2917, Kenai, AK, 99647

Table with 5 columns: Name of Official, Title(s), Phone, % Owned, Mailing Address, City, State, ZIP. Row 1: Joanna Pitsilionis, Secretary, 907 283 2222, 0%, PO Box 2917, Kenai, AK, 99647

Table with 5 columns: Name of Official, Title(s), Phone, % Owned, Mailing Address, City, State, ZIP. Row 1: Empty



Section 3 – Sole Proprietor Ownership Information

Entities, such as corporations or LLCs, should skip this section. This section must be completed by any licensee who directly holds the license as an individual or multiple individuals and is applying for license renewal. If more space is needed, please attach a separate sheet that includes all of the required information. The following information must be completed for each licensee and each affiliate.

This individual is an: [ ] applicant [ ] affiliate

Form with fields: Name, Contact Phone, Mailing Address, City, State, ZIP, Email

This individual is an: [ ] applicant [ ] affiliate

Form with fields: Name, Contact Phone, Mailing Address, City, State, ZIP, Email

Section 4 – Alcohol Server Education

This section must be completed only by the holder of a beverage dispensary, club, or pub license or conditional contractor's permit. The holders of all other license types should skip to Section 5.

Read the line below, and then sign your initials in the box to the right of the statement: Initials

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of a patron have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, as set forth in AS 04.21.025 and 3 AAC 304.465.

[Handwritten initials]

Section 5 – License Operation

Check a single box for each calendar year that best describes how this liquor license was operated: 2018 2019

The license was regularly operated continuously throughout each year. [checked] [checked]

The license was regularly operated during a specific season each year. [ ] [ ]

The license was only operated to meet the minimum requirement of 240 total hours each calendar year. If this box is checked, a complete copy of Form AB-30: Proof of Minimum Operation Checklist, and all necessary documentation must be provided with this application. [ ] [ ]

The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both of the calendar years. If this box is checked, a complete copy of Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated for at least the minimum requirement, unless a complete copy of the form (including fees) has already been submitted for that year. [ ] [ ]





Section 6 - Violations and Convictions

Applicant violations and convictions in calendar years 2018 and 2019:

Yes No

Have any notices of violation (NOVs) been issued for this license in the calendar years 2018 or 2019?

Yes: [ ] No: [x]

Has any person or entity named in this application been convicted of a violation of Title 04, of 3 AAC 304, or a local ordinance adopted under AS 04.21.010 in the calendar years 2018 or 2019?

Yes: [ ] No: [x]

If "Yes" to either of the previous two questions, attach a separate page to this application listing all NOVs and/or convictions.

Section 7 - Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.

[Handwritten initials]

I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers, managers, general partners, or stakeholders) from what is currently approved and on file with the Alcoholic Beverage Control Board.

[Handwritten initials]

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

[Handwritten initials]

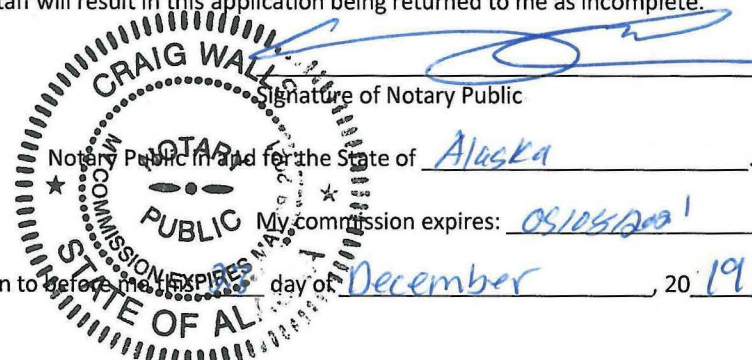
As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Alcoholic Beverage Control Board or AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned to me as incomplete.

Signature of licensee

Printed name of licensee

Handwritten signature and name: JOANNA BIBILONIS

Signature of Notary Public



Notary Public in and for the State of Alaska

My commission expires: 05/05/2021

Subscribed and sworn to before me this 15th day of December, 2019.

Seasonal License? Yes [ ] No [x]

If "Yes", write your six-month operating period: \_\_\_\_\_

Table with 5 columns: License Fee (\$2500.00), Application Fee (\$300.00), TOTAL (\$2800.00), Miscellaneous Fees, GRAND TOTAL (if different than TOTAL)



# Office of the Borough Clerk

144 North Binkley Street, Soldotna, Alaska 99669 • (907) 714-2160 • (907) 714-2388 Fax

Johni Blankenship, MMC  
Borough Clerk

February 19, 2020

**Sent via email:** jheinz@kenai.city

Kenai City Hall  
City of Kenai

RE: Non-Objection of Application

Licensee/Applicant	:	G & P, Inc.
Business Name	:	George's Nightclub
License Type	:	Beverage Dispensary
License Location	:	815 Frontage Road, Kenai, AK 99611, City of Kenai
License No.	:	204
Application Type	:	License Renewal

Dear Ms. Heinz,

This serves to advise that the Kenai Peninsula Borough has reviewed the above referenced application and has no objection.

Should you have any questions, or need additional information, please do not hesitate to let us know.

Sincerely,

Johni Blankenship, MMC  
Borough Clerk

JB/ts

Encl.

cc: loriw@acsalaska.net; jheinz@kenai.city; DCooper@kpb.us; SNess@kpb.us





210 Fidalgo Avenue, Kenai, Alaska 99611-7794  
Telephone: 907-283-7535 / FAX: 907-283-3014



## MEMORANDUM

TO: David Ross, Chief of Police  
Willie Anderson, Lands  
Terry Eubank, Finance Department  
Scott Bloom, Legal Department  
Elizabeth Appleby, City Planner  
Mike Wesson, Building Official  
Jeremy Hamilton, Fire Marshal

FROM: Jacquelyn LaPlante, Deputy City Clerk

DATE: March 6, 2020

RE: **Liquor License Renewal**

---

The Alcoholic Beverage Control Board has sent notification that the following applicant has applied for renewal of their Liquor License #2237:

Applicant: Schilling Alaska, Inc.  
D/B/A: Uptown Motel/Back Door Lounge

*Pursuant to KMC 2.40.010, it is determined to be in the public interest that holders of or applicants for licenses issued by the Alcoholic Beverage Control Board of the State of Alaska shall have all obligations to the City of Kenai on a satisfactory basis prior to the City Council approval of any activity of said license holder or applicant.*

Please review account(s) maintained by your department (i.e. water and sewer billings, lease/property payment history, citations, etc.) by the above reference applicant. Initial whether account(s) and/or payment plan(s) are current or delinquent. If accounts are delinquent, attach information to this memorandum indicating amounts owed and for which accounts.

Please let me know if you have any questions. Once you have completed your section, please route to the next department. Thanks!

1.  **Police Department** D.R. initials  
 I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.  
 The applicant has outstanding obligations and an additional page has been attached.

2.  **Finance** [Signature] initials  
 I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.  
 The applicant has outstanding obligations and an additional page has been attached.

3.  **Legal** S3 initials  
 I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.  
 The applicant has outstanding obligations and an additional page has been attached.

4.  **Lands Management** [Signature] initials  
 I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.  
 The applicant has outstanding obligations and an additional page has been attached.

5.  **Planning and Zoning** EA initials  
 I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.  
 The applicant has outstanding obligations and an additional page has been attached.

6.  **Building Official** [Signature] initials  
 I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.  
 The applicant has outstanding obligations and an additional page has been attached.

7.  **Fire Marshal** [Signature] initials  
 I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.  
 The applicant has outstanding obligations and an additional page has been attached.

Returned to Clerk's office: 3/18/2020 g.z.



*Uptown Motel*  
*Back Door Lounge*  
47 Spur View Drive  
Kenai, AK 99611  
907 283 3660

February 11, 2020

Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501

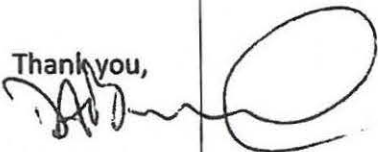
**Re: 2020/2022 Renewal – License #2237**

To Whom It May Concern:

Please accept this written statement that explains how this establishment encourages tourism and meets the requirements listed under AS 04.11.400(d) and 3 AAC 304.325.

1. The Back Door Lounge is advertised as a local establishment featuring not only local breweries and spirits, but also local sports teams i.e. Kenai River Brown Bears hockey and Kenai Peninsula Oilers Baseball
2. The Back Door Lounge was built to be a part of the Uptown Motel and features an Alaskan décor including many trophy animal mounts
3. The Back Door Lounge is operated only by employees of the Uptown Motel and Schilling Alaska, Inc
4. The Uptown Motel has 49 rooms available for rent that approach the minimum definition for kitchen facilities (no separate sink). There is no alcoholic beverages stocked in the rooms
5. The Uptown Motel is also home to Louie’s Restaurant, a full-service dining room featuring breakfast, lunch and dinner menus
6. The Front Desk of the Uptown Motel serves as a ‘hub’ for recreational activities including, but not limited to, guided hunting and fishing excursions, fly-in trip and other packages for the benefit of our visitors

Thank you,



Duane Bannock





**Alaska Alcoholic Beverage Control Board**  
**Beverage Dispensary – Tourism License**  
**Form AB-17d: 2020/2021 Renewal License Application**

**What is this form?**

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing beverage dispensary-tourism liquor license that is due to renew by December 31, 2019. All fields of this form must be complete and correct, or the application will be returned to you in the manner in which it was received, per AS 04.11.270 and 3 AAC 304.105. The Community Council field only should be verified/completed by licensees whose establishments are located within the Municipality of Anchorage or outside of city limits within the Matanuska-Susitna Borough.

**This form must be completed and submitted to AMCO's main office before any license renewal application will be reviewed. Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees that an application will be considered complete, or that a license will be renewed.**

**Section 1 – Establishment and Contact Information**

Enter information for the business seeking to have its license renewed. If any populated information is incorrect, please contact AMCO.

<b>Licensee:</b>	Schilling Alaska, Inc.	<b>License #:</b>	2237
<b>License Type:</b>	Beverage Dispensary - Tourism Duplicate		
<b>Doing Business As:</b>	Uptown Motel/Back Door Lounge		
<b>Premises Address:</b>	18021 Kenai Spur Hwy		
<b>Local Governing Body:</b>	City of Kenai (Kenai Peninsula Borough)		
<b>Community Council:</b>	None		

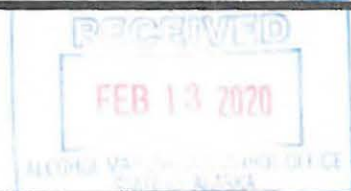
<b>Mailing Address:</b>	47 Spur View Drive				
<b>City:</b>	Kenai	<b>State:</b>	AK	<b>ZIP:</b>	99611

Enter information for the individual who will be designated as the primary point of contact regarding this application. This individual **must be a licensee** who is required to be listed in and authorized to sign this application.

<b>Contact Licensee:</b>	David Schilling	<b>Contact Phone:</b>	907 283 3660
<b>Contact Email:</b>	dave@uptownmotel.com		

**Optional:** If you wish for AMCO staff to communicate with an individual who is not a licensee named on this form (eg: legal counsel) about this application and other matters pertaining to the license, please provide that person's contact information in the fields below.

<b>Name of Contact:</b>	Duane Bannock	<b>Contact Phone:</b>	907 283 3660
<b>Contact Email:</b>	duane@uptownmotel.com		







# Form AB-17d: 2020/2021 Tourism Renewal License Application

## Section 2 – Entity or Community Ownership Information

Licensees who directly hold a license as an individual or individuals should skip to Section 3. General partnerships and local governments should skip to the second half of this page. All licensees that are **corporations** or **LLCs** must complete this section. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations, Business & Professional Licensing (CBPL). The CBPL Entity # below is neither your EIN/tax ID number, nor your business license number. You may view your entity's status or find your CBPL entity number by visiting the following site: <https://www.commerce.alaska.gov/cbp/main/search/entities>

Alaska CBPL Entity #:	39992D
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You must ensure that you are able to certify the following statement before signing your initials in the box to the right: Initials

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL.

This subsection must be completed by any **community** or **entity**, including a corporation, limited liability company, partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

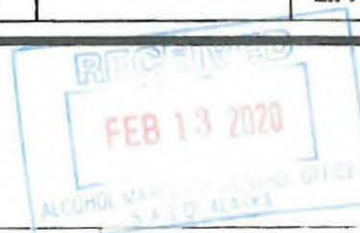
- If the applicant is a **corporation**, the following information must be completed for each **shareholder who owns 10% or more** of the stock in the corporation, and for each **president, vice-president, secretary, and managing officer**.
- If the applicant is a **limited liability organization**, the following information must be completed for each **member with an ownership interest of 10% or more**, and for each **manager**.
- If the applicant is a **partnership**, including a limited partnership, the following information must be completed for each **partner with an interest of 10% or more**, and for each **general partner**.

**Important Note:** The information provided in the below fields (including spelling of names, specific titles, and percentages held) must match that which is listed with CBPL. If one individual holds multiple titles mentioned in the bullets above, all titles must be listed for that individual on this application and with CBPL. Failure to list all required titles constitutes an incomplete application. You must list **ALL of your qualifying officials, additional copies of this page or a separate sheet of paper may be submitted if necessary.**

Name of Official:	David Schilling				
Title(s):	President / sec	Phone:	907 283 3660	% Owned:	100
Mailing Address:	47 Spur View Drive				
City:	Kenai	State:	AK	ZIP:	99611

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	





Form AB-17d: 2020/2021 Tourism Renewal License Application

Section 3 - Sole Proprietor Ownership Information

Entities, such as corporations or LLCs, should skip this section. This section must be completed by any licensee who directly holds the license as an individual or multiple individuals and is applying for license renewal. If more space is needed, please attach a separate sheet that includes all of the required information.

The following information must be completed for each licensee and each affiliate.

This individual is an: [ ] applicant [ ] affiliate (spouse)

Form with fields: Name, Contact Phone, Mailing Address, City, State, ZIP, Email

This individual is an: [ ] applicant [ ] affiliate (spouse)

Form with fields: Name, Contact Phone, Mailing Address, City, State, ZIP, Email

Section 4 - Alcohol Server Education

Read the line below, and then sign your initials in the box to the right of the statement:

Initials

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of a patron have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, as set forth in AS 04.21.025 and 3 AAC 304.465.



Section 5 - License Operation

Check a single box for each calendar year that best describes how this liquor license was operated: 2018 2019

Table with 4 rows of license operation descriptions and checkboxes for 2018 and 2019.







Form AB-17d: 2020/2021 Tourism Renewal License Application

Section 6 - Violations and Convictions

Applicant violations and convictions in calendar years 2018 and 2019:

Yes No

Have any notices of violation (NOVs) been issued for this license in the calendar years 2018 or 2019?

Yes  No

Has any person or entity named in this application been convicted of a violation of Title 04, of 3 AAC 304, or a local ordinance adopted under AS 04.21.010 in the calendar years 2018 or 2019?

Yes  No

If "Yes" to either of the previous two questions, attach a separate page to this application listing all NOVs and/or convictions.

Section 7 - Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.

I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers, managers, general partners, or stakeholders) from what is currently approved and on file with the Alcoholic Beverage Control (ABC) Board.

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

I am submitting as part of this application a completed copy of the attached Tourism Statement form, for review by the Alcoholic Beverage Control Board.

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Alcoholic Beverage Control Board or AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned to me as incomplete.

Signature of licensee

David Schilling

Printed name of licensee



Signature of Notary Public

Notary Public in and for the State of Alaska

My commission expires: 10-19-2020

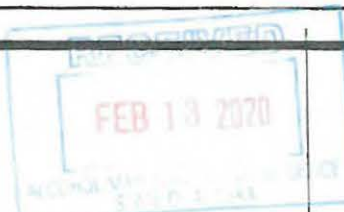
Subscribed and sworn to before me this 12th day of February, 2020.

Yes  No

Seasonal License?

If "Yes", write your six-month operating period: \_\_\_\_\_

License Fee:	\$ 2500.00	Application Fee:	\$ 300.00	TOTAL:	\$ 2800.00
Miscellaneous Fees:				Late Fee	500.-
GRAND TOTAL (if different than TOTAL):					3,300.-





**Alaska Alcoholic Beverage Control Board**  
**Tourism Statement**

A new, transfer, or renewal application for a beverage dispensary – tourism or restaurant / eating place – tourism license must be accompanied by a written statement that explains how the establishment encourages tourism and meets the requirements listed under AS 04.11.400(d) and 3 AAC 304.325.

This document must be submitted to AMCO's main office before any tourism license application will be reviewed.

**Section 1 – Establishment Information**

Enter information for the business seeking to have its license renewed. If any populated information is incorrect, please contact AMCO.

<b>Doing Business As:</b>	Uptown Motel/Back Door Lounge	<b>License #:</b>	2237
<b>License Type:</b>	Beverage Dispensary - Tourism Duplicate		

**Section 2 – Tourism Statement**

**2.1. Explain how issuance of a liquor license at your establishment has/will encourage tourism.**

Please see attached letter

**2.2. Explain how the facility was/will be constructed or improved as required by AS 04.11.400(d)(1):**

Carpet and decorative lighting replaced

**2.3 Does the licensee or applicant for this liquor license also operate the tourism facility in which this license is located?**

YES  NO

**2.4 If "no" who operates the tourism facility?**







**Alaska Alcoholic Beverage Control Board  
 Tourism Statement**

2.5 Do you offer room rentals to the traveling public?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

If "yes" answer the following questions:

How many rooms are available?

49	
----	--

How many of the available rooms (if any) have kitchen facilities (defined as: a separate sink for food preparation along with refrigeration and cooking appliance devices, including a microwave)?

zero. (microwave ovens in each room)	
--------------------------------------	--

Do you stock or plan to stock alcoholic beverages in guest rooms?

YES	NO
<input type="checkbox"/>	<input checked="" type="checkbox"/>

If "no" is your facility located within an airport terminal?

YES	NO
<input type="checkbox"/>	<input checked="" type="checkbox"/>

2.6 If your establishment includes a dining facility, please describe that facility. If it does not please write "none".

Please see attached letter	
----------------------------	--

2.7 If additional amenities are available to your guests through your establishment (eg: guided tours or trips, rental equipment for guests, other activities that attract tourists), please describe them. If they are not offered, please write "none".

Please see attached letter	
----------------------------	--





# Office of the Borough Clerk

144 North Binkley Street, Soldotna, Alaska 99669 • (907) 714-2160 • (907) 714-2388 Fax

Johni Blankenship, MMC  
Borough Clerk

March 11, 2020

**Sent via email:** jheinz@kenai.city

Kenai City Hall  
City of Kenai

RE: Non-Objection of Application

Licensee/Applicant	:	Schilling Alaska, Inc.
Business Name	:	Uptown Motel/Back Door Lounge
License Type	:	Beverage Dispensary/Tourism-Duplicate
License Location	:	18021 Kenai Spur Highway, Kenai, AK 99611
License No.	:	2237
Application Type	:	License Renewal

Dear Ms. Heinz,

This serves to advise that the Kenai Peninsula Borough has reviewed the above referenced application and has no objection.

Should you have any questions, or need additional information, please do not hesitate to let us know.

Sincerely,

Johni Blankenship, MMC  
Borough Clerk

JB/ts

Encl.

cc: dave@uptownmotel.com; jheinz@kenai.city; DCooper@kpb.us; SNess@kpb.us



210 Fidalgo Avenue, Kenai, Alaska 99611-7794  
Telephone: 907-283-7535 / FAX: 907-283-3014



## MEMORANDUM

TO: David Ross, Chief of Police  
Willie Anderson, Lands  
Terry Eubank, Finance Department  
Scott Bloom, Legal Department  
Elizabeth Appleby, City Planner  
Mike Wesson, Building Official  
Jeremy Hamilton, Fire Marshal

FROM: Jacquelyn LaPlante, Deputy City Clerk

DATE: March 6, 2020

RE: **Liquor License Renewal**

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The Alcoholic Beverage Control Board has sent notification that the following applicant has applied for renewal of their Liquor License #1859:

Applicant: Schilling Alaska, Inc.  
D/B/A: Uptown Motel/Louie's

*Pursuant to KMC 2.40.010, it is determined to be in the public interest that holders of or applicants for licenses issued by the Alcoholic Beverage Control Board of the State of Alaska shall have all obligations to the City of Kenai on a satisfactory basis prior to the City Council approval of any activity of said license holder or applicant.*

Please review account(s) maintained by your department (i.e. water and sewer billings, lease/property payment history, citations, etc.) by the above reference applicant. Initial whether account(s) and/or payment plan(s) are current or delinquent. If accounts are delinquent, attach information to this memorandum indicating amounts owed and for which accounts.

Please let me know if you have any questions. Once you have completed your section, please route to the next department. Thanks!



1. **Police Department** D.R. initials

- I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.
- The applicant has outstanding obligations and an additional page has been attached.

2. **Finance** JW initials

- I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.
- The applicant has outstanding obligations and an additional page has been attached.

3. **Legal** SB initials

- I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.
- The applicant has outstanding obligations and an additional page has been attached.

4. **Lands Management** WLB initials

- I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.
- The applicant has outstanding obligations and an additional page has been attached.

5. **Planning and Zoning** EA initials

- I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.
- The applicant has outstanding obligations and an additional page has been attached.

6. **Building Official** MW initials

- I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.
- The applicant has outstanding obligations and an additional page has been attached.

7. **Fire Marshal** D.P. initials

- I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.
- The applicant has outstanding obligations and an additional page has been attached.

Returned to Clerk's office: 3/18/2020 gd

*Uptown Motel*  
*Louie's Restaurant*  
47 Spur View Drive  
Kenai, AK 99611  
907 283 3660

February 11, 2020

Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501

**Re: 2020/2022 Renewal – License #1859**

To Whom It May Concern:

Please accept this written statement that explains how this establishment encourages tourism and meets the requirements listed under AS 04.11.400(d) and 3 AAC 304.325.

1. Louie's Restaurant is advertised as a local establishment featuring not only local breweries and spirits, but also where many other hospitality locations refer guests due to the Alaskan décor and featured Alaskan seafood
2. Louie's Restaurant was built to be a part of the Uptown Motel and features an Alaskan décor including many trophy animal mounts
3. Louie's Restaurant is operated only by employees of the Uptown Motel and Schilling Alaska, Inc
4. The Uptown Motel has 49 rooms available for rent that approach the minimum definition for kitchen facilities (no separate sink). There is no alcoholic beverages stocked in the rooms
5. Louie's Restaurant is a full-service dining room featuring breakfast, lunch and dinner menus
6. The Front Desk of the Uptown Motel serves as a 'hub' for recreational activities including, but not limited to, guided hunting and fishing excursions, fly-in trip and other packages for the benefit of our visitors

Thank you,

Duane Bannock







## Alaska Alcoholic Beverage Control Board Beverage Dispensary – Tourism License Form AB-17d: 2020/2021 Renewal License Application

### What is this form?

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing beverage dispensary-tourism liquor license that is due to renew by December 31, 2019. All fields of this form must be complete and correct, or the application will be returned to you in the manner in which it was received, per AS 04.11.270 and 3 AAC 304.105. The Community Council field only should be verified/completed by licensees whose establishments are located within the Municipality of Anchorage or outside of city limits within the Matanuska-Susitna Borough.

This form must be completed and submitted to AMCO's main office before any license renewal application will be reviewed. Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees that an application will be considered complete, or that a license will be renewed.

### Section 1 – Establishment and Contact Information

Enter information for the business seeking to have its license renewed. If any populated information is incorrect, please contact AMCO.

Licensee:	Schilling Alaska, Inc.	License #:	1859
License Type:	Beverage Dispensary - Tourism		
Doing Business As:	Uptown Motel/Louie's		
Premises Address:	18021 Kenai Spur Hwy		
Local Governing Body:	City of Kenai (Kenai Peninsula Borough)		
Community Council:	None		

Mailing Address:	47 Spur View Drive				
City:	Kenai	State:	AK	ZIP:	99611

Enter information for the individual who will be designated as the primary point of contact regarding this application. This individual must be a licensee who is required to be listed in and authorized to sign this application.

Contact Licensee:	David Schilling	Contact Phone:	907 283 3660
Contact Email:	dave@uptownmotel.com		

Optional: If you wish for AMCO staff to communicate with an individual who is not a licensee named on this form (eg: legal counsel) about this application and other matters pertaining to the license, please provide that person's contact information in the fields below.

Name of Contact:	Duane Bannock	Contact Phone:	907 283 3660
Contact Email:	duane@uptownmotel.com		







Form AB-17d: 2020/2021 Tourism Renewal License Application

Section 2 - Entity or Community Ownership Information

Licenses who directly hold a license as an individual or individuals should skip to Section 3. General partnerships and local governments should skip to the second half of this page. All licensees that are corporations or LLCs must complete this section. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations, Business & Professional Licensing (CBPL). The CBPL Entity # below is neither your EIN/tax ID number, nor your business license number. You may view your entity's status or find your CBPL entity number by visiting the following site: https://www.commerce.alaska.gov/cbp/main/search/entities

Alaska CBPL Entity #: 39992D

You must ensure that you are able to certify the following statement before signing your initials in the box to the right: Initials

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL.

AS

This subsection must be completed by any community or entity, including a corporation, limited liability company, partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

- If the applicant is a corporation, the following information must be completed for each shareholder who owns 10% or more of the stock in the corporation, and for each president, vice-president, secretary, and managing officer.
• If the applicant is a limited liability organization, the following information must be completed for each member with an ownership interest of 10% or more, and for each manager.
• If the applicant is a partnership, including a limited partnership, the following information must be completed for each partner with an interest of 10% or more, and for each general partner.

Important Note: The information provided in the below fields (including spelling of names, specific titles, and percentages held) must match that which is listed with CBPL. If one individual holds multiple titles mentioned in the bullets above, all titles must be listed for that individual on this application and with CBPL. Failure to list all required titles constitutes an incomplete application. You must list ALL of your qualifying officials, additional copies of this page or a separate sheet of paper may be submitted if necessary.

Name of Official: David Schilling
Title(s): President / SEC
Phone: 907 283 3660
% Owned: 100
Mailing Address: 47 Spur View Drive
City: Kenai State: AK ZIP: 99611

Name of Official:
Title(s):
Phone:
% Owned:
Mailing Address:
City: State: ZIP:

Name of Official:
Title(s):
Phone:
% Owned:
Mailing Address:
City: State: ZIP:





# Form AB-17d: 2020/2021 Tourism Renewal License Application

## Section 3 - Sole Proprietor Ownership Information

Entities, such as corporations or LLCs, should skip this section. This section must be completed by any licensee who directly holds the license as an **individual or multiple individuals** and is applying for license renewal. If more space is needed, please attach a separate sheet that includes all of the required information.

The following information must be completed for each licensee and each affiliate.

This individual is an:  applicant  affiliate (spouse)

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

This individual is an:  applicant  affiliate (spouse)

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

## Section 4 - Alcohol Server Education

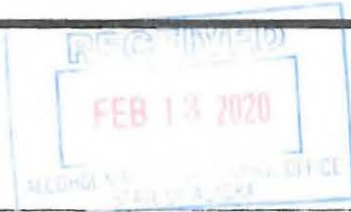
Read the line below, and then sign your initials in the box to the right of the statement: Initials

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of a patron have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, as set forth in AS 04.21.025 and 3 AAC 304.465.

## Section 5 - License Operation

Check a **single box** for each calendar year that best describes how this liquor license was operated: 2018    2019

The license was regularly operated continuously throughout each year.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
The license was regularly operated during a specific season each year.	<input type="checkbox"/>	<input type="checkbox"/>
The license was only operated to meet the minimum requirement of 240 total hours each calendar year. <i>If this box is checked, a complete copy of Form AB-30: Proof of Minimum Operation Checklist, and all necessary documentation must be provided with this application.</i>	<input type="checkbox"/>	<input type="checkbox"/>
The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both of the calendar years. <i>If this box is checked, a complete copy of Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated for at least the minimum requirement, unless a complete copy of the form (including fees) has already been submitted for that year.</i>	<input type="checkbox"/>	<input type="checkbox"/>







Form AB-17d: 2020/2021 Tourism Renewal License Application

Section 6 - Violations and Convictions

Applicant violations and convictions in calendar years 2018 and 2019: Yes No

Have any notices of violation (NOVs) been issued for this license in the calendar years 2018 or 2019? [ ] [X]

Has any person or entity named in this application been convicted of a violation of Title 04, of 3 AAC 304, or a local ordinance adopted under AS 04.21.010 in the calendar years 2018 or 2019? [ ] [X]

If "Yes" to either of the previous two questions, attach a separate page to this application listing all NOVs and/or convictions.

Section 7 - Certifications

Read each line below, and then sign your initials in the box to the right of each statement: Initials

I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business. [Initials]

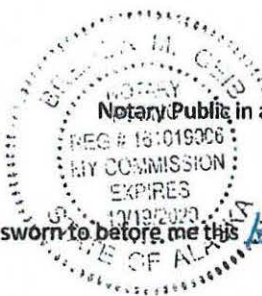
I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers, managers, general partners, or stakeholders) from what is currently approved and on file with the Alcoholic Beverage Control (ABC) Board. [Initials]

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued. [Initials]

I am submitting as part of this application a completed copy of the attached Tourism Statement form, for review by the Alcoholic Beverage Control Board. [Initials]

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Alcoholic Beverage Control Board or AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned to me as incomplete.

Signature of licensee: David Schilling
Printed name of licensee: David Schilling



Signature of Notary Public: Brenda M. Clark

Notary Public in and for the State of Alaska

My commission expires: 10-19-2020

Subscribed and sworn to before me this 12th day of February, 2020

Seasonal License? [ ] Yes [X] No If "Yes", write your six-month operating period: \_\_\_\_\_

Table with 5 columns: License Fee (\$2500.00), Application Fee (\$300.00), TOTAL (\$2800.00), Miscellaneous Fees (Lato Fee \$500.00), GRAND TOTAL (if different than TOTAL) (\$3,300.00)





**Alaska Alcoholic Beverage Control Board**  
**Tourism Statement**

A new, transfer, or renewal application for a beverage dispensary – tourism or restaurant / eating place – tourism license must be accompanied by a written statement that explains how the establishment encourages tourism and meets the requirements listed under AS 04.11.400(d) and 3 AAC 304.325.

This document must be submitted to AMCO's main office before any tourism license application will be reviewed.

**Section 1 – Establishment Information**

Enter information for the business seeking to have its license renewed. If any populated information is incorrect, please contact AMCO.

<b>Doing Business As:</b>	Uptown Motel/Louie's	<b>License #:</b>	1859
<b>License Type:</b>	Beverage Dispensary - Tourism		

**Section 2 – Tourism Statement**

**2.1. Explain how issuance of a liquor license at your establishment has/will encourage tourism.**

Please see attached letter

**2.2. Explain how the facility was/will be constructed or improved as required by AS 04.11.400(d)(1):**

Carpet has been replaced as well as new upholstery on booths/chairs

**2.3 Does the licensee or applicant for this liquor license also operate the tourism facility in which this license is located?**

YES  NO

**2.4 If "no" who operates the tourism facility?**







Alaska Alcoholic Beverage Control Board  
**Tourism Statement**

2.5 Do you offer room rentals to the travelling public? YES  NO

If "yes" answer the following questions:

How many rooms are available?

49

How many of the available rooms (if any) have kitchen facilities (defined as: a separate sink for food preparation along with refrigeration and cooking appliance devices, including a microwave)?

zero (all rooms include microwave oven)

Do you stock or plan to stock alcoholic beverages in guest rooms? YES  NO

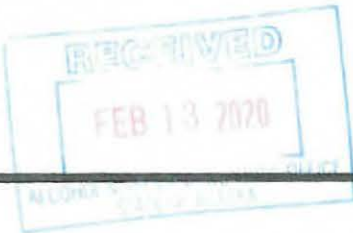
If "no" is your facility located within an airport terminal? YES  NO

2.6 If your establishment includes a dining facility, please describe that facility. If it does not please write "none".

Please see attached letter

2.7 If additional amenities are available to your guests through your establishment (eg: guided tours or trips, rental equipment for guests, other activities that attract tourists), please describe them. If they are not offered, please write "none".

Please see attached letter







# Office of the Borough Clerk

144 North Binkley Street, Soldotna, Alaska 99669 • (907) 714-2160 • (907) 714-2388 Fax

Johni Blankenship, MMC  
Borough Clerk

March 11, 2020

**Sent via email:** jheinz@kenai.city

Kenai City Hall  
City of Kenai

RE: Non-Objection of Application

Licensee/Applicant	:	Schilling Alaska, Inc.
Business Name	:	Uptown Motel/Louie's
License Type	:	Beverage Dispensary/Tourism
License Location	:	18021 Kenai Spur Highway, Kenai, AK 99611
License No.	:	1859
Application Type	:	License Renewal

Dear Ms. Heinz,

This serves to advise that the Kenai Peninsula Borough has reviewed the above referenced application and has no objection.

Should you have any questions, or need additional information, please do not hesitate to let us know.

Sincerely,

Johni Blankenship, MMC  
Borough Clerk

JB/ts

Encl.

cc: dave@uptownmotel.com; jheinz@kenai.city; DCooper@kpb.us; SNess@kpb.us



210 Fidalgo Avenue, Kenai, Alaska 99611-7794  
Telephone: 907-283-7535 / FAX: 907-283-3014



## MEMORANDUM

TO: David Ross, Chief of Police  
Willie Anderson, Lands  
Terry Eubank, Finance Department  
Scott Bloom, Legal Department  
Elizabeth Appleby, City Planner  
Mike Wesson, Building Official  
Jeremy Hamilton, Fire Marshal

FROM: Jacquelyn LaPlante, Deputy City Clerk

DATE: March 18, 2020

RE: **Liquor License Renewal**

---

The Alcoholic Beverage Control Board has sent notification that the following applicant has applied for renewal of their Liquor License #5644:

Applicant: Kenai Elks Lodge #2425  
D/B/A: Kenai Elks Lodge #2425

*Pursuant to KMC 2.40.010, it is determined to be in the public interest that holders of or applicants for licenses issued by the Alcoholic Beverage Control Board of the State of Alaska shall have all obligations to the City of Kenai on a satisfactory basis prior to the City Council approval of any activity of said license holder or applicant.*

Please review account(s) maintained by your department (i.e. water and sewer billings, lease/property payment history, citations, etc.) by the above reference applicant. Initial whether account(s) and/or payment plan(s) are current or delinquent. If accounts are delinquent, attach information to this memorandum indicating amounts owed and for which accounts.

Please let me know if you have any questions. Once you have completed your section, please route to the next department. Thanks!

1. **Police Department** D.R. initials  
 I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.  
 The applicant has outstanding obligations and an additional page has been attached.

2. **Finance** W initials  
 I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.  
 The applicant has outstanding obligations and an additional page has been attached.

3. **Legal** JJ initials  
 I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.  
 The applicant has outstanding obligations and an additional page has been attached.

4. **Lands Management** Wen initials  
 I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.  
 The applicant has outstanding obligations and an additional page has been attached.

5. **Planning and Zoning** EA initials  
 I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.  
 The applicant has outstanding obligations and an additional page has been attached.

6. **Building Official** MM initials  
 I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.  
 The applicant has outstanding obligations and an additional page has been attached.

7. **Fire Marshal** JPH initials  
 I have reviewed all records for my department and the applicant is current on obligations or obligations do not exist.  
 The applicant has outstanding obligations and an additional page has been attached.

Returned to Clerk's office: 3/23/2020 g&g





THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Community,  
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE  
550 West 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
Main: 907.269.0350

March 13, 2020

City of Kenai

Kenai Peninsula Borough

Via Email: [jblankenship@kpb.us](mailto:jblankenship@kpb.us) ; [Dhenry@kpb.us](mailto:Dhenry@kpb.us) ; [JRodgers@kpb.us](mailto:JRodgers@kpb.us) ; [SNess@kpb.us](mailto:SNess@kpb.us) ;  
[joanne@borough.kenai.ak.us](mailto:joanne@borough.kenai.ak.us) ; [tshassetz@kpb.us](mailto:tshassetz@kpb.us) ; [jheinz@kenai.city](mailto:jheinz@kenai.city)

**Re: Notice of 2020/2021 Liquor License Renewal Application**

License #	DBA	License Type
5644	Kenai Elks Lodge #2425	Club

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Glen Klinkhart, Director  
[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)



## Alaska Alcoholic Beverage Control Board Form AB-17: 2020/2021 Renewal License Application

### What is this form?

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing liquor license that are due to renew by December 31, 2019. All fields of this form must be complete and correct, or the application will be returned to you in the manner in which it was received, per AS 04.11.270 and 3 AAC 304.105. The Community Council field only should be verified/completed by licensees whose establishments are located within the Municipality of Anchorage or outside of city limits within the Matanuska-Susitna Borough.

**This form must be completed and submitted to AMCO's main office before any license renewal application will be reviewed. Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees that an application will be considered complete, or that a license will be renewed.**

### Section 1 – Establishment and Contact Information

Enter information for the business seeking to have its license renewed. If any populated information is incorrect, please contact AMCO.

Licensee:	Kenai Elks Lodge #2425	License #:	5644
License Type:	Club		
Doing Business As:	Kenai Elks Lodge #2425		
Premises Address:	205 Barnacle Way		
Local Governing Body:	City of Kenai (Kenai Peninsula Borough)		
Community Council:	None		
Mailing Address:	205 Barnacle Way		
City:	Kenai	State:	Alaska
		ZIP:	99611

Enter information for the individual who will be designated as the primary point of contact regarding this application. This individual **must be a licensee** who is required to be listed in and authorized to sign this application.

Contact Licensee:	Kenneth W. Cole	Contact Phone:	907-398-8291
Contact Email:	kencole780@gmail.com		

**Optional:** If you wish for AMCO staff to communicate with an individual who is not a licensee named on this form (eg: legal counsel) about this application and other matters pertaining to the license, please provide that person's contact information in the fields below.

Name of Contact:		Contact Phone:	
Contact Email:			





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Section 2 - Entity or Community Ownership Information

Licensees who directly hold a license as an individual or individuals should skip to Section 3. General partnerships and local governments should skip to the second half of this page. All licensees that are corporations or LLCs must complete this section. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations, Business & Professional Licensing (CBPL). The CBPL Entity # below is neither your EIN/tax ID number, nor your business license number. You may view your entity's status or find your CBPL entity number by visiting the following site: https://www.commerce.alaska.gov/cbp/main/search/entities

Alaska CBPL Entity #: 9823D

You must ensure that you are able to certify the following statement before signing your initials in the box to the right: Initials

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL.



This subsection must be completed by any community or entity, including a corporation, limited liability company, partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

- If the applicant is a corporation, the following information must be completed for each shareholder who owns 10% or more of the stock in the corporation, and for each president, vice-president, secretary, and managing officer.
• If the applicant is a limited liability organization, the following information must be completed for each member with an ownership interest of 10% or more, and for each manager.
• If the applicant is a partnership, including a limited partnership, the following information must be completed for each partner with an interest of 10% or more, and for each general partner.

Important Note: The information provided in the below fields (including spelling of names, specific titles, and percentages held) must match that which is listed with CBPL. If one individual holds multiple titles mentioned in the bullets above, all titles must be listed for that individual on this application and with CBPL. Failure to list all required titles constitutes an incomplete application. You must list ALL of your qualifying officials, additional copies of this page or a separate sheet of paper may be submitted if necessary.

Table with 5 columns: Name of Official, Title(s), Phone, % Owned, Mailing Address, City, State, ZIP. Row 1: Kenneth Cole, President, 907-398-8291, 0%, 316 Portlock, Kenai, AK, 99611

Table with 5 columns: Name of Official, Title(s), Phone, % Owned, Mailing Address, City, State, ZIP. Row 1: Daniel Aaronson, Vice Pres. / Managing officer, 907-283-7187, 0%, P.O. Box 1681, Kenai, AK, 99611

Table with 5 columns: Name of Official, Title(s), Phone, % Owned, Mailing Address, City, State, ZIP. Row 1: Trina Sanford, Secretary, 907-398-0341, 0%, 316 Portlock, Kenai, AK, 99611





# Form AB-17: 2020/2021 Renewal License Application

## Section 3 – Sole Proprietor Ownership Information

Entities, such as corporations or LLCs, should skip this section. This section must be completed by any licensee who directly holds the license as an **individual or multiple individuals** and is applying for license renewal. If more space is needed, please attach a separate sheet that includes all of the required information.

The following information must be completed for each licensee and each affiliate.

This individual is an:  applicant  affiliate

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

This individual is an:  applicant  affiliate

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

## Section 4 – Alcohol Server Education

This section must be completed only by the holder of a **beverage dispensary, club, or pub license or conditional contractor's permit**. The holders of all other license types should skip to Section 5.

Read the line below, and then sign your initials in the box to the right of the statement:

Initials

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of a patron have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, as set forth in AS 04.21.025 and 3 AAC 304.465.

## Section 5 – License Operation

Check a **single box** for each calendar year that best describes how this liquor license was operated:

2018    2019

- The license was regularly operated continuously throughout each year.  2018     2019
- The license was regularly operated during a specific season each year.  2018     2019
- The license was only operated to meet the minimum requirement of 240 total hours each calendar year.  2018     2019  
*If this box is checked, a complete copy of Form AB-30: Proof of Minimum Operation Checklist, and all necessary documentation must be provided with this application.*
- The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both of the calendar years.  2018     2019  
*If this box is checked, a complete copy of Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated for at least the minimum requirement, unless a complete copy of the form (including fees) has already been submitted for that year.*



# Form AB-17: 2020/2021 Renewal License Application

## Section 6 – Violations and Convictions

**Applicant violations and convictions in calendar years 2018 and 2019:** Yes No

Have any notices of violation (NOVs) been issued for this license in the calendar years 2018 or 2019?

Has any person or entity named in this application been convicted of a violation of Title 04, of 3 AAC 304, or a local ordinance adopted under AS 04.21.010 in the calendar years 2018 or 2019?

If "Yes" to either of the previous two questions, attach a separate page to this application listing all NOVs and/or convictions.

## Section 7 – Certifications

**Read each line below, and then sign your initials in the box to the right of each statement:** Initials

I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.

I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers, managers, general partners, or stakeholders) from what is currently approved and on file with the Alcoholic Beverage Control Board.

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Alcoholic Beverage Control Board or AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned to me as incomplete.

[Signature]  
Signature of licensee

[Signature]  
Signature of Notary Public

Kenneth W. Cole  
Printed name of licensee

Notary Public in and for the State of ALASKA

My commission expires: 11/28/20

Subscribed and sworn to before me this 30<sup>th</sup> day of DECEMBER, 2019.



Seasonal License?  Yes  No

If "Yes", write your six-month operating period: \_\_\_\_\_

License Fee:	\$ 1200.00	Application Fee:	\$ 300.00	TOTAL:	\$ 1500.00
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					





# Office of the Borough Clerk

144 North Binkley Street, Soldotna, Alaska 99669 • (907) 714-2160 • (907) 714-2388 Fax

Johni Blankenship, MMC  
Borough Clerk

March 17, 2020

**Sent via email:** jheinz@kenai.city

Kenai City Hall  
City of Kenai

RE: Non-Objection of Application

Licensee/Applicant	:	Kenai Elks Lodge #2425
Business Name	:	Kenai Elks Lodge #2425
License Type	:	Club
License Location	:	205 Barnacle Way, Kenai, AK 99611, City of Kenai
License No.	:	5644
Application Type	:	License Renewal

Dear Ms. Heinz,

This serves to advise that the Kenai Peninsula Borough has reviewed the above referenced application and has no objection.

Should you have any questions, or need additional information, please do not hesitate to let us know.

Sincerely,

Johni Blankenship, MMC  
Borough Clerk

JB/ts

Encl.

cc: kencole780@gmail.com; jheinz@kenai.city; DCooper@kpb.us; SNess@kpb.us





Sponsored by: Administration

**CITY OF KENAI**

**ORDINANCE NO. 3116-2020**

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE AIRPORT SPECIAL REVENUE AND AIRPORT IMPROVEMENTS CAPITAL PROJECT FUNDS AND AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT FOR THE DESIGN OF THE AIRPORT OPERATIONS SAND STORAGE FACILITY PROJECT.

WHEREAS, the City of Kenai released a Request for Proposals for Architectural/Engineering & Construction Management Services for Kenai Municipal Airport Capital Improvement Projects on January 23, 2020 with Proposals Due on February 18, 2020; and

WHEREAS, an evaluation committee of three individuals selected HDL Engineering Consultants LLC as the successful proposer; and

WHEREAS, the Kenai Municipal Airport Operations Sand Storage Facility is the first project that will be performed under this new agreement as detailed within the 2020-2025 Capital Improvement Plan; and

WHEREAS, the City will be forward funding the Design Phase of this project, with these funds being eligible for reimbursement as grant funds become available and identified through the Federal Aviation Administration (FAA); and

WHEREAS, the negotiated Fee to provide these services as outlined in the Design Proposal dated March XX, 2020 is \$XXX,XXX.

WHEREAS, approval of this Ordinance and appropriation of these funds is in the best interest of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, as follows:

**Section 1.** That the estimated revenues and appropriations be increased as follows:

Airport Special Revenue Fund:

Increase Estimated Revenues –  
Appropriation of Fund Balance \$XXX,XXX

Increase Appropriations –  
Transfer to Other Funds \$XXX,XXX

Airport Improvement Capital Project Fund:

Increase Estimated Revenues –  
Transfer from Other Funds \$XXX,XXX

Increase Appropriations:  
Engineering

\$XXX,XXX

**Section 2.** That the City Manager is authorized to execute a Professional Services Agreement with HDL Engineering Consultants LLC in the total amount of \$XXX,XXX and to issue a Purchase Order to HDL Engineering Consultants LLC in that same amount.

**Section 3.** Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

**Section 4.** Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect upon adoption.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 15<sup>th</sup> day of April, 2020.

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

ATTEST:

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

Approved by Finance: \_\_\_\_\_

Introduced: April 1, 2020  
Enacted: April 15, 2020  
Effective: April 15, 2020



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

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

## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Paul Ostrander, City Manager  
**FROM:** Scott Curtin – Public Works Director  
**DATE:** March 25, 2020  
**SUBJECT:** Ordinance No. 3116-2020

---

The purpose of this memo is to recommend passage of Ordinance No. 3116-2020 requesting an increase to the estimated revenue and appropriations in the Airport Special Revenue and Airport Improvements Capital Project Fund and authorizing a Professional Services Design Agreement for the Design of the Kenai Municipal Airport Sand Storage Facility.

This project will be the first under the new Professional Services Term Agreement with HDL Engineering Consultants LLC. The new Sand Storage Facility is identified as Project Priority #1 within the new 2020-2025 Capital Improvement Plan for the Airport.

Sand Storage is an essential component of Airfield Operations. Without it staff is forced to break into frozen piles of sand which is harder on equipment and more difficult to distribute properly.

The new facility is anticipated to be approximately 80'x80'x26' and will be located to the north of the Airport Operations Facility on Willow Street. It will utilize the existing driveway entrances at Kenai Airport Operations Facility to minimize cost impacts.

Council's support is respectfully requested.





**KENAI AIRPORT COMMISSION  
REGULAR MEETING  
MARCH 12, 2020 – 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, K. Dodge, J. Zirul, D. Pitts, D. Leichliter

Commissioners Absent:

Staff/Council Liaison Present: Airport Manager M. Bondurant, Airport Assistant E. Brincefield, Council Liaison T. Navarre

A quorum was present.

**c. Agenda Approval**

An addition to the packet was noted to include a memo from the Airport Manager for Item 6c.

**MOTION:**

Commissioner Minelga **MOVED** to approve the agenda with the noted revision and Commissioner Leichliter **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. January 9, 2020**

**MOTION:**

Commissioner Minelga **MOVED** to approve the meeting summary of January 9, 2020 and Commissioner Zirul **SECONDED** the motion. There were no objections; **SO ORDERED**.

**5. UNFINISHED BUSINESS – None.**

## 6. NEW BUSINESS

### a. Discussion/Recommendation – On-Airport Fueling

The Commission Chair addressed that not all types of cards were accepted at the float plane basin and she would like that changed to accept all card types. The Airport Manager clarified that interchange rule was significantly higher for fleet cards, and information that was provided to Administration would be presented at the next Commission meeting.

The Commission further discussed options forward.

### b. Discussion/Recommendation – Special Use Permit for State of Alaska Department of Natural Resources/Division of Forestry

There was no objection to recommending Council approve the Special Use Permit to the State to Alaska Department of Natural Resources/Division of Forestry.

### c. Discussion/Recommendation – Land Lease Application by Schillings Rentals, LLC

The Airport Manager referenced the memos and application for the land lease of Lot 5A, Block 1, FBO Subdivision to Schilling Rentals, LLC.

## MOTION:

Commissioner Zirul **MOVED** to recommend Council approve the Land Lease Application by Schillings Rentals, LLC and Commissioner Minelga **SECONDED** the motion. There were no objections; **SO ORDERED**.

## 7. REPORTS

### a. Airport Manager – Bondurant reported on the following:

- Provided an update of the Kenai Municipal Airport project and the Fire Training Facility Project;
- Two new Aircraft Rescue and Firefighting (ARFF) trucks were being ordered for the Kenai Municipal Airport;
- The FY2021 budget was submitted to City Administration;
- She was working on the management agreement for the Fire Training Facility;
- The new Airline Operating Agreement would be worked on soon;
- The new terminal flight displays were now available online at the Airport Facebook page;
- Annual TSA Security Program inspection scheduled for March 16-17;
- Annual Wildlife Hazard Training planned for April 7;
- The 20<sup>th</sup> Annual Air Fair scheduled for June 13 might be canceled, depending on the status of the Coronavirus; and
- City of Kenai Department Heads met today to discuss possible impacts of the virus.

### b. City Council Liaison – Navarre reported on the March 4 City Council meeting actions.

## 8. NEXT MEETING ATTENDANCE NOTIFICATION – April 9, 2020

## 9. COMMISSIONER COMMENTS AND QUESTIONS

Commissioners welcomed new Commission member, Derek Leichliter.

Commissioner Pitts noted a call he received about a gate and fence in poor condition, and he commented about the terminal siding.

Commissioner Dodge expressed positively about the airport terminal progress.

Commissioner Minelga inquired about the Capital Improvement Plan and repair(s) of Willow Street and Airport Way, and expressed interest in seeing the T33 rehabilitation project continue. It was clarified that further information would be provided at the next Commission meeting.

## 10. ADDITIONAL PUBLIC COMMENT

## 11. INFORMATION ITEMS

- a. January 2020 Mid-Month Report
- b. February 2020 Mid-Month Report
- c. January 2020 Enplanements
- d. City of Kenai – Capital Improvements Plan (Draft)
- e. Airport Bulletin 1-2020 Security Awareness
- f. IEM – Kenai Municipal Airport Site Assessment
- g. FY18-FY19 Federal Contract Tower Annual Air Traffic Control Operations

## 12. ADJOURNMENT

### MOTION:

Commissioner Zirul **MOVED** to adjourn and Commissioner Bielefeld **SECONDED** the motion. There were no objections; **SO ORDERED**.

The meeting was adjourned at 7:09 p.m.

Meeting summary prepared and submitted by:

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Jacquelyn LaPlante  
Deputy City Clerk



**KENAI PLANNING & ZONING COMMISSION  
REGULAR MEETING  
MARCH 11, 2020 – 7:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVENUE, KENAI, ALASKA  
CHAIR JEFF TWAIT, PRESIDING**

**MINUTES**

**A. CALL TO ORDER**

Commission Chair J. Twait called the meeting to order at 7:00 p.m.

**1. Pledge of Allegiance**

Commission Chair J. Twait led those assembled in the Pledge of the Allegiance.

**2. Roll Call**

Commissioners present: J. Twait, G. Greenberg, V. Askin, R. Springer

Commissioners absent: T. McIntyre, J. Halstead, D. Fikes

Staff/Council Liaison present: City Planner E. Appleby, Planning Assistant W. Anderson, Deputy Clerk J. LaPlante, Council Liaison H. Knackstedt

A quorum was present.

**3. Agenda Approval**

**MOTION:**

Commissioner Askin **MOVED** to approve the agenda as presented and Commissioner Springer **SECONDED** the motion. There were no objections; **SO ORDERED**.

**4. Consent Agenda**

**MOTION:**

Commissioner Greenberg **MOVED** to approve the consent agenda and Commissioner Askin **SECONDED** the motion. There were no objections; **SO ORDERED**.

\*All items listed with an asterisk (\*) are considered to be routine and non-controversial by the Commission and will be approved by one motion. There will be no separate discussion of these items unless a Commission 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.

5. \*Excused absences – T. McIntyre, J. Halstead

**B. APPROVAL OF MINUTES**

- 1. \*February 26, 2020

The minutes were approved by the Consent Agenda.

**C. SCHEDULED PUBLIC COMMENT – None.**

**D. UNSCHEDULED PUBLIC COMMENT – None.**

**E. CONSIDERATION OF PLATS – None.**

**F. PUBLIC HEARINGS – None.**

**G. UNFINISHED BUSINESS – None.**

**H. NEW BUSINESS**

- 1. **Action/Approval** – Application for Lease of City-owned Land Within the Airport Reserve described as Lot 5A, Block 1, FBO Subdivision 2018 Replat and located at 413 N. Willow Street. The application was submitted by Schilling Alaska, LLC, P.O. Box 3426, Kenai, AK 99611.

The City Planner noted the use of the premises would be a hangar for a rotor and fixed wing aircraft with crew quarters, adding that after construction of the hanger was completed, it was expected that Guardian Flight, LLC would operate on the premises, providing emergency medical flights. She further noted that the application requested a term of 45 years. The City Planner added that the proposed use by Schilling Rentals complied with the 2016 Imagine Kenai 2030 Comprehensive Plan, and that there were no other applications submitted for this parcel but there were four days remaining that a competing application could be submitted.

**MOTION:**

Commissioner Springer **MOVED** to approve the application for lease of city-owned Land within the Airport Reserve described as Lot 5A, Block 1, FBO Subdivision 2018 Replat and located at 413 N. Willow Street; and Commissioner Askin **SECONDED** the motion.

Commission Chair Twait opened the floor for public testimony. There being no one wishing to be heard, public comment was closed.

The Commission members discussed the purpose of the parcel and the term. The City Planner clarified that the lease agreement would be contingent upon the investment.

**VOTE:**

YEA: Greenberg, Springer, Askin, Twait  
NAY:

**MOTION PASSED UNANIMOUSLY.**

2. **Discussion** - Ordinance No. 3106-2020 - Amending Title 11 - Harbor and Harbor Facilities, to Remove Provisions that are No Longer Historically Relevant, Recognize Changes to Other Chapters of City Code That Now Provide for Lease and Sale of Harbor Lands and Provide the Harbor Commission a Platform to Move Forward

The City Planner referenced the memorandum in the packet by Council Members Glendening and Peterkin. She noted this was a discussion item to make the Planning and Zoning Commission aware of the revision recommendations by the Harbor Commission to Title 11 – Harbor and Harbor Facilities. She clarified it would not directly affect the Zoning Code – Title 14 nor the Planning and Zoning Commission. It was added that majority of the changes addressed the redundancy in Code as well as to procedures and processes that were no longer applicable, and to more appropriately reflect the Harbor Commission’s current functions and moving forward.

**I. PENDING ITEMS** – None.

**J. REPORTS**

1. **City Council** – Council Member Knackstedt reported on the actions from the March 4, 2020 City Council meeting.
2. **Borough Planning** – It was reported that the City of Kenai Hazard Mitigation Plan would be reviewed by the Borough Planning Commission on March 23.
3. **Administration** – City Planner Appleby reported on the following:
  - The appraisal was recently received to help determine lease rates for parcels still on the five-year rate schedule;
  - Census study begins March 1 and everyone was encouraged to participate;
  - The City Manager had a preliminary discussion about the Coronavirus with Department Leads and intended on taking a proactive approach;
  - Budget discussions for FY2021 were occurring with departments of the City, with a draft budget available in a few weeks;
  - Scheduling dates for working on the Lands Management Plan for an inventory of city-owned lands; and
  - She has started updating the Planning and Zoning forms to make fillable online and make it more user-friendly and a cleaner process.

**K. ADDITIONAL PUBLIC COMMENT**

Jim Glendening noted about the Remote Sales Tax, adding it was clarified by a recent amendment at the Borough Assembly that the collection of the tax was based on the point of delivery.

**L. INFORMATIONAL ITEMS**

**M. NEXT MEETING ATTENDANCE NOTIFICATION** – March 25, 2020

**N. COMMISSION COMMENTS & QUESTIONS**

Commissioner Greenberg noted the idea of teleconferencing for the Commission meetings as an option if the Coronavirus threat increased.



**O. ADJOURNMENT**

There being no further business before the Commission, the meeting was adjourned at 7:42 p.m.

Minutes prepared and submitted by:

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Jacquelyn LaPlante  
Deputy City Clerk

**PURCHASE ORDERS BETWEEN \$2,500.00 AND \$15,000.00 FOR COUNCIL REVIEW**  
**COUNCIL MEETING OF: APRIL 1, 2020**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>DEPT.</b>	<b>ACCOUNT</b>	<b>AMOUNT</b>
WT COX INFORMATION SERVICES	MAGAZINE SUBSCRIPTIONS	LIBRARY	BOOKS	2,791.84
MOTION & FLOW CONTROL PRODUCTS	CARBIDE CUTTING EDGES	AIRPORT	OPERATING SUPPLIES	5,916.36
LEIBOWITZ & HORTON CONSULTANTS	AIRLINE OPERATING AGREEMENT	AIRPORT	PROFESSIONAL SERVICES	4,500.00
WEST COAST PAPER	COMPARTMENT MEAL TRAYS	SENIOR CENTER	OPERATING SUPPLIES	3,494.10
LIFE FITNESS	TREADMILL	RECREATION	MACHINERY & EQUIPMENT	5,329.35