



Kenai Airport Commission

Regular Meeting

May 14, 2026 - 6:00 PM

Kenai City Hall - Council Chambers

210 Fidalgo Ave., Kenai, AK 99611

Telephonic/Virtual Information on Page 2

Agenda

A. CALL TO ORDER

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

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

- 1. HDL Engineering - Discussion on Summer 2026 Airport Projects

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

D. APPROVAL OF MINUTES

- 1. March 12, 2026 Regular Meeting Minutes 3

E. UNFINISHED BUSINESS

F. NEW BUSINESS

- 1. Discussion/Recommendation - Special Use Permit to River Rock Outdoors 6
- 2. Discussion/Recommendation - Special Use Permit to Crowley Fuels, LLC 17

G. REPORTS

- 1. Airport Manager
- 2. Commission Chair
- 3. City Council Liaison 28

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

I. NEXT MEETING ATTENDANCE NOTIFICATION - June 11, 2026

J. COMMISSIONER COMMENTS AND QUESTIONS

K. ADJOURNMENT

L. INFORMATION ITEMS

- 1. March 2026 Airport Mid-month Report 35
- 2. April 2026 Airport Mid-month Report 37
- 3. Remote Tower, Kenai 39
- 4. 2026 Enplanements 55

5. Kenai Airport Interactive Virtual Tour 56

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

<https://us02web.zoom.us/meeting/register/sT-rvI0zRc2DOjfT8gJjTQ>

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

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

**KENAI AIRPORT COMMISSION – REGULAR MEETING
MARCH 12, 2026 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR GLENDA FEEKEN, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Airport Commission was held on March 12, 2026, in the Kenai City Council Chambers, Kenai, AK. Chair Feeken called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

Chair Feeken led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Glenda Feeken, Chair
James Bielefeld

Paul Minelga, Vice Chair
Scott Bremmer

A quorum was present.

Absent:

James Zirul
Cody Whicker

Dan Knesek

Also in attendance were:

Mary Bondurant, Interim Airport Manager
Julie Semmens, Airport Administrative Assistant
Deborah Sounart, City Council Liaison

3. Agenda Approval

MOTION:

Commissioner Minelga **MOVED** to approve the agenda as presented. Commissioner Bielefeld **SECONDED** the motion.

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

B. SCHEDULED PUBLIC COMMENTS

1. HDL Engineering/QAP (Contractor) - Discussion 2026 Runway Reconstruction Project

Jackie LaBelle, Geotechnical Engineer, PE provided an update on the 2026 Runway Reconstruction project, noting contractor submittals were under review; FAA noticing requirements; and the construction and safety phasing plans.

Thomas Davis, QAP Project Superintendent, clarified that some of the removed runway materials would be reused in the project and some would be reserved for airport maintenance use.

C. UNSCHEDULED PUBLIC COMMENTS - None.

D. APPROVAL OF MINUTES

1. February 12, 2026 Regular Meeting Minutes

MOTION:

Commissioner Minelga **MOVED** to approve the February 12, 2026 Airport Commission minutes. Commissioner Bremmer **SECONDED** the motion.

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

E. UNFINISHED BUSINESS - None.

F. NEW BUSINESS

1. **Discussion/Recommendation** - Memorandum of Agreement for Greatland Consulting and Training LLC

MOTION:

Commissioner Bielefeld **MOVED** to recommend City Council approval of the Memorandum of Agreement. Commissioner Minelga **SECONDED** the motion.

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

UNANIMOUS CONSENT was requested on the motion.

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

G. REPORTS

1. Airport Manager - Airport Manager Bondurant reported on the following:
 - Status update on the runway rehabilitation project, including development of the Construction Safety and Phasing Plan (CSPP) and Instrument Flight Procedures.
 - FAA received comments on the CSPP; review, revision and resubmission coordinated with HDL.
 - Apron crack sealing, pavement marking, and seal coating scheduled for April or early May.
 - Participating in a 5-hour Safety Risk Management meeting to resolve outstanding project issues.
 - Airport Master Plan update: completed Phase 1; initiated Phase 2; incorporated public and stakeholder feedback; began development of a preferred alternative for presentation.
 - A virtual tour of the terminal building was launched on the airport website.
 - Marketing efforts for the Aircraft Rescue and Firefighting training facility continue.
 - Follow-up information was provided regarding aircraft rescue firefighting index requirements and airline service data, including clarification on fares and scheduling.
 - Pet relief area signage was installed in the terminal building.
 - Airport staff met with Crowley regarding fuel operations, confirming that the self-fueling system will be replaced in fall 2026.
 - Aircraft tenants in the runway tie-down area will be required to relocate by May 8 due to construction impacts, with alternative parking locations identified.
 - Several light poles located within an object-free area will be removed to comply with runway safety requirements.
 - The gravel runway will be closed from approximately mid-May through the end of September due to safety conflicts between object-free areas and the temporary parallel runway during construction operations.
2. Commission Chair - Chair Feeken reported on the status of Airport Manager recruitment; noted attending lunch with two of the three recently interviewed candidates.
3. City Council Liaison - Council Member Sounart reported on recent actions of the City Council.

H. ADDITIONAL PUBLIC COMMENTS

Alex Cook, Kenai Peninsula Pilot's Club Member, addressed the Commission with concerns related to the closure of the gravel strip.

I. NEXT MEETING ATTENDANCE NOTIFICATION - April 9, 2026

J. COMMISSION QUESTIONS AND COMMENTS

There was discussion regarding approach procedures.

K. ADJOURNMENT

L. INFORMATIONAL ITEMS

1. February 2026 Airport Mid-month Report.

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

I certify the above represents accurate minutes of the Airport Commission meeting of March 12, 2026.

Logan Parks, Deputy City Clerk

DRAFT



KENAI

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

MEMORANDUM

TO: Airport Commission
THROUGH: Mary Bondurant, Interim Airport Manager
FROM: Julie Semmens, Administrative Assistant II
DATE: May 6, 2026
SUBJECT: **Special Use Permit to Jeremy Mastre, DBA: River Rock Outdoors, LLC**

Jeremy Mastre, River Rock Outdoors, LLC., is requesting to conduct a commercial operation from slip 5 at the float plane basin for the 2026 summer season.

River Rock Outdoors, LLC is a part 135 air charter providing wildlife viewing and fishing opportunities off the road system. This is their third season operating out of the float plane basin.

Airport Administration has received the Special Use Permit Application with the \$100 application fee and a current Certification of Insurance is on file. A commercial operator fee of \$300 and a \$25 vehicle parking fee will be paid prior to start of the operation.

Does Commission recommend Council approve a Special Use Permit to River Rock Outdoors LLC?

Attachment – Special Use Permit Application

Exhibit A

Special Use Permit

SPECIAL USE PERMIT

The CITY OF KENAI (City) grants to River Rock Outdoors (Permittee), whose address is PO Box 3289, Soldotna, AK 99669, a Special Use Permit to conduct aeronautical and/or aviation-related activities at the Kenai Municipal Airport subject to the requirements and the conditions set forth below.

1. **Premises.** Permittee shall have the right to use commercial float plane basin parking spot 5 as described in the attached Exhibit A for the uses identified in this Permit.
2. **Term.** The term of this Permit shall be for six months commencing on May 1, 2026 and ending on October 31, 2026, or the closing date deemed necessary by Airport Management for weather conditions. Regardless of the date of signature, this Permit shall be effective as of May 1, 2026.
3. **Permit Fees.** Permittee shall pay the following fees for the privileges extended to Permittee under this Permit:

- A. **Permit:** Permittee shall pay a seasonal fee plus applicable sales tax as follows:

May – October 2026	\$300.00
Parking	\$25.00

B. **Proximity Card for Gate Access:** In addition to the general permit fee, Permittee shall pay a deposit of one hundred dollars (\$100.00) for the use of each proximity card issued to Permittee by City to allow for gate access to the Airport to conduct the uses permitted hereunder. City shall refund this deposit to Permittee when the card is returned to City. City may exercise a right of offset to apply the deposit to any outstanding balance due to City from Permittee at the termination of this Permit.

C. **Other Fees:** City may assess additional fees for aviation or aviation support activities and uses not defined in this Permit. If a fee has not been established for those activities or services, a fee will be established by the Airport Manager.

Payment shall be directed to City of Kenai, ATTN: Finance Department, 210 Fidalgo Avenue, Kenai, AK 99611 and a courtesy notice of payment provided to Airport Administration at 305 North Willow Street, Suite 200, Kenai, AK 99611. All permit fees are payable in advance of each month unless otherwise provided. In the event of delinquency, interest at the rate of ten percent (10%) per annum, and penalty of ten percent (10%) shall also be due (KMC 1.75.010). Interest shall accrue from the date due until the date paid in full. Failure to timely make payments is grounds for termination of this Permit. (See ¶ 22, Termination)

4. Use. City authorizes Permittee's non-exclusive use of the Premises for the following purpose(s):

Aircraft Parking. NOTE: This permit does not guarantee the exclusive use of the area identified in Exhibit A. City reserves the right to re-assign Permittee, upon reasonable notice, to other areas as airport needs may require.

Permittee shall have the right of ingress and egress to the Airport using only designated gate access locations (which may require a proximity card) for the use of the Premises. This Permit, and any access rights allowed hereunder, are for Permittee's use only and may not be transferred or assigned.

Use of the Premises by Permittee is subject to the reasonable administrative actions of the City of Kenai for the protection and maintenance of the Premises and of adjacent and contiguous lands or facilities and is further subject to the following conditions:

Permittee acknowledges that the use granted herein is subject to the Kenai Municipal Code and municipal regulations governing the Kenai Municipal Airport and as those laws and regulations may be amended from time to time.

Solicitation of donations or operation of a business or other commercial enterprise not contemplated by this Permit is prohibited without the written consent of City.

No person may repair an aircraft, aircraft engine, propeller, or apparatus in an area of the Airport other than that specifically designated for that purpose by the Airport Manager or designated representative. The Airport Manager or designated representative reserves the right to designate reasonable areas where aircraft owners may perform services on their own aircraft.

5. Airport Operations. Permittee shall ensure that the Permittee, its employees, and guests, and anyone else acting by, on behalf of, or under the authority of Permittee on the Airport, that perform any repairs or activities authorized under this Permit act in a manner that ensures the safety of people and the Airport, the protection of public health and the environment, and the safety and integrity of the Airport and any premises on the Airport. Permittee shall employ qualified personnel and maintain equipment sufficient for the purposes of this provision. The Permittee shall immediately notify City of any condition, problem, malfunction, or other occurrence that threatens the safety of the Airport, the safety of persons using the Airport, the public health or the environment, or the safety or integrity of any premises on the Airport.

6. Inspection. The Federal Aviation Administration (FAA) and/or City shall have the right and authority to inspect, at any time for any purpose whatsoever, the Premises as well as any and all equipment used by the Permittee under this Permit.

7. Coordination with Airport Management. Permittee shall abide by all reasonable decisions and directives of the Airport Management regarding general use of the Airport by Permittee germane to a commercial entity.

8. Radio Transmitting Equipment. Permittee shall discontinue the use of any machine or device which interferes with any government-operated transmitter, receiver, or navigation aid until the cause of the interference is eliminated.

9. Insurance. Permittee shall secure and keep in force adequate insurance, as stated below, to protect City and Permittee. Where specific limits are stated, the limits are the minimum acceptable limits. If Permittee's insurance policy contains higher limits, City is entitled to coverage to the extent of the higher limits.

A. Commercial General Liability insurance, including premises, all operations, property damage, personal injury and death, broad-form contractual, with a per-occurrence limit of not less than \$1,000,000 combined single limit. The policy must include an endorsement under which the insurer extends coverage to Permittee's fuel handling activities. The policy must name the City as an additional insured.

B. Worker's compensation insurance with coverage for all employees engaged in work under this Permit or at the Premises as required by AS 23.30.045. Permittee is further responsible to provide worker's compensation insurance for any subcontractor who directly or indirectly provides services to Permittee under this Permit.

C. Commercial Automobile Coverage with not less than \$1,000,000 combined single limit per occurrence. This insurance must cover all owned, hired, and non-owned motor vehicles the Permittee uses on the Airport. The policy must name the City as an additional insured.

D. All insurance required must meet the following additional requirements:

- i. All policies will be by a company/corporation currently rated "A-" or better by A.M. Best.
- ii. Permittee shall submit to the City proof of continuous insurance coverage in the form of insurance policies, certificates, endorsements, or a combination thereof, and signed by a person authorized by the

insurer to bind coverage on its behalf.

- iii. Permittee shall request a waiver of subrogation against City from Permittee's insurer and the waiver of subrogation, where possible, shall be provided at no cost to City.
- iv. Provide the City with notification at least thirty (30) days before any termination, cancellation, or material change in insurance coverage of any policy required hereunder.
- v. Evidence of insurance coverage must be submitted to City by May 1, 2026. The effective date of the insurance shall be no later than May 1, 2026.

City may increase the amount or revise the type of required insurance on written demand without requiring amendments to this Permit. City will base any increase or revision on reasonable and justifiable grounds. Within two weeks of the written demand, Permittee shall submit to City evidence of insurance coverage that meets the requirements of the City.

10. Assumption of Risk. Permittee assumes full control and sole responsibility as between Permittee and City for the activities of Permittee, its personnel, employees, and persons acting on behalf of or under the authority of the Permittee anywhere on the Airport. Permittee shall provide all proper safeguards and shall assume all risks incurred in its activities on and access to the Kenai Municipal Airport and its exercise of the privileges granted in this Permit.

11. Indemnity, Defend, and Hold Harmless Agreement. Permittee agrees to fully indemnify, defend, and hold harmless, the City of Kenai, its officers, agents, employees, and volunteers from and against all actions, damages, costs, liability, claims, losses, judgments, penalties, and expenses of every type and description, including any fees and/or costs reasonably incurred by the City's staff attorneys and outside attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as "Liabilities"), to which any or all of them may be subjected, to the extent such Liabilities are caused by or result from any negligent act or omission or willful misconduct of the Permittee in connection with or arising from or out of Permittee's activities on or use of the Premises, Permittee's access to the Kenai Municipal Airport, and/or Permittee's exercise of the privileges granted in this Permit. This shall be a continuing obligation and shall remain in effect after termination of this Permit.

12. Fuel Spill Prevention and Response Plan. Areas of the Apron have been seal coated to protect asphalt from adverse effects of petroleum product spills. The City requires that

Permittee provide adequate absorbent materials and tools available on the Premises and at the airport in order to maintain a fuel spill and response capability. Permittee shall be liable for any damage caused by and costs associated with any spill, the cleanup of any spill, or the discharge of petroleum products or hazardous materials due to Permittee's use of the Apron and/or use of the Airport.

Permittee shall provide to City an acceptable fuel spill prevention and response plan and will maintain fuel spill and response capability. Permittee further agrees to have a copy of the fuel spill prevention and response plan located in the Permittee's fuel dispensing equipment at all times. Permittee must comply with the Airport's Storm Water Pollution Prevention Plan as appropriate to Permittee's activities.

Permittee shall not store any personal property, solid waste, petroleum products, Hazardous Material as defined by 14 CFR § 171.8, hazardous waste (ignitable, corrosive, reactive, or toxic) or any hazardous substance on any portion of the Airport. Permittee is aware that there are significant penalties for improperly disposing of the Hazardous Materials and other waste and for submitting false information regarding Hazardous Materials, including the possibility of fine and imprisonment for knowing violations.

Permittee shall immediately remove the material in the event of spillage or dripping of gasoline, oil, grease, or any other material which may be unsightly or detrimental to the pavement or surface in or on any area of the Airport.

Permittee may not construct or install any above-ground or underground fuel storage tanks or dispensing systems at the Airport.

No person shall smoke on an aircraft-parking ramp, inside an aircraft hangar, or within fifty feet (50') of any aircraft fuel facility or fuel truck.

Permittee is subject to FAA Advisory Circular 150/5230-4 Aircraft Fuel Storage, Handling, and Dispensing on Airports, the National Fire Protection Associations' "Standard for Aircraft Fueling Servicing" in NFPA 407 (1996 version), and the current version of the International Fire Codes. All inspections of fuel facilities, by City or other regulating entities to which Permittee is subject, shall be conducted to assure compliance with the fire safety practices listed in these referenced documents.

13. Hazardous Substances and Materials. Permittee shall conform and be subject to the requirements of 14 CFR § 139.321 regarding the handling and storage of hazardous substances and materials.

14. No Discrimination. Permittee shall not discriminate against any person because of the person's race, creed, color national origin, sex, age, or handicap. Permittee recognizes

the right of City to take any action necessary to enforce this requirement of the Permit. Permittee will furnish services provided under this Permit on a reasonable, and not unjustly discriminatory, basis to all users of the Airport and shall charge reasonable, and not unjustly discriminatory, prices for each product or service provided at the Airport.

15. Licenses and Permits. Permittee shall obtain and maintain all required federal, state, and local licenses, certificates, and other documents required for its operations under the Permit. Permittee shall provide proof of compliance to City upon request by the City.

16. Compliance with Law/Grant Assurances. This Permit, and Permittee's activities conducted under this Permit, is subject to all executive orders, policies and operational guidelines and all applicable requirements of federal, state, and City statutes, ordinances, and regulations in effect during the term of this Permit. Further, Permittee shall comply with all applicable requirements imposed on the Airport by federal law to ensure that the Airport's eligibility for federal money or for participation in federal aviation programs is not jeopardized. This Permit is subordinate to the City's grant assurances and federal obligations.

17. No Exclusivity. The privileges granted under this Permit are not exclusive to Permittee. City has the right to grant to others any right or privilege on the Airport.

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

19. No Joint Venture. City shall not be construed or held to be a partner or joint venturer of Permittee in the conduct of its business or activities on the Premises or elsewhere at the Kenai Municipal Airport.

20. No Waiver. Failure to insist upon a strict compliance with the terms, conditions, and requirements herein contained, or referred to, shall not constitute or be construed as a waiver or relinquishment of the right to exercise such terms, conditions, or requirements.

21. Personality. Permittee shall remove any and all personal property, including all vehicles, from the Premises at the termination of this Permit (or any renewal thereof). Personal property placed or used upon the Premises will be removed and/or impounded by the City, if not removed upon termination of this Permit and when so removed and/or impounded, such property may be redeemed by the owner thereof only upon the payment to the City of the costs of removal plus storage charges of \$25.00 per day. The City of Kenai is not responsible for any damage to or theft of any personality of Permittee or of its customers.

22. Termination; Default. This Permit may be terminated by either party hereto by giving thirty (30) days advance written notice to the other party. City may terminate the Permit immediately, or upon notice shorter than thirty (30) days, to protect public health and safety or due to a failure of Permittee to comply with condition or term of this Permit which failure remains uncured after notice by City to Permittee providing Permittee with a reasonable time period under the circumstances to correct the violation or breach.

23. Landing Fees; Fee Schedule. Timely payment of landing fees and other required Airport fees is a condition of this Permit and, as such, failure to timely pay landing and other airport fees is grounds for termination. Without limiting the foregoing, Permittee shall pay landing fees for aircraft landings as set out in the City’s comprehensive schedule of rates, charges and fees. Permittee shall make payment within thirty (30) days following the end of each month and without demand or invoicing from City. Permittee shall also provide Airport Administration with monthly certified gross take-off weight reports within ten (10) days following the end of each month for landings for the preceding month. Airport landing fees shall be paid at the Airport Administration Building, 305 North Willow Street, Suite 200, Kenai, AK 99611.

24. Impoundment. At the discretion of the Airport Manager, City may impound any aircraft parked on the Premises after termination of this Permit. Impoundment may be accomplished by affixing a seal to the door of the aircraft or the moving of the aircraft for impoundment purposes. Inconvenience or damage that may result from such movement will be at the risk of Permittee. An impoundment fee plus a towage fee shall be charged on each aircraft impounded. In addition, a daily storage fee shall be charged for each day the aircraft remains impounded. Any impounded aircraft that is not redeemed within ninety (90) days after impoundment shall be considered abandoned and shall be subject to sale at public auction. Notice of any auction shall be published. Publication shall be in a newspaper of general circulation in that area for at least once during each of three (3) consecutive weeks not more than thirty (30) days nor less than seven (7) days before the time of the auction.

25. Definitions. As used in this Permit, “Permittee” means River Rock Outdoors and where the context reasonably indicates, its officers, agents, and employees. “Airport” means the Kenai Municipal Airport.

CITY OF KENAI

RIVER ROCK OUTDOORS

By: _____

By: _____

Terry Eubank
City Manager

Date

Jeremy Mastre
Owner

Date

ACKNOWLEDGMENTS

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2026, the foregoing instrument was acknowledged before me by TERRY EUBANK, City Manager, of the City of Kenai, an Alaska municipal corporation, on behalf of the City.

Notary Public for Alaska
My Commission Expires: _____

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2026, the foregoing instrument was acknowledged before me by Jeremy Mastre, Owner, on behalf of River Rock Outdoors.

Notary Public for Alaska
My Commission Expires: _____

Approved as to Form:



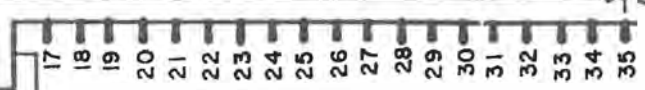
Scott Bloom
City Attorney

COMMERCIAL FLOAT PLANE FACILITY



WATER TAXIWAY

LONG TERM SLIPS



ITINERANT SLIPS



- RESTROOM
- REGISTRATION BLDG. WITH PHONE
- CHAIN LINK FENCE

RAMP

LIMITED ACCESS TAXIWAY

WATER RUNWAY

EMERGENCY ACCESS ROAD



Runway 2L/20R

KENAI FLOAT PLANE FACILITY

SCALE : 1" = 300'

Exhibit A



City of Kenai
Special Use Permit
Application

Application Date: 4/24/26

Applicant Information

Name of Applicant:	River Rock Outdoors						
Mailing Address:	[Redacted]	City:	Soldotna	State:	AK	Zip Code:	99669
Phone Number(s):	Home Phone:		Work/ Message Phone:			[Redacted]	
E-mail: (Optional)	[Redacted]						
Name to Appear on Permit:	River Rock Outdoors						
Mailing Address:		City:		State:		Zip Code:	
Phone Number(s):	Home Phone:		Work/ Message Phone:				
E-mail: (Optional)							
Type of Applicant:	<input type="checkbox"/> Individual (at least 18 years of age) <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Government <input checked="" type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Other _____						

Property Information

Legal or physical description of the property:

Description of the proposed business or activity intended: Part 135 Air Charter

Is the area to be used in front of or immediately adjacent to any established business offering the same or similar products or services upon a fixed location? YES NO

Would the use under this permit interfere with other businesses through excessive noise, odor, or other nuisances? YES NO

If you answered yes to any of the above questions, please explain:

What is the term requested (not to exceed one year)? MAY 1 - NOV 1

Requested Starting Date: MAY 1

Signature:	[Signature]	Date:	4/24/26
Print Name:	Jeremy L MASTRA	Title:	Owner

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



KENAI

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

MEMORANDUM

TO: Airport Commission

THROUGH: Mary Bondurant, Interim Airport Manager

FROM: Julie Semmens, Administrative Assistant II

DATE: May 6, 2026

SUBJECT: **Special Use Permit to Crowley Fuels LLC, for Aircraft Fueling Service on the Apron**

Crowley Fuels, LLC is requesting a Special Use Permit for aviation fueling on approximately 35,000 square feet of apron for their fueling operations.

This permit will be effective for 12 months, from July 1, 2026 through June 30, 2027.

Crowley Fuels, LLC, has completed the Special Use Application and paid the \$100 application fee.

Crowley Fuels LLC is current on all fees owed to the City and a current Certificate of Insurance is on file.

Does Commission recommend Council approve the Special Use Permit to Crowley Fuels LLC?

Attachments- Special Use Permit Application
Exhibit A
Special Use Permit Draft



City of Kenai
Special Use Permit
Application

Application Date: 5/4/2026

Applicant Information

Name of Applicant: Crowley Fuels LLC
Mailing Address: 201 Arctic Slope Ave, Anchorage, AK, Zip Code: 99518
Phone Number(s): Home Phone: () Work/ Message Phone: ()
E-mail: (Optional)
Name to Appear on Permit: Crowley Fuels LLC
Mailing Address: City: State: Zip Code:
Phone Number(s): Home Phone: () Work/ Message Phone: ()
E-mail: (Optional)
Type of Applicant: [] Individual (at least 18 years of age) [] Partnership [x] Corporation [] Government
[] Limited Liability Company (LLC) [] Other

Property Information

Legal or physical description of the property:
35,000 sf on airport apron adjacent to Lot 4 Block1, Lot 3A1 FBO Subdivision leased by Crowley
Description of the proposed business or activity intended:
Aircraft fueling services
Is the area to be used in front of or immediately adjacent to any established business offering the same or similar products or services upon a fixed location? [] YES [x] NO
Would the use under this permit interfere with other businesses through excessive noise, odor, or other nuisances? [] YES [x] NO
If you answered yes to any of the above questions, please explain:
N/A

What is the term requested (not to exceed one year)? 1 year
Requested Starting Date: July 1, 2026
Signature: Jenny Silva Date: 5/4/26
Print Name: Jenny Silva Title: Director, Contract Compliance & Pricing

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

SPECIAL USE PERMIT

The **CITY OF KENAI** (City) grants to **CROWLEY FUELS LLC** (Permittee), whose address is 201 Arctic Slope Ave., Anchorage, AK 99518, a Special Use Permit for the fueling area on the apron at the Kenai Municipal Airport subject to the requirements and the conditions set forth below.

- 1. Premises.** Permittee shall have the non-exclusive right to use 35,000 square feet as described in the attached Exhibit A for the uses identified in this Permit.
- 2. Term.** The term of this Permit shall be for 1 year commencing on July 1, 2026 and ending on June 30, 2027. Regardless of the date of signature, this Permit shall be effective as of July 1, 2026.
- 3. Permit Fees.** Permittee shall pay the following fees for the privileges extended to Permittee under this Permit:
 - A. Permit:** Permittee shall pay a monthly fee of \$1,866.67 (\$0.64/SF/Year) plus applicable sales tax. *Adjusted for the City of Kenai Schedule of Rates, Charges, and Fees for Fiscal Year 2027.
 - B. Proximity Card for Gate Access:** In addition to the general permit fee, Permittee shall pay a deposit of One Hundred Dollars (\$100.00) for the use of each proximity card issued to Permittee by City to allow for gate access to the Airport to conduct the uses permitted hereunder. City shall refund this deposit to Permittee when the card is returned to City. City may exercise a right of offset to apply the deposit to any outstanding balance due to City from Permittee at the termination of this Permit.
 - C. Other Fees:** City may assess additional fees for aviation or aviation support activities and uses not defined in this Permit. If a fee has not been established for those activities or services, a fee will be established by the Airport Manager.

Payment shall be directed to City of Kenai, ATTN: Finance Department, 210 Fidalgo Avenue, Kenai, AK 99611 and a courtesy notice of payment provided to Airport Administration at 305 North Willow Street, Suite 200, Kenai, AK 99611. All permit fees are payable in advance of each month unless otherwise provided. In the event of delinquency, interest at the rate of 10% per annum, and penalty of 10% shall also be due (KMC 1.75.010). Interest shall accrue from the date due until the date paid in full. Failure to timely make payments is grounds for termination of this Permit. (See ¶ 22, Termination)

4. Use. City authorizes Permittee’s non-exclusive use of the Premises for the following purpose(s):

Aviation Fueling on Apron Fueling Area. **NOTE:** *This permit does not guarantee the exclusive use of the area identified in Exhibit A. City reserves the right to re-assign Permittee, upon reasonable notice, to other areas as airport needs may require.*

Permittee shall have the right of ingress and egress to the Airport using only designated gate access locations (which may require a proximity card) for the use of the Premises. This Permit, and any access rights allowed hereunder, are for Permittee’s use only and may not be transferred or assigned.

Use of the Premises by Permittee is subject to the reasonable administrative actions of the City of Kenai for the protection and maintenance of the Premises and of adjacent and contiguous lands or facilities and is further subject to the following conditions:

Permittee acknowledges that the use granted herein is subject to the Kenai Municipal Code and municipal regulations governing the Kenai Municipal Airport and as those laws and regulations may be amended from time to time.

Solicitation of donations or operation of a business or other commercial enterprise not contemplated by this Permit is prohibited without the written consent of City.

No person may repair an aircraft, aircraft engine, propeller, or apparatus in an area of the Airport other than that specifically designated for that purpose by the Airport Manager or designated representative. The Airport Manager or designated representative reserves the right to designate reasonable areas where aircraft owners may perform services on their own aircraft.

5. Airport Operations. Permittee shall ensure that the Permittee, its employees, and guests, and anyone else acting by, on behalf of, or under the authority of Permittee on the Airport, that perform any repairs or activities authorized under this Permit act in a manner that ensures the safety of people and the Airport, the protection of public health and the environment, and the safety and integrity of the Airport and any premises on the Airport. Permittee shall employ qualified personnel and maintain equipment sufficient for the purposes of this provision. The Permittee shall immediately notify City of any condition, problem, malfunction, or other occurrence that threatens the safety of the Airport, the safety of persons using the Airport, the public health or the environment, or the safety or integrity of any premises on the Airport.

6. Inspection. The Federal Aviation Administration (FAA) and/or City shall have the right and authority to inspect, at any time for any purpose whatsoever, the Premises as well as any and all equipment used by the Permittee under this Permit.

7. Coordination with Airport Management. Permittee shall coordinate all activities on the Airport with Airport Management, or a designated representative, and shall abide by all reasonable decisions and directives of the Airport Management regarding general use of the Airport by Permittee.

8. Radio Transmitting Equipment. Permittee shall discontinue the use of any machine or device which interferes with any government-operated transmitter, receiver, or navigation aid until the cause of the interference is eliminated.

9. Insurance. Permittee shall secure and keep in force adequate insurance, as stated below, to protect City and Permittee. Where specific limits are stated, the limits are the minimum acceptable limits. If Permittee's insurance policy contains higher limits, City is entitled to coverage to the extent of the higher limits.

A. Commercial General Liability insurance, including premises, all operations, property damage, personal injury and death, broad-form contractual, with a per-occurrence limit of not less than \$1,000,000 combined single limit. The policy must include an endorsement under which the insurer extends coverage to Permittee's fuel handling activities. The policy must name the City as an additional insured.

B. Worker's compensation insurance with coverage for all employees engaged in work under this Permit or at the Premises as required by AS 23.30.045. Permittee is further responsible to provide worker's compensation insurance for any subcontractor who directly or indirectly provides services to Permittee under this Permit.

C. Commercial Automobile Coverage with not less than \$1,000,000 combined single limit per occurrence. This insurance must cover all owned, hired, and non-owned motor vehicles the Permittee uses on the Airport. The policy must name the City as an additional insured.

D. All insurance required must meet the following additional requirements:

- i. All policies will be by a company/corporation currently rated "A-" or better by A.M. Best.
- ii. Permittee shall submit to the City proof of continuous insurance coverage in the form of insurance policies, certificates, endorsements,

or a combination thereof, and signed by a person authorized by the insurer to bind coverage on its behalf.

- iii. Permittee shall request a waiver of subrogation against City from Permittee's insurer and the waiver of subrogation, where possible, shall be provided at no cost to City.
- iv. Provide the City with notification at least thirty (30) days before any termination, cancellation, or material change in insurance coverage of any policy required hereunder.
- v. Evidence of insurance coverage must be submitted to City by July 1, 2026. The effective date of the insurance shall be no later than July 1, 2026.

City may increase the amount or revise the type of required insurance on written demand without requiring amendments to this Permit. City will base any increase or revision on reasonable and justifiable grounds. Within two weeks of the written demand, Permittee shall submit to City evidence of insurance coverage that meets the requirements of the City.

10. Assumption of Risk. Permittee assumes full control and sole responsibility as between Permittee and City for the activities of Permittee, its personnel, employees, and persons acting on behalf of or under the authority of the Permittee anywhere on the Airport. Permittee shall provide all proper safeguards and shall assume all risks incurred in its activities on and access to the Kenai Municipal Airport and its exercise of the privileges granted in this Permit.

11. Indemnity, Defend, and Hold Harmless Agreement. Permittee agrees to fully indemnify, defend, and hold harmless, the City of Kenai, its officers, agents, employees, and volunteers from and against all actions, damages, costs, liability, claims, losses, judgments, penalties, and expenses of every type and description, including any fees and/or costs reasonably incurred by the City's staff attorneys and outside attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as "Liabilities"), to which any or all of them may be subjected, to the extent such Liabilities are caused by or result from any negligent act or omission or willful misconduct of the Permittee in connection with or arising from or out of Permittee's activities on or use of the Premises, Permittee's access to the Kenai Municipal Airport, and/or Permittee's exercise of the privileges granted in this Permit. This shall be a continuing obligation and shall remain in effect after termination of this Permit.

12. Fuel Spill Prevention and Response Plan. Areas of the Apron have been seal coated

to protect asphalt from adverse effects of petroleum product spills. The City requires that Permittee provide adequate absorbent materials and tools available on the Premises and at the airport in order to maintain a fuel spill and response capability. Permittee shall be liable for any damage caused by and costs associated with any spill, the cleanup of any spill, or the discharge of petroleum products or hazardous materials due to Permittee's use of the Apron and/or use of the Airport.

Permittee shall provide to City an acceptable fuel spill prevention and response plan and will maintain fuel spill and response capability. Permittee further agrees to have a copy of the fuel spill prevention and response plan located in the Permittee's fuel dispensing equipment at all times. Permittee must comply with the Airport's Storm Water Pollution Prevention Plan as appropriate to Permittee's activities.

Permittee shall not store any personal property, solid waste, petroleum products, Hazardous Material as defined by 14 CFR § 171.8, hazardous waste (ignitable, corrosive, reactive, or toxic) or any hazardous substance on any portion of the Airport. Permittee is aware that there are significant penalties for improperly disposing of the Hazardous Materials and other waste and for submitting false information regarding Hazardous Materials, including the possibility of fine and imprisonment for knowing violations.

Permittee shall immediately remove the material in the event of spillage or dripping of gasoline, oil, grease, or any other material which may be unsightly or detrimental to the pavement or surface in or on any area of the Airport.

Permittee may not construct or install any above-ground or underground fuel storage tanks or dispensing systems at the Airport.

No person shall smoke on an aircraft-parking ramp, inside an aircraft hangar, or within 50' of any aircraft fuel facility or fuel truck.

Permittee is subject to FAA Advisory Circular 150/5230-4 Aircraft Fuel Storage, Handling, and Dispensing on Airports, the National Fire Protection Associations' "Standard for Aircraft Fueling Servicing" in NFPA 407 (1996 version), and the current version of the International Fire Codes. All inspections of fuel facilities, by City or other regulating entities to which Permittee is subject, shall be conducted to assure compliance with the fire safety practices listed in these referenced documents.

13. Hazardous Substances and Materials. Permittee shall conform and be subject to the requirements of 14 CFR § 139.321 regarding the handling and storage of hazardous substances and materials.

14. No Discrimination. Permittee shall not discriminate against any person because of the person's race, creed, color national origin, sex, age, or handicap. Permittee recognizes the right of City to take any action necessary to enforce this requirement of the Permit. Permittee will furnish services provided under this Permit on a reasonable, and not unjustly discriminatory, basis to all users of the Airport and shall charge reasonable, and not unjustly discriminatory, prices for each product or service provided at the Airport.

15. Licenses and Permits. Permittee shall obtain and maintain all required federal, state, and local licenses, certificates, and other documents required for its operations under the Permit. Permittee shall provide proof of compliance to City upon request by the City.

16. Compliance with Law/Grant Assurances. This Permit, and Permittee's activities conducted under this Permit, is subject to all executive orders, policies and operational guidelines and all applicable requirements of federal, state, and City statutes, ordinances, and regulations in effect during the term of this Permit. Further, Permittee shall comply with all applicable requirements imposed on the Airport by federal law to ensure that the Airport's eligibility for federal money or for participation in federal aviation programs is not jeopardized. This Permit is subordinate to the City's grant assurances and federal obligations.

17. No Exclusivity. The privileges granted under this Permit are not exclusive to Permittee. City has the right to grant to others any right or privilege on the Airport.

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

19. No Joint Venture. City shall not be construed or held to be a partner or joint venturer of Permittee in the conduct of its business or activities on the Premises or elsewhere at the Kenai Municipal Airport.

20. No Waiver. Failure to insist upon a strict compliance with the terms, conditions, and requirements herein contained, or referred to, shall not constitute or be construed as a waiver or relinquishment of the right to exercise such terms, conditions, or requirements.

21. Personalty. Permittee shall remove any and all personal property, including all vehicles, from the Premises at the termination of this Permit (or any renewal thereof). Personal property placed or used upon the Premises will be removed and/or impounded by the City, if not removed upon termination of this Permit and when so removed and/or impounded, such property may be redeemed by the owner thereof only upon the payment to the City of the costs of removal plus storage charges of \$25 per day. The City of Kenai is not responsible for any damage to or theft of any personalty of Permittee or of its customers.

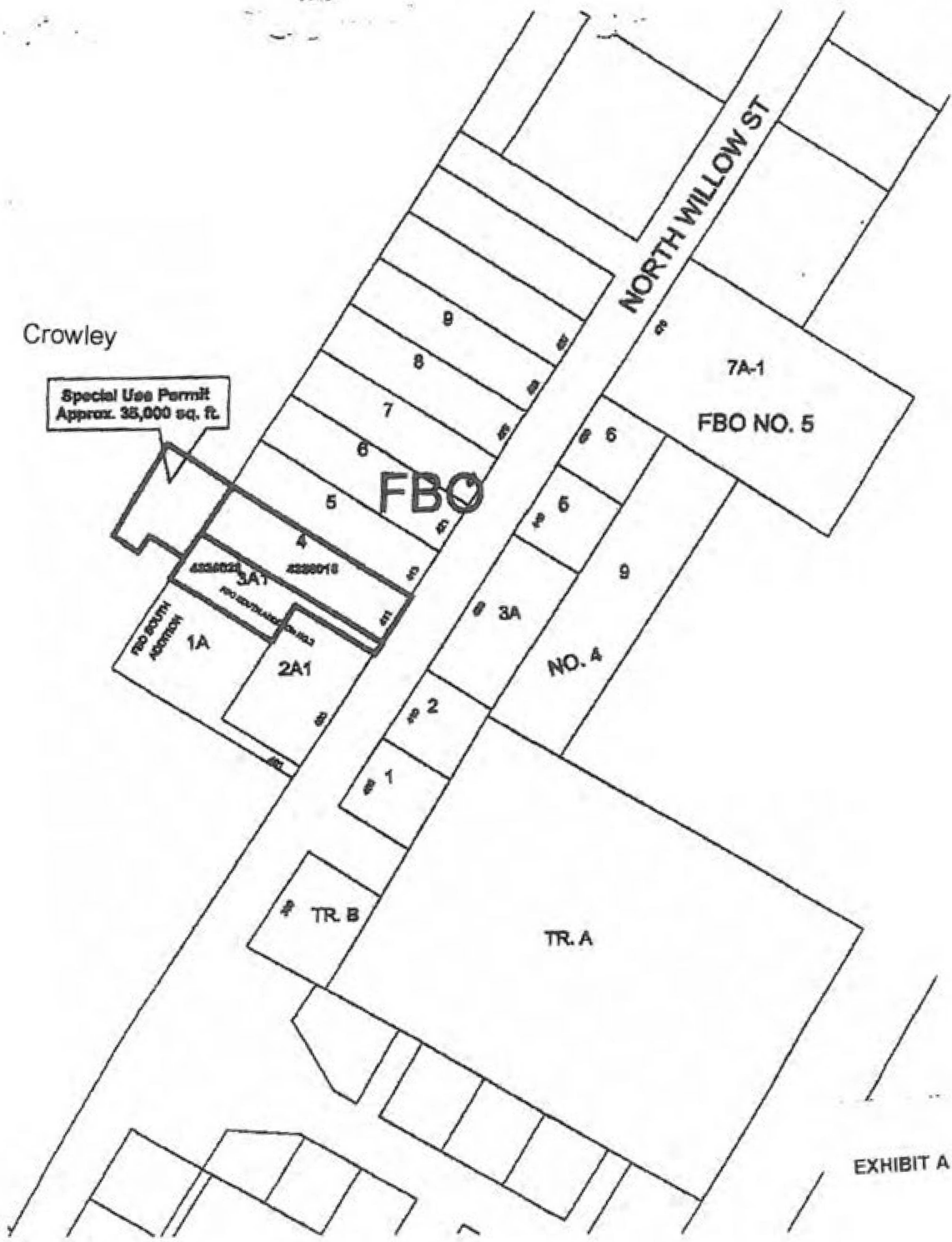
22. Termination; Default. This Permit may be terminated by either party hereto by giving 30 days advance written notice to the other party. City may terminate the Permit immediately, or upon notice shorter than 30 days, to protect public health and safety or due to a failure of Permittee to comply with condition or term of this Permit which failure remains uncured after notice by City to Permittee providing Permittee with a reasonable time period under the circumstances to correct the violation or breach.

23. Landing Fees; Fee Schedule. Timely payment of landing fees and other required Airport fees is a condition of this Permit and, as such, failure to timely pay landing and other airport fees is grounds for termination. Without limiting the foregoing, Permittee shall pay landing fees for aircraft landings as set out in the City's comprehensive schedule of rates, charges and fees. Permittee shall make payment within 30 days following the end of each month and without demand or invoicing from City. Permittee shall also provide Airport Administration with monthly certified gross take-off weight reports within ten days following the end of each month for landings for the preceding month. Airport landing fees shall be paid at the Airport Administration Building, 305 North Willow Street, Suite 200, Kenai, AK 99611.

24. Impoundment. At the discretion of the Airport Manager, City may impound any aircraft parked on the Premises after termination of this Permit. Impoundment may be accomplished by affixing a seal to the door of the aircraft or the moving of the aircraft for impoundment purposes. Inconvenience or damage that may result from such movement will be at the risk of Permittee. An impoundment fee plus a towage fee shall be charged on each aircraft impounded. In addition, a daily storage fee shall be charged for each day the aircraft remains impounded. Any impounded aircraft that is not redeemed within 90 days after impoundment shall be considered abandoned and shall be subject to sale at public auction. Notice of any auction shall be published. Publication shall be in a newspaper of general circulation in that area for at least once during each of three consecutive weeks not more than 30 days nor less than seven days before the time of the auction.

25. Definitions. As used in this Permit, "Permittee" means Crowley Fuels LLC., and where the context reasonably indicates, its officers, agents, and employees. "Airport" means the Kenai Municipal Airport.

EXHIBIT A





Kenai City Council - Regular Meeting

April 22, 2026 — 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

****Telephonic/Virtual Information on Page 4****

Action Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. **RESULTS OF 4/14/26 SPECIAL ELECTION CERTIFIED.** Certification of the April 14, 2026 Special Election Results
4. Approval of the Agenda and Consent Agenda (*Public comments on Consent Agenda Items limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

All items listed with an asterisk () are considered to be routine and non-controversial by the council and will be approved by one motion. There will be no separate discussion of these items unless a council member so requests, in which case the item will be removed from the consent agenda and considered in its normal sequence on the agenda as part of the General Orders.

B. SCHEDULED ADMINISTRATIVE REPORTS

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

1. Request for Consideration of Challenger Center for Homeschool / Career Technical Education (CTE), Doug Hayman, Principal of Connections Homeschool.

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

E. PUBLIC HEARINGS

1. **ENACTED WITHOUT OBJECTION. Ordinance No. 3511-2026** - Accepting and Appropriating Funds from the Institute of Museum and Library Services, Passed Through the State of Alaska, Department of Education and Early Development, Division of Library, Archives & Museums, for Library Employee Training. (Administration)
2. **ENACTED WITHOUT OBJECTION. Ordinance No. 3512-2026** - Amending Kenai Municipal Code Chapter 7.22 Investment of Monies to Broaden the Range of Permitted Investments and Extend the Maturity Profile of the City's Investment Portfolio. (Administration)
3. **APPROVED WITHOUT OBJECTION. Resolution No. 2026-18** - Accepting a Site-Specific Emergency Operations Plan and Continuity of Operations Plan for the Kenai Senior Center and Incorporating These Plans into the City of Kenai Emergency Operations Plan. (Administration)
4. **APPROVED WITHOUT OBJECTION. Resolution No. 2026-19** - Authorizing a Contract Award for External Financial Audit Services. (Administration)

5. **APPROVED WITHOUT OBJECTION. Resolution No. 2026-20** - Authorizing a Contract Award for the 2026 Kenai City Dock Lease. (Administration)
6. **APPROVED WITHOUT OBJECTION. Resolution No. 2026-21** - Approving a Lease Form for Leasing of Tidelands for Shore Fisheries and Authorizing the City Manager to Enter into a Shore Fishery Lease with Nathan Scow for the Property Described as Tracts A & B, City of Kenai Shore Fishery No. 1. (Administration)
7. **APPROVED WITHOUT OBJECTION. Resolution No. 2026-22** - Approving a Lease Form for Leasing of Tidelands for Shore Fisheries and Authorizing the City Manager to Enter into a Shore Fishery Lease with Tide Chaser Fishery, LLC for the Property Described as City of Kenai Shore Fishery No. 2. (Administration)
8. **APPROVED WITHOUT OBJECTION. Resolution No. 2026-23** - Approving a Lease Form for Leasing of Tidelands for Shore Fisheries and Authorizing the City Manager to Enter into a Shore Fishery Lease with Brian Scow for the Property Described as Tract One (1), Shore Fishery Plat No. 71. (Administration)
9. **APPROVED WITHOUT OBJECTION. Resolution No. 2026-24** - Approving a Lease Form for Leasing of Tidelands for Shore Fisheries and Authorizing the City Manager to Enter into a Shore Fishery Lease with Nancy Hillman-Scow for the Property Described as Tract Two (2), Shore Fishery Plat No. 71. (Administration)
10. **APPROVED WITHOUT OBJECTION. Resolution No. 2026-25** - Approving a Lease Form for Leasing of Tidelands for Shore Fisheries and Authorizing the City Manager to Enter into a Shore Fishery Lease with Kenai Salmon Company, Inc. for the Property Described as Tracts Three (3), Four (4), Five (5), and Six (6), Shore Fishery Plat No. 71. (Administration)
11. **APPROVED WITHOUT OBJECTION. Resolution No. 2026-26** - Approving a Lease Form for Leasing of Tidelands for Shore Fisheries and Authorizing the City Manager to Enter into a Shore Fishery Lease with Aurora Holdings and Investments, LLC for the Property Described as Tract Seven (7), Shore Fishery Plat No. 71. (Administration)
12. **APPROVED WITHOUT OBJECTION. Resolution No. 2026-27** - Approving a Lease Form for Leasing of Tidelands for Shore Fisheries and Authorizing the City Manager to Enter into a Shore Fishery Lease with Laura Maccabee for the Property Described as a 3.29-acre portion of Tidelands Survey No. 272 within Section Thirty-Five (35), Township 5 North, Range 12 West. (Administration)
13. **APPROVED WITHOUT OBJECTION. Resolution No. 2026-28** - Approving an Auto Aid Agreement and Supporting Operational Plan with the Kenai Peninsula Borough for Exchange of Personnel and Equipment Response to Structure Fires. (Administration)

F. MINUTES

1. *Regular Meeting of April 1, 2026. (City Clerk)
2. *Special Meeting of April 8, 2026. (City Clerk)

G. UNFINISHED BUSINESS

H. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)

2. ***Action/Approval** - Non-Objection to the Transfer of Ownership of a Marijuana Product Manufacturing Facility License from Transferor Herban Extracts, LLC to Transferee Lady Gray, LLC. DBA Herban Extracts - License No. 14432. (City Clerk)
3. ***Action/Approval** - Special Use Permit to NILCHIL Solutions, Inc. for an Off-Premise Sign on City-Owned Property Described as Tract B, Gusty Subdivision Addition No. 2, Located at 11631 Kenai Spur Highway. (Administration)
4. ***Ordinance No. 3513-2026** - Amending Kenai Municipal Code Chapter 7.15 - Purchases and Sales, to Remove Requirements to Publish Advertisements in Newspapers. (Administration)
5. ***Ordinance No. 3514-2026** - Increasing Estimated Revenues and Appropriations in the General Fund and Airport Fund and Awarding a Contract for Purchase of Firefighting Foam. (Administration)
6. ***Ordinance No. 3515-2026** - Increasing Estimated Revenues and Appropriation in the Airport Snow Removal Equipment Capital Project Fund to Transfer Residual Balance from a Completed Project Back to the Original Funding Source. (Administration)
7. ***Ordinance No. 3516-2026** - Increasing Estimated Revenues and Appropriations in the General Fund - Fire Department for Overtime Costs in Excess of Budgeted Amounts. (Administration)
8. ***Ordinance No. 3517-2026** - Increasing Estimated Revenues and Appropriations in the General Fund and Authorizing a Consulting Agreement to Evaluate Natural Gas Storage Opportunities on Kenai Municipal Airport Lands. (Administration)
9. ***APPROVED WITHOUT OBJECTION. Action/Approval*** - Parks and Recreation Commission 2026 Work Plan. (Parks and Recreation Commission)
10. **Discussion** - Kenai Central High School Pool Operations and Coordination. (Administration)
11. **Discussion** - Candidate Filing Period. (City Clerk)

I. COMMISSION REPORTS

1. Council on Aging Commission
2. Airport Commission
3. Parks and Recreation Commission
 - Parks and Recreation Commission 2025 Annual Report
4. Planning and Zoning Commission
5. Beautification Commission

J. REPORT OF THE MAYOR

1. **Proclamation** - In Recognition of Kenai Peninsula Hockey Association (KPHA) Ice Hawks 12U Girls Hockey Team.

K. ADMINISTRATION REPORTS

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

L. ADDITIONAL PUBLIC COMMENTS

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

M. EXECUTIVE SESSION

1. Competing Applications for Gas Storage Space. Pursuant to AS 44.62.310(c)(1) a Matter of which the Immediate Knowledge may have an Adverse Effect upon the Finance of the City and AS 44.62.310(c)(3) a Matter of which by Law, Municipal Charter, or Ordinance are required to be Confidential. (Administration)
2. Kenai Central High School Pool Negotiations. Pursuant to AS 44.62.310(c)(1) a Matter of which the Immediate Knowledge may have an Adverse Effect upon the Finance of the City. (Administration)

N. PENDING ITEMS

1. **Ordinance 3510-2026** - Amending the Official Zoning Map by Rezoning the Property at 10060 Kenai Spur Highway from Conservation to Suburban Residential Zoning District. (Administration)

Ordinance No. 3510-2026 (Substitute) - Amending the Official Zoning Map by Rezoning a Portion of the Property at 10060 Kenai Spur Highway from Conservation to Suburban Residential Zoning District. (Administration)

[Clerk's Note: During the April 1, 2026 City Council Meeting, Ordinance No. 3510-2026 was postponed to May 6, 2026.]

O. ADJOURNMENT

P. INFORMATION ITEMS

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

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

<https://us02web.zoom.us/meeting/register/orBHLO0eQj-VTX14WLLMA>



Kenai City Council - Regular Meeting

May 06, 2026 — 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

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

Action Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Approval of the Agenda and Consent Agenda (*Public comments on Consent Agenda Items limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

All items listed with an asterisk () are considered to be routine and non-controversial by the council and will be approved by one motion. There will be no separate discussion of these items unless a council member so requests, in which case the item will be removed from the consent agenda and considered in its normal sequence on the agenda as part of the General Orders.

B. SCHEDULED ADMINISTRATIVE REPORTS

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

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

E. PUBLIC HEARINGS

1. **ENACTED WITHOUT OBJECTION. Ordinance No. 3513-2026** - Amending Kenai Municipal Code Chapter 7.15 - Purchases and Sales, to Remove Requirements to Publish Advertisements in Newspapers. (Administration)
2. **ENACTED WITHOUT OBJECTION. Ordinance No. 3514-2026** - Increasing Estimated Revenues and Appropriations in the General Fund and Airport Fund and Awarding a Contract for Purchase of Firefighting Foam. (Administration)
3. **ENACTED WITHOUT OBJECTION. Ordinance No. 3515-2026** - Increasing Estimated Revenues and Appropriation in the Airport Snow Removal Equipment Capital Project Fund to Transfer Residual Balance from a Completed Project Back to the Original Funding Source. (Administration)
4. **ENACTED WITHOUT OBJECTION. Ordinance No. 3516-2026** - Increasing Estimated Revenues and Appropriations in the General Fund - Fire Department for Overtime Costs in Excess of Budgeted Amounts. (Administration)
5. **ENACTED WITHOUT OBJECTION. Ordinance No. 3517-2026** - Increasing Estimated Revenues and Appropriations in the General Fund and Authorizing a Consulting Agreement to Evaluate Natural Gas Storage Opportunities on Kenai Municipal Airport Lands. (Administration)

6. **APPROVED WITHOUT OBJECTION. Resolution No. 2026-29** - Authorizing the Purchase of a new Ventrac Tractor and Attachments Utilizing Innovative Procurement. (Administration)
7. **APPROVED WITHOUT OBJECTION. Resolution No. 2026-30** - Authorizing a Contract Award for the 2026 Fire Systems Testing, Inspection and Monitoring. (Administration)
8. **APPROVED WITHOUT OBJECTION. Resolution No. 2026-31** - Authorizing the City Manager to Enter into an Airline Operating Agreement and Terminal Area Lease with Fox Air, LLC. (Administration)
9. **APPROVED WITHOUT OBJECTION. Resolution No. 2026-32** - Authorizing Extension of a Contract for Purchase of Water and Wastewater Chemicals. (Administration).
10. **APPROVED WITHOUT OBJECTION. Resolution No. 2026-33** - Authorizing Extension of a Contract for Refueling Services for City Facility Fuel Tanks. (Administration)
11. **APPROVED WITHOUT OBJECTION. Resolution No. 2026-34** - Affirming City Support of Non-Discrimination Policies as Outlined in Title VIII of the 1968 Civil Rights Act Known as the Federal Fair Housing Act to Comply with Certain Grant Requirements. (Administration)

F. MINUTES

1. *Regular Meeting of April 22, 2026. (City Clerk)

G. UNFINISHED BUSINESS

1. **POSTPONED TO MAY 20, 2026. Ordinance No. 3510-2026** - Amending the Official Zoning Map by Rezoning the Property at 10060 Kenai Spur Highway from Conservation to Suburban Residential Zoning District. (Administration)

Ordinance No. 3510-2026 (Substitute) - Amending the Official Zoning Map by Rezoning a Portion of the Property at 10060 Kenai Spur Highway from Conservation to Suburban Residential Zoning District. (Administration)

[Clerk's Note: At the April 1, 2026 City Council Meeting, Ordinance No. 3510-2026 was postponed to May 6, 2026. At the May 6, 2026 meeting, Ordinance No. 3510-2026 (Substitute) was referred back to Planning and Zoning Commission to hold a Public Hearing at their May 27, 2026 meeting and make a recommendation for City Council to take back up Ordinance No. 3510-2026 (Substitute) at the June 3, 2026 Council meeting.]

H. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Action/Approval** - Consent to Assignment of Lease Agreement, of Lot 1, Block 5, General Aviation Apron No. 1 Amended. (Administration)
3. ***Action/Approval** - Special Use Permit to Weaver Brothers, Inc. for Truck Trailer Storage. (Administration)
4. ***Ordinance No. 3518-2026** - Amending Kenai Municipal Code Title 6 - Elections, Chapters 6.05, 6.15 and 6.40 Relating to Election Dates, Candidate Filing, Compensation of Election Officials, and Canvassing of Elections. (City Clerk)
5. ***Ordinance No. 3519-2026** - Accepting and Appropriating Grant Funds from the Alaska High Intensity Drug Trafficking Area for Drug Investigation Overtime Expenditures (Administration)

6. ***Ordinance No. 3520-2026** - Amending Kenai Municipal Code Chapter 14.10 - Subdivision Regulations and Amending Kenai Municipal Code Section 18.10.030 - Street Improvements to Remove Road Design Standards from Code and Replace them with a Street Design Standards Manual. (Administration)
7. **APPROVED. Action/Approval** - Council on Aging Commission 2026 Work Plan. (Council on Aging Commission)
8. **WORK SESSION SCHEDULED FOR MAY 20, 2026 AT 5:00 P.M. Discussion** - Parks and Recreation Masterplan Memo.

I. COMMISSION REPORTS

1. Council on Aging Commission
 Council on Aging Commission 2025 Annual Report
2. Airport Commission
3. Parks and Recreation Commission
4. Planning and Zoning Commission
5. Beautification Commission

J. REPORT OF THE MAYOR

K. ADMINISTRATION REPORTS

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

L. ADDITIONAL PUBLIC COMMENTS

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

M. EXECUTIVE SESSION

N. PENDING ITEMS

O. ADJOURNMENT

P. INFORMATION ITEMS

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KENAI

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

MEMORANDUM

TO: Mayor Henry Knackstedt and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Mary Bondurant, Interim Airport Manager
DATE: April 9, 2026
SUBJECT: **Airport Mid-month Report March 2026**

FY2025 Airport Capital Improvement Projects

- Runway Rehabilitation Project
Construction to start Spring of 2026. Safety Risk Management (SRM) meeting scheduled for April 15, 2026. Runway closure slated for May 15, 2026. Meetings are being held weekly with the Airport, engineers, and contractor.
- Apron crack sealing, marking, and sealcoat
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- Acquire SRE (Loader & Plow Truck with Sander)
Update: the CAT 980 loader has been delivered with all of the attachments and the plow truck and sander now has a delivery date of April 2026.
- Airport Master Plan – Phase 1
Phase 1 is almost complete. Working on comments from the Public Meeting to draft 1 alternative for review this fall.
- ARFF Building Rehabilitation – Boiler Replacement
This project is complete and the closeout packet is being prepared.

In-house Activities

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- FAA Part 139 inspection is scheduled for April 21-23, 2026. A Certification Inspector will be reviewing the Airport Certification Manual, records, personnel, paved areas, safety areas, markings, signs, and lighting and all aspects of the Airport's Firefighting Operations.





KENAI

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

MEMORANDUM

TO: Mayor Henry Knackstedt and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Mary Bondurant, Interim Airport Manager
DATE: May 8, 2026
SUBJECT: **Airport Mid-month Report April 2026**

FY2025 Airport Capital Improvement Projects

- Runway Rehabilitation Project
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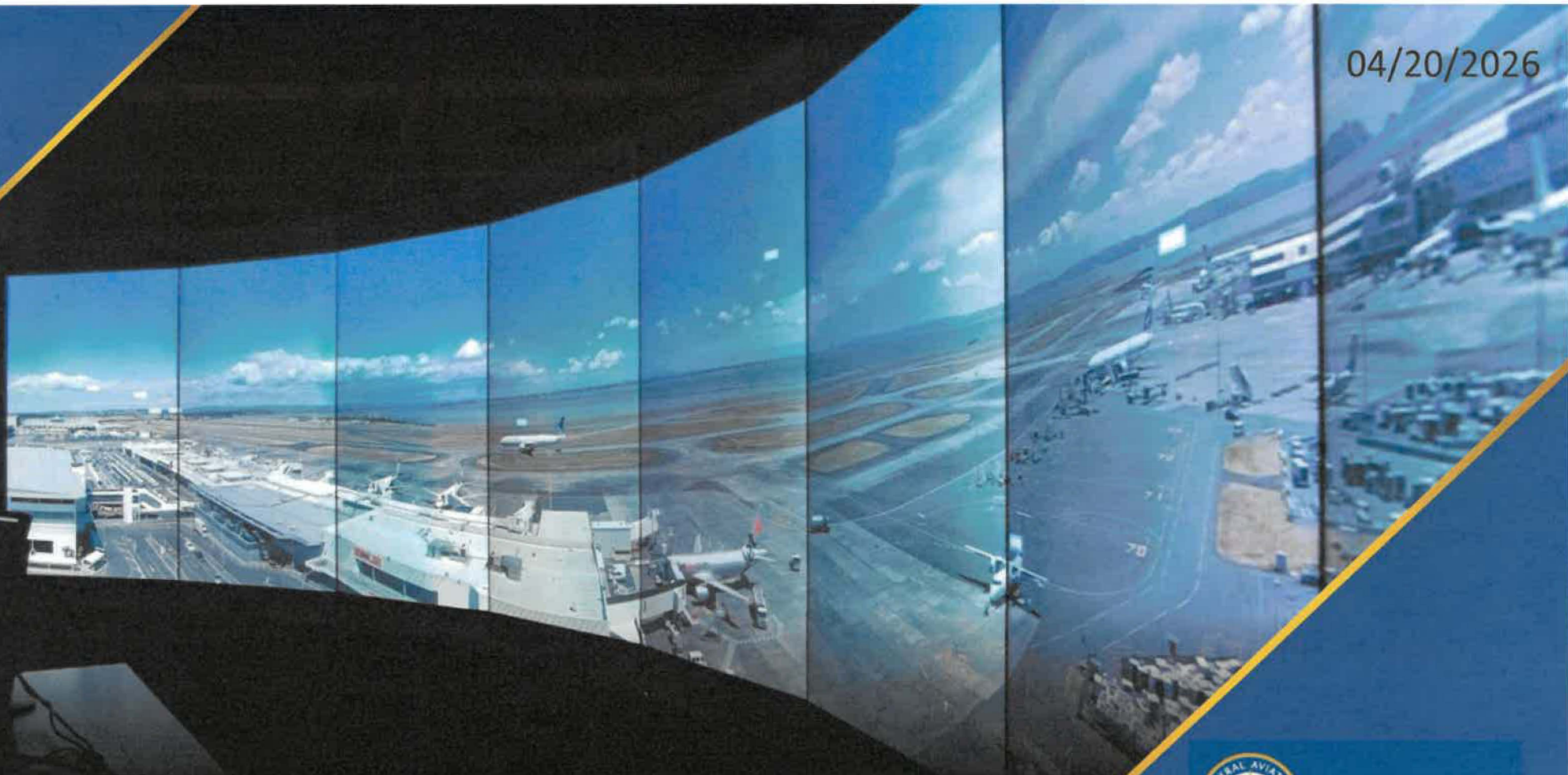
Aleution – no flights

Remote tower project

QR codes



04/20/2026

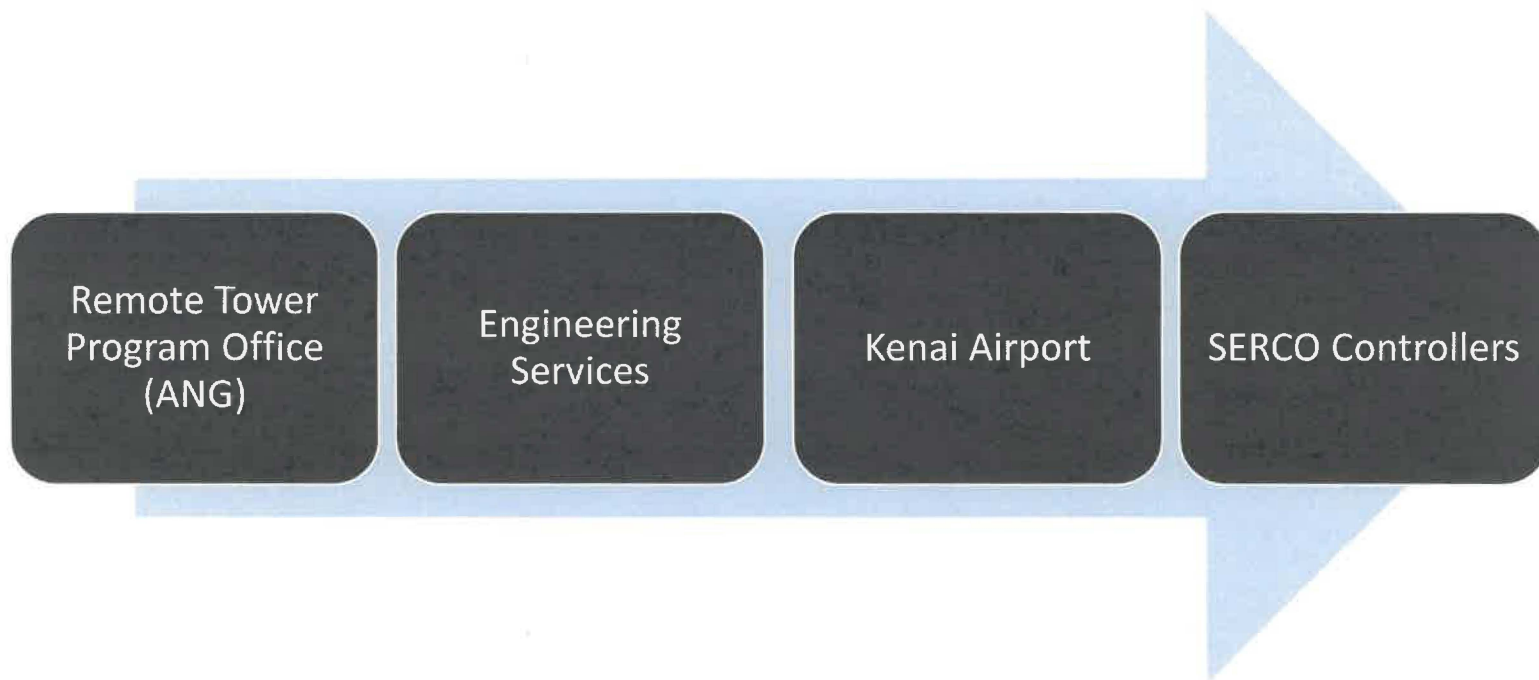


Remote Tower Kenai (ENA)



Federal Aviation
Administration

Team Introductions



Meeting Agenda

16:00	Introductions
16:03	Block 1 – Project Goals
16:20	Block 2 - Timeline & Responsibilities
16:35	Open Discussion
16:40	Wrap Up & Next Steps



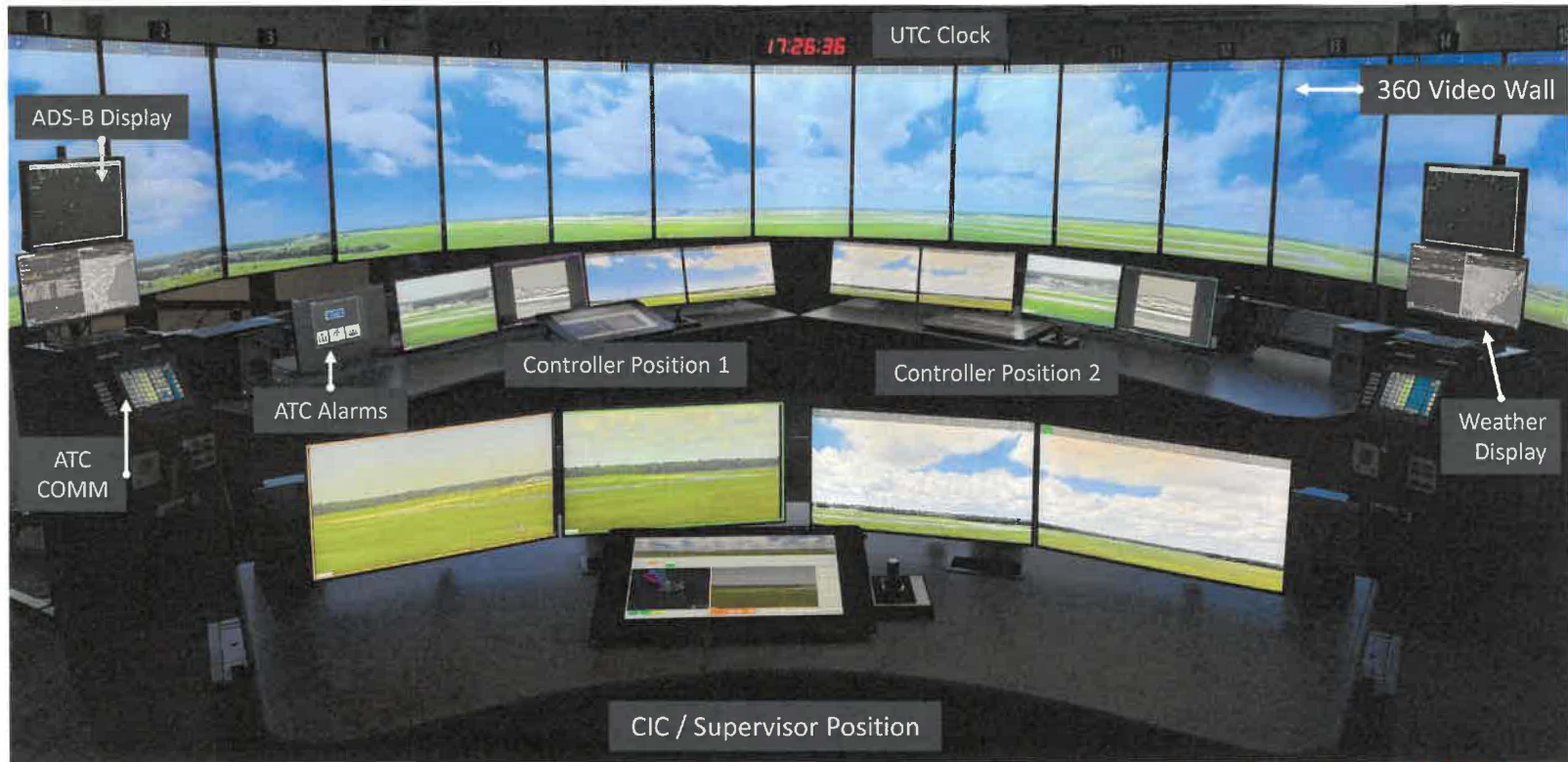
Remote Tower Program Overview

- **WHAT:** Technological solution for providing Air Traffic Control services via a network of cameras, sensors, displays, and other supporting equipment
- **WHY:** Serves as a potentially less expensive alternate to a traditional ATCT and enabling ATC services to rural/small airports
- **HOW:** FAA is working with 3rd-party Remote Tower system providers to evaluate their systems for System Design Approval (SDA) at the Remote Tower Test Bed at WJHTC
- **WHERE:** Initial applications in Class D airspace



Remote Tower Module

*Frequentis' Remote Tower design is pictured below



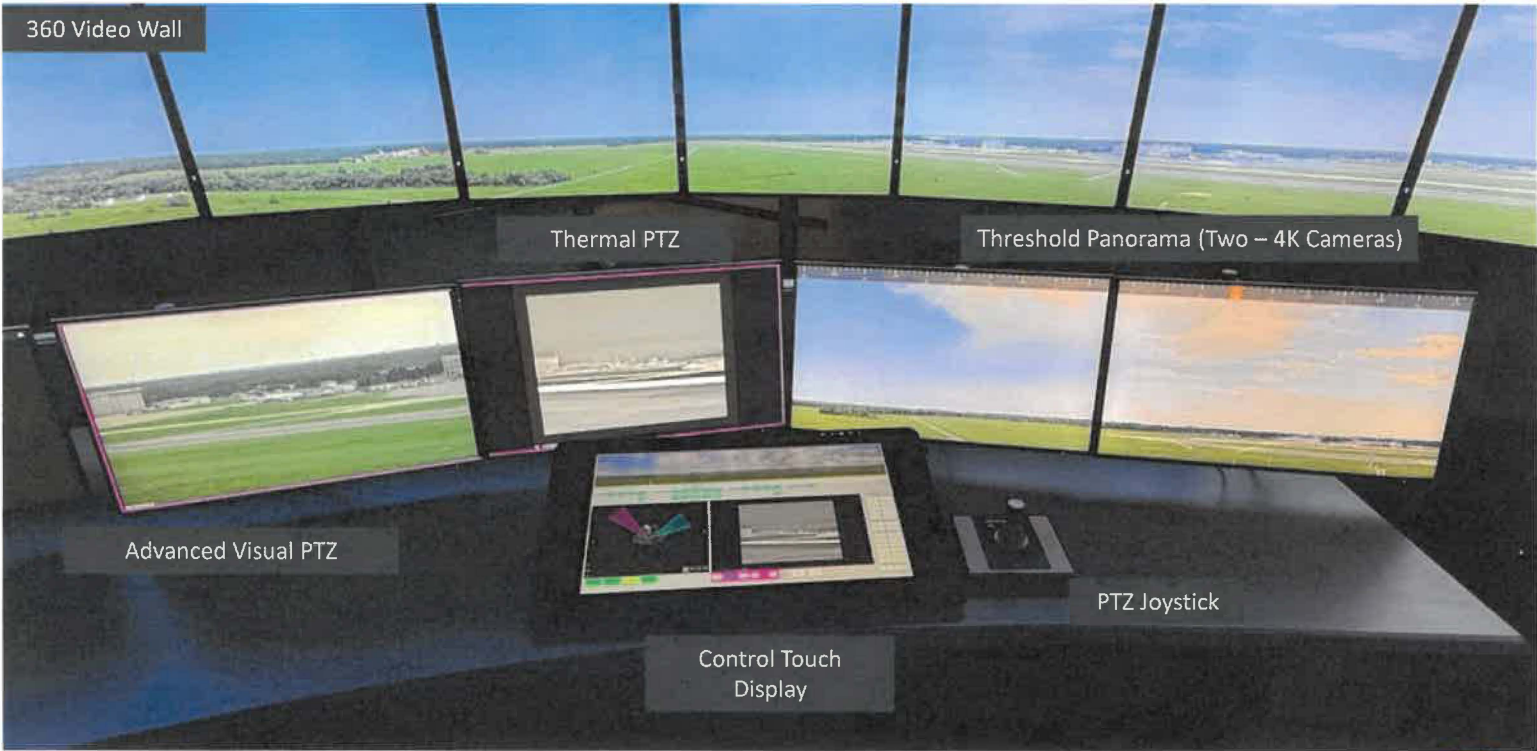
5



Federal Aviation Administration

Controller Working Position

*Frequentis' Remote Tower design is pictured below



6



**Federal Aviation
Administration**

Remote Tower Airfield Installation



*Frequentis' Rapidly Deployable Camera Mast is Pictured

The rapidly deployable mast is for test & demonstration purposes only



7



**Federal Aviation
Administration**

Remote Tower BNACTS Initiative



1. The RT program is a part of the BNACTS initiative

- FAA-wide modernization effort to deploy advanced ATC technologies

2. FAA senior leadership intends to have the 1st FAA-Owned Remote Tower in Alaska

- Alaska offers a representative operating environment with applicability across the state

3. The FAA is interested in expanding RT technology to other Alaska airports / FSS

- Kenai will be the the lead demonstration site for RT feasibility in Alaska.



Decision Criteria for Kenai

ATO led the effort to select Kenai airport. The following are reasons why Kenai was selected as the first RT site in Alaska:

- **Existing FAA Owned Tower** – Provides operational backup and a side-by-side baseline to validate RT performance
- **Access & Logistics** – Proximity to Anchorage
- **Operational Complexity** – Mix of traffic and paved/gravel/seaplane surfaces generates meaningful RT evaluation data
- **Safety & ATC Service Continuity** – Existing FCT remains fully operational, no gaps in ATC services
- **No Operational Disruption** – RT site allows deployment with no impact to ATCT and daily operations
- **Strategic Visibility** – ENA becomes the model for how RT could be deployed across Alaska
- **FAA LOB Alignment** – AJT, AJV, and ANG are aligned on ENA as the first site, enabling a coordinated FAA approach



Defining Near-Term Success at Kenai

Success of the Remote Tower implementation at Kenai by September 2026 is defined as the following:

1. Single center camera mast deployed
2. Modular Remote Tower Cab connected to the center camera mast
3. Controller Working Position is functional in the RTC
4. Demonstration system fully optimized
5. Established Roadmap for Kenai RT Upgrades



NOTE: Initial deployment will utilize rapidly deployable camera mast and RTC facility collocated to meet deadline. This style of implementation will greatly reduce necessary site preparation.



Notional Schedule April – Sept 2026

April

- RTS & RTC SITING SURVEY
- CONTRACTS / PROCUREMENT
- INITIATE 7460



May

- INITIATE SITE PREP
- FINALIZE SITE LOCATIONS
- FREQUENTIS BEGIN TO ASSEMBLE THE RTS IN COLUMBIA, MD
- ENVIRONMENTAL ASSESSMENTS



June

- BEGIN CONFIGURING THE RTS
- BEGIN CONFIGURING THE RTC
- DEMONSTRATION RTS OPERATIONAL



July

- FINALIZE SITE PREP
- BEGIN CENTER MAST INSTALLATION
- BEGIN RTC INSTALLATION



August

- CONNECT THE CENTER MAST TO THE RTC
- FINISH CONSTRUCTION AND INSTALLATION OF RTS



Sept

- BEGIN CONFIGURING THE RTS
- BEGIN CONFIGURING THE RTC
- FULLY OPTIMIZED RTS

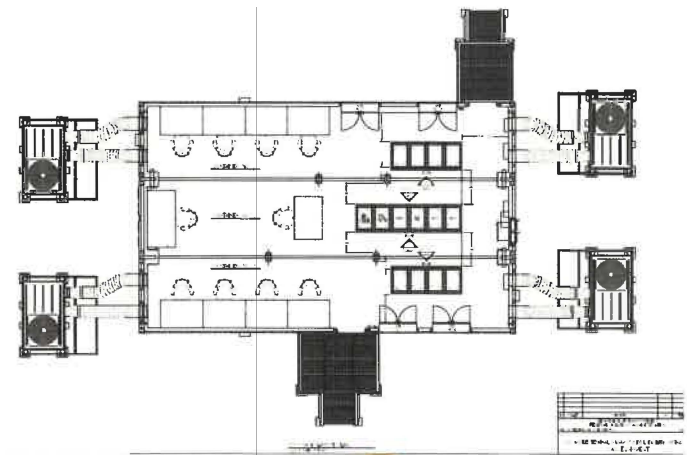


Milestones

Milestone	NLT Date	Responsible Party
Contract Awarded	May 3 rd 2026	FAA
Site Surveys Completed	June 12 th 2026	Frequentis
Civil Works for RTC Completed	July 3 rd 2026	FAA
Factory Acceptance Testing Complete	July 17 th 2026	Frequentis
RTC Delivered	July 24 th 2026	FAA
Civil Works for Center Mast Completed	July 31 st 2026	FAA
Rapidly Deployable Center Mast Delivered	Aug 3 rd 2026	Frequentis
Rapidly Deployable Mast Installation Complete	Sept 7 th 2026	Frequentis
RTC Installation Complete	Sept 7 th 2026	Frequentis
RTS Optimization Complete	Sept 25 th , 202	Frequentis
RTS Operational	Sept 30 th 2026	FAA & Frequentis



Siting Near Current ATCT



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Federal Aviation Administration

Roles & Responsibilities

ENA Airport Management:

- Coordination for onsite construction
- Assisting Engineering Services onsite
- Provide Feedback on design and implementation for the Program



RT Program Office:

- General Project Management
- Coordination with RT Vendor
- Funding
- Ensuring Deliverable Timelines

Engineering Services:

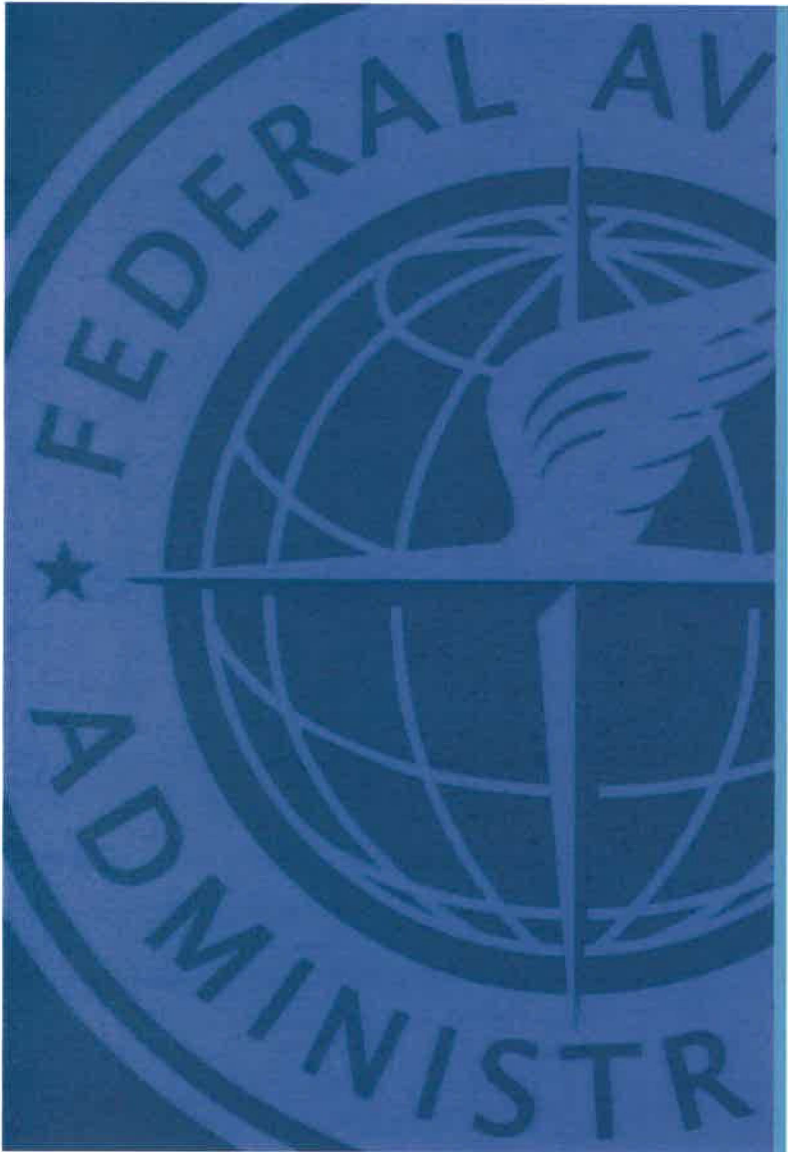
- Conducting onsite construction activities
- Obtaining Permits



Remote Tower Team Site Visit

- The Remote Tower team will visit ENA the week of May 4th
- The goals of the visit:
 1. Scout potential site locations for the Remote Tower
 2. Discuss construction timelines
 3. Understand unique challenges of ENA
 4. Collaborate with ENA personnel and Engineering Services
- Who will be our point of contact for future site visits and coordination?

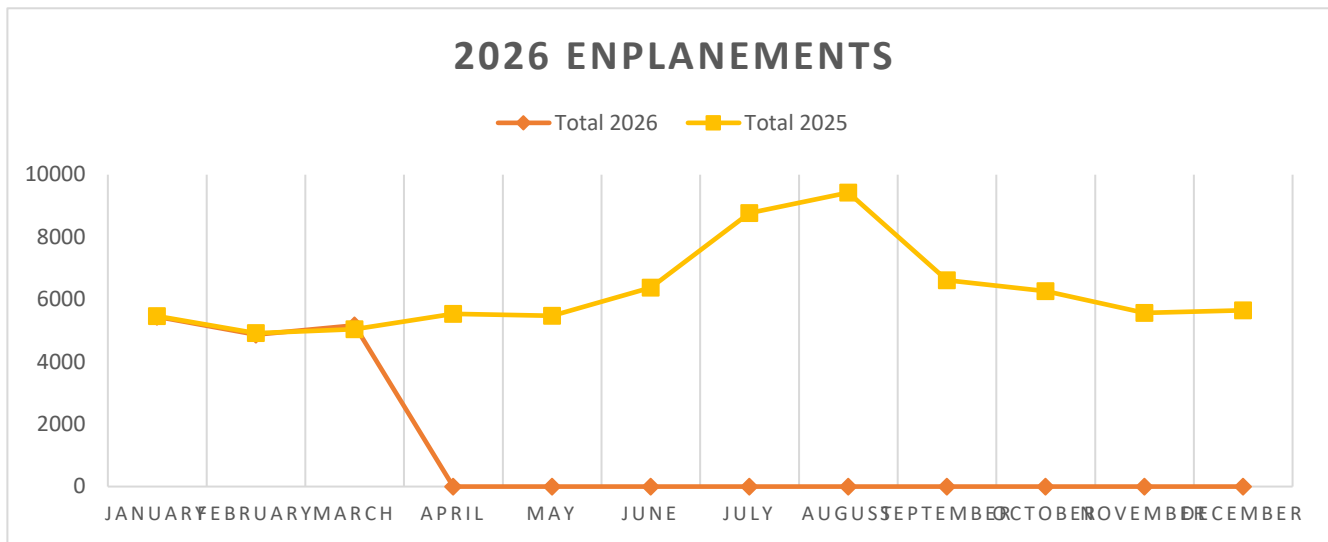




Questions?

Kenai Airport Enplanements

Month	Grant 2026	Kenai Aviation 2026	Aleutian 2026	Grant 2025	Kenai Aviation 2025	Aleutian 2025	Total 2026	Total 2025	Change from 2025 to 2026
January	5292	0	152	4466	1003	0	5444	5469	-25
February	4872	0	193	4001	917	0	4872	4918	-46
March	5168	0	159	3973	1072	0	5168	5045	123
April				4464	1071	0	0	5535	-5,535
May				4353	1122	0	0	5475	-5,475
June				5249	1129	190	0	6378	-6,378
July				6771	2003	1044	0	8774	1,002
August				7362	2064	944	0	9426	-12
September				5394	1222	448	0	6616	190
October				4955	1308	356	0	6263	-1
November				5083	118	70	0	5568	-297
December		0		5018	0	247	0	5649	-5,649
Total	15332	0	504	61089	13029	3299	15484	77417	-22103





KENAI

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FOR IMMEDIATE RELEASE
March 27, 2026

Kenai Municipal Airport Launches Interactive Virtual Tour on Google Maps

KENAI, AK — The Kenai Municipal Airport has launched a new interactive virtual tour, now available through Google Maps using the Street View feature. The tour provides users with a detailed, immersive look inside the airport terminal from anywhere in the world.

The virtual tour can be accessed directly at: <https://maps.app.goo.gl/yVpbLf4v6XmevJ438>
It is also available on the City's website at: <https://www.kenai.city/airport/page/airport-virtual-tour>

Developed in partnership with Arctic Design, LLC, the tour was created using specialized drones, cameras, and software to produce a high-resolution, interactive 3D scan of the terminal.

The experience includes embedded “mattertags,” which enhance the tour by providing additional information and resources throughout the facility. These interactive elements allow users to access web links, documents, and videos related to emergency procedures, historical and cultural displays, tenant services, and advertising content.

“This virtual tour is a practical tool that improves access to the airport for both visitors and the community,” said Airport Manager Mary Bondurant. “It allows travelers to familiarize themselves with the terminal before they arrive, while also helping us showcase the services, tenants, and amenities available at the airport.”

The virtual tour supports the airport's ongoing efforts to improve customer experience and promote available services, while also serving as a resource for partners, tenants, and the traveling public.

For more information, please contact:

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Kenai Municipal Airport
305 N Willow St
Kenai, AK 99611
Phone: (907) 283-8281
Email: jsemmens@kenai.city