



Kenai City Council - Regular Meeting

July 02, 2025 - 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

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

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. **Ordinance No. 3479-2025** - Increasing Estimated Revenues and Appropriations in the Airport Improvements Capital Project Fund, Accepting a Grant from the Federal Aviation Administration and Awarding a Professional Services Agreement for the Kenai Municipal Airport Master Plan. (Administration)
2. **Ordinance No. 3480-2025** - Retroactively Amending the Fiscal Year 2026 Salary Schedule for Temporary Employees Included in the "Annual Budget for the City of Kenai, Alaska July 1, 2025 - June 30, 2026". (Administration)
3. **Resolution No. 2025-45** - Authorizing the City Manager to Execute a Lease of Airport Reserve Lands Between the City of Kenai and Schilling Rentals, LLC., for Lot 3, Block 2, General Aviation Apron Subdivision No. 1. (Administration)
4. **Resolution No. 2025-46** - Authorizing a Contract Award for the 2025 Street Lights Repair and Maintenance with Utility Locates Contract. (Administration)
5. **Resolution No. 2025-47** - Authorizing a Contract Award for the 2025 Trading Bay Road Sewer Insulation Project. (Administration)

F. MINUTES

1. *Regular Meeting of June 18, 2025. (City Clerk)

G. UNFINISHED BUSINESS

1. **Resolution No. 2025-38** - Renaming South Spruce Street to Kenai Beach Street. (Knackstedt) *[On June 4, 2025 this item was referred to the Planning & Zoning Commission's June 25, 2025 meeting, and postponed to the July 2, 2025 City Council Meeting.]*

H. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Action/Approval** - Approving Official Bond Amounts for City Manager, City Clerk and Finance Director. (Administration)
3. ***Action/Approval** - Special Use Permit for Kenai Chamber of Commerce and Visitor Center for the Moosemeat John Cabin. (Administration)
4. **Action/Approval** - Recommending Diane Fikes for Appointment to the Kenai Peninsula Borough Planning Commission. (City Clerk)
5. **Action/Approval** - Discussion and Appointment of Municipal Liaison Officer Pursuant to Tribal Memoranda of Understanding. (Administration)

I. COMMISSION REPORTS

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

J. REPORT OF THE MAYOR**K. ADMINISTRATION REPORTS**

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

L. ADDITIONAL PUBLIC COMMENTS

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

M. EXECUTIVE SESSION**N. PENDING ITEMS****O. ADJOURNMENT****P. INFORMATION ITEMS**

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

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

<https://us02web.zoom.us/meeting/register/YpPSHgzyRhip8hQmNlukxw>



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3479-2025**

AN ORDINANCE INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE AIRPORT IMPROVEMENTS CAPITAL PROJECT FUND, ACCEPTING A GRANT FROM THE FEDERAL AVIATION ADMINISTRATION AND AWARDED A PROFESSIONAL SERVICES AGREEMENT FOR THE KENAI MUNICIPAL AIRPORT MASTER PLAN.

WHEREAS, the existing Airport Master Plan update commenced in 2013 and was finalized in August 2017; and,

WHEREAS, all of the projects that the City identified as high priorities are either completed or in progress; and,

WHEREAS, a current master plan is required in order to receive Airport Improvement Program entitlement funds and compete for discretionary funding; and,

WHEREAS, the Phase 2 grant offer is for \$907,293, requiring a local share of \$47,753 for a total project cost of \$955,046; and,

WHEREAS, the cost share for this agreement will be at the 95.00% Federal Aviation Administration and 5.00% City share; and,

WHEREAS, \$62,500 was previously appropriated in the Airport Improvement Capital Projects Fund for Phase 2; and,

WHEREAS, a contract will be awarded to HDL under the Airport's Architectural/Engineering & Construction Management Services for Kenai Municipal Airport Capital Improvement Projects Professional Services Term Agreement that expires March 31, 2028 in the amount of \$945,046; and,

WHEREAS, a new master plan will review the Airport existing facilities, passenger and cargo traffic, and Kenai's role in the transportation system; and,

WHEREAS, the plan will provide the City with a development plan for 5 years and an outlook to 20 years based on up-to-date data by comparing current facility conditions against reasonable future demands; and,

WHEREAS, Phase 2 includes an emerging trends report, alternatives development and evaluation, environmental overview, an implementation plan, financial plan; and airport layout plan; and,

WHEREAS, the master plan will provide the data to apply for grants; and,

WHEREAS, completion of a Master Plan and acceptance of this grant 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 a grant from the Federal Aviation Administration in the amount of \$907,293 and expend the funds in accordance with the provisions of the grant.

Section 2. That estimated revenues and expenditures be increased as follows:

Airport Improvements Capital Projects Fund:

Increase Estimated Revenues –	
Appropriation of FAA Grant Funds	<u>\$907,293</u>
 Increase Appropriations –	
Professional Services	\$897,293
City Administration	<u>10,000</u>
	<u>\$907,293</u>

Section 3. That the City Manager is authorized to enter into a professional services agreement with HDL in the amount of \$945,046, for completion of the Kenai Municipal Airport Master Plan Phase 2.

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 immediately upon enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 2ND DAY OF JULY, 2025.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____



Introduced:	June 18, 2025
Enacted:	July 2, 2025
Effective:	July 2, 2025



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Derek Ables, Airport Manager

DATE: June 09, 2025

SUBJECT: **Ordinance No. 3479-2025** - Increasing Estimated Revenues and Appropriations in the Airport Improvements Capital Project Fund, Accepting a Grant from the Federal Aviation Administration and Awarding a Professional Services Agreement for the Kenai Municipal Airport Master Plan.

The purpose of this memo is seeking the approval of the City Council to accept a grant offer for the Airport Improvement Program, project number **3-02-0142-079-2025**, from the Federal Aviation Administration for **\$907,293** to complete **Phase 2** of a new airport master plan. This represents **95.00%** of projected costs and requires a local match of **\$47,753 (5.00%)** for a total project cost of **\$955,046**. \$62,500 was previously appropriated in the FY2025 budget for local match use in the Airport Improvements Capital Project Fund.

This plan will provide the City with a development plan for 5 years and an outlook to 20 years based on up-to-date data by comparing current facility conditions against reasonable future demands. The purpose of the project is to inventory the airport condition, scope future needs, forecast current and future aviation activity, perform planning level analysis for future improvements, and update the Airport Master Plan document to provide a plan that meets the needs of the City, airport users, and the flying public.

Phase 2 includes continued public involvement, alternatives analysis and evaluation, financial plan, and an Airport Capital Improvement Plan. The project will also update the Airport Layout Plan (ALP) to reflect the results of the master planning process. Phase 2 work will be based on the findings of Phase 1 and the conditions and needs assessment. It will also include an emerging trends report. The aviation industry is always evolving, and these changes affect the size, quantity, and type of airport facilities needed to accommodate future demand. The evaluation will look at the airport's current sustainability practices and provide recommendations. An implementation plan for recommended improvements, based on the analysis of alternatives and comments received will be provided. This plan will be broken down to specific project elements such as taxiway or runway. Furthermore, phases will be provided to include short, medium, and long-term projects.

A contract will be awarded to HDL under the Airport's Architectural/Engineering & Construction Management Services for Kenai Municipal Airport Capital Improvement Projects Professional Services Term Agreement that expires March 31, 2028 in the amount of **\$945,046**.

Council's support is respectfully requested.





Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3480-2025**

AN ORDINANCE RETROACTIVELY AMENDING THE FISCAL YEAR 2026 SALARY SCHEDULE FOR TEMPORARY EMPLOYEES INCLUDED IN THE “ANNUAL BUDGET FOR THE CITY OF KENAI, ALASKA JULY 1, 2025 - JUNE 30, 2026”.

WHEREAS, the City Council adopted the Fiscal Year 2026 Annual Budget including the Classification Plan and Salary Schedule on June 4, 2025 by Ordinance 3471-2025; and,

WHEREAS, the Classification Plan and Salary Schedule did not include the adopted base salary adjustment for the Temporary Positions and incorrectly showed the wages at FY2025 amounts; and,

WHEREAS, the base salary adjustment for the Temporary Positions was correctly included in budget calculations requiring no changes to the adopted budget amounts; and,

WHEREAS, the attached Temporary Positions Salary Schedule includes the base salary adjustment for Fiscal Year 2026; and,

WHEREAS, retroactive application of these pay rates to July 1, 2025 is consistent with the intent of the City’s adopted FY2026 Annual Budget and 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 Temporary Employees Fiscal Year 2026 Salary Schedule is amended per the attached as Exhibit 1 and is hereby adopted and will be included as a replacement into the previously adopted “Annual Budget for the City of Kenai, Alaska July 1, 2025 - June 30, 2026”.

Section 2. That the amended Fiscal Year 2026 Salary Schedule for Temporary Employees shall be applied retroactively to July 1, 2025.

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 immediately upon enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 2ND DAY OF JULY, 2025.

Brian Gabriel Sr., Mayor

Ordinance No. 3480-2025
Page 2 of 2

ATTEST:

Michelle M. Saner, MMC, City Clerk

Introduced:	June 18, 2025
Enacted:	July 2, 2025
Effective:	July 2, 2025



KENAI

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MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Dave Swarner, Finance Director

DATE: June 18, 2025

SUBJECT: **Ordinance 3480-2025** - Retroactively Amending the Fiscal Year 2026 Salary Schedule for Temporary Employees Included in the "Annual Budget for the City of Kenai, Alaska July 1, 2025 - June 30, 2026".

This memo recommends enactment of Ordinance 3480-2025 which will correct the temporary employee salary scheduled adopted with the FY2026 Budget. The temporary employee salary schedule included on page 340 of the FY2026 Budget and included in Section 4 of Ordinance 3471-2025 was incorrect. The adopted schedule was the same as FY2025 and did not include the 2% cost of living allowance increase adopted by Council.

The temporary employee salary schedule included in Ordinance 3480-2025 includes the 2% cost of living adjustment and will replace the schedule which was adopted with the FY2026 Budget. The appropriations in the adopted budget were calculated using the correct rates and do not need to be adjusted. Application of these changes retroactive to July 1, 2025 is recommended to avoid two different pay rates for temporary employees in FY2026.

Thank you for your consideration.

Temporary Position - Classified Salary Schedule

Temporary Employees		FY26		
Range	A	B	C	
1	14.52	14.89	15.25	
2	15.25	15.63	16.01	
3	16.01	16.41	16.82	
4	16.82	17.24	17.66	
5	17.65	18.08	18.53	
6	18.54	19.00	19.47	
7	19.46	19.95	20.43	
8	20.84	21.36	21.88	
9	21.89	22.44	22.98	
10	22.97	23.54	24.12	
11	24.10	24.70	25.31	
12	25.34	25.97	26.60	
13	26.61	27.27	27.94	
14	27.94	28.63	29.34	
15	29.31	30.05	30.78	
16	30.78	31.55	32.32	
17	32.35	33.16	33.98	
18	33.95	34.79	35.64	
19	35.65	36.54	37.43	
20	37.41	38.35	39.28	
21	39.29	40.27	41.26	
22	41.26	42.29	43.32	
23	43.30	44.38	45.46	
24	45.48	46.61	47.76	
25	47.76	48.95	50.14	
26	50.17	51.43	52.68	
27	52.63	53.95	55.26	
28	55.28	56.67	58.05	
29	58.13	59.58	61.04	

Exhibit 1



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2025-45**

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A LEASE OF AIRPORT RESERVE LANDS BETWEEN THE CITY OF KENAI AND SCHILLING RENTALS, LLC., FOR LOT 3, BLOCK 2, GENERAL AVIATION APRON SUBDIVISION NO. 1.

WHEREAS, on April 21, 2025, Schilling Rentals, LLC (“Schilling Rentals”) submitted a complete lease application and paid the required application fee; and,

WHEREAS, Schilling Rentals is eligible for a lease term of 45 years according to a professional estimate of the remaining useful life of the principal improvement on the property, pursuant to KMC 21.10.080(e); and,

WHEREAS, Schilling Rentals is current on obligations to the City of Kenai; and,

WHEREAS, the lease will be for aeronautical operations and storage; and,

WHEREAS, the lease use is compatible with Kenai Municipal Zoning Code for allowed uses within the Airport Light Industrial (ALI) Zoning District; and,

WHEREAS, the lease conforms to the 2016 *Imagine Kenai 2030 Comprehensive Plan* and supports Goal 5 - Transportation, which has a vision for Kenai Municipal Airport as a gateway to the Kenai Peninsula; and,

WHEREAS, the use is compatible and conforms with the Airport Land Use Plan, Airport Layout Plan, Federal Aviation Administration regulations, Airport Master Plan, Airport Improvement Program grant assurances, and Airport operations; and,

WHEREAS, the City did not receive a competing lease application within 30 days of publishing a public notice of the lease application, pursuant to KMC 21.10.075 *Competing Applications*; and,

WHEREAS, at its regular meeting on June 12, 2025, the Airport Commission reviewed the lease application and recommended approval by the City Council; and,

WHEREAS, at its regular meeting on June 25, 2025, the Planning and Zoning Commission recommended approval by the City Council.

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

Section 1. That a Lease of Airport Reserve Lands is approved and the City Manager is authorized to execute a lease between the City of Kenai, Lessor, and Schilling Rentals, LLC, Lessee, for a term of 45 years for the property described as Lot 3, Block 2, of General Aviation Apron Subdivision No. 1 Amended; and,

Section 2. That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 2ND DAY OF JULY, 2025.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



KENAI

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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Terry Eubank, City Manager

THROUGH: Kevin Buettner, Planning Director

FROM: Brandon McElrea, Planning Technician

DATE: June 4, 2025

SUBJECT: **Resolution No. 2025-45** - Lease Renewal of Airport Reserve Land for the Property Described as Lot 3, Block 2, General Aviation Apron No. 1 According to Plat No. 2004-20.

Schilling Rentals, LLC ("Schilling Rentals") submitted a land lease renewal application of Airport Reserve Land for the property described as Lot 3, Block 2, General Aviation Apron Subdivision No. 1, located at 155 Granite Point Court (KPB Parcel No. 04324006). Pursuant to Kenai Municipal Code (KMC) 21.10.080(e) *Length of Lease Term*, the applicant is requesting a term of 45 years based on a professional opinion of remaining useful life, supplied by Larson Engineering & Design. Pursuant to Kenai Municipal Code 21.10.075 - Leasing and Acquisition of Airport Reserve Lands, Competing Applications, the City posted notice of the lease application and has not received a competing lease application for the parcel.

The applicant intends to continue to use the premises for aviation related purposes. Schilling Rentals currently holds several leases with the City and is in compliance with the terms and conditions of their leases.

The subject property is approximately 1.15 acres and located within the Airport Light Industrial (ALI) Zone. The intent of the ALI Zone is to protect the viability of the Kenai Municipal Airport as a significant resource to the community by encouraging compatible land uses and reducing hazards that may endanger the lives and property of the public and aviation users. The continuing use is permitted in the ALI Zone and is an airport compatible use. Furthermore, the use is consistent with the 2016 Imagine Kenai 2030 Comprehensive Plan. It supports Goal 5- Transportation, which has a vision for Kenai Municipal Airport as a gateway to the Kenai Peninsula.

The continued use by Schilling Rentals, LLC complies with the 2016 Imagine Kenai 2030 Comprehensive Plan. It supports Goal 5 - Transportation, which has a vision for Kenai Municipal Airport as a gateway to the Kenai Peninsula.

The Airport Land Use Plan was developed to identify the highest and best uses of Kenai Municipal Airport land. The Airport Land Use Plan discusses leasing land and enhancing opportunities for local economic development. The continued use by Schilling Rentals complies with the Airport Land Use Plan.

The Airport Commission recommended approval of the lease during their June 12, 2025 meeting. The Planning and Zoning Commission recommended approval of the lease application during their June 25, 2025 meeting.

Resolution No. 2025-45 would grant approval of the Kenai City Council for the City Manager to enter into a Lease of Airport Reserve Lands between the City of Kenai and Schilling Rentals, LLC for Lot 3, Block 2, General Aviation Apron.

Thank you for your consideration.

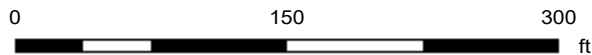
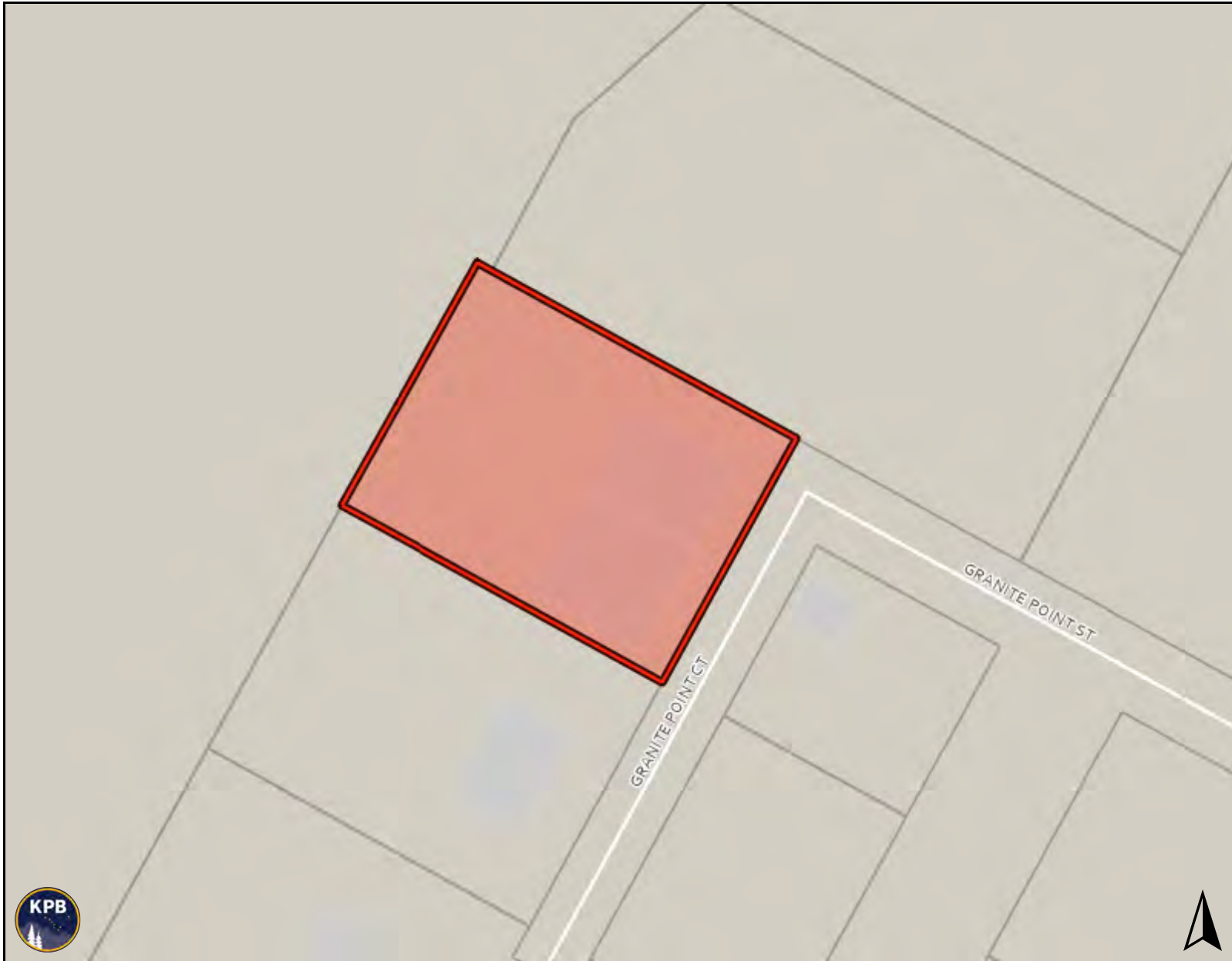
Attachments

Aerial Map

Application

Professional Opinion





NOTE: Every reasonable effort has been made to ensure the accuracy of these data. However, by accepting this material, you agree that the Kenai Peninsula Borough assumes no liability of any kind arising from the use of this data. The data are provided without warranty of any kind, either expressed or implied, including but not limited to time, money or goodwill arising from the use, operation or modification of the data. In using these data, you further agree to indemnify, defend, and hold harmless Kenai Peninsula Borough for any and all liability of any nature arising from the lack of accuracy or correctness of the data, or use of the data.



Legend

Transportation

Mileposts



Parcels and PLSS

Tax Parcels





City of Kenai Land Lease Application

Application for: ☐ New Lease
☐ Amendment ☐ Extension
☐ Assignment ☒ Renewal

Application Date: 4/21/2025

Applicant Information

Name of Applicant:	Schilling Rentals, LLC						
Mailing Address:	PO Box 3426	City:	Kenai	State:	AK	Zip Code:	99611
Phone Number(s):	Home Phone:		Work/ Message Phone:				
E-mail: (Optional)	[REDACTED]						
Name to Appear on Lease:	Schilling Rentals, LLC						
Mailing Address:	PO Box 3426	City:	Kenai	State:	AK	Zip Code:	99611
Phone Number(s):	Home Phone:		Work/ Message Phone:				
E-mail: (Optional)	[REDACTED]						
Type of Applicant:	<input type="checkbox"/> Individual (at least 18 years of age) <input type="checkbox"/> Partnership Corporation Government <input checked="" type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Other _____						

Property Information and Term Requested

Legal description of property (or, if subdivision is required, a brief description of property): Lot 3, Block 2, General Aviation Apron No. 1 Amended	
Does the property require subdivision? (if Yes, answer next questions) Subdivision costs are the responsibility of the applicant unless the City Council determines a subdivision serves other City purposes:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
1. Do you believe the proposed subdivision would serve other City purposes?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. If determined it does not, applicant is responsible for all subdivision costs.	Initials <u>MS</u>
If an appraisal is required to determine the minimum price on the land, applicant is responsible for the deposit to cover costs associated with appraisal. If a sale is approved, the cost of the appraisal will be either refunded or credited to the applicant.	Initials <u>MS</u>
It is the responsibility of the applicant to cover recording costs associated with lease.	Initials <u>MS</u>
Do you have or have you ever had a Lease with the City? (if Yes, answer next question)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
1. Legal or brief description of property leased:	
Various	
Request a Lease with an Option to Purchase once development requirements are met?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Requested term for Initial Lease or Renewal (based on Term Table, not to exceed 45 years): 45 years	
Requested term for Lease Extension (based on Term Table, not to exceed a total of 45 Years):	
Requested Starting Date: 7/01/2025	

RECEIVED 22 APR 2025
BLAKE

Proposed Use and Improvements

Proposed Use (check one): ☒ Aeronautical ☐ Non-Aeronautical

Do you plan to construct new or additional improvements? (if Yes, answer next five questions) ☐ YES ☒ NO

1. Will the improvement change or alter the use under an existing lease? ☐ YES ☐ NO

2. What is the proposed use of the improvement?

3. What is the estimated value of the improvement?

4. What is the nature and type of improvement?

5. What are the dates construction is estimated to commence and be completed?

(generally, construction must be completed within two years)

Estimated Start Date:

Estimated Completion Date:

Describe the proposed business or activity intended:

Aeronautical operations & storage

How does the proposed lease support a thriving business, residential, recreational, or cultural community?

Helps to support the community by supporting local airlines

Lease Assignment Only: What is the name of the individual or legal entity the lease is to be assigned?

Lease Renewal Only

Renewal of an Existing Lease (at least one year of term remaining): Requires new development.

Lease Term based on: Estimated cost of new improvements and ☐ Purchase Price (optional)

☒ Renewal of an Expiring Lease (less than one year of term remaining): Does not require new development.

Lease Term based on: ☐ Purchase Price ☒ Professional Estimate of Remaining Useful Life

☐ Fair Market Value appraisal and/or ☐ Estimated cost of new improvements (optional)

Requested Term for Renewal Based on Term Table, not to exceed 45 Years: **45 years**

Submitting an application for a lease does not give the applicant a right to lease or use the land requested in the application. The application shall expire twelve (12) months after the date the application has been made if the City and the applicant have not, by that time, entered into a lease, unless the City Council for good cause grants an extension for a period not to exceed six (6) months. The City has no obligation to amend, renew or extend a lease and may decline to do so upon making specific findings as to why a lease renewal, extension, or amendment is not in the best interest of the City

Signature:

Michael K. Schilling

Date:

4/21/2025

Print Name:

Michael K. Schilling

Title:

Member

For City Use Only:

☐ General Fund

☐ Airport Reserve Land

☐ Airport Fund

☐ Outside Airport Reserve

Account Number:

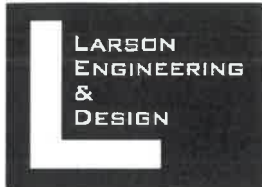
Date Application Fee Received:

Date Application Determined Complete:

30-Day Notice Publication Date:

City Council Action/Resolution:

RECEIVED 22 APR 2025
BLAKE



53510 VECO AVE
CIVIL - STRUCTURAL - ENVIRONMENTAL
CONSULTING

KENAI, AK 99611
PHONE: (907) 283-1565

April 30, 2025

Rob Marsters
Schilling Rentals

Re: Lot 3, Block 2 GAA Sub No.1 Amended – 155 Granite Point Court – Building Inspection

Mr. Marsters,

Larson Engineering & Design, P.C. has inspected the structures located at 155 Granite Point Court property, within the Kenai Airport land leases.

The existing buildings have been recently re-roofed and sided within the last 10 years. I did not see signs of structural material degradation while onsite.

In my professional opinion, if the buildings have proper maintenance, the remaining useful life will exceed 45 years.

Sincerely,

Signature: _____

Blake W. Larson, P.E.





Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2025-46**

A RESOLUTION AUTHORIZING A CONTRACT AWARD FOR THE 2025 STREET LIGHTS REPAIR AND MAINTENANCE WITH UTILITY LOCATES CONTRACT.

WHEREAS, an Invitation to Bid was released on May 28, 2025 with bids due on June 18, 2025 for the 2025 Street Lights Repair & Maintenance with Utility Locates; and,

WHEREAS, one bid was received

<u>Contractor</u>	<u>Total Bid Price</u>
Kachemak Electric Co. Inc.	\$107,880; and,

WHEREAS, Kachemak Electric Co. Inc. was the lowest bid for the project with a total price of \$107,880; and,

WHEREAS, the bid was determined to be responsive and responsible; and,

WHEREAS, it is in the best interest of the City to award the contract to Kachemak Electric Co. Inc.

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

Section 1. That the City Manager is authorized to execute a contract with Kachemak Electric Co. Inc. in the amount of \$107,880 for the 2025 Street Lights Repair & Maintenance with Utility Locates contract.

Section 2. That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 2ND DAY OF JULY, 2025.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Lee Frey, Public Works Director

DATE: June 24, 2025

SUBJECT: **Resolution No. 2025-46** - Authorizing a Contract Award for 2025 Street Lights Repair & Maintenance with Utility Locates Contract.

This memo requests Council's approval to award a contract for the Street Lights Repair & Maintenance with Utility Locates contract to Kachemak Electric Co. Inc. The project was released for bidding and one bid was received. Bid received is as follows:

<u>Contractor</u>	<u>Total Bid Price</u>
Kachemak Electric Co. Inc.	\$107,880

Kachemak Electric Co. Inc. was the low bidder for the project with a total cost of \$107,880 for the estimated services.

This contract will perform regular repairs of street lights in the City, provide electrical locates for the City as requested and perform major repairs and maintenance of the street lights as requested.

Award of this agreement is in the best interest of the City. Council's approval is respectfully requested.



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2025-47**

A RESOLUTION AUTHORIZING A CONTRACT AWARD FOR THE 2025 TRADING BAY ROAD SEWER INSULATION PROJECT.

WHEREAS, an Invitation to Bid was released on June 10, 2025 with bids due on June 24, 2025 for the 2025 Trading Bay Road Sewer Insulation Project; and,

WHEREAS, two bids were received

<u>Contractor</u>	<u>Total Bid Price</u>
Foster Construction LLC	\$51,700
Peninsula Construction, Inc.	\$99,700; and,

WHEREAS, Foster Construction LLC was the lowest bid for the project with a total price of \$51,700; and,

WHEREAS, the bid was determined to be responsive and responsible; and,

WHEREAS, it is in the best interest of the City to award the contract to Foster Construction LLC.

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

Section 1. That the City Manager is authorized to execute a contract with Foster Construction LLC in the amount of \$51,700 for the 2025 Trading Bay Road Sewer Insulation project.

Section 2. That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 2ND DAY OF JULY, 2025.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____

DS



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Lee Frey, Public Works Director

DATE: June 24, 2025

SUBJECT: **Resolution No. 2025-47** - Authorizing a Contract Award for the 2025 Trading Bay Road Sewer Insulation Project.

This memo requests Council's approval to award a contract for the 2025 Trading Bay Road Sewer Insulation project to Foster Construction, LLC. The project was released for bidding and two bids were received. Bids received are as follows:

<u>Contractor</u>	<u>Total Bid Price</u>
Foster Construction LLC	\$51,700
Peninsula Construction, Inc.	\$99,700

Foster Construction LLC was the low bidder for the project with a total cost of \$51,700 for the scope of work.

This project will insulate two sewer service lines in Trading Bay Road that are very shallow due to the shallow sewer main and have had regular freezing issues over the years.

Award of this agreement is in the best interest of the City. Council's approval is respectfully requested.

**KENAI CITY COUNCIL – REGULAR MEETING
JUNE 18, 2025 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
MAYOR BRIAN GABRIEL, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai City Council was held on June 18, 2025, in City Hall Council Chambers, Kenai, AK. Mayor Gabriel called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

Mayor Gabriel led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Brian Gabriel, Mayor
Phil Daniel
Victoria Askin

Henry Knackstedt, Vice Mayor
Deborah Sounart (*remote participation*)
Sovala Kisenia

A quorum was present.

Absent:

Alex Douthit

Also in attendance were:

**Xiling Tanner, Student Representative
Terry Eubank, City Manager
Scott Bloom, City Attorney (*remote participation*)
David Swarner, Finance Director
Kevin Buettner, Planning Director (*remote participation*)
Tyler Best, Parks and Recreation Director
Lee Frey, Public Works Director
Derek Ables, Airport Manager
Dave Ross, Police Chief
Shellie Saner, City Clerk

3. Agenda and Consent Agenda Approval

Mayor Gabriel noted the following additions to the Packet:

Add item *H. 9.

Consent Agenda - New Business - Ordinance for Introduction.

- Ordinance No. 3480-2025 - Retroactively Amending the Fiscal Year 2026 Salary Schedule for Temporary Employees Included in the "Annual Budget for the City of Kenai, Alaska July 1, 2025 - June 30, 2026".
- Ordinance No. 3480-2025 Memo
- Amended Temporary Employee Pay Scale - Exhibit 1

Add item H. 10.

New Business - Action Approval - Request for Special Meeting to Authorize Binding of City Insurances.

MOTION:

Vice Mayor Knackstedt **MOVED** to approve the agenda and consent agenda with the requested revisions. Council Member Daniel **SECONDED** the motion.

The items on the Consent Agenda were read into the record.

Mayor Gabriel opened the floor for public comment on consent agenda items; there being no one wishing to be heard, the public comment period was closed.

UNANIMOUS CONSENT was requested.

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

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.

[Mayor Gabriel Presented Charlie Stephens a plaque in recognition of his 14-years of service on the City of Kenai Parks and Recreation Commission.]

B. SCHEDULED ADMINISTRATIVE REPORTS - None.

C. SCHEDULED PUBLIC COMMENTS

1. Bronze Bear Project, Mary Bondurant and Christine Cunningham.

Ms. Bondurant and Ms. Cunningham addressed the Council regarding the Bronze Bear Project, noting the program was introduced nearly two years ago; the project has grown into collaborative community project; the design was of a mother bear and two cubs; and over half of the funding goal had been met, with approximately \$60,000 still needed.

There was discussion regarding options for making donations; levels of sponsorship; the benefits to a community driven project like this; the goal was to stay on track for a Fall 2025 installation; and the miniature sculpture was on display at the Kenai Visitor and Cultural Center.

2. 2025 March for Meals Event, Jerry Nassen, Vice President for Kenai Senior Connection, Inc.

Mr. Nassen, President for Kenai Senior Connection, Inc., thanked Council for their support and attendance at the fundraiser; presented a \$120,000 check to the Kenai Senior Center from the proceeds of the 2025 March for meals event and the endowment; noting the event raised approximately \$70,000 with the remaining funds were coming from the Senior Connection's endowment fund.

D. UNSCHEDULED PUBLIC COMMENTS - None.

E. PUBLIC HEARINGS

1. **Ordinance No. 3476-2025** - Increasing Estimated Revenues and Appropriations in the General Fund - Fire Department Personnel Budget for Fiscal Year 2025 for Unanticipated Overtime Costs Resulting from Vacancies and Retirements. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to enact Ordinance No. 3476-2025. Council Member Askin **SECONDED** the motion.

Mayor Gabriel opened the floor for public comment. There being no one wishing to be heard, the public comment period was closed.

It was reported that any absence resulted in mandatory overtime; the recent addition of three new firefighters would address the minimum staffing levels; and one of the three new positions had been filled with recruitment for the remaining two ongoing.

VOTE:

YEA: Kisena, Gabriel, Daniel, Sounart, Knackstedt, Askin

NAY: None

ABSENT: Douthit

**Student Representative Tanner: Yea

MOTION PASSED.

2. **Ordinance No. 3477-2025** - Increasing Estimated Revenues and Appropriations in the General Fund - Police Department and Accepting Grants from the United States Department of Justice and Alaska Municipal League Joint Insurance Association for the Purchase of a Ballistic Vest. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to enact Ordinance No. 3477-2025. Council Member Askin **SECONDED** the motion.

Mayor Gabriel opened the floor for public comment. There being no one wishing to be heard, the public comment period was closed.

VOTE:

YEA: Kisena, Gabriel, Daniel, Sounart, Knackstedt, Askin

NAY: None

ABSENT: Douthit

**Student Representative Tanner: Yea

MOTION PASSED.

3. **Ordinance No. 3478-2025** - Enacting Kenai Municipal Code Section 13.30.070 - Travel Through Private or Public Property, and Incorporating a Fine into Kenai Municipal Code 13.10.015 - Minor Offense Fine Schedule. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to enact Ordinance No. 3478-2025. Council Member Askin **SECONDED** the motion.

Mayor Gabriel opened the floor for public comment.

Samantha Springer, Executive Director of the Kenai Chamber of Commerce and Visitor Center addressed the Council in support of the Ordinance, noting her observance of dangerous driving behavior through the Chamber parking lot; the current traffic barricade has reduced speeds; the speed bumps installed will slow vehicles down; and the problem was a safety concern for staff, visitors and children using the outdoor space.

Alex Koch addressed the Council in support of the Ordinance, noting he had seen similar behavior at other intersections.

There being no one else wishing to be heard, the public comment period was closed.

There was discussion regarding that like any other infraction an officer has to witness it to enforce it; and there is nothing currently in regulations to prevent this type of behavior.

VOTE:

YEA: Gabriel, Daniel, Sounart, Knackstedt, Askin, Kisena

NAY: None

ABSENT: Douthit

**Student Representative Tanner: Yea

MOTION PASSED.

- 4. Resolution No. 2025-41** - Approving the Sixth Amendment to the Airline Operating Agreement and Terminal Area Lease and Authorizing the City to Execute the Amended Agreement. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to adopt Resolution No. 2025-41. Council Member Askin **SECONDED** the motion.

Mayor Gabriel opened the floor for public comment. There being no one wishing to be heard, the public comment period was closed.

It was reported that the City held a formal consultation with all participating airlines; and the rates were adjusted seasonally.

UNANIMOUS CONSENT was requested.

VOTE: Motion **APPROVED**; without objection.

- 5. Resolution No. 2025-42** - Authorizing a Contract Award for the Community Wildfire Protection Plan Phase Three. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to adopt Resolution No. 2025-42. Council Member Askin **SECONDED** the motion.

Mayor Gabriel opened the floor for public comment. There being no one wishing to be heard, the public comment period was closed.

It was reported the mitigation would be on the east side of the Kenai Airport, primarily along Marathon Road; and total acreage is 128.35 acres.

UNANIMOUS CONSENT was requested.

VOTE: Motion **APPROVED**; without objection.

- 6. Resolution No. 2025-43** - Authorizing a Contract Award for the Dipnet Dumpsters and Portalets for Fiscal Year 2026. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to adopt Resolution No. 2025-43. Council Member Askin **SECONDED** the motion.

Mayor Gabriel opened the floor for public comment. There being no one wishing to be heard, the public comment period was closed.

It was reported that the cost had increased since last year.

UNANIMOUS CONSENT was requested.

VOTE: Motion **APPROVED**; without objection.

F. MINUTES

1. *Regular Meeting of June 4, 2025. (City Clerk)

G. UNFINISHED BUSINESS - None.

H. NEW BUSINESS

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

Approved by the consent agenda.

2. *Action/Approval - Non-Objection to the Ownership Transfer of a Golf Course Liquor License from Griffin Golf LLC. DBA: Kenai Golf Course to KNC Golf Inc. DBA: Kenai Golf Course - License No. 5788. (City Clerk)

Approved by the consent agenda.

3. *Action/Approval - Special Use Permit to Crowley Fuels, LLC for Use of 35,000 Square Feet of Apron Space for Aviation Fueling. (Administration)

Approved by the consent agenda.

4. *Action/Approval - Special Use Permit to Everts Air Fuel, Inc. for Use of 30,000 Square Feet of Apron Space for Aircraft Loading and Parking. (Administration)

Approved by the consent agenda.

5. *Action/Approval - Special Use Permit to United Parcel Services Co., for Use of 4,000 Square Feet of Apron Space for Aircraft Loading and Parking. (Administration)

Approved by the consent agenda.

6. *Action/Approval - Parks and Recreation Commission Work Plan. (City Clerk)

Approved by the consent agenda.

7. *Action/Approval - Beautification Commission Work Plan. (City Clerk)

Approved by the consent agenda.

8. *Ordinance No. 3479-2025 - Increasing Estimated Revenues and Appropriations in the Airport Improvements Capital Project Fund, Accepting a Grant from the Federal Aviation Administration and Awarding a Professional Services Agreement for the Kenai Municipal Airport Master Plan. (Administration)

Introduced by the consent agenda and Public Hearing set for July 2, 2025.

9. *Ordinance No. 3480-2025 - Retroactively Amending the Fiscal Year 2026 Salary Schedule for Temporary Employees Included in the "Annual Budget for the City of Kenai, Alaska July 1, 2025 - June 30, 2026". (Administration)

Introduced by the consent agenda and Public Hearing set for July 2, 2025.

10. Action/Approval - Request for a Special Meeting to Authorize Binding of Insurance Coverage. (Administration)

A Special Meeting was scheduled for June 30, 2025 at 5:30 p.m.

I. COMMISSION / COMMITTEE REPORTS

1. Council on Aging Commission

Vice Mayor Knackstedt reported on the June 12, 2025 meeting, next meeting July 10, 2025.

2. Airport Commission

Council Member Daniel reported on the June 12, 2025 meeting, next meeting July 10, 2025.

3. Harbor Commission

Council Member Knackstedt reported on the June 9, 2025 Work Session - Tour, next meeting August 11, 2025.

4. Parks and Recreation Commission

No report, next meeting August 7, 2025.

5. Planning and Zoning Commission

No report, next meeting June 25, 2025.

6. Beautification Commission

No report, next meeting September 9, 2025.

J. REPORT OF THE MAYOR

Mayor Gabriel reported on the following:

- Participating in the Aleutian Airways inaugural flight ribbon cutting and touring the aircraft.
- Attending the Aspen Creek addition grand opening.
- Visited lemonade stand in Kenai during Lemonade Day.
- Attending the Air Fair.
- Representing the City on Friday in the Boys and Girls Club golf tournament.

K. ADMINISTRATION REPORTS

1. City Manager - City Manager Eubank reported on the following:

- Welcomed new Senior Center driver Mark Fitt and new Utility Operator Branden Skinner.
- Provided an update on current recruitment.
- Reported there 21 booths participated in the Air Fair and on the same day the Animal Fair took place, both events were successful.
- Meeting with Army Corps of Engineers regarding structure safety for properties affected with bluff erosion.
- Live Saver awards were presented to Dispatchers Gabriel Boyle and Stacey Day, Fire Department Abe Porter, Jesse Tauriainen, Brenden Alberts, Ruth Nelson, Omar Thompson and Captain Horton.
- Would be bringing forward an item for Council action regarding appointing a Liaison for the memorandum of understandings with Kenaitze and Salamatof.

2. City Attorney - City Attorney Bloom reported on the following:

- He was in Boise with the Kenai Kicks soccer team participating in the Western Regional Finals; the first team to be here in a least a decade from Kenai; and noted he was really proud of the girls.

3. City Clerk - City Clerk Saner reported on the following:

- The first annual report on marijuana license renewals was included in the packet; upon notification of a renewal if the City found no grounds to protest, a letter of non-objection would be issued administratively.

L. ADDITIONAL PUBLIC COMMENTS

1. Citizen Comments (*Public comments limited to (5) minutes per speaker*)

Samantha Springer reported that Peggy Arness's 100th Birthday Celebration would be held on July 14, 2025 at the Kenai Visitor Center; the upcoming Independence Day celebration was two weeks away; and working with the Parks and Recreation Department on a route for the upcoming summer solstice run.

2. Council Comments

Vice Mayor Knackstedt reported attending the ribbon cutting for Aleutian Airlines, commenting on the features and functionality of the aircraft; and attending the Kenai Air Fair.

Council Member Kisena thanked Vice Mayor Knackstedt for filling in at the Harbor Commission Tour; thanked Director Best for responding over the weekend to help coordinate logistics for a Kenai Central High School championship game; wished the Kenai Kicks luck; attending a pop-up art sale at Kenai Art Center, noting the talent of local artist; and thanked local contractors for restoring the areas after gas line repairs.

Council Member Daniel reported helping his daughter with her Lemonade stand on Lemonade Day, noting the impressive number of stands; said his wife attended the Air Fair and really enjoyed it; and encouraged everyone to enjoy the nice weather.

Council Member Askin said she found the Air Fair impressive; noted her admiration for the Aleutian Airlines airplane; and thanked the Police and Fire Departments for always being there when needed.

Student Representative Tanner noted there were no updates for Kenai Alternative High School or Connections; and provided an update on Kenai Central High School sports schedules.

Council Member Sounart wished the team representing the City in the Boys and Girls Club golf tournament luck; said she was looking forward to coming home soon; thanked Senior Connections for the generous donation; and noted her appreciation to Charlie Stephens for his service to the Parks and Recreation Commission.

M. **EXECUTIVE SESSION** - None.

N. **PENDING ITEMS**

1. **Resolution No. 2025-38** - Renaming South Spruce Street to Kenai Beach Street. (Knackstedt)
[On June 4, 2025 this item was referred to the Planning & Zoning Commission's June 25, 2025 meeting, and postponed to the July 2, 2025 City Council Meeting.]

O. **ADJOURNMENT**

P. **INFORMATIONAL ITEMS** - None.

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

I certify the above represents accurate minutes of the Kenai City Council meeting of June 18, 2025.

 Michelle M. Saner, MMC
 City Clerk

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



Sponsored by: Knackstedt

**CITY OF KENAI
RESOLUTION NO. 2025-38**

A RESOLUTION RENAMING SOUTH SPRUCE STREET TO KENAI BEACH STREET.

WHEREAS, Kenai Municipal Code Section 14.15.140 authorizes City Council to name and rename an existing street or newly established street within City limits upon recommendation from the Planning and Zoning Commission and after consultation with the Kenai Peninsula Borough (KPB) or any other affected municipality; and,

WHEREAS, Kenai Municipal Code Section 14.15.010(b)(1) provides that all through east and west streets shall carry the designation "avenue," and all through or potentially through north and south streets shall carry the designation "street."; and,

WHEREAS, access to Kenai's North Beach is important to the City of Kenai as an amenity for residents and visitors and anchors the City's summer economic boom during fishing season; and,

WHEREAS, the change to Kenai Beach Street would function as built-in wayfinding to guide residents and visitors to the beach access without the need for additional road signage; and,

WHEREAS, the KPB Planning Department has no objection to renaming South Spruce Street to Kenai Beach Street; and,

WHEREAS, adjacent property owners have been notified by mail to changing the street name to Kenai Beach Street; and,

WHEREAS, the street name assignment would not adversely impact 911 navigation; and,

WHEREAS, the Planning and Zoning Commission during their June 25, 2025 regular meeting recommended Council _____ this resolution renaming South Spruce Street to Kenai Beach Street; and,

WHEREAS, it is in the best interest of the City of Kenai to rename the street to use the road name to safely guide increased tourist traffic, reducing sudden braking applications on the Kenai Spur Highway due to late or missed turns.

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

Section 1. That South Spruce Street in the City of Kenai is renamed Kenai Beach Street.

Section 2. That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 2ND DAY OF JULY, 2025.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Henry Knackstedt, Vice Mayor

DATE: May 27, 2025

SUBJECT: **Resolution No. 2025-38** - Street Renaming of South Spruce Street to Kenai Beach Street

This resolution seeks to change the street name of South Spruce Street to Kenai Beach Street. The City of Kenai's North Beach is a fundamental part of the city's tourism and fishing seasons, drawing thousands of visitors annually for the year-round world-class views of the inlet and Redoubt Volcano and as the base of dip-net fishing in summer. The beach is also used extensively by residents as a recreational space.

Pursuant to Kenai Municipal Code Section 14.15.140, City Council may change, rename, or name an existing street or newly established street within City limits upon recommendation from the Planning and Zoning Commission and after consultation with the Kenai Peninsula Borough (KPB) or any other affected municipality.

This resolution will be referred to Planning and Zoning Commission for their recommendation at their regularly scheduled meeting on June 25, 2025.

All property owners along South Spruce Street will be notified of the proposed street renaming and the scheduled public meetings to provide several opportunities for submissions of comments. In addition, staff will request for comments from the Public Works Department, Police Department, Fire Department, and local United States Post Office.

Thank you for your consideration.

Attachment
Map



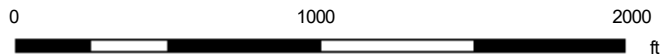
Legend

Transportation

Mileposts

Parcels and PLSS

Tax Parcels



NOTE: Every reasonable effort has been made to ensure the accuracy of these data. However, by accepting this material, you agree that the Kenai Peninsula Borough assumes no liability of any kind arising from the use of this data. The data are provided without warranty of any kind, either expressed or implied, including but not limited to time, money or goodwill arising from the use, operation or modification of the data. In using these data, you further agree to indemnify, defend, and hold harmless Kenai Peninsula Borough for any and all liability of any nature arising from the lack of accuracy or correctness of the data, or use of the data.

MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Kevin Buettner, Planning Director

DATE: June 26, 2025

SUBJECT: Resolution 2025-38 Requested Amendments

This memo requests two amendments to Resolution 2025-38 which will rename South Spruce Street to Kenai Beach Street.

Amendment 1 - At the regularly scheduled Planning & Zoning Commission meeting of June 25, 2025, the Commission failed to recommend that City Council adopt Resolution 2025-38. The roll call vote was taken after discussion of written testimony submitted by affected businesses and organizations along South Spruce Street. The received written testimony is attached to this memorandum.

The following amendment is respectfully requested.

Motion #1

Amend the eighth WHEREAS by inserting “failed to” in front of recommend and fill in the blank with “adopt”, to read:

“the Planning and Zoning Commission during their June 25, 2025 regular meeting failed to recommend Council adopt this resolution renaming South Spruce Street to Kenai Beach Street; and,”

Amendment 2 - Following a meeting with the Postmaster of the Kenai Post Office, I was informed the process to change addresses may take up to a week. Additionally, after talking with affected City Departments there was concern that with the annual dip netting occurring in July, a change to a street name may sow confusion for this year’s event.

The following amendment is respectfully requested.

Motion #2

Amend the effective date in Section 2 from immediately to (30) days, to read:

“That this Resolution shall take effect 30 days after adoption.”

Thank you for your consideration.

From: [REDACTED]
To: [Planning Department](#)
Subject: Written Testimony re: Resolution No. 2025-38
Date: Monday, June 23, 2025 1:33:04 PM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

I am writing in opposition to **Resolution No. 2025-38, Recommending Approval on the Street Renaming of South Spruce Street to Kenai Beach Street.**

I am the Executive Director of The LeeShore Center, which provides crisis intervention, advocacy, and emergency shelter to victims of domestic violence and sexual assault. Our shelter and main place of business is located at 325 South Spruce Street in Kenai. We have been at this location since our doors opened in 1985. As a non-profit organization, it would be an extreme hardship on our agency to have the street name changed. Although changing the street name may not seem like an inconvenience, the amount of time and costs associated to do so for our agency would be huge. First of all, as a non-profit organization, The LeeShore Center is reliant on state, federal and local grant funding. The proposed change would affect all of our grants; each requiring staff time to contact each grantor and complete required documentation of change. I do not have the staff available to take on all the work this would require. Second, we would need to make changes to our Articles of Incorporation and Bylaws, which is time consuming, not to mention changes to all our on-line accounts, banking, social media sites, etc. Third, it would be a huge cost expense to our agency since we would need to purchase new letterhead and envelopes, in addition to purchasing new brochures for all our different programs. Again, as a non-profit agency reliant on grant funding for our business operations, we cannot afford for this to happen. The costs associated with the proposed change would amount to thousands of dollars our agency just does not have.

From what I understand the main reason for wanting to change the street name is to make it easier for people to find the beach. In my 31 years of employment at The LeeShore Center, I have never had anyone not be able to find our organization, including victims needing access to our emergency shelter. In this day and age, with people having access to google maps on their phones, the ability to locate where the beach is should not be an issue. I respectfully ask that the street name South Spruce Street not be changed.

Thank you for the opportunity to comment.

Cheri Smith
Executive Director
The LeeShore Center
325 S. Spruce St.
Kenai AK 99611
(907) [REDACTED]



Our Lady of the Angels Church

225 South Spruce St. • Kenai, AK 99611

907.283. [REDACTED] Parish Office

Fr. Patrick Brosamer, Pastor

Fr. James Wallace, Parochial Vicar

Phyllis Halstead, Secretary

Email: [REDACTED]

[www: kenaicatholicchurch.org](http://www.kenaicatholicchurch.org)

June 118, 2025

City of Kenai

Attn: Planning & Zoning Commission & Kenai City Council

210 Fidalgo Ave.

Kenai, AK 9611

Regarding changing the street name of South Spruce Street.

It is inconvenient, takes time, and some costs to change the address on documents, bills, and deliveries due to an address change.

How about putting a street sign on the Kenai Spur Hwy. that says North Beach Access? This would be a much better solution for those who live or have businesses on South Spruce Street.

Sincerely,

Handwritten signature of Phyllis Halstead.

Phyllis Halstead,

Secretary

PAYMENTS OVER \$35,000.00 WHICH NEED COUNCIL RATIFICATION
COUNCIL MEETING OF: JULY 2, 2025

VENDOR	DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT
PERS	PERS	VARIOUS	LIABILITY	112,435.66
PREMERA	JUNE HEALTH INSURANCE	VARIOUS	INSURANCE	199,663.56

INVESTMENTS

VENDOR	DESCRIPTION	MATURITY DATE	AMOUNT	Effect. Int.
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KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Dave Swarner, Finance Director

DATE: June 23, 2025

SUBJECT: **Action/Approval** - Approving Officials Bond Amounts for City Manager, City Clerk and Finance Director.

The purpose of this memo is to request approval for the bonding amounts of the City Manager, City Clerk and Finance Director. Kenai Municipal Charter Section 4-3 Official Bonds requires the City Administrator, the Finance Director, the City Treasurer, and other officers and employees as the Council may designate to be bonded for the faithful performance of their respective duties in such amounts as the Council may prescribe and the City shall pay the premiums.

The City's general liability insurance policy provides \$1,000,000 for employee dishonesty coverage for all City employees. This is an increase from \$500,000 in prior years as part of the transition from Alaska Municipal League Joint Insurance Association (AMLJIA) to Alaska Public Risk Alliance) APRA. In addition to this coverage, Council set the bonding amount for these positions at \$100,000 for FY2026. \$100,000 is the minimum bonding amount available to the City. The purchase of bonds in the amount of \$100,000 will provide \$1,100,000 of coverage for each position at a total cost of \$359.

I respectfully request a motion approving \$100,000 as the prescribed bonding amount for the City Manager, City Clerk and Finance Director positions respectively for FY2026.



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

THROUGH: Kevin Buettner, Planning Director

FROM: Brandon McElrea, Planning Technician

DATE: June 26, 2025

SUBJECT: **Action/Approval** - Special Use Permit for Kenai Chamber of Commerce and Visitor Center for the Moosemeat John Cabin.

The Kenai Chamber of Commerce and Visitor Center (KCCVC) has requested a Special Use Permit to use and operate the Moosemeat John Cabin located on approximately 10,000 square feet (100 feet x 100 feet) of Lot 1, Gusto Subdivision No. 8, where the KCCVC is located. Since 2013, the KCCVC has allowed the use of the Moosemeat John Cabin during the summer months by the Kenai Historical Society in conjunction with its operations in Old Town Kenai. The Kenai Chamber of Commerce operated on the premises from 1977 until 2012. In 2012, the Kenai Chamber of Commerce merged with the Kenai Convention and Visitor's Bureau to form the new entity, "Kenai Chamber of Commerce and Visitor Center".

A Special Use Permit (SUP) was granted for the use of the Moosemeat John Cabin for 12 months from July 31, 2024 to July 30, 2025. The KCCVC would like an SUP for the same use of the Moosemeat John Cabin from July 31, 2025 to July 30, 2026. The KCCVC complied with the terms of the SUP for the Moosemeat John Cabin for previous years of issuance.

If the City Council approves the Special Use Permit, the City Manager will be authorized to execute the Special Use Permit Agreement for the continued use of the cabin for 12 months to Kenai Chamber of Commerce and Visitor Center.

Thank you for your consideration.

Attachments

1. Aerial Map
2. Special Use Permit for Moosemeat John Cabin

SPECIAL USE PERMIT

The **CITY OF KENAI (City)**, for the consideration, and pursuant to the conditions set out below, hereby grants the **Kenai Chamber of Commerce and Visitor Center (PERMITTEE)**, the right to use the Premises, identified on the attached Exhibit A to this Permit, and described as:

The southeast 100-foot x 100-foot portion of Lot 1, Gusty Subdivision, Addition No. 8, Kenai Recording District, according to Plat No. 91-9, to use and operate the "Moosemeat John" Cabin.

1. **Use/Term.** Permittee shall have use of the Premises from July 31, 2025 to July 30, 2026.
2. **Fee.** The Permittee shall not be charged a fee for the use or privilege specified herein.
3. **No Exclusivity.** The use by the Permittee of the Premises is limited to the purposes specified herein and is not intended to grant any exclusive use to the described Premises except as otherwise provided herein. This use is also subject to City, Borough, and State laws and regulations and the reasonable administrative actions of the City for the protection and maintenance of the Premises and of adjacent and contiguous lands or facilities.
4. **Improvements.** Permittee shall not make any permanent improvements to the Premises.
5. **Preparation of Premises.** It is Permittee's responsibility to prepare the Premises and to assure itself to its own satisfaction that the Premises are safe for its purposes. The City does not make any warranty or guaranty of the suitability of the Premises for Permittee's intended purposes.
6. **Trash and Debris.** The Premises must be returned to its original condition at the end of each use. Clean up and/or repair charges beyond normal wear and tear will be billed to Permittee based upon cost of repair. Debris and trash shall be collected and removed from the Premises by Permittee. Permittee shall alert City (Parks and Recreation Department) of unsightly, unsanitary, dirty or other conditions on the Premises which exist prior to Permittee's use.
7. **No Alcohol or Illegal Substances.** No possession or consumption of alcoholic beverages, marijuana or illegal substances is permitted on the Premises.
8. **No Joint Venture.** The 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.
9. **Personalty.** Any or all personal property placed or used upon lands or in facilities may be removed and/or impounded by the City, 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 its invitees to the Premises.

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 Premises. Permittee shall provide all proper safeguards and shall assume all risks incurred in its activities on the Premises and its exercise of the privileges granted in this Permit.
11. **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.
12. **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 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. 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 prior to any use.

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.

13. **No Discrimination.** Permittee will not discriminate on the grounds of race, color, religion, national origin, ancestry, age, or sex against any patron, employee, applicant for employment, or other person or group of persons in any manner prohibited by federal or State law. Permittee recognizes the right of the City to take any action necessary to enforce this requirement.
14. **Contact Information.** The Contact information for the Permittee, and the person in responsible charge for Permittee during the term of the Permit, for purposes of notice and all communications from City to Permittee is:

_____(Name)

_____(Title)

Kenai Chamber of Commerce & Visitor Center

11471 Kenai Spur Hwy.

Kenai, AK 99611

15. **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. This shall be a continuing obligation and shall remain in effect after termination of this Permit.
16. **Authority.** By signing this Permit, Permittee represents that it has read this agreement and it agrees to be bound by the terms and conditions herein and that the person signing this Permit is duly authorized by the organization to bind the organization hereunder.

**KENAI CHAMBER OF COMMERCE
& VISITOR CENTER**

CITY OF KENAI

By: _____

_____(Name) Date
_____(Title)

By: _____

Terry Eubank Date
City Manager

ACKNOWLEDGMENTS

STATE OF ALASKA)
) ss
THIRD JUDICIAL DISTRICT)

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

Notary Public for Alaska
My Commission Expires: _____

STATE OF ALASKA)
) ss
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2025, the foregoing instrument was acknowledged before me by _____(Name/Title) on behalf of Kenai Chamber of Commerce & Visitor Center.

Notary Public for Alaska
My Commission Expires: _____

ATTEST:

Michelle M. Saner, MMC, City Clerk

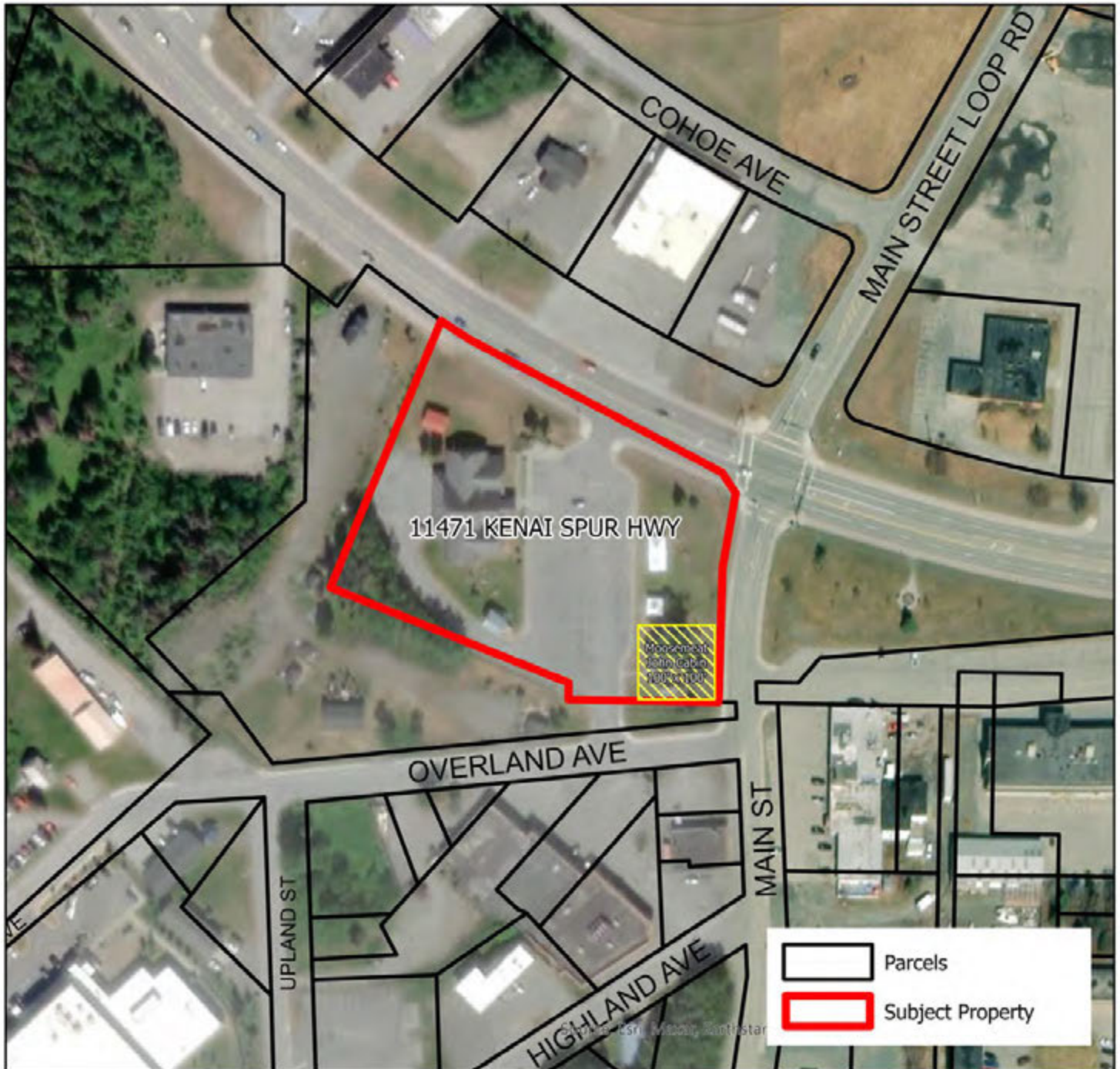
SEAL:

APPROVED AS TO FORM:

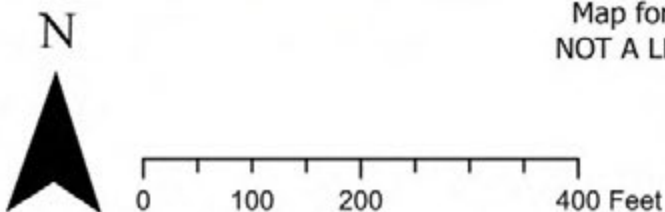
Scott M. Bloom, City Attorney



Special Use Permit - KCCVC
Moosemeat John Cabin
Portion of Lot 1, Gusty Subd. No. 8
11471 Kenai Spur Hwy
KPB Parcel ID: 04716005



Map for Reference Only
NOT A LEGAL DOCUMENT



MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Shellie Saner, City Clerk

DATE: June 23, 2025

SUBJECT: **Action/Approval** - Recommending Diane Fikes for Appointment to the Kenai Peninsula Borough Planning Commission.

Kenai Peninsula Borough Code 2.40.015 (B) in part establishes that only a city resident may serve on the Kenai Peninsula Borough Planning Commission for a designated “city seat” and shall be selected by the Borough Mayor from a list of recommendations submitted by the Council; and the list will consist of at least one applicant. Section (E) establishes that the vacancy or expiring term will be noticed for at least 30-days by the Borough Clerk’s Office and applicants must submit applications through the Borough Clerk’s Office.

The seat designated for the City of Kenai is expiring on July 31, 2025. The upcoming vacancy was noticed by the Borough Clerk’s Office for 30-days, in addition the Borough notice was posted by the City Clerk’s Office at Kenai City Hall, and the Kenai Public Library.

During the open application period the Kenai Peninsula Borough received only one application and has verified that the applicant, Ms. Diane Fikes meets the eligibility requirements as established in borough code.

Ms. Fikes has represented the City of Kenai on the Kenai Peninsula Borough Planning Commission since June 2017 and her current term ends on July 31, 2025.

It is appropriate to provide a recommendation to the Borough Mayor from the City Council that Ms. Fikes be considered for re-appointment.

Your consideration is appreciated.

Note: The KPB application period closed on June 16, 2025, a second application was received by the Borough Clerk’s Office on June 18, 2025, which was after the closing of the application period and the late filed applicant is not a resident of the City of Kenai; therefore, not eligible per KPB 2.40.015(B). (*In part, “Only a city resident may serve on a city seat.”*)

From: Kenai Peninsula Borough <webmaster@kpb.us>
Sent: Tuesday, May 27, 2025 8:42 PM
To: Mayor's Department
Cc: Ruffner, Robert; Shirnberg, Ann; G_Notify_AssemblyClerk
Subject: PC Application submitted Kenai City Seat

Name: Diane Fikes

Selected Seat:Kenai City Seat

Mailing Address:

Linwood In
Kenai, Ak 99611

Residence Address:

Email:

Home Phone:

Mobile Phone:

What knowledge, experience, or expertise will you bring to the Planning Commission?

I currently serve on the borough planning commission and have for several years now. I also serve on the City of Kenai planning commission.

Voter #

SSN

Date of Birth

From: Kenai Peninsula Borough <webmaster@kpb.us>
Sent: Wednesday, June 18, 2025 1:51 PM
To: Mayor's Department
Cc: Ruffner, Robert; Shirnberg, Ann; G_Notify_AssemblyClerk
Subject: PC Application submitted Kenai City Seat

Name: Wayne R Burgess

Selected Seat: Kenai City Seat

Mailing Address:
[REDACTED] Tenderfoot Avenue
Soldotna, AK 99672

Residence Address:

Email: [REDACTED]

Home Phone:

Mobile Phone: [REDACTED]

What knowledge, experience, or expertise will you bring to the Planning Commission?
My knowledge of long term care facilities.

Voter #

SSN
[REDACTED]

Date of Birth
[REDACTED]



**NOTICE OF VACANCY
PLANNING COMMISSION
KENAI CITY SEAT, HOMER CITY SEAT,
COOPER LANDING/HOPE EASTERN PENINSULA DISTRICT,
SOUTH PENINSULA DISTRICT**

NOTICE IS HEREBY GIVEN that the referenced seats will become vacant on the Kenai Peninsula Borough Planning Commission.

City Seat: Applications are being sought from those qualified voters who physically reside within the city limits of the listed city.

At-Large District Seat: Applications are being sought from those qualified voters who reside in the district listed above. An applicant who applies to fill a district seat but does not reside within that district may only be appointed by the borough Mayor and confirmed by the Assembly if no residents of the district apply. Confirmed members shall draw lots to assign term lengths, with three seats designated for three-year terms and one seat designated for a two-year term. Questions regarding eligibility for this office may be directed to the Office of the Borough Clerk, 907-714-2160 or 1-800-478-4441 Extension 2160.

Applications are available online: <https://www.kpb.us/local-governance-and-permitting/leadership-governance/planning-commission/planning-commission-application>. The deadline to apply is **5:00 PM, Monday, June 16, 2025**.



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Terry Eubank, City Manager

DATE: June 24, 2025

SUBJECT: **Action/Approval** - Appointment of Municipal Liaison Officer Pursuant to Tribal Memoranda of Understanding.

The City of Kenai has signed a Memorandum of Understanding (MOU) with the Kenaitze Indian Tribe, and we are currently awaiting signature on a similar MOU with the Salamatof Tribe. Both MOUs include a provision for the City to designate a Municipal Liaison Officer responsible for facilitating routine communication and cooperation between the City and the respective Tribe. This position will serve as the primary point of contact for matters related to the MOUs.

To fulfill this commitment, I am bringing this item forward for Council consideration and formal appointment of a liaison. I am available and willing to serve in this role, should the Council find that appropriate. Assigning the Municipal Liaison Officer role to the City Manager would provide continuity, direct administrative coordination, and timely communication with each Tribe.

Your direction on the appointment will ensure we uphold the intent of the agreements and continue building a strong and respectful partnership with both Tribes.

Your consideration is appreciated.

**KENAI COUNCIL ON AGING – REGULAR MEETING
JUNE 12, 2025 – 3:00 P.M.
KENAI SENIOR CENTER
361 SENIOR CT., KENAI, AK 99611
CHAIR CRAIG, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Council on Aging Commission was held on June 12, 2025, at the Kenai Senior Center, Kenai, AK. Chair Craig called the meeting to order at approximately 3:00 p.m.

1. Pledge of Allegiance

Chair Craig led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Rachael Craig, Chair

Velda Geller

Gina Kuntzman

Jim Glendening, Vice Chair

William Sadler

Barbara Modigh

Kit Hill

A quorum was present.

Also in attendance were:

Kathy Romain, Senior Center Director

Red Piersee, Senior Center Administrative Assistant

Henry Knackstedt, City Council Liaison

3. Agenda Approval

MOTION:

Vice Chair Glendening **MOVED** to approve the agenda as presented. Commissioner Kuntzman **SECONDED** the motion.

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

B. SCHEDULED PUBLIC COMMENTS - None.

C. UNSCHEDULED PUBLIC COMMENTS - None.

D. APPROVAL OF MINUTES

1. April 10, 2025 Regular Meeting Minutes

MOTION:

Vice Chair Glendening **MOVED** to approve the April 10, 2025 Council on Aging minutes. Commissioner Kuntzman **SECONDED** the motion.

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

E. UNFINISHED BUSINESS - None.

F. NEW BUSINESS

1. **Discussion/Recommendation** - Emergency Training Dates.

It was reported that this would be a half-day of in person training; the first draft of the Emergency Operations Plan had not yet been provided by the contractor; and the continuity of operations plan should arrive in the next few weeks.

2. Discussion/Recommendation - Update on Work Plan Goals.

Work Plan Goal 1 - Identify Opportunities for Intergenerational Programs. A draft letter and questionnaire were provided to the commission; and it was reported that a list of schools and organizations to send the questionnaire to was in development.

Work Plan Goal 2 - Review Emergency Plan for the Kenai Senior Center. No new information was provided.

Work Plan Goal 3 - Identify Programs & Activities for Health & Wellness. Documentation was provided showing the resources being utilized for ideas on how to promote health aging programs; implantation methods were now under review.

3. Discussion/Recommendation - Encouraging Consistent Sign-In for Lunch and Activities

It was reported that changes in State reporting requirements resulted in less grant funding availability; due, to the number of seniors not registered or signing in.

There was discussion regarding volunteer at the door encouraging sign in; a second sign in screen; and providing reminders when meals were served.

G. REPORTS

1. Senior Center Director - Director Romain reported on the following:

- NTS Grant RFP was submitted.
- Upcoming Old Timers Luncheon on August 15, 2025.
- Update on the Farmers Market.
- Planting completed by volunteers.

2. Commission Chair - Chair Craig reported that she was now a tenant at Vintage Pointe Manor.

3. City Council Liaison - Council Member Knackstedt reported on the recent actions of the City Council.

H. ADDITIONAL PUBLIC COMMENTS - None.

I. NEXT MEETING ATTENDANCE NOTIFICATION - July 10, 2025

Vice Chair Glendening absent in September and October.

J. COMMISSION QUESTIONS AND COMMENTS

Appreciation was stated for the report and time of the Council Liaison.

K. ADJOURNMENT

L. INFORMATIONAL ITEMS - None.

There being no further business before the Council on Aging, the meeting was adjourned at 4:37 p.m.

I certify the above represents accurate minutes of the Council on Aging meeting of June 12, 2025.

Shellie Saner, MMC, City Clerk

**KENAI AIRPORT COMMISSION – REGULAR MEETING
JUNE 12, 2025 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR GLENDA FEEKEN, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Airport Commission was held on June 12, 2025 in the Kenai City Council Chambers, Kenai, AK. Chair Feeken called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

Chair Feeken led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Glenda Feeken, Chair
James Bielefeld
Dan Knesek

Paul Minelga, Vice Chair
Jacob Caldwell
James Zirul

A quorum was present.

Absent:

Cody Whicker

Also in attendance were:

Derek Ables, Airport Manager
Sarah Conley, Airport Administrative Assistant
Phil Daniel, City Council Liaison

3. Agenda Approval

MOTION:

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

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

B. SCHEDULED PUBLIC COMMENTS

1. Bronze Bears Project, Mary Bondurant and Christine Cunningham

Ms. Bondurant and Ms. Cunningham provided an update on the Kenai Bronze Bear Sculpture Project, noting it was a community driven project to install a bronze sculpture of a mother bear and her two cubs at Kenai Municipal Airport; the sculpture was designed to connect travelers with our community; tell a story of wildlife and respect for nature; the project has brought together a wide range of partners; and reported that more than half of the funds have been raised, with an additional \$60,000 still needed.

C. UNSCHEDULED PUBLIC COMMENTS - None.

D. APPROVAL OF MINUTES

1. May 8, Regular Meeting Minutes

MOTION:

Vice Chair Minelga **MOVED** to approve the May 8, 2025 Airport Commission minutes. Commissioner Caldwell **SECONDED** the motion.

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

E. UNFINISHED BUSINESS - None.

F. NEW BUSINESS

1. **Discussion/Recommendation** - Recommending Council Approve the Sixth Amendment to the Airline Operating Agreement at the Kenai Municipal Airport.

[Clerk's Note: Commissioners Knesek, Bielefeld and Caldwell declared a potential conflict with the Airline Operating Agreement as they were employees of Airlines within the agreement. Chair Feeken ruled a conflict did exist and the Commissioners abstained from discussion and voting on the recommendation.]

MOTION:

Vice Chair Minelga **MOVED** to recommend City Council approval of the Sixth Amendment to the Airline Operating Agreement. Commissioner Zirul **SECONDED** the motion.

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

VOTE:

YEA: Feeken, Minelga, Zirul

NAY: None

ABSENT: Knesek

ABSTENTION: Knesek, Bielefeld, Caldwell

MOTION PASSED.

2. **Discussion/Recommendation** - Recommending Council Approve a Special Use Permit with UPSCO United Parcel Service for Aircraft Parking.

MOTION:

Commissioner Caldwell **MOVED** to recommend City Council approval of a Special Use Permit with United Parcel Services. Commissioner Knesek **SECONDED** the motion.

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

UNANIMOUS CONSENT was requested on the motion.

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

3. **Discussion/Recommendation** - Recommending Council Approve a Special Use Permit with Crowley Fuels LLC for Apron Fueling Area.

MOTION:

Commissioner Bielefeld **MOVED** to recommend City Council approval of a Special Use Permit with Crowley Fuels LLC. Commissioner Knesek **SECONDED** the motion.

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

UNANIMOUS CONSENT was requested on the motion.

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

4. **Discussion/Recommendation** - Recommending Council Approve a Special Use Permit with Everts Air Fuel, Inc. for Aircraft Parking.

MOTION:

Commissioner Bielefeld **MOVED** to recommend City Council approval of a Special Use Permit with Everts Air Fuel, Inc. Commissioner Caldwell **SECONDED** the motion.

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

UNANIMOUS CONSENT was requested on the motion.

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

5. **Discussion/Recommendation** - Recommending Council Approve a Lease of Airport Reserve Land for the Property Described as Lot 3, Block 2, General Aviation Apron According to Plan No. 73-68 with Shilling Rentals.

MOTION:

Commissioner Caldwell **MOVED** to recommend City Council approval of a Lease of Airport Reserve Land with Shilling Rentals. Commissioner Bielefeld **SECONDED** the motion.

Airport Manager Ables 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 reminded everyone about the Air Fair next Saturday, June 14, 2025.
2. Commission Chair - No report.
3. City Council Liaison - Council Member Daniel reported on recent actions of the City Council.

H. ADDITIONAL PUBLIC COMMENTS - None.**I. NEXT MEETING ATTENDANCE NOTIFICATION - July 10, 2025.****J. COMMISSION QUESTIONS AND COMMENTS**

In response to questions Airport Manager Ables reported:

- Everts signed their lease, they still need to provide site plans to the city Planner.
- The lot previously identified as Soars lot was cleared and is available for lease.
- The edition of Aleutians Airlines has not negatively impacted ramp activity.

K. ADJOURNMENT**L. INFORMATIONAL ITEMS**

1. Administrative Report

There being no further business before the Airport Commission, the meeting was adjourned at 6:33 p.m.

I certify the above represents accurate minutes of the Airport Commission meeting of June 12, 2025.

Michelle M. Saner, MMC, City Clerk

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

DRAFT