



**Kenai Airport Commission  
Regular Meeting**

**December 12, 2024 - 6:00 PM**

**Council Chambers, City Hall, 210 Fidalgo Avenue,  
Kenai, AK 99611**

**\*Telephonic/Virtual Information on Page 2\***

<http://www.kenai.city>

**Agenda**

**A. CALL TO ORDER**

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

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

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

**D. APPROVAL OF MINUTES**

1. November 14, 2024 Regular Meeting Minutes..... **Pg. 3**

**E. UNFINISHED BUSINESS**

**F. NEW BUSINESS**

1. **Discussion** – 2024 Annual Work Plan Report ..... **Pg. 6**
2. **Discussion** – 2025 Annual Work Plan Goals..... **Pg. 14**
3. **Discussion/Recommendation** – Approval of the Special Use Permit to Echo Lake Meats for the use of 20 square feet of space in the Airport Terminal..... **Pg. 17**

**G. REPORTS**

1. Airport Manager
2. Commission Chair
3. City Council Liaison..... **Pg. 27**

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

**I. NEXT MEETING ATTENDANCE NOTIFICATION – January 9, 2025**

**J. COMMISSIONER COMMENTS AND QUESTIONS**

**K. ADJOURNMENT**

**L. INFORMATION ITEMS**

1. Airport Administrative Report..... **Pg. 33**

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

<https://us02web.zoom.us/join/tZlkc-6hqz4pHdFfXJpKh-xI7sWtheMZAgl6>

<http://www.kenai.city> The agenda and agenda items are posted on the City's website at [www.kenai.city](http://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  
NOVEMBER 14, 2024 – 6:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVE., KENAI, AK 99611  
CHAIR GLENDA FEEKEN, PRESIDING**

**ACTION MINUTES**

**A. CALL TO ORDER**

A Regular Meeting of the Airport Commission was held on November 14, 2024, 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  
Cody Whicker

A quorum was present.

Absent:

James Zirul

Also in attendance were:

Derek Ables, Airport Manager  
Sarah Conley, Airport Administrative Assistant  
Phil Daniel, City Council Liaison  
\*\*Joshua Bolling, Student Representative

**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. Erik Jordt, Civil Engineer with HDL Engineering, Master Plan Introduction

Erik Jordt gave a presentation on the Airport Master Plan update.

**C. UNSCHEDULED PUBLIC COMMENTS - None.**

**D. APPROVAL OF MINUTES**

1. September 12, 2024

**MOTION:**

Commissioner Bielefeld **MOVED** to approve the September 12, 2024 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** - Approval of the Special Use Permit to the American Red Cross for use of room 228 at the Alaska Regional Fire Training Center.

**MOTION:**

Commissioner Caldwell **MOVED** to recommend City Council approval of the Special Use Permit to the American Red Cross for use of room 228 at the Alaska Regional Fire Training Center. Commissioner Bielefeld **SECONDED** the motion.

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

Vice Chair Minelga spoke in support.

**UNANIMOUS CONSENT** was requested on the motion.

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

**G. REPORTS**

1. Airport Manager – Airport Manager Ables reported on the following:
  - Annual emergency table top was completed.
  - Annual snow and ice control committee meeting was completed.
  - HDL inspected airfield to kick off Airport Master Plan.
  - Airport assisted with Kenai Aviation's Pumpkin Drop.
  - Did not receive the small airport community grant; City will reapply next year.
  - Airport restaurant RFP is out.
  - Airport will have a full crew with new hires for seasonal/temporary positions.
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** – December 12, 2024

**J. COMMISSION QUESTIONS AND COMMENTS** – None.

**K. ADJOURNMENT**

**L. INFORMATIONAL ITEMS**

1. Administrative Assistant Report for October and November

There being no further business before the Airport Commission, the meeting was adjourned at 6:28 p.m.

I certify the above represents accurate minutes of the Airport Commission meeting of November 14, 2024.

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Meghan Thibodeau  
Deputy City Clerk

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

DRAFT



# KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | [www.kenai.city](http://www.kenai.city)

## MEMORANDUM

**TO:** Airport Commission  
**FROM:** Derek Ables, Airport Manager  
**DATE:** December 4, 2024  
**SUBJECT:** **Workplan 2024 – Airport Commission**

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This memo is for the Airport Commission to review and assess progress with the current work plan. At the upcoming meeting, please be prepared to examine completed objectives and identify areas requiring additional attention or adjustment.

A commission member will also be selected to compile a summary report on completing the work plan objectives. This report will serve as a record of accomplishments and guide future initiatives. The chosen member will draft, present, and finalize the report for commission review and approval.

Attached is a template provided by the City Clerk to assist in writing the report.

## SUMMARY OF REPORT



Provide a brief description of the report, include overall guidance and direction that the commission gave the city in recommendations.

## MISSION STATEMENT



Its not necessary; however, restating the mission statement of the board is a good reminder to the reader about the commissions purpose.

## HIGHLIGHTS



- Provide a bullet point list of highlights.
- Use broad descriptions including the problem and solution.
- Be brief, do not provide details in the highlights.

## ACCOMPLISHMENTS



### **Provide an Objection Title**

Detailed description of the accomplishment to include, but not limited to dates, locations, data collected, department and community support, and challenges faced.

### **Provide an Objection Title**

Include a paragraph for all of the different projects and accomplishments, the highlight section of the report should guide the readers to here for more detail.

## EDUCATION AND OUTREACH



This section should be used to detail how the accomplished item benefited the City, residents and visitors. Really emphasize community engagement with the item.

## SUMMARY OF REPORT



## MISSION STATEMENT



## HIGHLIGHTS





**ACCOMPLISHMENTS****EDUCATION AND OUTREACH**



## MEMORANDUM

**TO:** Mayor Gabriel and Council Members  
**THROUGH:** Terry Eubank, City Manager  
**FROM:** Derek Ables, Airport Manager  
**DATE:** May 10, 2024  
**SUBJECT:** Workplan 2024 – Airport Commission

**APPROVED BY COUNCIL**

**Date:** 6/5/24

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The Airport Commission convened for work sessions on March 14, 2024, April 11, 2024, and May 9, 2024 to draft their Workplan for 2024. On May 9, 2024, during their meeting, they voted to propose their workplan for approval by the City Council. The Administration supports goals 1, 2, and 3, as they are consistent with Kenai Municipal Code.

Thank you for your consideration.

### INTRODUCTION

This area should include the advisory body's missions' statement and include a brief description of the overall purpose of the commission.

*Note: Work plans developed by the advisory body will be submitted to the City Council for approval; therefore, it is a good idea to align the goals and objectives with city code, policy and the City of Kenai Comprehensive Plan.*

**Instructions:** In the space provided below, create a list of issues and goals (objectives) your commission would like to address in the upcoming year, your list should also include plans on how to address those issues. Each objective listed should include information regarding additional staff resources and/or community volunteers needed; funding resources, are funds available in the budget if not are you proposing council include funding in the upcoming budget cycle; and how long is it expected to obtain the objective. Please prioritize the objectives of your group with number one (1) being the top priority.

 <b>GOAL OR OBJECTIVE</b>	 <b>COLLABORATION</b>	 <b>FUNDING RESOURCES</b>	 <b>TIME TO COMPLETE</b>
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Objective No. 1      Objective: **Construction of Taxiway Sierra**

Estimated Time to Complete: **Unknown**

*Strategy: (Provide a summary of tasks which need to be done to obtain the objective.)*

We (Airport Commission) strongly support, design and construction of Taxiway Sierra remain in the FY2027 Capital Improvement Budget or move to an earlier FY CIP Budget.

One necessary aspect of this review is to determine what work has been accomplished to meet this goal in accordance with the Airport Master Plan.

*Narrative: (Describe the benefits to the residents and visitors of the City.)*

The Kenai Municipal Airport is a for profit entity, in the sense that the airport needs to generate income to maintain the airport facilities and surrounding grounds. The Airport Master Plan identifies the west side of the airport as a source of income for activities such as user fees, fuel sales and lease properties. The construction of Taxiway Sierra is essential to the access of the west side of the airport.

*Collaboration: (Who needs to be involved to obtain the objective?)*

Kenai Airport Manager, Kenai City Manager, Kenai City Attorney, Kenai City Council and the Kenai Airport Commission.

The previous Kenai Airport Manager, Mary Bondurant, would be a great resource for a historical perspective on the matter.

*Funding: (Are funds available, or is funding needed in a future budget?)*

Funding source needs to be identified and budgeted for.

## INTRODUCTION

This area should include a brief description of the overall purpose of the commission. *Note: Work plans developed by the advisory body will be submitted to the City Council for approval; therefore, it is a good idea to align the goals and objectives with city code, policy and the City of Kenai Comprehensive Plan.*

**Instructions:** In the space provided below, create a list of issues and goals (objectives) your commission would like to address in the upcoming year, your list should also include plans on how to address those issues. Each objective listed should include information regarding additional staff resources and/or community volunteers needed; funding resources, are funds available in the budget if not are you proposing council include funding in the upcoming budget cycle; and how long is it expected to obtain the objective. Please prioritize the objectives of your group with number one (1) being the top priority.

GOAL OR OBJECTIVE	COLLABORATION	FUNDING RESOURCES	TIME TO COMPLETE
Objective No. 2    Objective: West Side Hangar subdivision			Estimated Time to Complete: Unknown

Strategy: *(Provide a summary of tasks which need to be done to obtain the objective.)*

The Airport Commission will hold a work session to discuss the development of hangars on the west side. They will review the current lots and sizes that may be needed in the future. They will also review the possible use cases with the infrastructure that is in place now as well as the infrastructure that will be built. They will review funding sources, the timeline when this is available, and make recommendations.

Narrative: *(Describe the benefits to the residents and visitors of the City.)*

The Kenai Municipal Airport Terminal seeks to be financially stable. This could generate additional revenue for the airport and allow for more use.

Collaboration: *(Who needs to be involved to obtain the objective?)*

Kenai Airport Manager, City Manager, City Attorney, City Council, and Airport Commission

Funding: *(Are funds available, or is funding needed in a future budget?)*

Funding sources for supporting infrastructure such as taxiways would be through AIP entitlements and discretionary funding. Sources of funding for hangars will be explored.

This area should include a brief description of the overall purpose of the commission. *Note: Work plans developed by the advisory body will be submitted to the City Council for approval; therefore, it is a good idea to align the goals and objectives with city code, policy and the City of Kenai Comprehensive Plan.*

Strategy: *(Provide a summary of tasks which need to be done to obtain the objective.)*

Narrative: *(Describe the benefits to the residents and visitors of the City.)*

Collaboration: *(Who needs to be involved to obtain the objective?)*

Funding: *(Are funds available, or is funding needed in a future budget?)*

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# KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | [www.kenai.city](http://www.kenai.city)

## MEMORANDUM

**TO:** Airport Commission  
**FROM:** Derek Ables, Airport Manager  
**DATE:** December 4, 2024  
**SUBJECT:** Annual Workplan 2025 – Airport Commission

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This memo is for the Airport Commission to develop an Annual workplan for 2025, which will guide the work of the Commission throughout the year.

Using the template provided on the following page, create a list of issues and goals (objectives) the Airport Commission would like to address in the upcoming year, your list should also include plans on how to address those issues. Each objective listed should include information regarding additional staff resources and/or community volunteers needed; funding resources, are funds available in the budget if not are you proposing Council include funding in the upcoming budget cycle; and how long is it expected to obtain the objective. Please prioritize the objectives of your group with number one (1) being the top priority.

A commission member will also be selected to fill in the goals and write the narrative. This will then be brought back to Airport Commission for recommendation.

## INTRODUCTION

This area should include the advisory body's missions' statement and include a brief description of the overall purpose of the commission.

*Note: Work plans developed by the advisory body will be submitted to the City Council for approval; therefore, it is a good idea to align the goals and objectives with city code, policy and the City of Kenai Comprehensive Plan.*

**Instructions:** In the space provided below, identify an issue or goals (objective) your commission would like to address in the upcoming year, the information provided should include plans on how to address those issues. This item should include information regarding additional staff resources and/or community volunteers needed; funding resources, are funds available in the budget if not are you proposing council include funding in the upcoming budget cycle; and how long is it expected to obtain the objective. Please prioritize the objectives of your group with number one (1) being the top priority (objective number).



Objective No.

Objective:

Estimated Time to Complete:

Strategy: *(Provide a summary of tasks which need to be done to obtain the objective.)*

Narrative: *(Describe the benefits to the residents and visitors of the City.)*

Collaboration: *(Who needs to be involved to obtain the objective?)*

Funding: *(Are funds available, or is funding needed in a future budget?)*





*"Serving the Greater Kenai Peninsula"*

305 N. WILLOW ST. SUITE 200 KENAI, ALASKA 99611

TELEPHONE 907-283-7951

FAX 907-283-3737

# Memo

**To:** Airport Commission

**Thru:** Derek Ables – Airport Manager

**From:** Sarah Conley – Administrative Assistant

**Date:** December 3, 2024

**Subject:** Echo Lake Meats – Special Use Permit

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Echo Lake Meats is requesting a Special Use Permit for 20 square feet of Airport Terminal space for a vending machine that will sell meat sticks, jerky, and cheese spread.

Echo Lake Meats has submitted the Special Use Application and paid the \$100 application fee.

The Special Use Permit will be effective for 12 months, commencing on January 1, 2025 and ending on December 31, 2025.

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

Attachments- SUP Application, SUP, exhibit B

## SPECIAL USE PERMIT 2025

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

- 1. Premises.** Permittee shall have the non-exclusive right to use an area in the terminal approximately 5 feet by 4 feet in size (20 SF)
- 2. Term.** The term of this Permit shall be for 12 months commencing on January 1, 2025 and ending on December 31, 2025. Regardless of the date of signature, this Permit shall be effective as of January 1, 2025.
- 3. Permit Fees.** Permittee shall pay the following fees for the privileges extended to Permittee under this Permit: In-terminal Concession Certified Activity Report attached. (Exhibit B)

The semi-annual fee for Fiscal Year 2025 from January 1, 2025 to June 30, 2025 for this permit is \$535.00 (\$53.50/SF/Year) plus applicable sales tax based on the City of Kenai Fee Schedule of Rates, Charges, and fees for Fiscal Year 2025.

The semi-annual fee for Fiscal Year 2026 from July 1, 2025 to December 31, 2025 for this permit is \$535.00 (\$53.50/SF/Year) plus applicable sales tax, adjusted for the published City of Kenai Fee Schedule of Rates, Charges and Fees for Fiscal Year 2026.

Payment shall be directed to City of Kenai, ATTN: Finance Department, 210 Fidalgo Avenue, Kenai, AK 99611 and a courtesy notice of payment provided to Airport Administration at 305 North Willow Street, Suite 200, Kenai, AK 99611. Failure to timely make the payment is grounds for termination of this Permit.

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

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

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

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

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

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

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

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

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

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

Permit.

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

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

- i. All policies will be by a company/corporation currently rated “A-” or better by A.M. Best.
- ii. Permittee shall submit to the City proof of continuous insurance coverage in the form of insurance policies, certificates, endorsements, or a combination thereof, and signed by a person authorized by the insurer to bind coverage on its behalf.
- iii. Permittee shall request a waiver of subrogation against City from Permittee’s insurer and the waiver of subrogation, where possible, shall be provided at no cost to City.
- iv. Provide the City with notification at least 30 days before any termination, cancellation, or material change in insurance coverage of any policy required hereunder.
- v. Evidence of insurance coverage must be submitted to City by January 1, 2025. The effective date of the insurance shall be no later than January 1, 2025.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**21. Employee Parking.** Employees may use non-exclusive employee vehicle parking spaces at no charge. All employees must register their vehicle(s) in the Airport Manager's office to receive a vehicle-parking permit to park while on the job. Permittee shall be held accountable for Permittee's employees' use of designated vehicle parking facilities and assure that employees comply with all Airport directives.

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

**CITY OF KENAI**

By: \_\_\_\_\_  
Terry Eubank Date

**Erick Watkins, Echo Lake Meats,  
LLC**

By: \_\_\_\_\_  
Erick Watkins Date

STATE OF ALASKA )  
 ) ss.  
THIRD JUDICIAL DISTRICT )

THIS IS TO CERTIFY that on this \_\_\_\_ day of \_\_\_\_\_, 2024, 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 \_\_\_\_\_, 2024, the foregoing instrument was acknowledged before me by Erick Watkins, Owner, Echo Lake Meats, LLC.

Notary Public for Alaska  
My Commission Expires: \_\_\_\_\_

Approved as to form:

Scott Bloom  
City Attorney





City of Kenai  
Special Use Permit  
Application

Application Date:

Applicant Information

Name of Applicant:	Echo Lake Meats, LLC						
Mailing Address:	PO Box 2536	City:	Soldotna	State:	AK	Zip Code:	99669
Phone Number(s):	Home Phone: ( ) 907398-8858		Work/ Message Phone: ( )				
E-mail: (Optional)	erick@erickwatkins.com						
Name to Appear on Permit:	Echo Lake Meats						
Mailing Address:	PO Box 2536	City:	Soldotna	State:	AK	Zip Code:	99669
Phone Number(s):	Home Phone: ( ) 907-398-8858		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:

42030 Kalifornsky Beach Rd

Description of the proposed business or activity intended: Snack sticks and cheese spread vending machine  
(in airport terminal)

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)? 1 year

Requested Starting Date: Jan 1, 2025

Signature:		Date:	12/3/24
Print Name:	Erick Watkins	Title:	owner

For City Use Only:

☐ General Fund ☐ Airport Reserve Land  
☐ Airport Fund ☐ Outside Airport Reserve

Date Application Fee Received:

City Council Action/Resolution:

Account Number:



Certified Activity Report  
*Concession Gross Receipts*

Concessionaire: \_\_\_\_\_ Month \_\_\_\_\_, \_\_\_\_\_ Year

AMOUNT

Total receipts for the month \$ \_\_\_\_\_

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

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

You may also email your copy to:   [Ena.admin@kenai.city](mailto:Ena.admin@kenai.city)

**Certification:**

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

Business: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_



## Kenai City Council - Regular Meeting

November 20, 2024 — 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

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

#### **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. 3440-2024** - Accepting and Appropriating a Grant from the State of Alaska Department of Education and Early Development, Division of Library, Archives, and Museums for the Purchase of Library Materials. (Administration)
2. **ENACTED WITHOUT OBJECTION. Ordinance No. 3441-2024** - Accepting and Appropriating a Donation from Hilcorp Energy Company to Assist with the Annual Area-Wide Senior Thanksgiving Dinner. (Administration)
3. **ENACTED WITHOUT OBJECTION. Ordinance No. 3442-2024** - Amending Kenai Municipal Code Section KMC 23.55.020 – Compensation Structure by Grade for Employees in the Classified Service, to Amend the Effective Date a Step Increase Occurs and KMC 23.55.030 Qualification Pay, to Clarify Annual Leave and Holiday Pay Calculations and Correct an Error to Building Plans Examiner Recognition Pay. (Administration)
4. **ENACTED WITHOUT OBJECTION AS AMENDED. Ordinance No. 3443-2024** - Amending Kenai Municipal Code Section 14.30.030 – General Provisions, to Update the Most Recent Version of the “Flood Insurance Study”. (Administration)

#### **F. MINUTES**

1. \*Regular Meeting of November 6, 2024. (City Clerk)

#### **G. UNFINISHED BUSINESS**

## **H. NEW BUSINESS**

1. **\*Action/Approval** - Bills to be Ratified. (Administration)
2. **\*Action/Approval** - Non-Objection to Renewal of a Limited Marijuana Cultivation License for Grateful Bud LLC, DBA Grateful Bud LLC - License No. 16474. (City Clerk)
3. **\*Action/Approval** - Non-Objection to Renewal of a Retail Marijuana Store License for KRC LLC, DBA Kenai River Cannabis - License No. 17808. (City Clerk)
4. **\*Action/Approval** - Non-Objection to Renewal of a Standard Marijuana Cultivation Facility License for Shackelford Investments LLC, DBA Shackelford Investments LLC - License No. 31826. (City Clerk)
5. **\*Action/Approval** - Non-Objection to Renewal of a Beverage Dispensary Tourism Liquor License for Upper Deck LLC, DBA the Upper Deck - License No. 2993 (City Clerk)
6. **\*Action/Approval** - Special Use Permit to the American Red Cross for Use of 475 Square Feet of Office Space at the Alaska Regional Fire Training Facility. (Administration)
7. **\*Action/Approval** - Assignment of Leases of Kenai City Lands as Requested by KNC Golf Inc., for Kenai Municipal Golf Course. (Administration)
8. **\*Action/Approval** - Assignment of Lease of Airport Reserve Lands & Consent to Assignment for Security Purposes as Requested by Schilling Rentals, LLC for Lot 5A, Block 1, FBO Sub. 2018 Replat. (Administration)
9. **\*Ordinance No. 3444-2024** - Accepting and Appropriating a Grant from the U.S. Department of Homeland Security Passed through the State of Alaska Department of Military and Veterans' Affairs to Hire a Contractor to Add a Cybersecurity Section to the City's Emergency Operations Plan. (Administration)
10. **APPROVED WITHOUT OBJECTION. Action/Approval** - Council Confirmation of Mayoral Nominations to the City's Commissions. (Gabriel)
11. **APPROVED WITHOUT OBJECTION. Action/Approval** - Council Confirmation of Mayoral Nominations to the Planning & Zoning Commission. (Gabriel)
12. **JOINT WORK SESSION SCHEDULED FOR 12/18/2024 AT 4:30 P.M. Discussion** - Scheduling a Capital Improvement Plan Joint Work Session. (Administration)
13. **WORK SESSION SCHEDULED FOR 12/3/2024 AT 4:30 P.M. Discussion** - Scheduling a Budget Goals Work Session. (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**

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

<https://us02web.zoom.us/meeting/register/tZYgc-yvrj8pHdOmr-alZX36o3RC59ZqqXA1>



## Kenai City Council - Regular Meeting

December 04, 2024 — 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

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

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

### **Action Agenda**

#### **A. CALL TO ORDER**

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#### **B. SCHEDULED ADMINISTRATIVE REPORTS**

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

#### **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. 3444-2024** - Accepting and Appropriating a Grant from the U.S. Department of Homeland Security Passed through the State of Alaska Department of Military and Veterans' Affairs to Hire a Contractor to Add a Cybersecurity Section to the City's Emergency Operations Plan. (Administration)
2. **ADOPTED WITHOUT OBJECTION. Resolution No. 2024-48** - Approving the Use of the Fleet Replacement Fund for the Purchase of Three Ford Police Interceptors Utilizing the State of Alaska Equipment Fleet Contract. (Administration)
3. **ADOPTED WITHOUT OBJECTION. Resolution No. 2024-49** - Authorizing the Acceptance of 2018 and 2020 Copper River and Prince William Sound Salmon Disaster Relief Funds. (Administration)
4. **ADOPTED WITHOUT OBJECTION. Resolution No. 2024-50** - Authorizing the Acceptance of 2018 East Side Set Gillnet and 2020 Upper Cook Inlet Salmon Disaster Relief Funds. (Administration)
5. **ADOPTED WITHOUT OBJECTION. Resolution No. 2024-51** - Adopting an Alternative Allocation Method for the FY25 Shared Fisheries Business Tax Program and Certifying that this Allocation Method Fairly Represents the Distribution of Significant Effects of Fisheries Business Activity in Fisheries Management Area 14: Cook Inlet Area. (Administration)

#### **F. MINUTES**

1. \*Regular Meeting of November 20, 2024. (City Clerk)

#### **G. UNFINISHED BUSINESS**

#### **H. NEW BUSINESS**

1. \***Action/Approval** - Bills to be Ratified. (Administration)
2. \***Action/Approval** - Non-Objection to Renewal of a Restaurant/Eating Place Liquor License for Los Compadres Mexican Restaurant LLC, DBA Los Compadres Mexican Restaurant - License No. 5859 (City Clerk)
3. \***Action/Approval** - Ninety Day Extension of Special Use Permit to Cook Inlet Natural Gas Storage Alaska for Vehicle Parking. (Administration)
4. \***Action/Approval** - Special Use Permit for Snow Storage for Schilling Alaska, Inc. (Administration)
5. \***Action/Approval** - Special Use Permit for Snow Storage for Alaska Sure Seal, Inc. (Administration)
6. \***Ordinance No. 3445-2024** - Decreasing Estimated Revenues and Appropriation in the Kenai City Municipal Roadway Improvement Capital Project Funds to Transfer Residual Balance from Completed Projects Back to Their Original Funding Sources, and Increasing Estimated Revenues and Appropriation in the Kenai City Water & Sewer, Public Safety, and Airport Improvements Capital Project Funds to Fully Fund Projects Approved in the FY2025 Budget. (Administration)
7. **Discussion** - Scheduling a Joint Work Session with Kenaitze. (Administration)

#### **I. COMMISSION REPORTS**

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2. Airport Commission
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5. Planning and Zoning Commission
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#### **M. EXECUTIVE SESSION**

**N. PENDING ITEMS**

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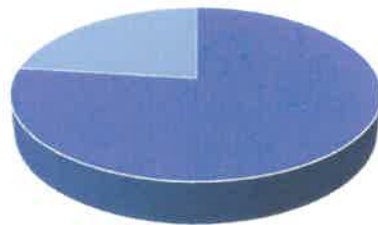
# ENA Airline Passenger Enplanements

Month	Grant 2024	Kenai 2024	Ravn 2023	Grant 2023	Kenai 2023	Total 2024	Total 2023	Change from 2023 to 2024
January	3218	1719	2799	2326	305	4937	5430	-493
February	3207	1553	2711	1199	229	4760	4139	621
March	3508	1325	2982	2236	280	4833	5498	-665
April	3847	1326	2529	2087	220	5173	4836	337
May	4024	1546	2547	2432	608	5570	5587	-17
June	4635	1624	2371	2740	590	6259	5701	558
July	6585	2231	4241	3067	836	8816	8144	672
August	7584	2798	4936	3592	1105	10382	9633	749
September	5291	1583	3429	2474	610	6874	6513	361
October	5090	1528	2159	2865	797	6618	5821	797
November			33	3508	1669		5210	
December			0	3439	1654		5093	
Total	46989	17233	30737	31965	8903	64222	71605	2920

2023 - 2024 Enplanements



October

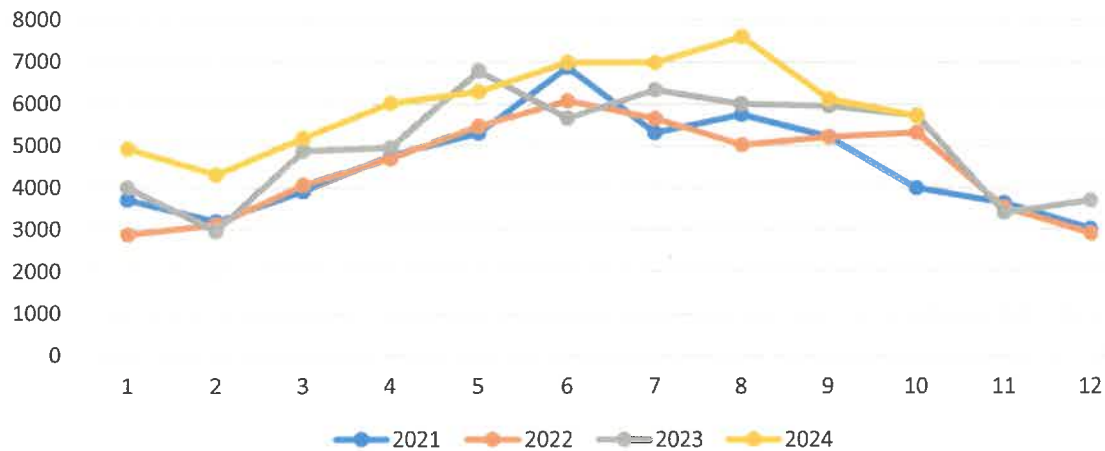


■ Grant 2024 ■ Kenai 2024

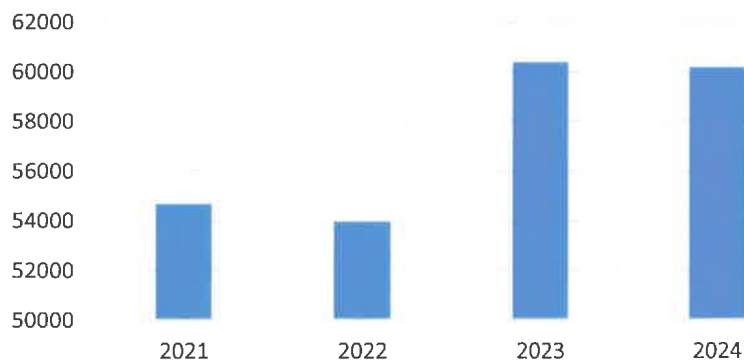
## ENA Air Traffic Control Tower Operations

Year	2021	2022	2023	2024
January	3709	2882	4009	4927
February	3196	3117	2965	4313
March	3908	4069	4874	5192
April	4762	4697	4957	6022
May	5306	5472	6786	6297
June	6872	6072	5660	6998
July	5313	5654	6337	6991
August	5747	5020	6007	7602
September	5218	5215	5950	6118
October	3990	5312	5724	5710
November	3636	3517	3404	
December	3018	2907	3699	
<b>Total</b>	<b>54675</b>	<b>53934</b>	<b>60372</b>	<b>60170</b>

Tower Operations by Year



Tower Operations Total Per Year



## ENA Terminal Vehicle Parking Revenue

Year	2023	2024
January	\$ 18,144	\$ 17,977
February	\$ 19,005	\$ 19,877
March	\$ 20,124	\$ 20,848
April	\$ 19,276	\$ 22,493
May	\$ 20,360	\$ 20,728
June	\$ 16,612	\$ 21,572
July	\$ 18,156	\$ 25,668
August	\$ 31,564	\$ 25,555
September	\$ 21,125	\$ 23,259
October	\$ 21,212	\$ 31,032
November	\$ 20,861	
December	\$ 20,654	
Total	\$ 247,092	\$ 229,010

