

**PORT & HARBORS ADVISORY BOARD
MEETING MINUTES
DATE: 05/12/2020**

CALL TO ORDER:

The Port & Harbors Advisory Board regular meeting was called to order at 7:00 P.M., at the Harbormaster Building at 2933 Tongass, Ketchikan, Alaska.

ROLL CALL:

MEMBERS PRESENT:

<input type="checkbox"/>	Mr. Rod Bray	(Chairman)
<input checked="" type="checkbox"/>	Mr. Timothy Walker	(Vice-Chairman)
<input checked="" type="checkbox"/>	Mr. Mark Flora	(Council member)
<input checked="" type="checkbox"/>	Mr. Dan Christensen	
<input checked="" type="checkbox"/>	Mr. Andrew Mulder	
<input checked="" type="checkbox"/>	Mr. Rick Collins	
<input checked="" type="checkbox"/>	Mr. Eric Lunde	
<input checked="" type="checkbox"/>	Mr. Jim Castle	
<input type="checkbox"/>	Vacant	

MEMBERS ABSENT:

Excused

<input checked="" type="checkbox"/>	Mr. Rod Bray	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Mr. Timothy Walker	<input type="checkbox"/>
<input type="checkbox"/>	Mr. Mark Flora	<input type="checkbox"/>
<input type="checkbox"/>	Mr. Dan Christensen	<input type="checkbox"/>
<input type="checkbox"/>	Mr. Andrew Mulder	<input type="checkbox"/>
<input type="checkbox"/>	Mr. Rick Collins	<input type="checkbox"/>
<input type="checkbox"/>	Mr. Eric Lunde	<input type="checkbox"/>
<input type="checkbox"/>	Mr. Jim Castle	<input type="checkbox"/>
<input type="checkbox"/>	Vacant	<input type="checkbox"/>

Harbor Staff Present:

<input checked="" type="checkbox"/>	Mr. Steve Corporon
<input checked="" type="checkbox"/>	Mr. Dan Berg
<input checked="" type="checkbox"/>	Ms. Angel Holbrook

MINUTES:

MOTION was made by Flora to accept the minutes of the regular meeting of the Port and Harbors Advisory Board from March 10th, 2020. **MOTION SECONDED** by Lunde.

MOTION PASSED UNANIMOUSLY; Christensen abstained.

COMMUNICATIONS:

None

PERSONS TO BE HEARD:

None

OLD BUSINESS:

1. Solicitation for replacement PHAB member

The last PHAB seat is still vacant. It would be preferable that a representative of the charter industry or cruise industry fill the seat. The Board requests that social media be used to advertise the seat, as well as an ad on SitNews. The Board does not feel a newspaper ad would be worth the cost of \$45/day and decided against pursuing this option.

NEW BUSINESS:

1. Review of the 30% design submittal for the new Berth 3 dolphin and mooring bollards: On March 5, 2020, the City Council approved Contract No. 20-07 for PND Engineers to begin the initial schematic design work and preparation and submission of the necessary permits for installation of an additional mooring dolphin and bollards at Berth III.

The 30% schematic design drawings and revised cost estimate were recently received from PND. The increase in the cost estimate is due mostly to the additional south bollards. During design development it was determined that it would not be feasible to install additional bollards with enough load capacity directly to the existing infrastructure at the south end of Berth III; therefore, two mini-mooring dolphins are proposed for installation immediately adjacent to the dock. It was also noted that these additional bollards will increasingly be utilized by vessels moored at Berth II, as large panamax vessels are being moored at Berth II on a more frequent basis.

It was originally hoped that the design and permitting work could be completed in time for the project to be bid and constructed prior to the start of the 2021 season; however, that appears to no longer be possible. It was recommend the 30% design be approved and submission of the permit applications be authorized at this time and that work on the final design be placed on hold until approximately November of this year. By then we should have a decision on the port expansion proposals, a better estimate on the financial impacts of the current pandemic and be close to having an approved permit. If a decision to proceed is made at that time the final design work would take

approximately 90 days and the project would be ready for bid in March of 2021 which would allow the project to be constructed over the winter of 2021/2022 and be completed in time for the start of the 2022 season.

Discussion followed, leading to the motion below:

MOTION was made by Mulder to recommend approval of the 30% schematic design for the new Berth III mooring dolphin and bollards and submitting applications for all of the necessary permits. **MOTION SECONDED** by Flora. **MOTION PASSED UNANIMOUSLY.**

2. COVID-19 cruise ship policy discussion:

Large Cruise Vessels: In mid March the CDC extended the no sail order an additional 100 days until approximately July 24. The order prohibits cruise vessels with 250 or more persons on board (passengers and crew) from operating in U.S. ports. It also requires cruise ship operators to prepare and submit adequate response plans to prevent, mitigate and respond to the spread of COVID-19. The attached letter from CLIA confirms that the industry has been working to develop and submit the required response plans to the CDC for review. Director Corporon confirmed with CLIA that these plans are being submitted by each cruise operator rather than by CLIA since the plans have to address the specifics of each vessel in the operator's fleet. The Canadian Government has also prohibited cruise ships carrying more than 500 passengers from operating in Canadian ports until at least July 1. In response the major lines have cancelled all port calls in Alaska through at least June 30. Several lines have also made additional cancellations and/or changes to their calls for July through September which are reflected in the latest schedule which is attached.

Small Cruise Vessels: Three of the four companies that operate small cruise vessels with less than 250 persons on board that were scheduled to have port calls in Ketchikan in 2020 have all recently announced they have suspended operations through at least June 30 and one has suspended operations through at least June 22. These changes are reflected in the latest schedule which is attached. Although the State currently has no mandates directed at small cruise vessel operations, health mandate 10.1 currently requires all persons arriving in Alaska to quarantine for 14 days and health mandate 12 prohibits all non-essential in-state travel. During a conference call with other Southeast ports and the State we were advised that the State is just now beginning to review the issue. They did not commit to issuing any specific mandates addressing the small cruise vessels at this time.

Director's Report:

- 1. Project to Purchase the Former Bar Harbor Restaurant:** The necessary conveyance documents were prepared and the Manager placed the final purchase of the property on the agenda for consideration by the City Council at

their meeting of April 16. He recommended increasing the Harbors share by \$135,000 and reducing the Public Works Sales Tax share by the same amount. The \$135,000 would be from an anticipated surplus from the Bar Harbor North Ramp 3 project. (See item 3 below). That would result in a Harbors share of \$287,650 (81%) and a Public Works Sales Tax share of \$67,350 (19%). He made his recommendation in anticipation of the City's General Fund being more severely stressed than the Harbors in 2020 and 2021 due to the economic losses associated with COVID-19. The City Council approved finalization of the purchase including all of the Manager's recommendations.

2. **Bar Harbor North Ramp 3 Replacement:** Two bids were received and opened on April 7. The low bidder was Pool Engineering with a bid of \$728,800. The other bidder was Western Dock & Bridge with a bid of \$875,150. The engineer's estimate for this project was \$1,005,400. A 10% contingency of \$72,880 was recommended for a total project amount of \$801,680. There is currently \$1,253,483 available in the Bar Harbor North Ramp 3 & Electrical Floats 10&11 capital account for this project. An additional \$93,851 will be required for a construction inspection and contract administration contract (AC&I) with PND. Fifty percent of the construction contract, contingency and AC&I contract will be reimbursed by the State through the Municipal Harbor Facility Grant we received for this project. The current balance in the capital account of \$1,253,483 includes an estimated State grant of \$627,055 which was based on the 50% of the original project estimate submitted with the grant application. Since the actual amount of the grant will be approximately \$447,765 that means it is estimated that there will be \$178,662 of local funds remaining once this project is complete.
3. **Berth III Fender Replacement:** Western Dock & Bridge had completed most of the work on the southern reaction dolphin prior to having to temporarily cease operations due to the State's COVID-19 mandates. The old fenders and frame had been removed and work on installing the new frame was complete with the exception of approximately 5 feet of weld. 14 of the 18 new fenders were also installed. Work resumed the week of May 4 and will take approximately 2 weeks to complete.
4. **Port Expansion Proposals:** The Manager sent letters to all three proposers in March which contained requests for more information and clarifications. Responses were requested no later than April 15. On April 13 the Manager sent letters to all three proposers extending the deadline until May 13. Once the responses are received it is anticipated that the City Council will schedule a special meeting executive session to resume reviewing the proposals.
5. **COVID-19 and the Harbors:** In accordance with the State Health Mandate 10.1 persons arriving from out of state, including aboard vessels, are required to observe a 14-day quarantine. For travel by vessels the start date of the quarantine can begin upon departure from the last out of state port. We worked with the local EOC to develop a flyer which has been posted on all ramps and

provided to each vessel arriving from out of state. The State also issued Health Mandate 17 establishing protocols for the independent commercial fishing fleet.

Normally at the beginning of the fishing season the Port & Harbors Department hires three temporary Assistant Harbormasters for a second shift in order to extend coverage from 0600 until 2200 each day. In order to help assist in adherence to the State travel and fishing vessel mandates we are in the process of training three additional Assistant Harbormasters to staff a third, overnight shift to provide 24-7 coverage beginning May 15. The persons selected were drawn from the ranks of the Port Security staff that have already been hired but have not started due to the delayed start of the cruise ship season. All additional costs related to responding to COVID-19, including the cost of the third shift Assistant Harbormasters, are being tracked in anticipation of Federal/State funding eventually being available to cover some or all of them.

6. **COVID-19 and P&H Staff:** All City buildings including the Harbormaster Building have been closed to the general public since mid March. The Customer Service Rep (CSR) has been working from home using the VPN to directly access her desktop computer. The main P&H phone of 228-5632 has been transferred directly to the CSR's home phone. She is able to take credit card payments over the phone and process the daily deposits online. She also has a stack of launch ramp stickers and a roll of stamps to mail them to customers. The Admin Assistant has also been working from home by accessing her desktop through the VPN but she has to come in once in a while to complete various tasks such as printing and mailing bills. Our policy on billing mimics that of KPU whereby we are waiving any late fees, interest, etc. for the time being. The Harbormaster phone number of 228-5637 is still ringing in the office and messages are checked several times a day. The Harbormasters are working as normal but are practicing social distancing and disinfection procedures. Sharing of vehicles, vessels, chairs, tools, etc. is minimized. The Port Operations Manager has been working from home most of the time. Beginning May 6 the Administrative Assistant and the Port Operations Coordinator are both working from the office again. The Customer Service Rep will begin working from the office again once the installation of plexiglass dividers has been completed at the counters in the lobby. The lobby will then be open to the public again. The installation is anticipated to be completed within the next week or two. The Building Maintenance Division of the Public Works Department has been coordinating this type of work throughout all of the City's buildings.

FUTURE AGENDA ITEMS:

COMMITTEE MEMBER COMMENTS:

Mr. Dan Christensen:

Mr. Timothy Walker: I feel like the WebEx meeting went well, and it was faster to have this meeting remotely.

Mr. Rick Collins: Thank you, Steve, for the through reports and keeping us up to speed. I appreciate all your efforts.

Mr. Rod Bray:

Mr. Eric Lunde:

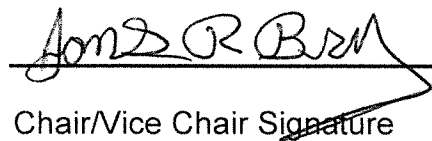
Mr. Andrew Mulder:

Mr. Jim Castle: I appreciate this Board, and the knowledge contained on the Board.

Mr. Mark Flora:

ADJOURNMENT:

MOTION TO ADJOURN was made Flora at 8:31 p.m. **MOTION SECONDED** by Mulder. **MOTION PASSED UNANIMOUSLY.**


Chair/Vice Chair Signature

7-14-20
Date