

**PORT & HARBORS ADVISORY BOARD
MEETING MINUTES
DATE: 01/14/2020**

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

MEMBERS ABSENT:

Excused

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

MINUTES:

MOTION was made by Walker to accept the minutes of the regular meeting of the Port and Harbors Advisory Board from December 10, 2019. **MOTION SECONDED** by

Christensen. **MOTION PASSED UNANIMOUSLY.**

COMMUNICATIONS:

None

PERSONS TO BE HEARD:

None

OLD BUSINESS:

1. Solicitation for replacement PHAB member

Director Corporon informed The Board of the efforts being made by staff to solicit a new member, and that an ad in the newspaper is \$45 a day. Discussion followed, and it was decided that a newspaper ad does not appear to be cost effective. The Board instructed staff to continue with the current efforts (SitNews, Facebook, and Port and Harbors Website).

NEW BUSINESS:

None

Director's Report:

1. **Rock Pinnacle Removal Update:** The contractor arrived on site the weekend of Dec 14-15. Explosives were loaded on board their barge on Dec 16 and drilling commenced for the first test blast which was successfully conducted on Dec 17. Three test productions blasts were conducted on Dec 18, 19 and 20. The material from these initial four blasts was successfully removed via clamshell on Dec 20 and the contractor shut down operations for the holidays. They returned on Jan 2 and have been drilling and conducting a daily blast ever since. So far, blasting has been successful and the contractors have has minimal issues. If there are no problems or unexpected delays they anticipate completing drilling and blasting operations by Jan 14 with removal of the blasted material being completed four or five days afterwards. Videos of several of the blasts were viewed by Board members.
2. **Downtown Berth Expansion:** Addendum 1 to the RFP was issued on December 5 which included a draft operating agreement and lease documents for those interested in submitting a concession proposal. The addendum also incorporated the operation of Berth IV into the RFP. Proposals are due January 21, 2020. Screening by a review committee is scheduled for February and March 2020. The City Council has not made a decision yet on who will be on the review committee. The goal is to have an agreement in place by July 2020. The

entire RFP, addendum 1 and all of the supporting documents are available to the public at the City's bid webpage <https://www.ktn-ak.us/bids>

Discussion followed item 2 on the Director's report. The Board expressed their wishes to be involved in the process of reviewing the proposals. The Board would like to hold a special meeting to review all proposals, hold a vote, and pass along their recommendations to the review committee. The Board also expressed their frustrations with the lack of communication about this process, and the lack involvement they have had in the process; they feel that as The Port and Harbors Advisory Board, they should be consulted for input during the RFP process. The Board directed Director Corporon to speak with upper management within the City and convey their frustrations and requests for involvement in the RFP process.

3. **Proposed Project to Purchase the Former Bar Harbor Restaurant:** At the City Council meeting of January 2 the Council directed staff to move forward with negotiating with the owner for purchase of the property. The independent appraisal of the property received by the Public Works Director listed a fair market value of \$300,000. Subsequent discussions with the owner indicated that the minimum offer he would accept was \$350,000. The City Council is scheduled to consider this purchase at their meeting of January 23. I provided the attached memo to the City Manager in which I recommended that the Harbors share of the purchase of the property should be no more than \$150,000.
4. **Bar Harbor North Ramp 3 Replacement:** PND prepared the new Corps permit application which was signed by the City and submitted on December 20. The Corps acknowledged receipt in an email dated December 30 and assigned a project manager. PND is working on the 65% design with the intent to have the bid package ready by spring so a construction contract can be awarded no later than June with on-site work performed in the fall.
5. **Berth III Fender Replacement:** Two bids were received and opened on December 10 with the low bidder being Western Dock and Bridge of Ketchikan. Their bid of \$1,108,000 was consistent with the engineer's estimate of \$994,000 for the base bid and \$1,094,000 including a contingency. The contract was awarded by the City Council on December 19. The new frames will be fabricated in Seattle and are expected to arrive in mid-March, which is when the contractor also expects the new fenders to arrive.
6. **Safety Ladders:** A request for quotes for 320 of the Up-N-Out safety ladders has been issued with a deadline of January 21. Delivery is desired by mid-March for installation by P&H staff in all of the harbors.
7. **Draft 2020 Cruise Ship Calendar:** The draft calendar will be released on 1/17/2020 for the Council to review. It has been confirmed that Norwegian Cruise Lines will be berthing on the port this year. A public meeting will be held on

January 27th at 1 p.m. in the Council chambers this year, due to the number of complaints last year about the public review of the calendar being held during a PHAB meeting. The first ship is set to arrive April 25th, and the last ship will be October 10th, 2020. New ships have been added to the Alaska market, resulting in about 1,250,000 passengers to Ketchikan this year. Per municipal code, the passenger counts were split as evenly as possible, with Berth 4 receiving at least 25%.

Berth 1: 20%

Berth 2: 20%

Berth 3: 35%

Berth 4: 25%

8. **Ward Cove Group Transportation:** It has been tentatively set that an area of the Front Street Extension will be allocated for the Ward Cove Group (WCG) to bus passengers into town, when their berths become operable. Guidelines were set out for the WCG, such as: the buses must come to the same spot daily, buses must be visually identifiable as belonging to the WCG, and that the WCG covers all costs and expenses applicable to this aspect of their installation of additional berths at Ward Cove.
9. **New Maintenance Worker:** Shane Brewster was hired to backfill Mike Pattison's position. He started on 1/10/2020 and appears to be a good fit for the department as a whole, as well as the maintenance department.

FUTURE AGENDA ITEMS:

1. **RFP Process:** As discussed above and per discussion from the Director's Report Item 2, The Board wants either a future agenda item or special meeting, depending on what works best with the City Manager's timeline, with all Board members present, to review the Port RFPs that will be sent to the City Council for review, and be able to make a recommendation to The City Council on their thoughts, opinions, and recommendations on each RFP.

COMMITTEE MEMBER COMMENTS:

Mr. Dan Christensen: I will be absent for the March 2020 meeting.

Mr. Timothy Walker: Welcome back, Jim.

Mr. Rick Collins:

Mr. Rod Bray: Welcome back, Jim.


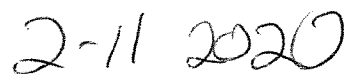
Mr. Eric Lunde:

Mr. Andrew Mulder:

Mr. Jim Castle: I am glad to be back, but I can see I have a lot of catching up to do.

ADJOURNMENT:

MOTION TO ADJOURN was made Collins at 8:30 p.m. **MOTION SECONDED** by Castle. **MOTION PASSED UNANIMOUSLY.**

 
Chair/Vice Chair Signature _____ Date _____