

**PORT & HARBORS ADVISORY BOARD
MEETING MINUTES
DATE: 07/14/2020**

CALL TO ORDER:

The Port & Harbors Advisory Board regular meeting was called to order at 7:15 P.M., at City Hall City Council Chambers, 334 Front Street, Ketchikan, Alaska.

ROLL CALL:

MEMBERS PRESENT:

<input checked="" 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 type="checkbox"/>	Mr. Andrew Mulder	
<input checked="" type="checkbox"/>	Mr. Rick Collins	
<input type="checkbox"/>	Mr. Eric Lunde	
<input 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 type="checkbox"/>	Mr. Mark Flora	<input 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 checked="" 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 Holbrook

MINUTES:

MOTION was made by Walker to accept the minutes of the regular meeting of the Port and Harbors Advisory Board from June 6th, 2020. **MOTION SECONDED** by Flora.

MOTION PASSED UNANIMOUSLY.

COMMUNICATIONS:

None

PERSONS TO BE HEARD:

None

OLD BUSINESS:

None

NEW BUSINESS:

- 1. Scheduling of special meetings for presentations by proposers for the Redevelopment of the Port of Ketchikan Berths I, II, III & IV, Contract 19-36.**

The City Manager has proposed and the City Council has agreed to seek involvement from the PHAB in the next phase of the review of the proposals for the Redevelopment of the Port of Ketchikan Berths I, II, III & IV. Specifically he has proposed that the two finalists provide public presentations at open houses at the Ted Ferry Civic Center hosted by the PHAB.

The suggested dates are Wednesday August 12 for Survey Point Holdings and Wednesday August 26 for Ketchikan Port Solutions from 6:00 pm to 9:00 pm each night. The itineraries for each proposer were distributed with the meeting packets, with the special PHAB meetings highlighted in yellow.

The Manager's intent for the PHAB in hosting these meetings is to include an opportunity for the general public and the PHAB members themselves to ask questions and obtain information and for the PHAB to provide comments and/or recommendations to the City Council if they desire to do so.

MOTION was made by Flora to schedule special meetings of the Port and Harbors Advisory Board on August 12 and August 26 to host presentations and question and answer sessions by proposers for the redevelopment of the Port of Ketchikan Berths I, II, III & IV. **MOTION SECONDED** by Walker. **MOTION PASSED UNANIMOUSLY.**

Discussion followed. The logic of the finalists was questioned; members expressed concerns that with the way next cruise ship seasons looks, why would they still be interested? It was also questioned as to what they see that we do not? It has been discussed that the projection for next season is 50% of the 2019 cruise ship season. It was noted that these are all great questions and that these questions should be asked

of the finalists during the special meetings next month.

Chairman Bray also questioned the status of the Port Bond payments and if they the Port is able to make these payments. Director Corporon informed that the payments are not in jeopardy of being made this year; but, that for projection purposes the Finance Director is projecting the 2021 season to produce a 50% revenue return of the 2019 season. Chairman Bray also inquired about other ways for the Port to bring in revenue other than off of the cruise ships, and Director Corporon informed that other options are being looked into, and outreach is being made with companies that may want to utilize the Port over the coming months.

2. CARES Act Moorage Assistance Program.

At their meeting of July 2 the City Council approved Resolution No. 20-2782, which established the CARES Act Moorage Subsidy Payment Program. A copy of the resolution and the application for subsidy payments, which were prepared by the City's Finance Director, were distributed with the meeting materials.

The key elements of the program are as follows:

- \$299,347 in assistance funding is available.
- The program is open to customers from all harbors and marinas within the Ketchikan Gateway Borough.
- Applicants must have had continuous moorage since March 16 with their provider.
- Applicants must certify they have suffered an economic hardship due to the COVID-19 public health emergency.
- Applicants can apply for up to 25% of their moorage costs from March 16, 2020 through December 2020.
- Subsidy payments under this program will be for moorage only since subsidy payments for electric service are available through a separate utility assistance program.
- Applications must be submitted to the City of Ketchikan Finance Department by August 15, 2020. They can be mailed or emailed. If mailed they have to be postmarked by August 15.
- Checks for approved subsidy payments will be mailed directly to the applicant's provider for applying directly to their moorage accounts.
- Subsidy payments will be provided on a first come-first served basis until the funding is exhausted.
- Applicants may be individuals or businesses. Individuals must have been a resident of Ketchikan since March 16, 2020. If it is a business it has to be a Ketchikan business since March 16, 2020, have a current business license, have no unpaid sales tax liens and employ at least one full-time employee on a year round basis. It also can't be a C corporation, a national chain, a marijuana business or currently in bankruptcy.

For applicants who are customers of the City of Ketchikan's harbors, the Port and Harbors Department staff will assist Finance in reviewing the applications. Applications will be available online at the City's website and for direct pick up at the Harbormaster office and City Hall. Information on the availability of the program will be made via various media such as the Ketchikan Daily News, Sitnews, Facebook and local radio stations. A mass mailing to the City's harbor customers is also being developed.

Director's Report:

1. **July PHAB Meeting:** Arrangements were made to conduct the July PHAB meeting in the City Council chambers in the same manner that the June meeting was. PHAB members, staff and the public will all be able to participate. An 8 foot table has been added to each end of the dais to allow the board to spread out. The audience chairs have also been spread out to social distancing dimensions for staff and citizens. The wearing of masks will be requested and recommended but not required by all present including board members, staff and citizens.
2. **Project to Purchase the Former Bar Harbor Restaurant:** The City has taken possession of the property and the Public Works Department has agreed to provide caretaker services similar to what they provide for dilapidated foreclosed properties the City currently possesses. There is currently no schedule for demolition. The decision was also made not to insure the structure at this time.
3. **Berth III Design of New Mooring Dolphins:** The City Council approved a budget transfer on May 21 and directed that design work continue from 30% up to 100% in order for the project to be competitive if any Federal grant opportunities arise which usually favor shovel ready projects. The request for an Incidental Harassment Authorization (IHA) was submitted on May 14, the application for the Army Corps of Engineers permit was submitted on May 29 and the Alaska Department of Environmental Conservation Tier 2 anti-degradation application was submitted on June 29.
4. **Port Expansion Proposals:** See new business item No 1.
5. **Rehabilitation of Thomas Basin Float 4:** No change from the June report. All of the lumber for the project was recently received; however, work on the project has been postponed until protocols and concerns regarding COVID-19 have eased. The nature of the work puts our maintenance workers in extremely close proximity for extended periods. Also, if a section of the float is opened up and we find out one of our maintenance staff has contracted the virus they will all have to be quarantined for at least 14 days which would leave the work site in an unsafe condition. We will concentrate float rehabilitation efforts this season on concrete repairs in Bar Harbor North which have been limited the past two seasons.
6. **Installation of Safety Ladders:** Three pallets of safety ladders arrived last week. Installation by the maintenance staff began on July 6 starting with Thomas Basin. Intended locations have been marked by staff using an orange construction crayon. They are generally being installed in between stalls on floats 2, 3, 4 and 5. On floats 1, 6 and 7 (which don't have finger floats) they will be installed in key locations without obstructing any useable moorage. The project is on a brief hold due to the department being sent the wrong lags, and that the maintenance shop has bought everywhere in town out of lags. The crew is awaiting the arrival of the new lags, and will continue installation upon arrival.

7. **COVID-19 and the Harbors:** In accordance with State Health Mandate 10.1 persons arriving from out of state, including aboard vessels, are required to observe a 14-day quarantine. The restrictions were adjusted beginning June 6 to allow the quarantine to be waived if proof of a negative COVID-19 test is provided. The State has indicated that the requirements for mandatory quarantine previously issued in Health Mandate 17, which established protocols for the independent commercial fishing fleet, will still apply. The mandatory quarantine for seafood processors and vessels operating under a seafood processors plan will also still be in effect.
8. **COVID-19 and the Port:** The most recent updated cruise ship calendar was distributed in the meeting materials. It reflects that all of the major lines have cancelled their remaining calls in Alaska for the 2020 season with the exception of NCL which has not officially cancelled several calls by the Bliss and Joy in September and October. However, since distribution all calls of all ships have been canceled. In order to provide a public restroom in the downtown area the Berth 3 restroom continues to be open from 0800 to 2000 each day. Two port security personnel are patrolling the port whenever the restroom is open and it is being cleaned and sanitized daily.
9. **COVID-19 and P&H Staff:** The lobby is still restricted to a maximum of three customers at a time, one at the counter and two waiting six feet apart. There is also a hand sanitizer refill station set up on a small table in the corner of the lobby, disposable masks and a sign requesting persons to put their mask on before approaching the counter. There is also tape on the floor and additional signs to assist customers in maintaining proper social distancing. Our policy on billing still mimics that of KPU whereby we are waiving any late fees, interest, etc. for the time being. As of July 1, of the 802 reserved moorage bills that were due by April 30, 763 have been paid in full, 32 customers have cancelled their moorage and 7 have not been paid in full. Of the 7 that have not been paid in full 6 customers have made payment plan arrangements with us. One customer has been totally unreachable with no working phone number on file and mail being returned as undeliverable. A moorage assistance program is being implemented with CARES Act funding (see new business item No. 2).
10. **2016 Pink Salmon Disaster Funding:** The Borough Assembly approved their version of the support resolution on July 6 clearing the way for submission of the proposed projects to the Alaska Regional Office of National Oceanographic and Atmospheric Administration (NOAA) Fisheries and the Pacific States Marine Fisheries Commission (PSMFC) for grant funding under the 2016 Alaska Pink Salmon Disaster Relief program. The applications will be submitted as soon as a signed copy of the Borough's resolution is received.
11. **Derelict Vessels:** Director Corporon has been working with fellow members of the Board of Directors of the Alaska Association of Harbormasters and Port Administrators on developing the next recommended actions (resolutions, letters, changes to State and local statutes, etc.). The AAHPA hopes to have the information compiled and ready for review within the next couple of months. Also being discussed by the AAHPA is the responsibility of navigation light enforcement, and who to contact for enforcement.

FUTURE AGENDA ITEMS:

COMMITTEE MEMBER COMMENTS:

Mr. Dan Christensen:

Mr. Timothy Walker:

Mr. Rick Collins:

Mr. Andrew Mulder:

Mr. Rod Bray:

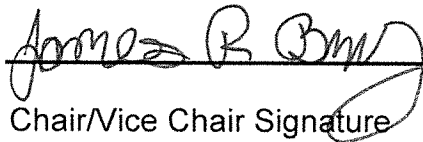
Mr. Eric Lunde:

Mr. Jim Castle:

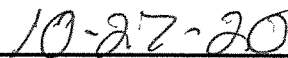
Mr. Mark Flora:

ADJOURNMENT:

MOTION TO ADJOURN was made by Castle at 7:57 p.m. **MOTION SECONDED** by Mulder. **MOTION PASSED UNANIMOUSLY.**



Chair/Vice Chair Signature



Date