

**PORT & HARBORS ADVISORY BOARD
MEETING MINUTES
DATE: 01/11/2022**

CALL TO ORDER:

The Port & Harbors Advisory Board regular meeting was called to order at 7:04 P.M., at the City Council Chambers, in Ketchikan, Alaska.

ROLL CALL:

MEMBERS PRESENT:

<input type="checkbox"/>	Mr. Eric Lunde	(Chairman)
<input type="checkbox"/>	Mr. Andrew Mulder	(Vice-Chairman)
<input checked="" type="checkbox"/>	Mr. Mark Flora	(Council member)
<input checked="" type="checkbox"/>	Mr. Rod Bray	
<input checked="" type="checkbox"/>	Mr. Steve Wilsie	
<input type="checkbox"/>	Mr. Rick Collins	
<input checked="" type="checkbox"/>	Mr. Jim Castle	
<input type="checkbox"/>	Mr. Tim Hemme	
<input checked="" type="checkbox"/>	Mr. Eric Collis	

MEMBERS ABSENT:

Excused

<input checked="" type="checkbox"/>	Mr. Eric Lunde	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Mr. Andrew Mulder	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Mr. Mark Flora	<input type="checkbox"/>
<input type="checkbox"/>	Mr. Rod Bray	<input type="checkbox"/>
<input type="checkbox"/>	Mr. Steve Wilsie	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Mr. Rick Collins	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Mr. Jim Castle	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Mr. Tim Hemme	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Mr. Eric Collins	<input type="checkbox"/>

Harbor Staff Present:

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

CHANGES TO AGENDA:

None

MINUTES:

MOTION was made by E. Collins to accept the minutes of the regular meeting of the Port and Harbors Advisory Board from December 14, 2021. **MOTION SECONDED** by Flora. **MOTION PASSED UNANIMOUSLY.**

COMMUNICATIONS:

1. Email Correspondence from Board Member R. Collins stepping down from the Port & Harbors Advisory Board.

PERSONS TO BE HEARD:

None

OLD BUSINESS:

1. Future Port Operations—Chairman Lunde

Item deferred to next meeting.

NEW BUSINESS:

1. Ward Cove Shuttle Operation

Acting Director Mark Hilson presented a PowerPoint presentation on the Ward Cove Shuttle Operation as it was in the 2021 reduced passenger count season, lessons learned, defining the needs of future operations, challenges faced and that could be faced in the future, the non-port operations aspects, future operations recommendations, and three recommendations for future operation locations.

In 2021 the operation took place on Front Street Extension and was congested due to a lack of a staging capacity. Staff identified needs such as more personnel present to direct passengers, an area with less of a bottle neck, and an area where passengers can disperse throughout the downtown area.

Some needs identified were room for safe loading and unloading, shuttling passengers to where they want to be, shuttle bus staging for required number of busses, consistent and predictable operations, and matching the scale of shuttle operations to the street characteristics of the area. Some challenges identified were the state of flux of the cruise industry and the current COVID-19 situation with the omicron variant, the variation in the number of passengers being shuttled in from day to day, and potential traffic control issues associated with construction.

Acting Director Hilson identified four options for the location of the operation:

1. Berth II

2. Discovery Center: Main Street/Spruce Mill Way/Bawden Street
3. Main Street between Mission Street and Dock Street

Discussion followed.

MOTION was made by Flora that the Port and Harbors Advisory Board recommend the Discovery Center: Main Street/Spruce Mill Way/Bawden Street option as the most viable location for the future operation site of the Ward Cove Shuttle Bus operation. **MOTION SECONDED** by Wilsie. **MOTION PASSED UNANIMOUSLY.**

2. Derelict Vessel Action Plan—Board Member R. Collins & Chairman Lunde

Item deferred to next meeting.

Director's Report:

Acting Director Hilson highlighted from the Director's report the following:

- The CDC increased its travel advisory level from 3 to 4 for cruises.
- Acting Director Hilson took part in a meeting with Juneau's new tourism manager, Alex Pierce. The plan is to continue monthly meetings with other Southeast Alaska communities.
- Next meeting will be at Fire Station 1.
- City Council allocated the funds that were for the Stedman Street bathrooms to the berth III mooring dolphin project. These funds will not cover the project, but perhaps be a good portion of a match to a potential grant if one is found.
- All materials have been received for the Bar Harbor South Pump out Station, project is only on hold due to weather.
- Discussions are taking place with potential contractors for the Bar Harbor South Electrical pedestals.
- Potential candidates for the assistant harbormaster position are going to be interviewed next week.
- There is anticipated movement on the director's position in the next month or so.
- Port operations coordinator position interviews will be scheduled in the near future.
- Harbor rates and revenue will be on the agenda for next month.
- Staff has been addressing the garbage dumping issue. 30 people have received letters notifying them that these dumpsters are not for public use. Stickers have been placed on dumpsters, a PSA will be put on the radio and in the newspaper. Ticketing will begin after the PSA has ran.

FUTURE AGENDA ITEMS:

BOARD MEMBER COMMENT

Mr. Tim Hemme:

Mr. Eric Lunde:

Mr. Rod Bray: I enjoyed the presentation. I think the City needs to be compensated for our efforts to accommodate Ward Cove.

Mr. Jim Castle: Thanks for the hard work on the presentation.

Mr. Mark Flora: Thanks everybody, good job. I appreciate the hard work.

Mr. Andrew Mulder:


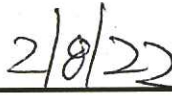
Mr. Rick Collins:

Mr. Steve Wilsie: Good presentation, it is good to have the pictures included. Thank you.

Mr. Eric Collins: Good presentation.

ADJOURNMENT:

MOTION TO ADJOURN was made by Flora at 8:35 p.m. **MOTION SECONDED** by Wilsie. **MOTION PASSED UNANIMOUSLY.**

Chair/Vice Chair Signature Date