PORT & HARBORS ADVISORY BOARD
MEETING MINUTES
DATE: July 14, 2026

CALL TO ORDER:

The Port & Harbors Advisory Board regular meeting was called to order at 7:00 P.M., at City Council Chambers, in Ketchikan, Alaska.

ROLL CALL:

MEMBERS PRESENT:

[X]	Mr. Lee Bethel	(Chairman)
[X]	Mr. Eric Lunde	(Vice-Chairman)
[X]	Mayor Sivertsen	Council Member
[X]	Mr. Steve Wilsie	
[X]	Mr. James Rhodes	
[X]	Mr. Russell Cockrum	
[ ]	Vacant	
[X]	Mr. Tom Carruth	
[ ]	Ms. Linda Faber	

MEMBERS ABSENT:		**Excused**
[ ]	Mr. Lee Bethel	[ ]
[ ]	Mr. Eric Lunde	[ ]
[ ]	Mayor Sivertsen	[ ]
[ ]	Mr. Steve Wilsie	[ ]
[ ]	Mr. James Rhodes	[ ]
[ ]	Mr. Russell Cockrum	[ ]
[ ]	Vacant	[ ]
[ ]	Mr. Tom Carruth	[ ]
[X]	Ms. Linda Faber	[X]

Harbor Staff Present:

[X]	Mr. Wayne Phillips
[X]	Mr. James Wilson
[ ]	Mr. Craig Bisson
[X]	Ms. May Caguiat

CHANGES TO AGENDA:

None

APPROVAL of MINUTES:

MOTION was made by Board member Jay Rhodes to accept the minutes of the regular meeting of the Port and Harbors Advisory Board from June 9, 2026. **MOTION SECONDED** by Mayor Sivertsen. **MOTION PASSED UNANIMOUSLY.**

COMMUNICATIONS:

None

PERSONS TO BE HEARD:

None

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Discussion On the Need for Monthly PHAB Meeting

Port & Harbors Director Wayne Phillips introduced a discussion regarding whether the Board should continue meeting monthly. He explained that the meeting frequency is established by ordinance but could be changed upon recommendation from the Advisory Board. Any recommended change would be forwarded to the City Council for ordinance amendment.

Mr. Phillips also noted that regardless of meeting frequency, he would continue providing Board members with a monthly Director's Report to keep members informed of ongoing Port & Harbors operations and emerging issues.

Board Discussion

Board members discussed the current workload and generally agreed that recent agendas have contained limited business, making monthly meetings appear unnecessary.

Mayor Bob Sivertsen shared that many advisory boards throughout Alaska meet quarterly while holding special meetings when necessary. He emphasized that

special meetings could be called if urgent issues arise, such as operational concerns, public interest matters, or significant harbor projects.

Board members discussed several considerations:

Monthly meetings have often had minimal agenda items.
Staff time is required to prepare meeting packets and agendas.
Monthly Director's Reports would allow members to remain informed between meetings.
Special meetings could be scheduled whenever necessary.
Members were reminded to avoid conducting Board business through group email communications in order to comply with Alaska Open Meetings Act requirements.
Questions were raised regarding the public notice requirements for special meetings. It was noted that the City Clerk would determine the required notice period under state law.

Meeting Frequency Options. The Board considered several alternatives:

Quarterly meetings
Every other-month (bimonthly) meetings
Following discussion, members expressed support for beginning meetings every other month rather than moving directly to quarterly meetings.

MOTION was made by Board member Rhodes to change the regular Port & Harbors Advisory Board meetings from monthly to every other month. **MOTION SECONDED** by Board member Carruth. **MOTION PASSED UNANIMOUSLY; Council member Faber absent**.

Follow-Up

Director Phillips advised that the change requires an amendment to the existing ordinance. He will prepare the necessary paperwork and submit it to the City Clerk. The Clerk will determine the ordinance process, including required reading and the effective date. He will also consult with the City Clerk regarding whether future meeting frequency could be established with greater flexibility rather than being fixed by ordinance.

Board members also suggested reviewing the meeting schedule periodically to ensure it continues to meet the Board's needs.

PORT & HARBORS DIRECTOR'S REPORT:

Mountain Point and Knudson Boat Launch

No significant updates have been reported since the previous meeting.

The request submitted to the State of Alaska Department of Natural Resources (DNR) regarding the upper parking lot remains under review. DNR has stated that the request is currently in the review queue; however, no estimated timeline for completion or a decision has been provided.

Harbor Operations

Harbor staff continue to conduct routine patrols, provide assistance to harbor users, monitor safety equipment and vessels, and support transient vessel operations.

An increase in commercial seine vessels has resulted in additional demand for moorage.

Temporary Harbor Masters continue to provide evening coverage through 10:00 p.m. during the summer operating season.

Bar Harbor North Floating Breakwater

Coordination with the U.S. Army Corps of Engineers continues as project planning advances.

Delivery of the floating breakwater to Ketchikan is anticipated within the coming weeks, with installation activities expected to proceed following its arrival.

Harbor Master Public Showers

The public showers remain closed due to a collapsed drain line beneath the concrete floor. Port & Harbors maintenance staff determined that the repairs exceed in-house capabilities.

Repairs are anticipated to begin in late July or early August; however, a construction schedule has not yet been established. Potential challenges include removal of floor tile and concrete, the presence of in-floor heating beneath the slab, and limited access for inspection due to the drainpipe's small diameter.

The Board discussed potential repair alternatives, including boring beneath the building or constructing a raised shower floor to minimize demolition. Staff will review these options with the contractor as repair planning continues.

Raw Fish Tax Safety Improvements

Port & Harbors Director Phillips reported that the Ketchikan Gateway Borough has

allocated $60,000 in Raw Fish Tax funding to support harbor safety improvements. Planned expenditures include the purchase of life rings, fire extinguisher cabinets, fiberglass safety ladders comparable to those installed in Wrangell, and high-visibility flags to clearly identify ladder locations. Existing safety ladders remain in serviceable condition and will continue to be utilized until additional funding becomes available for replacement.

A Board member noted the absence of a safety ladder at the drive-down float after observing an individual experience difficulty exiting the water. Staff will evaluate the location and consider the need for additional safety equipment.

Port Operations

Cruise ship operations continue at seasonal levels. Port Operations staff and temporary employees remain engaged in providing essential security and operational support. Two temporary maintenance employees have been hired to support seasonal maintenance activities and assist with ongoing facility needs. Maintenance crews are currently preparing for scheduled concrete repairs at Bar Harbor. Staff have observed a decrease in transient recreational vessel activity this season, which is believed to be associated with increased fuel costs. In contrast, seine vessel activity has recently increased.

FUTURE AGENDA ITEMS

Discussion on Thomas Basin Expansion

A Board member requested further discussion regarding the potential expansion of seasonal moorage capacity through the utilization of City-owned tidelands located near the existing pilings adjacent to Thomas Basin.

Staff will undertake a review of relevant considerations, including property ownership, water depths, existing infrastructure conditions, the feasibility of installing a seasonal float system, and applicable permitting requirements. The item will be scheduled for discussion at a future Board meeting.

BOARD MEMBER COMMENT

Board members expressed their appreciation to Ports and Harbors staff for their continued efforts and dedication throughout the busy summer season.

Members discussed concerns regarding the closure of the Harbor Master public showers, noting dissatisfaction expressed by members of the commercial fishing community. The Board emphasized the importance of maintaining adequate

facilities and services to support the commercial fishing fleet, recognizing its significant contribution to the local economy.

Discussion continued regarding the allocation of Raw Fish Tax revenues, with several Board members expressing interest in pursuing potential changes to provide increased support for harbor operations. Mr. Phillips encouraged fishermen to remain engaged with the Borough regarding future Raw Fish Tax allocation discussions.

Board members acknowledged continued concerns related to limited moorage availability for commercial fishing vessels and stated that efforts will continue to identify opportunities to maximize existing moorage capacity. The Board also discussed long-term options for expanding moorage capacity, including the potential use of nearby City-owned tidelands for seasonal rafting or additional float infrastructure.

ADJOURNMENT:

As there was no business the Port & Harbors Advisory Board adjourned at 7:40p.m.

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Chair/Vice Chair Signature Date