

CBJ DOCKS & HARBORS BOARD
BOARD MEETING MINUTES
Thursday, April 30, 2026

- A. Call to Order:** Mr. Sooter called the Regular Board meeting to order at 5:00 pm in the Port Office and via Zoom.
- B. Roll Call :** The following members were present in person or via zoom - Clayton Hamilton, Matthew Leither, Nick Orr, Mark Ridgway, Annette Smith, and Shem Sooter.

Absent – James Becker, Tyler Emerson, and Robert Horchover.

Also in Attendance – Carl Uchtyl – Port Director, Matthew Creswell – Harbormaster, Matthew Sill – Port Engineer, and Leah Narum – Administrative Officer.

- C. Port Director requests for Agenda changes** – No Changes

MOTION By MR. RIDGWAY: TO APPROVE THE AGENDA AS PRESENTED AND ASK UNANIMOUS CONSENT.

- D. Public Participation on Non-Agenda Items** - None

- E. Approval of Minutes**

1. March 26, 2026 minutes - Hearing no objection the minutes are approved as presented.

- F. Consent Agenda**

A. Public Requests for Consent Agenda Changes - None

B. Board Member Requests for Consent Agenda Changes – Yes, see below.

C. Items for Action

2. Launch Ramp Permit Donation Application

Mr. Orr requested a change on page 3 of 36, he would like it to read in Juneau or Juneau area instead of Juneau or Southeast Alaska Community. He said if the money is going to be spent in Juneau, we should keep the money here.

Mr. Uchtyl took note and will change the wording on page 3.

RECOMMENDATION: TO ADOPT APPLICATION PROCESS TO OFFER FIVE DONATED LAUNCH RAMP PERMITS ON AN ANNUAL BASIS

MOTION By MR. RIDGWAY: TO APPROVE THE CONSENT AGENDA AS AMENDED AND ASK UNANIMOUS CONSENT.

Motion passed with no objection.

- G. ITEMS FOR INFORMATION/DISCUSSION**

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6. FY28 ADOT Harbor Facility Grant Application

Mr. Uchytel said the Board focuses on projects twice a year. At the fall Board retreat, we typically look for big ticket projects, and in May, ADOT will issue a notice they are looking for applications for the Alaska Department of Transportation Harbor Facility Grant Program. The applications are due in August. This is a good opportunity for the Board to direct staff to apply for any Harbor grants.

Mr. Uchytel went over pages 26 to 35 from the packet:

Page 26 - The Harbor grant is a 50/50 match and has been around since 2006. The whole idea for this grant is to incentivize recapitalization of formerly State owned harbors.

There are two Tiers. Every previously State owned Harbor facility will get a Tier One grant and a Tier Two is for all other Harbors whether they have been owned by the State or not. The maximum amount that can be issued right now is \$5M per project.

Page 27 - Shows what the eligible items are for the grant and he read those items. It is for construction only, and you can not use this for the design or permitting.

Page 28 - Shows the items that are ineligible, and he read those.

Page 29 - Shows all the grants that have been awarded since 2006. Docks & Harbors has received close to \$20M since 2009 and he read all the grants we received.

Page 30 - Shows how ADOT ranks the projects and Mr. Uchytel explained how the ranking works.

The application process that starts in May of this year will be for funding projects in FY28.

Page 31 - Shows what the zinc anodes looked like at Douglas Harbor. This was from the 2020 ADOT Harbor facility grant.

Page 32 – Shows Statter Harbor Phase I was completed in 2013 and the cathodic protection has not been installed. Docks & Harbors submitted an application for the ADOT grant in 2025 for \$500K to complete the cathodic protection.

Page 33 – Shows a potential project at Statter Harbor “Horseshoe” replacement Phase IV.

Mr. Uchytel said on the high end it will be a \$2M project.

Page 34 – Shows the Echo Cove Launch Ramp which is approximately a \$1M project to have the floats installed. We currently have an application into Fish & Game for a Pitman Robertson Hunter Access Grant. He said he is unsure when they will decide if we will receive funding or not. This is a 75/25 matching grant. Our local match would be \$250K. There is a potential we could get \$125K from the State to go toward our \$250K local match.

Mr. Uchytel said he would like the Board to be thinking about the three projects on pages 32 to 34. It is not allowed to have two applications for the same facility. We would not be allowed to apply for the Zinc Anode project at Statter Harbor and the Horseshoe replacement project at Statter Harbor.

Page 35 – We are asking for Board direction for submitting a ADOT Harbor Facility Grant.

Board Discussion

Mr. Hamilton said the zinc anodes seems obvious and nothing else matters.

Mr. Ridgway asked how this overlays with the Board project priority list?

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Mr. Uchytel commented how does a project become a project. This is trying to leverage grant money when we can. He said zinc anodes has always been a top priority of the Board, but the “Horseshoe” area is an aging part of our infrastructure and needs to be looked at moving into the next phase at Statter Harbor.

Mr. Leither said he would prefer the zinc anodes as a priority. He asked if it would be better to apply for everything we want or devote our energy to just one project and hope we get it.

Mr. Uchytel said there is a Project Evaluation Board that is convened by ADOT. We have more than ten facilities we could apply for. It should not matter if we submit one or ten applications. It also should not matter that Juneau has been very successful with this program over the years.

Ms. Smith said she believes zinc anodes should be our top priority. She said regarding the “Horseshoe” area, she knows there has been requests for handicapped loading areas and she was wondering if this area could be made into a handicapped loading area.

Mr. Creswell said just today Mr. Norbryhn worked with a newly assigned stall holder that is handicapped. They will be removing a portion of the bullrails and adding handrails to accommodate them.

Mr. Sill said when the floats are engineered, we always incorporate an area for ADA floats. Making the whole “Horseshoe” area a handicapped loading area would be a management challenge more than anything.

Mr. Uchytel said the “Horseshoe” floats are from the 60’s and they did not think about handicapped accessibility. If we were to start over, and knew that was a design requirement, we could have those amenities built in.

Mr. Leither asked if we would get an advantage if we would say we were building this for handicapped or is that something they do not care about.

Mr. Sill said the American Disabilities Act is the law of the land. He said he does not believe you will get extra points for complying with the law. If you are building a new float facility, you need to build some accommodations regardless.

Mr. Orr said talking about projects, he would like the launch ramp in Douglas extended.

Mr. Hamilton said he would like work done on the Douglas launch ramp as well.

Mr. Ridgway said we have a larger Board priority list somewhere, why is the zinc anodes, the “Horseshoe” replacement float, and the Echo cove launch ramp float chosen for the Harbor grant and other projects are not?

Mr. Hamilton said Mr. Uchytel drives the agenda and he is happy to work with his lead.

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Mr. Orr said these projects were ranked at the retreat. Mr. Uchytel pursues grants to fund the projects.

Mr. Leither asked if when this comes back we could get a list of the Boards priority list so we can compare it directly with these projects.

Mr. Ridgway said he just wanted to make sure he did not miss anything. His priority is the zinc anodes project.

Mr. Hamilton asked Mr. Ridgway if he would like to see a more diverse offering of projects to chose from at this juncture from Board members.

Mr. Ridgway said again, he just wanted to make sure he didn't miss anything.

Mr. Hamilton commented that we have deficiencies in our system and some of those deficiancies that he brings up everytime are ineligible on this list already. Unless he is incorrect in his understanding, there is no way to get bathroom money from this grant.

Mr. Uchytel said this is an informational item and he brought this list for discussion. This is not due right now but for the Board to think about.

Ms. Smith said she wanted to go back to the "Horseshoe" handicapped accessibility. The request from a handicapped person was to have an area with a sling or ability to get someone who is challenged in their mobility into and out of a boat.

Mr. Ridgway requested to put this on the next Operations meeting.

Mr. Uchytel said last year we did not apply for a ADOT Harbor Facility Grant.

Public Comment - None

7. 2026 Board Member Attributes – for Assembly Interview

Mr.Uchytel said every year the City Clerk advertises for Board openings. This year there are three openings. They will ask what our Board make up is and what attributes we are looking for. He tries to capture the Board members professional experience and whatever the Board feels appropriate with communicating with the Assembly. This is something he said he will bring back next month. They will start interviews late May or early June.

Board Discussion

Mr. Leither asked who's term is up this year?

Mr. Uchytel said Mr. Hamilton, Mr. Emerson, and Mr. Sooter.

Mr. Hamilton commented that there should be more fisherman on the Board. We should also have a liveaboard on the Board.

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Mr. Sooter pointed out that we need to get people to apply.

Mr. Uchytel said only three people applied last year but in the past we have had as much as ten.

Public Comment - None

H. Staff, Committee, and Member Reports

Assembly Liaison – None

Visitor Industry Task Force – Liaison

Mr. Sooter reported not a lot of major discussion.

Harbormaster –

Mr. Creswell report –

- Summer start up is dominating everything staff is doing right now.
- Port Staff was ready for the first ship on Monday. Saturday is the next day we will have a ship at our docks. There is a little more work to do before that ship arrives. A little behind due to the late snow melt.
- Still working on staffing, we have six vacancies right now. Three Harbor Techs, three Part Time Limited Techs, and an Administrative Assistant.
- Harbor Sea Trials – Douglas Harbor boat owners that had extensions last year were given 72 hr notices, we are moving into Harris next and will have a list that need to do sea trials. This is our second trip through Harris so it should be easier. We have been through all the harbors now so it should start getting easier.
- Went down to Taku Harbor last week and it is a beautiful project. He will be sending staff prior to the ribbon cutting to clean everything up.
- Paid parking starts tomorrow.

Port Engineer -

Mr. Sill reported -

- Taku Harbor – We had our substantial completion last week. Trucano installed 280' of new aluminum cat walk connecting the shore to our floats. It is open to the public and ready to use. It is a very successful project. That was a match with the Dingell-Johnson Act.
- Statter Harbor – The uplands paving and baywalk, they are doing asphalt tomorrow. This is the first asphalt of the season and the last on this project. In the make ready lane, there is a yard hydrant and there will be water at that location and available for washdown. After paving there is just striping, landscaping, and shrubs.
- Aurora Harbor – We had our substantial completion a couple of weeks ago and we are moving boats in tomorrow into the north end. This is a good looking facility and we are very proud of it. We are working through some electrical issues so there may be some minor outages.

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- The Little Rock Dump – The secure storage project kicked off. Island Contractors started work this week. They are cutting down all the alders and getting rid of the junk/garbage. Next will be to level out a pad and put a fence around it. They will also improve the road to the storage site. That area is also home to ADOT avalanche warning system so we worked closely with ADOT to make sure we were not disabling their warning system when they still needed it. Yesterday they came and took out their sensors that were impacted by the project because they did not need it anymore this year.

Mr. Ridgway pointed out that Mr. Sill juggles all this work and does a great job.

Mr. Leither asked with all these coming to a close, where is your next priority?

Mr. Sill said there is always more to do. He said he does have someone working for him. We are still focused on the big projects, but we also have the projects under \$50,000 that we can get done with our term contracts. As the big projects are winding down, we are hoping to get caught up on our smaller projects.

Mr. Leighter asked about our role in the Dock Electrification?

Mr. Sill said we have received the 15% design set up plans for dock electrification and they are working on the 35% design. Our role is coordination. While they have South Franklin tore up, we want to make sure we get the infrastructure in the ground. It doesn't take a lot of time but there are big coordination issue we have to get right. This is a huge and expensive project and we want to make sure it is done correctly.

Mr. Hamilton asked Mr. Sill what the appropriate way is to bring a project to discussion.

Mr. Sill said get some support for the project and get it on the agenda. There is the Board priority list, and then there is opportunities that do not always fit nicely with the list. There are also things that come up that can be done with our term contractors or in house. If a project fits a certain criteria and fits our bandwidth, and we can find grant funding, there is this matrix.

Mr. Ridgway said from his past experience is to talk to the Operations Chair to get it on the agenda to talk about at the Operations Meeting.

Mr. Sill said it might be helpful to have a discussion offline about a project before putting it on the Operations agenda. He said he could give helpful information to determine if a project could gain traction based on money, bandwidth and capabilities.

Mr. Leither asked if Mr. Sill would just provide information if a project could be done rather than if it is a good project or not.

Mr. Sill said that is not his call if it is a good project or not, he would just provide useful information.

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Port Director

Mr. Uchytel reported –

- Next month we are going to have 65% design review of the drive down float, which is the MARAD grant. It's going well but the most frustrating thing is a Title 6 review and that has to do with the ADA. The MARAD reviewer is saying we do not have a process for complaints for violations of the ADA. We will figure it out but that is what is hanging us up.
- Dock Electrification – We think when the State dissolved the Ranger program, they were collecting money but not funding it. He believes they are going to push that money back to Alaska cruise port communities for Shore Power.
- May 6th, the Assembly is going to approve the Marine Passenger fees request. We think we will get \$3.5M for the bathrooms. He said the issues have been resolved with Tlingit and Haida and they will speak with the Alaska Native Sisterhood to let them know that the Pioneers of Alaska elected to move the Lone Statue away from Peratrovich Plaza.
We may also get \$3M for releveled the settlement issues along the Seawalk.
- Staff is working on a RFP for Aurora Harbor Office Rebuild and a RFP for North Douglas Expansion
- Next Monday, Trucano Construction will have their barge out and Discovery Drilling will be doing geotechnical work for the Statter Harbor Breakwater. They will then move over and do the six holes at North Douglas. We will get Facebook announcements out on that.
- Ribbon Cuttings – Week of May 18th, National Infrastructure week:
 - Taku Harbor – Funding; We leveraged 1% sales tax money with Fish & Game Dingell-Johnson money, nothing came out of Harbor Enterprise. (Wednesday 20th)
 - Statter Harbor IIID – Finished up curb and gutter, landscaping, and lighting – Funding; We used Dock money, nothing came out of Harbor Enterprise. (Tuesday 19th)
 - Aurora Harbor Phase IV – Funding; 1% sales tax money and DOT Municipality Harbor Grant, nothing came out of the Harbor Enterprise. (Friday 22nd)

Mr. Uchytel said we are saving our money for match for future projects.

- Thursday the 21st, there will be a presentation at the Assembly Chambers on the 2025 Alaska American Society of Civil Engineers report card.
- The National Guard Gangway has been placed on Public Surplus and the deadline is Friday May 8th. Minimum bid is \$25,000 and as of yesterday there were no bidders.
- Melissa Morgan resigned from Docks & Harbors and we have an Administrative Assistant vacancy. She has taken a job to take care of a person with special needs.

Mr. Hamilton asked if the bathrooms are \$3.5M.

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Mr. Uchytel said yes.

Mr. Hamilton asked what the process is when the price changes.

Mr. Uchytel said it has not changed. We do not have an estimate from our consultants yet but it will be twice as much as the Statter Harbor restroom.

Mr. Hamilton said he understands that nothing is set in stone but when you talked about this before it was \$3M and now you are saying \$3.5M.

Mr. Uchytel said he is using \$3M or \$3.5M rough numbers when it is still at a conceptual level. We are asking for \$3.5M as a rough order of magnitude. If it comes in more than that we will ask them to make it smaller or change something.

Mr. Hamilton said he thought when the list first went before the Board, the bathrooms were on the list for \$2.7M and now it is \$3.5. He is trying to keep up and does not understand how the amount keeps changing.

Mr. Uchytel said if we are getting \$3.5M that is what he got approved through this Board. He said the Assembly could still change the amount we asked for but it is looking good for the \$3.5M.

Mr. Hamilton asked if we will have another opportunity to approve the \$3.5M ask?

Mr. Uchytel said he brings every project over \$100K to this Board for approval. If you don't want to approve the project after the design and bid that is the prerogative of the Board.

I. Board Administrative Matters

Ribbon Cutting Events

May 19th, May 20th, and May 22nd

Operations Meeting – May 20th

Regular Board Meeting - May 28th

J. Adjournment – The Meeting adjourned at 6:22pm.