

CBJ Docks and Harbors Board
REGULAR BOARD MEETING MINUTES
For Thursday, February 27th, 2014

I. Call to Order.

Mr. Donek called the Regular Board Meeting to order at 5:38 p.m. in the Assembly Chambers

II. Roll Call.

The following members were present: Greg Busch (via telephone), John Bush, Bob Janes, Kevin Jardell, David Logan, Mike Peterson, Budd Simpson, Scott Spickler, and Tom Donek.

Also present were the following: Carl Uchtyl – Port Director, Gary Gillette – Port Engineer, and Loren Jones – Assembly Liaison,

III. Approval of Agenda.

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

Motion was approved with no objection.

IV. Approval of Previous Meeting Minutes – January 30th, 2014 Regular Board Meeting minutes, January 23rd, 2014 and February 13th, 2014 Special Board Minutes were approved as presented.

V. Public Participation on Non-Agenda Items – None

VI. Consent Agenda

- A. Public Requests for Consent Agenda Changes – None
- B. Board Member Requests for consent Agenda Changes – None
- C. Items for Action – None moved

1. Procurement of new Ford Truck.

Port Director Recommendation:

To approve replacement of a 2004 Chevrolet 2500HD vehicle with a 2014 Ford F350 XL model F3B Turbo Diesel truck procured through State of Alaska's vehicle contract for \$31,443.00. This leaves the balance of the Docks & Harbors' Equipment Replacement Reserve Schedule at \$43,814

2. FY15/16 Budget

Port Director Recommendations:

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To approve the preliminary FY2015 and FY2016 Docks & Harbors Budget as presented and approved at the February 25th, 2014 Docks & Harbors Finance Committee Meeting.

VII. Old Business

1. Cruise Ship Terminal Staging Area(CSTSA) Parking Lot Management Plan

Mr. Uchytel said Miller Construction is currently working on the CSTSA three parking lots. This design has been in some form of planning since 2009. In December 2011 & January 2012, the Board took public comment to refine the management plan of the lots. Docks & Harbors staff met with industry and members of the public for more input. Another public meeting was held at the January 23rd OPS/Planning Committee meeting. At this meeting, staff described how the new lots would be managed when they are completed on May 2nd. Since the meeting, Docks & Harbors staff has met with various members of the community, including taxi drivers, cruise industry, customs border protection, Juneau Police Department (JPD), Juneau Convention & Visitors Bureau (JCVB), as well as Kirby Day who represents Tourism Best Management Practices (TBMP). The basic interest for all is going to be best served through a concerted effort from the businesses. Mr. Kirby Day (TBMP) has been a huge help in gathering people who have interest to come up with something that should be workable for all. The efforts of those meetings are reflected in this plan. Mr. Uchytel showed the plan on the screen and described the changes in the different areas. The cruise ship terminal parking lot management plan is attached to these minutes. He said Docks & Harbors will be more proactive this year in moving vehicle that are standing too long. In the pull through lanes, the front vehicle has to move every 10 minutes. Mr. Uchytel said an additional change in the cruise ship terminal lot is that taxis and Crew Shuttles are not allowed. He said he is meeting with the Crew Shuttles next week to offer a staging area in the Archipelago lot, which is the newly purchased 50' area by CBJ. They will still be able to operate out of the Columbia lot, but be able to stage in this other location. The overall goal for this plan is to have industry self police and transport the maximum amount of people as possible.

Board Questions-

Mr. Janes suggested to make the cross walk area in the Columbia lot larger and change the pavement to stone or bricks so a driver is aware there could be people in this area. He asked if there was more thought into the cross walk layout and how it would best protect the pedestrian?

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Mr. Gillette said industry will have tour operators that lead the different tours to their bus. He said the crosswalk area can be made larger. The area on the plan in red is not a taxi stand it is just a quick drop off or pick up area for the taxis.

Mr. Uchytel said the Port staff will be assertive and if taxis are sitting in that location they will be asked who they are waiting for.

Mr. Janes said there is going to be a TBMP meeting in early April and wanted to know if staff was going to demonstrate to the company dock representatives where they would like the tours to be led to their bus.

Mr. Gillette said there is the covered area where the AJ shuttle is going to be dropping off people and this may be a good location to walk across to their bus when an AJ shuttle isn't there.

Public Comment –

James Harris, Juneau, AK

He said the taxi companies did talk to Kirby Day (TBMP) and is willing to work with Harbors to make this plan work. He is concerned without having a handicapped zone to drop cruise ship passengers off. He said there hasn't been much enforcement in the past in this area and is having a hard time believing it is going to start now. He said taxis are needed and he doesn't believe buses should just have all the upfront locations. He said he would like to see a taxi zone made and the taxis would pay for it. If the parking is good, they would pay premium price and there would be more income for Harbors. This is about taxis finding their customers, and not going into the tour business. There were eight spaces in the past and now there are only a few. There needs to be better parking for the taxis.

Mr. Jardell asked why the B-Zone permit wouldn't work for the Taxis needs?

Mr. Harris said because you are not to sell tours from the B-Zones, they are usually full, and now taxis are not allowed to use four of the B-Zone spaces in the Cruise Terminal Lot.

Mireya Cordero, Juneau, AK

She said currently the regulations are working for the Crew Shuttle's to arrive two hours after the ship arrives when the lots are empty. She said if the Crew Shuttles are paying for a B-Zone, they should be able to use all the B-Zone spaces even in the Cruise Terminal Lot. She said the little companies are treated unfairly because they are not a big company. She would like to know why the Crew Shuttles are excluded from the Cruise Terminal Lot and would like to still be able to use this area two hours after

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the Ship's arrival? She said the Crew Shuttles are following the rules and paying the same fees, why don't they have the same rights?

Mr. Janes said he knows that the B-Zones are not empty after the two hour lock down. It is very busy and always full.

Mr. Uchytel said he will be having a meeting with the Crew Shuttle 10:00 am on Monday.

Kirby Day (TBMP), Juneau, AK

He said he has been working with operators, tour brokers, the Port Director and Docks & Harbor staff. He said he wanted to explain how this plan came about. The goal going into this was to work with Docks & Harbors staff to not have to write more regulations. With all the different needs of the users, there could not be enough regulations written to satisfy all situations. He recommended to work with the members of TBMP to come to an operators agreement for this area to take some of the pressure off Docks & Harbors and improve the relations between the tours operators, Crew Shuttles and Taxis to try to solve issues among themselves.

He said Crew Shuttles do provide a great service for the crew members to be able to get to the stores and spend money in our community. He said with only having four spaces in the Cruise Terminal lot, and having five Crew Shuttle companies and approximately 66 taxis, those four spaces would never be available for B-Zone tour operators. For the Crew Shuttles not utilizing this area, the Port Director is proposing a spot for each Crew Shuttle company in the Archipelago lot, plus they will still be able to use the B-Zones in the Columbia lot. The crew members will know in one week where the Crew Shuttles are parked. Mr. Day said he will send a map to all the cruise ship companies marking the new locations for the Crew Shuttles. They are also still allowed to use the B-Zones in the Alaska Steam ship dock, the Franklin Dock, the AJ Dock, and the Red Dog. With this change there is concern, but he said the Crew Shuttles should feel better after the meeting with Docks & Harbors on Monday. He said the Crew Shuttles will most likely even get business out of the Archipelago lot.

The Taxis can use the B-Zone in the Columbia lot if they buy a B-Zone permit. They do not have to purchase a B-Zone permit to use the pick up and drop off zone for the taxis in the Columbia lot. They do not have to purchase a B-Zone to use the two designated taxi staging areas in the Taku lot. There will be signage for the taxi locations. With ADA issues, a taxi may need to use the Cruise Terminal lot on occasion. Mr. Day said the plan is to improve the enforcement but also by writing less regulation gives staff the opportunity to be a little bit more flexible and reasonable going forward.

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Mr. Jardell asked if the rules will be changed for the taxis to sell tours in the B-Zone?

Mr. Day said taxis have a rate set by City ordinance, and the taxis have tour on the vehicle. While a taxi is sitting in a B-Zone and someone walks up to the taxi to go to the glacier, they would provide the tour.

Mr. Jardell asked if the rules will need to be changed to allow that.

Mr. Uchtyl said no one really knows who walks up to a vehicle is a presold or a metered rate.

Mr. Jardell asked if a policy was going to be adopted to not enforce our regulation or change the rules to say it is okay to sell from the B-Zone.

Mr. Uchtyl said there will be no loud audible hawking from the B-Zone.

Mr. Janes asked if a taxi was going to be allowed to use the space waiting for a fare. He said he does not want to see the B-Zone spaces occupied unnecessarily.

Mr. Jardell said when the taxis were parked on the street, there was no hawking, people just walked up to the cab. Is Docks & Harbors going to change the rules to allow taxis to sell in a B-Zone?

Mr. Day said the intent for this regulation originally was to stop a large bus pulling into the B-Zone with a sign on the side selling tours. Crew Shuttles basically are doing the same thing as the taxis. They get eight crew members and they go. Based on the intent, it is up to the Board to change regulation or just be flexible on how its enforced.

Board Discussion/Action

Mr. Janes said there is going to be a TBMP meeting in the beginning of the season to see how this plan will work. There will be an opportunity to clarify all these questions. It really comes down to all operators working together and harbor staff being flexible.

Mr. Peterson asked when the TBMP meeting was?

Mr. Janes said it is not scheduled yet, but it will be the end of April or beginning of May with operators, drivers, and Harbor Department. This will be for Statter Harbor also.

Mr. Logan suggested to table this item until after the TBMP meeting.

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Mr. Janes said the meeting is going to be just before the season start and did not recommend waiting until after the meeting.

Mr. Donek said this is just something for Mr. Uchytel to work with.

Mr. Uchytel said the urgency is to put this plan in the A and B-Zone permits. There is not a lot of time to delay this.

MOTION By MR. JARDELL: TO APPROVE THE CSTSA PARKING LOT MANAGEMENT PLAN AS PRESENTED AND ASK UNANIMOUS CONSENT.

2. Fee in Lieu payment for Statter Harbor Launch Ramp

Mr. Gillette said this is the mitigation for fill for the Statter Harbor launch ramp. Mitigation approved by the Corp of Engineers permit was an in Lieu fee. SEAL trusts first attempt at coming up with a fee was around \$729,000. This fee was double what was thought it to be, so after discussions, they did some more analysis and agreed to rather than look for property zoned waterfront commercial with similar habitat would just look at properties with similar habitat not how it was zoned. An appraiser was hired to look at similar habitat lands and this brought down the costs significantly per acre to \$32,101 with a total of \$329,838. This is the cost it was originally thought it should be and what was budgeted. At this point this is a reasonable price. Once the check is paid to SEAL Trust, this is the last condition Docks & Harbors has to meet to receive the Corp permit. Mr. Gillette requested this to be approved and said this will go before the Assembly because it is over \$100,000.

Board Questions - None

Public Comment - None

Board Discussion/Action

MOTION By MR. LOGAN: TO RECOMMEND TO THE ASSEMBLY THE APPROVAL TO TRANSFER \$329,838 TO THE SOUTHEAST ALASKA LAND (SEAL) TRUST FOR MITIGATION IN LIEU FEE REQUIRED UNDER THE CORPS OF ENGINEER'S PERMIT NECESSARY FOR THE STATTER LAUNCH RAMP PROJECT AND ASK UNANIMOUS CONSENT.

3. Alaska Marine Exchange's request for CBJ/Docks & Harbors support of Marine Services Building

Mr. Gillette said Docks & Harbors was looking at the area under the bridge to jointly develop with Parks & Rec. The waterfront plan was looked at and the bridge park fits within the downtown goals and objectives. Parks & Rec in conjunction with the Engineering Department has been working on this

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project and went through a number of different schemes and ideas that was presented to the community. Docks & Harbors then started incorporating the idea of the building at the site and different schemes. The whale needed a home, and this site came to top of their list. The whale was programmed in the scheme with the construction of a three floor 10,000 sq foot building suitable for the Marine Exchange of Alaska, the Port Office, and a ground floor “maritime interpretive center”. Northwind Architects did some sketches of what the building will look like on that site. In September of 2012, the Assembly approved Resolution 2628 establishing the preferred site plan for the area near the Juneau-Douglas Bridge which includes the whale project on Docks and Harbors managed CBJ property for the proposed Marine Services Building.

Mr. Gillette said recently Docks & Harbors was shown a new scheme on the mental health trust land. The idea is to make a transient boat harbor, and the whale would be moved to this site. They would also develop a mixed use five story building. At this point there are now two concepts.

Mr. Uchytel said last month there was a request brought to the Board to enter into a long term agreement with Marine Exchange of Alaska to be tenants for the next 15 years in the proposed Marine Exchange building. The Marine Exchange of Alaska is asking two things.

1. The commitment from Docks & Harbors to be a 15 year tenant.
2. Support in negotiating the land acquisition out near the bridge park.

The recommendation made in January was that Docks & Harbors enters into a long term agreement to be a tenant in the Marine Exchange building and divest the land management of that land that would be used at bridge park. The reason for the second recommendation is that there are numerous CBJ entities working that bridge park area. Parks & Rec would be designated the lead for the green space for the park, CBJ Engineering would provide the infrastructure and prep the land for the whale, and the library would be in charge of the interpretative center. If Docks & Harbor were to remain the management of that area, we would be negotiating with Marine Exchange of Alaska, and the lands committee to be negotiated with the Assembly. This would be a large distraction for staff. Mr. Uchytel recommended to have negotiations turned over to the City Manager to be more effective. If Docks & Harbors would have secured the US Department of Transportation tiger grant program, there would have been enough funds sufficient to move forward. Since Docks & Harbors did not secure the grant, and to build a building is not a high priority of this body, it makes sense to allow Marine Exchange to move forward. The Marine Exchange of Alaska secured \$1 Million at last year’s state legislature and they believe they will receive \$600,000 from the Governments budget this year. The two items to

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consider; Does Docks & Harbors want to enter into a long term lease, and Does Docks & Harbors want to transfer the uplands management responsibility to the City Manager. Mr. Fuhs is here to talk about the vision for the Marine Exchange of Alaska and what the new site means to them.

Paul Fuhs, President of the Board of the Marine Exchange of Alaska. He said the Marine Exchange of Alaska operates vessel tracking services, provides emergency response under federal regulations to vessels traveling offshore, organizes the vessel tracking system for the interior United States, organizes remote reception of AIS data, and every other Marine Exchange of the United States. This data is put into a GIS and sent out to the rest of the United States via fiber optic cable. The part of the concern about the existing building is that it is sitting on creosote pilings and is an old building. There has been evidence of people camping under the building and cigarettes and matches found. The building does have a sprinkler system, but there would be a real problem if it caught on fire, the water would probably be worse on the electronics than the fire would. The Marine Exchange has the largest server in the entire state of Alaska to handle all the data. The Marine Exchange has secured \$1 million in financing and based on the rent we are paying and the resources, another \$1 million can be financed through the Rasmussen foundation which offers a zero interest 10 year loan. The Marine Exchange has the resources to move forward with this project. There may be additional funds that the state may have. The Marine Exchange can access cruise ship head tax funds because of the general provisions for the direct use of the funds can be used for people that provide services for the overall security, efficiency and safety of marine operations. The property by the bridge is a good piece of property. If Docks & Harbors would commit to renting space in this new building, the Marine Exchange could justify another \$500,000 in financing. We are asking two things;

1. To agree to dedicate the current rent amount for the Port office
2. Dedicate the property to the Marine Exchange of Alaska.

He said recently he heard of the new idea for the whale site. He said the bridge area is more of an attractive location because it is easier for the tourists to get to this location. The draft motion in the packet will work to move forward with this project.

Board Questions

Mr. Peterson asked how much rent is currently being paid for the Port office?

Mr. Uchytel said \$2.50 per square foot per month. Approximately \$52,000 per year.

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Mr. Peterson asked what stage of planning the building was in?

Mr. Fuhs said the Marine Exchange has funding to go to final architecture concepts and drawings now. This is another reason we need a decision on this plan whether to include Docks & Harbors in the building.

Mr. Simpson said he likes the second site conceptually. With using the mental health trust site, does it add another cost component to this project which would make it harder to finance?

Mr. Fuhs said the Marine Exchange has not been given a quote, and does not know all the current state of negotiations.

Mr. Gillette said the new site has been presented as the building being a mixed use building with a restaurant on the first floor, offices for Alaska Marine Exchange and Docks & Harbors and residential. This building would be larger and have more players than the building down by the bridge.

Mr. Fuhs said Marine Exchange of Alaska would like to institutionalize this operation in Juneau. We have made a commitment to build the building in Juneau that would be there forever.

Mr. Janes asked if putting the whale sculpture in the sub-port area changes the possibility having the Maritime Center at the bridge site. Does it matter where the whale is?

Mr. Fuhs said the whale can be at either location, but having the whale at the maritime museum would be a draw for tourists.

Mr. Janes asked what site is more preferred by the Alaska Marine Exchange Board?

Mr. Fuhs said he would like the recommendation in the packet passed for the bridge site. It is unsure what is going to happen with the other site.

Mr. Bush asked when would the move in schedule be for this project?

Mr. Fuhs said the schedule would be to finish all the engineering this fall, get the site tested for environmental issues, get the plans together, and start the building next year. He said move in would be two years out.

Mr. Jardell asked Mr. Uchytel what the requirements are for a sole source type of lease?

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Mr. Uchytel said Ms. Mead, the City Attorney, said Docks & Harbors could enter into a long term lease with Marine Exchange of Alaska and it did not need to go through the Assembly. He said he will follow up with a letter to get this in writing.

Mr. Jardell said he supports the idea, but when it comes to public procurement he would like the City Attorneys answer in writing.

Mr. Logan said he shares Mr. Jardell's concerns and wants to know what exactly the Marine Exchange wants from Docks & Harbors.

Mr. Uchytel said the Marine Exchange would like an agreement from Docks & Harbors that they will enter into good faith lease negotiations, and will be committed to leasing space from the Marine Exchange. This will help them procure additional funds needed to build this building.

Mr. Fuhs said the Marine Exchange is non-profit, is a direct service to the industry with all the vessels in this area, and provides for marine safety. This is a direct relation to the mission with Docks & Harbors.

Mr. Logan asked Mr. Uchytel what is the current situation for the Port office lease? What happens if during the environmental testing metals are found that will make the project longer than anticipated?

Mr. Uchytel said currently the Port office is on a month to month lease with Goldbelt with no long term commitment. Goldbelt is actively shopping for other clients. If we were evicted, we would need to come up with plan B.

Mr. Jardell said with the current recommendation in the packet, we would be taking an action to enter into this lease. If the Board endorses the concept behind this recommendation, would that be enough to satisfy the current needs?

Mr. Fuhs recommended to authorize administration to enter into negotiations for a lease with consideration for the lease to be brought back to the Board for final approval.

Mr. Donek asked if the piece of land Docks & Harbors would be giving up is the area south of the bridge?

Mr. Uchytel said yes, but maintain the property under the bridge and north of the bridge.

Mr. Fuhs asked if parking under the bridge would be allowed for this building?

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Public Comment - None

Board Discussion/Action

Mr. Simpson said the second site at Gold Creek is still conceptual and has a long way to go before it happens.

Mr. Donek said the bridge site is several years ahead of the Gold Creek site.

Mr. Bush said he would be in support of moving this forward.

Mr. Peterson said this agreement will take away Docks & Harbors choice if something else will comes up that could be a better deal than this. As this recommendation is written and presented, he is not able to support this.

Mr. Jardell said this would be a big benefit to several users and is a good idea.

Mr. Janes said this project is a good idea and the relationship between Docks & Harbors and Marine Exchange is important to be connected.

MOTION By MR. JARDELL: (A) TO DIRECT THE PORT DIRECTOR TO ENTER INTO NEGOTIATIONS FOR A 15-YEAR LEASE AGREEMENT FOR THE PURPOSES OF RELOCATING THE PORT OFFICE TO THE PROPOSED FACILITY TO BE BUILT AND MANAGED BY THE ALASKA MARINE EXCHANGE; AND, (B) THAT DOCKS & HARBORS REFER THE REAL PROPERTY LEASE NECESSARY FOR THE PROPOSED MARINE SERVICES BUIDLING TO THE CBJ MANAGER FOR COORDINATION; HOWEVER RETAINING MANAGEMENT OF THE PROPERTY NORTH OF THE JUNEAU-DOUGLAS BRIDGE.

Mr. Peterson objected and called the question.

Motion passed 8 yes, and 1 no.

Mr. Uchytel wanted it clarified that this is only for the Bridge park area.

Mr. Jardell said as the maker of the motion that this is only for the bridge park, and if the other site starts to move forward, Mr. Uchytel will need to come back to the Board.

VIII. Items for Information/Discussion – None

IX. Committee and Board Member Reports

1. Operations/CIP Committee Meeting –February 20th, 2014

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Mr. Logan said Mr. Gillette presented the information on the Southeast Alaska Land trust that was discussed tonight and the Committee was presented with several options to deal with the Douglas Harbor dredging which none will be immediately leading to fruition. Mr. Logan asked Mr. Gillette to discuss the Douglas Harbor dredging options.

Mr. Gillette said the final cap quantities were received for the dredging material being deposited in the Gastineau Channel. The cap adds \$1.5 million to the project. This project has been sitting at 95% for a number of years while dealing with the environmental issues. Currently we have \$5.6 million and we need an additional \$1.3 million bringing the project total to \$6.9 million. Options on how to proceed;

- Move forward with the modification of the Corp permit to reflect the cap both in the Harbor and the material that will be deposited in the channel.
- Do nothing, and in a couple of years when it is declared unsafe, close Douglas Harbor down. Docks & Harbors would then go to the legislature to move the grant money received for Douglas to help with Phase II of Aurora.
- Douglas could be dredged down 12', and not get into the contaminated material. Move the 24' to 28' boats from Aurora to Douglas and build bigger slips in Phase II of the Aurora rebuild plan which is already dredged at 14'.
- As part of the Seawalk, there is an island that is going to be built in front of the Department of Labor building. A rip rap ring could be built to contain the spoils which would act as fill. If the Corps would agree to this, this would be considered an upland fill. This could save Docks & Harbors money as well as the Engineering and Parks & Rec department.

The direction from the Committee is that there is no down side to having the Corps of Engineers permit modified. The permit will be good for five years. The committee requested to provide an update in six months with the progress.

Mr. Jardell asked if the grant money for Douglas will need to be given back?

Mr. Gillette said not at this time. Docks & Harbors could go to the legislature and request the grant monies be re-appropriated to Aurora Harbor to help with Phase II.

Mr. Jardell asked if this grant money would be available to use at Statter Harbor?

Mr. Gillette said there are some restrictions to this money so it would not be able to be used on the Commercial float.

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Mr. Donek said he would like to have the dredging in Douglas completed as soon as possible.

2. Finance Committee Meeting – February 25th, 2014

Mr. Donek said the two items discussed at the meeting were the truck procurement and the budget, both on the consent agenda tonight. There was also an update on the Mt. Roberts Tram. The budget will be brought back next month.

3. Sub-Committee Meeting (Mt Robert's Tram Lease Process) – February 27th, 2014

Mr. Peterson said the Reliant appraisal has been amended to include the sale of the Archipelago property. At the meeting earlier there was a motion made to allow the Horan appraisal to also include the Archipelago property into their appraisal.

Mr. Peterson said Goldbelt has decided to pursue the language in the lease to appoint an independent appraiser to choose between the amended Reliant appraisal and the amended Horan appraisal to determine which one closely represents the value of the property. This decision will be final. The Sub-Committee will stay intact in case further negotiations are deemed necessary.

4. Member Reports –

Mr. Logan said the Auke Bay Steering Committee has met a couple of times since the last full Board meeting and have heard ADOT's plans for Auke Bay and how they are blasting rock and what they are doing with it. Mr. Logan commended Mr. Gillette for giving a very informative presentation to the Steering committee. Mr. Logan said the university is interested in putting an overpass over Glacier Hwy to the Anderson building. He said he talked to ADOT and 17'6" is the height requirement on this overpass. If this became a reality, certain boats would not be able to go under the overpass, and this would be important to watch for Docks & Harbors long term planning.

IX. Port Engineer's Report –

Mr. Gillette said tomorrow at 2:00 is the due date for the RFP for the construction administration consultants for the cruise berth project.

He said the Aurora Harbor 100% drawing should be completed on Monday. Staff has received the 35% design for Statter Harbor Launch ramp. Docks & Harbors is planning on having a public meeting the second week in March. The consultants would give a brief presentation and then the meeting would continue like a work shop.

X. Harbormaster's Report - None

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XI. Port Director's Report-

Mr. Uchytel said the management plan for the CSTSA lot is going good. Mr. Weyhrauch from fisherman's memorial had filed a restraining order to stay the bid award, and that was denied. He filed a preliminary injunction, the hearing was this week Tuesday, and the judge denied it. Mr. Uchytel said Law Department just notified him that Mr. Weyhrauch has filed three more motions, which include environmental issues.

XII. Assembly Liaison Report-

Mr. Jones said CBJ has hired a contractor to come up with an Economic Development plan. He showed the first brochure which has the CBJ website with community & website type surveys. Mr. Jones said he encouraged the contractor to talk to Docks & Harbors because they are part of the economic development of CBJ. The contractors have also met with other groups in Juneau, but they have not fully met with the Assembly yet.

Mr. Jones said the concept showed by Mr. Gillette using the mental health property site and another location considered for the whale was also brought to the Assembly. This new concept would take a lot to even start the process. He said the idea is they would purchase the mental health property. The preliminary design for the building would be first floor parking and a coffee shop, second floor condos and office space for the Marine Exchange and Docks & Harbors, the third, fourth and fifth floors would all be high end condos and a restaurant. This would take a lot to move forward with this project with financing and permits. The potential developers met with the City Manager, City Engineering, and will be meeting with Mr. Uchytel. Also, the whale sculpture could be completed faster than expected. The whale may be here by late summer or fall and there is still a lot of money to be raised in terms of finishing the fountain. He said the area by the bridge is moving faster than the mental health trust property concept. The City Assembly Finance Committee will be meeting weekly starting April until the budget is completed.

Mr. Logan asked what would be the plan if the whale showed up earlier than expected?

Mr. Jones said the Assembly passed a resolution several years ago so the whale would go to the site by the bridge. If an alternative comes before the Assembly, the resolution could be changed, but has not at this time. There is concern from the public that no public money should go into this project. However or wherever the whale is located it is to be funded with all private funds.

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XIII. Board Administrative Matters

- a. Operations/Planning Committee Meeting – Next meeting is March 20th, 2014 in CBJ Room 224 at 5:00 p.m. – Mr. Simpson said this may need to be changed.
- b. Finance Committee Meeting – Next meeting is March 25th, 2014 in CBJ Room 224 at 5:00 p.m.
- c. Board Meeting – Next meeting is March 27th, 2014 in the Assembly Chambers at 5:30 p.m.

XIV. Adjournment

The regular Board Meeting adjourned at 7:38 p.m.



City and Borough of Juneau
Docks & Harbors
Approved
CRUISE SHIP TERMINAL PARKING LOTS MANAGEMENT
February 27th, 2014

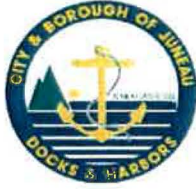
Issue: Docks & Harbors has contracted to Miller Construction for reconstruction of the Cruise Ship Terminal (CST) parking lots. The construction is anticipated to be complete on May 2nd, 2014. The primary change will be diagonal parking (versus pull through) for the coaches. Some permit operators authorized to use the Docks & Harbors parking lots have requested management plans for the new facility.

Background: Docks & Harbors began a public process to improve the safety and efficiency of the CST uplands beginning in January 2009 which culminated in the CBJ Planning Commission approval in April 2011. In December 2011 & January 2012, the Docks & Harbors Board conducted public meetings to explain the planned improvements, operational changes and ordinance regulations with the new project. At the January 23rd Operations & Planning Committee meeting, public testimony was solicited regarding the initial lot management plan. Since that public meeting, Docks & Harbors has leveraged the assistance of TBMP to find entrepreneurial solutions meeting the needs of the user groups. The efforts of those meetings are reflected in this document.

Docks & Harbors is tasked with managing facilities associated with cruise activity at the Alaska Steamship Wharf and the Cruise Ship Terminal. The primary responsibility of the ten "Docks" seasonal staff is to provide shoreside security in accordance with the Coast Guard approved Facility Security Plan. When not engaged in facility security, the team will provide other services such as facility maintenance, monitoring tour booth sales and regulating the parking lots. The four Harbor Officer seasonally assigned are authorized to cite individuals who violate CBJ ordinance on Docks & Harbors managed property. The six Harbor Technicians assist the Officers with all duties but are not permitted to issue citations. The Docks seasonal staff is supervised by a year-round Senior Harbor Officer.

Docks & Harbors does not limit the number of companies nor the size or quantity of vehicles. To receive an "A or B Zone" permit, the applicant must pay \$300 per company plus \$7 per seat of all the vehicles in the company's inventory. The last two years of data are presented below:

	# of Companies Purchase A & B Zones (\$300 ea)	Revenue "A Zone" (\$7/seat)	Revenue "B Zone" (\$7/seat)	Total Revenue Collected
2012	35	\$37,403	\$23,637	\$71,540
2013	33	\$33,005	\$27,062	\$69,967



Recommendation:

1. A CBJ Docks employee will be assigned to the lot to ensure a consistent and orderly compliance of CBJ ordinance pertaining to parking lot management.
2. Conditions of the 2014 “A” Zone Permits will include:
 - a. All companies must employ a “Dock Representative” whenever a coach or “A” zone vehicle enters the Cruise Ship Terminal parking lot. The company’s Dock Representative will communicate parking availability to the coach driver within the lot. The goal is to reduced congestion by coordinating coaches to enter the lot only when there is existing parking availability.
 - b. Dock Representative shall act as a “safety spotter” for all coaches backing out until 6 pm daily.
 - c. All companies must be members of the Tourism Best Management Practice.
3. All “B zone Permits”, including Crew Shuttles, must members of the Tourism Best Management Practice.
4. Docks & Harbors will continue its policy of “locking down” the CST parking lot in accordance previously issued “A” and “B” zone permits. The purpose of this activity is to maximize the efficiency of transporting cruise passengers with pre-sold tours.
 - a. *Port staff are authorized to restrict use of all parts of loading zones to carriers with pre-sold tours during the period of heaviest pre-sold tour activity. Typically, the pre-sold period extends over a period of sixty-minutes.*
 - b. *Port staff will provide you with the start and stop times of the pre-sold tour period showing the areas restricted to pre-sold tours.*
 - c. *Prior to allowing permitted operators to enter an area restricted to pre-sold tours, port staff will verify the operator is picking up pre-sold tour passengers.*
5. The Columbia Lot is designated the “A zone” shuttle facility. As required in a conditional use permit, coaches shuttling cruise passengers from the AJ Dock will actively load and unload from this using a designated facility shuttle lane. On days when the AJ Dock shuttle is not operating “A” zone permitted coaches with scheduled shuttles to the Mendenhall Glacier may also actively load and unload from this designated shuttle lane.
6. The active freight loading zone established near the People’s Wharf shall not be designated for “A” or “B” permits vehicles. This active loading zone is to be used for commercial deliveries, including USPS and other freight companies.
7. The two designated “taxi stands” are located at the private vehicle parking lot (adjacent to the Twist Fish), see enclosure (1). This is the same number of “taxi stands” which were designated on the street prior to the new lot construction. The taxi stands are in a public lot and are not required to possess a “B zone” permit.
8. In the Columbia Lot, there is a designated “load & unload” zone for taxis. This designated area is not a taxi standing zone but rather a location to drop off and for dispatched taxis to meet their customers in a visible location. Taxis are not required to possess a “B zone” permit to use this designated “load & unload” zone.



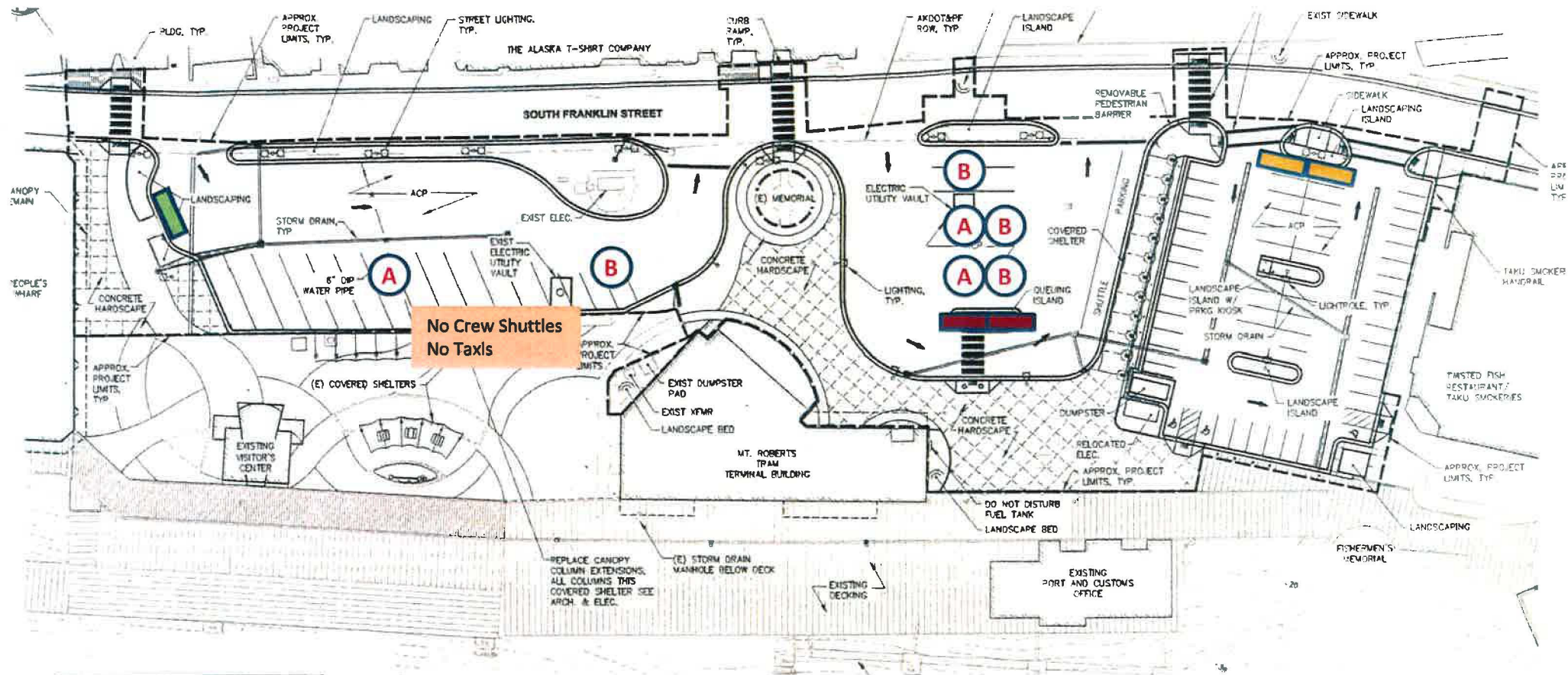
9. Docks & Harbors will regulate the Columbia Lot to minimize idle wait time for “B zone” permitted vehicles which encourages front-of-the-line vehicles to rotate out after 10 minutes of standing.
10. The Cruise Ship Terminal Lot will be designated for “A zone” permitted coaches and for “B zone” vehicles engaged in large capacity transportation of cruise ship passengers. As such, taxis and crew shuttles will not have access to this parking lot, see enclosure (2).
11. Docks & Harbors will provide appropriate way-finding signage for the facilities, including taxi facilities
12. Docks & Harbors will endeavor to work closely with TBMP to find solutions which do not require burdensome regulations. However, Docks & Harbors will use the authority vested within CBJ ordinance to ensure the facilities are managed in a safe, secure and efficient manner.

Encl: (1) Private Vehicle Parking Lot at Cruise Ship Terminal
(2) Cruise Ship Terminal Staging Area Parking Lot

The site plan illustrates the layout of the Cruise Ship Terminal. It features a central parking area with stalls numbered 1 through 35. Stalls 1-6 are located along the bottom edge, while stalls 7-35 are arranged in a grid. Key facilities include a 'Parking Pay Kiosk' near stall 14, a '6-MC' (likely a maintenance or control building) near stall 7, and a 'Dumpster' near stall 6. Landscaping areas are indicated by green hatched regions and labeled 'Landscaping'. A red dashed line with arrows indicates a primary circulation path through the parking area. Dimensions for various sections are provided, such as 24.00, 17.00, 17.50, 18.50, 19.00, 19.50, 20.00, 20.50, 21.00, 21.50, 22.00, 22.50, 23.00, 23.50, 24.00, 24.50, 25.00, 25.50, 26.00, 26.50, 27.00, 27.50, 28.00, 28.50, 29.00, 29.50, 30.00, 30.50, 31.00, 31.50, 32.00, 32.50, 33.00, 33.50, 34.00, 34.50, 35.00, 35.50, 36.00, 36.50, 37.00, 37.50, 38.00, 38.50, 39.00, 39.50, 40.00, 40.50, 41.00, 41.50, 42.00, 42.50, 43.00, 43.50, 44.00, 44.50, 45.00, 45.50, 46.00, 46.50, 47.00, 47.50, 48.00, 48.50, 49.00, 49.50, 50.00, 50.50, 51.00, 51.50, 52.00, 52.50, 53.00, 53.50, 54.00, 54.50, 55.00, 55.50, 56.00, 56.50, 57.00, 57.50, 58.00, 58.50, 59.00, 59.50, 60.00, 60.50, 61.00, 61.50, 62.00, 62.50, 63.00, 63.50, 64.00, 64.50, 65.00, 65.50, 66.00, 66.50, 67.00, 67.50, 68.00, 68.50, 69.00, 69.50, 70.00, 70.50, 71.00, 71.50, 72.00, 72.50, 73.00, 73.50, 74.00, 74.50, 75.00, 75.50, 76.00, 76.50, 77.00, 77.50, 78.00, 78.50, 79.00, 79.50, 80.00, 80.50, 81.00, 81.50, 82.00, 82.50, 83.00, 83.50, 84.00, 84.50, 85.00, 85.50, 86.00, 86.50, 87.00, 87.50, 88.00, 88.50, 89.00, 89.50, 90.00, 90.50, 91.00, 91.50, 92.00, 92.50, 93.00, 93.50, 94.00, 94.50, 95.00, 95.50, 96.00, 96.50, 97.00, 97.50, 98.00, 98.50, 99.00, 99.50, 100.00, 100.50, 101.00, 101.50, 102.00, 102.50, 103.00, 103.50, 104.00, 104.50, 105.00, 105.50, 106.00, 106.50, 107.00, 107.50, 108.00, 108.50, 109.00, 109.50, 110.00, 110.50, 111.00, 111.50, 112.00, 112.50, 113.00, 113.50, 114.00, 114.50, 115.00, 115.50, 116.00, 116.50, 117.00, 117.50, 118.00, 118.50, 119.00, 119.50, 120.00, 120.50, 121.00, 121.50, 122.00, 122.50, 123.00, 123.50, 124.00, 124.50, 125.00, 125.50, 126.00, 126.50, 127.00, 127.50, 128.00, 128.50, 129.00, 129.50, 130.00, 130.50, 131.00, 131.50, 132.00, 132.50, 133.00, 133.50, 134.00, 134.50, 135.00, 135.50, 136.00, 136.50, 137.00, 137.50, 138.00, 138.50, 139.00, 139.50, 140.00, 140.50, 141.00, 141.50, 142.00, 142.50, 143.00, 143.50, 144.00, 144.50, 145.00, 145.50, 146.00, 146.50, 147.00, 147.50, 148.00, 148.50, 149.00, 149.50, 150.00, 150.50, 151.00, 151.50, 152.00, 152.50, 153.00, 153.50, 154.00, 154.50, 155.00, 155.50, 156.00, 156.50, 157.00, 157.50, 158.00, 158.50, 159.00, 159.50, 160.00, 160.50, 161.00, 161.50, 162.00, 162.50, 163.00, 163.50, 164.00, 164.50, 165.00, 165.50, 166.00, 166.50, 167.00, 167.50, 168.00, 168.50, 169.00, 169.50, 170.00, 170.50, 171.00, 171.50, 172.00, 172.50, 173.00, 173.50, 174.00, 174.50, 175.00, 175.50, 176.00, 176.50, 177.00, 177.50, 178.00, 178.50, 179.00, 179.50, 180.00, 180.50, 181.00, 181.50, 182.00, 182.50, 183.00, 183.50, 184.00, 184.50, 185.00, 185.50, 186.00, 186.50, 187.00, 187.50, 188.00, 188.50, 189.00, 189.50, 190.00, 190.50, 191.00, 191.50, 192.00, 192.50, 193.00, 193.50, 194.00, 194.50, 195.00, 195.50, 196.00, 196.50, 197.00, 197.50, 198.00, 198.50, 199.00, 199.50, 200.00, 200.50, 201.00, 201.50, 202.00, 202.50, 203.00, 203.50, 204.00, 204.50, 205.00, 205.50, 206.00, 206.50, 207.00, 207.50, 208.00, 208.50, 209.00, 209.50, 210.00, 210.50, 211.00, 211.50, 212.00, 212.50, 213.00, 213.50, 214.00, 214.50, 215.00, 215.50, 216.00, 216.50, 217.00, 217.50, 218.00, 218.50, 219.00, 219.50, 220.00, 220.50, 221.00, 221.50, 222.00, 222.50, 223.00, 223.50, 224.00, 224.50, 225.00, 225.50, 226.00, 226.50, 227.00, 227.50, 228.00, 228.50, 229.00, 229.50, 230.00, 230.50, 231.00, 231.50, 232.00, 232.50, 233.00, 233.50, 234.00, 234.50, 235.00, 235.50, 236.00, 236.50, 237.00, 237.50, 238.00, 238.50, 239.00, 239.50, 240.00, 240.50, 241.00, 241.50, 242.00, 242.50, 243.00, 243.50, 244.00, 244.50, 245.00, 245.50, 246.00, 246.50, 247.00, 247.50, 248.00, 248.50, 249.00, 249.50, 250.00, 250.50, 251.00, 251.50, 252.00, 252.50, 253.00, 253.50, 254.00, 254.50, 255.00, 255.50, 256.00, 256.50, 257.00, 257.50, 258.00, 258.50, 259.00, 259.50, 260.00, 260.50, 261.00, 261.50, 262.00, 262.50, 263.00, 263.50, 264.00, 264.50, 265.00, 265.50, 266.00, 266.50, 267.00, 267.50, 268.00, 268.50, 269.00, 269.50, 270.00, 270.50, 271.00, 271.50, 272.00, 272.50



CRUISE SHIP TERMINAL STAGING AREA



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|---|-----------------------|---|----------------|
|  | Taxi Stand |  | A Loading Zone |
|  | Taxi Load-Unload Only |  | B Loading Zone |
|  | Limited Loading Zone | | |