CBJ DOCKS AND HARBORS BOARD
REVISED REGULAR MEETING AGENDA
For Thursday, January 26th, 2012

I. Call to Order (7:00 p.m. at the CBJ Assembly Chambers.)

II. Roll (Greg Busch, John Bush, Tom Donek, Don Etheridge, Eric Kueffner, Budd Simpson, Michael Williams, Wayne Wilson and Kevin Jardell).

III. Approval of Agenda

MOTION: TO APPROVE THE AGENDA AS PRESENTED.

IV. Approval of December 1st, 2011 Regular Board Meeting Minutes, and the December 29th, 2011 Special Meeting Minutes.

V. Public Participation on Non-Agenda Items (not to exceed 5 minutes per person, or twenty minutes total time).

VI. Items for Action.

1. Juneau Alaska Communications Lease
   Presentation by the Port Director

   Board Questions

   Public Comment

   Board Discussion/Action

   MOTION: TO BE DEVELOPED AT THE MEETING

2. Trucano/Nowell Ave. Lease
   Presentation by the Port Director

   Board Questions

   Public Comment

   Board Discussion/Action

   MOTION: TO BE DEVELOPED AT THE MEETING

3. List of FY13 CIP Projects
   Presentation by the Port Engineer

   Board Questions

   Public Comment

   Board Discussion/Action

MOTION: TO BE DEVELOPED AT THE MEETING

4. Aurora Harbor Design Funds
   Presentation by the Port Engineer

   Board Questions

   Public Comment

   Board Discussion/Action

   MOTION: TO BE DEVELOPED AT THE MEETING

5. Adoption of Sub-Committee Report on Terminal Staging Area Construction Project
   Presentation by Sub-Committee Chair Greg Busch

   Board Questions

   Public Comment

   Board Discussion/Action

   MOTION: TO ACCEPT RECOMMENDATIONS PRESENTED IN JANUARY 24TH SUB-COMMITTEE REPORT ON TERMINAL STAGING AREA CONSTRUCTION PROJECT.

6. Docks & Harbors Discounts to attendee of the Seattle Boat Show
   Presentation by the Port Director

   Board Questions

   Public Comment

   Board Discussion/Action

   MOTION: FROM JANUARY 27 TO FEBRUARY 5, 2012, THE AUTHORITY FOR THE PORT DIRECTOR AND HARBORMASTER TO OFFER CY2012 MOORAGE DISCOUNTS TO THE NON-JUNEAU BOATING PUBLIC IN THE AMOUNT OF 33% PER DAY FOR TWO CONSECUTIVE DAYS OR STAY TWO DAYS AND THE THIRD DAY MOORAGE IS FREE. OFFER IS EXTENDED TO RECREATIONAL VESSELS LESS THAN 40 FEET.

VII. Items for Information/Discussion.

1. Docks and Harbors By-Laws Update.

CBJ DOCKS AND HARBORS BOARD
REGULAR MEETING AGENDA (CONTINUED)
For Thursday, January 26th, 2012

VIII. Committee and Board Member Reports

1. Operations Committee Meeting – January 17, 2012
2. CIP/Planning Committee Meeting – January 19, 2012
3. Finance Committee Meeting – January 24, 2012
4. Member Reports

IX. PRAC Representative Report

X. Port Engineer's Report

XI. Harbormaster's Report

XII. Port Director's Report

XIII. Assembly Liaison Report

XIV. Committee Administrative Matters

a. Operations Committee Meeting – February 14, 2012
b. CIP/Planning Committee Meeting – February 16, 2012
c. Finance Committee Meeting– February 21, 2012
d. Board Meeting – February 23, 2012

XV. Adjournment

CBJ DOCKS & HARBORS BOARD
REGULAR BOARD MEETING MINUTES
For Thursday, December 1, 2011

I. Call to Order.

Mr. Williams called the Regular Board Meeting to order at 7:02 p.m. in the CBJ Assembly Chambers.

II. Roll Call.

The following members were present: Greg Busch, John Bush, Tom Donek, Don Etheridge, Eric Kueffner, Budd Simpson, Michael Williams and Kevin Jardell.

Absent: Wayne Wilson

Also present were the following: Carl Uchytil – Port Director, Gary Gillette – Port Engineer, Dwight Tajon –Harbormaster, Teena Scovill – Port Secretary, and Dixie Hood – Parks & Recreation Liaison.

III. Approval of Agenda.

Mr. Uchytil asked to change the date in the proposed motion for Items for Action (3) (B). He said the date should be February 23rd.

MOTION by MR.ETHERIDGE: TO APPROVE THE AGENDA AS AMENDED AND ASK UNANIMOUS CONSENT.

The motion passed without objection.

IV. Approval of Previous Meeting Minutes.

Hearing no objection, the minutes of the October 27th, Regular Board Meeting were approved.

V. Public Participation on Non-Agenda Items.

Dixie Hood, Juneau, AK
She said she stopped by the City Managers office on Tuesday to find out who was responsible for keeping the access to the Fisherman's Memorial open, and has not received an answer. She said she went to the Fisherman's Memorial on Sunday to leave some silk flowers, and there was a very large snow bank that she had trouble getting around to access the Fisherman's Memorial. She was wanting to know if Docks and Harbors was responsible for keeping the access open?

Mr. Williams said there will be something figured out in the near future to resolve that.

VI. Items for Action

1. Boom Truck Rates and Use.
Mr. Tajon said Docks and Harbors has purchased a Ford F-750 XL Boom Truck equipped with a series 300 c telescoping crane through the Tiger Grant for use at the Auke Bay Commercial Loading Facility or the Fisherman's Terminal area. The plan is to provide services in the immediate area of the hoist. Docks and Harbors will not be making home pick-ups for delivery to the crane sites. The only time that the

truck may be utilized off site would be for Docks and Harbors needs such as training, materials pick up for Docks and Harbors use, or moving materials to work sites where it is needed.
Mr. Tajon said he called around for estimates for crane fees. Fees were quoted at $125.00 to $150.00 per hour or $400.00 per day with you being the operator and having to have a Class B CDL.
The Docks and Harbors fee proposal recommendation would be a minimum rate of $120.00 for the first hour and $60.00 for each thirty minute increments thereafter. Staff is recommending to use the time after the boom truck arrives near the end of November as a training period and provide a free service in order to see what the demand would be before implementing a structured service fee. This will give the staff time to get familiarized with use, get a Class B CDL, and find out what other equipment may be needed to provide safe tie-downs and safe work practices.

Board Question
Mr. Bush said there was a typo on page two of Mr. Tajon's memo. In paragraph two, it should read $50.00 per quarter tank of fuel, not per quarter gallon of fuel.
Mr. Bush wanted to know how much the fisherman are using this service?
Mr. Tajon said the most active facility is the downtown area because the secured fenced yard. The problem has been with the secured fenced yard that in order to get to someone's stored equipment in the front of the yard, the whole yard needed to be unloaded to access. With the boom truck staff will be able to do a specific pick to pull the customers equipment.

Public Comments
None

Board Discussion/Action

MOTION by MR ETHERIDGE: TO RECOMMEND A MINIMUM RATE OF $120 FOR THE FIRST HOUR AND $60 FOR EACH THIRTY MINUTE INCREMENTS THEREAFTER FOR BOOM TRUCK SERVICES AND CODIFIED 05 CBJAC 15 (FEES AND CHARGES) EFFECTIVE APRIL 1, 2012 AND ASK UNANIMOUS CONSENT.

Motion passed with no objection

2. Nordic Tug Sublease
Mr. Uchytil said this is a sublease request in the Juneau Fisheries Terminal area that has been three years in the making. The correct name is Alaska Memories LLC, DBA Nordic Tug Charters. This sublease was requested so Alaska Memories will have a space for storage area, work shop, office, and customer waiting area. On Tuesday the Finance Committee recommended a $.25 per square foot per month charge. This rate is based on an adjacent property, Maritime Hydraulics, which is figured on 10% of the assessed value. Mr. Uchytil would like the Board's approval for this sublease so it can be sent to the City attorney for a draft sublease.

Board Questions
Mr. Busch said in the letter to the Board it has, "if the board approves this sublease it will be sent to the Assembly for final approval", but it should have said "sent to CBJ law"
Mr. Uchytil said this is somewhat different than our normal leasing process. This property is owned by UAS and leased to the City and Borough of Juneau Docks and Harbors, and we sublease with their permission. The process to move forward with this sublease would be to take the draft sublease in this packet to CBJ law and ask for a final sublease. Upon approval, it would be signed by myself for Docks

and Harbors and Mr. Joergen Schade for Alaska Memories LLC, DBA Nordic Tug Charters.

Mr. Simpson asked if the dock area that Nordic Tug Charters is using and this sublease is separate.

Mr. Uchytil referred the question to Teena Scovill.

Ms. Scovill said this sublease is separate from the dock space used.

Mr. Williams said this sublease agreement is separate from the dock use. There was an agreement made that Nordic Tug has various slips and they were all positioned in the Harbor and they were asking if they could be more centrally located for ease and work of their business. In return they would forfeit their stalls to be used for transients. Mr. Williams said it seems to work for the Harbor and Nordic Tugs Boat accommodations. He said he thinks they are getting a good deal, but at the same time Docks and Harbors wants to be good to the patrons and customers and get their business. He said it is a good arrangement. Basically the Nordic Tug Charter boats are using the fuel dock area as moorage and within the Harbor the staff can use the other slips for transients.

Public Comments
None

Board Discussion/Action
Mr. Kueffner said this came up at the last Finance Meeting and he said it is important to get this sublease on the right track. It may not be the perfect rental amount or the perfect thing to do, but he said it is a good idea to get Alaska Memories started on a sublease to have better control over what they do.

MOTION by MR. KUEFFNER: TO APPROVE A SUB-LEASE TO ALASKA MEMORIES LLC, DBA NORDIC TUG CHARTERS OF FALL CITY, WA APPROXIMATELY 1455 SQUARE FEET AT JUNEAU MARINE FISHERIES TERMINAL AND ASK UNANIMOUS CONSENT.

Motion passed with no objection

The meeting was given to Kevin Jardell to Chair at this point of the meeting.

3. Naming Process & Public Hearing Date
Mr. Uchytil said he was directed at the last CIP meeting to establish a Docks and Harbors naming policy. He has completed this process in the form of a standard operating procedure called "Naming of Facilities and Properties", by following the same PRAC naming procedures. Mr. Uchytil discussed the procedure outlined in the standard operating procedure for the naming process.

Board Questions
Mr. Simpson said this is a great job and it is important to have a policy for consistency. Mr. Simpson said that people tend to look at Harbors as a geographical feature, with using the location as the name in stead of the actual name. He said there should also be in the policy something that refers to having the geographical location in the name.
Mr. Williams said he agrees with Mr. Simpson and has had other members of the public say they would like the location in the name also. He said this was discussed at CIP and Mr. Kueffner was the one who requested to have a Docks and Harbors naming policy adopted.

Mr. Jardell said if this process moves forward and Docks and Harbors elects to name the Douglas Harbor, what will the costs be for advertisement.

Mr. Uchytil said he does not think it would be costly to change the advertisements, and possibly use 1% for art for the signage at the facility.

Public Comments

Sharon Pusich Gill, Juneau, AK
She said this is a great thing having the naming policy in writing. Her Grandfather would be extremely proud if Douglas Harbor could be named after him, and adding Douglas to the name would have made him even happier because of his extreme pride of Douglas.

Board Discussion/Action
Mr. Kueffner said he did not like procedure (8) of the naming policy. He said it could limit Docks and Harbors Board in a way he would prefer not to.

Mr. Busch pointed out a numbering error in the Standard Operating Procedure.

Mr. Kueffner did not want procedure (6) in the naming policy.

(A) MOTION by MR. KUEFFNER: TO ADOPT THE PROCESS OUTLINED IN THE DOCKS AND HARBORS STANDARD OPERATING PROCEDURES DATED DECEMBER 1, 2011 ON "NAMING OF FACILITIES AND PROPERTIES" WITH THE ELIMINATION OF PROCEDURE (6) AND ASK UNANIMOUS CONSENT.

Motion passed with no objection

(B) MOTION By MR. WILLIAMS: CONDUCT A PUBLIC HEARING AT THE FEBRUARY 23RD, 2012 DOCKS AND HARBORS REGULAR BOARD MEETING FOR THE PURPOSE OF PUBLIC COMMENT ON THE PROPOSED RE-NAMING OF THE DOUGLAS HARBOR AND ASK UNANIMOUS CONSENT.

Motion passed with no objection

4. Purchasing Officer-limitations
Mr. Jardell said the question was asked what purchases have been authorized and approved by the Board.

Mr. Uchytil said the question came up about modifying the Douglas Harbor Dredging project cost by $18,000.00. The question is what authority in view of the Board does the Port Director have to make those changes? Mr. Uchytil said as purchasing officer for Docks and Harbors he has authority to make changes up to $100,000.00 and that is limited only by general powers. The Assembly approves purchases over $100,000.00. His intent is to always notify the Board on any changes however, certain situations do not allow a notification before the modification.

Board Questions
Mr. Jardell said he just wanted it clear to everyone that the Port Director currently has the authority to make modifications on project costs. The Port Director is just ensuring the Board is comfortable with the authority he has.

Public Comments
None

Board Discussion/Action
Mr. Williams said the Board always knew in the past the Port Director had that amount of purchasing authority, but project cost overages were still brought to the Board as an information item, or an action item for back up and agreement from the Board for the modification.

Mr. Etheridge said he has no problem with the authority but has a concern that the Board would be notified in advance of spending larger amounts of money than the $25,000.00. He wants to be aware of where the money is going and have the voice to say when not to spend anymore.

Mr. Bush said he does not want the Board to exceed their authority.

Mr. Busch said his concern would be purchasing decisions that are being deferred that should potentially move forward. With different situations there could be times that cost overages would be better to be brought before the Board and have public discussion before a decision is made.

Mr. Jardell said with making decisions on amounts of $50,000.00 or greater, the Board would have an interest in the decision process, and if there is time, the Port Director can continue to bring before the Board. There is some judgment there that the Board would expect the Port Director to carry out. Holding a new meeting to assemble the Board together to get something done when the Port Director has the authority to move forward does not make sense. However, the Port Director still has to ensure the Board has the ability to weigh in on important decisions.

Mr. Gillette said there are often change orders in the construction projects, these are sometimes grouped together from months of accumulation and paid in a lump sum. Generally those smaller change items are not brought to the Board for approval. This is one of the reasons the $100,000.00 was set for purchase of contracts and services at $25,000.00. This keeps the process moving forward for the different projects.

Mr. Etheridge said that the construction part of the contract is not so much a concern as the permitting phase and he wants to know where that money is going. Example would be in the Douglas Harbor project permitting process.

Mr. Jardell said that is a good example using the Douglas Harbor project because those expenses were to engage in a new science and run some experiments that the Board was buying into spending money that was not counted on, and that is the kind of things that the Board still wants to have the decision making ability on.

Mr. Williams said on certain projects, things occur that are not expected. Docks and Harbors still has to follow a procurement code and are held to those standards. This is just a good way to have the Board support the modifications.

Mr. Jardell said having some latitude by the Port Director is important so the Board does not micromanage, but comments from the Board are helpful for the Port Director.

MOTION by MR. ETHERIDGE: TO PROVIDE GUIDANCE TO THE PORT DIRECTOR, AS PURCHASING OFFICER FOR DOCKS AND HARBORS, THE AUTHORITY TO MAKE CONTRACT MODIFICATIONS FOR ENGINEERING SERVICES UP TO $25K AND EXECUTE CONTRACTS OR PURCHASES UP TO $100K WITHOUT THE APPROVAL OF THE DOCKS AND HARBORS BOARD EXCEPT AS NOTED EARLIER AND ASK UNANIMOUS CONSENT.

Motion passed with no objection

5. AAHPA Resolution to Assembly.

Mr. Uchytil said these are two resolutions that the Alaska Association of Harbormasters and Port Administrators signed. He is recommended the Board approve them with two changes. The first would be change the AAHPA for the CBJ and the second would be changing the proposed house bill 184, which is a raw fish tax. The way the raw fish tax works is of 1 to 5 % of fish that is processed across the docks at different municipalities 50% will go to the State and 50% will go to the Municipality. Representative Peggy Wilson is proposing that tax rate be modified to 25% for the State and 75% for the Municipality. Mr. Uchytil said the second motion has to do with the Alaska Association of Harbor Facility Grant. It is an Alaska DOT Grant program that funds back logs of Harbor Projects in Alaska and it is somewhere around $90 Million. For Fiscal year 2013 the back log projects list that was submitted for grants to the State were about $23 Million. The past record of the municipality grant has been somewhere between $5 and $7 Million on an annual basis. Mr. Uchytil said he is recommended this resolution go to the Assembly to communicate with the Alaska legislature for full funding of the $23 Million for fiscal year 2013.

Board Questions
None
Public Comment
None

Board Discussion/Action

Mr. Uchytil said the City of Sitka approved these resolutions at their meeting yesterday.

(A) MOTION by MR. WILLIAMS TO RECOMMEND TO CITY AND BOROUGH OF JUNEAU ASSEMBLY, APPROVAL OF ATTACHED RESOLUTION TO SUPPORT PROPOSED HOUSE BILL 184 REALLOCATING THE "FISHERIES BUSINESS TAX AND FISHERIES RESOURCE LANDING TAX" TO A 75% SHARE TO THE LOCAL MUNICIPALITY FROM CURRENTLY A 50% SHARE TO THE MUNICIPALITY AND ASK UNANIMOUS CONSENT.
Motion passed with no objection

(B) MOTION by MR. WILLIAMS: TO RECOMMEND TO THE CITY AND BOROUGH OF JUNEAU ASSEMBLY APPROVAL OF ATTACHED RESOLUTION SUPPORTING FULL

FUNDING OF THE MUNICPAL HARBOR FACILITY GRANT (AS 29.60.800) FOR FISCAL YEAR 2013 AND ASK UNANIMOUS CONSENT
Motion passed with no objection

VII. Items for Information/Discussion.

1. Joint Assembly and Board Meeting.

Mr. Uchytil said this was brought to his attention by Mr. Busch about an ordinance that requires Docks and Harbors to provide a written report of the previous fiscal year activities. He said he is in the process of preparing this report and has asked the Finance Director Mr. Craig Duncan for back up data for fiscal year 2011. The Finance Department is working on this, but with the Lawson system, they are a little behind. What has been customary with Docks and Harbors in the past to meet that November 30th deadline was to have a joint meeting with the Assembly.

Mr. Jardell said it would be good to have another joint meeting with the Assembly.

2. Proposed Docks and Harbors Newsletter

Mr. Uchytil said he sees a need for better communication with the community at large. He is wanting the approval from the Board to put out a periodic newsletter. This is a work in progress but this would be a better communication tool to the locals.

Mr. Jardell asked how often the newsletters would go out.

Mr. Uchytil said he would like to have a new newsletter in periods of weeks, but would like input from the Board. If this is done right, and Docks and Harbors can get the patrons to subscribe on a RSS feed, every time staff uploads a new newsletter the subscriber would be automatically notified. This would provide the subscriber with the newsletter as soon as it becomes available.

Mr. Jardell asked if this was going to be mailed out.

Mr. Uchytil said he was thinking the newsletter would be sent out electronic in e-mails and available on Docks and Harbors Website and at the Harbor offices and bulletin boards.

Mr. Donek asked if this would be on the CBJ website.

Ms. Scovill said "Newsletter" would be on the Docks and Harbors webpage on the left side and a person could click on that and go right to the newsletter.

Mr. Donek wanted Ms. Scovill to check to see if CBJ would put Docks and Harbors newsletter on their main webpage.

Mr. Busch said this is a great idea and working on a quarterly newsletter publication would be a great way to get the information out to the public. He said if mailing with the bills is too much, just have available at the Harbor offices would be good.

Mr. Uchytil said no more than one or two pages because people don't want to read a lot of stuff, and Docks and Harbors has a variety of user groups.

Mr. Jardell said he thinks it is a good idea, but he has concerns with not reaching a wide audience if it is not mailed. He said if it doesn't reach your audience, it doesn't communicate.

Mr. Uchytil said that was why he wanted to start a newsletter is to reach a wider audience.

Mr. Bush said a semi-quarterly newsletter is a good idea. He said the Juneau Empire is starved for news and sending with the paper would possibly get Docks and Harbors newsletters to a wider audience. He does not know if the electronic distribution would work.

Mr. Simpson said he likes the newsletter and concurs with the comments to somehow get the newsletter in the mail initially, or some other proactive way of getting the newsletter out to the public. He suggested to come up with a better name than "Newsletter".

3. Waterfront Sales Meetings on December 15th and January 12th.

Mr. Jardell said he is considering appointing a subcommittee to attend both of these meetings. He would appoint three members and they would report back to the full Board on any actions, if any, that would need to be taken.

Mr. Uchytil said the Board has recommended Docks and Harbors communicate with the waterfront vendor and the loading zone permit holders on the 16B project to let them know what changes to expect, so when a bid is placed on the booth, the bidder knows what to expect. Mr. Gillette drafted a letter and decided that the meeting needed to be on two different dates. Docks and Harbors knows that this time of year people are traveling and very busy. The first one will be in the afternoon and the second one in the morning to try and capture as much of an audience as possible.

Mr. Jardell said Docks and Harbors would be inviting the Waterfront Vendors and Loading Zone permit holders to testify as to issues that they see. This would be a time that they can speak and raise issues. During these meeting, Docks and Harbors would be given the opportunity to hear if something was missed, or not thought of.
Mr. Jardell appointed Mr. Busch, Mr. Etheridge, and Mr. Jardell with Mr. Busch being Chair, for the sub-committee. The sub-committee will attend the two Waterfront Vendor meetings on December 15th and January 12th.

4. Christmas Lighting Contest

Mr. Uchytil said this is just an idea he came up with to spread some Christmas joy to the Harbors.

He spoke with the Juneau Chamber of Commerce and the Juneau Yacht Club and they thought it was a good idea. There will be no cost to Docks and Harbors.

Mr. Jardell said he thought it is a good idea, and the effort will be appreciated.

VIII. Committee and Board Member Reports.

1. Operations Committee Meeting- November 15th, 2011

Mr. Busch reported there were two action items.

1. A lease application from Trucano to lease tidelands just north of the Douglas bridge. The committee directed the Port Director to move forward with the lease process.
2. A request from a patron to establish an offseason trash can at Echo Cove. That request was denied. The Committee decided to continue to not provide that service during the offseason due to safety and work load for the staff.

Mr. Busch said the Committee heard the report from the Harbormaster for the Harbor operations throughout the last month and the staff has been doing an outstanding job.

2. CIP/Planning Committee Meeting – November 17th, 2011

Mr. Williams reported the Committee suggested to change the date for the naming of the Douglas Harbor from January 26th to February 23rd. Mr. Williams said Mr. Kueffner recommended developing a naming policy for Docks and Harbors. He said Mr. Gillette gave a presentation on the staging areas for the Waterfront Vendor booths and the Loading Zone areas. Mr. Williams said Mr. Busch recommended to be proactive and get out to the vendors on the waterfront downtown changes. Mr. Williams said the Committee listened to comments from the Taxi Cab drivers about the loading zone areas needing more spaces. Mr. Gillette is looking into the loading zone area again to reason something out. The Committee approved the $18,400, for PND contract amendment. There was discussion on 1% sales tax, AAHPA resolutions and also a letter from JAHC(Juneau Arts Humanity Council) to have CBJ initiate the 1% for art selection process as soon as possible.

Mr. Jardell said that Mr. Uchytil, Mr. Gillette and himself met with members of the JAHC on Monday to discuss what the letter was about. It went to the Assembly and the Assembly did not take action, but asked Docks and Harbors to work with JAHC on when Docks and Harbors would start the 1% for art process. At the meeting on Monday, JAHC discussed issues why they wanted to start early on the 1% for art and suggested recommendations for the 1% for art selection to be taken to CIP.

3. Finance Committee Meeting- November 29th, 2011

Mr. Kueffner reported there was two action items.

1. Alaska Memories LLC, DBA Nordic Tub Sublease rent amount. The Committee recommended to send to the Board.
2. Juneau Marine Services Rent Adjustment. The Committee recommended the Port Director move forward with the proposed rent adjustment.

Mr. Kueffner said there was other lease information items on the following leases.

Mt. Roberts Tram lease – The lessee is not in agreement with the proposed rent adjustment. They are in the process of having another appraisal performed.

Coast Guard Liberty Lease- There has not been a rent amount ever paid. The Port Director is working on establishing a lease rent proposal.

Trucano lease- Docks and Harbor is still waiting to hear from Mr. Trucano to see if he wants to till move forward.

4. Member Reports
None

IX. PRAC Representative Report

Ms Hood commented that on the PRAC agenda and the Assembly agenda there is an opportunity at the end of the meeting for comments on non-agenda items from the public, and Docks and Harbors does not offer that on their agenda.

Mr. Jardell said he would look into this.

Ms. Hood said Jeff Wilson sent a letter to the Assembly and the Mayor dealing with Marine Park Seawalk connector dated October 3rd. She read some of the letter to the Board.

Mr. Jardell said this letter was addressed in another meeting and asked Mr. Uchytil if a letter was sent to the Assembly.

Mr. Uchytil said the Committee decided no action was needed to address the letter because there already is an ordinance that requires a 16 foot seawalk along the waterfront.

Ms. Hood read a letter dated October 31st outlining the sales tax parks and trails update to the Board. The next PRAC meeting is Tuesday December 6th and the priority selections from the parks and trails list will be made at that meeting.

X. Port Engineer's Report.
Mr. Gillette said the Boom truck is going to be on the Barge December 7th.
He provided an update on the Douglas Harbor breakwater. This project is the Corp of Engineers project and they have been running into problems. The Corp is working with Trucano. The Plan is to get three socketed pilings in and pull up for the winter because of weather.
Mr. Gillette said Docks and Harbors has the Corp permits in hand for the Statter Harbor repairs and DeHart's replacement project. He said he applied for a conditional use permit to CBJ Community Development Department. The project has the funding needed and is on schedule.
Mr. Gillette said at the next CIP meeting the Committee will be discussing CIP projects that will go forth for the 1% sales tax initiative. This will be presented to the Assembly Public Works and Facilities Committee the first part of February. The CIP Committee was also asked to put a list of projects together by the City manager for CBJ to promote for direct legislative appropriations, and a list of projects for use of passenger fees.

Mr. Etheridge asked if the passenger fees were the normal money Docks and Harbors receives.

Mr. Gillette said the passenger fees he was referring to was the local fees.

Mr. Donek asked where the design state for 16B is now?

Mr. Gillette said Docks and Harbors has reviewed the 35% design. The 65% design is being prepared now and is due after the first of the year.

Mr. Donek said he would like the 16B designs to come back to the Board for presentation and update. He would like to be able to take to the joint meeting with the Assembly. He has a concern that Docks and Harbors would get to 100% complete and someone say "what is that".

XI. Harbormaster's Report.
Mr. Tajon reported he attended the Incident Command System 300 course that was put on by the University of Alaska.

Mr. Etheridge said the broken pilings in Aurora Harbor have been replaced and everyone is happy on A Float.

Mr. Jardell said he has been receiving comments on a derelict vessel on C Float.

Mr. Tajon said there is a derelict vessel that was impounded on C float and Docks and Harbors is going through the process to be able to sell this vessel at auction.

Mr. Jardell said he is receiving complaints and asked for a timeline.

Mr. Tajon said maybe January or February there will be an auction.

XII. Port Director's Report.
Mr. Uchytil reported the Douglas dredging projects summit is in January now.
Mr. Uchytil said he is moving forward with the net float Memorandum of Agreement with Marion Hobbs. The barge should be in place at Auke Nu as soon as Docks and Harbors can get a contract to move it there.
Mr. Uchytil said that he will furnish an answer to Ms. Hood's question about snow removal at the Fisherman's Memorial.
Mr. Uchytil said there has been some discussion on the Storis coming to Juneau. He said he is making it known that at this time Docks and Harbors is not spending any additional funds on the 16B project to accommodate the Storis, and the standing invitation to attend Docks and Harbors meeting to discuss the Storis is still open.

Mr. Kueffner said he heard the Storis was moving along and wanted Mr. Uchytil to update.

Mr. Uchytil said all he knew was what is in the open source news accounts.

XIII. Assembly Liaison Report
None

XIV. Committee Administrative Matters.

1. Operations Committee Meeting – December 6th, 2011
   5:00 p.m. at the Aurora Harbor Office

2. CIP/Planning Committee Meeting – December 8th, 2011
   5:00 p.m. in the CBJ Assembly Chambers

3. Finance Committee Meeting – December 13th, 2011
   5:00 p.m. at Port/Customs Conference Room

4. Regular Board Meeting – January 26th, 2012
   7.00 p.m. in the CBJ Assembly Chambers

XV. Adjournment.

The Regular Board Meeting adjourned at 8:38 p.m.

CBJ DOCKS & HARBORS BOARD
SPECIAL MEETING MINUTES
For Thursday, December 29th, 2011

I. Call to Order.

Mr. Jardell called the Special Meeting to order at 5:00 p.m. in the Assembly Chambers.

II. Roll Call.

The following members were present: Greg Busch, John Bush, Tom Donek, Don Etheridge, Eric Kueffner, Mike Williams, and Kevin Jardell.

Budd Simpson and Wayne Wilson were absent.

Also in attendance were: Dwight Tajon – Harbor Master, Gary Gillette – Port Engineer, Mary Becker– Assembly Liaison, Teena Scovill – Port Secretary and Carl Uchytil – Port Director (telephonically)

III. Approval of Agenda

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

The motion passed without objection.

IV. Public Participation on non-agenda items.

Joe Geldhof, Juneau AK
He said he would like Docks and Harbors to work with the Assembly and use the public funds in marine passenger funds on public projects. Last year public funds were used on private docks and he said that takes away the Assembly's ability to allocate public funds for much needed public Harbor projects. He said the private docks do not collect the passenger fees and should not be entitled to these funds. He said there should be accountability for the passenger funds already used on the private docks before public funds could be used again on private resources. He encourages Docks and Harbors to work with the Assembly and fund the much more needed projects before the projects with lower priority, and use the public funds for public projects.

V. Items for Action.

1. FY13 Passenger Fee Funding Request List.

Mr. Gillette went over the list in the packet. He said Docks and Harbors has categorized this list into two areas. Recurring Annual Requests that will be anticipated asking for annually because these will be ongoing expenses, and Capital Improvement Projects that would only have a one time funding request or phase that Docks and Harbors would ask for funds over a series of years, but not every year.

1. CBJ Cruise Ship Dock Repairs. He said this has been lined out because it is Docks and Harbors understanding that the State marine passenger fees will be directly allocated to that project.
2. Area Wide Port Operations Recurring Annual Request. These are funds that support Docks and Harbors year around maintenance and monitoring of Marine Park. Maintenance and operation of year around public parking at the Columbia Lot and seasonal public parking at the Steamship Wharf Plaza and Visitor's Center Lot. Maintenance and operation of year-round unrestricted pedestrian access along the waterfront at the public docks. Maintenance and operations of shuttle drop-offs and pick-ups in the CBJ loading zone that are used by all cruise ship terminals in Juneau. Providing area wide port security. Billing and collecting CBJ area wide fees for all docks. This allocation has been set at $154,100 and this reflects past years of using these fees.
3. Port-Customs Building Maintenance Support Recurring Annual Request. This is a new building that Docks and Harbors constructed this last year. He said the $105,000 requested for this is based on a square footage rental rate for this size building, operations, and maintenance cost annually.
4. Visitor Center Maintenance Support Recurring Annual Request. This is a new building being constructed now. Docks and Harbors has not asked for money to support these activities in the past and has been funded by Docks and Harbors funds. With this new building being larger, it will require a little more maintenance and operations. Docks and Harbors is requesting $28,500.
5. Cruise Dock Maintenance – Cathodic Protection Capital Improvement Project. This is a maintenance item and it is primarily by the Alaska Steam Ship Wharf. Docks and Harbors had a condition assessment study performed this last year and our consultant recommended a number of improvements. Docks and Harbors is working with CBJ Engineering on this project because they wanted the same information at the same time for the parking garage library structure. The consultant supplied Docks and Harbors with a report and recommendation with cost estimates for the items. Docks and Harbors portion of this project would be $500,000. CBJ Engineering is looking at $375,000 for the parking garage library structure. The cost for the study has already been funded. This $500,000 is just for the project.
6. Statter Harbor Passenger for Hire Facility Capital Improvement Project. This would be to construct a dedicated float for the passenger for hire boats and uplands associated with this for the busses to drop off passengers to reduce the congestion that the Harbor has now. The cost estimate for this whole project is $4.8 million. Docks and Harbors is asking $800,000 this year to get started on the project with planning, design, and permitting, so in future years Docks and Harbors can ask for money to do the construction.
7. Downtown Restrooms Capital Improvement Project. The Assembly and some of the Board members have commented that they would like to see additional restrooms

downtown. Docks and Harbors has identified an area by the Visitor Center. The construction cost estimate at this point for this stand alone facility with men's and women's restrooms with a small deck area is $500,000. During the Visitor Center project, the sewer and water will be stubbed out for this project.

8. Future Cruise Terminal Staging Capital Improvement Project. This would be to acquire additional waterfront property to accommodate the additional needs for B-Zone parking and Crew shuttle parking. This would be from the comments received from redoing the parking area by the Tram and also the parking area by the Steam Ship Wharf. The only area for B-Zone now is across the street at the park at Red Dog and there is only about four or five spaces there.

Board Questions

Mr. Williams asked what Docks and Harbors revenues for the B-Zone parking is?
Mr. Gillette said there are two types of permits a tour provider can get, A-Zone for the large buses with 18 or more passenger seats and B-Zone which is under 18 passenger seats, and this could be a taxi cab also. There is a base fee plus a per seat fee. Docks and Harbors has had several comments on issues on the number of B-Zone spaces with the vendors, taxi's, and crew shuttle's. With more people getting into the business, the area is just getting more congested and Docks and Harbors has been looking at an area to be able to designate for just Crew Shuttle's, because they operate on a different schedule than the normal tour operator. This would allow for future expansion with the knowledge that larger ships will be coming to Juneau with more activity in that location.
Mr. Busch wanted to know if there is a particular parcel being looked at.
Mr. Gillette said Docks and Harbors has looked at the Archipeligo property, which is next to the library, but have not entered into any negotiations. There could be other property that might fit the loading zone needs.
Mr. Williams asked what a permit costs?
Ms. Scovill said $300.00 per permit, plus $7.00 per passenger seat.
Mr. Kueffner said he thought Docks and Harbor received operating funds last year.
Mr. Gillette said he believed Docks and Harbors did receive operating funds. Docks and Harbors requested funds for the passenger for hire float in Auke Bay, but it was used for the Seawalk instead.
Mr. Kueffner asked if Docks and Harbors received $2.1 Millions last year for the Statter Harbor Passenger for hire float?
Mr. Gillette said he couldn't remember.
Mr. Kueffner said looking at last year requests to this year requests, it looks very similar.
Mr. Gillette said operational requests were the same. That amount has been used for the last three or four years and Mr. Gillette said with talking to Mr. Uchytil, they decided to keep the same.
Mr. Williams said Docks and Harbors is asking for $2.87 Million.
Mr. Busch asked if the new restrooms would be in the area of the current public restrooms.
Mr. Gillette said yes it would be. The current restrooms are in the Tram building, and that is in their lease contract with CBJ. The proposal for the restrooms are north of the Visitor Center, and seaward of the people's wharf building.

Mr. Busch asked if this would serve the passengers on the south side of the dock.
Mr. Gillette said yes, he did a survey of the public restrooms downtown. Restrooms are at the Tram, across the street at the Tram plaza, and then there is a gap between there and the parking garage. This restroom would help fill the gap.
Mr. Williams asked if the restrooms were only going to be open during the tourist season?
Mr. Gillette said the plan would be to only have open during the summer season.
Mr. Williams said he has talked with two other towns in southeast, and they close there restrooms as soon as the last ship leaves town. They are cleaned and locked up until the next season. Mr. Williams wanted to know if this was figured into the design.
Mr. Gillette said that is the intent.

Public Comments
None

Board Discussion/Action
Mr. Etheridge said this is a fair and honest request and would like to receive the Assembly's support on the funding requests.
Mr. Jardell suggested a friendly amendment to the down town restroom request.

Maintenance and Operation Responsibility: CBJ is responsible for all ongoing maintenance and operating expenses and will use future passenger fees.

Mr. Jardell said this would make it clear that if the Assembly wants to fund the restrooms that Docks and Harbors will expect passenger fees to pay for the upkeep of those restrooms and not use Docks and Harbors enterprise funds for them.
Mr. Williams said the maintenance and operating costs for the restrooms for the summer is about $5,000 per month.

MOTION By MR. ETHERIDGE: TO APPROVE THE PRIORITIZED FY13 MARINE PASSENGER FEE FUNDING REQUESTS AND DIRECT THE PORT DIRECTOR TO SUBMIT THE LIST TO THE CITY MANAGER FOR CONSIDERATION AND APPROVAL BY THE ASSEMBLY AND ASK UNANIMOUS CONSENT.

Mr. Kueffner asked if the order in the list is the order of priority to be sent to the Assembly.
Mr. Gillette said that was what was intended, and that will be added in the memo to the City Manager.

Motion passed with no objection.

VI. Adjournment.

The Special Board Meeting adjourned at 5:26 pm.

CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

Port of Juneau

To: Docks and Harbors Board
CC:
From: Carl Uchytil, Port Director
Date: January 19, 2012
Re: Juneau Alaska Communications

This application has been approved by the Operations Committee, and forwarded to the Finance Committee to establish a lease rent. This is an active lease at this time, but it expired in February of 2011. This lease was transferred from the State to the City, so a new lease with the City will need to be written. An appraisal has been received from Horan and Company LLC.

The cost for the new appraisal completed by Horan and Company LLC was $2,433.33 , and this cost would be at the expense of the applicant.

The original and current lease rent is $1,250.00 established in 1986. The lease rent recommended by Horan and Company is $2,170.95.

I recommend the Board direct me to establish a new lease and forward this to the Assembly for approval.

Please call me at 586-0294 if you have questions.

Attachments

Juneau Alaska Communications LLC
3161 Channel Drive, Suite 2, Juneau Alaska 99801
Phone 907 586 3630 Fax 907 463 3685

Received
DEC 14 2011
By:

December 14, 2011

City and Borough of Juneau Property
Docks and Harbors
155 South Seward Str.
Juneau, AK 99801

Mr. Carl Uchytil, P.E. Port Director

We would link to re-lease the Tidelands No. ADL 103932 pursuant to the preference privilege to re-lease the lands previously leased by us from the State of Alaska, that then was transferred to the City and Borough of Juneau. That under the preference privilege we would like to re-leases the property for the same period of time that the prior lease was or to the maximum amount allowed by the new constraints of the city.

The property will be used for the same purpose it was used under the preceding lease. (Radio Tower).

This letter and application that is attached along with the 10.00 filing fee is notice we have complied with the City and Borough of Juneau 30 day window for preference privilege.

If you have any question or need more information than what is contained in the letter or on the application please contact us at the numbers above or by email to mike@abcstations.com.

Sincerely

Richard Burns
CEO

Receipt of Letter:

CBJ

City and Borough of Juneau Property
Docks and Harbors
Application for Lease

Application processing - The Port Director will review each application for completeness within 30 days of receipt unless the Director notifies the applicant that more time is required to complete the review. If the port director determines that the application is not complete, the Director will provide the applicant with a general description of the information needed to make the application complete. Once the application is complete, the Port Director will estimate the cost for the docks and harbors department to process the application and will notify the applicant in writing of the estimated cost. The applicant is required to pay all costs associated with processing of the application, including any costs to survey and appraise the area proposed to be leased. The applicant must agree in writing to pay the processing costs prior to the Docks and Harbors Board taking action on the application. Failure of the applicant to agree to pay, or pay, any processing cost will result in the application being denied. The applicant may assist the Port Director by arranging for specified components of the work, such as survey and appraisal, provided any such work to be performed by applicant is approved in writing in advance by the Port Director.

Date 12/12/2011 ADL# 10 3832

Applicant's Name:

Group, Association, or Corporation Name Juneau Alaska Communications, LLC

Mailing Address: 3161 Channel Drive #2

City/State/Zip Juneau, AK 99801

Message Phone 907 586 3600 Work Phone SAME

Is applicant authorized to conduct business under the laws of the State of Alaska?

Yes

Is applicant 19 years or older?

N/A

What type of lease are you applying for?

Tide land Lease

(uplands lease, tidelands lease, easement)

Legal Description:

Lot(s)_____ Block/Tract#_____ Survey/Subdivision_____

Other: ATS 893, Plat 83-222

Acres 14,461.92 SF

What is the proposed use and activity on the leased land?

Radio Tower

Proposed term of lease 25?

Are you planning to Sublease this land? Yes (No)

Are there any improvements or construction planned?

N/O

If yes, submit a development plan that includes.

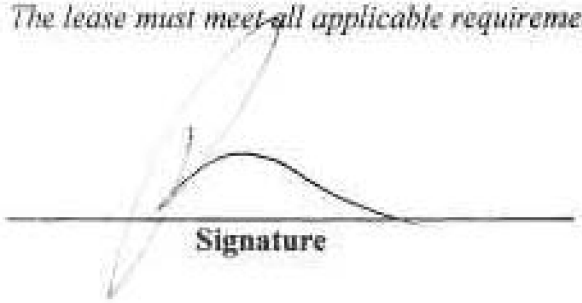
a. The nature and purpose of the proposed lease.
b. A site plan
c. The use, value, and nature of improvements to be constructed.
d. The dates construction is estimated to commence and be completed.
e. A detailed description of the proposed operation.
f. Whether the intended use complies with the CBJ Land Use Code, CBJ Title 49, and the comprehensive plan of the City and Borough of Juneau.
g. Additional information that would assist the Port Director, the Docks and Harbors Board, and the Assembly in acting on the application.

CBJ zoning title and plans are available from the Community Development Department.

The Board recommends that applicants carefully review current site conditions before making an application.

The Board intends to award leases to the development that provides the most marine-related benefit to the community of Juneau and the development that provides the most economic benefit to the City and Borough of Juneau in general and the Docks and Harbors Department in particular.

The lease must meet all applicable requirements listed in CBJ ordinance 53.20.



Signature

12/13/11

Date

If applying on behalf of an agency, municipality, or organization, state which one.

Title

Please do not write below. Docks and Harbor use only.

RECEIVED DEC 14 2011 BY:

RECEIVED DEC 14 2011 BY:

Application Received_____ $10.00 Filing Fee Received_____

Date approved by Operations Committee_____

Date approved by Finance Committee _____

Approved by Regular Board_____

Law Department Ordinance_____

Assembly Action_____

Lands_____

Public Notice_____

Ad Option_____

Final Lease Signed Date_____

CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

Port of Juneau

To: Docks and Harbors Board
CC:
From: Carl Uchytil, Port Director
Date: January 19, 2012
Re: Trucano/Nowell Ave. Lease Rent

An appraisal has been received from Horan & Company LLC on ATS 123, Lot 2. The lease rent recommended amount in the appraisal was $2,271.65. This is the same recommended amount in the 2004 appraisal.

The cost for the new appraisal by Horan & Company LLC was $2,500.00, and this cost would be at the expense of the applicant.

I recommend the Board direct me to establish a new lease and forward this to the Assembly for approval.

Please call me at 586-0294 if you have questions.

Attachments

City and Borough of Juneau Property
Docks and Harbors
Application for Lease

Application processing - The Port Director will review each application for completeness within 30 days of receipt unless the Director notifies the applicant that more time is required to complete the review. If the port director determines that the application is not complete, the Director will provide the applicant with a general description of the information needed to make the application complete. Once the application is complete, the Port Director will estimate the cost for the docks and harbors department to process the application and will notify the applicant in writing of the estimated cost. The applicant is required to pay all costs associated with processing of the application, including any costs to survey and appraise the area proposed to be leased. The applicant must agree in writing to pay the processing costs prior to the Docks and Harbors Board taking action on the application. Failure of the applicant to agree to pay, or pay, any processing cost will result in the application being denied. The applicant may assist the Port Director by arranging for specified components of the work, such as survey and appraisal, provided any such work to be performed by applicant is approved in writing in advance by the Port Director.

Date 11/8/11 ATS ~~ADL~~ # ATS 133 Lot 2 ADL 1799

Applicant's Name: Doug Trucano

Group, Association, or Corporation Name Nowell Ave Development

Mailing Address: P.O. Box 020870

City/State/Zip Juneau, Alaska 99802

Message Phone _____ Work Phone 586-7444

Is applicant authorized to conduct business under the laws of the State of Alaska?

Yes

Is applicant 19 years or older?

Yes

What type of lease are you applying for?

Tideland

(uplands lease, tidelands lease, easement)

Legal Description:

Unit(s) _____ Block/Tract# section 32 Survey/Subdivision ATS 123

Other: _____

Acres 43 acres

What is the proposed use and activity on the leased land?

Leave as it is at this time

Proposed term of lease 55 ?

Are you planning to Sublease this land? Yes No

Are there any improvements or construction planned?

No

If yes, submit a development plan that includes:

a. The nature and purpose of the proposed lease.
b. A site plan
c. The use, value, and nature of improvements to be constructed.
d. The dates construction is estimated to commence and be completed.
e. A detailed description of the proposed operation.
f. Whether the intended use complies with the CBJ Land Use Code, CBJ Title 49, and the comprehensive plan of the City and Borough of Juneau.
g. Additional information that would assist the Port Director, the Docks and Harbors Board, and the Assembly in acting on the application.

CBJ zoning title and plans are available from the Community Development Department.

The Board recommends that applicants carefully review current site conditions before making an application.

The Board intends to award leases to the development that provides the most outstanding benefit to the community of Juneau and the development that provides the most economic benefit to the City and Borough of Juneau in general and the Docks and Harbors Department in particular.

The lease must meet all applicable requirements found in CBJ ordinance 53.20.

Signature _____ Date _____

If applying on behalf of an agency, municipality, or organization, state which one. _____ Title _____

Please do not write below. Docks and Harbor use only.

Application Received 11/5/18 $10.00 Filing Fee Received 11/5/18

Date approved by Operations Committee 11/15/18

Date approved by Finance Committee _____

Approved by Regular Board _____

Law Department Ordinance _____

Assembly Action _____

Lands _____

Public Notice _____

Ad Option _____

Final Lease Signed Date _____

SIX-YEAR DEPARTMENT IMPROVEMENT PLANS

Division	Project	Priority	FY13	FY14	FY15	FY16	FY17	FY18	Future
Docks & Harbors									
Docks									
	New Cruise Ship Berths (16-B)	1	$ 7,100,000	$ 10,400,000	$ 10,000,000				
	Cathodic Protection Maintenance	2	$ 500,000						
	Auke Bay Passenger For Hire Facility	3	$ 800,000	$ 4,000,000					
	Downtown Restrooms	4		$ 500,000					
	Marine Services Center	5							$ 4,000,000
	Docks Total:		**$ 8,400,000**	**$ 14,900,000**	**$ 10,000,000**	**$ -**	**$ -**	**$ -**	**$ 4,000,000**
Harbors									
	Aurora Harbor Rebuild	1	$ 4,000,000	$ 7,000,000	$ 7,000,000				
	Auke Bay Boat Haul-Out Improvements	2	$ 2,300,000						
	Aurora Harbormaster Building	3							$ 3,000,000
	Direct Market Fish Sales Facility	4							$ 1,000,000
	Harbors Total:		**$ 6,300,000**	**$ 7,000,000**	**$ 7,000,000**	**$ -**	**$ -**	**$ -**	**$ 4,000,000**
	Docks & Harbors Total:		**$ 14,700,000**	**$ 21,900,000**	**$ 17,000,000**	**$ -**	**$ -**	**$ -**	**$ 8,000,000**
	6 Year Improvement Totals:		**$ 14,700,000**	**$ 21,900,000**	**$ 17,000,000**	**$ -**	**$ -**	**$ -**	**$ 8,000,000**

FY13 CAPITAL IMPROVEMENTS

Enterprise	Division	Priority	Project	Funding Source	Amount
Docks & Harbors	**Docks**	1	New Cruise Ship Berths	State Passenger Fees	$4,500,000
				Port Development Fees	$2,600,000
					$7,100,000
		2	Cathodic Protection Maintenance	Cruise Passenger Fees	$500,000
					$500,000
		3	Auke Pay Passenger For Hire Facility (Design)	Cruise Passenger Fees	$800,000
					$800,000
				Docks Total Funding:	**$8,400,000**
	Harbors	1	Aurora Harbor Rebuild	Sales Tax	$7,000,000
				ADOT Harbor Grant	$2,000,000
				Harbor Funds	$1,500,000
				Cruise Passenger Fees	$500,000
					$11,000,000
		2	Auke Bay Boat Haul-Out Facility	Sales Tax	$2,300,000
					$2,300,000
				Harbors Total Funding:	**$13,300,000**

CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

City & Borough of Juneau • Docks & Harbors
155 S. Seward Street • Juneau, AK 99801
(907) 586-0292 Phone • (907) 586-0295 Fax

Port of Juneau

Docks and Harbors Board
FY 13 CIP Request
New Cruise Ship Berths

Project Description: The project is located in the downtown Juneau waterfront, an area that serves nearly 1,000,000 cruise ship passengers each year. The project consists of constructing two new floating berths adjacent to the existing fixed dock. The current dock cannot handle the loading of newer larger ships that currently call on the Port of Juneau. The new berths would be accessed at two security controlled locations thereby eliminating the need for the current yellow barriers along the dock thus improving public access along the waterfront. The project is estimated to cost $47M. A funding strategy has been approved by the Assembly that would utilize state impact fees and local port development fees over a number of years. Obligation bonds would be sold to support the needed cash flow for construction and those bonds would be paid back with the ongoing state impact fees and local port development fees.

Funds Requested (FY13)

State Funds - $4,500,000 (Cruise Ship Impact Funds)
Local Funds - $2,600,000 (Port Development Fees)

Funds Already in Hand

State Funds - $16,500,000 (Cruise Ship Impact Funds)
Local Funds - $3,000,000 (Port Development Fees)

Funds Needed But Not yet Requested – $20,400,000

Project Review: The project is identified in the Juneau Downtown Waterfront Plan that was adopted by the CBJ Assembly in 2005. The Assembly approved the project design and funding strategy in 2010.

Project Time-Line: CBJ expects to complete design of the project in to be ready for bidding in August 2012. The South Berth would begin construction in the fall of 2013 and be complete by spring 2014. The North Berth would begin construction in the fall of 2014 and be complete by spring 2015.

Maintenance Responsibility: CBJ is responsible for all ongoing maintenance expense and will use local dock funds for these expenses.

Project Contact: Carl Uchytil, CBJ Port Director 586-0294

City & Borough of Juneau • Docks & Harbors
155 S. Seward Street • Juneau, AK 99801
(907) 586-0292 Phone • (907) 586-0295 Fax

CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

Port of Juneau

Docks and Harbors Board
FY 13 CIP Request
Cathodic Protection Maintenance

Project Description: The project is located along the downtown Juneau waterfront, an area that serves approximately one million cruise ship passengers each year. The project consists of replacement of a cathodic protection system, pile replacement and sheet pile coating.

Funds Requested (FY13)

Local Funds - $500,000 (Cruise Passenger Fees)

Funds Already in Hand - None

Funds Needed But Not yet Requested – None

Project Review: A condition assessment was performed within the project area that identified a number of items requiring immediate attention: Recoat H-Piles at Bus Deck-over; Recoat seaward face of Marine Park sheet piles; Install new anode sleds; Install impressed current system; Replace 12 timber piles with galvanized steel piles; Repair sheared piling weld connections.

Project Time-Line: This project is currently in the final design phase with contract documents ready by spring 2012. Thus the project is essentially shovel ready as soon as the funds are available. Due to the nature of corrosion the sooner the project is completed the better for the protection of the existing infrastructure.

Maintenance Responsibility: CBJ is responsible for all ongoing maintenance expense and will use local dock funds for these expenses.

Project Contact: Carl Uchytil, CBJ Port Director 586-0294

City & Borough of Juneau • Docks & Harbors
155 S. Seward Street • Juneau, AK 99801
(907) 586-0292 Phone • (907) 586-0295 Fax

CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

Port of Juneau

Docks and Harbors Board
FY 13 CIP Request
Auke Bay Passenger For Hire Facility

Project Description: This project includes installation of a boarding float, gangway, and passenger loading zone to serve cruise ship passengers connecting with whale watching and fish charter operators. These activities currently are conducted in Statter Harbor at the existing moorage facilities that were not designed for and are incapable of providing safe and efficient service for the large number of users. The lack of infrastructure also greatly detracts from the local resident's ability to fully utilize the Statter Harbor moorage facility. The funds requested would allow for design and permitting activities to move forward.

Funds Requested (FY13)

Local Funds - $800,000 (Port Development Fees)

Funds Already in Hand - None

Funds Needed But Not yet Requested –$4,000,000

Project Review: The Passenger For Hire Facility is part of the approved master plan for rebuilding CBJ harbor assets at Statter Harbor.

Project Time-Line: The existing DeHart's Marina facility is scheduled to be removed by 2013 which would make room available for the proposed Passenger for Hire Facility.

Maintenance Responsibility: CBJ is responsible for all ongoing maintenance expense and will use local dock funds for these expenses.

Project Contact: Carl Uchytil, CBJ Port Director 586-0294

City & Borough of Juneau • Docks & Harbors
155 S. Seward Street • Juneau, AK 99801
(907) 586-0292 Phone • (907) 586-0295 Fax

CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

Port of Juneau

Docks and Harbors Board
FY 13 CIP Request
Aurora Harbor Rebuild

Project Description: The Aurora Harbor moorage facility is well beyond its design life and in need of replacement. A preliminary design was performed in 2010 by PND Engineers and the replacement cost is estimated to be $18M.

Given that full funding does not appear imminent the approach is to phase the project as funding allows. Aurora Harbor was originally constructed in phases over time. The oldest section (south end) was constructed with wooden floats whereas the remaining portion was of concrete construction. The floats, electrical, domestic water systems all need replacement. In recent years all but the main gang ramp was replaced and these newer ramps will be re-used in the replacement project. The first phase of the project would replace the wooden main float; wooden head floats and fingers; main gang ramp and structure; as well as the electrical and domestic water system. In addition a dry stand pipe fire suppression system would be installed to meet current codes. The estimate for Phase I of the project is $11M.

Funds Requested (FY13)

State Funds - $2,000,000 (ADOT Municipal Harbor Grant)
Local Funds - $7,000,000 (Sales Tax)

Funds Already in Hand

Local Funds - $1,500,000 (Harbor Funds)
Local Funds - $500,000 (Cruise Passenger Fees)

Funds Needed But Not yet Requested – $7,000,000

Project Review: A condition assessment of Aurora Harbor was completed in 2004 by PND Engineers and determined that the harbor was in fair to poor condition. Since then some emergency repairs have been performed as piling and floatation have deteriorated to the point of failure. There is no harbor wide fire suppression system which presents a safety concern.

Project Time-Line: Docks and Harbors plans to begin design in FY12 to be ready for the first phase of construction in FY13. The project would be phased as funding allows.

Maintenance Responsibility: CBJ is responsible for all ongoing maintenance expense and will use local harbor operations funds for these expenses.

Project Contact: Carl Uchytil, CBJ Port Director 586-0294

City & Borough of Juneau • Docks & Harbors
155 S. Seward Street • Juneau, AK 99801
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CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

Port of Juneau

Docks and Harbors Board
FY 13 CIP Request
Auke Bay Boat Haul-Out Facility

Project Description: The Auke Bay Haul-Out Facility would replace the existing travel lift facility at Statter Harbor and make improvements to the Auke Bay Loading Facility (ABLF) to provide boat haul out services. The existing wooden travel lift structure at Statter Harbor was investigated and found to be beyond its design life and in need of replacement. Docks and Harbors will take delivery of a new self-propelled boat lift in March 2012. The equipment would serve the ABLF and Statter Harbor. The existing Statter Harbor launch ramp would be replaced with a ramp designed for the new boat lift equipment. In addition a wash down pad and water filtering/recycling equipment would be installed at ABLF.

Funds Requested (FY13)
Local Funds - $2,300,000 (Sales Tax)

Funds Already in Hand - None

Funds Needed But Not yet Requested – None

Project Review: The existing wooden travel lift structure was inspected and assessed by PND Engineers in 2011. There were a number of elements that are compromised due to rot and age of materials such that the facility is severely limited to the size of vessel that may be hauled out. A new wooden structure is cost prohibitive and is not consistent with the master plan.

Project Time-Line: The Statter Harbor Master Plan features a new boat haul-out ramp to be served by a self propelled boat lift. Docks and Harbors has a new boat lift in production. This project is in line to be developed following the completion of a new launch ramp in 2014.

Maintenance Responsibility: CBJ is responsible for all ongoing maintenance expense and will use local dock funds for these expenses.

Project Contact: Carl Uchytil, CBJ Port Director 586-0294

CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

City & Borough of Juneau • Docks & Harbors
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Port of Juneau
MEMORANDUM

To: Docks and Harbors Board - CIP and Planning Committee
From: Gary Gillette, Port Engineer
Date: January 13, 2012
Re: Design Funds for Aurora Harbor Replacement

A top priority of the Docks and Harbors Board has been to replace the failing Aurora Harbor moorage facility. A preliminary design was performed in 2010 by PND Engineers (see attached plan). The total cost was estimated at $18M (see attached estimate).

Because full funding is not readily available the plan is to approach the project in phases. The first phase would include replacement of the gangramp and supporting structure (in the Harbor Building area); a portion of the main float; and head floats A and B along with mooring fingers. The estimate for Phase One of the project is $4M (see attached estimate).

In 2010 an application was submitted to the Alaska Department of Transportation (ADOT) under the Municipal Harbor Facility Grant (MHFG) program for funding to construct Phase One of the Aurora Harbor Replacement project. The legislature did not provide full funding for the program that year thus funding was not made available. In August 2011 a subsequent application was made to the MHFG. In the recently announced Governor's Budget the MHFG program would be fully funded. If the Legislature supports the Governor's budget on this item the Aurora Harbor Replacement project would receive $2M in funding. With the required $2M match ($.5M Passenger Fees, $1.5M Harbor Fund Balance) the first phase of the project could move forward.

The funding received from the state and the accompanying match is only eligible for construction activities thus the design of the project must be funded with other monies. It is estimated that the permitting, design, construction documents, bidding, advertising, and project administration costs for the first phase of the project would be about $600,000.

Docks and Harbors staff recommends that this amount be transferred from the Harbors Fund to the Aurora Harbor Replacement capital improvement project account. This would allow the design to be prepared and ready for construction when the legislature approves the MHFG funding. The Harbors Fund currently has approximately $3.45M with $1.5M committed to the Aurora Harbor project as match for the MHFG program.

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December 15, 2011

The Honorable Bruce Botelho
Mayor
City and Borough of Juneau
155 South Seward Street
Juneau, AK 99801

Re: Funding for the City and Borough of Juneau - Aurora Small Boat Harbor

Dear Mayor Botelho,

I appreciated hearing from you regarding funding for Juneau. I wanted to let you know that I have included funding in the amount of $2,000,000 for the City and Borough of Juneau's Aurora Small Boat Harbor project in the FY2013 capital budget I released today for consideration by the Legislature during the upcoming session.

Our administration fully appreciates the importance of capital funding for your community. I encourage you to advocate with legislators to retain this funding, and I look forward to your support of the budget during the upcoming legislative session.

Best regards,

Sean Parnell
Governor

Date: January 24, 2012

From: Chairman, Subcommittee

To: Docks and Harbors Board

Subject: Report on Public Information Meetings on Terminal Staging Area Construction Project

Overview: The Docks and Harbors Department hosted informational meetings on December 15, 2011 and January 12, 2012. The meetings were held to better explain the planned improvements, operational changes and ordinance regulations associated with the Terminal Staging Area Construction Project. The agenda included a welcome by the Chairman of the Docks and Harbors Board, an introduction by the Port Director, an update on the project by the Port Engineer, an overview on waterfront vendor permits by the Port Administration Assistant and a summary of enforcement issues by the Harbormaster and Operations Maintenance Supervisor.

Issues: The following is a summary of public testimony and comments received, including recommended action.

1. Taxi Issues. The proposed parking lot design included two taxi spaces adjacent to B Zone parking near South Franklin Street. Taxi operators expressed concern about the number of spaces, visibility and proximity to the docks. There was concern too many taxi spaces have been lost with the loss of on street parking and the loading zone. Discussions also included concern about taxis using taxi spaces and B Zone spaces to sell tours. Since the early 1990s there have only been two designated taxi spaces on the street. While taxi operators can purchase B Zone spaces, they are only permitted for picking up passengers who have pre-sold tours.

Recommendation: Assign two designated meter-only taxi spaces in the new on site parking lot.

2. Vendor Booth Consolidation. The proposed construction project included both movement and consolidation of the two vendor booths currently located in front of the Port/Customs Building and new Visitor Center to a single booth location on the Cruise Ship Dock in 2014. The vendor booths at near Marine Park would be unaffected. There were several letters and numerous comments about the potential for significant loss of revenue associated with this proposal due to loss of visibility, especially when no ships are docked at the Cruise Ship Terminal and if passenger foot traffic from the AJ and Princess Dock bypass the proposed vendor booth location. Currently the highest sales are experienced by the booths in front of the Port/Customs Building. Additional comments were received recommending increasing auction deposits to discourage auction abuses, currently the required deposit is $5,000. Reports of vendor booth issues was down significantly from

2010, however there were still several reported violations, which were handled informally. It was recommended that formal citations be issued for future violations

Recommendations: a. Keep three vendor booth locations, one at Marine Park, one at the Cruise Terminal (seaward of the new Visitor Center) and one in front of the Port/Customs Office. b. Increase the deposit for the vendor booth auction for the 2013 season. c. Issue citations instead of warnings for vendor booth improprieties.

3. Cruise Representative Booth. It was recommended that small covered booth be built and placed near the head of the pier for use by cruise ship representatives and tour company dock representatives.

Recommendation: Research the cost to design and build a booth for both cruise ship docks.

4. Bus Operations. There were several concerns expressed about A Zone bus turning radiuses and their ability to successfully navigate the turns out of the A Zone parking lot and into shuttle/drop off lot. There was also concern about safety associated with backing up from the A Zone parking lot and excessive loitering in the A/B parking areas.

Recommendation: The Port Engineer will investigate reducing the size of the median near the transformer and verify computer modeling for buses entering/exiting the lots.

5. A/B Zone Parking: There is concern expressed that there will be flow and traffic issues associated with the A/B Zone parking.

Recommendation: The Port Engineer will review turning radiuses to ensure sufficient. Assignment of taxi spaces to assigned parking will allow for two additional B Zone Spaces. Port Operations Department will monitor to ensure no excessive loitering.

6. Crew Shuttles. The number of crew shuttles has increased over the years. There were several recommendations to provide either dedicated parking or find space for additional parking.

Recommendation: Investigate the availability of additional parking and possibility of consolidating Crew Shuttle pick-up at a central location to reduce congestion.

CITY AND BOROUGH OF JUNEAU
DOCKS AND HARBORS BOARD
BYLAWS

ARTICLE I. NAME, DUTIES, AND POWERS

1. NAME. The governing body of the City and Borough of Juneau Docks and Harbors shall be known as the City and Borough of Juneau Docks and Harbors Board, hereafter referred to as the Board.

2. DUTIES AND POWERS OF THE BOARD. The duties and powers of the Board regarding the operation of the municipally owned and operated port and harbor facilities are established by Chapter 85.02 of the Code of the City and Borough of Juneau.

ARTICLE II. BOARD MEMBERSHIP AND APPOINTMENT

1. NUMBER OF DIRECTORS. The Board shall consist of nine (9) members.

2. APPOINTMENT. All Board members shall be appointed by the City and Borough of Juneau Assembly as provided by Section 85.02.010 of the Code of the City and Borough of Juneau.

A new member shall be seated immediately upon the call of the roll at the first Board meeting after the new member is appointed.

3. TERM OF APPOINTMENT. Board members shall be appointed for staggered three year terms and until their successor is appointed.

4. VACANCIES. When the conditions set forth in Section 85.02.030 of the Code of the City and Borough of Juneau occur, the Chair will notify the City and Borough Assembly that a vacancy exists.

Vacancies on the Board shall be filled by the City and Borough of Juneau Assembly as provided by Section 85.02.030 of the Code of the City and Borough of Juneau.

ARTICLE III. OFFICERS

1. OFFICERS. Officers of the Board shall consist of a Chair, Vice Chair and any other officers as the Board may from time to time deem necessary.

2. ELECTION OF OFFICERS. Officers shall be elected at the annual Board meeting or at such time as offices become vacant.

3. TERM. Each officer shall serve for a term to extend until the next annual Board meeting or until such time as they vacate the office.

4. REMOVAL. Any officer may be removed from his or her office by an affirmative vote of at least six (6) Board members at a meeting called for that purpose.

5. CHAIR. The Chair shall preside at all Board meetings.

The Chair shall assign tasks to Board members and committees and shall ensure that all business of the Board is carried out.

The Chair shall act as spokesperson for the Board and will have such other duties and responsibilities as delegated to him or her by the Board.

6. VICE CHAIR. The Vice Chair shall act as the Chair in the absence of the Chair.

The Vice Chair shall ensure that notice of all Board and committee meetings is given as required by these Bylaws.

The Vice Chair shall ensure that a written record of proceedings of any and all Board meetings shall be accurately prepared, maintained, and made available for public inspection.

ARTICLE IV. COMMITTEES

1. STANDING COMMITTEES. There shall be the following standing committees of the Board:

* Finance
* Capital Improvement Projects/Planning
* Operations

The Chair shall appoint each Board member to serve on at least one standing committee.

The Chair shall appoint a Board member to serve as the Chair of each standing committee. No Board member shall chair more than one standing committee.

Unless otherwise directed by the Chair, all standing committees will function at the direction of the appointed committee Chair.

2. SPECIAL COMMITTEES. The Board or the Chair may establish special committees to facilitate any Board business.

The Chair shall appoint two or more Board members and may appoint any individual that is not a member of the Board to serve on any special committee established.

The Chair shall appoint a Board member to serve as the Chair of each special committee.

Unless otherwise directed by the Chair, all special committees will function at the direction of the appointed committee Chair.

A special committee shall serve for a period of time or for the accomplishment of a particular task or tasks as determined by the Chair. No special committee shall serve beyond the annual Board meeting unless reconstituted by the newly elected Chair.

ARTICLE V. MEETINGS

1. REGULAR. The Board shall meet at least once each month at a place and time designated by the Board.

The Board may act on any matter within its authority at a regular or annual Board meeting whether or not such item was identified in the notice of the meeting.

2. ANNUAL. An annual meeting shall be held on the last Thursday of July each year.

The annual Board meeting may be postponed by the Board to a certain day.

At the annual meeting, a Chair, a Vice Chair and other such officers as the Board shall deem necessary, shall be elected.

3. SPECIAL. Special Board meetings may be called at any time by the Chair or any three (3) Board members for good cause, which must be reaffirmed at the beginning of any special meeting.

Only business identified in the notice of the meeting may be transacted at a special Board meeting.

4. COMMITTEE. Committee meetings may be called at any time by a committee Chair or by a majority of the committee's membership.

Any topic or item may be discussed that falls within the purview of the committee's charge as determined by the Chair, committee Chair, or a majority of the committee's membership.

5. NOTICE. The Vice Chair shall be responsible for ensuring that staff provides notice of the time and place of a regular, annual, special, or committee meeting to each Board member and the general public.

Notice of a special or committee meeting shall be given at least twenty-four (24) hours prior to the meeting. Notice of a regular or annual meeting shall be given at least seven (7) days prior to the meeting.

Notice of a special meeting shall state the purpose of the meeting.

It shall be the responsibility of Board members authorized to call a Board or committee meeting to notify the Vice Chair in sufficient time for the Vice Chair to ensure that timely notice is given.

6. QUORUM. For all Board meetings, a quorum shall consist of five (5) members in attendance or participating via telephone. For all committee meetings, a quorum shall consist of a minimum of two (2) voting committee members in attendance or participating via telephone.

7. ADJOURNMENT, CONTINUATION, AND POSTPONEMENT OF MEETINGS. If a quorum is not present at a meeting, the Chair or committee Chair may adjourn such meeting to a time and place he or she determines most appropriate; provided that notice of the time and place of the adjourned meeting shall be given to each Board or committee member and the general public at least twenty-four (24) hours prior to such meeting.

If a quorum is present at a meeting, such meeting may be continued or adjourned form day to day and no additional notice of such continuation or adjournment need be given.

8. VOTES. No person other than a Board member is entitled to vote at any Board or committee meeting, except appointed members of special committees within those committees.

Each Board member shall be entitled to one (1) vote. No proxy votes may be used to constitute a quorum, transact business, or otherwise. To register a vote, the Board member must be present at the meeting or participating via telephone at the time the vote is taken.

An affirmative vote of at least five (5) Board members is required for a main motion to pass the Board. An affirmative vote of the majority of committee membership is required for a main motion to pass a committee.

A motion for reconsideration will be acted upon at the next regular meeting succeeding the meeting at which the action to be reconsidered occurred.

9. ORDER OF BUSINESS. The following order of business shall be observed at all regular, annual, or special Board meetings and committee meetings insofar as practicable or necessary:

Call to Order
Calling of the Roll
Port Director Request's for Agenda Changes
Public Participation on Non-agenda Items
Approval of the Previous Meeting Minutes
Consent Agenda
Items for Action
Items for Information
Staff, Committee and Member Reports
Board Administrative Matters
Adjournment

As the first order of business after the calling of the roll at the annual Board meeting or at the first

regular or special meeting after an officer vacancy has been recognized by the Board, the Chair, Vice Chair and/or other officers shall be elected.

Except as provided above, all meetings shall be conducted in accordance with The Manual of Legislative Procedure (1979 Edition) by Paul Mason.

The Port Director shall include under the consent agenda:

A. Actions to Propose Regulations for Public Comment

B. Bid awards that have received Committee concurrence

C. Resolutions

D. Other items requiring Board action which do not involve substantial public policy questions.

10. BOARD MEETINGS PUBLIC. All Board and committee meetings are open to the public, except that executive sessions may be held in accordance with AS 44.62.310.

11. CONFLICT OF INTEREST. No Board member shall vote on any question in which he or she has a conflict of interest as defined by Chapter 01.45 of the Code of the City and Borough of Juneau.

Such a Board member shall not be counted in determining the quorum for such a vote.

In cases where a conflict of interest is declared or deemed apparent by a majority of a quorum of the Board members, the Board shall vote to determine whether or not the Board member may participate in any discussion prior to any vote of the issue.

12. TELEPHONIC PARTICIPATION.

A. A member other than the Chair may participate via telephone in a Board or Committee meeting, if the member declares that circumstances prevent physical attendance at the meeting. If the Chair chooses to participate by teleconference, the Vice Chair shall preside.

B. No more than the first three members to the Board secretary regarding telephonic participation in a particular meeting may participate via telephone at any one meeting.

C. The member shall notify the Board secretary and the presiding officer, if reasonably practicable, at least four hours in advance of a meeting which the member proposes to attend by telephone and shall provide the physical address of the location, the telephone number, and any available facsimile, email, or other document transmission service.

D. At the meeting, the Board or Committee secretary shall establish a telephone connection when the call to order is imminent.

E. A member participating by telephone shall be counted as present for purposes of quorum, discussion, and voting.

F. The member participating by telephone shall make every effort to participate in the entire meeting. From time to time during the meeting, the presiding officer shall confirm the connection.

G. The member participating by telephone may ask to be recognized by the presiding officer to the same extent as nay other member.

H. To the extent reasonably practicable, the Board secretary shall provide backup materials to the members participating by telephone.

I. If the telephone connection cannot be made or is made then lost, the meeting shall commence or continue as scheduled and the Board secretary shall attempt to establish or restore the connection, provided that if the member participating by telephone is necessary to achieve a quorum, the meeting shall be at ease, recess, or adjourn as necessary until the telephone connection is established or restored.

J. Meeting times shall be expressed in Alaska time regardless of the time at the location of any member participating by telephone.

K. Participation by the telephone shall be allowed only for regular, special, or committee meetings of the Board.

L. Remarks by members participating by telephone shall be transmitted so as to be audible by all members of the public in attendance at the meeting, provided that in executive session the remarks shall be audible only to those included in the executive session.

M. Any member of the public present with the member participating by telephone shall be allowed to speak to the same extent he/she would if physically present at the meeting.

N. As used in these bylaws, "telephone" means any system for two-way communication.

ARTICLE VI. PUBLIC HEARINGS, RULES FOR PUBLIC PARTICIPATION, AND APPEALS

1. PUBLIC HEARINGS AND RULES FOR PUBLIC PARTICIPATION. The Board may hold public hearings in accordance with established City and Borough of Juneau procedures to take public or other testimony on any issue dealing with Board duties or responsibilities. Public testimony will be conducted according to the following rules, which will be available at the meeting:

A. The presiding chair of the meeting will conduct the hearing.

B. The presiding chair will open the hearing by summarizing its purposes and

reemphasizing the rules of procedure.

C. The presiding chair may set a time limit for public testimony, for individual speakers, or both if it appears necessary to gain maximum participation and conserve time, and may for the same reason disallow all questions from the Board members to members of the public. A majority of the Board or Committee may extend the time limit. The time limit for individual speakers shall be uniform for all speakers and shall be strictly enforced. Speakers shall not have the right to transfer their unused time to other speakers, but the presiding officer may grant additional time to a person speaking on behalf of a group present at the meeting.

D. Citizens will be encouraged to submit written presentations and exhibits. Material submitted to the Port Director's Office more than three business days before a meeting and comprising 10 pages or less will be eligible for copying for that meeting. Material submitted less than three days before a meeting will be distributed by the Port Director at the meeting provided the submission contains at least 15 copies.

E. The presiding officer will set forth the item to be discussed and will rule non-germane comments out of order.

F. All speakers, public, and members of the Board must be recognized by the presiding chair.

G. Members of the public will precede their remarks by stating their names, and unless otherwise allowed by the presiding chair, their place of residence.

H. Members of the Board will be recognized by their names.

I. Members of the Board will not direct questions to each other or to the chair during the public participation except as to the conduct of the hearing.

J. Members of the Board may direct questions to a member of the public only to obtain clarification of material presented. The questions may not be argumentative, nor may they have the effect of unreasonably extending the time limit applicable to public speakers.

K. The public may direct questions to the Board or the administration.

L. The Port Director may participate in the same manner as members of the Board.

2. APPEALS TO THE BOARD. The Board will, in those instances allowed by the Code of the City and Borough of Juneau and under procedures established by the City and Borough of Juneau, hear and adjudicate public appeals regarding the application of Harbor rules, policies and procedures.

ARTICLE VII. PORT DIRECTOR

1. PORT DIRECTOR. The Port Director serves at the pleasure of the Board as identified in Section 85.02.080 of the Code of the City and Borough of Juneau.

The Port Director shall have the duties and responsibilities identified in Section 85.02.090, 85.02.110, and 85.02.130 of the Code of the City and Borough of Juneau.

ARTICLE VIII. EFFECTIVE DATE AND AMENDMENTS

1. EFFECTIVE DATE OF BYLAWS. These Bylaws, as amended, are effective May 26, 2005.

2. AMENDMENTS. Any of these Bylaws may be amended by an affirmative vote of six (6) Board members at any regular or special meeting called for that reason.