CBJ DOCKS & HARBORS BOARD
FINANCE COMMITTEE MEETING MINUTES
For Tuesday, January 24, 2012

I. Call to Order.

Eric Kueffner called the Finance Committee Meeting to order at 5:09 p.m. in room 224 of the Assembly building.

II. Roll Call.

The following members were present: Tom Donek, Kevin Jardell, Michael Williams and Eric Kueffner.

The following members were absent: Wayne Wilson and John Bush.

III. Approval of Agenda.

Mr. Uchytil added the following to Items for Information/Discussion.

1. Parking Management at Statter Harbor.

2. Summer Moorage Promotion Rates.

MOTION by Mr. Williams: TO APPROVE THE AGENDA AS AMENDED.

The motion passed without objection.

IV. Public Participation on Non-Agenda Items.

There was none.

V. Approval of December 13, 2011 Finance Committee Meeting Minutes.

Hearing no objection, the minutes of the December 13, 2011 Finance Committee Meeting were approved as presented.

VI. Items for Action.

1. Juneau Alaska Communications Lease Rent.

Mr. Uchytil said this is an active lease that expired in February of 2011. The lease was transferred from the State of the City so a new lease with the City needs to be written. Horan and Company LLC has prepared an appraisal and they have proposed a new lease rent of $2,170.95. Juneau Alaska Communications has no objection to the proposed lease rent increase, but they would like the new lease to include the appraisal period every ten years.

VI. Items for Action (continued).

Amy Mead from CBJ Legal said the Assembly could approve an appraisal period of every ten years. The Lease will go to the Full Board and then to the City Attorney so they could approach the Assembly with the request for 10 years. Mr. Uchytil said Juneau Alaska Communications did provide about $1,300.00 worth free advertising for the Christmas boat lighting event this year.

Mr. Williams said he preferred the lease rent appraisal period at every five years.

Mr. Jardell said he thought it made sense that a lease rent under $5,000 doesn't need an appraisal every 5 years. We could build a slight increase into the lease rent agreement.

Mr. Kueffner said he recalled the regulation mandates an appraisal. He said he was in favor of the 10 year period because the lease is a very small one.

Mr. Williams said the five year period does increase Juneau Alaska Communications expenses as far as paying for appraisals costs.

Mr. Donek said we have a process in place already that we should follow. He said he did agree that this small a lease rent did not make sense to do an appraisal every 5 years.

There was further discussion among Committee Members about Lease Appraisal time lengths.

Mr. Kueffner suggested the board take the proposal as it is for discussion.

MOTION by Mr. Jardell: TO ADVANCE THE PROPOSED LEASE RENT FOR JUNEAU ALASKA COMMUNICATIONS OF $2,170.95 TO THE FULL BOARD FOR APPROVAL AND ASK UNANIMOUS CONSENT.

The motion passed without objection.

2. Doug Trucano-Nowell Ave. ATS 123 Lot 2 Lease Rent.

Mr. Uchytil said this is the property adjacent to the bridge. Mr. Trucano is interested in leasing this property again. Horan & Company, LLC. has done an appraisal and recommended an annual lease rent of $2,271.65.

Mr. Williams said the property lease rent is the same as before. He asked if anyone else was interested in the tideland property.

Mr. Uchytil said we did advertise this property for lease and had not interest.

VI. Items for Action (continued).

MOTION by Mr. Jardell: TO APPROVED THE NOWELL AVE. ATS 123 LOT 2 LEASE RENT PROPOSAL OF $2,271.65 AND ADVANCE IT TO THE REGULAR BOARD FOR APPROVAL AND ASK UNANIMOUS CONSENT.

The motion passed without objection.

3. Fee Special – Seattle Boat Show.

Mr. Uchytil said the Seattle Boat show starts Friday, January 27, 2012. He would like to be able to offer discounted moorage to promote the Juneau Harbors. We did give out some free moorage last year at the boat show.

Mr. Donek recalled a proposal from the previous year when John Stone wanted to allow reserved moorage. The proposal never went anywhere. He asked what the harbor rates currently were.

Ms. Allison (D&H Admin.) said the daily rate for moorage in the CBJ Harbors is $.50 per ft. She said John Stone did give away coupons for a day of free moorage the previous year at the Seattle Boat show.

Mr. Donek suggested giving away a day of free moorage with a cap of $25. He also said the discounts should be given to people not from Juneau as an incentive to visit Juneau Harbors.

Mr. Jardell asked if Ms. Allison could find one of the coupons from the previous year.

Mr. Uchytil said he wasn't sure what customer base we are offering the discounts to.

Mr. Kueffner suggested giving away one day of free moorage up to $50.

A member of the public suggested giving a percentage off of monthly moorage as a discount.

MOTION by Mr. Jardell: TO HAVE THE PORT DIRECTOR ESTABLISH A DISCOUNT INCENTIVE FOR THE SEATTLE BOAT SHOW BASED ON THE DISCUSSION FROM THE FINANCE COMMITTEE MEETING ON JANUARY 24, 2012 AND ASK UNANIMOUS CONSENT.

The motion passed without objection.

VII. Items for Information/Discussion.

1. 2012 Summer Moorage Promotion.

Mr. Uchytil said he included a copy of last year's moorage promotions and he wanted to get a sense for what customers we are targeting and if the promotions are being used and if we should offer them again.

Mr. Jardell said before we removed the fingers on K & L floats in Aurora Harbor, we had a ton of empty 24ft. slips and by offering the promotions we were trying to encourage small vessel owners to just leave their boats in the water for the summer.

Mr. Kueffner asked if the moorage promotion offered last year was successful.

Ms. Allison said we have offered summer moorage promotions for at least two years and more people took advantage of it last year. She felt the moorage promotion was successful and well received.

Mr. Donek asked if we still had an excess of small slips after removing the extra Fingers.

Ms. Allison said we still have an excess of small slips in Aurora and we could remove another half of the fingers from N float and sill have an excess.

Mr. Williams said if we have such an excess, let's offer the promotion and hope to fill some slips. It seems like we are not loosing anything by doing this.

Mr. Uchytil said he would have the Harbormaster look at the profitability of removing more fingers from Aurora Harbor.

Mr. Kueffner asked how the Harbor Department would advertise the promotions. He did not want to spend a lot on advertising the promotion.

Mr. Donek said last year John Stone advertised the promotions over the radio.

Mr. Uchytil suggested advertising the promotions in the Harbor News Letter and on the website.

2. Parking Management at Statter Harbor.

Mr. Uchytil said Dennis Watson brought up some issues about parking at Statter Harbor. Monthly passes are limited to 21 per month. He was concerned about loss of parking along the road when D.O.T puts in the round out in front of Dehart's and the Auke Bay Elementary School will not be available for parking the next two years.

VII. Items for Information/Discussion(continued)

There will be a parking deficit for the next two years. We may want allow patrons to park at the loading facility free of charge. Mr. Watson said we are giving away parking at Statter and the rates could be raised. Could we encourage parking of trailers and vehicles at the ABLF?

Mr. Jardell did not like the idea of raising the parking rates out at Statter and pricing the patrons right out of parking out there. He asked if we call about the availability of the lots in back of Squires or consider other parking options that are free of charge.

Mr. Williams said we should do some research and see what our options are. We might want to have staff monitor the traffic during the transition. He was not opposed to raising the daily parking rate at Statter Harbor.

Mr. Donek asked what the cost for parking was down town. He also was concerned that if the ABLF was used for parking that people would want to use the launch ramp there.

Mr. Uchytil said on street parking downtown is free for two hours. It is $2 for two hours in the parking garage. He also said people can use the ABLF launch ramp, they just have to purchase a commercial launch permit to do so.

Mr. Jardell said the only way to solve the parking problem at Statter is to raise the parking fee so high that people are so angry they refuse to park there.

Mr. Uchytil said you are still not guaranteed a parking spot when you pay the monthly fee. We just need to communicate to the patrons that the parking at Statter Harbor will be an issue the next few years.

Mr. Donek suggested getting rid of the monthly parking passes and only having the daily and hourly. He also asked which patrons were buying the monthly parking passes at Statter.

Mr. Jardell said the Coast Guard is paying for monthly parking.

VIII. Staff & Member Reports.

Mr. Uchytil said Craig Duncan contacted him about the 120% to pay down revenue bonds. In 2011 we did not make the 120% and he is currently working on the budge and is concerned about costs. He wants to avoid adding more employees and adding expense to Docks & Harbors.

VIII. Staff & Member Reports(continued).

Mr. Uchytil said we are working on a lease rent adjustment for the Tram and Mr. Duncan has asked if we can just renegotiate a new lease rent without having an appraisal done by Horan. The City Attorney did not think this was a good idea.

We are advertising for Waterfront Sales Permits right now.

The Liberty Lease Rent proposal is ongoing.

I do have a delinquent Tideland lease and we are working with the Leaser to get his lease current.

He said he would like to see Docks & Harbors purchase any available downtown waterfront property.

IX. Committee Administrative Matters.

1. Next Finance Committee Meeting is February 21st, 2012.

X. Adjournment.

MOTION by Mr. Jardell: TO ADJOURN THE FINANCE COMMITTEE MEETING AND ASK UNANIMOUS CONSENT.

The motion passed without objection.

The Finance Committee Meeting adjourned at 6:24p.m.