

CBJ DOCKS & HARBORS BOARD
CIP/PLANNING COMMITTEE MEETING MINUTES
December 13th, 2012

I. Call to Order.

Committee member Michael Williams called the meeting to order at 5:01 p.m.

II. Roll.

The following members were present: Michael Williams, Greg Busch, and David Logan.
Via Telephone – Kevin Jardell

The following members were absent: Eric Kueffner and Budd Simpson

Also in attendance were: Carl Uchtyl – Port Director, and Gary Gillette – Port Engineer

III. Approval of Agenda.

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

The motion passed without objection.

IV. Public Participation - None

V. Approval of Previous Meeting Minutes.

Hearing no objection, the September 20th, 2012 meeting minutes were approved.

VI. Items for Action.

1. Marine Passenger Fees

Mr. Gillette said in the packet is a list of projects that need to be submitted by the end of the year for the Marine Passenger Fees. The list contains the following;

Area Wide Port Operations – \$154,100

1. Year round maintenance and monitoring of Marine Park.
2. Maintenance and operation of year-round public parking at the Columbia Lot and Seasonal public parking at the Steamship Wharf Plaza and the Visitor's Center Lot.
3. Maintenance and operation of year-round unrestricted pedestrian access along the waterfront at the public docks.
4. Maintenance of tour operators Vendor Booths
5. Maintenance and operation of shuttle drop-offs and pick-ups in the CBJ loading zone that are used by all cruise ship terminals in Juneau.
6. Providing area wide port security.
7. Billing and collecting CBJ area wide fees for all docks.

Docks and Harbors typically receives this money because it is tied to operational expenses that have been documented over time. This was approved last year.

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Port-Customs and Visitor Center Buildings Maintenance Support - \$133,500

This is for the maintenance and operating expenses of the Visitors Center and Port-Customs buildings and the upland support facilities. This was approved last year.

Statter Harbor Passenger For Hire Facility- \$800,000

This project will be in phases over time as funding becomes available. Phases I, II, and III are fully funded bases on current cost estimates. Phase IV has no funding in place thus the construction schedule is dependent upon funding availability. The passenger for hire facility includes installation of a boarding float, gangway, dredging, and uplands passenger loading zone to service cruise ship passengers embarking on marine based tourism activities. The funds would allow for design and permitting activities to move forward.

Downtown Restrooms- \$500,000

This project consists of constructing new restroom facilities near the Visitor Center.

Real Time Monitoring and Communication System - \$75,000

The intent for this project would be to establish wind and current monitoring sensors at the various dock locations to offer real time information for navigation purposes. The system would be broadcast over radio, internet, or other public media to be available to all cruise ship navigating in the immediate area.

Future Cruise Terminal Staging - \$1,000,000

This project entails identifying and procurement of available downtown lands necessary to accommodate additional staging areas required to accommodate the larger post panama sized cruise ships and greater passenger counts.

Power Capstans at Cruise Dock - \$60,000

This project entails designing and constructing four power driven capstans on four existing mooring dolphins that serve cruise ships at the Cruise Ship Terminal. These would be re-used on the new project.

Mr. Gillette said this list has not been put in any order. This will go to the full Board next for approval. He asked if there was anything else the Committee would like to have considered or changes.

Committee Questions

Mr. Busch asked if the \$500,000 for the tugs berthing in the Aurora Harbor should be included in this funding request.

Mr. Uchytel said that Docks and Harbors did receive the \$500,000 that was committed back in 2008 through the marine passenger fees process. The City attorney has agreed that this is appropriate use of this money to be used as part of the Aurora Harbor project. He said we could request this again, but said that we have to be very careful what we ask for and how it is appropriated.

Mr. Busch said he just wanted to make sure that those funds from 2008 were grandfathered in.

Mr. Uchytel said yes.

Mr. Uchytel said this is not the priority order and is just eight projects.

Mr. Gillette said this is not the priority and if the Committee would like to make a priority list staff could present it that way.

Mr. Williams recommended to have the Finance Committee look at the list and then the whole Board can go over and discuss if there should be a priority list.

Mr. Uchytel said he would like to add that he wanted to ask for marine passenger fees money for

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the pay phones. It is approximately \$12,000 that is used on pay phones that are provided for the cruise ship passengers.

Mr. Logan said that everyone carries cell phones why is Docks and Harbors paying for pay phones?

Mr. Uchytel said this is a requirement from CBJ for Docks and Harbors to provide pay phones for the tourists.

Public Comment - None

Committee Discussion/Action

MOTION By MR.BUSCH: TO HAVE STAFF PROVIDE A PRIORITIZED LIST FOR CONSIDERATION AT THE FULL BOARD MEETING AND ASK UNANIMOUS CONSENT.

The Motion Passed with no objection

2. Juneau Maritime Center

Mr. Gillette said in the packet is a fee proposal from North Wind Architects. Docks and Harbors worked with them in the past to determine if there was room for a building, the whale, and the park. This process has been completed and the Assembly has endorsed that plan to move forward. The next step would be the schematic design of the building, decide on the final floor plan, along with where placement of working components for the whale would be, building materials, and an updated cost estimate. This next step will cost \$44,531, which is for the architect, their civil engineers that do the site work, the structural engineers, and the estimator. Since this has been a joint effort with Alaska Marine Exchange, their board of directors have approved to split this fee with Docks and Harbors to move to the next step. This is a reasonable fee estimate based on schematic design for a building of this type. Docks and Harbors portion will be \$22,265.50. If this is something that the Committee would like to move forward on this amount it is within the \$25,000 director's prerogative amount to spend, but staff wanted to make sure the Committee was informed. This does not need Assembly approval.

Committee Question

Mr. Busch asked if splitting the cost for this project would cause any contractual obligations or challenges particularly because Docks and Harbors is looking at the Alaska Marine Exchange as a potential Lessee for the building.

Mr. Gillette said he didn't believe so because it has not been decided that they will be Lessee's of the building. Once there is a better cost estimate other decisions will still need to be made. In terms of taking this next step, this will give us a better idea of what strategy we need to follow to move forward. After this phase, this project will be a much larger scale of design and will need to go out to a RFP.

Mr. Busch said his concern is accepting a split financial obligation this early on.

Mr. Gillette said there could be a Memorandum of Agreement that this is just to explore the next level and not a commitment. Right now there is no one else interested in this area because of the zoning being water dependent or water related. This project meets both of those requirements, and would benefit both parties.

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Mr. Jardell wanted to know where the funds will come from for this next step?

Mr. Gillette said this would come out of the Docks Operational funds.

Mr. Jardell said he shares the concern for setting this up for a specific tenant. He would like something in writing from an independent review that moving forward with sharing this expense is alright. He said he is concerned.

Mr. Uchytel said essentially this is a public/private partnership. He will try to get an answer from the Law department on how to move forward. Similarly DIPAC wants to give us some money and that may be a similar hurdle. Staff will take this back and do more research.

Mr. Williams asked if Docks and Harbors is really at the point to spend this amount of money for this next step. He recommended to talk to the City Attorney and find out if this splitting fee arrangement is alright to move forward with.

Public Comment - None

Committee Discussion/Action - None

NO MOTION

VII. Items for Information.

1. Aurora Harbor Rebuild Project Update

Mr. Gillette said this is the updated plan at this stage, and showed the updates on a power point. The major upgrades include; putting like size boats together, put in approach bridge with ramp going off the side, another approach ramp to get the taller vessels under, reorganizing the boat house section to have all similar length in each row (by doing that, this improved the fairway space in some areas up to 12' and space in between the houses to 3'to 5'), shorter boat houses positioned on the end to give more turning radius, and lighting will be mounted on the floats. Mr. Gillette said staff would like to have a work shop type meeting with the Committee or the Board on this current upgrades and invite the public to receive comments and address issues.

Mr. Busch asked for the house boat live-a-boards inside will there be sufficient passage to move under the gangway?

Mr. Gillette said they got in there under the existing bridges at certain tides. There are some that the Harbormaster said have been added on to, and not sure if they can come out, but we are looking at what kind of clearance there will be. This could still be tide dependent and have limited space for certain size vessels to get in.

Mr. Logan asked who is going to be responsible for moving the boat houses that are leasing the space?

Mr. Gillette said they are not leasing the space, but the opportunity to hook onto the float. Docks and Harbors does not want to be responsible to move the boat houses, but will make the float ready and tell the Lessee where they need to move to.

Mr. Logan said there are some very old structures that may not hold up well in a move.

Mr. Gillette said there are two options, they move their boat house or we do. From Docks and Harbors point of view it would be better if when the float is ready we contact the boat house owner and let them know where they will move to, and it is up to them to contract someone to move their boat house.

Mr. Logan asked what the long term plan was for the Aurora fuel dock.

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Mr. Gillette said this is all fairly new and no plans to physically change the fuel dock.

Mr. Uchytel said that Delta Western has inquired about starting another fuel dock at the Aurora Harbor. In terms of this whole project, there is going to be a certain amount of sequencing to do this correct. Staff has identified about half of the money needed for Aurora Harbor. The City Manager was inquiring what needs Docks and Harbors has that the State or Federal level could provide. Mr. Uchytel said he put a memo together asking for \$5 million more for the Aurora Harbor project and the City Manager will take that to the Assembly and they are looking at what projects they would like their lobbyists to engage in to perhaps bring money to CBJ Docks and Harbors.

Mr. Williams asked if the boat houses live-a-boards need to follow parameters on additions to their boat houses.

Mr. Gillette said any modification to their boat houses they need to get approval from the Board, and he has only seen that once.

Mr. Logan suggested to check with the Law Department to see if Docks and Harbors is responsible for moving the Boat House and then put restrictions on building bigger or longer.

Mr. Gillette said all modifications need to be approved by the Board.

Mr. Logan said staff should at least find out if Docks and Harbors is authorized to move the boat houses around first.

Mr. Gillette said he will check into the leases to see what they say.

Mr. Uchytel said whether they move the boat house or we do, it needs to be done.

Mr. Williams said having a group work session is a great idea.

Mr. Gillette said we will propose something and come back to the Board for approval.

2. Cruise Berth 1% for Art

Mr. Gillette said the is just the update for the 1% of art. The first step is to start looking at the selection committee. Juneau Arts and Humanities counsel provides two members, one member is from the user of the facility which is Docks and Harbors (Eric Kueffner expressed interest in being on this Committee), two positions are at large, and one position will be appointed by the City Manager or her designee. The City Manager has appointed the Port Director to choose, and the two at large staff needs to recommend names to be approved by the Assembly. Staff is taking recommendation on individuals that would want to do this. Hopefully by next meeting there will be a list of names for your approval and then forward on to the Assembly for final approval.

VIII. Member & Staff Reports.

IX. Committee Administrative Matters.

The next meeting is scheduled for January 24th, 2013 at 5:00 pm in the Assembly Chambers.

X. Adjournment.

The meeting was adjourned at 6:14 pm.