

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 Uchytel – 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.

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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

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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. Uchytel, 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

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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.