



Petersburg Borough

12 South Nordic Drive
Petersburg AK, 99833

Meeting Minutes Harbors and Port Advisory Board

Friday, September 12, 2014

12:00 PM

Assembly Chambers

1. Call to Order/Roll Call

The meeting was called to order by Chairman Bangs at 12:00 p.m. Present: Chairman Bangs; Board Members Thynes, Reid, Martin, Pfundt, Quitslund, and Dolan. Absent: Assembly Liason Wohlhueter. Guests in attendance: Marc Martinsen and Liz Cabrera, Community and Economic Development Director

2. Approval of the Minutes

A.

Attachments: [Minutes from 2-07-2014.pdf](#)

Minutes of the February 7, 2014 Regular meeting were approved, as submitted.

3. Amendment & Approval of Meeting Agenda

The agenda was approved with no changes.

4. Visitors Views Unrelated to Agenda

None.

5. Visitors Views Related to Agenda

None.

6. Staff Report

A. Harbor Master's Summer Report

Attachments: [Summer Report.pdf](#)

Harbormaster Wollen reviewed her written report.

The report is attached and made a permanent part of these minutes.

7. Unfinished Business

A. Drive Down Bulkhead

Attachments: [Commercial Dock Bulkhead Preliminary Budget and Concept Plan.pdf](#)

Harbormaster Wollen re-introduced the PND Preliminary Budget and site plan of a scaled down version of the original DDF Bulkhead for board discussion. A conversation occurred concerning the amount of available funds to put towards this less expensive and reduced sized dock. Harbormaster Wollen reported approximately \$1.4 million is available at this time and recommended waiting until Phase I is nearer to completion before actually pulling the trigger, but continued to recommend making the Assembly aware of the need for a bulkhead.

By unanimous vote, the Board recommended the Borough Assembly move forward on taking steps to construct a bulkhead as a Phase II of the Drive Down Facility using project funding available.

8. New Business

A. Recommendations to Issue a Request for Proposals for Engineering and Design Services for Development of a Small Vessel Haul-Out at Scow Bay Turnaround

In 2011, the Planning & Zoning Commission, Harbor Advisory Board and City Council approved a conceptual design for a small vessel haul-out including a wash-down pad and filtration system at the Scow Bay Turnaround property. Up until June 2013, the Scow Bay property was owned by the State of Alaska. Now that the Borough has acquired the property, the Petersburg Economic Development Council, with support of the Harbors and Port Advisory Board, has recommended that the Borough move forward in soliciting an RFP for engineering and design for the development of the property. PEDC would fund the design phase of the project. Since this is a significant community investment, PEDC would like concurrence from the Assembly to move forward with the RFP process.

Attachments: [PEDC Memo on Project.pdf](#)
 [Draft RFP for Engineering and Design Service - Scow Bay Turnaround.pdf](#)

Liz Cabrera, Community and Economic Development Director, presented a draft RFP for engineering and design services for the development of the 11.5 acres of waterfront property and tidelands into a small vessel haul out and work yard at the Scow Bay Turnaround. Discussion occurred as to functional aspects of the haul out, ie: capacity of ramp, size of vessel, yard layout and equipment needed for operation. Harbormaster Wollen reminded the Board of the need for such a facility when the grids are finally shut down to vessel bottom maintenance.

By unanimous vote, the Board recommended the PEDC move forward with the RFP for engineering and design services for the development of a vessel haul out and work yard at the Scow Bay Turnaround.

B. 2014 CIP List

Attachments: [CIP List.pdf](#)

The Board discussed past Capital Improvement Project list and prioritized the

updated list for the Assembly's use as follows: (Full list with description and estimated costs attached)

- 1. Drive Down Phase II - Bulkhead loading dock*
- 2. Scow Bay Turnaround Haul Out and Boat Yard*
- 3. South Harbor Maintenance Dredge*
- 4. North Harbor Parking*
- 5. Harbor Maintenance Facility Upgrade*
- 6. South Harbor Utility Float Reconstruction*
- 7. Harbor Office Redesign/Reconstruction*
- 8. South Harbor Ramp Replacement*
- 9. Increase South Harbor Launch Ramp capacity & parking*
- 10. Adjacent Harbor Facility Land purchases*

By unanimous vote, the Board recommended to send the updated prioritized Harbor Capital Improvement List to the Assembly for their review.

9. Communication

None.

10. Discussion Items

None.

11. Adjournment

The meeting adjourned at 1:35 p.m.