

1. CALL TO ORDER, 5:30 P.M.

Session 25-07, a Regular Meeting of the Port and Harbor Advisory Commission was called to order by Chair Casey Siekaniec at 5:30 p.m. on August 27, 2025 in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

PRESENT: COMMISSIONERS ATWOOD, FRIEND, PITZMAN & SIEKANIEC

ABSENT: COMMISSIONERS BRADSHAW, VELSKO (BOTH EXCUSED) & ROTH

CONSULTING: PORT DIRECTOR HAWKINS

STAFF: PORT ADMINISTRATIVE SUPERVISOR WOODRUFF, DEPUTY CITY CLERK LYNN & DEPUTY CITY CLERK PETTIT

2. AGENDA APPROVAL

Chair Siekaniec read the supplemental items into the record and requested a motion and second to approve the agenda as amended.

FRIEND/ATWOOD MOVED TO APPROVE THE AGENDA AS AMENDED.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

3. PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA (3 minute time limit)

4. RECONSIDERATION

5. APPROVAL OF MINUTES

5.A. Unapproved May 28th, 2025 PHC Minutes

5.B. Unapproved June 25th, 2025 PHC Minutes

ATWOOD/FRIEND MOVED TO APPROVE BOTH SETS OF MINUTES.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

6. VISITORS/PRESENTATIONS

6.A. Julie Engebretsen – Land Allocation Plan

Community Development Director Engebretsen presented to the Commission regarding the Land Allocation Plan. She answered questions regarding specific properties in the Land Allocation Plan, vacancies, and what happens with vacant structures.

6.B. Jenny Carroll – Capital Improvement Plan

Special Projects and Communications Coordinator Carroll presented to the Commission regarding the Capital Improvement Plan.

7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS

7.A. Port & Harbor FY25 YTD

Port Administrative Supervisor Woodruff noted that revenues were over expenditure by roughly \$2 million. She added that the extra money is accrued in the operating fund and can be transferred to reserves, grant match reserves, or any other reserve account. There was brief discussion regarding how transfer decisions are made.

7.B. Port & Harbor Staff Report – July/August 2025

Port Administrative Supervisor Woodruff provided the Port & Harbor Staff Report, covering the following items:

- Homer Harbor Expansion update
- System 4 Float Replacement update
- FY25 Port Infrastructure Development Program Application
- Port & Harbor Staff Divers
- Refloating DD in System 4
- Special projects status updates
- Leases/Subleases on the Spit by the numbers

8. PUBLIC HEARING(S)

9. PENDING BUSINESS

- 9.A. Title 18.08 City Property Lease Edits
Memorandum PHC-25-012 from Port Administrative Supervisor as backup

Chair Siekaniec introduced the item by reading of the title and deferred to Port Administrative Supervisor Woodruff, who provided a summary explanation of her memorandum included in the packet.

PITZMAN/FRIEND MOVED TO RECOMMEND CITY COUNCIL ADOPT THE PROPOSED AMENDMENTS IN TITLE 18.08 OF THE DRAFT ORDINANCE.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

- 9.B. Land Allocation Plan
Memorandum PHC-25-013 from Community Development Director as backup

FRIEND/ATWOOD MOVED TO RECOMMEND THAT CITY COUNCIL ADOPT THE 2025 LAND ALLOCATION PLAN WITH THE STAFF AMENDMENTS INCLUDED.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

10. NEW BUSINESS

- 10.A. Title 21 Zoning Code Rewrite
Memorandum PHC-25-014 from Port Administrative Supervisor as backup

The Commission reached a consensus that it was comfortable with what Agnew::Beck had put together and opted against taking any formal action.

- 10.B. Review and Recommendations on the Draft 2026-2031 Capital Improvement Plan
Memorandum PHC-25-015 from Special Projects & Communications Coordinator as backup

Chair Siekaniec introduced the item by reading of the title. The Commissioners each provided their top three priority projects for inclusion in the legislative priority section of the Capital Improvement Plan.

PITZMAN/ATWOOD MOVED TO RECOMMEND CITY COUNCIL INCLUDE THE HOMER HARBOR EXPANSION, COASTAL EROSION, AND CRITICAL FLOAT SYSTEM REPLACEMENT IN THE LEGISLATIVE PRIORITY SECTION OF THE CAPITAL IMPROVEMENT PLAN AND PRIORITIZE THEM IN THE ORDER STATED.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

- 10.C. Edits to City of Homer Base Lease Template
Memorandum PHC-25-016 from Port Administrative Supervisor as backup

ATWOOD/PITZMAN MOVED TO FORWARD THE PROPOSED EDITS TO THE BASE LEASE TEMPLATE ALONG TO CITY COUNCIL.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

11. INFORMATIONAL MATERIALS

11.A. July/August 2025 Port Operations Report

11.B. July/August City Manager's Reports to Council
CM's Report for July 28, 2025
CM's Report for August 11, 2025
CM's Report for August 25, 2025

Chair Siekaniec noted the informational materials in the packet. There was brief discussion regarding the preliminary mid-biennium budget development schedule.

12. COMMENTS OF THE AUDIENCE (3 minute time limit)

John Mink, city resident and City Council candidate, expressed appreciation for the Port's operations and requested the public abide by leash laws due to safety concerns while roller skiing.

13. COMMENTS OF THE CITY STAFF

Port Administrative Supervisor Woodruff stated that it's good to see everyone back after a couple of months off, adding that she's looking forward to digging into things this fall and winter.

Port Director Hawkins commended the staff at the Ice Plant, noting that the Ice Plant held up the Cook Inlet Fishery this year. He added that the floats in the harbor is the only area that an individual is legally required to leash their dog within city limits.

Community Development Director Engebretsen thanked the Commission for a concise meeting. She gave a shoutout to the Ice Plant and their attentiveness during the tsunami warning during her time as Acting City Manager.

Deputy City Clerk Pettit introduced Deputy City Clerk Lynn to the Commission and thanked the Commission for a good and quick meeting.

14. COMMENTS OF THE MAYOR/COUNCILMEMBER

15. COMMENTS OF THE COMMISSION

Commissioner Atwood thanked the city staff for all their hard work, adding that it was a good meeting.

Commissioner Pitzman thanked city staff, noting that it was a busy summer. He thanked everyone for their work in preparation for tonight's meeting.

Commissioner Friend thanked everyone for their participation. He noted that the city has a lot going for it in terms of volunteerism and hard work.

Commissioner Siekaniec noted that he has seen the staff divers in the harbor, adding that it's great to see a well-run machine.

16. ADJOURNMENT

There being no further business to come before the Commission, Chair Siekaniec adjourned the meeting at 6:54 p.m. The next Regular Meeting is Wednesday, September 24, 2025 at 5:30 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

Zach Pettit, Deputy City Clerk II

Approved: _____