



## Agenda

### Port & Harbor Advisory Commission Regular Meeting

Wednesday, December 10, 2025 at 5:30 PM

City Hall Cowles Council Chambers In-Person & Via Zoom Webinar

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#### Homer City Hall

491 E. Pioneer Avenue  
Homer, Alaska 99603  
[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

#### Zoom Webinar ID: 954 2610 1220 Password: 556404

<https://cityofhomer.zoom.us>  
Dial: 346-248-7799 or 669-900-6833;  
(Toll Free) 888-788-0099 or 877-853-5247

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

#### AGENDA APPROVAL

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

#### RECONSIDERATION

#### APPROVAL OF MINUTES

- [A.](#) Unapproved Minutes November 12th 2025

#### VISITORS / PRESENTATIONS

#### STAFF & COUNCIL REPORT / COMMITTEE REPORTS

- [A.](#) Port & Harbor Staff Report - December 2025

#### PUBLIC HEARING

#### PENDING BUSINESS

#### NEW BUSINESS

- [A.](#) Memorandum form Port Director Regarding Tariff Rule 28.03 Work Skiff Exemption

#### INFORMATIONAL MATERIALS

- [A.](#) December 2025 Port Operations Report
- [B.](#) November City Managers Report to Council

#### COMMENTS OF THE AUDIENCE (3 minute time limit)

#### COMMENTS OF THE CITY STAFF

#### COMMENTS OF THE COMMISSION

## **ADJOURNMENT**

Next Regular Meeting is **Wednesday, January 28, 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.

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

Session 25-08, a Regular Meeting of the Port and Harbor Advisory Commission was called to order by Chair Casey Siekaniec at 5:30 p.m. on November 12, 2025, in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

PRESENT: COMMISSIONERS ROTH, PITZMAN, SIEKANIEC, VELSKO,  
BRADSHAW, FRIEND

ABSENT: ATWOOD

STAFF: HARBORMASTER CLARKE, CITY CLERK WOODRUFF

**AGENDA APPROVAL**

Chair Siekaniec requested a motion and second to approve the agenda as amended.

ROTH/VELSKO MOVED TO APPROVE THE AGENDA AS AMENDED.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

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

**RECONSIDERATION**

**APPROVAL OF MINUTES**

4.A Unapproved October 22, 2025 PHC Minutes

ROTH/BRADSHAW MOVED TO APPROVE THE MINUTES.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

**VISITORS/PRESENTATIONS**

Harbormaster Matt Clarke presented an end-of-season report. He summarized the fishing activity in the region and the role of the City Ice Plant in supporting local fisheries. He shared images from the new in-house dive program that has outfitted Harbor staff with commercial dive training to complete repairs on Harbor infrastructure. Proposed large-scale projects including Harbor Expansion and S 3 m 4 Float Replacement were also touched on, as well as the completed project to replace the building that houses the fish waste grinder. Key components of Harbor activity

including the Haul out facility, ground leases, camping, and parking were reviewed. Commissioners discussed parking rules with Harbormaster Clarke and recommended that electric signage be used to signal the seasonal change over to paid parking on the spit. As requested by commissioner Pitzman, the presentation included information about the bird deterrents currently in use on the spit on City properties. Harbormaster Clarke also discussed spit erosion, recalling the effects of the November 2024 storm surge and ongoing City efforts.

## **STAFF & COUNCIL REPORT/COMMITTEE REPORTS**

Port & Harbor Staff Report – November 2025

Commissioner Siekaniec discussed the latest information regarding the Harbor Expansion, noting that the Army Corps of Engineers is attempting to meet new requirements from headquarters without negatively affecting the study budget or timeline.

## **PUBLIC HEARING(S)**

## **PENDING BUSINESS**

## **NEW BUSINESS**

## **INFORMATIONAL MATERIALS**

November 2025 Port Operations Report

Commissioner Siekaniec inquired whether the Ice Plant operated at maximum capacity in 2025, or whether there was room to produce additional ice. Harbormaster Clarke said there is room to improve only with significant capital investment, noting that the Port Maintenance Supervisor Del Masterhan has a highly trained team and has worked to make the current equipment operate as efficiently as possible.

October City Managers Report to council

## **COMMENTS OF THE AUDIENCE (3 minute time limit)**

## **COMMENTS OF THE CITY STAFF**

City Clerk Woodruff acknowledged Harbormaster Clarke's hard work putting together the presentation, and said she would miss being a part of the Port Commission on a regular basis.

Harbormaster Clarke thanked the Commission for hearing him out, and said that in almost 25 years of working at the Harbor, there was always something new.

## **COMMENTS OF THE MAYOR**

## **COMMENTS OF THE COMMISSION**

Student Representative Shavelson thanked Harbormaster Clarke for his time on the presentation.

Commissioner Bradshaw thanked Harbormaster Clarke and congratulated him on the Harbormaster of the Year award. He thanked City Clerk Woodruff for her hard work as staff liaison and wished good luck to her replacement.

Commissioner Velsko welcomed Cecily Shavelson to the commission, and acknowledged that City Clerk Woodruff will be missed.

Commissioner Pltzman echoed gratitude and said that he enjoyed seeing a Shavelson back with the commission.

Commissioner Roth said that the new Staff Liaison would have big shoes to fill, and also welcomed Student Representative Shavelson to the commission. He thanked Harbormaster Clarke and said that the in-house dive program was very cool to see.

Commissioner Siekaniec said that he will try to make more of an effort to help with agenda setting going forward, and asked that commissioners bring agenda topic ideas to him or to Port Director Hawkins.

## **ADJOURNMENT**

There being no further business to come before the Commission, Chair Siekaniec adjourned the meeting at 7:04 p.m. The next Regular Meeting is Wednesday, December 10, 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.

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Amy Woodruff , City Clerk

Approved: \_\_\_\_\_



## Memorandum

**To:** Port and Harbor Advisory Commission  
**From:** Bryan Hawkins, Port Director  
**Date:** December 10, 2025  
**Subject:** December Staff Report

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### Large Vessel Haulout

The haulout yard is experiencing its busiest season to date, with significant participation from the Western Alaska fleet. Air-bag haulout capability and our open-yard management model continue to be major advantages, allowing vessel owners to work with their own crews and hire local contractors.

Current vessels include **Tempo Sea**, **Camai**, the Vitus fleet (three barges, two tugs), the **Tug Milli**, and the **Arctic Seal**. When Tempo Sea and Camai return to the harbor, their spots will likely be filled by Bowhead's **Unalaq** and **Madison Rose**.

This activity generates substantial winter employment and millions of dollars of local spending on labor and supplies. Many vessels require out-of-water inspections for COI compliance, and our road-connected location saves operators significant time and transit costs—helping keep the work in Alaska.

By mid-May, staff will restore the site for summer campground use. Looking ahead, customers consistently identify **shore power** as the top improvement need. Additional priorities include improved lighting and security cameras.

### Harbor Dive Program

The Harbor's new dive team was created to handle underwater maintenance tasks that had become cost-prohibitive to contract out. The investment has already paid for itself—most notably with the successful refloat of the DD float system.

A frequent issue is leaks in the underwater potable-water line, where corrosion on flange bolts leads to failures. With a 4" line pressurized at 60 psi, delays waiting for a commercial diver can be costly. Having trained staff divers allows us to respond safely and quickly to these routine underwater repairs. Deputy Harbormaster Aaron Glidden will be available to answer questions.

### System 4 Design Build RFP Award

The City put a bid package out for RFP last month and staff had the results in the Councils agenda but last minute concerns over some of the language in the award caused us to pull it off of the councils agenda at the last minute in order that the concerns could be addressed. Staff will work to address the concerns and plan to have the award will be on the January 12 council agenda. All involved have been informed of the delay and will standby for the legislation to go into effect.

### **Pacific Marine Expo 2025**

Attendance and overall sentiment at PME were stronger than last year. I focused on finding replacement software options for Fish Dock ice and crane sales and made a promising contact from Bainbridge Island. I also met with MARAD's regional director to discuss potential federal funding avenues relevant to the Municipal Harbor Grant Program.

### **Staffing**

Amy Woodruff has transferred into the City's lead clerk role; recruitment for her replacement is underway. Port Maintenance Supervisor **Del Masterhan** has announced his intention to retire. These transitions reinforce our emphasis on cross-training, internal promotion where appropriate, and building organizational redundancy.



## City of Homer

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### Homer Harbor Expansion General Investigation Update

**Item Type:** Informational Memorandum  
**Prepared For:** Homer City Council, Port & Harbor Advisory Commission  
**Date:** November 19, 2025  
**From:** Jenny Carroll, Special Projects & Communications Coordinator  
**Through:** Melissa Jacobsen, City Manager

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**Purpose:** This memorandum provides the Homer Harbor Expansion Study monthly written update to Homer City Council per Resolution 23-037.

**Background:** The United States Corps of Engineers (USACE) Project Development Team (PDT) is developing a plan to meet the new 35% design requirement within the existing study timeframe and as close to budget constraints as possible. USACE leadership has directed teams to achieve this by streamlining internal procedures in the Project Management Plan, and the team will present its approach to leadership for approval.

**Update:** PDT work on the revised plan is ongoing, with no current details on the approach or the timing of leadership review.

#### Current Study Activities:

- **Geotechnical analysis:** The geotechnical contractor anticipates providing the completed draft report in early December.
- **Economics:** The Cost-Effectiveness/Incremental Cost Analysis (a tool the USACE develops to evaluate and compare different project alternatives to find the most efficient and justified solution) is under Agency Technical Review.

#### City of Homer staff:

- Attended one USACE Project Development Team meetings; the second monthly meeting in November was canceled to conserve project funding.
- Provided study update to Senator Murkowski's staff per their request at an October 15, 2025 meeting.





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## **Port & Harbor Special Project Status Updates Dec. 2025**

Paid Parking Program Planning & Permitting	<b>Project in progress</b>	Working with ADOTPF to update TORA to allow for paid parking
Ice Metering System	<b>Project in Progress</b>	Installation in progress
System 4 Float Replacement Design & Permitting	<b>Design in Progress</b>	Awarding contractor at City Council Meeting on January 12, 2026
Steel Grid Repair or Replacement	<b>Project in Progress</b>	Evaluation completed, awaiting report
Crane Control Software	<b>Project Funded</b>	Working with IT to schedule a meeting with a software company met at Pacific Marine Expo
Handheld Computer Replacement	<b>Project Complete</b>	Computers are in use; Harbor Officers are finding efficient tools to work with the new equipment
Repairs to Fish Dock Fendering	<b>Project Funded</b>	Identifying suppliers for fendering
High Mast Light Inspection and Service (2 lights)	<b>Project funded</b>	Identified lights to service, now planned for spring completion.

### Status Categories:

Seeking design funding Design funded Design Contract Awarded Design in progress Design complete	Seeking project funding Project Funded Project Contract Awarded Project in Progress Project Complete
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# MEMORANDUM

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## Tariff Rule 28.03 Discussion

**Item Type:** Informational Memorandum  
**Prepared For:** Port and Harbor Advisory Commission  
**Date:** December 10, 2025  
**From:** Bryan Hawkins, Port Director

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While reviewing the 2026 revised tariff with our attorney, we realized that during the Commission's review of the Tariff and subsequent Motion to the City Council, we did not discuss the seine skiff/work skiff exemption that was implemented last year. Specifically, the fact that the exemption is set to expire on December 31, 2025. Because of this issue, the Council and staff decided to pull the Tariff from their agenda in order that the Commission could have time to review 28.03 and make a motion to the Council with their recommendations.

Apologies for adding another tariff item to your agenda, but this is an important policy issue. Although the Commission and Council have been discussing the Seine/work skiff exemption since 2023, and a course of action was put in place last year, it's important that the City Council has a record that the Commission reviewed this policy change.

28.03. *APPLICATION OF RATES/WORK SKIFFS – Until December 31, 2025, properly registered seine skiffs or work skiffs attached to the mother vessel are not subject to these moorage rates. Work skiff is defined as a boat that is usually carried on the deck or super structure of the mother vessel and is regularly used in the commercial enterprise of the mother vessel. When work/seine skiffs are moored with the mothership, the combined length overall or beam may not exceed the allowed criteria for the size of stall. If it does exceed, the skiff must be moved to a transient area and moorage fees will apply.*

Thank you

### RECOMMENDATION:

The attached is Rule 28.03 from our 2025 Tariff. Please review, discuss, and make a motion to Council with your recommendations.

# December 2025 Operations Report

## Ice Plant

- The ice plant's ammonia refrigeration system was deactivated and pumped down for winter maintenance on November 10<sup>th</sup>.
  - Cold storage lockers have been cleared of contents
  - Crew has been working on the ice rake system
  - Plans are underway for the replacement of the condenser water tank
- Fish dock deliveries continue with small amounts of halibut and black cod.
- Buyers are preparing for the Pacific cod season

## Port Maintenance

- The port maintenance division has focused efforts on preparation for snow removal
  - Plow trucks, sanders, and snow blowers are all functional
- Daily sanding efforts in parking lots, ramp access approaches, and ocean piers
- Used oil collection and processing
- Dock float system maintenance
  - Wholly board replacement
  - Finger float corner fender replacement
  - Shore power electricity diagnostics and maintenance
- High mast light maintenance

## Operations

- Harbor occupancy is currently around 370 vessels.
- Marine Repair Facility currently has 9 vessels.
- Staff assisted HPD regarding incidences of theft around the Homer area.
- Staff responded to a sunken 20 ft vessel on C float; raised vessel; dewatered; and eventually towed to launch ramp.
- Pioneer Dock and Deep Water Dock landings included vessels: AMHS Tustumena; CISPRI Endeavor; Kate Frances; Ann T Cheramie; Perseverance; and USCGC Aspen.



# City of Homer

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## Office of the City Manager

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### Memorandum

TO: Mayor Lord and Homer City Council  
FROM: Melissa Jacobsen, City Manager  
DATE: November 19, 2025  
SUBJECT: City Manager's Report for November 24, 2025 Council Meeting

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#### Analysis of Brownfield Cleanup Alternatives for the HERC Completed

Through the State's Brownfield Assessment and Cleanup (DBAC) Program, the City engaged the Alaska Department of Environmental Conservation and BGES environmental consultants to assess the HERC property. The consultants reviewed previous Hazardous Building Materials Inventories, conducted a data gap analysis, performed additional sampling of building materials and soils (including testing for lead contamination from deteriorating lead-based paint around both buildings), and developed an Analysis of Brownfield Cleanup Alternatives (ABCA). The ABCA evaluates five cleanup alternatives with rough order magnitude cost estimates to assist informed decision-making on safe demolition, disposal and eventual site repurposing.

The complete report can be found at <https://dec.alaska.gov/Applications/SPAR/PublicMVC/CSP/SiteReport/27933>. This information, with an Executive Summary will be made available on the City website in the near future. City staff will be following up with DBAC Program staff to evaluate potential next steps and opportunities to advance the project through additional DBAC assistance and hope to present options to City Council in the first quarter of 2026.

#### HERC Multi-Purpose Room

The Multi-Purpose room has been closed since late June after lead based paint flaking and dust from the interior windows and frames was discovered. Public Works is finishing up the necessary remediation work in the space. The carpet in the room was removed as part of the clean up, so getting flooring replaced is a next step in getting the room back in use. We're looking forward to having that space accessible again early 2026!

#### Fire Hydrant Replacement

As of this writing, contractors are working on replacement of three fire hydrants along Pioneer Avenue. I reported out in July that the spruce tree on the City Hall corner of Pioneer Avenue and Kachemak Way would have to come down as part of the project to ensure safe and successful hydrant replacement and protect public infrastructure. Replacing the hydrant required excavation up to 10 feet deep and severing major roots could destabilize the tree or lead to its decline or death, posing a safety risk. The tree was taken down earlier this week and for liability reasons the tree was retained by the contractor who took it to Dibble Creek for disposal. The City of Homer Streetscape Plan addresses landscape design and recommends plantings for areas which will assist staff in planning what's next for that space. The fire hydrant replacement project was long overdue.





### **Pioneer Avenue Bathrooms**

It's that time of year again, and we are seeing issues with the in-town restrooms. The past couple of days as soon as Public Works staff unlock them, people are moving into them for most of the day. They are smoking, putting cigarette butts out on the walls and floors, one person has their dog in there with them and the dog isn't potty trained, and graffiti, on top of just leaving messes in them. The bathrooms are going to remain locked for the time being in hopes of breaking this pattern, however, historically it doesn't seem to make much impact.

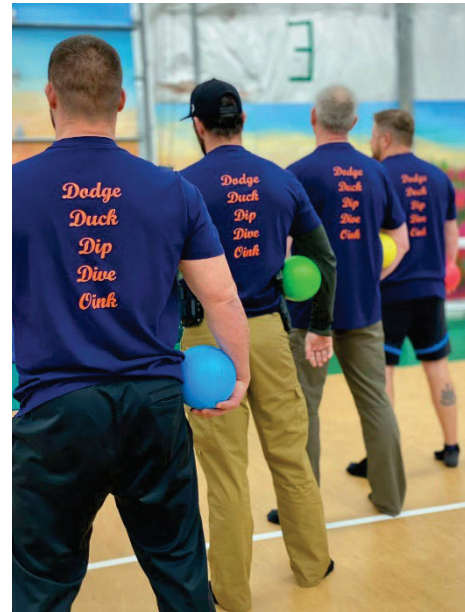
### **Homer Volunteer Fire Department**

The Homer Volunteer Fire Department recently conducted some outdoor night training on Beluga Lake and were treated to a great show. Thanks Captain Chelsea Marsh for the great photos!



### **Homer Police Department**

HPD had over 70 teen challengers participate in a dodgeball tournament earlier this month. Team Stinky Feet took the title (No, that wasn't the HPD team), and a fun time was had by all.



### **City Manager Meetings and Events:**

November 12<sup>th</sup> – Conversations with a Councilmember

November 13<sup>th</sup> - Homer Foundation Annual Meeting

November 20<sup>th</sup> – Microsoft 365 Pilot Team Meeting

And, ongoing weekly meetings with Departments, Mayor and Councilmembers, and City Attorney