



Agenda

Port & Harbor Advisory Commission Regular Meeting

Wednesday, March 26, 2025 at 5:30 PM

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

Homer City Hall

491 E. Pioneer Avenue
Homer, Alaska 99603
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

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 February 26, 2025 PHC Minutes

VISITORS / PRESENTATIONS

- A. Elizabeth Fischer, Finance Director - Tentative

STAFF & COUNCIL REPORT / COMMITTEE REPORTS

- [A.](#) Port & Harbor FY25 YTD
- [B.](#) Port & Harbor Staff Report - March 2025
- [C.](#) Homer Marine Trades Association (HMTA) Report

Homer Marine Trades Association Meeting Minutes of March 5, 2025

PUBLIC HEARING

PENDING BUSINESS

NEW BUSINESS

- [A.](#) Election of Officers

Memorandum PHC-25-006 from Deputy City Clerk as backup

INFORMATIONAL MATERIALS

A. March 2025 Port Operations Report

B. Information Related to Critical Float Replacement Project

Memorandum PHC-25-007 from Port Administrative Supervisor as backup

C. Template for Commissioner Additions to PHC Agenda

D. March City Manager's Reports to Council

CM's Report for March 10, 2025

CM's Report for March 24, 2025

COMMENTS OF THE AUDIENCE (3 minute time limit)

COMMENTS OF THE CITY STAFF

COMMENTS OF THE MAYOR

COMMENTS OF THE COMMISSION

ADJOURNMENT

Next Regular Meeting is **Wednesday, April 23, 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.

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

Session 25-02, a Regular Meeting of the Port and Harbor Advisory Commission was called to order by Chair Casey Siekaniec at 5:30 p.m. on February 26, 2025 in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

PRESENT: COMMISSIONERS ATWOOD, BRADSHAW, ROTH, SIEKANIEC, VELSKO & STUDENT REPRESENTATIVE ROGERS

ABSENT: COMMISSIONERS FRIEND & PITZMAN (BOTH EXCUSED)

CONSULTING: MAYOR LORD & PORT DIRECTOR HAWKINS

STAFF: PORT ADMINISTRATIVE SUPERVISOR WOODRUFF & DEPUTY CITY CLERK PETTIT

2. AGENDA APPROVAL

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

BRADSHAW/VELSKO MOVED TO APPROVE THE AGENDA AS PRESENTED.

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 January 22, 2025 PHC Minutes

VELSKO/ROTH MOVED TO APPROVE THE JANUARY 22, 2025 MEETING MINUTES.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

6. VISITORS/PRESENTATIONS

7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS

7.A. Port & Harbor FY25 YTD

7.B. Reserves Fund Balances, Fund Structure, Investment Distribution

Port Administrative Supervisor Woodruff provided her report, noting the following:

- Cash balance of ~\$4.06 million in Fund 456 (Port Reserves)
- Fund 400 (Port & Harbor Operations) consistently growing

7.C. Port & Harbor Staff Report – February 2025

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

- Homer Harbor Expansion Public Meeting on Saturday, March 15th from 10 a.m. – 12 p.m. at Kenai Peninsula College
- Update regarding the Port Infrastructure Development Program grant for Float Systems in the harbor
- Update regarding the Denali grant
- Dragging Anchor, LLC lease update
- FY26/27 Budget Process
- Commissioner reports from Council
- Special Projects update

7.D. Homer Marine Trades Association (HMTA) Report

Port Administrative Supervisor stated that the Association is mainly focused on Homer HarborFest at the moment, noting that it'll be hosted on June 7th.

8. PUBLIC HEARING(S)

9. PENDING BUSINESS

9.A. Port & Harbor Advisory Commission Strategic Plan Revisions
Memorandum PHC-25-004 from Port Administrative Supervisor as backup

Chair Siekaniec introduced the item by reading of the title and deferred to Port Administrative Supervisor Woodruff. Ms. Woodruff shared her screen with the Commission to review the changes that had been made to the document as a result of the suggestions at the Commission's previous meeting, specifically to Goal 9 under "Near Term Goals." There was brief discussion regarding the completion of the financial policy, future harbor expansion, and duties and responsibilities of Commissioners.

ATWOOD/ROTH MOVED TO APPROVE THE 2025-2026 STRATEGIC PLAN.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

10. NEW BUSINESS

- 10.A. Overslope Platform Standards
Memorandum PHC-25-005 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 an explanation for her memorandum included in the packet.

VELSKO/ATWOOD MOVED TO RECOMMEND COUNCIL UPDATE THE LAND ALLOCATION PLAN SINCE SOME OF THE CONCERNS OF RESOLUTION 07-51 WERE ADDRESSED BY THE ADOPTION OF OVERSLOPE STANDARDS IN 2009.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

- 10.B. Homer Comprehensive Plan Update – Public Review Draft

Chair Siekaniec introduced the item by reading of the title. The Commission reviewed the public review draft of the Homer Comprehensive Plan. Discussion topics included:

- Omission of the Large Vessel Haul Out Facility from the public review draft
- Development of new facilities to support access and safety throughout the harbor

11. INFORMATIONAL MATERIALS

- 11.A. February 2025 Port Operations Report
- 11.B. February City Manager's Reports to Council

CM's Report for February 10, 2025
CM's Report for February 24, 2025

Chair Siekaniec noted the informational materials included in the packet. There was brief discussion regarding publicly held land within the City.

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

13. COMMENTS OF THE CITY STAFF

Deputy City Clerk Pettit noted that elections for Chair and Vice Chair would take place at the Commission's Regular Meeting in March.

Port Director Hawkins stated that Homer HarborFest is going to be a big deal. He also alluded to a potential boat show in Homer, and noted that applications for the scholarships for the Alaska Association of Harbor Masters and Port Administrators are due on April 4th.

Port Administrative Supervisor Woodruff thanked everyone for a good meeting.

14. COMMENTS OF THE MAYOR

Mayor Lord welcomed Commissioners Atwood and Roth. She thanked all the Commissioners and Student Representative Rogers for their service. She noted that she doesn't attend Commission meetings often, but made herself available for anyone to reach out to. She urged the Commission to keep Title 21 in the back of its mind, and to understand where it overlaps with the Planning Commission and the Port & Harbor Commission.

15. COMMENTS OF THE COMMISSION

Student Representative Rogers thanked everyone for a good meeting and welcomed the new Commissioners.

Commissioner Bradshaw welcomed the new Commissioners and thanked the Mayor for being in attendance.

Commissioner Atwood stated that he was happy to be here, noting that he feels he has a steep learning curve.

Commissioner Velsko welcomed the new Commissioners and thanked the Mayor for attending.

Commissioner Roth apologized for not being in-person, noting that he's out of town to see his great grandmother. He noted that the Blessing of the Fleet is happening on May 21st this year, adding that it might be something to look into at future meetings.

Commissioner Siekaniec welcomed the new Commissioners, noting that new perspectives are always appreciated on the Commission.

16. ADJOURNMENT

There being no further business to come before the Commission Chair Siekaniec adjourned the meeting at 6:57 p.m. The next Regular Meeting is Wednesday, March 26, 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: _____

FUND 400 - PORT & HARBOR ENTERPRISE FUND				3/19/2025		
REVENUE DETAIL BY LINE ITEM, SORTED BY TYPE				71.5% of FY elapsed		
A/C Num.	Revenue Categories & Descriptions	FY23	FY24	FY25 YTD		FY25
		7/1/22 - 6/30/23	7/1/23 - 6/30/24	ACTUAL		7/1/24 - 6/30/25
		ACTUAL	ACTUAL	\$	%	BUDGET
0600	HARBOR ADMINISTRATION					
4515	Ferry Lease	18,000	18,000	18,000	100.0%	18,000
4650	Rents & Leases	597,344	541,035	380,245	76.0%	500,000
	<u>Operating Revenue - Admin</u>	<u>615,344</u>	<u>559,035</u>	<u>398,245</u>	<u>76.9%</u>	<u>518,000</u>
4527	PERS Revenue	32,821	-	-		-
4634	Port Storage Fee	207,662	186,535	152,298	158.4%	96,164
4635	Port Impound Fee	816	2,017	1,020		-
4705	Business Licenses	20	30	35		-
4801	Interest On Investments	73,468	132,076	(8,168)		-
4901	Surplus Property	2,187	-	1,220		-
4902	Other Revenue	11,189	-	-		-
	<u>Non-Operating Revenue - Admin</u>	<u>328,162</u>	<u>320,658</u>	<u>146,404</u>	<u>152.2%</u>	<u>96,164</u>
0601	HARBOR					
4245	Waste Oil Disp	1,079	-	200		-
4249	Oil Spill Recovery	-	-	-		-
4318	Parking Revenue	158,725	187,621	141,369	62.8%	225,000
4319	Electrical Supplies	1,449	1,014	381	16.0%	2,380
4402	Non Moving Fine	100	12,294	6,136		8,000
4624	Berth Transient Monthly	716,742	750,018	460,607	63.9%	720,640
4625	Berth Reserved	1,628,043	1,822,633	1,935,851	105.9%	1,828,236
4626	Berth Transient Annual	325,749	361,422	251,876	75.7%	332,805
4627	Berth Transient Semi Annual	132,878	152,941	40,315	25.8%	156,364
4628	Berth Transient Daily	159,413	170,535	102,347	66.2%	154,599
4629	Metered Energy	140,575	146,080	85,768	95.9%	89,472
4644	Pumping	-	-	122	0.0%	-
4645	Wooden Grid	4,089	6,010	4,362	90.2%	4,833
4646	Commerical Ramp	49,562	70,886	33,715	61.3%	55,000
4647	Berth Wait List	15,082	13,425	4,438	35.2%	12,623
4648	Steel Grid Fees	6,969	2,605	-	0.0%	8,000
4654	Spit Camping	35,018	217,711	141,166	128.3%	110,000
4663	Trans Energy 110v	34,863	45,379	23,456	54.9%	42,746
4664	Trans Energy 220v	20,569	29,451	14,054	48.9%	28,744
4665	Trans Energy 208v	204,723	193,837	100,232	62.9%	159,228
4666	Commerical Ramp Wharfage	41,055	67,182	44,224	110.6%	40,000
	<u>Operating Revenue - Harbor</u>	<u>3,676,683</u>	<u>4,251,045</u>	<u>3,390,618</u>	<u>85.2%</u>	<u>3,978,670</u>
4802	Penalty/Int	7,797	14,884	12,461	191.7%	6,500
4902	Other Revenue	66,923	67,272	48,452	80.5%	60,167
	<u>Non-Operating Revenue - Harbor</u>	<u>74,720</u>	<u>82,156</u>	<u>60,913</u>	<u>91.4%</u>	<u>66,667</u>

FUND 400 - PORT & HARBOR ENTERPRISE FUND				3/19/2025		
REVENUE DETAIL BY LINE ITEM, SORTED BY TYPE				71.5% of FY elapsed		
A/C Num.	Revenue Categories & Descriptions	FY23	FY24	FY25 YTD ACTUAL		FY25
		7/1/22 - 6/30/23	7/1/23 - 6/30/24			7/1/24 - 6/30/25
		ACTUAL	ACTUAL	\$	%	BUDGET
0602	PIONEER DOCK					
4631	USCG Leases	38,976	40,495	26,789	87.0%	30,796
4637	Seafood Wharfage-PD	-	-	-		-
4638	PD Fuel Wharfage	198,654	193,311	133,014	61.9%	214,809
4639	Pioneer Dock - Wharfage	-	-	-		-
4641	PD Water Sales	9,291	7,204	4,203	40.0%	10,500
4642	PD Docking	39,991	45,610	36,288	78.9%	46,000
	Operating Revenue - Pioneer Dock	286,911	286,621	200,294	66.3%	302,106
0603	FISH DOCK					
4620	Ice Sales	243,997	342,780	187,972	70.7%	265,742
4621	Cold Storage	22,319	24,603	23,586	94.3%	25,000
4622	Crane Rental	203,818	202,286	124,517	65.4%	190,306
4623	Card Access Fees	6,144	5,933	2,605	45.7%	5,700
4637	Seafood Wharfage	20,530	24,621	15,258	88.1%	17,324
4700	Other Wharfage Fish Dock	9,945	68	-	0.0%	9,843
	Operating Revenue - Fish Dock	506,754	600,290	353,938	68.9%	513,915
4206	Fish Tax	116,236	78,772	122,128	189.2%	64,562
0604	DEEP WATER DOCK					
4633	Stevedoring	49,565	9,834	14,488	120.7%	12,000
4637	Seafood Wharfage	-	-	-	0.0%	-
4640	Deep Water Dock Wharfage	152,709	8,402	30,160	64.7%	46,651
4643	Deep Water Dock Docking	121,387	116,074	102,374	102.4%	100,000
4668	Dwd Water Sales	41,651	21,435	34,211	114.0%	30,000
4672	Port Security Revenues	-	-	-	0.0%	-
	Operating Revenue - DW Dock	365,311	155,745	181,233	96.1%	188,651
0605	OUTFALL LINE					
4704	Outfall Line	4,800	4,800	4,800	100.0%	4,800
0606	FISH GRINDER					
4706	Fish Grinder	6,803	10,393	6,460	87.4%	7,390
0615	LOAD AND LAUNCH RAMP					
4653	L & L Ramp Revenue	120,243	147,506	60,225	46.3%	130,000
	Operating Revenue - L & L Ramp	125,519	147,506	60,225	46.3%	130,000
	Total Revenues	6,107,243	6,497,020	4,925,259	84%	5,870,925
	Net Surplus (Deficit)	1,302,144	950,000	1,797,689		(26,572)

FUND 400 - PORT & HARBOR ENTERPRISE FUND				3/19/2025		
COMBINED EXPENDITURES				71.5% of FY elapsed		
A/C Num.	Expenditure Categories & Descriptions	FY23	FY24	FY25 YTD		FY25
		7/1/22 - 6/30/23	7/1/23 - 6/30/24	ACTUAL		7/1/24 - 6/30/25
		ACTUAL	ACTUAL	\$	%	BUDGET
<u>Salaries and Benefits</u>						
5101	Salary and Wages	1,200,096	1,359,272	1,101,215	70.9%	1,552,986
5102	Fringe Benefits	197,813	933,465	575,848	65.9%	873,798
5103	Part-time Wages	171,551	125,076	102,296	55.3%	184,933
5104	Part-time Benefits	19,895	14,587	11,989	51.7%	23,173
5105	Overtime	29,798	29,746	26,605	67.5%	39,439
5107	Part-time Overtime	164	506	296	7.6%	3,879
5108	Unemployment Benefits	-	4,932	1,606	0.0%	-
5112	PERS Relief	32,821	-	-	0.0%	-
Total Salaries and Benefits		1,652,138	2,467,583	1,819,855	68.0%	2,678,207
<u>Maintenance and Operations</u>						
5201	Office Supplies	6,257	3,644	2,693	57.3%	4,700
5202	Operating Supplies	21,809	24,058	22,002	84.6%	26,000
5203	Fuel and Lube	43,534	47,343	27,029	74.5%	36,300
5204	Chemicals	-	4,408	2,133	35.6%	6,000
5207	Vehicle and Boat Maintenance	18,002	31,509	12,527	50.1%	25,000
5208	Equipment Maintenance	69,361	54,846	37,739	49.0%	77,000
5209	Building & Grounds Maintenance	56,517	38,171	55,554	82.9%	67,000
5210	Professional Services	47,195	19,359	13,678	37.5%	36,500
5211	Audit Services	16,196	40,630	35,398	83.4%	42,468
5213	Survey and Appraisal	-	17,500	-	0.0%	12,500
5214	Rents & Leases	3,716	4,563	3,271	46.7%	7,000
5215	Communications	8,840	11,931	7,574	75.7%	10,000
5216	Freight and Postage	1,492	2,028	493	9.0%	5,500
5217	Electricity	649,413	654,842	376,081	46.8%	803,495
5218	Water	85,913	138,976	113,969	124.5%	91,528
5219	Sewer	11,977	12,383	8,944	56.2%	15,919
5220	Refuse and Disposal	52,883	52,288	25,219	39.8%	63,300
5221	Property Insurance	88,108	106,791	116,336	100.0%	116,336
5222	Auto Insurance	9,740	10,907	11,950	103.7%	11,522
5223	Liability Insurance	77,367	86,006	100,515	122.8%	81,843
5226	Testing and Analysis	-	3,280	3,140	44.9%	7,000
5227	Advertising	4,345	6,217	2,134	30.5%	7,000
5228	Books and Subscriptions	107	-	-		-
5231	Tools and Equipment	17,252	5,137	11,320	60.5%	18,700
5234	Record and Permits	-	-	950	23.7%	4,000
5235	Membership Dues	7,435	6,045	6,707	95.8%	7,000
5236	Transportation	12,464	1,344	4,575	114.4%	4,000
5237	Subsistence	8,765	317	816	20.4%	4,000
5238	Printing and Binding	3,993	282	-	0.0%	3,500
5248	Lobbying	21,245	20,803	14,000	33.3%	42,000
5249	Oil Spill Response	-	-	-	0.0%	1,000
5250	Camera Area Network	214	2,423	-	0.0%	18,000
5252	Credit Card Expenses	101,699	132,045	95,288	73.9%	129,000

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COMBINED EXPENDITURES				71.5% of FY elapsed		
A/C Num.	Expenditure Categories & Descriptions	FY23	FY24	FY25 YTD ACTUAL		FY25
		7/1/22 - 6/30/23	7/1/23 - 6/30/24			7/1/24 - 6/30/25
		ACTUAL	ACTUAL	\$	%	BUDGET
5256	Waste Oil Disposal	18,691	39,118	22,781	50.6%	45,000
5258	Float and Ramp Repairs	43,986	20,460	3,969	15.9%	25,000
5287	Electrical Supplies	1,010	-	-	0.0%	2,100
5601	Uniform	5,986	11,490	2,042	17.8%	11,500
5602	Safety Equipment	5,880	6,938	9,678	64.5%	15,000
5603	Employee Training	5,681	30,692	7,829	19.1%	41,000
5606	Bad Debt Expenses	35,622	13,798	52,019	173.4%	30,000
5608	Debt Payment-Interest	-	-	-		-
5624	Legal Services	-	4,388	-	0.0%	100,000
5627	Port Security	-	-	-	0.0%	2,500
5635	Software	134	3,058	2,902	72.6%	4,000
5637	Diving Services	16,045	30,945	-	0.0%	8,500
5638	Signage Parking Delineation	18,065	35,561	29,095	93.9%	31,000
	Total Maint. and Operations	1,596,939	1,736,526	1,242,350	59.1%	2,100,713
	C/O and Transfers					
5106	Leave Cash Out	57,406	73,867	-	0.0%	49,513
5241	GF Admin Fees	-	-	-		-
5990	Transfers To	1,498,614	1,269,043	65,364	6.1%	1,069,064
	Total Others	1,556,021	1,342,910	65,364	5.8%	1,118,577
	Total	4,805,098	5,547,019	3,127,569	53.0%	5,897,497



Memorandum

To: Port and Harbor Advisory Commission
From: Amy Woodruff, Port Administrative Supervisor
Date: March 19, 2025
Subject: March Staff Report

Homer Harbor Expansion

We held our third public meeting related to Harbor Expansion on Saturday, March 15th. Commissioners Pitzman and Atwood were in attendance. Materials from the meeting are posted now on the website, and a report on the meeting will be available in late March or early April. The next big date to keep in mind is June 1st, the projected release date for the USACE's draft Tentatively Selected Plan. After the tentatively selected plan is released, there will be a 30-day public comment period.

FY25 PIDP Application update

We continue to wait for news from the Maritime Administration (MARAD). Once DOT has appointed a new Maritime Administrator, we anticipate that MARAD will release an updated Notice of Funding Opportunity (NOFO) that aligns with as-yet-undefined Departmental Priorities under the Trump administration.

Financial Plan Update

I haven't made progress on the financial plan since our last meeting. Depending on time commitments to the PIDP application process in the next month, I may or may not be able to stick to the April timeline for bringing a draft plan to the Port Commission.

April Work Session with Port Property Associate about Leasing

Port Property Associate Mark Bowman will be holding a work session with the Port & Harbor Advisory Commission on Wednesday, April 30th, the week after our April PHC meeting. We'd like to prepare a work session agenda that addresses your questions. Let's discuss these questions from Mark and based on your responses I'll work with him to prepare for the April work session.

1. What information would be helpful for us to present at the April Work Session?
 - a. Flow chart of the lease application process
 - b. Compliance process for existing tenants
 - c. Land Allocation Plan 101
 - d. Other lease related information?
 - e. Other?
2. Questions Mark (Port Property Associate) has:
 - a. Do you have questions of P&H staff, especially as regards lease management?
 - b. Compliance is a focal point now. What ideas do you have that might encourage lease compliance?
 - c. What can be done to maximize revenue form City property leases?

Commissioner report-backs from City Council Meetings

3/10 and 3/24 William Roth

Attachments

Project Updates

2025 Commission Calendar & City Council Meeting Calendar



City of Homer

www.cityofhomer-ak.gov

Port and Harbor

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Homer, AK 99603

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(p) 907-235-3160

(f) 907-235-3152

Port & Harbor Special Project Status Updates Mar. 2025

Fish Grinder Building Replacement & Drainage	Project Complete (ish)	Building is ready for use, painting and asphalt work scheduled for spring
Parking Lot Improvements	Project on Hold	No further progress expected until permitting complete.
Paid Parking Program Planning & Permitting	Project in progress	Drafting language for permit application from DOT Right of Way
Ice Metering System	Project Contract Awarded	North Star is preparing the engineering schematics, delivery expected midsummer, winter install.
Float Replacement	Design Funded	Completing the steps to accept grant from Denali Commission
Steel Grid Repair or Replacement	Seeking Design Funding	Working with Public Works to Estimate Costs
Run Electricity to Camera Poles at Ramps 1-5	Project Funded	Notice to proceed has been issued
100% Design for Critical Float System Replacement	Seeking Design Funding	Ordinance 25-17 postponed until 3/24/25

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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City of Homer

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Port and Harbor

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2025 Council Meetings

Please look over your calendars to see which dates you are available for prior to the meeting. If shared equally, each commissioner will sign up for three meetings.

Date	Commission Report	Commissioner
January 27 th	January Meeting	Casey Siekaniec
February 10 th	--	Jared Bradshaw
February 24 th	--	Lacey Velsko
March 10 th	February Meeting	Will Roth
March 24 th	--	Will Roth
April 14 th	March Meeting	Lacey Velsko
April 28 th	April Meeting	Lacey Velsko
May 12 th	--	
May 27 th (Tuesday)	--	Dave Atwood
June 9 th	May Meeting	
June 23 rd	--	Dave Atwood
July 28 th	June Meeting	
August 11 th	--	
August 25 th	--	
September 8 th	August Meeting	Dave Atwood
September 22 nd	--	
October 13 th	September Meeting	
October 27 th	October Meeting	

November 10 th	--	Will Roth
November 24 th	November Meeting	

PHC Meeting Date <i>all meetings start at 5:30 pm</i>	
January 22 nd	Quarterly Statistics Review Strategic Plan
February 26 th	Approve Strategic Plan
March 26 th	Elections of Officers
April 23 rd	Quarterly Statistics
May 28 th	Land Allocation Plan (tentative)
June 25 th	
July 23rd - Cancelled	Cancelled
August 27 th	Quarterly Statistics
September 24 th	
October 22 nd	Quarterly Statistics End-of-Season Review with Harbormaster Clarke
November 12 th	
December 10 th	Annual update on long-range planning for Spit Erosion

Homer Marine Trades Association Meeting

March 5, 2025

@ Harbormaster Conference Room

Meeting Minutes

Call to order: The meeting was called to order by President, Eric Engebretsen at 6:00 p.m.

Directors Present: Eric Engebretsen, Jen Hakala, Alita Mahan, Mark Zeiset, Trey Hill, Matt Alward, Amy Woodruff, George Hall

Directors Absent: Bruce Friend, Aaron Fleenor

Approve Minutes of the previous BOD Meeting held February 12, 2025: Motion by Mark Zeiset to approve seconded by George Hall, Approved as presented.

Approval of Agenda: Motion by Matt Alward to approve the Agenda as presented, Mark Zeiset seconded, Agenda Approved

Guest Presentations:

Kate Mitchell, Past President

- Availability to help HMTA board, currently signed up for Marketing committee.

Carla and Ken, Kachemak Bay Wooden Boat Society

- Beginning meetings, interested in participating in Harborfest with wooden boat building youth activity

Written Port and Harbor update from Brian Hawkins

Treasurer's Report –Jen Hakala:

- Treasurer's Report read and attached to minutes
- A/R Aging Summary read and attached to minutes
- Upcoming expenses – Harborfest sponsorship \$8,000. \$1,000 scholarships

Communication Director's Report:

- Amy presented 4 panel color brochure drafted by Samantha for review in her absence.
 - Directors provided feedback on brochure categories

Committee Reports:

- Marketing – Mark Zeiset
 - Held joint committee meeting with Events.
 - Received clarification form HCOC that HMTA will collect funds and manage our own vendors for Harborfest.
- Workforce Development – Aaron Fleenor
 - No report
- Scholarship – Alita Mahan
 - Still no scholarship applicants to date, applications are due 4/15.
 - Amy provided scholarship flyer which will be distributed at HHS and around town.
 - Kate suggested checking into Homer Foundations all in one scholarship application to see if HMTA can be included.
- Events – Jen Hakala
 - Jen attended Harborfest planning meeting, Held combined committee meeting with Marketing
 - Need to add Kate Mitchell BOTY Award Presentation to Events

Old Business:

- High School Student Board Seat Appointment

- Potential candidate Gabe Bradshaw has been identified, he is considering availability to commit.
- Update Committee Members / assignments
 - Need to revamp / relist committees to included members, meeting schedule, and assigned tasks. The following are current committees, those in attendance at previous meeting signed up for desired committees. Need to keep as old business to poll absent members to be added to desired committees.
 - Marketing: George, Mark, Trey, Kate Mitchell (Chair – Mark)
 - Workforce Development: Aaron, Alita, Samantha (Chair – Aaron)
 - Scholarship :Alita, Jen, Samantha (Chair – Alita)
 - Events: Jen, Alita, Amy, Eric (Chair- Jen)
 - Finance: Jen, Matt Alward, Alita (Chair-Jen)

New Business:

- Homer Harborfest update
 - HMTA vendor booth space will be \$150 for a 10x10, treat as an investment, goal is to get as many participants as possible, could grow to a multi-day event in the future.
 - Membership opportunity for vendor booth space will be emailed. A target list of approx. 13 vendors will be called on by Bruce when he is back in AK.
 - Vendor booth set up will be all day Friday, tear down Sunday, Target vendor presence time is 10am-6pm
 - Action Items:
 - Eric to poll Anchorage Boat vendors on boat space price
 - Need final marketing poster
 - Samantha to prepare vendor app and marketing email to membership – should make membership aware of opportunity to participate and ask them to contact us
 - F/U with Harborfest committee on Security, removing vehicles in ROW
- Homer Job Fair
 - Amy reported that 14 employers are currently signed up to attend. If you know of anyone looking for summer hires or Seniors looking for work, please refer them.
 - There will be a 90 min presentation on major industries in Homer – Marine trades, SPH, Charters?
 - HMTA will have a table
- Update on City advertising funds
 - Erik met with City Manager to discuss handling of City Funds to HMTA, based on HMTA status as a proven established entity providing strong marketing for Homer, City is comfortable would like to be invoiced for \$8,000 along w/ a memo of understanding on how the funds will be used. City is ready for the invoice now, must submit by 7/1/2025.

Next Meeting: April 9, 2025 6pm @ Harbormasters conference room.

Adjourn: The meeting was adjourned at 7:37 p.m.

Respectfully submitted,

Alita Mahan
HMTA Secretary



AGENDA ITEM REPORT

Election of PHC Officers

Item Type: Action Memorandum
Prepared For: Port & Harbor Advisory Commission
Meeting Date: March 20, 2025
From: Zach Pettit, Deputy City Clerk II

Summary Statement:

Per Article IV, Sec. 1 of the PHC Bylaws: "A Chairperson and Vice-Chairperson shall be elected from among the appointed commissioners at the regular February meeting of the Commission."

Recommended process for Election of Vice Chair:

- 1) A commissioner will make a motion to determine the PHC's method of voting for the elections. Voting is commonly done by a Show of Hands or a Voice Vote (yes/no).
- 2) Once the election method is decided, the Chair will open the floor for nominations.
- 3) Commissioners are free to call out nominations, they do not need to be recognized by the Chair.
 - ***These are not motions and do not require a second.***
 - It's ok for a commissioner to nominate themselves.
 - If a commissioner calls out a nomination and that individual is fully against serving, it is acceptable for that nominated commissioner to speak up and say they would not be willing to accept the seat if elected. They have still been nominated though and should still go through the voting process; the rest of the commission at least now knows who of the nominees is/is not interested in serving.
- 4) Once all nominations are called out, the Chair will close the floor to nominations.
- 5) Chair will then call out each nominee's name for voting. For each name called out, commissioners will vote using the selected method (Show of Hands/Voice Vote).
- 6) As soon as one of the nominees receives the majority of votes, the Chair will declare them elected. If only one person is nominated, the Chair simply declares the nominee elected.

Recommended process for Election of Chair:

- 1) It is preferred the gavel be handed over to the newly elected Vice Chair to conduct the vote for Chair.
- 2) Election is conducted in the same manner as it was for the Vice Chair (see steps 2-6 above).
- 3) The gavel/meeting will be turned over to the newly elected (or re-elected) Chair to conduct the remainder of the meeting.
 1. The gavel/meeting will be turned over to the newly elected (or re-elected) Chair to conduct the remainder of the meeting.

March 2025 Staff Report

Halibut and Black Cod are open and Cod season is closing on 3-20-25, Ice sales are open. Waiting on first deliveries.... In the news....

Ice Plant

- Ice Plant up and running
- Ongoing crane inspections and service happening this month.
- Grind Shack 95% done
- All fish dock cranes operational

Port Maintenance

- Ongoing electric pedestal maint.
- Ongoing Docks and Harbor infrastructure inspections
- Keeping up with recurring monthly work orders.
- Fire Cart inspections.

Operations

- Harbor occupancy is currently around 400 vessels, but this is growing fast due to Winter King Derby on 3/22
- Marine Repair Facility currently has 7 vessels/barges
- Performed parking enforcement around Spit properties and the Airport
- Parking lot improvements occurred at the Whale lot, barge ramp cargo terminal, and several other areas
- One fire hydrant was relocated to the top of ramp 4, and another was added near Morphis boardwalk
- One vessel was found sunk in its stall by Harbor staff; salvage operations done by divers
- Troubleshoot intermittent radio issues
- Staff performed routine maintenance on the Harbor tug
- Pioneer and Deep Water Dock landings included vessels: Perseverance; Endeavor; Kate Francis; Ann T. Chermie w/ Petro Alaska; Bill Gobel; Bailey Barco; Millennium Dawn and barge Lovel Briere
- Staff prepared for the Winter King derby by meeting with event staff and are fielding numerous hotberth requests
- Ferry Tustumena ceasing operations until April
- Seasonal Harbor Assistant and Parking Enforcement positions are posted on the City's website



MEMORANDUM

PHC-25-007

Critical Float Replacement Project

Item Type: Informational Memorandum
Prepared For: Port & Harbor Advisory Commission
Date: March 19, 2025
From: Amy Woodruff, Port Administrative Supervisor
Through: Bryan Hawkins, Port Director

Commissioner Roth reached out to me with some questions related to the Critical Float Replacement Project. I've included each question and a short response below. If the commission would like to have a business item on the April agenda related to this project, please let me know.

1. Explanation for where the Denali 1.1 million Dollars, and 1.1 million match from city of Homer are going. Totaling 2.2 million for design and permitting on float replacement project.

The cost is broken down as follows: Field Investigations \$250,000; Design Drawings and Specifications \$1,220,000; Environmental Review \$400,000; Permitting \$335,000. A complete summary of the tasks to be completed under these categories is included in the attached memo provided to City Council at their March 24th meeting.

2. Request harbor staff to bring proof of work for the 30% that has been reported completed on the design of harbor float replacements

The 30% design is attached. These designs are also available on the City's website on the page for the project at <https://www.cityofhomer-ak.gov/port/homer-harbor-critical-float-system-replacement-project>.

3. Total cost breakdown of the total permits needed for float replacement

The budget for the permitting process is \$335,000. This amount includes any direct costs for a permit, as well as the cost for retaining an experienced consultant to support Port Staff in completing the application process. A complete breakdown of the permits required is included in the attached memo provided to City Council at their March 24th meeting.

4. Who is in charge of the float replacement project?

Port Director Bryan Hawkins.

5. Does Homer Harbor Commission have access to the receipts for the last major float replacement project?

All City records are public documents and can be made available to the general public via records request. If the Commission's agenda includes business that would benefit from the review of City records, I make every effort to include relevant records in the packet as reference items. Based on a phone conversation with Commissioner Roth, I understand that he is interested in understanding the cost estimates for the current critical float replacement project and placing the numbers into a larger context. Our last float replacement project was in 2014 and information on the bids submitted for project is available on the City website at <https://www.cityofhomer-ak.gov/cityclerk/itb-homer-harbor-facilities-improvements-2014>. The contract was awarded to [Harris Sand and Gravel](#).

The cost estimates for the current project were produced by Kimberley Neilsen, an engineer with three decades of experience in as a waterfront engineer in Alaska. She based the per-square-foot cost on cost she saw for similar projects completed in Cordova (2023 bid, 23-24 construction) and Seward (2021 bid, 21-22 construction)

Estimated Unit Prices for Homer 2023*		<i>*Prices Not Adjusted for inflation to 2025/2026 project timeline</i>
Mobe/Demobe (incl. CM)	15%	of construction cost
Construction Survey	0.50%	of construction cost
Demolition of Existing	\$ 19	
Protected Species Observer, per day	\$ 3,000	3 piles/day
Main Floats, Utility Floats	\$ 190	
Stall Floats, Gangway Floats	\$ 210	
Trestle superstructure	\$ 280	
16" piles, furnished	\$ 140	
18" piles, furnished	\$ 152	
16" & 18" piles, driven	\$ 3,500	
Anodes	\$ 1,070	
100' gangway w/metal roof	\$287,500	
Potable Water Systems	\$ 170	
Fire Suppression Systems	\$ 164	
Electrical Power Systems	\$ 762	
Safety Ladders (Furnished & Installed)	\$ 633	
Life Ring/Cabinet (Furnished & Installed)	\$ 1,250	
Fire Extinguisher/Cabinet (Furnished & Installed)	\$ 1,000	
Contingency Class 3 Estimate	20%	

6. If we are installing new pilings for the float replacement project can we change to bolt on zincs instead of welding on zincs to reduce zinc replacement costs? Discuss hiring local divers to do bolt on zincs to save costs?

The City can consider any number of design options as we move from 30% to 100% design. Port Director Hawkins says that bolt-on zincs may not save that much due to the risk that the bolt's threads will be damaged as divers work the 150-lb zincs on to the bolts. We can discuss further during the meeting.

7. Staff update on homer harbor pilings, what does Global Mining and Diving have to say about the condition and Longevity of the pilings in the homer harbor.

As a part of the Cathodic Protection project, Coffman Engineers surveyed the protection provided by the project by measuring structure-to-water potential before and after Global Diving and Salvage completed the zinc installation. Coffman found that the installed system provided "adequate levels of cathodic protection to the submerged dock pilings at the locations tested." This non-invasive survey does not tell us anything about the condition or longevity of the pilings.

RECOMMENDATION:

Informational Only.

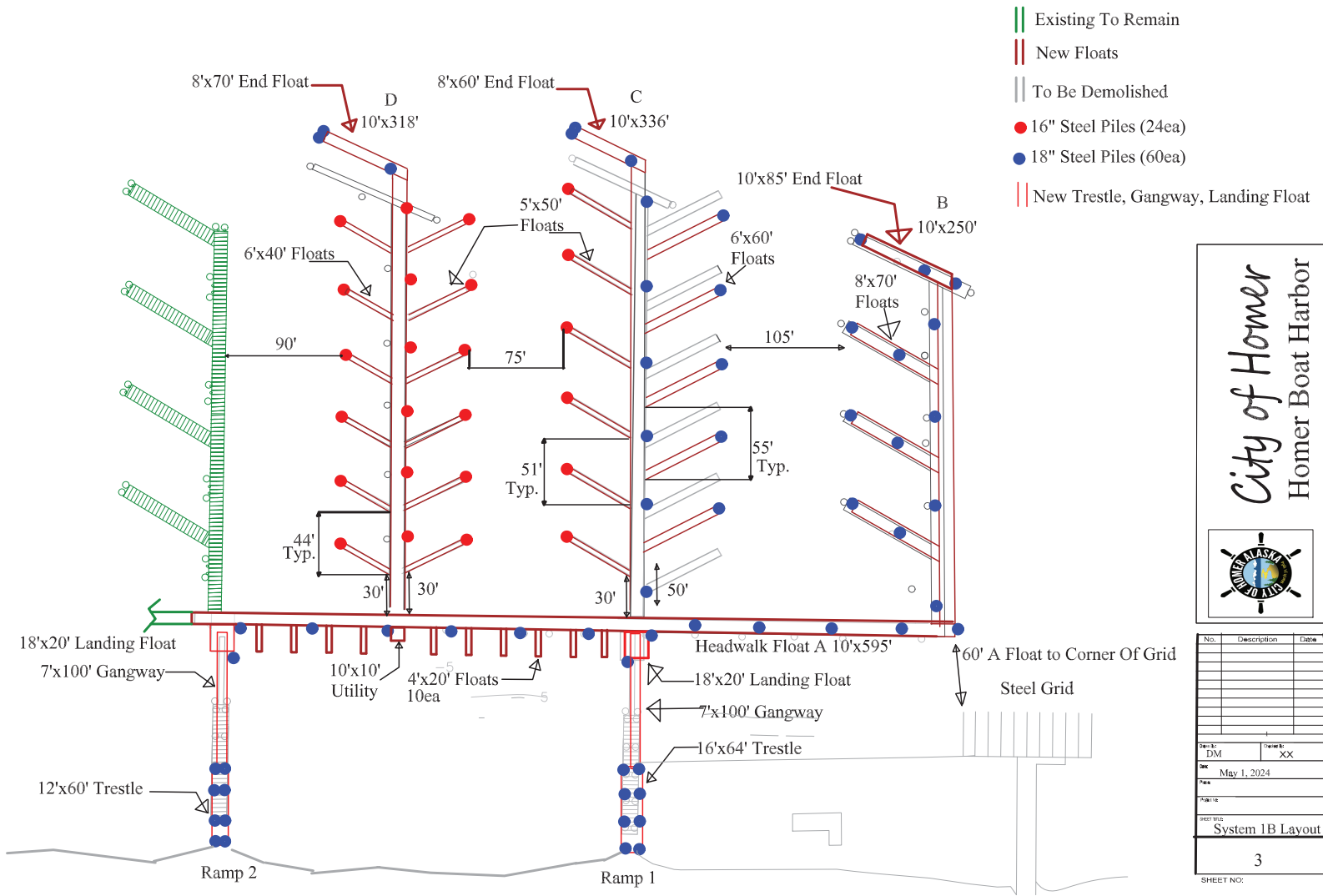
Attached:

30% design documents for float replacement

Cost estimates for float replacement project from PIDP Application (2023 dollars)

Memo from City Special Projects and Communications Coordinator Jenny Carroll

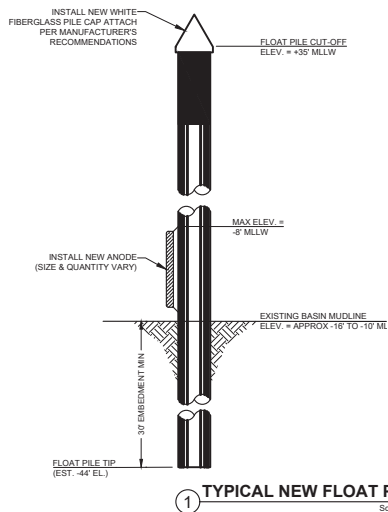




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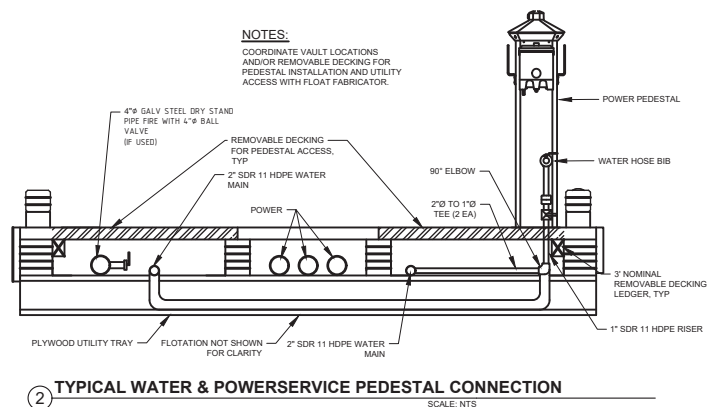
- NOTES:
1. FLOATING DOCK SYSTEM TO BE MANUFACTURER-DESIGNED. THESE PLANS OUTLINE THE OWNER-PREScribed FEATURES AND PERFORMANCE SPECIFICATIONS FOR THE FLOATS SYSTEM.
 2. PROVIDE FRP GRATE UTILITY TRAY AT ALL LOCATIONS WHERE UTILITIES RUN ACROSS FLOAT TO PEDESTALS AND AT MAIN FLOAT INTERSECTION LOCATIONS. GRATE SHALL BE RATED FOR MIN. 150 POUND DISTRIBUTED LOAD.
 3. PROVIDE BELOW DECK UTILITY TRAYS ON ALL FLOATS.
 4. PROVIDE POLYETHYLENE UTILITY VAULTS WITH REMOVABLE STEEL COVER DIAMOND PLATE AND 1/4" FINGER HOLES @ FLOAT INTERSECTIONS, CORNERS, AND VALVE LOCATIONS. COORDINATE WITH ELECTRICAL, WATER, AND FIRE SYSTEM UTILITIES.
 5. ALTERNATE FIRE SUPPRESSION SYSTEM MAY BE PROVIDED AT THE APPROVAL OF THE OWNER.

Picked 5/6/2024 by L. Gallorath



NOTES:

1. MINIMUM FLOAT PILE LENGTH SHALL BE BASED ON 30 FEET OF EMBEDMENT AND A TOP ELEVATION OF +35 FEET MLLW.
2. THE CONTRACTOR DESIGN OF THE FLOAT SYSTEM MAY INCLUDE ADDITIONAL PILING OR DEEPER PILING EMBEDMENT.

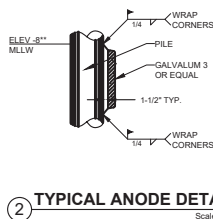


NOTES:

- COORDINATE VAULT LOCATIONS AND/OR REMOVABLE DECKING FOR PEDESTAL INSTALLATION AND UTILITY ACCESS WITH FLOAT FABRICATOR.

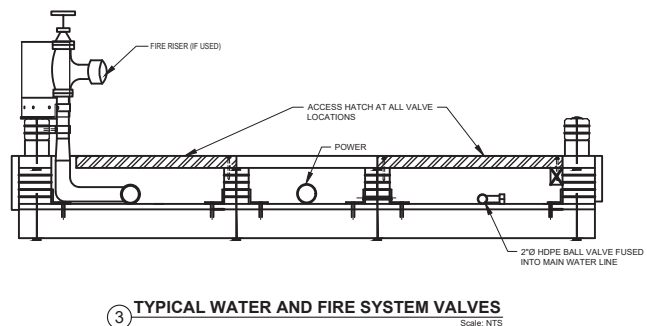
NOTES:

1. INSTALL TWO EA. ANODES PER FLOAT. WEIGHT SHALL BE ANODE MATERIAL NOT INCLUDING MOUNTING TAB. LENGTH OF ANODE SHALL NOT EXCEED 36".
2. TOP OF INSTALLED ANODE SHALL BE NO HIGHER THAN ELEV -8' U.O.N.
3. ANODES SHALL BE INSTALLED BY AN AOC CERTIFIED DIVER. WET WELD TO AWS D3.6 CLASS B STANDARDS
4. COORDINATE ANODE ELEVATION WITH FINAL DESIGN OF FLOATS AND PILE COLLARS.



2 TYPICAL ANODE DETAIL
Scale: NTS

**CONDUCT A LEADLINE SURVEY PRIOR TO INSTALLING ANODES. NOTIFY ENGINEER FOR ANY LOCATIONS WHERE, DUE TO SHALLOW DEPTHS, IF AN ANODE IS INSTALLED PER PLAN, THE TOP OF THE ANODE WOULD BE HIGHER THAN -8' ELEV.



3 TYPICAL WATER AND FIRE SYSTEM VALVES
Scale: NTS

City of Homer
Homer Boat Harbor



No.	Description	Date

DM KN
MAY 1, 2024

PILE AND ANODE
DETAILS

SHEET NO.

6

Homer Port Floating Dock Replacement Project Estimate (2023 US\$)

Based on 30% Design

Description	Width (ft)	Length (ft)	Float SF	Unit Qty	Total Qty	Unit	Unit Price	Extended Price
Mobilization/Demobilization					1	LS	\$ 5,400,000	\$ 5,400,000
Construction Survey					1	LS	\$ 206,000	\$ 206,000
Protected Species Observers (2 persons)					90	DAY	\$ 3,000	\$ 270,000
Demolition/Removal of Existing Facilities					70000	SF	\$ 19	\$ 1,295,000
System 1b (ABCD)								
A-4 Main Floats	10	595.5	5955	1	5955	SF	\$ 190	\$ 1,131,450
A-4 Stall Floats	4	20	80	10	800	SF	\$ 210	\$ 168,000
A-4 Utility Floats	10	10	100	1	100	SF	\$ 190	\$ 19,000
B Main Float	10	250	2500	1	2500	SF	\$ 190	\$ 475,000
B End Float	10	85	850	1	850	SF	\$ 190	\$ 161,500
B Stall Float	8	70	560	3	1680	SF	\$ 210	\$ 352,800
C Main Float	10	336	3360	1	3360	SF	\$ 190	\$ 638,400
C End Float	8	60	480	1	480	SF	\$ 190	\$ 91,200
C Stall Float	6	60	360	5	1800	SF	\$ 210	\$ 378,000
C Stall Float	5	50	250	6	1500	SF	\$ 210	\$ 315,000
D Main Float	10	318	3180	1	3180	SF	\$ 190	\$ 604,200
D End Float	8	70	560	1	560	SF	\$ 190	\$ 106,400
D Stall Float	5	50	250	6	1500	SF	\$ 210	\$ 315,000
D Stall Float	4	40	160	6	960	SF	\$ 210	\$ 201,600
Gangway Floats	18	20	360	2	720	SF	\$ 210	\$ 151,200
100' Covered Gangway		100		2	2	LS	\$ 287,500	\$ 575,000
Ramp 1 - Trestle Superstructure	16	64	1024	1	1024	SF	\$ 280	\$ 286,720
Ramp 2 - Trestle Superstructure	12	60	720	1	720	SF	\$ 280	\$ 201,600
16" Dia Galv Steel Float Piles, Furnished		80		24	1920	LF	\$ 140	\$ 267,958
18" Dia Galv Steel Float Piles, Furnished		80		44	3520	LF	\$ 152	\$ 536,123
18" Dia Galv Steel Trestle Piles, Furnished				16	1040	LF	\$ 152	\$ 158,400
16" & 18" Dia Galv Steel Piles, Driven				84	84	EA	\$ 3,500	\$ 294,000
Anodes				152	152	EA	\$ 1,070	\$ 162,626
Potable Water Systems				1864	1864	LF	\$ 170	\$ 316,180
Fire Suppression Systems				1864	1864	LF	\$ 164	\$ 306,207
Electrical Power Systems				1864	1864	LF	\$ 762	\$ 1,420,433
Safety Ladders (Furnished & Installed)					34	EA	\$ 633	\$ 21,537
Life Ring/Cabinet (Furnished & Installed)					7	EA	\$ 1,250	\$ 8,750
Subtotal System 1b (ABCD)		\$ 9,664,284						
System 1a (KLMNPQ)								
A-1 Main/Headwalk Floats	10	934	9340	1	9340	SF	\$ 190	\$ 1,774,600
A-1 Utility Floats	10	10	100	6	600	SF	\$ 190	\$ 114,000
K Main Float	10	302	3020	1	3020	SF	\$ 190	\$ 573,800
K Stall Float	4	32	128	16	2048	SF	\$ 210	\$ 430,080
K End Float	6	74	444	1	444	SF	\$ 190	\$ 84,360
L Main Float	10	302	3020	1	3020	SF	\$ 190	\$ 573,800
L Stall Float	4	32	128	16	2048	SF	\$ 210	\$ 430,080
L End Float	6	74	444	1	444	SF	\$ 190	\$ 84,360
M Main Float	10	302	3020	1	3020	SF	\$ 190	\$ 573,800
M Stall Float	4	32	128	16	2048	SF	\$ 210	\$ 430,080
M End Float	6	74	444	1	444	SF	\$ 190	\$ 84,360
N Main Float	10	302	3020	1	3020	SF	\$ 190	\$ 573,800
N Stall Float	4	32	128	16	2048	SF	\$ 210	\$ 430,080
N End Float	6	74	444	1	444	SF	\$ 190	\$ 84,360
P Main Float	10	302	3020	1	3020	SF	\$ 190	\$ 573,800
P Stall Float	4	32	128	16	2048	SF	\$ 210	\$ 430,080
P End Float	6	74	444	1	444	SF	\$ 190	\$ 84,360
Q Main Float	10	302	3020	1	3020	SF	\$ 190	\$ 573,800
Q Stall Float	4	32	128	16	2048	SF	\$ 210	\$ 430,080
Q End Float	6	74	444	1	444	SF	\$ 190	\$ 84,360
Ramp 4 - Gangway Float	25	20	500	1	500	SF	\$ 210	\$ 105,000
Ramp 4 - 100' Gangway		100		1	1	LS	\$ 287,500	\$ 287,500
Ramp 4 - Trestle Superstructure	16	40	640	1	640	SF	\$ 280	\$ 179,200
Ramp 4 - Retaining Wall	20	20	400	1	400	SF	\$ 200	\$ 80,000
16" Dia Galv Steel Float Piles, Furnished		80		0	5360	LF	\$ 140	\$ 748,050
18" Dia Galv Steel Float Piles, Furnished		80		57	2160	LF	\$ 152	\$ 328,985
18" Dia Galv Steel Trestle Piles, Furnished				6	360	LF	\$ 152	\$ 54,831
16" & 18" Dia Galv Steel Piles, Driven				63	67	EA	\$ 3,500	\$ 234,500
Anodes				118	118	EA	\$ 1,070	\$ 126,249
Potable Water Systems				2906	2906	LF	\$ 170	\$ 493,061
Fire Suppression Systems				2906	2906	LF	\$ 164	\$ 477,509
Electrical Power Systems (K Float only)					652	LF	\$ 762	\$ 496,980
Safety Ladders (Furnished & Installed)					115	EA	\$ 633	\$ 72,847
Life Ring/Cabinet (Furnished & Installed)					14	EA	\$ 1,250	\$ 17,500
Subtotal System 1a (KLMNPQ)		\$ 12,120,250						
System 4 (CC DD EE GG)								
AAA Main/Headwalk Floats	10	807	8070	1	8070	SF	\$ 190	\$ 1,533,300
AAA Stall Floats	3	20	60	6	360	SF	\$ 210	\$ 75,600
AAA Utility Floats	10	10	100	3	300	SF	\$ 190	\$ 57,000
CC Main Float	10	302	3020	1	3020	SF	\$ 190	\$ 573,800

Homer Port Floating Dock Replacement Project Estimate (2023 US\$)

Based on 30% Design

Description	Width (ft)	Length (ft)	Float SF	Unit Qty	Total Qty	Unit	Unit Price	Extended Price
CC Stall Float	4	32	128	16	2048	SF	\$ 210	\$ 430,080
CC End Float	8	74	592	1	592	SF	\$ 190	\$ 112,480
DD Main Float	10	290	2900	1	2900	SF	\$ 190	\$ 551,000
DD Stall Float	4	32	128	16	2048	SF	\$ 210	\$ 430,080
DD End Float	8	74	592	1	592	SF	\$ 190	\$ 112,480
EE Main Float	10	272	2720	1	2720	SF	\$ 190	\$ 516,800
EE End Float	8	83	664	1	664	SF	\$ 190	\$ 126,160
EE Stall Float	4	40	160	6	960	SF	\$ 210	\$ 201,600
EE Stall Float	4	32	128	7	896	SF	\$ 210	\$ 188,160
FF Float Main	10	282	2820	1	2820	SF	\$ 190	\$ 535,800
FF Stall Float	4	32	128	7	896	SF	\$ 210	\$ 188,160
FF Stall Float	4	24	96	9	864	SF	\$ 210	\$ 181,440
FF End Float	8	66	528	1	528	SF	\$ 190	\$ 100,320
GG Stall Float	4	24	96	9	864	SF	\$ 210	\$ 181,440
GG Main Float	10	274	2740	1	2740	SF	\$ 190	\$ 520,600
GG Stall Float	4	40	160	6	960	SF	\$ 210	\$ 201,600
GG End Float	8	74	592	1	592	SF	\$ 190	\$ 112,480
Ramp 6 - Gangway Float	20	30	600	1	600	SF	\$ 210	\$ 126,000
Ramp 6- Safety Equipment Shed Float	20	10	200	1	200	SF	\$ 210	\$ 42,000
Ramp 6 - Gangway		100		1	1	LS	\$ 287,500	\$ 287,500
Ramp 6 - Trestle Superstructure	16	68	1088	1	1088	SF	\$ 280	\$ 304,640
JJ Float Mooring Improvements		270			1	LS	\$ 135,000	\$ 135,000
16" Dia Galv Steel Float Piles, Furnished		80		78	6240	LF	\$ 140	\$ 870,864
18" Dia Galv Steel Float Piles, Furnished		80		32	2560	LF	\$ 152	\$ 389,908
18" Dia Galv Steel Trestle Piles, Furnished				8	446	LF	\$ 152	\$ 67,929
16" & 18" New Float Piles, Driven				118	118	EA	\$ 3,500	\$ 413,000
Anodes				228	228	EA	\$ 1,070	\$ 243,939
Potable Water Systems				2425	2425	LF	\$ 170	\$ 411,449
Fire Suppression Systems				2425	2425	LF	\$ 164	\$ 398,472
Electrical Power Systems				2425	2425	LF	\$ 762	\$ 1,848,430
Safety Ladders (Furnished & Installed)				80	80	EA	\$ 633	\$ 50,676
Life Ring/Cabinet (Furnished & Installed)					10	EA	\$ 1,250	\$ 12,500
Subtotal System 4 (CC DD EE GG)		\$ 12,532,687						
Subtotal Base Bid Items:								\$ 41,488,222
Contingency ¹		20%						\$ 8,297,644
Construction Total								\$ 49,785,866
Grant Support and Project Management		6%						\$2,987,152
Engineering , Permitting & Construction Management ²		15%						\$7,467,880
Field Investigations (e.g., Survey, Geotech)								\$ 450,000
Engineering Design & Bid Support		6%						\$ 2,987,152
Environmental Permitting & Compliance ³								\$ 545,717
Pre-Construction Submittal Reviews & Fabrication Inspection		1%						\$ 497,859
Construction Administration & Inspection		6%						\$ 2,987,152
TOTAL PROJECT ESTIMATE:		\$ 60,240,898						

¹Per AACE and ASTM Standard E2516 for a Class 3 Estimate (15-30% Design Level), suitable for budget authorization.

²Engineering, Permitting, and Construction Support costs are rough-order-of magnitude estimates based on industry standard percentages and recent projects. This assumes all services are contracted out, although some services (i.e., bidding, submittal review, construction admin) may be performed at lower cost using in-house resources, if available.

³Assumes IHAs for NMFS (seal, sea lion, whales) and USFWS (otters) authorizations. Future compliance req's for Sunflower Seastars (to be listed) are currently unknown.



MEMORANDUM

REPLACE WITH TITLE IN BOLD / ALL CAPS

Item Type: Action Memorandum *OR* Informational Memorandum
Prepared For: Port & Harbor Advisory Commission
Date: Today's date, e.g. March 19, 2025
From: Commissioner Your Name
Through: Amy Woodruff, Port Administrative Supervisor

Summary:

Our advisory body bylaws allow members to request items be placed on the agenda. Those requests can be made to the Chair of the Commission or to the Commission's staff liaison (Amy Woodruff).

Member requesting an item be placed on the agenda must include:

- Clarification if it's an informational item or an action item
- A write up regarding the topic and justification
- Recommended or suggested action for action items
- Any back up or supporting documentation regarding the agenda item

The staff liaison (Amy) will prepare a memo for the packet and include the materials provided by the requesting member if it's an actionable item. Informational items will only include materials provided with a note on the agenda regarding what member provided the materials.

Background:

Recommendation:

*Include a recommendation here. Suggestions for recommendations-
If you are providing an update or info:* Informational only. *Or* For Discussion

If you want City Council to do something: Make a motion to City Council [in favor of/recommending/in support of – *note that motions must be in the positive, you cannot make a motion against something under Robert's Rules*]

If you want City Staff to do something, those motions go through the City Manager: Make a motion to the City Manager [in favor of/recommending/in support of – *note that motions must be in the positive, you cannot make a motion against something under Robert's Rules*]

Attached:

Attachment A

Attachment B



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

491 East Pioneer Avenue
Homer, Alaska 99603

citymanager@cityofhomer-ak.gov

(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

TO: Mayor Lord and Homer City Council
FROM: Melissa Jacobsen, City Manager
DATE: February 21, 2025
SUBJECT: City Manager's Report for March 10, 2025 Council Meeting

Statewide Transportation Improvement Program (STIP) Amendment #2

The Alaska Department of Transportation & Public Facilities (DOT&PF) has released Amendment #2 to the 2024-2027 Statewide Transportation Improvement Program (STIP) for public review and they are welcoming public comment through Thursday, March 20, 2025. The STIP is a four-year state blueprint for federal surface transportation investments in key infrastructure projects that enhance safety, mobility, and economic growth.

Project # 34708, Sterling Highway Erosion Mitigation Study is a new project in the amended STIP. This planning study will evaluate needed improvements to protect the Sterling Highway from erosion along the Homer Spit. Improvements may include excavation, coastal erosion protection, paving, signing and striping, and utility relocation. The State has programmed \$800,000 for the study. The City has been in discussion with AK DOT about cooperating with them on this erosion mitigation effort on the Homer Spit. We are excited to see this project funding come forward and encourage the public to support this important project.

The STIP Amendment #2 is available at dot.alaska.gov/links/pdp. There are a variety of ways to submit comments directly on the dashboard using the blue comment buttons available throughout the website. For other ways to comment, please go to the City's webpage at www.cityofhomer-ak.gov.

Planning for the Future of the Alaska Marine Highway: Public Comment Invited

The Alaska Department of Transportation & Public Facilities also recently released a draft of the AMHS 2045 Long-Range Plan for public review. The plan outlines a 20-year vision for the future of Alaska's marine transportation network to meet the evolving needs of Alaska's coastal communities and covers the following key focus areas:

- Safe, reliable service to connect Alaska's communities
- Updating the Marine Highway fleet and terminal assets for resiliency and standardization
- Build and support a skilled, reliable workforce
- Promote financial efficiency and sustainability.

The Department invites the public to a Zoom webinar on Wednesday, March 19, at 12 p.m. to hear an overview of the plan. Information on how to join the webinar is available at <https://publicinput.com/i56446>.

The Department invites residents, business owners, public officials, and stakeholders to review [the plan](#) and submit comments at <https://publicinput.com/i56446> through Sunday, March 30, 2025.

Staff Submits FY26 Congressionally Designated Spending Requests

Congressionally designated funding, also known as appropriations, allows individual members of Congress to request specific spending allocations for local projects in their states from a handful of appropriation committees' bills. The City's requests were based on (1) guidance from Senator Lisa Murkowski's office to resubmit any committee-approved requests from FY25 that are not yet funded and any additional projects for FY26 for a total of up to five requests; (2) meeting eligibility requirements of the various appropriation committees; and (3) priority projects in the City's Capital Improvement Plan with a developed budget. They include:

1. A-Frame Water Transmission Line Replacement (a project approved in FY25, but not yet funded through the Federal FY25 budget process).
2. Design and Permitting funds for the Homer Harbor Critical Float Systems 4 & 1 Replacement Project (a project approved in FY25, but not yet funded through the Federal FY25 budget process).
3. Homer Spit Erosion Mitigation to fund the first fiscal year of US Army Corps of Engineers' work on a reauthorized 1987 US Army Corps of Engineers Homer Spit Road Revetment General Investigation which has been listed for several years, but unfunded, in the Alaska District work plan.
4. Homer Spit Erosion Mitigation for funds to undertake a Homer Spit Storm Damage Reduction Feasibility Study under WRDA Section 203, which allows local entities to advance studies without waiting for federal funding or prioritization to expedite project timelines.
5. Homer Fire Department Fleet Management for funds to procure Wildland Urban Interface Fire Response Vehicles: A Type-3 Wildland-Urban Interface Pumper truck and a Type-6 Brush / Attack Unit. These complementary apparatuses enable a tiered response system where the Type-6 serves as a rapid scout and initial attack vehicle, while the Type-3 follows with additional water, equipment and personnel when/for escalating incidents or direct structure protection.

The Senator will review submissions and advance a selection to Appropriations Committees for thorough review, project scoring and prioritization based on merit and community impact. Successful projects will be included in the overall appropriations bill and will require approval by both House and Senate Appropriations Committees. Final funding is dependent on the overall federal budget process.

City of Homer Hosting Public Meeting on Homer Harbor Expansion Study

Join us and the U.S. Army Corps of Engineers to learn more about the work accomplished to date on the Homer Harbor Expansion Study and how that work is informing refined alternative designs. There will be a Study update, Study team members will be there to take questions and share feedback. The public meeting will be held Saturday, March 15th from 10:00 am to noon at the Kachemak Bay Campus, Room 201, 533 Pioneer Avenue, Homer, AK. Visit www.homerharborexansion.com for more information.

Diamond Creek Recreation Area Trails Study

In January 2024 Council authorized \$25,000 of HART Trails funds to contract engineering services for preliminary design of non-motorized trails and trail head connecting City property to the AKDOT proposed highway underpass and later that year, a contract was awarded to Kinney Engineering to complete the work. Attached to this report you'll find a memo from City Engineer Galbraith updating Council on the work and anticipated next steps. Attached to his memo are the completed, with preliminary design, studies for the Diamond Creek Recreation Area (DCRA) Trails and a Sterling Highway Pedestrian Underpass.

High Speed Alerts on West Fairview Radar Shield speed sign

In response to public complaints about speeding on West Fairview the City purchased and installed a traffic monitoring device on the road to help remind driver

on the road. There have been reports of folks flying RC planes and/or drones at the sign which create high speed alerts. The Radar Shield recently snapped the following image. It's possible that a number of the 40 mph and above "high speed alerts" are these RC devices being flown at the speed sign. It's disappointing that all this effort on one road for the benefit of Public Safety is getting skewed data used for traffic control.



City Manager Meetings and Events:

- February 26 – KPB Tourism Working Group meeting
- Ongoing weekly meetings with Departments, Mayor and Councilmembers, and City Attorney

Attachments:

- Homer Harbor Expansion Study Monthly Written Update
- Homer Harbor Expansion Study Charter Document
- Homer Harbor Expansion Study Public Meeting Flyer
- Memorandum from City Engineer Re: DCRA Trails Study
- DCRA Trail Design Final Study Consultant Memo
- DCRA Trails Study
- Employee Anniversaries for March
- Homer Spit Erosion Update



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Memorandum

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

City of Homer FY25 RAISE Grant Update

On March 11, 2025, the U.S. Department of Transportation (DOT) directed Federal Department of Transportation agencies to conduct a review of all competitive grant programs and awards, including a project-by-project review of competitive award selections made in FY 2022 – FY 2025 without grant agreements or partially obligated grant agreements. This impacts the City's FY25 RAISE grant award which has not been obligated.

Under the directive, agencies will identify programs with priorities counter to the Trump Administration's Executive Orders and likely deny awards to projects that are solely focused on any of the following elements: "equity activities, Diversity, Equity, and Inclusion (DEI) activities, climate change activities, environmental justice (EJ) activities, gender-specific activities, when the primary purpose is bicycle infrastructure (i.e., recreational trails and shared-use paths, etc.), electric vehicles (EV), and EV charging infrastructure." View [the DOT Guidance here](#).

Projects with elements of these activities in the scope will be flagged for potential removal, including:

- project activities such as equity analysis, green infrastructure, bicycle infrastructure, EV and/or EV charging infrastructure.

Based on their review, agencies must recommend to the Office of the Secretary which project selections should:

- continue in their current form with no change;
- be revised with a reduced or modified scope; or
- be canceled entirely.

The scope of the City's unobligated FY25 RAISE grant award primarily addresses planning and design for sidewalks to promote pedestrian safety on Homer's heavily-traveled streets currently lacking sidewalk facilities. However, it includes an equity analysis, mentions the potential for shared bicycle-pedestrian pathways and mentions the equity and climate benefits of not needing to be reliant on vehicles for safe travel.

Staff is consulting with HDR to more fully understand the Federal process; we are prepared to advocate for these important funds by emphasizing the benefits of the project, and stand ready to revise the project's scope should we get the opportunity.

HVFD Worksession

City Council held a worksession on March 17th at the request of the City Manager to address some matters that had been raised by the public, look at positive steps in process and looking ahead. Priorities of the Fire Chief that he hoped to share but ran out of time during comments include:

- Complete the independent assessment of the services provided
- Develop a 5-10 year strategic plan
- Develop a volunteer recruitment and retention plan
- Complete New Member Task Book (already in process)
- Take steps to replace aged and obsolete fleet, including a financial plan for the future
- Work with the City Manager on sustainable budgeting
- Station Replacement Plan (current budget request)
- Update Fire Department Disaster Preparedness and Response Plans

Staff is working to compile some historical information, including a structural analysis that was completed in 2014/15 for the building, and independent studies done on volunteerism. I will also prepare a memo with some next steps for the April 14th City Manager's report.

City Manager Meetings and Events:

- KBNERR Open House and Community Council Meeting
- Property Owner in Charles Way/Bunnell Ave Special Assessment District
- Presentation to Homer Rotary
- Homer Harbor Expansion event
- USCG Naushon Decommissioning Ceremony and meeting with Rear Admiral Dean
- Ongoing weekly meetings with Departments, Mayor and Councilmembers, and City Attorney

Attachments:

- DOT Guidance Memo
- KPEDD Industry Outlook Forum Invitation

Attention: Heads of Secretarial Offices and Operating Administrations (OA)

Overview: The Office of the Assistant Secretary for Transportation Policy (OST-P) is providing guidance on competitive award selections made after January 20, 2021, that do NOT have fully obligated grant agreements or cooperative agreements in place.

Projects with executed grant agreements in place that are fully obligated are not subject to the guidance below. For selections with partially obligated grant agreements, the same review should take place before awarding subsequent phases or adding additional funds to an existing grant agreement. Additional guidance will be provided regarding revisions to standard terms and conditions appearing in draft grant agreements or templates.

Summary: All competitive grant and cooperative agreement award selections must comply with current Administration priorities and Executive Orders (EO) that address energy, climate change, diversity and gender, and economic analysis, and other priorities. Applicable Executive Orders and Memoranda include:

- Executive Order 14148, [Initial Rescissions of Harmful Executive Orders and Actions](#);
- Executive Order 14154, [Unleashing American Energy](#)
- Executive Order 14151, [Ending Radical and Wasteful Government DEI Programs and Preferencing](#)
- Executive Order 14168, [Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government](#)
- Secretarial Order 2100.7, Ensuring Reliance Upon Sound Economic Analysis in Department of Transportation Policies, Programs, and Activities
- Secretarial Memorandum on Implementation of Executive Orders Addressing Energy, Climate Change, Diversity, and Gender

This guidance provides direction for identifying award selections without fully obligated grant agreements that do not comply with these priorities.

ACTION: For projects announced from FY 2022 through FY 2025, review all award selections without grant agreements and partially obligated grant agreements. The focus of this review is to identify project scope and activities that are allocating funding to advance climate, equity, and other priorities counter to the Administration's Executive Orders.

Step 1: Program Identification. Identify Programs for which award selections may have included any of the following elements: equity activities, Diversity, Equity, and Inclusion (DEI) activities, climate change activities, environmental justice (EJ) activities, gender-

specific activities, when the primary purpose is bicycle infrastructure (i.e., recreational trails and shared-use paths, etc.), electric vehicles (EV), and EV charging infrastructure. Additionally, project-by-project review of selections to identify any project scope elements for potential removal are required for any Programs that meet the criteria below:

- Statutory language includes equity requirements, climate considerations, or bicycle infrastructure.
- NOFO mandatory evaluation criteria includes equity and/or climate requirements.
- Eligible activities included bicycle infrastructure, EV and/or EV charging infrastructure.

Programs that do not meet the criteria above should be shared with the OA Administrator or equivalent OST leadership for concurrence/confirmation. Following OA Administrator or equivalent OST leadership concurrence, the OST Office of Policy (OST-P) and Office of the General Counsel (OGC) will provide final confirmation on whether a program is required to conduct a project-by-project review. If OST-P and OGC confirm that a project-by-project review is not required, offices may proceed with negotiating and finalizing grant agreements. If OST-P and OGC confirm that project-by-project review is required, offices should proceed to Step 2. Please submit review requests to the OST Policy Board at OSTPolicyBoard@dot.gov.

Step 2: Project-by Project Review. Programs that require further review shall have Program Teams examine each individual project to identify those award selections that have project scopes that include any of the project elements listed in Step 1 (i.e. equity activities, DEI activities climate change activities, etc.). Those Teams should document their project-by-project examination and flag any project scope elements or activities for potential removal, including:

- Project activities such as equity analysis, green infrastructure, bicycle infrastructure, EV and/or EV charging infrastructure.
- Project purpose or primary project benefits include equity and/or climate such as- projects that purposefully improve the condition for EJ communities or actively reduce GHG emissions.

Note: If project scope elements are based in statute, program offices should consult with applicable legal counsel, and following legal concurrence, raise any proposed scope changes to OA leadership.

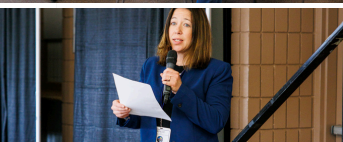
OA leadership shall review the findings from the Team review, and recommend to OST-P and OGC which project selections should:

- a. Continue in their current form with no change;
- b. Be revised with a reduced or modified scope; or
- c. Be canceled entirely.

Step 3: Project Scope Revision. Award selections identified in Step 2.b must update project scopes to eliminate flagged activities, and where possible replace identified elements with relevant elements that align with program statute, the scope of the application submission, and current Administration EOs.

Where the scope of the project includes elements noted above, Teams should negotiate with project sponsors to update project scopes to eliminate and, where possible, replace those identified elements with relevant elements that align with the program statute, the original scope of the application submission, and current Administration EOs.

- a. If the project sponsor agrees to proceed with scope changes, proceed to grant agreement formulation and execution. The project sponsor may propose alternative project elements to substitute for the redline elements that should be removed as long as they 1) align with the program statute, 2) are consistent with the purposes of the original scope of the application submission, and 3) align with current Administration EOs.
- b. If the project sponsor does not agree to remove project elements noted in Step 2 and replace with acceptable alternative scope, then the Team should proceed with a reduced award that removes the flagged scope and activities.



YOU'RE INVITED!



Please join us on
Thursday, April 24th
for our Annual
Industry Overview Forum!

If you are unable to make it in person,
please contact [44](#) to register to be sent
a link to the live YouTube.



THE KENAI PENINSULA ECONOMIC
DEVELOPMENT DISTRICT

2025 IOF

INDUSTRY OVERVIEW FORUM

Location:
Kenai Chamber of Commerce

24 APRIL

THURSDAY

9:00 AM CHECK IN & REGISTRATION

9:30 AM START

4:00 PM END



SCAN TO REGISTER FOR
IN-PERSON OR VIRTUALLY
BY APRIL 18th

INDUSTRY TOPICS & HIGHLIGHTS:



**COOK INLET
ENERGY
RESOURCES AND
DEVELOPMENT**



**WORKFORCE
DEVELOPMENT
STRATEGIES AND
RESOURCES**



**KENAI PENINSULA
ECONOMIC
PROSPECTUS
REPORT**



**KENAI
PENINSULA
BOROUGH
UPDATE**



**LOCAL AND
RE
HEA
SER
ND
UPDATES**



**KENAI PENINSULA
COMPREHENSIVE
ECONOMIC
DEVELOPMENT
STRATEGY KICKOFF**