



# Petersburg Borough

12 South Nordic Drive  
Petersburg, AK 99833

## Meeting Agenda Harbors and Ports Advisory Board

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Tuesday, February 01, 2022

12:00 PM

Assembly Chambers

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You are invited to a Zoom webinar.  
When: Feb 1, 2022 12:00 PM Alaska  
Topic: Harbors and Ports Advisory Board

Please click the link below to join the webinar:  
<https://petersburgak.gov.zoom.us/j/85789373987?pwd=Rmh0TGITZ3A4Q3BaMVBBNm9Wanh4QT09>  
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Webinar ID: 857 8937 3987  
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1. **Call to Order / Roll Call**
2. **Approval of Minutes**
  - [A.](#) 10.15.2020 Harbor and Ports Advisory Board Minutes
3. **Amendment and Approval of Meeting Agenda**
4. **Persons to be Heard Related to the Agenda**
5. **Persons to be Heard Unrelated to the Agenda**
6. **Harbormaster's Report**
  - [A.](#) Harbormaster Report - January 2022
7. **Unfinished Business**
8. **New Business**
  - [A.](#) Proposed Rate Increase

Staff will review the proposed rate increase and answer any questions the Board may have.

**B. FY2023 Budget Review**

Staff will review the draft FY 2023 Budget and answer any questions the Board may have.

**9. Communication**

**10. Discussion Items**

**A. Scow Bay Development Review**

Staff will review recent funding and management opportunities that are on the horizon at the State and Federal level that could move Scow Bay Facility development forward and answer any questions the Board may have.

**11. Adjourn**



# Petersburg Borough

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## Meeting Minutes Harbors and Ports Advisory Board

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Thursday, October 15, 2020

12:00 PM

Assembly Chambers

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### 1. Call to Order / Roll Call

Chairman Martin called the meeting to order at 12:05 pm.

Public in attendance by phone: Daniel Cardenas, Mike Schwartz

Borough staff in attendance: Harbormaster Wollen, Assembly Liaison Meucci

Present 5 – Board Members Newman, Roberge, Martin, Knight and Stromdahl

By Phone – Board Member Murgas

### 2. Approval of Minutes

Minutes from November 22, 2019 meeting

**Attachments:**

The minutes of November 22, 2019 were unanimously approved.

### 3. Amendment and Approval of Meeting Agenda

The agenda was unanimously approved with the addition of Scow Bay development authority under Discussion Items.

### 4. Persons to be Heard Related to the Agenda

Chairman Martin invited Daniel Cardenas to speak to during Discussion Item A. Houseboats, Floathouse and Live-Aboards.

### 5. Persons to be Heard Unrelated to the Agenda

No views were shared

### 6. Staff Report

**Harbormaster's Report**

**Attachments:**

Harbormaster Wollen reviewed her written report, which is attached and made a permanent part of these minutes.

### 7. Unfinished Business

No unfinished Business was addressed.

**8. New Business**

**A. Hofstad Warehouse and Property on Skylark Way**

Harbormaster Wollen briefed the Board on the offer made by Melinda and Albert Hofstad giving the Borough the opportunity to purchase their warehouse and property on Skylark Way and Manager Giesbrecht's request for the Harbor Board's position on such purchase. After Board discussion, they asked Harbormaster Wollen to inform the Manager that they were not interested in pursuing purchase of these properties on behalf of the Harbor Department.

**B. Schwartz Family Property at 412 S. Nordic Drive**

Harbormaster Wollen briefed the Board on the offer made by the Mike Schwartz Family giving the Borough the opportunity to purchase the waterfront property adjacent to the South Harbor southern parking lot and the Assembly's request for the Harbor Board's position on such purchase. After Board discussion and an exchange of information with Mike Schwartz the Board asked Assembly Liaison to report to the Assembly that the Board was not interested in pursuing purchase of this partial of property on behalf of the Harbor Department.

**C. Ocean Beauty Property**

Harbormaster Wollen briefed the Board on communication the Borough Manager had recently had with the realtor for the Ocean Beauty Seafoods Facility and the Managers request for the Harbor Board's position of interest for any or all portions of the property for sale. After Board discussion, Harbormaster Wollen was asked to report to the Manager that there was no interest in pursuing purchase of any partials of property for sale by Ocean Beauty Seafoods on behalf of the Harbor Department.

**9. Communication**

Communications received from John Murgas were decided to be moved to Discussion Item B

**10. Discussion Items**

**A. Houseboats, Floathouses and Live-Aboards: Explanation of Current Policies**

Chairman Martin invited Daniel Cardenas to speak. Mr. Cardenas requested the Board review the Borough Code and consider allowing houseboats in the Harbor under permanent moorage status. Harbormaster Wollen was asked to explain current policies and review code. The Board discussed the viability of allowing floating structures into the system, identifying some challenges and possible opportunities it might bring. Members of the Board wanted to discuss it further at a future meeting.

**B. Scow Bay Management Authority**

Chairman Martin invited Member Murgas to speak. Mr. Murgas requested clarification on who has authority of any future development of the Scow Bay area owned by the Borough. He was under the impression that Harbormaster Wollen had told him PEDC had authority for all future development. Harbormaster Wollen clarified that all development is authorized by the Borough Assembly.

Discussion moved to questions concerning using existing Launch areas as loading facilities for larger landing crafts. Harbormaster Wollen expressed concern for the possible future need of a landing site for loading these vessels if the requests became more frequent. She is in conversation with Murph Engineering for a cost estimate should more information on site location and costs associated with building a landing be needed. Board asked to continue to be informed of any discussion.

**11. Adjournment**

The meeting adjourned at 1:56 pm.

## January 2022 Harbormaster Report

Staff: We have had a bit of turnover in the last year. Ben Hinde left the Harbor for Public Works and replaced him with Cade Clay. Abby Hosier left us this fall and Stacey Hjort returned to fill out the staff.

We are looking at adding another security officer for to cover the weekends and fill in were scheduling needs more staffing to run efficiently.

Maintenance:

**North Harbor** – All is going well. Consistent cleaning and upkeep is key here. We will continue to look at replacing the soft NH fire shed deck.

**Middle Harbor** – Normal upkeep here as well. Working with Tamico and a local diver to purchase and install anodes.

**South Harbor** - Moved into the new fire shed in the South Harbor. Diver scraped the water lines to help with weight/drag. Rock N Road rebuilt the area the Tacoma had damaged last year. Also removed a piling that rotted off at the mudline. Have a dozen 16 in piles on order through Tamico to sleeve other piles that might suffer similar issues next year during the dredge project.

**Crane Dock** – removed the Large Crane and sent south to have it rebuilt, will be installed prior to crabbing in Feb.

**Drive Down** – seeing more and more use at that facility. Quite a few customers using the inside areas on reserved basis.

**Scow Bay** – Continue to monitor area daily and maintenance as needed.

**Port Storage** - graded & rolled regularly

Dredge update: The Assembly authorized entering into the construction phase of the USACE South Harbor Dredge partnership. We are expecting the bid packet to be finalized in early spring and go out to bid with a bid opening early summer. Project start date is expected to occur mid- October when in water work can commence. The Harbor Enterprise Fund has committed \$1 million to this phase upfront with the remainder due after bid opening when the contracted costs are formalized. At this point, we will know how much of the local portion can be accomplished.

PETRO Trade update: The Borough Manager has reached out to the Borough Attorney in regards to any movement on the trade negotiation. Currently PETRO is still monitoring the areas of concern the DEC investigation identified. The one-year monitoring requirement is about over so hopefully a decision is forthcoming.

Scow Bay: There are ongoing discussions concerning development at the Borough owned Scow Bay location. The Federal budget may include project funding for such things as boat yards, harbors and port facilities so the Assembly and staff have been working with PND to develop conceptual drawings that could be used to attract funding. Largely the boat yard, harbor basin and uplands remain what the community helped design through PEDC approx. 4-5 yrs. ago.

## January 2022 Harbormaster Report

There are discussions that the USCG buoy tender support facility could be incorporated into the area so engineers are in the process of meeting with USCG staff to document their needs.

### Misc:

-Budget update: Attached

- proposed new fee schedule
- equipment purchases
- adding additional staff

-Raw Fish tax came in substantially higher than expected. Borough reduced the General Fund take back to taking the first \$350,000 and the Harbor Enterprise Fund received the balance.

-Tour ship calendar is firming up. Looks to still be rebounding from last couple of reduced sailings.

-Waiting list continues to grow for permanent over 50 ft. stalls. Under 50 ft. is largely full the majority of the year with fewer and fewer cancellations during the winter months.

-Large crane rebuild went well. Shipped south in November rebuilt at “ ” and returned at the end of December, stored until weather conditions improved and new electrical panel received. Install occurred in time for crab fleet to use this last week.

-Alan Murph came to us to discuss future design for Papke’s Landing recently. The Assembly contracted with Murph Engineering to build conceptual design drawings with cost estimates to use in discussion with funding sources.

-Business as usual

	INCREASE		2022	PROPOSED	PROPOSED
PER FOOT	PER FOOT		CURRENT BASE	INCREASE	2022/2023
PER YEAR	PER YEAR	LENGTH	MONTHLY		ANNUAL RATE
\$37.00	\$39.00	18	\$55.50	\$58.50	\$702.00
\$37.00	\$39.00	20	\$62.00	\$65.00	\$780.00
\$37.00	\$39.23	26	\$81.00	\$85.00	\$1,020.00
\$37.00	\$39.00	32	\$99.00	\$104.00	\$1,248.00
\$41.45	\$43.50	40	\$138.00	\$145.00	\$1,740.00
\$41.45	\$43.43	42	\$145.00	\$152.00	\$1,824.00
\$48.00	\$50.00	48	\$192.00	\$200.00	\$2,400.00
\$48.00	\$50.40	50	\$200.00	\$210.00	\$2,520.00
\$48.00	\$50.18	50 WIDE (55)	\$220.00	\$230.00	\$2,760.00
\$54.50	\$59.20	60	\$272.50	\$296.00	\$3,552.00
\$54.50	\$60.00	62	\$281.50	\$310.00	\$3,720.00
\$54.50	\$57.20	75	\$340.50	\$357.50	\$4,290.00
\$54.50	\$57.12	100	\$454.00	\$476.00	\$5,712.00
YR IN ADV 20'		20	\$31.00	\$32.50	
SEMI ANNUAL		FT	\$5.60	\$5.88	
TRANSIENT		DAILY PER FT	\$0.72	\$0.75	
		MONTHLY PER FT	\$7.20	\$7.50	
		FOREIGN < 75 FT	\$0.72	NONE	
		FOREIGN > 75 FT	\$1.45	NONE	
NON-COMMERCIAL FISHING >90FT		DAILY PER FT		\$1.50	
NON-COMMERCIAL FISHING <90FT		MONTHLY PER FT		\$15.00	
TOUR SHIP DOCKING		INNER HBR	\$450.00	\$500.00	
		PORT DOCK/DDF	\$560.00	\$625.00	
		LITER	\$280.00	\$325.00	
CRANE USE		HR	\$35.00	\$40.00	
POWER WASHER		HR	\$35.00	\$40.00	
TOWING		FT	\$1.25	\$1.50	
SKIFF FEE		FT	\$2.00	\$2.20	
WASTE OIL		5 GAL	\$5.00	\$5.50	
		BARREL	\$40.00	\$44.00	
WATER		GALLON	\$0.03	NONE	
		MIN FEE	\$15.00	NONE	
UPLAND STORAGE		SQ FT	\$0.26	\$0.30	
LAUNCH PERMIT		YEAR	\$35.00	\$50.00	
		ONE TIME IN/OUT	\$10.00	\$15.00	
		COMMERCIAL YR	\$280.00	\$300.00	
		COMMERCIAL 1 TIME	\$28.00	\$30.00	
DRIVE DOWN FEE		1 TIME USE	\$1.00	NONE	
		ANNUAL	\$2.80	\$3.00	
GRID		WOOD	\$0.65	\$0.70	
		STEEL	\$1.10	\$1.20	
LIVEBOARD		1ST PERSON	\$60.00	\$65.00	
		ADDL	\$25.00	\$30.00	
TRANSIENT ELECTRIC		30A	\$6.00	NONE	

		50A	\$10.00	NONE	
		60A	\$34.00	NONE	
		100A	\$57.00	NONE	
DEPOSIT ELEC PIGTAIL		30A	\$30.00	NONE	
		60A	\$600.00	NONE	
PLUG RENTAL FEE		30A	\$5.00	NONE	
		60A	\$10.00	NONE	
		100A	\$10.00	NONE	
DOCK FACE MOORING		FT @ PORT	\$1.00	\$1.10	
LOAD/UNLOAD MATERIALS		PER VESSEL @ PORT	\$25.00	\$27.50	
		ANNUAL @ PORT	\$250.00	\$275.00	
SHOWER		USE	\$2.00	NONE	
SKIFF USE		HR	\$40.00	NONE	
CONDUCTING BUSINESS		FROM VESSEL/DAY	\$20.00	NONE	
WHARFAGE		TON	\$5.00	NONE	
IMPOUND		MIN	\$60.00	\$75.00	
		DAILY	\$3.00	NONE	



450 Account Number	Description	FY 19/20 Actual	FY 20/21 Actual	FY 21/22 Adopted Budget	FY 22/23 Proposed Budget
<b>Revenues &amp; Other Sources</b>					
<b>Harbor Charges:</b>					
000 408100	Moorage Fees	802,617	880,401	929,772	1,066,784
000 408110	Transient Fees	123,010	149,091	120,000	140,000
000 408120	Grid Fees	5,937	4,755	6,000	5,500
000 408130	Live Aboard	16,008	17,230	16,250	17,250
000 408150	Launch Fees	16,767	17,428	18,500	20,000
000 408160	Tour Ship Moorage	11,605	27,398	33,990	30,000
000 408165	Commercial Drive Down Facility Fees	33,018	41,797	36,000	41,000
000 407170	Misc Harbor Charges	57,523	44,046	60,000	60,000
	<b>Subtotal Harbor Charges</b>	<b>1,066,485</b>	<b>1,182,147</b>	<b>1,220,512</b>	<b>1,380,534</b>
<b>Port Charges:</b>					
000 408180	Port Leases	150,578	161,747	134,756	154,724
000 408190	Port Storage Fees	42,361	45,580	40,000	45,000
	<b>Subtotal Port Charges</b>	<b>192,939</b>	<b>207,327</b>	<b>174,756</b>	<b>199,724</b>
<b>Misc. Revenue</b>					
000 410260	Other Revenues	4,504	8,034	5,000	5,000
000 410300	Cashier's over/short	-	-	100	100
	<b>Subtotal Misc. Revenue</b>	<b>4,504</b>	<b>8,034</b>	<b>5,100</b>	<b>5,100</b>
	<b>Total Operating Revenues</b>	<b>1,263,928</b>	<b>1,397,508</b>	<b>1,400,368</b>	<b>1,585,358</b>
<b>Nonoperating Revenues:</b>					
000 410100	Investment Income	132,302	9,027	44,100	22,050
000 402275	State PERS Relief	27,036	24,988	27,500	25,000
	<b>Subtotal Nonoperating Revenues</b>	<b>159,338</b>	<b>34,015</b>	<b>71,600</b>	<b>47,050</b>
<b>Interfund Transfers:</b>					
000 402140	Fish Tax	399,771	-	150,000	400,000
	<b>Subtotal Interfund Transfers</b>	<b>399,771</b>	<b>-</b>	<b>150,000</b>	<b>400,000</b>
	<b>Total Revenues &amp; Other Sources</b>	<b>1,823,037</b>	<b>1,431,523</b>	<b>1,621,968</b>	<b>2,032,408</b>
<b>Expenditures &amp; Other Uses</b>					
<b>Operating Expenses</b>					
<b>Payroll Expense:</b>					
000 500110	Regular Pay	418,814	408,240	423,983	475,000
000 500120	Overtime Pay	19,216	10,512	15,469	16,000
000 500200	Benefits	244,792	226,295	254,867	265,000
	<b>Subtotal</b>	<b>682,822</b>	<b>645,047</b>	<b>694,319</b>	<b>756,000</b>
<b>Supplies:</b>					
000 501320	Operating Supplies	16,035	15,682	22,000	16,000
000 501325	Grounds Supplies	443	-	500	500
000 501330	Maintenance Supplies	6,885	6,148	8,000	8,000
000 501334	Safety Gear	1,058	2,788	1,500	1,500
000 501335	Waste Oil Repair & Maint	798	758	1,000	1,000
000 501340	Small Tools	3,924	6,578	5,000	6,500
	<b>Subtotal</b>	<b>29,142</b>	<b>31,954</b>	<b>38,000</b>	<b>33,500</b>
<b>Services &amp; Charges:</b>					
000 501410	Professional Services	12,274	9,437	10,000	15,000
000 501415	DC Lobbyist	16,500	18,000	18,000	18,000
000 501420	Communications	8,902	8,568	8,000	8,500
000 501430	Travel & Training	1,676	451	1,178	4,400
000 501440	Advertising & Printing	1,870	901	1,700	1,700
000 501448	Security Boat O&M	8,026	3,061	4,800	4,800

000 501449	Motor Pool O & M	12,273	11,037	17,720	17,720
000 501450	Rentals/Leases	-	-	750	750
000 501451	Vehicle Replacement	2,730	7,969	4,202	4,202
000 501462	Liability Insurance	24,534	29,565	31,042	35,477
000 501463	Property Insurance	1,642	1,998	2,198	2,398
000 501464	Vehicle Insurance	548	539	593	593
000 501470	Utilities	78,349	71,627	82,000	80,000
000 501472	Utilities - Garbage	71,366	68,893	95,000	95,000
000 501480	Repair & Maint	24,982	29,022	26,000	30,000
000 501481	Scowbay, Port, Drive Down Facil. Maint	-	1,838	4,000	4,000
000 501491	Overhead Charges	95,582	98,847	97,456	93,619
000 501498	Credit Card Fee	19,591	20,461	19,000	29,679
000 501499	Bad Debt Expense	8,164	1,813	8,000	2,400
000 501500	Contingency	7,064	-	20,000	20,000
000 501501	Security Camera Repair & Maintenance	2,849	1,563	5,000	5,000
000 501502	Large Crane Maintenance	-	-	65,000	
000 501503	Derelict Boat Disposal	-	-	7,500	7,500
	<b>Subtotal</b>	<b>398,921</b>	<b>385,591</b>	<b>529,139</b>	<b>480,738</b>
	<b>Depreciation</b>				
000 502000	Depreciation	1,399,303	1,399,303	1,400,000	1,400,000
	<b>Total Operating Expense</b>	<b>2,510,188</b>	<b>2,461,895</b>	<b>2,661,458</b>	<b>2,670,238</b>
	<b>Other Uses</b>				
000 500210	State PERS Relief	27,036	24,998	27,500	25,000
	<b>Subtotal</b>	<b>27,036</b>	<b>24,998</b>	<b>27,500</b>	<b>25,000</b>
	<b>Capital Outlays</b>				
000 506500	Computer Equipment	452	-	3,000	3,000
000 506519	Machinery & Equip	4,066	1,814	7,500	7,500
000 506521	Security Cameras	3,945	-	7,000	7,000
000 506528	Outboard - 50hp	2,213	-	8,000	9,000
000 506535	Building Remodel Plan	-	-	-	
000 506538	Dock Ladders & Ramps	-	-	2,500	2,500
000 506539	South Harbor Float Maintenance	-	-	20,000	20,000
000 506540	Rebuild Dock Project adj. to Harbor Offic	-	-	-	
000 506541	S. Harbor Corp of Engin. Dredge Study	15,612	148,675	728,400	713,400
000 506542	Middle Harbor Anode Installation	-	-	-	71,000
000 506544	Office Repairs	1,791	2,175	-	
000 506546	Petro Trade	23,836	-	135,000	135,000
000 506547	South Harbor Fire Shed	25,846		-	
000 506548	Upgrade Elec Pedestels End of C flt	-		-	
000 506549	10 yd Dumpster	-		11,000	12,000
	Bobcat V519, Telehandler				79,000
	Galvanized Steel Piling 75'				110,000
	Flatbed 1T w/Snow Plow				50,000
	<b>Subtotal</b>	<b>77,761</b>	<b>152,664</b>	<b>922,400</b>	<b>980,400</b>
	<b>Total Other Uses</b>	<b>218,933</b>	<b>295,632</b>	<b>949,900</b>	<b>1,005,400</b>
	<b>Total Expenditures &amp; Other Uses</b>	<b>2,729,121</b>	<b>2,757,526</b>	<b>3,611,358</b>	<b>3,675,638</b>
	<b>Net Change in Position</b>	<b>(906,084)</b>	<b>(1,326,004)</b>	<b>(1,989,390)</b>	<b>(1,643,230)</b>