



City and Borough of Wrangell
Port Commission
AGENDA

Thursday, November 13, 2025
6:00 PM

Location: Borough Assembly Chambers
City Hall

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES (*MOTION* - Move to approve the Minutes, as presented)

[a.](#) 10/2/25 Port Commission Minutes

4. AMENDMENTS TO THE AGENDA

5. CORRESPONDENCE

6. PERSONS TO BE HEARD

7. HARBORMASTER'S REPORT

[a.](#) Harbormaster Report November 2025

8. COMMISSIONER REPORTS

9. UNFINISHED BUSINESS

[a.](#) Wrangell Municipal Code – Title 14: Ports and Harbors Section 14.11.120 – Inactive Vessels Review

[b.](#) Lease Space at City Dock Cul-De-Sac Discussion Cont.

10. NEW BUSINESS

[a.](#) Approval of Lease Request - 1.25 Acres of parcel 03-010-300 To Alaska Marine Lines for the construction of cargo transfer facility

11. NEXT AGENDA ITEMS

12. ADJOURN

**Minutes of the Regular Wrangell Port Commission Meeting
Held October 2, 2025**

Item a.

Chairman John Yeager called the Regular Port Commission meeting to order at 6:00 p.m. on October 2, 2025.

PRESENT: Commissioners Yeager, Yancey, Buness, Davies
Harbormaster Steve Miller was also in attendance.

APPROVAL OF MINUTES

a. Approval of minutes from meeting held on September 4, 2025.

M/S: Davies/Buness to approve the minutes as presented. Motion approved unanimously.

AMENDMENTS TO THE AGENDA – Moving item 10a to 10b, and item 10b to 10a.

CORRESPONDENCE/PERSONS TO BE HEARD – none.

HARBORMASTER'S REPORT

- Harbormaster Miller went through the prepared Harbormaster Report.
- The harbor crew is really focusing on pressure washing in preparation for winter.
- The electrical infrastructure at Inner Harbor is deteriorating, we just made a big repair there.
- Meyers Chuck project is nearly finished.
- South Hoist at Reliance is repaired.

COMMISSIONER REPORTS

- Buness – none.
- Davies – Brought up derelict vehicles in the harbor parking lots.
- Yeager – Having recently visited docks in other Alaskan communities, expressed pride in Wrangell's harbor facilities, noting that our docks are fairly comparable in quality and functionality.
- Yancey – none.
- Silva – absent.

UNFINISHED BUSINESS –

9a. Title 14 – Inactive Vessels Discussion Cont.

Harbormaster Miller sent information to the Attorney, received a draft from the Attorney and sent it on to PW Insurance for review and suggestions. Will bring this back for the next meeting.

9b. Lease Space at City Dock Cul-De-Sac Discussion Cont.

Harbormaster Miller is still working on gathering information from other communities who offer similar services. There will be information available for the next meeting.

Yeager asked if there will be flexibility to adjust space sizes if larger sized lots do not generate interest. Miller said yes, we should have no problem adjusting lot sizes if needed.

10a. New Website Presentation

Kate Thomas, Economic Development, presented the new Wrangell Ports & Harbors website for the Commissioners and accepted feedback for the website before publishing. Commissioners made a recommendation to add dock mapping and an aerial overview of each harbor system as a future project and further development for the website.

10b. Lease Extension Request from Trident Seafoods Old Mill Dock

M/S: Bunnell/Davies to approve the motion as presented. Motion approved unanimously by polled vote.

NEXT AGENDA ITEMS: -

- Inactive Vessel Discussion Cont.
- Lease options at Cul-De-Sac Cont.

The next Regular meeting will be held on November 6, 2025.

The Regular Port Commission meeting was adjourned at 7:11 p.m.

**MEMORANDUM**

TO: PORT COMMISSION OF CITY AND BOROUGH OF WRANGELL

CC: MASON VILLARMA, BOROUGH MANAGER

FROM: Steve Miller, Port Director

SUBJECT: MONTHLY PORT & HARBOR REPORT

DATE: 11/06/2025

Harbor Maintenance

General maintenance continues across all harbor facilities as staff work to complete winter preparations. Routine servicing of equipment remains a priority – Honda pumps have undergone oil changes, run testing, and refilling with anti-seize, while harbor cranes were greased, fluid levels checked, and filters replaced to ensure reliable operation through the colder months.

Float pressure washing remains high on the list until freezing temperatures set in. Staff have also changed oil and installed snowplows on the department's four-wheelers, fully winterized floats, shut off water at the City Dock and Grids, and activated heat trace systems while opening bleed valves to prevent freezing. The harbor office and dock sheds have been restocked with ice melt in preparation for winter conditions.

Additional maintenance dock and repairs included reattaching the water line to Reliance, repairing broken fingers at both the Reliance Dock and Standard Oil Dock, reattaching pilings at the Mill Dock, and installing new bumpers along Reliance to enhance vessel and dock protection.

The Shoemaker Bay crane is currently undergoing repair, with both hydraulic rams being rebuilt by a local machinist. Replacement parts are on order, and the crane is expected to be back in service soon.

Marine Service Center

Operations at the Marine Service Center have remained steady. With winter approaching, staff have begun winterizing water hydrants and the washdown pad to prevent freeze damage and maintain facility readiness. As time allows, the crew has also been cleaning and preparing impounded vessels for demolition, ensuring all environmental protocols are followed. This includes draining fluids, capturing oils, and safely handling other hazardous materials prior to disposal.

The goal is to process and destroy at least six vessels over the winter months, helping to clear yard space, improve safety, and maintain compliance with environmental standards. These efforts support ongoing facility organization and readiness for the next operational season.

Harbor Office

I attended the 46th Annual Alaska Association of Harbormasters & Port Administrators (AAHPA) Conference, held in Juneau, Alaska, October 20-24, 2025, and hosted by the City and Borough of Juneau Docks and Harbors. The conference brought together harbor and port professionals from across Alaska to share ideas, discuss infrastructure funding, and explore innovations that strengthen maritime operations statewide. I currently serve on the AAHPA Board of Directors, holding Director Seat 7, and was re-elected to a two-year term during the annual meeting.

The conference included sessions focused on harbor operations, safety, asset management, planning, and building stronger partnerships with local and tribal organizations. Members adopted two key resolutions: Resolution 2025-1, supporting full funding of the State Municipal Harbor Facility Grant Program (\$18.2 million), and Resolution 2025-2, advocating to increase the program's maximum annual grant to \$7.5 million. AAHPA also continued its investment in Alaska's future maritime workforce by awarding scholarships ranging from \$2,000 to \$5,000 to students pursuing marine-related trades and careers. The event concluded with facility tours, networking sessions, and an awards banquet recognizing excellence in Alaska's port and harbor community.

Sincerely,
Steve Miller

Wrangell Municipal Code – Title 14: Ports and Harbors

Chapter 14.11 – Moorage and Use of Harbor Facilities

Section 14.11.120 – Inactive Vessels

A. Definition of Inactive Vessel

A “Inactive Vessel” is a vessel that, within a period of twelve (12) consecutive months, has not exited its assigned moorage stall and the boundaries of the Borough harbor under its own power and remained absent from the harbor for a period exceeding twenty-four (24) consecutive hours. For vessels 32 feet in length or less without sleeping accommodations, the absence must exceed twenty-four (24) nonconsecutive hours. The term “Inactive Vessel” does not include float houses as that term is defined in WMC 14.01.030(I).

B. Storage Fee for Inactive Vessels

Inactive Vessels shall be assessed a storage fee in addition to the regular moorage fee. The storage charge shall be equivalent to the moorage fee as set forth in WMC 14.11.100(A).

C. Condition Survey Requirement (24-Month Inactivity)

A marine condition survey shall be required for any Inactive Vessel after twenty-four (24) consecutive months. The Inactive Vessel owner shall, by the end of the twenty-fifth (25th) month and annually on the same date thereafter while the vessel remains an Inactive Vessel, provide the Borough with a marine condition survey. The survey must be prepared within the previous three (3) months by a marine surveyor accredited by the National Association of Marine Surveyors (NAMS) or Society of Accredited Marine Surveyors (SAMS). Any deficiencies identified by the Harbormaster as posing a safety risk to harbor infrastructure must be repaired within two (2) months of written notification unless the Harbormaster determines, in the Harbormaster’s sole and absolute discretion, that the Inactive Vessel poses an immediate hazard. An Inactive Vessel that poses an immediate hazard must be repaired immediately upon written notification. Failure to comply shall result in the vessel being deemed derelict under WMC 14.11.070.

D. Insurance Requirement (36-Month Inactivity)

Insurance shall be required for any Inactive Vessel after thirty-six (36) consecutive months. The Inactive Vessel owner shall, by the end of the thirty-seventh (37th) month and annually on the same date thereafter, provide proof of active Protection & Indemnity (P&I) and Marine Pollution

Liability insurance with limits of not less than \$500,000 per occurrence, naming the City and Borough of Wrangell as an additional insured. Failure to comply shall result in the vessel being deemed derelict under WMC 14.11.070.

E. Notice and Appeal

The Harbor Department's records shall be deemed conclusive in determining inactivity. Written notice shall be mailed to the vessel owner's last known address of record when the vessel has been determined inactive under this section. The vessel owner may appeal the determination by submitting a written objection with supporting documentation within fourteen (14) days of the date on the written notice. The Harbormaster shall issue a final written decision within ten (10) days of receipt of the written objection.

F. Related Definitions (Amendment to WMC 14.11.070 – Derelict Vessels)

The following subsection shall be added to WMC 14.11.070:

3. Any vessel deemed derelict under the provisions of WMC 14.11.120(C) or (D) for failure to provide a valid marine condition survey or proof of insurance as required by this Title.



Report: Comparative Lease Rate Analysis – City vs. Private Property at the City Dock Cul-de-Sac

Background

The Port & Harbor of Wrangell is exploring potential lease rates for vendors and concession spaces located at the City Dock cul-de-sac area. Several parcels immediately adjacent to this location are privately owned and currently leased to tenants at rates between **\$1.00 and \$1.50 per square foot per month**.

When establishing rates for municipal property, the Ports & Harbors should remain competitive without undercutting the private market. This ensures that the Borough is not in direct competition with local property owners and preserves fair market balance.

Private Market Benchmark

Property Type	Ownership	Reported Lease Range	Notes
Vendor/Commercial Pads (Cul-de-sac area)	Private	\$1.00 – \$1.50 / sq ft	Long-term seasonal and annual leases

Average effective private lease rate: **\$1.25 per sq ft/month**.

Municipal Rate Considerations

To avoid competing with private entities while maintaining fair market value, the Port & Harbors lease rate should be equal to or slightly higher than the prevailing private average. A rate below market value could discourage private investment and may create the perception of unfair advantage for municipal tenants.

Key Factors:

1. **Public Maintenance Costs:** The City bears ongoing expenses for utilities, site upkeep, snow removal, trash service, and administrative overhead.
2. **Shorter-Term Occupancy:** Seasonal or rotating vendor spaces involve higher turnover, which increases staff workload and justifies a premium rate.
3. **Fair Market Alignment:** Wrangell's leasing policy (consistent with WMC 14.05 and municipal leasing standards) calls for rates to reflect or exceed fair-market value, typically at **9.5% of assessed value annually** when applied to property appraisals.

Recommended Rate Range

Option	Proposed Monthly Rate	Annual Equivalent	Rationale
Baseline Match	\$1.25 / sq ft	\$15.00 / sq ft/yr	Matches local private average; neutral competition.
Market Premium (Preferred)	\$1.35 – \$1.50 / sq ft	\$16.20 – \$18.00 / sq ft/yr	Slightly above private average; offsets maintenance and admin costs.
Seasonal Vendor Rate	\$1.50 / sq ft	\$18.00 / sq ft/yr	Appropriate for short-term vendor operations with higher intensity use.

Conclusion

To maintain compliance with fair-market principles and avoid competing with private businesses, the City should set cul-de-sac lease rates at or above the current private range. A rate of **\$1.35 – \$1.50 per square foot per month** is recommended for initial adoption. This ensures consistent revenue, equitable treatment of private sector lessors, and sufficient cost recovery for municipal oversight.



Vendor Programs in Southeast Alaska

Juneau Vendor Permit Program Overview:

The **City and Borough of Juneau** operates a vendor permit system that is administered through an **outcry auction process**, with a **minimum bid of \$30,000 per permit**.

The auction is typically held in **February**, contingent upon receiving more than eleven permit applications. In recent years, the number of applications has remained below that threshold, resulting in the **cancellation of the auction**. For the current year, **nine vendor permits** were issued.

Each vendor permit authorizes the holder to sell at **three designated waterfront locations per day**:

1. **Mount Roberts Tram area**
2. **Visitor Center area**
3. **Steamship Dock frontage**

The permits are issued for a **three-year term**, with a **three-year renewal option**, provided all compliance and operational standards are met.

Application and Administration

Vendors submit an **Application to Bid** for new permits or an **Application for Reissuance** if they are renewing an existing permit. Supporting documentation includes:

- **A list of tours or products sold,**
- **An employee information sheet,**
- **The official permit document,**
- **The Waterfront Sales Permit Regulations, and**

- The **annual rotation calendar**.

Operational Coordination

Each season, the Harbormaster (or designated coordinator) holds a **pre-season meeting** with all interested permit holders. During this meeting, vendors **draw for their initial operating locations**. The results are then incorporated into a **rotation calendar**, which is used to coordinate vendor placement and ensure equitable access to prime selling locations throughout the season.

Sitka Vendor Space Program Overview:

The City and Borough of Sitka currently offer **15 vendor spaces** located along the waterfront for seasonal and multi-year lease opportunities. Each space measures approximately **3 feet by 14 feet** and is available under three term options:

- **3-Year Term**
- **2-Year Term**
- **Annual Term**

The **starting bid rate** for each space is **\$2,500 per season**.

Spaces are awarded through a competitive bid process, and successful applicants must comply with all local permitting and operational guidelines set by the City and Borough of Sitka.

Ketchikan Waterfront Vendor Booth Program:

The City of Ketchikan manages a structured Tour Operator Vendor Booth Program along the downtown cruise ship berths. This program regulates the use of limited waterfront space for commercial tour sales and ensures fair access through a competitive bid process.

Program Overview

A total of six aluminum vendor booths are available for lease each season:

Berth I: 2 booths

Berth II: 1 booth**Berth III: 3 booths**

Each booth measures 6 feet by 5.5 feet, constructed of durable aluminum, and includes an additional 6-foot area beyond the booth perimeter for customer access and signage.

Booths operate on multi-year contracts, with weekly vendor rotation to ensure equitable visibility and access to high-traffic locations.

The lease season runs annually from April 15 through October 31.

Operational Requirements:

Vendors are authorized to sell tours only. No other goods or services may be offered.

Each vendor may advertise and sell only their own tours, and those of up to two other tour operators who are not participants in the dock vendor lease program.

Vendors must carry a minimum \$1 million liability insurance policy, along with worker's compensation insurance as required by the State of Alaska.

Vendors are required to submit a list of all tour names and employees each season for administrative review.

Bidding Process:

Vendor booths are awarded through a sealed bid process.

Minimum bid: \$30,000 per season

Payment schedule:

Five equal installments beginning April 15, 2024

Bid packets available:

January 29, 2024, from the City Clerk's Office or online at ketchikan.gov/bids

Completed bid packets due:

February 22, 2024, by 10:15 a.m. at the City Clerk's Office

Eligibility Requirements:

To qualify for participation, applicants must:

- a) Hold a current Alaska business license;
- b) Maintain a place of business within the Ketchikan Gateway Borough (KGB) under the name listed on the business license;
- c) Maintain a year-round mailing address within the KGB; and
- d) Designate a single point of contact to serve as the authorized lease representative.

DOCK VENDOR LEASE PROGRAM

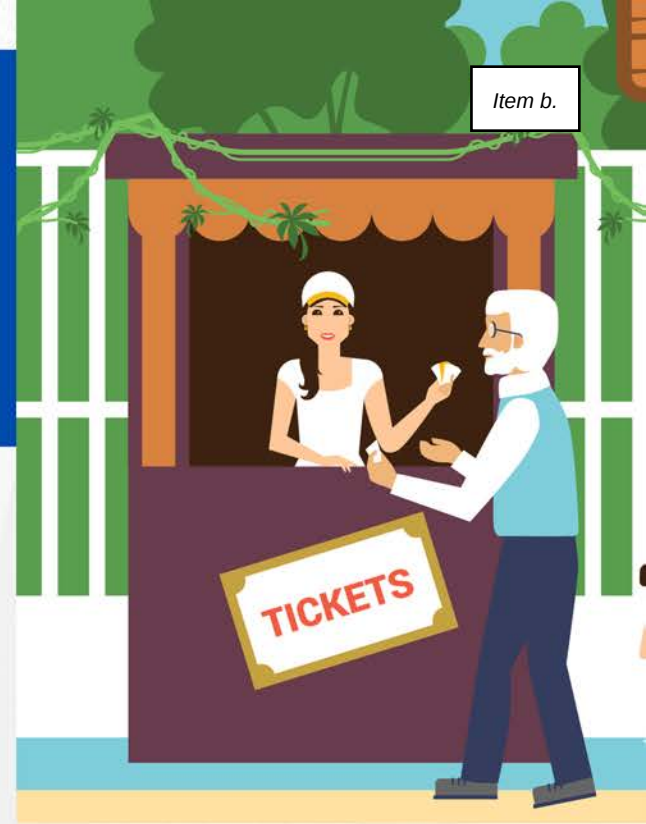
The goal of the Ketchikan Port Dock Vendor Lease Program is to provide an opportunity for local independent tour operators to reach potential customers as they disembark cruise ships.

TELL ME ABOUT THE BOOTHS

- 6 tour operator booths; 2 booths on Berth I; 1 booth on Berth II; 3 booths on Berth III
- **All booths will rotate on a multi-year contract**
- 6 foot x 5.5 foot aluminum booth
- **Plus 6 foot area beyond perimeter (space avail)**
- Vendors rotate booths on a weekly basis
- **Leases run April 15 to October 31**
- Vendors sell only tours, no other goods/services
- **Vendors may sell and advertise only their own tours, and those of two other operators who DO NOT participate in the dock vendor lease program**
- Vendors must carry at least a \$1 million liability insurance policy and worker's compensation insurance as required by the State of Alaska.
- **Vendors are required to provide a list of all tour names and employees.**

HOW TO BID FOR A BOOTH

- Booths awarded through a sealed bid process.
- Minimum bid is \$30,000 for each season.
- Lease is paid in 5 equal installments beginning April 15, 2024.
- Pick-up a bid packet at City Clerk's office on January 29, 2024 or online at Ketchikan.gov/bids.
- Completed bid packets due at the City Clerk's office by **10:15am on February 22, 2024.**



ELIGIBILITY REQUIREMENTS

- a)** Business must hold a current Alaska business license;
- b)** Maintain a place of business under the name on the Alaska business license within the boundaries of the Ketchikan Gateway Borough (KGB);
- c)** Maintain a year-round mailing address within the KGB;
- d)** Designate a single person to be the primary contact for the lease.



CITY OF KETCHIKAN

334 Front Street
Ketchikan, AK 99901
www.ketchikan.gov
Port: (907) 228-5632
Tourism: (907) 228-5611



CBJ DOCKS & HARBORS 2025 WATERFRONT SALES PERMIT RE-ISSUANCE APPLICATION

I. General Information: Use this form to exercise the reissuance option of a waterfront sales permit. To exercise a reissuance option, you must complete and submit this permit application form to the Port Director and meet the eligibility requirements listed below. **This form and the permit fee will need to be submitted by Friday, January 31st 2025, before 4:30pm.** Persons obtaining a permit must comply with certain permit conditions when operating at the facility.

II. Permit Requirements: To be eligible to receive a waterfront sales permit, an applicant must:

- (1) In accordance with 05 CBJAC 10.030 (f) (1) (a), Hold a current Alaska business license;
- (2) In accordance with 05 CBJAC 10.030 (f) (1) (b), Maintain a place of business under the name on the Alaska business license within the boundaries of the City and Borough of Juneau, Alaska;
- (3) In accordance with 05 CBJAC 10.030 (f) (2), Maintain a year round place of business and mailing address in the City and Borough of Juneau, Alaska and must designate a single individual by physical address, mailing address and phone number in Juneau upon whom services of notices and legal proceedings may be made;
- (4) In accordance with 05 CBJAC 10.030 (f) (3), Not have an ownership interest in more than one permit, meaning the permit holder shall not pay for the operation of another permit holder's sales booth, direct or manage the activities of another permit holder's sales booth, or in any way financially contribute to the purchase of more than one permit.
- (5) In accordance with 05 CBJAC 10.030 (f) (3), A permit holder who operates tours may have its tours sold by another permit holder, provided the permit holder operating the tour does not direct the activities of the other permit holder's sales booth or obtain any financial benefit from the other permit holder's sales booth other than that provided by the sale of the tour;
- (5) In accordance with 05 CBJAC 10.030 (f) (4), Actively sell during the tour season meaning the permit holder either derives a significant portion of its income from the sales made through the permit or that the permit holder is making substantial use of the permit; and
- (6) In accordance with 05 CBJAC 10.020 (c), Not be delinquent in the payment of fines, taxes, judgments, or other monies owed to the City and Borough.
- (7) In accordance with 05 CBJAC 10.040 (c) (3), The permit holder shall not sell, or permit to be sold, tours on any vouchers or receipts other than their own.
- (8) In accordance with 05 CBJAC 10.070 (a) Permittees are responsible for complying with all state, federal, and local laws applicable to their activities. Applicants are hereby noticed that Violations of Alaska Consumer Protection Act AS 45.50.471 - AS 45.50.561 and specifically Section 45.50.471. - Alaska Unfair Trade Practices and Consumer Protection Act, apply to the permitting process. Applicants are also reminded of Alaska Statute 45.50.562 - .596 making it unlawful to restrain trade or commerce by fixing, controlling or maintaining prices, allocating or dividing customers or markets or refusing to deal or inducing third parties to deal with another person. Violators will be subject to

CBJ DOCKS & HARBORS
2025 WATERFRONT SALES PERMIT
REISSUANCE APPLICATION

Item b.

administrative and criminal fines to the maximum extent allowed by law, including the revocation of CBJ business and other CBJ licenses.

(9) In accordance with 05 CBJAC 10.70 (h) Prior to issuance of a permit, the prospective permittee must provide the department with a broker's certificate of insurance and the policy endorsement showing that the permittee has obtained at least \$500,000.00 of public liability insurance. The policy endorsement must establish that the City and Borough is named as an additional insured on such policy, and the permittee shall notify the City and Borough if the policy is modified, canceled, or terminated.

(10) Permittees, upon acceptance of this permit, shall execute an instrument under the terms of which the permittee shall agree to indemnify, defend, and hold harmless the City and Borough of Juneau from any and all claims for injury or damage to persons or property suffered in connection with the permittee's activities unless such injury or damage is caused by the gross negligence of the City and Borough.

III. Permittee Information (1-10 below must be completed in full)

(1) Legal Business Name: _____

(2) Owner(s): _____

(3) Business Mailing Address: _____

(4) Business Physical Address: _____

(5) Business Phone number: _____

(6) Name of Designated Contact: _____

(7) Designated Contact Person Mailing Address: _____

(8) Designated Contact Person Physical Address: _____

(9) Designated Contact Person Telephone Numbers:

(Home) _____ (Fax) _____ (Cell) _____

(10) E-mail address: _____

Notary Public in and for the State of Alaska
My Commission Expires: _____

STATE OF ALASKA)
) ss:
FIRST JUDICIAL DISTRICT)

Notary Public in and for the State of Alaska
My Commission Expires:



CBJ DOCKS & HARBORS 2025 WATERFRONT TOUR SALES PERMIT APPLICATION TO BID

I. General Information: The Port of Juneau has three, three year/three year renewable waterfront sales permits available for the 2025 season. A waterfront sales permit allows for the sale of tours in three designated areas at the CBJ's cruise ship docks. Permits will be sold by outcry auction at 2:00 p.m. on Thursday, February 13th, 2025 in the CBJ Assembly Chambers if more than three applications are received. In order to bid on a 2025 permit, you must meet the eligibility requirements listed below, complete and submit this permit application form and provide a \$35,000 cashier's check/money order to the Port Director. This bid deposit must be received by 4:30 p.m. on Wednesday, February 12th, 2025, the day before the auction. Winning bidders must pay the bid price in full by 4:30 p.m. on Thursday, February 13th, 2025. Before a permit is issued, which will be before the first cruise ship in April, the winning bidder must provide a list of tours that will be sold under their permit, their employee information and the insurance & endorsement certificate listing CBJ as additional insured. Persons obtaining a permit must comply with certain permit conditions when operating at the facility.

II. Permit Requirements: To be eligible to bid on and receive a waterfront sales permit, an applicant must:

- (1) In accordance with 05 CBJAC 10.030 (f) (1) (a), Hold a current Alaska business license;
- (2) In accordance with 05 CBJAC 10.030 (f) (1) (b), Maintain a place of business under the name on the Alaska business license within the boundaries of the City and Borough of Juneau, Alaska;
- (3) In accordance with 05 CBJAC 10.030 (f) (2), Maintain a year round place of business and mailing address in the City and Borough of Juneau, Alaska and must designate a single individual by physical address, mailing address and phone number in Juneau upon whom services of notices and legal proceedings may be made;
- (4) In accordance with 05 CBJAC 10.030 (f) (3), Not have an ownership interest in more than one permit, meaning the permit holder shall not pay for the operation of another permit holder's sales booth, direct or manage the activities of another permit holder's sales booth, or in any way financially contribute to the purchase of more than one permit.
- (5) In accordance with 05 CBJAC 10.030 (f) (3), A permit holder who operates tours may have its tours sold by another permit holder, provided the permit holder operating the tour does not direct the activities of the other permit holder's sales booth or obtain any financial benefit from the other permit holder's sales booth other than that provided by the sale of the tour;
- (5) In accordance with 05 CBJAC 10.030 (f) (4), Actively sell during the tour season meaning the permit holder either derives a significant portion of its income from the sales made through the permit or that the permit holder is making substantial use of the permit; and
- (6) In accordance with 05 CBJAC 10.020 (c), Not be delinquent in the payment of fines, taxes, judgments, or other monies owed to the City and Borough of Juneau.

CBJ DOCKS & HARBORS
2025 WATERFRONT SALES PERMIT
APPLICATION TO BID

Item b.

(7) In accordance with 05 CBJAC 10.040 (c) (3), The permit holder shall not sell, or permit to be sold, tours on any vouchers or receipts other than their own.

(8) In accordance with 05 CBJAC 10.070 (a) Permittees are responsible for complying with all state, federal, and local laws applicable to their activities. Applicants are hereby noticed that Violations of Alaska Consumer Protection Act AS 45.50.471 - AS 45.50.561 and specifically Section 45.50.471. - Alaska Unfair Trade Practices and Consumer Protection Act, apply to the permitting process. Applicants are also reminded of Alaska Statute 45.50.562 - .596 making it unlawful to restrain trade or commerce by fixing, controlling or maintaining prices, allocating or dividing customers or markets or refusing to deal or inducing third parties to deal with another person. Violators will be subject to administrative and criminal fines to the maximum extent allowed by law, including the revocation of CBJ business and other CBJ licenses.

(9) In accordance with 05 CBJAC 10.70 (h) Prior to issuance of a permit, the prospective permittee must provide the department with a broker's certificate of insurance and an endorsement certificate showing that the permittee has obtained at least \$500,000.00 or, in case of courtesy vehicles, \$300,000.00, of public liability insurance. The endorsement certificate must establish that the City and Borough of Juneau is named as an additional insured on such policy, and that the insurer thereof shall notify the City if the policy is modified, canceled, or terminated.

(10) Provide a \$35,000 bid deposit (money order, or cashier's check) by 4:30 p.m. on Wednesday February 12th, 2025. The deposit is refundable if a permit is not obtained; it will be credited towards the cost of a permit if one is obtained, and the deposit will not be refunded if a person is the winning bidder but does not pay for the permit by the payment deadline.

III. Permittee Information (1-10 below must be completed in full)

(1) Legal Business Name: _____

(2) Owner(s): _____

(3) Business Mailing Address: _____

(4) Business Physical Address: _____

(5) Business Phone number: _____

(6) Name of Designated Contact: _____

(7) Designated Contact Person Mailing Address: _____

CBJ DOCKS & HARBORS
2025 WATERFRONT SALES PERMIT
APPLICATION TO BID

Item b.

(8) Designated Contact Person Physical Address: _____

(9) Designated Contact Person Telephone Numbers: _____

(Home) _____ (Fax) _____ (Cell) _____

(10) E-mail address: _____

IV. Verification

(1) Attach a copy of current business license.

V. Certification.

As a reminder, the purpose of these regulations is fairness to all businesses. By signing this application you acknowledge and understand the regulations and ordinances regarding these permits and will comply with all the laws of the State of Alaska.

If any clause or provision of this application is determined to be illegal, invalid, or unenforceable under present or future laws, the remainder of this application shall not be affected by such determination, and in lieu of each clause or provision that is determined to be illegal, invalid, or unenforceable, there shall be added as a part of this License a clause or provision as similar in terms to such illegal, invalid, or unenforceable clause or provision as may be possible and be legal, valid, and enforceable.

No alteration or variation of this Application shall be valid or binding unless contained in a written amendment signed by the City and Applicant.

City: City and Borough of Juneau

Applicant:

Date: _____

Date: _____

By: _____

By: _____

Authorized Representative
Carl Uchytel, P.E. Port Director

Authorized Representative

STATE OF ALASKA)
) ss:
FIRST JUDICIAL DISTRICT)

WITNESS my hand and official seal the day and year in the application first above written.

STATE OF ALASKA)
) ss:
FIRST JUDICIAL DISTRICT)

WITNESS MY HAND and official seal the day and year in the Application first above written.

23

Section 2 Prohibitions

05 CBJAC 10.020 Prohibitions

(1) A person shall not conduct any commercial activity within the downtown waterfront area except as authorized by a permit issued under the conditions outlined in 05 CBJAC Chapter 10. Except as authorized by 05 CBJAC Chapter 10, a person shall not within the downtown waterfront area:

- a. Sell or offer to sell goods or services
- b. Construct, maintain, or use any structure, or
- c. Use any loading zone.

(2) Solicitation, advertisement, sales, use of loading zones or any other commercial activities without a permit issued pursuant to 05 CBJAC Chapter 10 is a violation of CBJ 85.25.090 (11).

(3) Vouchers/tickets must be approved by the Port Operations Supervisor prior to use.

Section 3 Tour Sales Area Rules

Per CBJAC 10.040 the tours sales permit authorizes the permittee to solicit and sell tours and experiences while abiding by the following rules:

1) Booth Locations

- a. Permittee shall only sell tours in a booth provided by the Port Director. The Port Director will provide booths at the Alaska Steamship Wharf Plaza, behind the Visitor Center, and the Columbia Lot (Tram Lot) sales areas. The Port Director reserves the right to relocate or close booths as required for public safety, security, or other good cause.
- b. The booths at each sales area will be assigned by lot. In order to insure equitable exposure for each permit holder, the permit holder shall shift one booth each day as per rotation schedule published at start of season (copies can be obtained at the Port Director's Office). A permit holder shall only occupy the booth assigned by the Port Director. Booth advancement due to an unoccupied space is prohibited, unless approved by the Port Director.

2) Staffing of Booths

- a. Permittee shall not have more than one representative selling tours at a booth, except when training new employees and then for no longer than is necessary to adequately train the employee.

Tour Sales Permit

- b. Permittee shall make its best effort to maintain a presence at its booth during all hours when cruise ship passengers are likely to purchase tours in a sales area.
- c. Permittee shall provide the Port Director with a list of all individuals that will sell tours at its booths and, if requested, staff identification documentation, booth staffing schedules, and other documentation, as determined by the director necessary to demonstrate the permit holder complies with the tour sales rules.
- d. All employees of permitted operators must wear an Identification tag with their first and last name and the company they work for printed on the tag, per the CBJ port security plan.

3) Tours for Sale

- a. Permittee shall not sell, or permit to be sold, tours on any vouchers or receipts other than their own.
- b. Permittee shall provide the Port Director with a list of all tours sold pursuant to its permit, including the name of the company providing the tour.

4) Allowable Signage

- a. The permit holder may display up to two large signs on a single booth provided the signs do not extend beyond the front profile of the booth. The permit holder may also display one-foot by one-foot signs for each tour the permit holder sells. These signs may not extend more than six inches beyond the front profile of the booth. Protrusions, such as flags and props are prohibited. Signage on the inside of the booth is allowed, but not on the sides or back of the booth.
- b. The green nameplate with business name provided by Docks & Harbors is required to operate. The nameplate shall be placed under the front ledge of the booth and not be obstructed by any other signs.

5) Appropriate Behavior

- a. Permittee or its representatives shall not engage in hawking, disruptive behavior or interfere verbally or non-verbally with the active operations of other sales booths.
- b. All tour sales will take place only at the vendor booth, not at the bus.
- c. Sending to or promoting a specific booth to customers is prohibited.
- d. Animals are prohibited at vendor sales booth areas.
- e. Loud music is prohibited.
- f. Unauthorized motorized vehicles are not allowed on the seawalk.

Section 4
General Operating Requirements

Pursuant to 05 CBJAC 10.070 General operating requirements, permittees must comply with the following:

1) Insurance

- a. Permittee will provide the City and Borough of Juneau Docks and Harbors with a broker's certificate of insurance and appropriate endorsement showing that the permittee has obtained at least \$500,000.00 of general liability insurance.
- b. The endorsement or binder is proof the City and Borough of Juneau is named as an additional insured on such policy, and that the insurer thereof shall notify the City and Borough if the policy is modified, cancelled, or terminated.

2) Compliance

- a. Permittee is responsible for compliance with permit conditions. Any entity or person listed on the permit, whether it be a partnership, joint venture, or other form of association or joint ownership, shall be deemed to be jointly and severally liable for any violations of this by any person operating under the permit.
- b. If a permit holder is told more than two times to correct a non-compliance issue with their permit, the permit holder will be fined \$250.00.

3) Permit Requirements & Eligibility

- a. The permittee is required to comply with stipulations as necessary to assure compliance with applicable requirements of 05 CBJAC 10.040 and the Maritime Transportation Security Act of 2002. Permit holders shall also comply with the prohibitions set out in 05 CBJAC 10.020, the tour sales area rules set out in 05 CBJAC 10.040(c), and the general operating requirements set out in 05 CBJAC 10.070. The permittee:
 - (1) is responsible for complying with all state, federal, and local laws applicable to their activities;
 - (2) shall police area immediately around their vending area and shall properly dispose of all litter accumulating there during the course of their activities;
 - (3) shall reimburse the City and Borough of Juneau for any damage to municipal property caused by the permittee's activities, including the cost of litter abatement;
 - (4) may not store equipment or supplies in the downtown waterfront area, except as approved by the Port Director in advance;

Tour Sales Permit

- (5) shall prominently display the permit issued, as well as all other required permits and licenses, at all times during their activities;
- (6) may not engage in hawking or make an unreasonably loud noise;
- (7) may distribute written information to interested parties only when requested; and
- (8) shall agree to indemnify, defend, and hold harmless the City and Borough of Juneau from any and all claims for injury or damage to persons or property suffered in connection with the permittee's activities unless such injury or damage is caused by the gross negligence of the City and Borough of Juneau; and
- (9) shall agree to a pre-season booth set-up inspection.

4) Permittee Contact Information

- a. In order to remain eligible for the permit the permit holder must maintain a year round place of business and mailing address in the City and Borough of Juneau, Alaska, and must designate a single individual by physical address, mailing address and phone number in Juneau upon whom service of notices and legal proceedings may be made. Service of any notice concerning the permit to that person shall be legal and sufficient notice to any of the holders, owners or any other with an interest in the permit.
- b. The Port Director must be notified in writing no less than ten days before there is a change in the name, address or phone number of the designated person for a permit. Failure to timely notify the Port Director shall be considered a violation of the permit conditions.

5) Interest

- a. No person shall have an ownership interest in more than one tour sales or tour broker permit, meaning the person shall not pay for the operation of another permit holder's sales booth, direct or manage the activities of another permit holder's sales booth, or in any way financially contribute to the purchase of more than one permit. A permit holder who operates tours may have its tours sold by another permit holder, provided the permit holder operating the tour does not direct the activities of the other permit holder's sales booth or obtain any financial benefit from the other permit holder's sales booth other than that provided by the sale of the tour.

Section 5
Permit Details

Tour Sales Permit

Permits are issued by the Port Director, and are valid for dates, times, areas, and activity as specified in 05 CBJAC 10.030.

1) Permit Duration

- a. Waterfront sales permits are valid only from April 1st through October 31st of each permit year.
- b. No permit may be issued for a period in excess of one calendar year.

2) Reissuance

- a. A reissuance option may exist per 05 CBJAC 10.030 (b)(1). Such an option entitles the holder to apply for and receive a permit for the tour season designated in the option, provided that the holder meets all of the requirements per permit applicants and holder in the years the reissued permit will be operated. The fee for any reissued permit shall be the same as the fee paid for the original permit.
- b. The reissued permit shall be subject to the regulations in effect for the year in which the permit is used.
- c. The permittee assumes the risk that changes in regulations could affect their business through reduced revenues, increased costs, or both; and the number, location and rules for permits may be changed from year to year without liability to the City, compensation to the permittee or option holders, and that municipal regulation hereunder shall be immune from liability pursuant to AS 09.65.070 and other applicable law.
- d. The holder of the reissuance option shall notify the Port Director of its intention to seek reissuance. Written notice must be received by the Port Director no later than October 31st proceeding the year in which the reissued permit will be operated. If notice is not received, if application is not made, or if for any other reason the permit is not reissued, the Port Director may consider the permit, including any remaining reissuance periods, as forfeit and either available for issuance to others or withdrawn from any issuance.

3) Transferability

- a. A Waterfront Sales Permit may be transferred per 05 CBJAC 10.030 (c), with any reissuance options, provided that such a transfer includes the transferor's entire business interest in activities conducted under the permit.
- b. No permit may be leased or rented, nor may the permittee allow the permit to be used by any person who is not an employee of the permittee.
- c. A transferred permit is not valid until it has been approved and reissued by the Port Director.

4) Refunds

- a. No permit fees shall be refunded after the issuance of a permit.

5) Eligibility

Tour Sales Permit

- a. No person shall have an ownership interest in more than one tour sales or tour broker permit, meaning the person shall not pay for the operation of another permit holder's sales booth, direct or manage the activities of another permit holder's sales booth, or in any way financially contribute to the purchase of more than one permit.
- b. Permittee who operates tours may have its tours sold by another permit holder, provided the permit holder operating the tour does not direct the activities of the other permit holder's sales booth or obtain any financial benefit from the other permit holder's sales booth other than that provided by the sale of the tour.

Section 6 Enforcement

Waterfront sales permits are regulated by 05 CBJAC 10.080.

1) If any activity conducted under the permit presents an immediate danger to public health, welfare or safety, the Port Director is authorized to suspend a permit issued under 05 CBJAC 10 without a hearing for a period not to exceed ten days.

2) The Port Director may suspend a permit, revoke a permit, deny a permit, deny the reissuance of a permit, or deny the ability to bid on a permit under CBJAC 10 after an informal hearing before the Port Director upon written findings that the permittee or applicant has violated these regulations, engaged in fraud or gross negligence, or misrepresented the nature and substance of a tour product.

3) Hearings called for on 05 CBJAC 10.080(b) shall be conducted as follows:

- a. The permittee shall be provided with at least ten days notice of the hearing. The notice shall include a brief statement of the facts giving reason of the proposed suspension or revocation.
- b. The permittee shall have the opportunity to be heard at the hearing shall have the right to call or cross-examine the witnesses.
- c. Relevant evidence may be admitted as stated in 05 CBJAC 10.080(b)(3).
- d. The hearing shall be recorded by audio tape.
- e. The Port Director shall issue a written decision. The permittee may appeal the Port Director's decision to the Docks and Harbors Board per 05CBJAC 10.080(b)(4)(d) by filing a written notice to appeal, setting forth the reasons for the appeal, with the Port Director within ten days of the director's decision.
- f. Failure to follow any permit condition is a violation of CBJ 85.25.090 and may carry a fine of up to \$250.00 for each instance of a violation.

4) A permittee whose permit is revoked:

- i. loses all rights and privileges under that permit,

Tour Sales Permit

- ii. shall deliver copies of the permit to the Port Director, and
 - iii. may not apply for a new waterfront sales permit for a period of one year after the revocation.
 - a. In addition, for a period of one year after revocation, no application for a waterfront sales permit shall be approved for an applicant who was an owner, operator, partner, director, manager, officer, assignor, or transferor, of any operation or business which required a waterfront sales permit, regardless of its form of legal entity, if the waterfront sales permit for that operation or business was revoked.
- 5) Failure to follow any permit condition is a violation of CBJ 85.25.090, and will be subject to the fine schedule as outlined in CBJ 03.30.052(5).

Section 7 Definitions

Following is a list of definitions used in this permit.

“Port Director” means Port Director or Port Director’s designee.

“Employee” means a person who provides services at the direction or under the control of another. An employee is an integrated part of the employer’s business, is hired, supervised and paid by the employer for hours set by the employer, and the employer furnishes tools and materials for the employee’s use.

“Hawking” means the loud or continuous audible solicitation of business by permittee to the general public.

“Permittee,” “permit holder” and “holder” mean the business entity or its authorized representatives conducting activities in the downtown waterfront area according to a permit issued under 05 CBJAC 10.010.

“Person” means a natural person, partnership, corporation, association, or other legal entity.

“Tour season” means April 1st through October 31st in one calendar year.

“Tours and experiences” means tours, transportation, transfers, entertainment, meals and services sold to customers and includes all services provided whether or not incidental to, advertised with, or specifically offered in the sale.

CITY & BOROUGH OF WRANGELL, ALASKA PORT COMMISSION AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	November 6, 2025
	<u>Agenda Section</u>	13

Approval of lease request – 1.25 Acres of parcel 03-010-300 To Alaska Marine Lines for the construction of cargo transfer facility

<u>SUBMITTED BY:</u> Steve Miller, Port & Harbor Director	<u>FISCAL NOTE:</u> Expenditure Required: \$XXX Total <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;">FY 24: \$</td> <td style="width: 33%; border-bottom: 1px solid black;">FY 25: \$</td> <td style="width: 33%; border-bottom: 1px solid black;">FY26: \$</td> </tr> <tr> <td style="height: 15px;"></td> <td></td> <td></td> </tr> </table> Amount Budgeted: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;">FY 20 \$XXX</td> </tr> </table> Account Number(s): <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;">XXXXXX XXX XXXX</td> </tr> </table> Account Name(s): <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;">Enter Text Here</td> </tr> </table> Unencumbered Balance(s) (prior to expenditure): <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;">\$XXX</td> </tr> </table>	FY 24: \$	FY 25: \$	FY26: \$					FY 20 \$XXX		XXXXXX XXX XXXX		Enter Text Here		\$XXX
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	Enter Text Here														
	\$XXX														

Reviews/Approvals/Recommendations

☐	
Name(s)	
Name(s)	

ATTACHMENTS: 1. Lease application form from Alaska Marine Lines. 2. Picture of area to be leased.

MOTION: Move to approve the lease of approximately 1.25 acres of tidelands to Alaska Marine Lines, located at the 6-Mile Old Mill Site, a portion of parcel 03-010-0300 for the construction and operation of a cargo transfer facility.

SUMMARY STATEMENT: Approval of this lease supports implementation of the Wrangell Waterfront Master Plan and advances the community's long-term goal of redeveloping the 6-Mile Old Mill Site into a modern, multi-use deep-water port. Leasing approximately 1.25 acres of tidelands (a portion of parcel 03-010-0300) to Alaska Marine Lines for construction and operation of a cargo transfer facility will

enhance Wrangell's freight and logistics capacity, improve efficiency for regional marine transportation, and strengthen the community's working waterfront economy. This partnership aligns with the Borough's strategic vision to revitalize underutilized industrial waterfront areas, support maritime commerce, and foster sustainable economic growth.

CITY & BOROUGH OF WRANGELL

OFFICE OF THE BOROUGH CLERK

PO BOX 531 WRANGELL, AK, 99929 | +1 (907) 874-2381
205 BRUEGER STREET WRANGELL, AK, 99929



PUBLIC LAND & TIDELANDS LEASE APPLICATION

WMC 16.08.010 - 16.08.210 & WMC 16.10.010 - 16.10.210

APPLICATION FEE: \$250.00 NON-REFUNDABLE - MUST BE PAID AT TIME OF FILING

OFFICIAL USE ONLY

RECEIVED BY

R. Lane

DATE RECEIVED

Oct 28, 2025

PAYMENT

CHECK ☐

CREDIT CARD ☐

CASH ☐

Applications for tidelands leases shall be submitted to the planning and zoning and port commissions before being presented to the borough assembly for consideration. Applications for real property leases shall be submitted to the borough manager and the planning and zoning commission for review before being presented to the borough assembly for consideration.

The applicant shall provide additional information, including a development plan, designs, and specifications, as the planning and zoning and/or port commissions may request. The planning and zoning and port commissions may require the applicant to amend its development plan. All fees associated with the lease shall be paid by the applicant. Such fees include but are not limited to an application fee, survey, assessment, public notices, and recording fees.

SECTION I.

APPLICANT'S FULL NAME

Alaska Marine Lines

EMAIL ADDRESS

dreid@lynden.com

PHONE NUMBER

206-749-6626

APPLICANT'S PHYSICAL ADDRESS

5615 West Marginal Way SW. Seattle WA. 98106

APPLICANT'S MAILING ADDRESS

PO Box 24348, Seattle, WA 98124

SECTION II.

REQUEST TO LEASE TIDELANDS OR REAL PROPERTY TIDELANDS ☒ REAL PROPERTY ☐

PLEASE PROVIDE THE PARCEL ID NUMBER AS WELL AS EITHER THE PHYSICAL ADDRESS OR LEGAL DESCRIPTION OF THE PROPERTY.

PARCEL ID NUMBER

03-010-300

PHYSICAL ADDRESS

LOT:

BLOCK:

SUBDIVISION:

PROPOSED TERM OF LEASE (YEARS)

30

YEARS

CITY & BOROUGH OF WRANGELL
PUBLIC LAND & TIDELANDS LEASE APPLICATION
CONTINUED FROM PAGE 1

SECTION II. (CONT)

CURRENT ZONING OF PROPERTY

WFD

LOT SIZE

1.25 Acres

CURRENT USE OF PROPERTY

Not currently in use.

SECTION III.

INCLUDE AND LIST HERE ANY SUPPORTING DOCUMENTS (I.E. MAPS).

Map attached

STATE THE PURPOSE AND PROPOSED USE OF THE PROPERTY.

Construct a cargo transfer facility.

DESCRIBE THE IMPROVEMENTS THAT WILL BE ADDED TO THE PROPERTY.

4 mooring dolphins and a 120' barge ramp and support structures.

WHEN WILL THE PROPOSED CONSTRUCTION IMPROVEMENTS BEGIN AND WHEN WILL THEY BE COMPLETED?

START DATE: 6/1/2026

END DATE: 6/1/2027

WHAT IS THE ESTIMATED COST OF IMPROVEMENTS THAT WILL BE
ADDED TO PROPERTY?

COST: \$\$8,000,000

DESCRIBE THE EFFECTS THAT THE PROPOSED USE WILL HAVE ON PUBLIC STREETS, PUBLIC FACILITIES, PUBLIC SERVICES, PUBLIC UTILITIES, TRAFFIC, AND PARKING. INCLUDE A PLAN FOR MITIGATING ADVERSE EFFECTS ON STREETS, PUBLIC FACILITIES, PUBLIC SERVICES, PUBLIC UTILITIES, TRAFFIC CONGESTION, AND PARKING, AND A PLAN FOR PAYING ALL ASSOCIATED COSTS.

Wrangell barge cargo operations will be moved from the downtown area to this location. There will be more traffic on the highway for freight that is moved to the downtown area.

CITY & BOROUGH OF WRANGELL
PUBLIC LAND & TIDELANDS LEASE APPLICATION
CONTINUED FROM PAGE 2

SECTION IV. ACKNOWLEDGEMENT

I hereby affirm all the information submitted with this application is true and correct to the best of my knowledge. I also agree to fulfill the tenants of any permits or approvals required by the City and Borough of Wrangell. I understand that incomplete applications will not be accepted and that all fees must be paid prior to review of this application.

SIGNATURE OF APPLICANT

Don Reid

DATE

10/28/25

