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# Sitka Port and Harbors Commission

## Meeting Agenda

Thursday, February 15, 2024, 6:00 PM  
Harrigan Centennial Hall

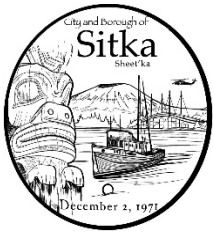
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### Commission Members:

Andrew Callistini, Jorgen Eliason, Tyler Green,  
Dave Gordon, Justin Peeler, Shauna Thornton, Tamy Stevenson,  
Assembly Liaison: Chris Ystad

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **CORRESPONDENCE**
- IV. **AGENDA CHANGES**
- V. **PERSONS TO BE HEARD**  
*Public participation on any item off the agenda – time limit not to exceed 3 minutes for any individual.*
- VI. **APPROVAL OF MINUTES**
  - A. January 10, 2024
- VII. **REPORTS**
  - Chair:
  - Harbor Master:
  - City Staff:
  - Assembly Liaison
  - Other(s)
- VIII. **UNFINISHED BUSINESS**
  - B. Update on Seine Skiff Policy
- IX. **NEW BUSINES**
  - C. Finance Director, Melissa Haley will present a report on the harbor fund, including rate recommendations
  - D. Determination of tender and security fees for the 2024 season.
- X. **SET NEXT MEETING DATE AND AGENDA ITEMS**
- XI. **ADJOURNMENT**



## Sitka Port and Harbors Commission Minutes

Wednesday, January 10, 2024, 6:00PM  
Harrigan Centennial Hall

### Port and Harbors Commission Members:

Dave Gordon, Shauna Thornton, Tamy Stevenson,  
Tyler Green, Andrew Callistini, Jorgen Eliason, Justin Peeler  
Chris Ystad (Assembly Liaison)

#### I. CALL TO ORDER

Chair Thornton called to order at 6:00 PM

#### II. ROLL CALL

Commissioners Present: Andrew Callistini, Shauna Thorton, Tamy Stevenson,  
Jorgen Eliason (via zoom)  
Commissioners Absent: Tyler Green, David Gordon, Justin Peeler  
Assembly Liaison: Chris Ystad  
Staff: Harbormaster Stan Eliason

#### III. CORRESPONDENCE

None.

#### IV. AGENDA CHANGES

None.

#### V. PERSONS TO BE HEARD

None.

#### VI. APPROVAL OF MINUTES

A. Approval of December 14, 2023, meeting minutes.

**M – Stevenson moved to approve the December 14, 2023, meeting minutes.  
Motion passed unanimously.**

#### VII. REPORTS

Harbormaster – Eliason stated that the Marine Services Center Project is a Public Works project. They are finalizing the draft for request for proposal for a design build contract to reconstruct the seawall and replace the crane, as well as other improvements. Design phase to start April 2024, the environmental assessment will take approximately 12 months. Anticipated construction starting late 2025 or early 2026. Eliason also stated he is working on the cruise ship schedule. Maintenance has been busy at Crescent Harbor working on the cement floats. Stevenson asked about the derelict bikes at Eliason harbor and what can be done about them. Eliason stated that they will be tagged and documented. Stevenson also asked where personal dock carts can be stored, Eliason stated that he will investigate this.

City Staff – None.

Chair – None.

Assembly Liaison – Ystad stated that Harbormaster Eliason presented a grant to help with the maintenance of the work float. The grant total is \$390,000, with a \$500,000 match from the Harbor Fund.

Other (s) –None.

**VIII. UNFINISHED BUSINESS**

**B. Seine skiff policy**

Discussion was had about the current City of Sitka general code for charging secondary vessels/skiffs in the water.

**IX. NEW BUSINESS**

**C. Nominations for Chair and Vice Chair**

**Stevenson moved to re-elect Thorton as Chair. Motion passed unanimously.**

**Callistini moved re-elect Stevenson as Vice-Chair. Motion passed unanimously.**

**X. SET NEXT MEETING DATE AND AGENDA ITEMS**

1. Annual increase on tender rates and security fees
2. Annual increase on moorage rates

**XI. ADJOURNMENT**

**Chair Thornton adjourned the meeting at 6:35 PM**

Attest: Alicia Soto, Harbor Office Manager



# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

HARBOR DEPARTMENT

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## MEMORANDUM

**To: Stan Eliason**

**From: Mark Hodges**

**Date: 1/23/2024**

**Subject: Seine skiff policy revision draft for Ports and Harbors Commission**

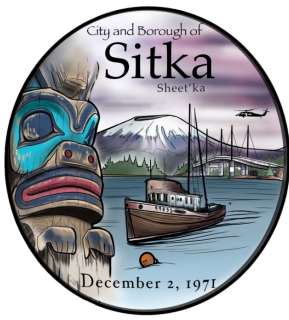
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At the request of the Ports and Harbors Commission, here is a draft of a policy revision regarding secondary skiffs. The main change is to seasonally exempt moorage fees for secondary vessels that are integral to the operation of the main vessel. The new policy code would read as follows:

Only one secondary vessel is permitted for each primary vessel. A secondary vessel may not exceed one-half the overall length of the primary vessel and not exceed a maximum length of 25 feet. No floating skiff will be tied or otherwise moored to any other vessel moored to that berth in any way as to protrude into the passage lane to another berth or in such a way as to block passage from any other vessel. No skiff or other secondary vessel will be separately moored to the Sitka harbor system except at a berth specifically assigned for moorage to the owner of that skiff and with appropriate fees paid.

Exception: No charge from March 1<sup>st</sup> through September 30<sup>th</sup> for those secondary vessels that perform an integral part of the primary vessel's prosperity.

(Ord. [14-07](#) § 4 (part), 2014.)



# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

## MEMORANDUM

**To:** Shauna Thornton and Port and Harbor Commissioners  
**From:** Stan Eliason, Harbormaster  
**Date:** February 7<sup>th</sup>, 2024  
**Subject:** Setting Tender and Security Fees for the 2024 Cruise Season.

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### **Background**

It's common for cruise lines to inquire about fees for the upcoming season. The inquiry usually occurs during the wintertime, as they build their budgets. The Assembly approved resolution 2023-01 on January 8th, 2023, to increase daily tender fees by 8.3% and, to increase the daily security fees by 8.3% through ordinance 2023-01, which was also passed on January 8th, 2023.

### **Analysis**

By setting the rates earlier in the year we will be able to capture those ships that arrive early. Otherwise, they would be charged the previous season's rate up until the new FY fees are imposed. This will also provide a firm number for their budgeting process and will also allow for an efficient billing process for harbor office staff.

### **Fiscal Note**

An increase of 7.3% in tender fees will generate an additional \$8,636.32 before the fiscal year ends. Total tender fees for the 2024 season at \$1,648.67 per day.  
\$126,947.59

An increase of 7.3% in security fees will also generate an additional \$3,461.15 before the fiscal year ends. Total security fees for the 2024 season at \$660.72 per day.  
\$50,875.44

Total projected revenue for the combined fees \$177,823.03 (subject to change due to cancellations or additional ships)

### **Recommendation**

Approve the tender and security fees for the 2024 season.