

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

Session 23-10, a Regular Meeting of the Port and Harbor Advisory Commission was called to order by Chair Crisi Matthews at 5:32 p.m. on November 8, 2023 in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

PRESENT: COMMISSIONERS FRIEND, MATTHEWS, SIEKANIEC, SHAVELSON, VELSKO, ZEISET

ABSENT: COMMISSIONER PITZMAN

CONSULTING: PORT DIRECTOR HAWKINS, HARBORMASTER CLARKE

STAFF: DEPUTY CITY CLERK KRAUSE

2. AGENDA APPROVAL

SIEKANIEC/ZEISET MOVED TO APPROVE THE AGENDA.

Deputy City Clerk Krause brought to the attention of the Chair the amendments that had been made to the agenda. Chair Matthews noted the supplemental items.

SIEKANIEC/ZEISET MOVED TO APPROVE THE AGENDA AS AMENDED.

There was no discussion.

VOTE (Amendment): NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VOTE (Main Motion): NON-OBJECTION: UNANIMOUS CONSENT

Motion carried.

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

Scott Adams, city resident, shared some comments regarding the parking fees whilst comparing Homer's prices to similar harbors. He advocated for an annual or seasonal parking pass, stating that implementing one would make the job of harbor employees easier in that it would reduce the amount of fees to be collected and the amount of paperwork. He voiced some concerns he had about not being able to track where the money on the budget is being put towards parking.

4. RECONSIDERATION

5. APPROVAL OF MINUTES

5.A. Unapproved October 11, 2023 PHC Minutes

ZEISET/SIEKANIEC MOVED TO APPROVE THE OCTOBER 11, 2023 MINUTES.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

6. VISITORS/PRESENTATIONS

6.A. Amy Burnett, HDR

Chair Matthews welcomed Amy Burnett to the meeting.

Together, the Commission and Ms. Burnett reviewed the draft communications plan and discussed potential revisions.

Other topics covered included: relationship building, social media content and emphasis on communication for the project and the study, and allocating money for a point person on the project.

Commissioner Zeiset echoed support for the concept of a specific point person for the project. Commissioner Shavelson agreed to draft a memorandum to City Council that the Commission is supportive of hiring a specific point person.

7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS

7.A. Port Finance/Budget Report – FYTD Report for November 2023

Chair Matthews turned the floor over to Harbormaster Clarke for the Port Finance/Budget Report. Mr. Clarke explained the revenue received as of October 31, 2023 and what is included in the revenue.

Chair Matthews noted the increase in water. Mr. Clarke didn't have any basis for the increase in the costs.

Mr. Clarke reported they are in the second round of stall lease offers for waitlist applicants.

7.B. Port & Harbor Staff Report – November 2023

Mr. Clarke reviewed the memo provided by Port Administrative Supervisor Woodruff regarding the near-term goals. He also discussed the ice plant shutdown and the scheduled preventive maintenance that takes place in the winter to avoid any problems during the peak season.

Mr. Clarke provided the qualitative analysis of parking management on the Homer Spit. He spoke on the implementation of software to enhance parking enforcement and management, as well as tasks that the Port

and Harbor has inherited within the last year. Mr. Clarke explained that with the expanded scope of coverage, the Harbor has been required to expand the time and number of parking enforcement officers.

In terms of challenges and deficiencies, Mr. Clarke pointed to maintaining specific parking lot space, mitigating vehicle congestion, and the inefficiencies associated with gravel parking lots on the Spit. Some solutions for these challenges included increased day rates and the implementation of time limits. Mr. Clarke responded to questions regarding time limits for trailer/vehicle parking, establishing an RV parking lot, and DOT concerns with parking.

Next, Mr. Clarke reviewed the analysis for camping operations on the Homer Spit. He covered the following:

- Parking enforcement
- Harbor assistance
- Public Works equipment operators, custodial staff and building maintenance
- Port and Parks Maintenance staff
- Camp hosts
- Waste collection and disposal and portable toilets

Lastly, Mr. Clarke covered revenue and expenditures, noting that the total revenue collected was \$207,000 and the expenses totaled \$63,700.

Commissioner Shavelson suggested that the creation of a Memorandum of Agreement (MOA) between the Port and Harbor and Public Works departments would be beneficial in determining who does what and gets what. The Commission agreed to have an item on the December agenda regarding MOA responsibilities.

7.C. Homer Marine Trades Association (HTMA) Report

Commissioner Zeiset briefed the Commission, informing them that the Homer Marine Trades Association had not met since the last Port and Harbor meeting. He did state that the Homer Marine Trades Association has partnered with the Port and Harbor to promote the services of the Port and Harbor.

8. PUBLIC HEARING(S)

9. PENDING BUSINESS

9.A. Terminal Tariff

Harbormaster Clarke provided a brief presentation on the proposed vehicle, boat and trailer parking fees. Further discussion ensued regarding the potential for a season pass, the potential for a transportation service to shuttle people to and from the Spit, and parking concerns of locals, Spit employees and visitors.

SIEKANIEC/ZEISET MOVED TO SCHEDULE A WORKSESSION ON DECEMBER 12TH AT 5:30 P.M. TO DISCUSS LOAD AND LAUNCH FEES AND TARIFF EDITS.

There was no further discussion.

VOTE: NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

10. NEW BUSINESS

10.A. Review of Moorage Agreement

The Commission agreed to forward this item to the December regular meeting agenda.

10.B. Property Leasing

Commissioner Shavelson reviewed his proposed draft ordinance. Chair Matthews noted that Councilmembers would be needed to support the draft ordinance between this meeting and the December meeting. Further discussion included points of concern on extending the lease approval process.

Commissioner Zeiset added that he supports the draft ordinance and shared that he always found it odd that when the Commission passes leases they don't always get to see the final results. Harbormaster Clarke noted the current timeline that it takes for lease applications to be processed and how that would be affected by Mr. Shavelson's proposal.

The Commission agreed to continue this under pending business in the December meeting.

11. INFORMATIONAL MATERIALS

11.A. Quarterly Statistics

11.B. November City Newsletter

11.C. October City Manager's Report to Council

11.D. 2023 Port & Harbor Commission Calendar

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

Scott Adams, city resident, expressed his concerns regarding the changes in operational processes for the campgrounds on the Spit, and how these changes will impact visitors on the Spit. He then compared the fees between Seward and Homer, noting that Seward's harbor was most similar to Homer's harbor. He added that the Harbor can't stand on its own two feet with the revenue that they collect now, and that he doesn't believe the proposed increased costs will bring the Harbor where they want to go.

13. COMMENTS OF THE CITY STAFF

Harbormaster Clarke thanked the Commission for hearing him out. He added that the world of parking is never easy.

Port Director Hawkins commented on interest in the chip pad for another sulfur haul out. He thanked the Commissioners for their hard work.

Deputy City Clerk Krause commented that it was an interesting meeting, and added that it seems that parking is an issue that's been around as long as she has been with the City.

14. COMMENTS OF THE MAYOR

15. COMMENTS OF THE COMMISSION

Commissioner Zeiset expressed his appreciation for the comments from the public.

Commissioner Siekaniec spoke to the misinformation online that the Harbor receives funds from taxes and the City. He suggested that the communication going forward should explain that the Harbor operates on its own budget.

Commissioner Friend thanked Mr. Siekaniec for his Facebook post, and thanked the public for their comments.

Commissioner Shavelson reiterated the idea that the Harbor is an enterprise fund, and that the Harbor isn't here trying to generate money to get rich.

Chair Matthews thanked the Commission for a great meeting.

16. ADJOURNMENT

There being no further business to come before the Commission Chair Matthews adjourned the meeting at 8:22 p.m. The next Regular Meeting is Wednesday, December 13, 2023 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

Approved: Dec. 13, 2023