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MEMORANDUM

To: Port and Harbors Advisory Board
From: Wayne Phillips
Port and Harbor Director
Date: March 03, 2025
Re: **March Director's Report**

Harbors

1. **Yacht Club:** Yacht Club representatives met with the P&H Director to discuss their lease agreement. A series of questions have been sent to the Yacht Club to facilitate an updated lease agreement. The Yacht Club reports they will discuss these questions at their next meeting. Once these questions have been answered they will be forwarded to the City Attorney for further action.
2. **Bar Harbor North Dredging:** The project has been completed.
3. **Temp Assistant Harbor Master and Temp Maintenance Worker:** Temporary Assistant Harbor Master and Temp Maintenance positions have been posted on the City's website for the 2025 Summer Season. We are slowly getting applications for these positions and interviews are being scheduled.
4. **Knudson Parking:** Mr. James Wilson-Harbor Operations Coordinator is currently working with Sign-Pro to address additional signage as well as marking off Handicap parking in the lower lot. (Please see enclosure 1.) James will reengage with Mr. Marksheffel to discuss the enclosure.
5. **Mountain Point Boat Launch:** A public concern was raised over the condition of the Mountain Point Boat Launch. As discussed at the last meeting, the Port and Harbor department will investigate a cost estimate for the boat launch updates and submit a grant proposal to the State. In the interim, the P&H Maintenance staff has performed some initial weld repairs and have placed an order for new bolts, washers and nuts that will be used to affect additional weld repairs. Parking lot: The parking lot is not owned by the City of Ketchikan it is owned by the Borough. The Port and Harbor Director contacted the Borough Public Works Director that explained that they do not maintain the lot and they do not have equipment that can smooth or grade the lot. In turn, I reached out to the State of Alaska DOT shop as they used to perform this work. They reported they are shorthanded and were instructed by their upper management to no longer perform this work. **With the PHAB boards concurrence**, a memo will be drafted to the City Council and Mayor to request clarification from State DOT, the Borough, and State DNR concerning the parking lots at both Mountain Point and Knudson.

Port

1. **Berth I Ride Piles Update:** A memo/fund request has been provided to the City Council requesting funding be made available for a dive firm to complete the ride pile work prior to the start of the Cruise Ship Season. The project was put out for bid initially with only one bidder and the last advertisement resulting in zero bids.
2. **Promenade Abutment and Stabilization:** This CIP project is currently ongoing and is on track for an early completion.
3. **Assistant Port Operations Coordinator:** Currently interviews are being scheduled for this position with the hopes of having someone hired prior to the cruise ship season.
4. **Temporary Summer Workers:** Craig Bisson the Port Operations Coordinator has put the summer temp positions out for hire for the last few months. I can now report that we had very good interest in the posting. All positions have been filled for the summer season.
5. **Port Crane:** The port crane is currently down due to winding-twisting of the inner hydraulic cables. The P&H maintenance crew has replaced some of the kinked hose. However, the services of a hydraulic technician will be required to repair and replace some of the defective components and valves and clear the unit for operation. The technician has been issued a purchase order and will be attending to the crane repairs within the upcoming month of March.
6. **Port Survey Inspection Berths I-IV:** A professional Engineering Firm will be performing a comprehensive Survey of the Port of Ketchikan Berths I-IV. This survey will identify the condition of the Ports structure, coating systems and cathodic protections. This report will provide a path forward for future repairs.

Directors Statement:

The Port and Harbor staff continue to prepare for the upcoming summer season as well as the day-to-day operations of the Port and Harbors.

The Port Security Temp workers have been hired for the season and the Temp Assistant Harbor Masters and Maintenance workers are being scheduled for interviews. Temp hiring has gone very well this year.

Marine Administration (MARAD) Federal DOT Grant Applications continue to be revised and prepared for re-submittals for the Port Berth Corrosion and Cathodic Protection Repairs (CY 2025).