

**CBJ Docks and Harbors Board**  
**SPECIAL BOARD MEETING MINUTES**  
**For Wednesday, September 11, 2019**

I. Call to Order.

Mr. Etheridge called the Special Board Meeting to order at 12:00 pm in the Conference Room 224.

II. Roll Call.

The following members were present: James Becker, Christopher Dimond, Steven Guignon, Budd Simpson, Mr. Wostmann, Don Etheridge and Mark Ridgway arrived at 12:28 pm.

Absent: David McCasland and Annette Smith

Also present were the following: Carl Uchytíl – Port Director, Erich Schaal - Port Engineer, Dave Borg – Harbormaster, Matthew Creswell – Deputy Harbormaster, John Osborne, Harbor Operations Supervisor and Scott Hinton, Port Operations Supervisor.

III. Approval of Agenda

**Hearing no objection, the agenda is approved as presented.**

IV. Public Participation on Non-Agenda Items – None

V. New Business

1. Bid Award for the Cruise Ship Security Checkpoints (DH19-050)

Mr. Uchytíl said it is important the Board take through look to whether you approve or not approve the request. Mr. Schaal, Port Engineer and Mr. Borg, Harbormaster will both be talking about the bid and the project. Southeast Earth Movers were the low bidders at \$596,600.00. The bid amount works out to be \$574.00 per square foot. Each structure is 520 square feet. As you hear the presentation from Mr. Schaal, it works out to be about 55% in materials, 20% is shipping and 25-30% in labor costs. We understand there may only be one steel fabricator in Seattle willing to provide bids. We are designing something for the life of the cruise ship docks – 50 plus years. \$6,000 per structure per year or about two cents per passenger coming to Juneau. Mr. Schaal will talk about the structures and their designs. The structures are maintenance free; will be made of steel and glass and will be secure in the offseason from unauthorized users. The Board can approve, disapprove, or ask for a stay for more information. We do have some leeway in the design and construction that we could wait for a month to bring it to the Assembly.

Mr. Schaal displayed a Power Point presentation on the two structures at the Cruise Terminal and Alaska Steamship Docks. We are talking about the two structures that we designed and hope to build. How we got to this design, the problems that they solve and the forward thinking issues that we rolled into the design. The general premise is that increased passenger numbers increase security mandates that requires staff to provide additional screening, which creates delays and creates security concerns, according to the US Coast Guard.

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Mr. Borg said that we have identified several problems. About four years ago when we built the docks, staff was hired and one of the things we realized that the lack of a queue area for passengers returning to the ship and seeing where their needed to go. At that time our requirements were pretty lax and basically we had ship security on the docks checking ID's, all we did was make sure that they were doing their job. The Coast Guard came along and said no that is not going to work, you are going to have to prescreen before they get on the ship. It was very difficult to queue them up and get them in the area and into a small area. Therefore, we built these little shacks and the tents came a few years later to try to get people out of the weather. They were never really the fix that we needed. The main thing is getting people in an area identified as a security checkpoint. A place that is clearly visible and says this is a checkpoint. We also have many folks to come visit and we have no place to queue them up. The larger the ships the more people we have. Sometimes they are waiting 45 – 90 minutes to get on the ship. We need to identify better areas for folks to gather.

Mr. Schaal explained in more detail what Mr. Borg was pointing out. His talking points included:

Problem Statement:

- D & H Staff exposed to rain, wind, cold and sun, straining vigilance at times.
- Lack of security lighting impact efficiency of screening.
- Lack of structures creates confusion for returning passengers, visitors, and crew to the ships.
- Lack of staging for contractors, service providers, crew and visitors waiting for ship arrival creates congestion.

New structures will show improved flexibility with changing Facilities Security Plans. The slides showed the security flow of the structures and how it will direct people into the secured area and moves people more efficiently through security to gain access to the ships. It allows only one security person to manage the security check station. It protects everyone from weather. The bag counter helps people when getting into their bags to access ID etc. and it helps the flow. We worked closely with staff to maximize the space available to plan for increases in requirements both from the number of passenger and regulatory groups like the Coast Guard. Mr. Schaal showed a slide of the approach dock and the section for the security shelters. We have allowed for room for vehicles so they can continue to drive down to the pontoon below without problems. We chose the line to show that is as wide as we can go so we can allow access by vehicles to the pontoon. We chose a roof that sheds water, snow, and we picked a group line elevation so there is no conflicts with panel trucks. The general premise is that it fills the end of the approach dock with a sliding door that roughly six feet wide at one end and two sliding doors at the other end. The security operations will take place at this door. This will allow that person to manage security at both of the other doors. This will allow quick access to respond to needs quickly or to direct passengers back into the area they want so that they are very fluid in their moments in that area. Internally we will have some sort of table that best suits their needs so that people being screened and will route to a podium like at a TSA location at an airport. It will have heat when needed and the sliding gate will allow them to close the facility in the event of a lock down.

The layout shows the walls on all sides and the security entrance is at the north end of both structures where passengers enter the checkpoint and the sides are open so that tables and/or sanctions is used to

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maximize efficiency depending on the number of passengers entering. It keeps an orderly line. We have a provision for a bag tabletop, it is not wide but it allows people to set their personal belongings on it. It for convenience. It should help the flow. The dimensions are 13 feet x 40 feet. The width is so that it does not affect vehicles going to the pontoons. It is made of glass and HPR panels, which are resistant to water, and corrosion comes in many colors. The backside towards the water will allow lots of natural light, and allows people see in and out.

We had three bids. Southeast Earth Movers	\$550,000.00
Island Contractors	\$596,000.00
Alaska Commercial Contractors	\$779,395.00
Engineers estimate	\$550,000.00.

Board Questions -

Mr. Simpson asked are people disembarking through the same doors facing down the ramp and out the first door?

Mr. Schaal said that all the gates are open to maximize flow during disembarkation. The vehicle gate would also be open.

Mr. Simpson asked if a security person would be standing there so that no one can go down illegally?

Mr. Schaal said yes, someone is always standing there when a ship is disembarking.

Mr. Becker asked if the crowds in bad weather would also be standing under tents for extra capacity.

Mr. Guignon asked about sunny and hot weather. How is the buildings cooled down? How many people can the structure hold?

Mr. Schaal said that it is not an enclosed structure, so it has levers at the top, vents and outlets for fans. Cooling and heating would be spot specific. The structures can hold at least one hundred people based on square footage.

Mr. Creswell said that the ships also provide shade for the structures.

Mr. Wostmann is worried that the cost is high. Have variables been compared locally in what their costs have been in the past?

Mr. Schaal said that citywide there is not a comparable structure. We did talk to talk to contracts about the cost of bus shelters the number he recalls is \$15,000 to \$20,000 per shelter. Also very expensive.

Mrs. Becker asked if the cost is for one or both shelters. Are the shelters permanent or temporary?

Mr. Schaal said they are permanent, and will serve as storage in the offseason, and would help in keeping equipment and amenities out of the elements in the winter.

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Mr. Guignon asked how they if they would be secure in the off-season and times when not in use.

Mr. Borg said they would manage the building the same way they currently manage other facilities.

Mr. Wostmann asked how many bags are staff required to check with the regulations.

Mr. Borg said the bag shelf is required for checking but it is also very convenient for passengers.

Mrs. Becker asked what the two other private docks have as far as security checkpoints. Are they this elaborate?

Mr. Schaal said that the Franklin dock has three separate structures. Ours would be an enhanced version. The AJ Docks has similar structure but is quite small.

Mr. Etheridge asked Mr. Schaal to discuss maintenance costs.

Mr. Schaal said it is a galvanized steel bolted structure. The windows will be rated for wind load that the dock experiences. We placed it where it is for our Facility Security Plan- security demarcation -we are turning them into a secured zone. It would be beneficial to have it further away from the dock. The structure requires heavy load calculations, the roof will be a long life painted steel roof. The design is an unheated structure to resist corrosion. Maintenance for the structure would be minimal.

Mr. Guignon asked about vandalism. Broken window panels specifically.

Mr. Schaal said that the glass is expensive and the glass selected is quite resistant to vandalism, but there is always that risk. I do not have a cost estimate for the window panels at this time.

Mr. Ridgway asked Mr. Schaal to explain how they came to this design.

Mr. Schaal we chose darker not expressive colors to blend into the background similar to the Port Field Office. The shed roof to prevent maintenance issues. We will selective finishes that minimize the visual impact. From across from doubles it should not be noticeable.

Mr. Ridgway asked about the lighting scheme in the evenings.

Mr. Schaal said under the eaves will be lighting that shines down to reduce glare. We will use lower wattages. Internally there are five lighting fixtures for best security lighting. The rest is to meet reasonable needs.

Mr. Dimond was curious if takes more staff to manage the security booths that what we currently use?

Mr. Borg said 10 x 20 is the current tent size.

Mr. Dimond asked about the bid documents. There is usually a coastal type of grouping on the products. Are we following those guidelines?

Mr. Schaal said this is the same type of roofing material was used on other structures on the waterfront, so yes.

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Public Comment - None

Board Discussion/Action

Mr. Simpson supports approval of the bid award. He still has concerns the bid award is higher than the engineers estimate, but he does not have a problem with it being over.

Mr. Wostmann supports the notion that we need to create a structure that meets the needs of staff and the US Coast Guard standards. He continues to have a hard time with the price and finds it substantially higher than the cost of other commercial structures in Juneau. He supports this, as he does not have a reasonable alternative.

Mr. Dimond with his construction experience is concerned that a dirt company, roadwork is the low bid on this project. He has looked on DOL website for construction experience and he did not see any experience on the DOL website. He is hesitant that the low bid is going to someone who has no experience in this type of construction. This is a highly visible building and he wants to be certain that the details are correct and that the roofing panels etc. installed correctly for warranty reasons.

Mr. Uchytel said Mr. Mitch McGraw is in the room and they quarried Mr. John McGraw. Mr. Uchytel had the same initial concerns. He read a reply from him outlining building projects that Southeast Earth Movers has done recently including a remodel of the Petersburg Ferry Terminal; they built an airplane hangar in Sitka this past winter and built a large concrete vault for the Juneau airport this winter. The steel cost was over \$240,000 in their bid to us.

Mr. Etheridge asked what our protections are if it does not go right.

Mr. Uchytel said the PND design and drafts contractual language that protects the owner. We have the contract. We will hold Southeast Earth Movers to the standard that they bid.

Mr. Dimond did not see either of the projects in Petersburg or Sitka on the certified payroll website. Were they public or private projects?

Mr. Uchytel said we are required to award to the lowest qualified bidder. If they can provide a performance bond for a construction project. We are fair and transparent. If they say they can do the work then we are reasonably obligated to that award.

**MOTION BY MR. SIMPSON: TO RECOMMEND THE BID AWARD FOR THE CRUISE SHIP SECURITY CHECKPOINTS (DH19-050) TO BE AWARDED TO SOUTHEAST EARTH MOVERS FOR \$596,600.00 AND FORWARD TO THE ASSEMBLY FOR APPROVAL AND ASK UNANIMOUS CONSENT.**

**Motion had an objection. Vote was taken and passed 6 - 1 with Christopher Dimond – objecting.**

MOTION BY MR. SIMPSON: TO ADJOURN THE MEETING.

VI. Adjournment - The Special Board Meeting adjourned at 12:47p.m.