

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING MINUTES
Thursday, November 12th, 2020

I. Call to Order Mr. Ridgway called the meeting to order at 5:03 p.m. in a Zoom meeting at the Port Directors Office.

II. Roll Call

The following members were present in person or on the Zoom meeting: Jim Becker (in person), Chris Dimond, Don Etheridge (in person), James Houck, David Larkin, Annette Smith and Mark Ridgway (in person).

Absent: Steve Guignon and Bob Wostmann

Also, present at the Port Directors Office (Seadrome Bldg.): Carl Uchytel – Port Director, Erich Schaal – Port Engineer, Matthew Creswell –Harbormaster, Teena Larson – Administrative Officer and Mary Wolf – Administrative Assistant 1.

III. Approval of Agenda

MOTION by MR. ETHERIDGE: TO APPROVE THE AGENDA AS PRESENTED AND ASK UNANIMOUS CONSENT.

Motion approved with no objection

IV. Public Participation on Non-Agenda Items - None

V. Approval of Thursday, October 21st, 2020 Operations/Planning Meeting Minutes

Minutes of October 21st, 2020 were approved as presented.

VI. Consent Agenda – None.

VII. Unfinished Business –

1. Reservation Agreement with Goldbelt, Inc. for Seadrome Dock and the Merchant’s Wharf Float

Mr. Uchytel said this is a repeat of what we started pre-COVID-19 with Mr. McHugh Pierre, President and CEO of Goldbelt, Inc. We discussed working together to better serve yacht reservations in downtown Juneau. In February of 2020, we discussed using Docks & Harbors Admin Staff to make reservations on behalf of the Seadrome Dock, which Goldbelt manages. With COVID-19 causing interruption of normal operations, we ran out of time with the Assembly to get their approval on an ordinance change, even a temporary or beta test of this reservation system, it requires two Assembly meetings to make that ordinance change. The timeframe put us into August, which was just too late to move forward. This is a restart in making an appropriate ordinance change for 2021, which would allow us to manage the reservations system for the downtown Port of Juneau yacht reservations.

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Mr. Larkin asked if there is any liability to the City if we are making reservations for a dock we do not own or manage.

Mr. Uchytel said staff is not managing any of the infrastructure Goldbelt owns; we are managing the reservations for the Seadrome Dock and Merchants Wharf Float. We have developed a great working relationship with Goldbelt and this plan is for one year to see if we can improve the number of reservations at the Seadrome Dock. Docks & Harbors turns large yachts away because we do not have enough room at our facilities, and we thought there could be some synergy obtained in doing this. The risk is low because of the good relationship we have formed with Goldbelt over the years.

Mr. Larkin said he supports this idea.

Mr. Ridgway asked Mr. Uchytel what his opinion is on what will and will not work with Goldbelt?

Mr. Uchytel said he and Mr. McHugh Pierre would sit down and discuss what worked and did not work for both. Did Docks & Harbors offer better customer service with Docks & Harbors managing all of the yacht reservations downtown? Was there anything that just did not work out? It is just a matter of a business proposition where we will see if it works or not. He said Mr. Pierre is online attending this meeting today. Mr. Uchytel said he received an email today from Mr. Pierre and we are still in the process of determining what the compensation may be and how we would manage it. There are still some details to work out and we have some new ideas on how to manage the reservations. It is Goldbelt's intent to move forward with this arrangement. In Title 85, we only have authority to manage municipal owned facilities.

Mr. Ridgway asked if staff time dedicated to these reservations are measureable and will staff use our FSM reservation system to manage the Goldbelt reservations.

Mr. Uchytel said we use a ledger system in booking the yacht reservations at the IVF. It is a simple but efficient system for reservations. Staff makes reservations at the IVF and/or the Statter Breakwater as part of their normal administrative duties. It would be burdensome to ask staff to keep track of the time they spend on this endeavor.

Mr. Becker asked Mr. Uchytel if Goldbelt would be able to track their bookings or are they going to rely solely on Docks and Harbors.

Mr. Uchytel said that has yet to be determined. As soon as we get the approval from the Assembly for the first year, we will have a lot of coordination to do with Goldbelt. They already have contracts/agreements in place with several companies including UnCruise, and Allen Marine. The vision of what we will be doing to taking reservations for the intake reservation center for all yachts seeking reservations based on their request and availability at each dock. We do not want to compete with the contracts that Goldbelt already has in place. It is just a matter of how we book the openings and how they compensate our efforts.

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Mr. Ridgway asked if we have already brought this to the Assembly, and could this affect relationships with others private harbors or businesses.

Mr. Uchytel said the Assembly has heard about this through one of their Committee Meetings. CBJ Law was preparing an Ordinance change in their packet for last summer. The Assembly only meets once in July and August and by the time it would have made it through it would have been too late in the season to be affective. We are re-racking this for the 2021 season. Mr. Uchytel said we are always very careful with what we do. Beyond getting the approval from the Assembly for this endeavor, it will not lead to other reservation requests.

Mr. Ridgway thanked Mr. Pierre for attending the meeting. The Board looks forward to working with him.

Committee Questions

Mr. Houck asked if when we put in a reservation in their system, are we sure; it will be fair with all the reservations. He asked why we are pursuing this. Is it because a yacht would call us requesting reservations at the Seadrome Dock assuming that we took care of those reservations, or they called the Seadrome Office and there was no response, so they called us. Are we sure, when staff is taking a reservation request in their reservations system that we give it the same weight as if taking a reservation for the IVF or Breakwater? In other words, is there any danger that staff takes a reservation on their behalf and it be overwritten once it is in the system?

Mr. Uchytel said we still have details to work out with Goldbelt. Our intentions are that we can collect money for the Seadrome reservations and have a separate account. The Admin Staff is very good at making many reservations and managing the floats. The reservation system for the IVF/Breakwater is a basic ledger/calendar type of reservation system. We manage their arrivals and departures based on reservations and what we are currently using works very well.

Public Comment-

Mr. McHugh Pierre, President/CEO of Goldbelt, Inc. Juneau, AK said this idea came about in a discussion he had with Mr. Uchytel about the need to better manage the small yacht reservations in downtown Juneau Monday – Thursday at the Seadrome Dock. It appeared to Mr. Uchytel that the two Seadrome Docks were frequently empty Monday – Thursday and it did not appear that Goldbelt had regular staff managing their phones for reservations. The goal was to get vessels in the empty spaces and better utilize the dock infrastructure that Goldbelt has. Our customers and visitors would be better served and more satisfied with their experiences in our town. There is reasonable opportunity for Docks & Harbors to make some money with this endeavor. We are happy about that because we can also make money with increased moorings. Everyone wins. He sees this as a successful venture. We do not know yet what 2021 will bring, but if we try this now, we can work through the internal processes and we can adapt and improve moving forward. As traffic increases, we can show off our capabilities of what we can offer to these private boaters who frequent our community.

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Mr. Kirby Day, Juneau, AK said this is a great idea and great example of a collaboration between CBJ Docks & Harbors and the private sector. If there is one thing 2020 has taught him, you never say never. He asked if the ordinance allows in the unlikely event a canceled cruise ship needs to lighter or tender to the Seadrome Dock. Would this ordinance allow a lighter or tender to the Seadrome in an emergency basis.

Mr. Uchytel said we are just taking reservations for Goldbelt. If they have no issues with that I think the intention of the ordinance would allow that. We want to make the best use of all the facilities downtown.

Committee Discussion/Action

Mr. Becker said he thinks this is a great idea if there is empty space along the dock.

Mr. Ridgway agrees that this is a great idea, especially if staff is already doing this. He would like to see the success measureable, and he wants to remind us that we are under a lens with the Visitor Industry Task Force.

MOTION By MR. ETHERIDGE: TO PURSUE AN ORDINANCE CHANGE, WHICH WILL ALLOW DOCKS & HARBORS TO MANAGE RESERVATIONS AT THE SEADROME DOCK AND MERCHANTS WHARF FLOAT.

Motion passed with no objection.

VIII. New Business

1. Visitor Industry Task Force DRAFT Review – Special Committee Recommendation

Mr. Uchytel said at the annual Board meeting in July; we established a Special Committee to review the Visitor Industry Task Force DRAFT recommendations. The Special Committee met four times and during each of those meetings, we looked at all of the recommendations. We did not comment on any of the background information, only the recommendations where we thought Docks & Harbors had a role. The Special Committee came up with language to address concerns. Sometimes there were concerns and sometimes it was just a matter of support. The Special Committee included Mr. Don Etheridge, Chair, Mr. Bob Wostmann and Mr. James Houck.

Mr. Uchytel said the Special Committee made recommendations or provided comments to the Visitors Task Force draft recommendations. He asked if the Committee wanted to go through each of the recommendations the Special Committee highlighted in yellow. After review from this Committee, it will go to the full Board for their approval. If approved, it will go to the Assembly with a cover letter. The draft cover letter is included in the packet. The recommendations are for the Assembly's consideration. It is not yet determined when the Visitors Industry Task Force will take this up with the Assembly. All this took place pre-Covid, so we will be lucky if we have half of the amount of visitors in 2021 that we did in 2019.

Committee Questions

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Mr. Becker asked if there are other groups in the City of Juneau reviewing the Task Force draft recommendations.

Mr. Uchytel said he does not know of any other reviewers of the draft recommendations. He asked Mr. Kirby Day if he would comment on this.

Mr. Kirby Day, Juneau, AK said he does not think there is anyone else formally reviewing and addressing the Visitor Industry Task Force draft recommendations.

Mr. Ridgway asked if the draft document is on the Docks & Harbors website. Is it still open for public comments?

Mr. Uchytel said it is part of the agenda packet, so yes it is on our website. When the Special Committee met, each of the four times, it was publicly notice and they received little public input. Mr. James Becker and Mr. Kirby attended all the meetings. Mr. Andrew Green and Assembly Member Ms. Carole Triem attended one of two meetings.

Public Comment

Mr. Kirby Day, Juneau, AK said he appreciates the committees work. He also appreciates them allowing himself, Mr. Green and Ms. Triem to participate by allowing them to comment and lend some perspective and thoughts on how the Task Force was viewing some of the questions they were answering.

Committee Discussion/Action

Mr. Etheridge said he wanted to thank Mr. Day for all his input and insight as well and Mr. Green and Ms. Triem. Mr. James Becker also attended all the meetings. He said they came up with good recommendations and they addressed all the concerns. It was a good process and many hours spent on this. Mr. Etheridge said he appreciated the tremendous amount of time Mr. Uchytel spent on this. This is a good follow up on how Docks & Harbors needed to be respond.

Mr. Ridgway said he wants the full Board to spend more time reviewing the recommendations before the December 17th, 2020 meeting. He asked Mr. Uchytel how he is publically noticing this item for the Board Meeting.

Mr. Uchytel said he would like each Board member to review and make edits if needed to the Special Committee recommendations. Mr. Creswell can put it on Facebook if Mr. Ridgway wants it posted front and center.

Mr. Etheridge said this is the Board's recommendation to the Assembly. These are the recommendations that the Committee saw as problems and concerns. A lot of these comments are that we concur with the Task Force. The only one we had a lot of concern is on page eight of their document, number six, regarding 2020 and going forward. This would prohibit docking or anchoring of passenger cruise ships of any size in Auke Bay, specifically Statter Harbor, except for emergency purposes. There is not a definition in their plan that defines a passenger cruise ship versus a charter yacht. Do they want to

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prohibit the yachts? We addressed everything that we saw that affected Docks & Harbors; this is not the final document.

MOTION by MR. ETHERIDGE: TO MOVE THIS DRAFT TO THE FULL BOARD FOR FINAL APPROVAL AT THE DECEMBER 17TH, 2020 MEETING AND ASK UNANIMOUS CONSENT.

Motion passed with no objections.

IX. Items for Information/Discussion

1. Capital Improvement Project (CIP) Department Priorities

Mr. Schaal said it is time to update the Capital Improvement Plan (CIP) list that staff submits annually through Mr. John Bohan in Engineering for the city wide CIP's. Staff met to rank all our projects by funding and feasibility for the next four or five fiscal years. He said he is bringing this to the Committee as an information item to review and see if there is any direction for reorienting the list.

- FY22- this needs to be finalized now with the funding plans for the projects. Docks is looking to spend \$1M for the waterside (Seawalk) safety railings with marine passenger fees. Harbors has matching funds for the Harris Harbor Anode installation at \$125K.
- FY23- Docks has the shore power project in anticipation of a design based on some kind of direction from our current planning process with construction following that planning process. Harbors will be looking at both the completion of Statter Harbor Phase III and a portion of Aurora Harbor Phase III. Staff also wanted to put a placeholder in for the possible purchase of the University of Alaska Southeast (UAS) downtown property. As we have discussed, we will be reentering negotiations with UAS once their study & appraisal is complete. There was Board direction to look at the purchase of the property if we can get support from the Assembly.
- FY24-Harbors has a construction placeholder for building our Aurora Harbor Phase IV, which is bringing us to completion with the north end of Aurora Harbor redevelopment.
- FY25 –Docks has plans for building the restroom facility at the Archipelago property.

Mr. Schaal said the future projects and remaining goals list are in the last column. Staff will need comments by November 19th, 2020.

Ms. Smith said she continues to have people comment about not having a lightering dock downtown for small boats to go shopping etc. Is the dollar amount on the CIP list accurate for a lightering dock?

Mr. Schaal said the cost for a lightering float replacement from the one removed in project 16B is currently around \$650K. It is a placeholder at this point. Staff has not moved forward with a design due to no funding.

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Mr. Dennis Watson, Juneau, AK said many of the floats in Harris Harbor are in bad shape and are no longer floating level. Is there money being put into the Harris Harbor floats or just the zinc anodes?

Mr. Schaal said the Harris Harbor floats were constructed in 2004 without the torsion tubes inside to save money. We have tried to push the twist out of them, which worked temporarily, but this illustrates the importance of torsion tubes.

Mr. Ridgway asked Mr. Schaal if there is an estimated in retrofitting the torsion tubes and repairing the floats.

Mr. Schaal said he does not have a cost estimate for repairs but he can figure that out and report to the Board at the next meeting.

Committee Discussion/Public Comment – none.

2. Annual Letter to the Assembly

Mr. Uchytel said he updated the packet from November 13th, adding the 2020 letter. The language is similar to the last year with updated numbers for 2020. He made some comments how the COVID-19 pandemic allowing only 8 seasonal rehires this year and only 36 cruise ship passengers this season. Page 49 of the packet gives the Assembly updates on our projects and applied grants. He also updated them on the Lumberman. Page 51 of the packet shows where we ended up. The Docks fund balance shows an increase of \$400K from 2019. The Harbor fund balance shows where we used money for Aurora Phase II, Statter Harbor and Douglas Harbor. We are back to building up our fund balance. It is not as deep as we would like. Title 85 also requires us to provide the Assembly with our moorage rates. Mr. Uchytel asked the Board to review the updated letter and if anyone has findings, he can make those changes and bring them to the Board next week. He will send it to the Assembly.

Mr. Ridgway asked Mr. Uchytel to add a paragraph regarding the large decrease in harbor funds. It is a very big drop in our budget and our optimism for the future.

Mr. Uchytel said Docks Enterprise and Harbors Enterprise, post COVID, are still operating in the black. However, Docks Enterprise next year will have to use fund balance money. He said when he drafted this language, that Docks & Harbors is very proud that we were the only CBJ Department that did not receive any COVID CARES money. This is a true statement, but when he sent it to the City Manager and the Finance Director to make sure they were okay with the comment, the Finance Director pointed out that he is going to the State for a grant to make state marine passengers fees available because of COVID. That is how they are planning to pay the debt for 16B. He still feels within our operational budget, this is a true statement.

Committee Discussion/Public Comment – none.

3. Small Cruise Ship Infrastructure Master Plan – Summary of Public Meeting

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Mr. Uchtyl said on November 10th, 2020 we had an advertised public meeting for public input for the Small Cruise Ship Infrastructure Master Plan. We had twenty-eight participants via Zoom. Staff will collect comments of those that spoke and bring them to the Board.

Mr. Schaal brought up the website from the November 10th meeting on the projector. Smallcruiseshipmp.blogspot.com. Norwegian Cruise Line (NCL) who is rolling out their plan for development drove interest in our public meeting. Many of the comments were not in favor of NCL's development. Our website will be up for a few more weeks but Facebook seems to be the best outlet for reaching people at the day of post. Paper copies are available in the Port Directors office or by request. There was strong comments against cruise ships in Auke Bay. Staff looked at the Auke Bay Marine Station as a possible location for development. PND looked at the option, but the market study and the interviews completed by McDowell showed the cruise ships were not interested in Auke Bay and preferred the downtown area. There was good attendance, but only a few wanted to share their comments. It was a valuable meeting and the Zoom team did a great job. He hopes to have more input with having the website up for a few more weeks. Mr. Schaal said staff followed all the public meeting processes.

Mr. Ridgway asked Mr. Schaal if he has considered using Facebook Live for our meetings instead of Zoom. He said it would be great to have a public lightering float downtown again.

Mr. Schaal said Facebook Live is very technically challenging compared to Zoom. We will receive comments from the public for the next two weeks. Our goal is to have the report in draft form by mid-December and the final draft by the end of December. The link posted on our Juneau Harbors Facebook page will continue to be refreshed and he will post the video at some point to keep people engaged.

Committee Discussion/Public Comment – none.

4. Centers for Disease & Prevention Control (CDC) – Conditional Sailing from U.S. Ports

Mr. Uchtyl said in mid-July, the Centers for Disease Control (CDC) came out with a Request for Information (RFI) asking for feedback on what the industry thought it would take for the resumption of cruise ships. The CDC allowed sixty days of public comment and since September 21st, 2020, they have been compiling all the data and comments received. The results of the RFI data collection is in the agenda packet. Page 55 of the agenda packet highlights some of the 13,000 comments the CDC received. Three quarters of the comments were favorable to the resumption of cruising. The CDC has decided to use a science and data based plan with a phased approach to resuming passenger operations. On page 69, the phase approach is a testing lab, simulated voyages with volunteers testing protocols, certification processes and then a return to passenger voyages. Once the CDC believes it has protocols in place and it is safe to resume cruise ship operations, then they will implement a certification process to pass. Page 77 the CDC lays out the projected

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requirements for local health authorities. The requirements include a required housing agreement, a medical care agreement and a port agreement. There is also some discussion about what happens if a ship has a COVID patient on board, what are the protocols? All of those items are of interest to Docks & Harbors. Lastly, on pages 85/86 is a certification process if they meet all the other protocols. The CDC will further advise prospective passengers if a ship's threshold of COVID-19 occurs, the ship with COVID cases on board must return to the U.S. port of embarkation immediately. They do not specifically say what that threshold is, but they will tell passengers that once they get to the resumption of sailing, and if there is an outbreak, they will return to port. Some other items in this section are that sailings are limited to a maximum of seven days. There will be required screening. Testing for crew and passengers at the start and end of every cruise. The CDC is monitoring hand sanitizing, hygiene, face coverings, social distancing, how they will serve meals, entertainment and on board activities. The CDC is looking at resumption of voyages with a short leash and the cruise ships must prove they can sail safely.

Mr. Uchytel was on an American Association of Port Authorities (AAPA) Webinar with a power point presentation by Bermello Ajamil and Partners, Inc. out of Miami, Florida. Ketchikan and Skagway hired Bermello Ajamil Partners because they are very concerned about the revenue losses from tourism and need help with their communities. They are addressing a new concept called Bubble Cruising. They are addressing how does a ship get prepared and authorization to sail as well as how do ports of call get prepared and what does this mean for Southeast Alaska? Bubble Cruising is how you insure the safety of passengers, crew and communities. Bermello Ajamil and Partners have come up with protocols to take in to account based on the amount of spread. They have developed different operational bubbles – no visitation (a cruise to nowhere) or no ports of call. Leaving Vancouver/Seattle and sailing through the inside passage and sailing into to Glacier Bay and/or Tracy Arm and returning to Vancouver/Seattle with no ports of call. They have other concept bubble models based on the input from communities of having passengers confined to just the port, or defined/confined areas just off the ship. Vendors and shops would sale their wares within the defined/confined area. A passenger bubble allows passengers to move around only by contracted vehicles meeting the standards of the ship they are disembarking. An area wide bubble is an expansion based on ship protocols but with restrictions. An area wide bubble would be adding more area to where passengers could move about. A port bubble would confine passengers to a restricted area allowing some freedom to shop, eat or tour places within the designated area. Mr. Uchytel said there is still a lot of work to do with the resumption of cruising in Juneau. The City Manager and the Mayor has reached out to other communities in Southeast Alaska Ports for a meeting. Our City Manager and Mayor see the need to start having regional meetings and discussions on what Juneau and other SE Alaska communities need to do to resume cruise ships calling to Southeast Alaska again.

Mr. Uchytel said that standardization throughout Southeast Alaska is very important. Cruise Line International Association (CLIA) does not want to have different rules

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for Juneau, Ketchikan, and Skagway. Etc. Eventually we will get to a solution. The document he presented is for all US sailings not just Alaska. Mr. Uchytel said he was not involved in all the discussions, maybe Mr. Kirby Day would be someone to direct questions.

Ms. Smith asked when we have a vaccine, will these new requirements stay the same or will they change based on a vaccine? Secondly, will the Canada border open when we have a vaccine?

Mr. Uchytel said vaccinations could happen by early of next year. He suspects the resumption of cruise ship sailings will go in a direction based on the findings. He believes the current no sail order goes until February 28th, 2021 for the Canada border. There are discussions about a technical sail around option.

Mr. Kirby Day, Juneau, AK said this is just the start of the process. It is just too early to make any assumptions.

Mr. Ridgway asked how the State Mandate 10 relate to cruise ship passengers.

Mr. Uchytel said Alaska residents test free at the airport and non-residents have to pay \$250 if they do not have a negative test upon arrival and within 72 hours. Once you have a negative test after 5 days, then you strictly socially distance. He is not sure how this will work with cruise ships taking several days to arrive from Seattle or Vancouver. It could definitely be a conflict with cruise ship passengers, depending on when they test. The Governor would have to make changes to the mandates.

Public Comment/Committee Discussion – none.

X. Staff and Member Reports.

Mr. Creswell reported

- Last Sunday through Monday we had a super heavy snow event.
- Two boats sank, one at the IVF and one at Harris Harbor. They are now out of the water.
- Staff was very proactive in checking the docks.
- Ice removal is ongoing.
- Dredging began in Harris Harbor today.
- Global diving started prep work on the Lumberman and testing for center of gravity. Results are not back.
- The last two seasonal staff will go on leave November 13th.
- The seaplane floats have been removed.

Ms. Smith asked if staff requires boats to have insurance and show proof of insurance. She has had several people contact her about boats that cannot move. Do we enforce them to move?

Mr. Creswell said for our assigned stallholders with preferential moorage agreements, they must show proof of insurance, if not they are charged a vessel disposal surcharge. It

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is a very small fee and does not cover the cost of removing a sunken boat. It is really a penalty for not having insurance. Daily moorage does not require proof of insurance. Passenger for Hire vessels are different and are required to have insurance. All boats are required to move under their own power at least three times a year. When a boat changes hands, they must perform a sea trial and demonstrate their sea worthiness. We require a sea trial any time we are requiring vessels to move for construction or safety reasons.

Mr. Ridgway said he was not aware of the vessel disposal surcharge. Does this fee have to go through a review process? It seems very low considering what it costs to dispose of a vessel or raise a sunken vessel.

Mr. Schaal reported

- The demo in North Aurora is complete. Trucano pulled the rest of the piles and staff removed the floats and took care of the disposal. The gangways are in storage.
- Trucano Construction will now be moving to Statter Harbor to repair the broken chain on the breakwater.

Mr. Uchytel reported a Finance Sub-Committee meeting on Monday, November 30th, 2020. Mr. Wostmann is the chair of that sub-committee. It will be publically notice. We will be talking about fees at Statter Harbor and reviewing personnel costs and other expenses.

XI. Committee Administrative Matters

1. Next Operations/Planning Committee Meeting – Wednesday, December 9th, 2020

XII. Adjournment at 6:43pm.