

**Cook Inlet Harbor Safety Committee**  
**Managing Board**  
Teleconference Meeting  
13th August 2015

**Final Meeting Summary**

**Attendees**

**Board Members**

Captain Marc Bayer, Tesoro Maritime Company  
Captain Ron Ward, Southwest Alaska Pilots Association  
Steve Catalano, Cook Inlet Regional Citizen's Advisory Council  
Peter Micciche, ConocoPhillips  
Stephen Ribuffo, Port of Anchorage

**Ex-Officio and Invitees**

Captain Paul Albertson, U.S. Coast Guard Sector Anchorage  
Commander Hector Cintron, U.S. Coast Guard Sector Anchorage  
Lieutenant Chung, U.S. Coast Guard, Sector Anchorage  
Tim Robertson, Nuka Research and Planning Group  
Mike Munger, Cook Inlet Regional Citizens' Advisory Council

The third meeting of the Cook Inlet Harbor Safety Committee (Cook Inlet HSC) Managing Board (Board) was held as a teleconference on 13<sup>th</sup> August 2015.

**Approval of Past Meeting Summaries:** The Board approved the meeting summaries from the June 9<sup>th</sup> and July 7<sup>th</sup> teleconferences as modified by email corrections. The meeting summaries will be posted on the website.

**Port MacKenzie Seat:** The Board agreed to leave the Port MacKenzie seat vacant until such time that the Port appoints a representative.

**Filling Vacant Seats:** The Board agreed that they could fill any vacant seat at any meeting upon receiving a letter of interest from a qualified applicant. A solicitation will be published annually requesting applications for vacant seats and seats opening due to term expirations. They clarified that they are not obligated to fill a vacant seat if they feel that an applicant will not be a good representative for the stakeholders for which the seat was establish.

**Appointment of Alternate for Response Organization Seat:** The Board appointed Matt Melton to fill the alternate position for the Response Organization Seat.

**Ex-officio Appointments:** The following appointments have been made by ex-officio organizations:

Army Corp of Engineers	Primary	Julie Anderson
	Alternate	Donna West
DOD, JBER	Primary	Col Scott Carpenter

AK Dept. Environmental Conservation	Primary	John Kotula
	Alternate	Young Ha

**Election of Officers:** The Board elected the following officers:

- President Peter Micciche
- Vice President Ron Ward
- Sectary/Treasurer Steve Catalano

**Contractor Support:** The Board discuss the need for professional help in establishing the non-profit, coordinating communications, developing and maintaining a website, preparing meeting summaries, and developing a Harbor Safety Plan. The Board decided to retain Nuka Research and Planning Group to provide this support for the first year, based on Nuka's experience in managing the Cook Inlet Marine Risk Assessment and working with the Convening Committee to establish the CIHSC.

**Administrative Support:** The Board discuss the need for administrative support until such time as a non-profit corporation is established and administrative capabilities can be assumed by the organization. Mike Munger (Executive Director of Cook Inlet Regional Citizen's Advisory Council) addressed the Board and said that CIRCAC was willing to provide limited administrative support in the interim, including collecting/dispersing funds. This is an extension of the services already provided by the Council to convene the CIHSC. The Board agreed to this arrangement.

**Establishing a 501(c)(3) Non-Profit Corporation:** The Board discussed the need to establish an Alaska non-profit corporation and register with the IRS as a 501(c)(3) organization. Nuka Research will look into this process through CIRCAC's attorney.

**Developing Bylaws:** The Board discussed the need to develop bylaws and asked Nuka Research to develop a draft set based on the CIHSC Charter and the bylaws developed for the Arctic Waterway Safety Committee.

**Budget:** The Board reviewed the draft budget and established the range of the budget for the first year at 40 to 50 thousand dollars based on six meetings and developing a Harbor Safety Plan. It is anticipated that budgets in subsequent years would be less. Steve Catalano agreed to make revisions to the draft budget and circulate for Board input.

**Funding:** The Board review possible funding mechanisms and identified the most likely funding to be voluntary donations (tax deductible if donated to a 501(c)(3) organization), grants, and appropriations. Marc Bayer and Steve Ribuffo agreed to develop a list of potential donors to solicit for start-up funding donations.

**First Meeting of the CI HSC:** The first meeting of the full CIHSC was set for 22 September 2015 at the Port of Anchorage. Steve Ribuffo will draft an agenda and circulate to the board for input.

**Open Action Items:**

- ✓ *Nuka Research will draft meeting summary.*
- ✓ *Nuka Research will notify Matt Melton of his appointment by email.*
- ✓ *Nuka Research will acknowledge ex-officio appointment by email.*
- ✓ *Nuka Research will look into establishing a 501(c)(3) non-profit corporation*
- ✓ *Nuka Research will develop a draft of bylaws*
- ✓ *Steve Catalano will revise the budget and circulate*
- ✓ *Marc Bayer and Steve Ribuffo will develop a list of potential donors*
- ✓ *Steve Ribuffo will develop a draft agenda for the September 22 meeting*
- ✓ *Nuka Research will develop a website and register a domain name.*

**Membership Roster:** A revised membership roster is attached.

**2015 Cook Inlet Harbor Safety Committee  
August 18, 2015**

**Voting Seats**

Seat	Primary	Alternate
Commercial Fishing Organization	David Martin	<i>vacant</i>
Environmental Organization	Rachel Lord	<i>vacant</i>
Marine Oil Terminal Operators	Jack Jensen	Paul Mehler
Tanker Operators	Jere White	Patrick Callahan
LNG Carrier Operators	John Taylor	<i>vacant</i>
Dry Cargo Ship Operators	Pat Kilgore	<i>vacant</i>
Cruise Ship Operators	<i>vacant</i>	<i>vacant</i>
Small Passenger Vessel Operators	<i>vacant</i>	<i>vacant</i>
Tug and Barge Operators	Louis Audette	Sharm Setterquist
Harbor Tug Operators	Brad Kroon	Sven Christensen
Offshore Oil Production Operators	Drew Anderson	Gunar Berlund
Recreational Boaters	Mark Tornai	<i>vacant</i>
Southwest Alaska Pilots Association	Pete Garay, Vice-Chair	Michael O'Hara
CI Regional Citizen's Advisory Council	Mike Munger	Jerry Rombach
Port of Anchorage	Stephen Ribuffo , Chairman	<i>vacant</i>
Port MacKenzie	<i>vacant</i>	<i>vacant</i>
Port of Homer	Bryan Hawkins	<i>vacant</i>
Response Organization	Mike Watson	Matt Melton
Salvage Organization	David DeVilbiss	Todd Duke
Ship Agents	Bob Arts	Luke Hasenbank

**Ex-officio Seats**

Seat	Primary	Alternate
U.S. Coast Guard	CMD Hector Cintron	LT Eugene Chung
U.S. Army Corp of Engineers,	Julie Anderson	Donna West
NOAA	Catherine Berg	<i>vacant</i>
Dept. Defense, JBER	Col Scott Carpenter	<i>vacant</i>
Marine Exchange Alaska	Ed Page	<i>vacant</i>
AK Dept. Environmental Conservation	John Kotula	Young Ha
AK Marine Highway System	Dana Jensen	<i>vacant</i>

**Managing Board of Directors**

Director	Office
Peter Micciche	President
Ron Ward	Vice-President
Steve Catalano	Sec/Treasurer
Stephen Ribuffo	
Marc Bayer	