



**State of Alaska
Department of Commerce, Community &
Economic Development Division of Corporations,
Business, and Professional Licensing
Big Game Commercial Services Board**

Board Packet

March 31, 2025

DRAFT

Big Game Commercial Services Board

Name	Appointed	Reappointed	Expires
Bloomquist, Aaron (Copper Center) Licensed Registered Guides-Outfitters	03/01/2021		03/01/2025
Boniek, Martin (Glennallen) Licensed Transporters	03/01/2021		03/01/2025
Buist, Peter (Fairbanks) Public	05/21/2019	03/01/2021	03/01/2025
McCarthy, Keegan Licensed Registered Guides-Outfitters	01/31/2025		03/01/2027
Flores, Michael (Soldotna) Licensed Transporters	05/11/2020	03/08/2023	03/01/2027
Kunder, Larry (Anchorage) Public	05/25/2022		03/01/2026
Nordlum, Clay (Kotzebue) Private Landholders/Restricted	06/25/2021	03/01/2022	03/01/2026
Vacant Private Landholders/Restricted			03/01/2024
Lorring, Dave Designated Game Board Member/Restricted	07/20/2023		



Big Game Commercial Services Board - Review of Public Comment for GUA Boundary Changes/GMU Exams/Investigative Matters/Fee Analysis

Alaska Division of Corporations, Business and Professional Licensing

Monday, March 31, 2025, at 9AM AKDT to Monday, March 31, 2025, at 1PM AKDT

Zoom (online)

Meeting Details: <https://us02web.zoom.us/j/86345146494>

Call In: (669)900-6833

Meeting ID: 863 4514 6494

Agenda

- 1. 9:00am - Roll call/Call to Order**
- 2. 9:02am - Review Agenda**
- 3. 9:03am - Ethics Review**
- 4. 9:05am - Review of Written Comment for GUA Boundary Changes Regulations Project**
- 5. 9:30am - Investigative Matters for Review**
 - A. Executive Session**
 - i. Case No. 2023-001193**
 - ii. Case No. 2024-001133**
 - iii. Case No. 2025-000040**
 - iv. Case No. 2025-000132**
 - v. Case No. 2025-000145**
- 6. 11:00am - Summary/Motions from Executive Session**
- 7. 11:30am - Review of Updated GMU Exams**
 - A. 11:35am - Executive Session**
- 8. 12:50pm - Division Update: Fee Analysis**
- 9. 1:00pm - Adjourn**

State of Alaska
DEPARTMENT OF LAW

ETHICS ACT PROCEDURES FOR BOARDS & COMMISSIONS

All board and commission members and staff should be familiar with the Executive Branch Ethics Act procedures outlined below.

Who Is My Designated Ethics Supervisor (DES)?

Every board or commission subject to the Ethics Act¹ has several ethics supervisors designated by statute.

- The chair serves as DES for board or commission members.
- The chair serves as DES for the executive director.
- The executive director serves as DES for the staff.
- The governor is the DES for a chair.²

What Do I Have To Disclose?

The Ethics Act requires members of boards and commissions to disclose:

- Any matter that is a potential conflict of interest with actions that the member may take when serving on the board or commission.
- Any circumstance that may result in a violation of the Ethics Act.
- Any personal or financial interest (or that of an immediate family member) in a state grant, contract, lease or loan that is awarded or administered by the member's board or commission.
- The receipt of certain gifts.

The executive director of the board or commission and its staff, as state employees, must also disclose:

- Compensated outside employment or services.
- Volunteer service, if any compensation, including travel and meals, is paid or there is a potential conflict with state duties.

- For more information regarding the types of matters that may result in violations of the Ethics Act, board or commission members should refer to the guide, *"Ethics Information for Members of Boards and Commissions."* The executive director and staff should refer to the guide, *Ethics Information for Public Employees.* Both guides and disclosure forms may be found on the [Department of Law's ethics website](#).

How Do I Avoid Violations of the Ethics Act?

- Make timely disclosures!
- Follow required procedures!
- Provide all information necessary to a correct evaluation of the matter!³
- When in doubt, disclose and seek advice!
- Follow the advice of your DES!

What Are The Disclosure Procedures for Board and Commission Members?

The procedural requirements for disclosures by members are set out in AS 39.52.220 and 9 AAC 52.120. One goal of these provisions is to help members avoid violations of the Ethics Act. The procedures provide the opportunity for members to seek review of matters in advance of taking action to ensure that actions taken will be consistent with the Act.

Procedure for declaring actual or potential conflicts.

Members must declare potential conflicts and other matters that may violate the Ethics Act **on the public record and in writing to the chair**.

Disclosure on the public record. Members must identify actual and potential conflicts orally at the board or commission's public meeting **in advance** of participating in deliberations or taking any official action on the matter.

- A member must always declare a conflict and may choose to refrain from voting, deliberations or other participation regarding a matter.⁴
- If a member is uncertain whether participation would result in a violation of the Act, the member should disclose the circumstances and seek a determination from the chair.

Disclosure in writing at a public meeting. In addition to an oral disclosure at a board or commission meeting, members' disclosures must be made in writing.

- If the meeting is recorded, a tape or transcript of the meeting is preserved **and** there is a method for identifying the declaration in the record, an oral disclosure may serve as the written disclosure.
- Alternatively, the member must note the disclosure on the Notice of Potential Violation disclosure form and the chair must record the determination.

Confidential disclosure in advance of public meeting. Potential conflicts may be partially addressed in advance of a board or commission's public meeting based on the published meeting agenda or other board or commission activity.

- A member identifying a conflict or potential conflict submits a Notice of Potential Violation to the chair, as DES, in advance of the public meeting.
- This written disclosure is considered confidential.
- The chair may seek advice from the Attorney General.
- The chair makes a written determination, also confidential, whether the disclosed matter represents a conflict that will result in a violation of the Ethics Act if the member participates in official action addressing the matter.⁵
- If so, the chair directs the member to refrain from participating in the matter that is the subject of the disclosure.
- An oral report of the notice of potential violation and the determination that the member must refrain from participating is put on the record at a public meeting.⁶

Determinations at the public meeting. When a potential conflict is declared by a member for the public record, the following procedure must be followed:

- The chair states his or her determination regarding whether the member may participate.
- Any member may then object to the chair's determination.
- If an objection is made, the members present, excluding the member who made the disclosure, vote on the matter.
- *Exception:* A chair's determination that is made consistent with advice provided by the Attorney General may not be overruled.
- If the chair, or the members by majority vote, determines that a violation will exist if the disclosing member continues to participate, the member must refrain from voting, deliberating or participating in the matter.⁷

If the chair identifies a potential conflict, the same procedures are followed. If possible, the chair should forward a confidential written notice of potential violation to the Office of the Governor for a determination in advance of the board or commission meeting. If the declaration is first

made at the public meeting during which the matter will be addressed, the members present, except for the chair, vote on the matter. If a majority determines that a violation of the Ethics Act will occur if the chair continues to participate, the chair shall refrain from voting, deliberating or participating in the matter. A written disclosure or copy of the public record regarding the oral disclosure should be forwarded to the Office of the Governor for review by the chair's DES.

Procedures for Other Member Disclosures

A member's interest in a state grant, contract, lease or loan and receipt of gifts are disclosed by filling out the appropriate disclosure form and submitting the form to the chair for approval. The disclosure forms are found on the [Department of Law's ethics website](#).

What Are The Disclosure Procedures for Executive Directors and Staff?

Ethics disclosures of the executive director or staff are made in writing to the appropriate DES (chair for the executive director and the executive director for staff).

- Disclosure forms are found on the ethics website, noted above.

Notices of Potential Violations. Following receipt of a written notice of potential violation, the DES investigates, if necessary, and makes a written determination whether a violation of the Ethics Act could exist or will occur. A DES may seek advice from the Attorney General. If feasible, the DES shall reassign duties to cure a potential violation or direct divestiture or removal by the employee of the personal or financial interests giving rise to the potential violation.

- These disclosures are not required to be made part of the public record.
- A copy of a determination is provided to the employee.
- Both the notice and determination are confidential.

Other Disclosures. The DES also reviews other ethics disclosures and either approves them or determines what action must be taken to avoid a violation of the Act. In addition to the disclosures of certain gifts and interests in the listed state matters, state employees must disclose all outside employment or services for compensation.

- The DES must provide a copy of an approved disclosure or other determination the employee.

How Are Third Party Reports of Potential Violations or Complaints Handled?

Any person may report a potential violation of the Ethics Act by a board or commission member or its staff to the appropriate DES or file a complaint alleging actual violations with the Attorney General.

- Notices of potential violations and complaints must be submitted **in writing** and **under oath**.
- Notices of potential violations are investigated by the appropriate DES who makes a written determination whether a violation may exist.⁸
- Complaints are addressed by the Attorney General under separate procedures outlined in the Ethics Act.
- **These matters are confidential**, unless the subject waives confidentiality or the matter results in a public accusation.

What Are The Procedures for Quarterly Reports?

Designated ethics supervisors must submit copies of notices of potential violations received and the corresponding determinations to the Attorney General for review by the state ethics attorney as part of the quarterly report required by the Ethics Act.

- Reports are due in April, July, October and January for the preceding quarter.
- A sample report may be found on the Department of Law's ethics website.
- An executive director may file a quarterly report on behalf of the chair and combine it with his or her own report.
- If a board or commission does not meet during a quarter and there is no other reportable activity, the DES advises the Department of Law Ethics Attorney by e-mail at ethicsreporting@alaska.gov and no other report is required.

If the state ethics attorney disagrees with a reported determination, the attorney will advise the DES of that finding. If the ethics attorney finds that there was a violation, the member who committed the violation is not liable if he or she fully disclosed all relevant facts reasonably necessary to the ethics supervisor's or commission's determination and acted consistent with the determination.

How Does A DES or Board or Commission Get Ethics Advice?

A DES or board or commission may make a **written request** to the Attorney General for an opinion regarding the application of the Ethics Act. In practice, the Attorney General, through the state ethics attorney, also provides **advice by phone or e-mail** to designated ethics supervisors, especially when time constraints prevent the preparation of timely written opinions.

- A request for advice and the advisory opinion are confidential.
- The ethics attorney endeavors to provide prompt assistance, although that may not always be possible.
- The DES must make his or her determination addressing the potential violation based on the opinion provided.

It is the obligation of each board or commission member, as well as the staff, to ensure that the public's business is conducted in a manner that is consistent with the standards set out in the Ethics Act. We hope this summary assists you in ensuring that your obligations are met.

¹ The Act covers a board, commission, authority, or board of directors of a public or quasi-public corporation, established by statute in the executive branch of state government.

² The governor has delegated the DES responsibility to Guy Bell, Administrative Director of the Office of the Governor.

³ You may supplement the disclosure form with other written explanation as necessary. Your signature on a disclosure certifies that, to the best of your knowledge, the statements made are true, correct and complete. False statements are punishable.

⁴ In most, but not all, situations, refraining from participation ensures that a violation of the Ethics Act does not occur. Abstention does not cure a conflict with respect to a significant direct personal or financial interest in a state grant, contract, lease or loan because the Ethics Act prohibition applies whether or not the public officer actually takes official action.

⁵ The chair must give a copy of the written determination to the disclosing member. There is a determination form available on the Department of Law's ethics web page. The ethics supervisor may also write a separate memorandum.

⁶ In this manner, a member's detailed personal and financial information may be protected from public disclosure.

⁷ When a matter of particular sensitivity is raised and the ramifications of continuing without an advisory opinion from the Attorney General may affect the validity of the board or commission's action, the members should consider tabling the matter so that an opinion may be obtained.

⁸ The DES provides a copy of the notice to the employee who is the subject of the notice and may seek input from the employee, his or her supervisor and others. The DES may seek advice from the Attorney General. A copy of the DES' written determination is provided to the subject employee and the complaining party. The DES submits a copy of both the notice and the determination to the Attorney General for review as part of the DES' quarterly report. If feasible,

the DES shall reassign duties to cure a potential violation or direct divestiture or removal by the employee of the personal or financial interests giving rise to the potential violation.

6/14

The Attorney General and Department of Law staff may not provide legal advice to private citizens or organizations. Please contact an attorney if you need legal advice. The [Alaska Lawyer Referral Service](#) or your local bar association may be able to assist you in locating a lawyer.

Alaska Department of Law

1031 West 4th Avenue, Suite 200
Anchorage, AK 99501

attorney.general@alaska.gov

Phone: (907) 269-5100 | Fax: (907) 276-3697

TTY: 907-258-9161

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Ethics Disclosure Form

CONFIDENTIAL REQUEST FOR ETHICS DETERMINATION

TO: _____, Designated Ethics Supervisor

(Identify Your Department, Agency, Public Corporation, Board, Commission)

I request advice regarding the application of the Executive Branch Ethics Act (AS 39.52.010 - .960) to my situation. The situation involves the following:

☐ I have provided additional information in the attached document(s).

I believe the following provisions of the Ethics Act may apply to my situation:

- ☐ AS 39.52.120, Misuse of Official Position
- ☐ AS 39.52.130, Improper Gifts
- ☐ AS 39.52.140, Improper Use or Disclosure of Information
- ☐ AS 39.52.150, Improper Influence in State Grants, Contracts, Leases or Loans
- ☐ AS 39.52.160, Improper Representation
- ☐ AS 39.52.170, Outside Employment Restricted
- ☐ AS 39.52.180, Restrictions on Employment after Leaving State Service
- ☐ AS 39.52.190, Aiding a Violation Prohibited

I understand that I should refrain from taking any official action relating to this matter until I receive your advice. If the circumstances I described above may result in a violation of AS 39.52.110 - .190, I intend that this request serve as my disclosure of the matter in accordance with AS 39.52.210 or AS 39.52.220.

I certify to the best of my knowledge that my statement is true, correct, and complete. In addition to any other penalty or punishment that may apply, the submission of a false statement is punishable under AS 11.56.200 - AS 11.56.240.

(Signature)

(Date)

(Printed Name)

(Division, Board, Commission)

(Position Title)

(Location)

Designated Ethics Supervisor: Provide a copy of your written determination to the employee advising whether action is necessary under AS 39.52.210 or AS 39.52.220, and send a copy of the determination and disclosure to the attorney general with your quarterly report.

Ethics Disclosure Form

Receipt of Gift

TO: _____, Designated Ethics Supervisor, _____
(Agency, Public Corporation, Board,
Commission or Council)

This disclosure reports receipt of a gift with value in excess of \$150.00 by me or my immediate family member, as required by AS 39.52.130(b) or (f).

1. Is the gift connected to my position as a state officer, employee or member of a state board or commission?

☐ Yes ☐ No

2. Can I take or withhold official action that may affect the person or entity that gave me the gift?

☐ Yes ☐ No

(If you answer "No" to both questions, you do not need to report this gift. If the answer to either question is "Yes," or if you are not sure, you must complete this form and provide it to your designated ethics supervisor.)

The gift is _____

Identify gift giver by full name, title, and organization or relationship, if any:

Describe event or occasion when gift was received or other circumstance explaining the reason for the gift:

My estimate of its value is \$ _____ The date of receipt was _____

☐ The gift was received by a member of my family. Who? _____

If you checked "Yes" to question 2 above, explain the official action you may take that affects the giver (attach additional page, if necessary):

I certify to the best of my knowledge that my statement is true, correct, and complete. In addition to any other penalty or punishment that may apply, the submission of a false statement is punishable under AS 11.56.200 - AS 11.56.240.

(Signature)

(Date)

(Printed Name)

(Division)

(Position Title)

(Location)

Ethics Supervisor Determination: ☐ Approve ☐ Disapproved

Designated Ethics Supervisor*

(Date)

**Designated Ethics Supervisor: Provide a copy of the approval or disapproval to the employee. If action is necessary under AS 39.52.210 or AS 39.52.220, attach a determination stating the reasons and send a copy of the determination and disclosure to the attorney general with your quarterly report.*

NOTICE OF PROPOSED CHANGES IN THE REGULATIONS OF THE ALASKA BIG GAME COMMERCIAL SERVICES BOARD

BRIEF DESCRIPTION: The Big Game Commercial Services Board (Board) proposes to adopt regulation changes in Title 12, Chapter 75 of the Alaska Administrative Code, relating to the guide-outfitter use area maps adopted by reference and updating the regulations in accordance with the revised boundaries as follows:

1. **12 AAC 75.235. Guide-outfitter use area maps**, is proposed to be amended to include the newly revised boundary maps as adopted by reference and dated July 2024.

You may comment on the proposed regulation changes, including the potential costs to private persons of complying with the proposed changes, by submitting written comments to Alison Osborne, Regulations Specialist, Division of Corporations, Business and Professional Licensing, P.O. Box 110806, Juneau, AK 99811-0806. Additionally, the Board will accept comments by facsimile at (907) 465-2974 and by electronic mail at RegulationsAndPublicComment@alaska.gov. Comments may also be submitted through the Alaska Online Public Notice System by accessing this notice on the system at <http://notice.alaska.gov/218502>, and using the comment link. **The comments must be received not later than 4:30 p.m. on March 21, 2025.**

You may submit written questions relevant to the proposed action to Alison Osborne, Regulations Specialist, Division of Corporations, Business and Professional Licensing, P.O. Box 110806, Juneau, AK 99811-0806 or by e-mail at RegulationsAndPublicComment@alaska.gov. **The questions must be received at least 10 days before the end of the public comment period.** The Board will aggregate its response to substantially similar questions and make the questions and responses available on the Alaska Online Public Notice System and on the Board's website at <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BigGameCommercialServicesBoard.aspx>.

If you are a person with a disability who needs a special accommodation in order to participate in this process, please contact Alison Osborne at (907) 465-6826 or RegulationsAndPublicComment@alaska.gov not later than March 14, 2025, to ensure that any necessary accommodation can be provided.

A copy of the proposed regulation changes is available on the Alaska Online Public Notice System and by contacting Alison Osborne at (907) 465-6826 or RegulationsAndPublicComment@alaska.gov, or go to <https://www.commerce.alaska.gov/web/portals/5/pub/GUI-0924.pdf>.

A copy of material proposed for adoption by reference is available on the Alaska Online Public Notice System, and on the Board's website at <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BigGameCommercialServicesBoard.aspx> or go to <https://www.commerce.alaska.gov/web/portals/5/pub/Mapsfor12AAC75.235.pdf>.

After the public comment period ends, the Board will either adopt the proposed regulation changes or other provisions dealing with the same subject, without further notice, or decide to take no action. The language of the final regulation may be different from that of the proposed regulation. **You should comment during the time allowed if your interests could be affected.**

Statutory Authority: AS 08.54.600; AS 08.54.750

Statutes Being Implemented, Interpreted, or Made Specific: AS 08.54.600; AS 08.54.750

Fiscal Information: The proposed regulation changes are not expected to require an increased appropriation.

For each occupation regulated under the Division of Corporations, Business and Professional Licensing, the Division keeps a list of individuals or organizations who are interested in the regulations of that occupation. The Division automatically sends a Notice of Proposed Regulations to the parties on the appropriate list each time there is a proposed change in an occupation's regulations in Title 12 of the Alaska Administrative Code. If you would like your address added to or removed from such a list, send your request to the Division at the address above, giving your name, either your e-mail address or mailing address (as you prefer for receiving notices), and the occupational area in which you are interested.

DATE: 2/19/2025

/s/
Alison Osborne, Regulations Specialist
Division of Corporations, Business and
Professional Licensing

DRAFT

ADDITIONAL REGULATION NOTICE INFORMATION
(AS 44.62.190(d))

1. **Adopting agency:** Big Game Commercial Services Board – Department of Commerce, Community, and Economic Development, Division of Corporations, Business and Professional Licensing.
2. **General subject of regulation:** Update boundaries on the Guide-outfitter use area maps.
3. **Citation of regulation:** 12 AAC 75.235.
4. **Department of Law file number:** 2024200464.
5. **Reason for the proposed action:** Update and clarification of current regulations; compliance with state statute.
6. **Appropriation/Allocation:** Corporations, Business and Professional Licensing – #2360.
7. **Estimated annual cost to comply with the proposed action to:**
A private person: None known.
Another state agency: None known.
A municipality: None known.
8. **Cost of implementation to the state agency and available funding (in thousands of dollars):**
No costs are expected in FY 2025 or in subsequent years.
9. **The name of the contact person for the regulation:**
Thomas Bay, Executive Administrator
Big Game Commercial Services Board
Division of Corporations, Business and Professional Licensing
Department of Commerce, Community, and Economic Development
Telephone: (907) 465-2543
E-mail: thomas.bay@alaska.gov
10. **The origin of the proposed action:** Staff of state agency.
11. **Date:** 2/19/2025 **Prepared by:** Alison Osborne
Regulations Specialist

Chapter 75. Big Game Commercial Services Board.

(Words in **boldface and underlined** indicate language being added; words [CAPITALIZED AND BRACKETED] indicate language being deleted. Complete new sections are not in boldface or underlined.)

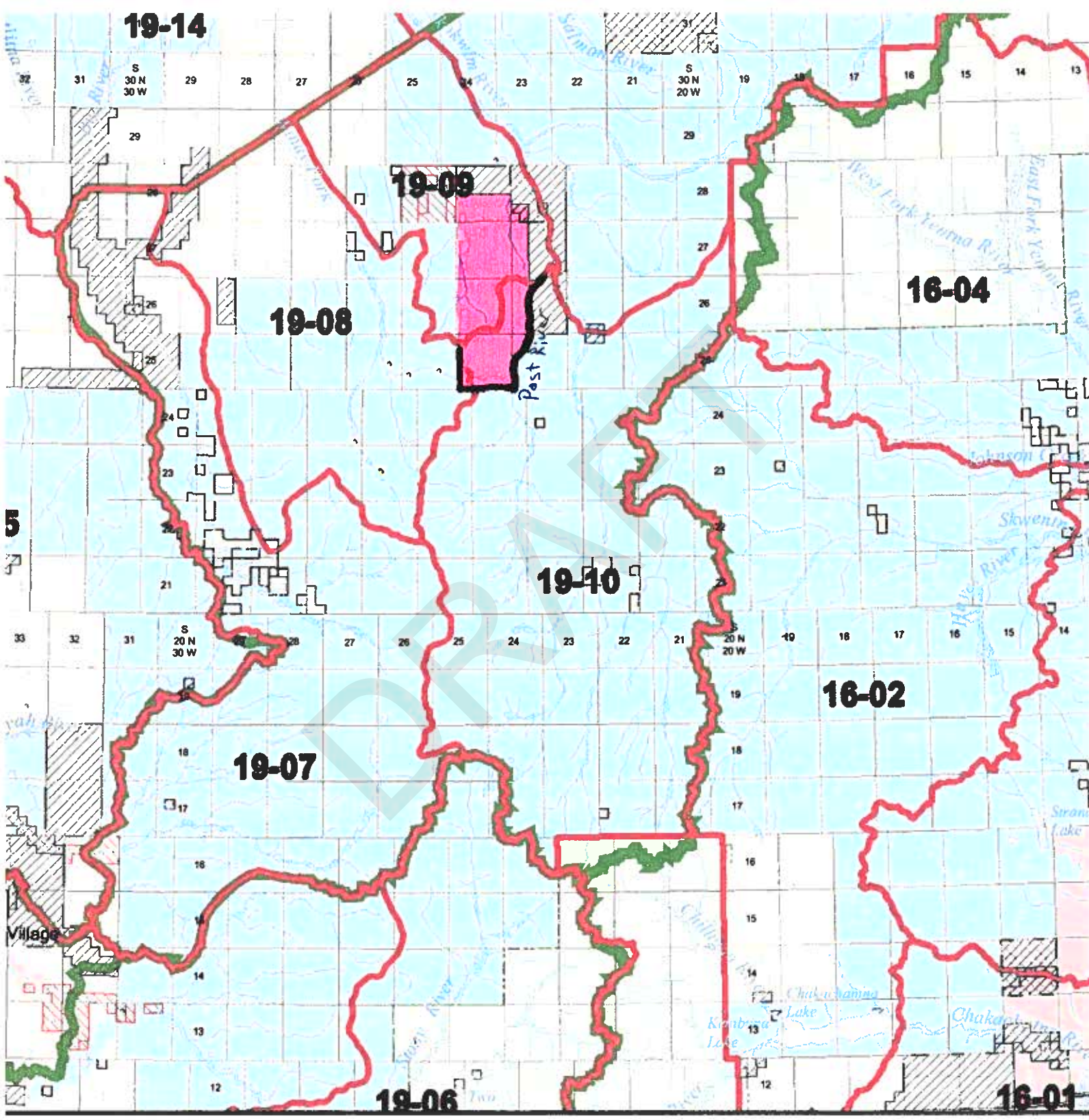
12 AAC 75.235 is amended to read:

12 AAC 75.235. Guide-outfitter use area maps. The set of maps titled *Guide-Outfitter Use Area Maps*, dated June 22, 1994, as amended December 2009, July 2011, December 2011, [AND] November 2015, **and July 2024,** [ALSO TITLED *GUIDE-OUTFITTER USE AREA MAPS,*] is adopted by reference. This set of maps prepared by the Department of Natural Resources depicts the boundaries of the guide use areas established under AS 08.54.750(g). (Eff. 4/10/2010, Register 194; am 1/13/2012, Register 201; am 7/13/2012, Register 203; am 6/16/2016, Register 218; am ____/____/____, Register ____)

Authority: AS 08.54.600 AS 08.54.750

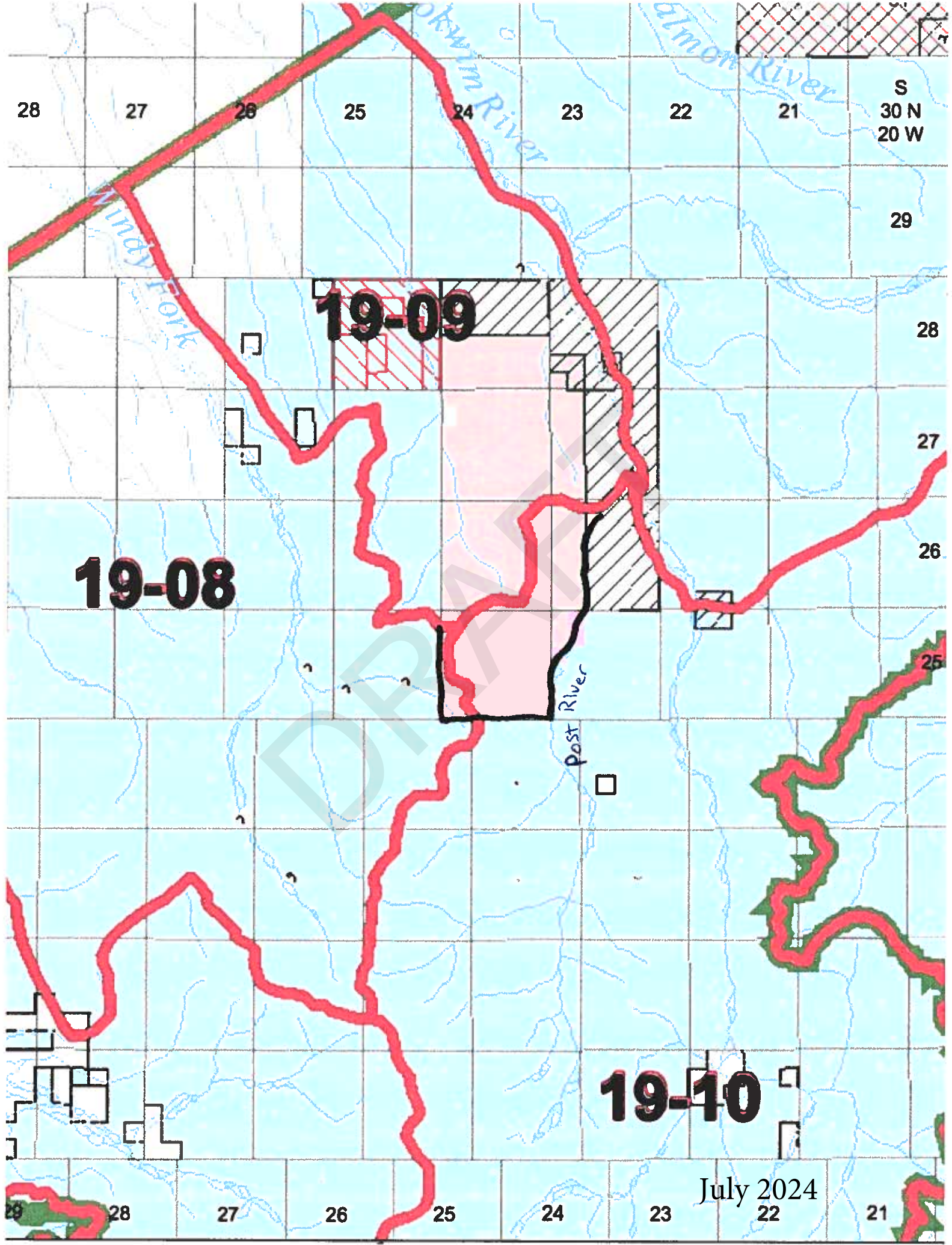
19-09

Expanding the southern
boundary to encompass all of
the Cook Inlet Regional
Incorporated (CIRI) lands



- Proposed boundary line
- Current boundary line
- Cook Inlet Regional Inc. lands

July 2024

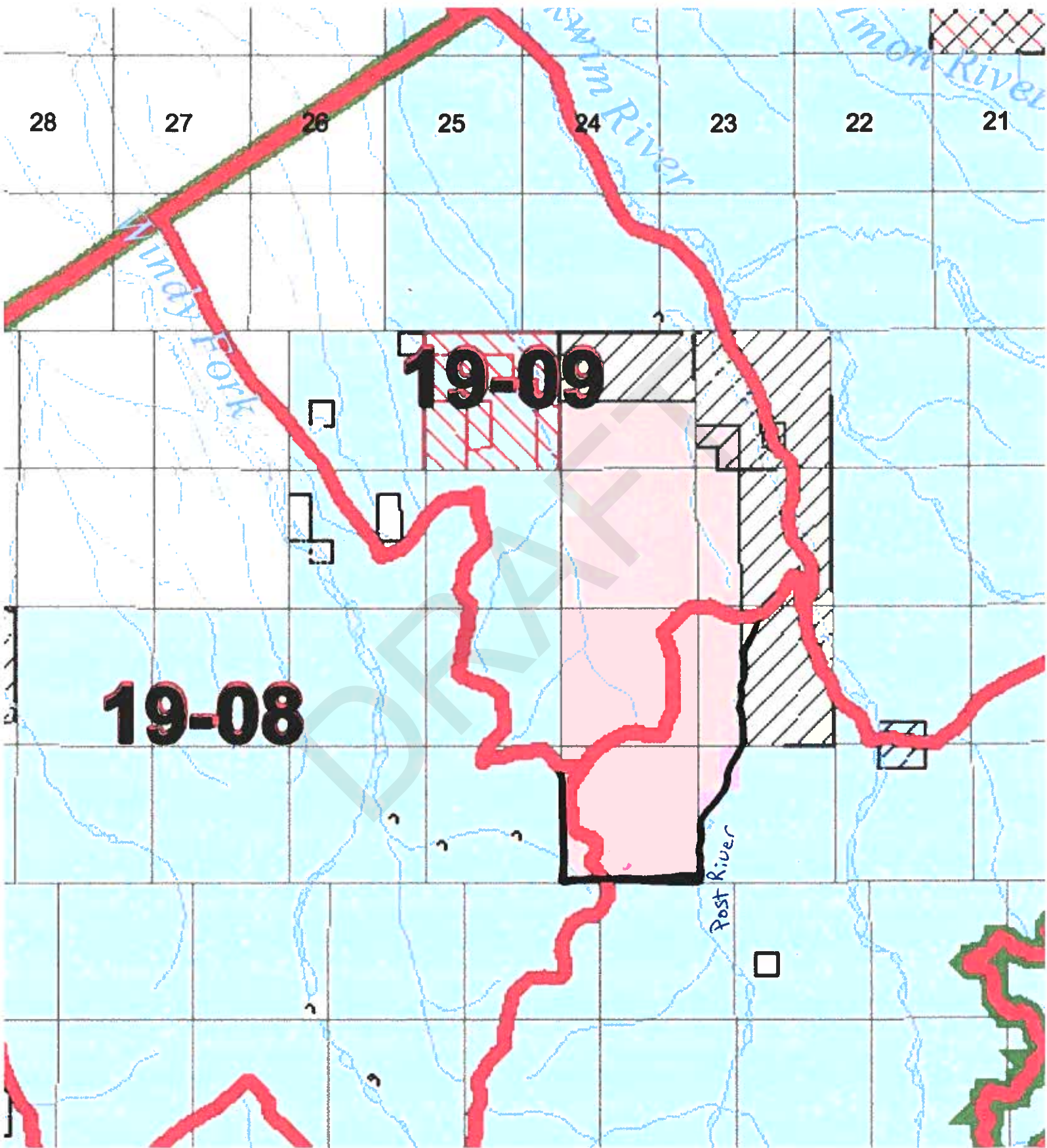


19-09

19-08

19-10

July 2024



July 2024

25-03A and 25-03B

Combining both GUAs into
one singular GUA (25-03)

25-03A

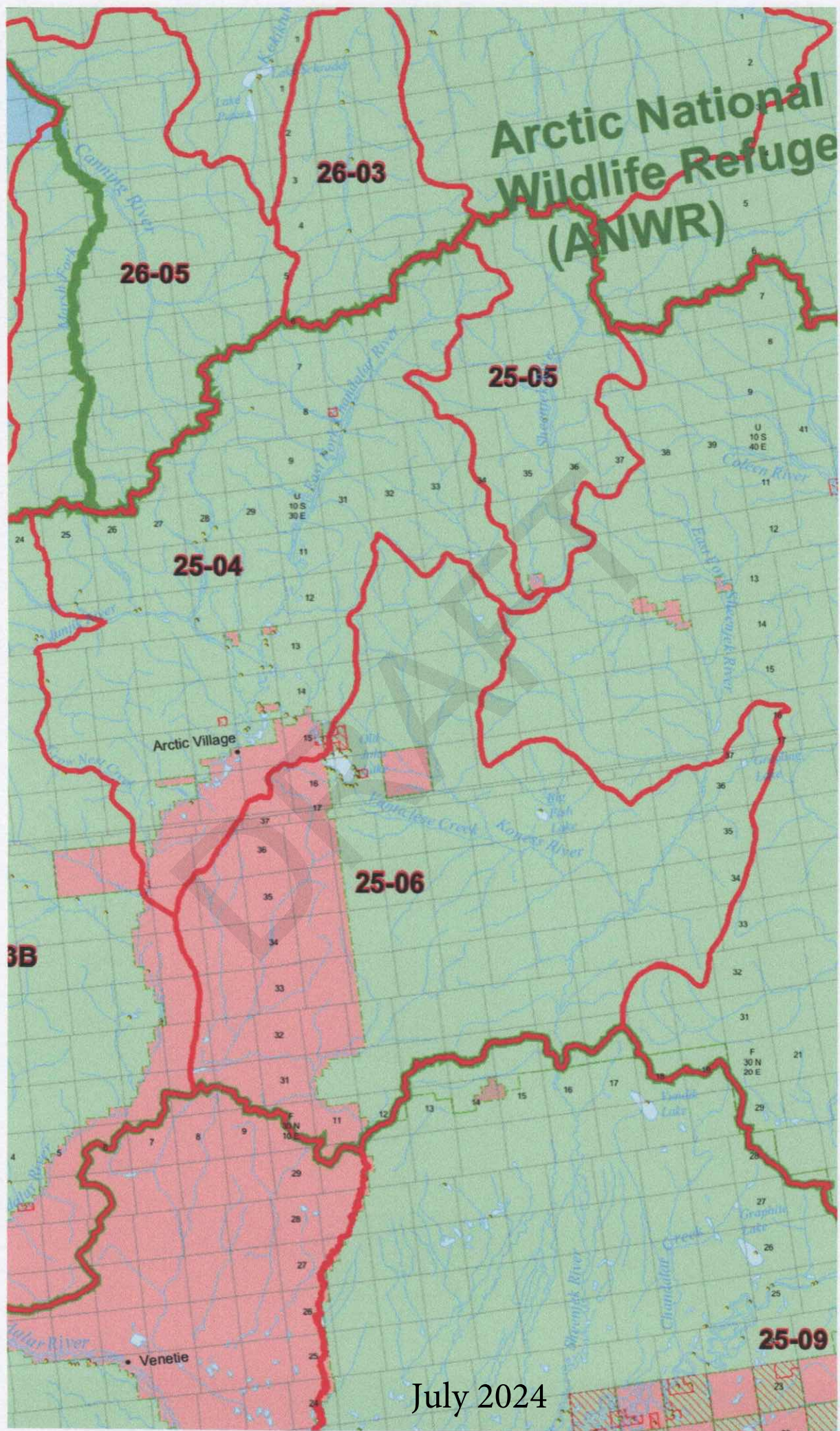
25-03B

25-02

July 2024

25-06

Changing the boundary line
to include all of federal
concession ARC-14 ANWR

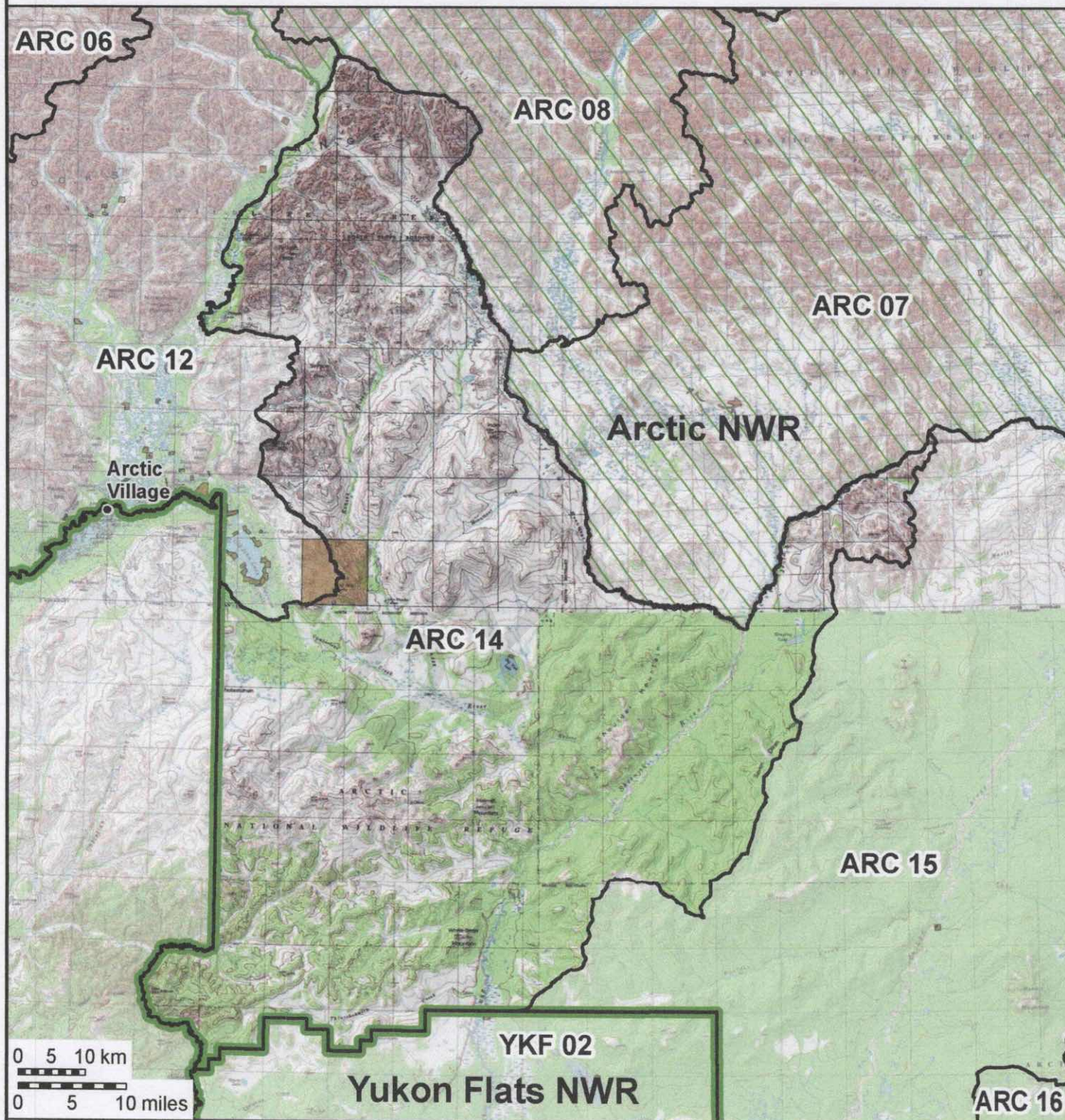


July 2024







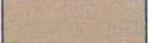
U.S. Fish & Wildlife Service
Arctic National Wildlife Refuge
Alaska

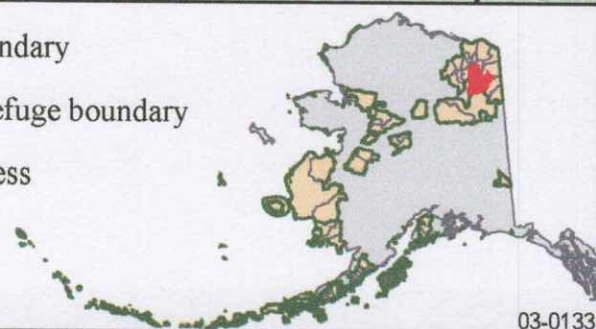
Guide Use Area ARC 14



Map Scale = 1:834,000

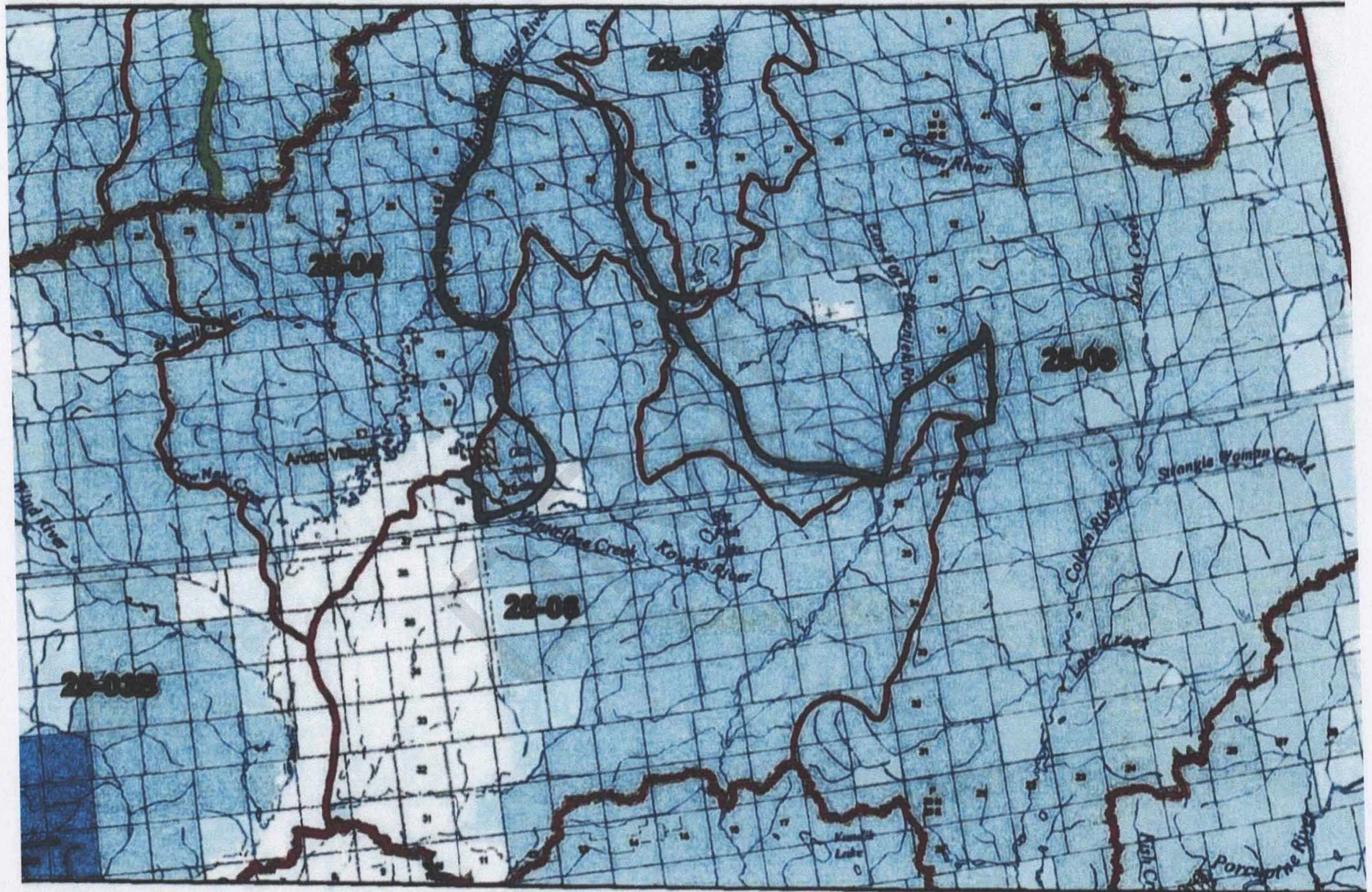
Land status is current to 10/01/2021

-  Guide Use Area boundary
-  National Wildlife Refuge boundary
-  Designated Wilderness
-  Selected Land
-  Private Land



03-0133

MAP #4



July 2024

Chapter 75. Big Game Commercial Services Board.

12 AAC 75.235 is amended to read:

12 AAC 75.235. Guide-outfitter use area maps. The set of maps titled *Guide-Outfitter Use Area Maps*, dated June 22, 1994, as amended December 2009, July 2011, December 2011, [AND] November 2015, **and July 2024**, [ALSO TITLED *GUIDE-OUTFITTER USE AREA MAPS*,] is adopted by reference. This set of maps prepared by the Department of Natural Resources depicts the boundaries of the guide use areas established under AS 08.54.750(g). (Eff. 4/10/2010, Register 194; am 1/13/2012, Register 201; am 7/13/2012, Register 203; am 6/16/2016, Register 218; am ____/____/_____, Register _____)

Authority: AS 08.54.600 AS 08.54.750

EXECUTIVE SESSION MOTION

I, _____, move that the Alaska State Big Game Commercial Services Board enter into executive session in accordance with AS 44.62.310(c), and Alaska Constitutional Right to Privacy Provisions, for the purpose of discussing _____

Board staff member(s) _____ to remain during the session.

Off record: _____

On record: _____

Authority: AS 44.62.310(c), Government meetings public

The following subjects may be considered in executive session:

- matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;
- **subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;**
- **matters which by law, municipal charter, or ordinance are required to be confidential;**
- matters involving consideration of government records that by law are not subject to public disclosure.

EXECUTIVE SESSION MOTION

I, _____, move that the Alaska State Big Game Commercial Services Board enter into executive session in accordance with AS 44.62.310(c), and Alaska Constitutional Right to Privacy Provisions, for the purpose of discussing _____

Board staff member(s) _____ to remain during the session.

Off record: _____

On record: _____

Authority: AS 44.62.310(c), Government meetings public

The following subjects may be considered in executive session:

- matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;
- **subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;**
- **matters which by law, municipal charter, or ordinance are required to be confidential;**
- matters involving consideration of government records that by law are not subject to public disclosure.

From: [Dumas, Melissa L \(CED\)](#)
To: [Bay, Thomas L \(CED\)](#)
Subject: RE: GUI: Fee Analysis
Date: Monday, March 17, 2025 7:28:28 AM
Attachments: [GUI Fee Analysis 3.11.25 to board 3.31.25 meeting.pdf](#)
[image001.png](#)

Hello Mr. Bay,

I have done a thorough fee analysis of the program. We do not need to reduce fees at this time. The projected surplus for 2029/2030 is \$948,682. Although this is a little higher than the 1 year division goal the projected net is negative meaning each year you will be reducing that surplus. If we reduced fees now we would risk an needed increase within a couple biennium.



Thank you,
Melissa Dumas
Administrative Operations Manager
[Division of Corporations, Business and Professional Licensing](#)
P.O. Box 110806
Juneau, AK 99811-0806
www.commerce.alaska.gov

Big Game Commercial Services

Analysis last updated: 3/11/2025

Renewal Deadline: 12.31.2025

Presented to board: 3/31/2025

Fee Type	Current fee schedule			Proposed by board					Proposed by division				Adjustments			In System 01.01.2023 to 12.31.2024	
	Current Fee	Projected Units	Projected Revenue	Fee Adjustment	Fee with Recommended Adjustment	Projected Revenue after Adjustment	% Change		Fee Adjustment	Fee with Recommended Adjustment	Projected Revenue after Adjustment	% Change	Fee Adjustment for Estimated Prorated Renewals	Projected Units	Projected Revenue Loss		
Application Fee	200	274	\$ 54,800		\$ 200	\$ 54,800	0%		\$ 200	\$ 54,800		0%				Application Fee	274
Guide-Outfitter Exam or Retake	125	0	-		125	-	0%		125	-		0%				Guide-Outfitter Exam or Retake	
Game Management Exam	400	0	-		400	-	0%		400	-		0%				Game Management Exam	
Annual HR/TAR Reporting Fee	-	0	-		-	-	0%		-	-		0%				Annual HR/TAR Reporting Fee	
Guide Use Area Registration	100	217	21,700		100	21,700	0%		100	21,700		0%				Guide Use Area Registration	217
Mun HR/Trans Activity Report	500	0	-		500	-	0%		500	-		0%				Mun HR/Trans Activity Report	0
New Master Guide-Outfitter (Resident)	850	3	2,550		850	2,550	0%		850	2,550		0%	(425)	0	-	New Master Guide-Outfitter (Resident)	3
New Master Guide-Outfitter (Non-Resident)	1,700	0	-		1,700	-	0%		1,700	-		0%	(850)	0	-	New Master Guide-Outfitter (Non-Resident)	0
Renew Master Guide-Outfitter (Resident)	850	82	69,700		850	69,700	0%		850	69,700		0%				Renew Master Guide-Outfitter (Resident)	79
Renew Master Guide-Outfitter (Non-Resident)	1,700	16	27,200		1,700	27,200	0%		1,700	27,200		0%				Renew Master Guide-Outfitter (Non-Resident)	16
New Registered Guide-Outfitter (Resident)	850	16	13,600		850	13,600	0%		850	13,600		0%	(425)	7	(2,975)	New Registered Guide-Outfitter (Resident)	16
New Registered Guide-Outfitter (Non-Resident)	1,700	8	13,600		1,700	13,600	0%		1,700	13,600		0%	(850)	2	(1,700)	New Registered Guide-Outfitter (Non-Resident)	8
Renew Registered Guide-Outfitter (Resident)	850	262	222,700		850	222,700	0%		850	222,700		0%				Renew Registered Guide-Outfitter (Resident)	246
Renew Registered Guide-Outfitter (Non-Resident)	1,700	48	81,600		1,700	81,600	0%		1,700	81,600		0%				Renew Registered Guide-Outfitter (Non-Resident)	40
New Class-A Asst Guide (Resident)	310	13	4,030		310	4,030	0%		310	4,030		0%	(155)	0	-	New Class-A Asst Guide (Resident)	13
New Class-A Asst Guide (Non-Resident)	620	1	620		620	620	0%		620	620		0%	(310)	0	-	New Class-A Asst Guide (Non-Resident)	1
Renew Class-A Asst Guide (Resident)	310	80	24,800		310	24,800	0%		310	24,800		0%				Renew Class-A Asst Guide (Resident)	67
Renew Class-A Asst Guide (Non-Resident)	620	10	6,200		620	6,200	0%		620	6,200		0%				Renew Class-A Asst Guide (Non-Resident)	9
New Assistant Guide (Resident)	310	99	30,690		310	30,690	0%		310	30,690		0%	(155)	2	(310)	New Assistant Guide (Resident)	99
New Assistant Guide (Non-Resident)	620	87	53,940		620	53,940	0%		620	53,940		0%	(310)	0	-	New Assistant Guide (Non-Resident)	87
Renew Assistant Guide (Resident)	310	452	140,120		310	140,120	0%		310	140,120		0%				Renew Assistant Guide (Resident)	353
Renew Assistant Guide (Non-Resident)	620	360	223,200		620	223,200	0%		620	223,200		0%				Renew Assistant Guide (Non-Resident)	273
New Transporter (Resident)	850	41	34,850		850	34,850	0%		850	34,850		0%	(425)	1	(425)	New Transporter (Resident)	41
New Transporter (Non-Resident)	1,700	6	10,200		1,700	10,200	0%		1,700	10,200		0%	(850)	0	-	New Transporter (Non-Resident)	6
Renew Transporter (Resident)	850	130	110,500		850	110,500	0%		850	110,500		0%				Renew Transporter (Resident)	89
Renew Transporter (Non-Resident)	1,700	11	18,700		1,700	18,700	0%		1,700	18,700		0%				Renew Transporter (Non-Resident)	5
Retired Master/Reg Guides	300	0	-		300	-	0%		300	-		0%				Retired Master/Reg Guides	0
Retired Class-A Asst Guides	175	0	-	-	175	-	0%		175	-		0%				Retired Class-A Asst Guides	0
Centralized Fees	28,244	0	-		28,244	-			28,244	-					\$ (5,410)	Initial: PY new applications New: PY new applications Renewal: PY renewed + PY new Temporary: PY temporary Courtesy: PY courtesy Centralized: PY revenue x .01 Inactive: Equals PY inactive	
			\$ 1,165,300			\$ 1,165,300				\$ 1,165,300							

Beginning Cumulative Surplus must be from FY2023

Revenues and Expenditures	CALCULATIONS BASED ON CURRENT FEES					CALCULATIONS BASED ON BOARD'S PROPOSAL				CALCULATIONS BASED ON DIVISION'S PROPOSAL					
	FY2021/2022 Actuals	FY2023/FY2024 Actuals	Projected FY2025/2026	Projected FY2027/2028	Projected FY2029/2030	FY2023/FY2024 Actuals	Projected FY2025/2026	Projected FY2027/2028	Projected FY2029/2030	FY2023/FY2024 Actuals	Projected FY2025/2026	Projected FY2027/2028	Projected FY2029/2030		
Revenue	1,651,680	1,412,190	1,165,300	1,165,300	1,165,300	1,412,190	1,165,300	1,165,300	1,165,300	1,412,190	1,165,300	1,165,300	1,165,300		
General Fund Received	27,909	6,142				6,142				6,142					
Expenses	(1,109,628)	(1,131,715)				(1,131,715)				(1,131,715)					
Adjustments:															
MyLicense project one time fee/ Increase in PS			(130,000)	(30,000)	(30,000)		(130,000)	(30,000)	(30,000)		(130,000)	(30,000)	(30,000)		
Expenses adjusted for 3% biennial increase			(1,154,292)	(1,188,920)	(1,224,588)		(1,154,292)	(1,188,920)	(1,224,588)		(1,154,292)	(1,188,920)	(1,224,588)	612,294 One year worth of expenses	
Fee adjustment for pro-rated renewal			(5,410)	(5,410)	(5,410)		(5,410)	(5,410)	(5,410)		(5,410)	(5,410)	(5,410)		
Projected Net		286,617	(124,402)	(59,030)	(94,698)		286,617	(124,402)	(59,030)		286,617	(124,402)	(59,030)		
*Beginning Cumulative Surplus (Deficit)		940,195	1,226,812	1,102,410	1,043,380		940,195	1,226,812	1,102,410		940,195	1,226,812	1,102,410		
Ending Cumulative Surplus (Deficit)		1,226,812	1,102,410	1,043,380	948,682		1,226,812	1,102,410	1,043,380		1,226,812	1,102,410	1,043,380		