



**State of Alaska
Department of Commerce, Community &
Economic Development Division of Corporations,
Business, and Professional Licensing
Board of Marine Pilots**

Public Meeting Packet - January 21, 2026

**This meeting shall be held at the Alaska Energy
Authority Building; 813 W. Northern Lights
Blvd., Anchorage and will also be available via
Zoom.**

**Please contact staff at
BoardofMarinePilots@Alaska.Gov
for more information.**

Board of Marine Pilots

Name	Appointed	Reappointed	Expires
Cronk, Les (Leslie) (Ketchikan) Agent	3/1/2018	3/1/2022	3/1/2026
Habeger, Don (Juneau) Public	5/24/2024		3/1/2028
Mew, Andrew (Anchorage) Agent/Manager	3/9/2024		3/1/2028
Tougas, Joe (Seward) Public	3/1/2022		3/1/2026
Cunningham, James (Homer) Pilot	5/25/2022	3/1/2025	3/1/2029
Sinclair, Edward (Juneau) Pilot	3/1/2019	03/10/2023	3/1/2027
Thayer, Curtis (Anchorage) Commissioner/DCCED/Designee — Chair	2/22/2010	4/11/2019	



Board of Marine Pilots - Winter Meeting

Alaska Division of Corporations, Business and Professional Licensing

Wednesday, January 21, 2026 at 9:00 AM AKST to Wednesday, January 21, 2026 at 4:30 PM AKST

Meeting Details: <https://us02web.zoom.us/j/81768380760> , (669) 900-6833

Meeting ID: 817 6838 0760

Agenda

- 1. 9:00 am - Roll Call/Call to Order**
- 2. 9:02 am - Review/Approve Agenda**
- 3. 9:04 am - Ethics Disclosures**
- 4. 9:05 am - Public Comment**
- 5. 9:10 am - Review/Approve Meeting Minutes**
 - A. October 2025 meeting minutes**
 - B. December 2, 2025 special teleconference minutes**
- 6. 9:20 am - Association Reports**
 - A. 9:20- 9:25 am; AMP**
 - B. 9:25 - 9:30 am; SEAPA**
 - C. 9:30 - 9:35 am; SWAPA**
- 7. 9:40 am - Application review (applications can be found under your resources tab) - Executive session if necessary**
- 8. 10:00 am - Division Update**
 - A. Fiscal Report: FY25 End of Year report**
 - B. Fiscal Report: FY26 1st quarter report**
- 9. 10:15 am - Investigative Report**
- 10. 10:30 am - US Coast Guard Update; Changes to Federal Pilotage**
- 11. 11:00 am - Schedule Future Meeting Date(s):**

April 29 confirmed - Sitka
Potential future dates:
Teleconference July 28 or July 29
Fall Meeting - Anchorage
October 7 or October 14
- 12. 11:10 am - Updates from Marine Pilot Coordinator**
 - A. Report of FPC Applications received 2020 - 2025 with revenue**
 - B. Update on new exam provider for Core and Local Knowledge Exams**
- 13. 11:20 am AO 360 - Review and approval of Board plan**
- 14. 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

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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.*

**State of Alaska
Department of Commerce, Community &
Economic Development Division of Corporations,
Business, and Professional Licensing
Board of Marine Pilots**



Public Comment

The board chair shall open public comment. The time allotted for comment will be divided between all individuals signed in to give comment. The group will be told how much time each person will have to speak. Board staff will keep track of the time and notify the individual when they need to wrap up their comment(s).

This is not the time for the board to respond to the comments. The board can choose to respond to any comments at the end of the comment period, send a letter with their response(s) to the individual, or they can choose to not respond.

Please be mindful of the time limit so that all who choose to speak will be given the same opportunity.

STATE OF ALASKA
DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING

BOARD OF MARINE PILOTS

CONDENSED MINUTES OF THE MEETING HELD OCTOBER 15, 2025

**These draft minutes were prepared by staff of the Division of Corporations,
Business and Professional Licensing. They have not been reviewed or approved
by the Board.**

**By authority of AS 08.01.070(2) and in compliance with the provision of AS 44.62,
Article 6, a scheduled meeting of the Board of Marine Pilots was held on
October 15, 2025, at the Alaska Energy Authority Building, 813 W Northern Lights Blvd, Anchorage, AK**

Date:	October 15, 2025
Time:	9:00 a.m.
Location:	Alaska Energy Authority Building: 813 W Northern Lights Blvd, Anchorage, AK
Board Members Present:	Chair Curtis Thayer, Captain Edward (Ed) Sinclair, Captain James Cunningham, Les Cronk, Andrew Mew, Joseph (Joe) Tougas, Don Habeger
Board Members Absent:	
Division/SOA Staff Present:	Renee Carabajal (Marine Pilot Coordinator), Sylvan Robb (Division Director), Patrick Kase (Investigator 3)
Present from the Public:	Jenni Sitton (SWAPA), Jessie Li (SEAPA), Robert Dersham (SEAPA), Nick Garay (AMP), Mike Tibbles (ASA), Paul Axelson (NPMI), Kris Mackie (SEAPA), Ashley Wieber (NPMI), Todd Duke (Resolve Marine)

Review Agenda	
Brief Discussion:	There was no discussion to amend the agenda.
Motion:	Agenda accepted by unanimous consent
Ethics Disclosures	
Brief Discussion:	There were no ethical disclosures by any board members or staff.
Public Comment	
Brief Discussion:	There was nobody in attendance for public comment.
Review/Approve Minutes: July 23, 2025	
Brief Discussion:	Board members requested it be noted that the meeting start was delayed due to technical difficulties and D. Habeger noted his vote was not listed for the adjournment.
Motion:	Move to accept July 23, 2025, meeting minutes as amended. (First: Cronk; Second: Sinclair).
Discussion:	With nothing to discuss, the board approved the motion via roll call vote.

Recorded Votes:	Cronk - Yes	Mew - Yes
	Cunningham - Yes	Tougas - Yes
	Sinclair – Yes	Habeger - Yes
		Thayer - Yes
Association Reports		
AMP	Captain Nick Garay of Alaska Marine Pilots provided the AMP report for Western Alaska. AMP has 9 full pilots and 1 deputy pilot. Currently, there are 5 individuals in the training program, 3 of them are in the hands-on portion of training. There was a brief discussion about the impact changes to the federal pilotage will have on AMP trainees. AMP is working with the US Coast Guard to make changes to erroneous pilotage, but that has been placed on hold due to the federal government shutdown. If the changes are not made, it will result in trainees being held up while they complete un-needed pilotage. Chair Thayer recommended that the associations reach out to Senator Dan Sullivan’s office for support on getting the changes made to the pilotage.	
SEAPA	Captain Kris Mackie, SEAPA President, provided a report for SEAPA. SEAPA has 45 fully licensed pilots and 19 deputy pilots, and 9 trainees. SEAPA met all the traffic needs for 2025 and is on target to meet the needs for 2026. By the beginning of the 2026 cruise season, 5 of the deputy pilots should obtain their full pilot licenses. They have exams scheduled for placement into the training program and will be accepting 6 more trainees in November 2025. Captain Mackie thanked the board for approving the changes to the training program early in the summer; those changes took effect immediately and have been beneficial to the training program.	
SWAPA	Jenni Zilinski, Business Manager for SWAPA, provided their association report. SWAPA has 12 full-member pilots qualified for Very Large Crude Carriers (VLCCs) with 6 deputy pilots. They have 6 in the training program; 2 are in hands-on training, and one is an observer who passed the CORE exam but, due to issues with federal pilotage endorsements, is unable to do hands-on maneuvers at this time, as he is restricted to tug and barge only. SWAPA, like AMP, is working with the Coast Guard on pilotage issues.; they have been working with the American Pilots Association in Washington, D.C. There are 2 pilots in the process of transferring from AMP, and a ballot is out to membership to bring on an additional observer.	
Regulation Project Update/Division Update		
Division Update	Division Director Sylvan Robb joined the meeting to update the board on Administrative Order 360. The order requires that by the end of calendar year 2027, all regulations must be reduced by 25%; 15 % of that is due by the end of calendar year 2026. The board has a deadline of 2/13/2026 to submit a plan of what regulations it intends to either streamline or eliminate in an effort to meet the 25%. The division has scheduled several meetings to accept public input; these have been split up between healthcare and non-healthcare-related programs. Director Robb explained the processes the division has been working on to tally the number of discretionary regulations, which are the regulations that can be streamlined or eliminated. The division has until the end of October 2025 to provide a count of the total number of discretionary regulations to the governor’s office to establish the baseline number for the percentages to be taken from. She emphasized that while the order requires a 25% reduction, the division and boards will consider public safety as the	

	<p>highest priority. Board members asked questions in a round-robin. <i>Will previous reductions would “count” towards the reduction?</i> Unfortunately, previous regulations changes already in effect will not count towards this number but any regulations amendments not finalized will. <i>Can the guidance documents that outline the procedures for counting the discretionary regulations be shared with the board and that they be given a summary or list of those regulations so they can propose amendments most efficiently?</i> Director Robb will check to ensure the guidance document can be shared and MPC Carabajal will provide it to the board. Once the final counts have been completed, MPC Carabajal will send a summary of the regulations on the table for reduction and streamlining. <i>Since the changes are being mandated by the Administrative Order, how is the entire process being funded (general fund or regular methods of funding)?</i> That was a question Director Robb asked at the outset of this process and unfortunately, this project will be funded by each individual program for all staff time such as Department of Law reviews, regulations specialists and all other expenses.</p> <p>MPC Carabajal informed the board that the end-of-year 2025 fiscal report has not been completed but will be forwarded to the board for review and discussion for that report will be on the January meeting agenda. She provided the remainder of the division update. Regulations projects that were started in 2025 are currently on hold still due to AO 358. These will count towards the mandated reductions in AO 360. Due to ongoing issues with AssessAI, the testing platform engaged to administer the CORE and Local Knowledge Exams (LKE); the division decided not to renew their contract. At the end of the first year, only 2 CORE exams were successfully administered and no LKE’s were administered. The division is working to finalize a contract with ProV, a testing company located in Salt Lake City, UT. ProV does not have a start-up cost as AssessAI did and will be able to administer exams remotely. The estimated costs of each exam will be approximately \$85 per exam which will result in a significant reduction in exam fees which are currently \$500 per exam. MPC Carabajal anticipates ProV exams being available for use before the end of calendar year 2025.</p>
Investigative Report	
	<p>Investigator 3 Patrick Kase provided the investigative report for the time period of July 18, 2025 – October 8, 2025 to the board. Currently, there is 1 open case regarding an unlicensed practice or activity, it is at the intake stage. This case pertains to movements of a vessel in compulsory pilotage waters that is alleged not to have had a licensed marine pilot on board. During this period, 1 case for unlicensed practice or active was closed at the complaint stage; the reviewing board member determined there was no violation. This closed case was with regard to a pleasure craft exempted vessel allegedly having failed to employ a properly certified captain. The vessel demonstrated that a certified captain was on board the vessel. The board asked if there was any pending litigation still outstanding and Investigator Kase assured them that the prior litigation was closed.</p>
US Coast Guard Update; Changes to Federal Pilotage	
	<p>MPC Carabajal addressed the board. USCG Chief Bryan Olson had reached out regarding changes to the federal pilotage endorsements. He has been working on the federal pilotage that AMP and SWAPA both referred to during their association reports. Chief Olson had planned on attending the meeting to discuss this with the board and work on potential resolutions. However, he is currently on furlough due to the federal government shutdown. MPC Carabajal will reach out to him and request that he attend the January 2026 meeting to have the discussion at that time.</p>

APC/USCG/Alaska Pilotage Discussion		
	Todd Duke, General Manager of Compliance Services for Resolve Marine and One Call Alaska, spoke to the board. One Call Alaska is an oil spill response organization focused on compliance with national planning criteria for vessel safety. In Alaska's vast and infrastructure-limited environment, they create tailored plans for Coast Guard approval, incorporating routing measures that keep vessels at least 50 miles offshore, particularly in the Aleutians. Captains are required to adhere to these measures, though exceptions exist such as in the Bering Strait. Weather can complicate navigation, prompting collaboration with weather routing services, even when their suggested routes conflict with protocols. Any deviations from these measures require Coast Guard approval. Last year, a vessel navigated too close to shore during a storm, risking safety because the crew opted against using a pilot. This event raises concerns about enforcing navigation standards in state waters. It's critical to remind operators about safe navigational practices, especially where depth charts are inadequate. One Call’s contracts specify that vessel captains must follow a marine pilot’s direction when one is onboard. Mr. Duke emphasized the importance of adhering to vessel routing measures for safety. Board members asked some clarifying questions so they fully understood how his company and similar companies operate. Mr. Duke was thanked for attending the meeting.	
Schedule Future Meeting Date(s)		
Brief Discussion:		After discussion, the board decided to hold their 2026 spring meeting in Sitka on April 29th, 2026, with the Local Knowledge Exam scheduled for April 28, 2026. The board’s next scheduled meeting will be January 21, 2026, in Anchorage. The board will remain open to scheduling brief teleconferences as needed to address any comments received for Board of Marine Pilot regulations in the public meetings the Division is holding regarding AO 360. The board will review and vote on its final plan of proposed regulations to streamline or eliminate at the January meeting.
Adjourn:		
Brief Discussion: Off Record at 10:59 am		Having completed all scheduled business on the agenda, the board adjourned.
Motion:		Move to adjourn (First: Cronk; Second: Mew).
Discussion:		With nothing to discuss, the board approved the motion via roll call vote.
Recorded Votes (roll call):	Cronk - Yes	Mew - Yes
	Cunningham - Yes	Tougas - Yes
	Sinclair – Yes	Habeger - Yes
		Thayer - Yes
Date Final Minutes Approved by the Board: Meeting OnBoard		

STATE OF ALASKA
DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING
BOARD OF MARINE PILOTS
CONDENSED MINUTES OF THE MEETING HELD DECEMBER 2, 2025

These draft minutes were prepared by staff of the Division of Corporations, Business and Professional Licensing. They have not been reviewed or approved by the Board.

By authority of AS 08.01.070(2) and in compliance with the provisions of AS 44.62, Article 6, a special meeting of the Board of Marine Pilots was held remotely on December 2, 2025, originating from 333 Willoughby Ave., Juneau, AK.

Date:	December 2, 2025	
Time:	9:00 a.m.	
Location:	Remote; originating from 333 Willoughby Ave., Juneau, AK.	
Board Members Present:	Chair Curtis Thayer, Captain Edward (Ed) Sinclair, Andrew Mew, Joseph (Joe) Tougas, Don Habeger, Captain James Cunningham	
Board Members Absent:	Les Cronk (excused)	
Division/SOA Staff Present:	Renee Carabajal (Marine Pilot Coordinator)	
Present from the Public:	Mike Tibbles, ASA	
Special Meeting to establish a plan for regulatory review per Administrative Order 360 (AO360)		
Brief Discussion:	MPC Carabajal provided a brief review of AO360's requirements for regulatory reductions. The options before the board are to divide the regulations between board members, establish a sub-committee or work groups to develop a plan for the board to consider at the scheduled January 2026 meeting. The board had a brief discussion, considering clarifying questions from board members. Following the discussion, it was decided to form a subcommittee. Captain Sinclair, Andrew Mew, and Don Habeger will serve on the committee. The committee's initial meeting will be on December 16, 2025.	
Adjourn:		
Brief Discussion: Off Record at 10:08 am	Having completed all scheduled business on the agenda, the board adjourned.	
Motion:	Move to adjourn (First: Cronk; Second: Mew).	
Discussion:	With nothing to discuss, the board approved the motion by roll-call vote.	
Recorded Votes (roll call):	Mew - Yes	Tougas - Yes
	Cunningham - Yes	Sinclair - Yes
	Habeger – Yes	Thayer - Yes
Date Final Minutes Approved by the Board _____ Meeting _____ OnBoard		

EXECUTIVE SESSION MOTION

I, _____, move that the Alaska State Board of Marine Pilots enter into executive session in accordance with AS 44.62.310(c), and Alaska Constitutional Right to Privacy Provisions, for the purpose of discussing _____
candidate applications for full Marine Pilot licenses with unlimited tonnage.

Board staff member(s) MPC Renee Carabajal 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.

Department of Commerce Community, and Economic Development
Corporations, Business and Professional Licensing

Summary of All Professional Licensing
Schedule of Revenues and Expenditures

Board of Marine Pilots and Foreign Pleasure Craft			FY 18	FY 19	Biennium	FY 20	FY 21	Biennium	FY 22	FY 23	Biennium	FY 24	FY 25	Biennium
Revenue														
Revenue from License Fees			\$	91,150	\$	206,450	\$	297,600	\$	86,250	\$	201,210	\$	287,460
General Fund Received														
Allowable Third Party Reimbursements				-		-		-		-		-		-
TOTAL REVENUE			\$	91,150	\$	206,450	\$	297,600	\$	115,696	\$	135,726	\$	251,422
Expenditures														
Non Investigation Expenditures														
1000 - Personal Services				83,020		78,538		161,558		32,141		59,404		91,545
2000 - Travel				14,158		8,709		22,867		2,323		14,074		16,397
3000 - Services				3,398		4,919		8,317		10,038		5,655		15,693
4000 - Commodities				195		702		897		1,543		191		1,734
5000 - Capital Outlay				-		-		-		-		-		-
Total Non-Investigation Expenditures				100,771		92,868		193,639		46,045		79,324		125,369
Investigation Expenditures														
1000-Personal Services				9,360		14,528		23,888		3,253		8,669		11,922
2000 - Travel						1,341		1,341		-		-		-
3023 - Expert Witness				-		200		200		-		-		-
3088 - Inter-Agency Legal				795		33		828		-		341		341
3094 - Inter-Agency Hearing/Mediation				-		87		87		-		410		410
3000 - Services other						5		5		7		16		23
4000 - Commodities						-		-		-		-		-
Total Investigation Expenditures				10,155		16,194		26,349		3,260		9,436		12,696
Total Direct Expenditures				110,926		109,062		219,988		49,305		88,760		138,065
Indirect Expenditures														
Internal Administrative Costs				13,970		13,964		27,934		6,190		11,005		17,195
Departmental Costs				14,865		16,624		31,489		6,403		8,068		14,471
Statewide Costs				10,324		9,685		20,009		4,448		7,403		11,851
Total Indirect Expenditures				39,159		40,273		79,432		17,041		26,476		43,517
TOTAL EXPENDITURES			\$	150,085	\$	149,335	\$	299,420	\$	66,346	\$	115,236	\$	181,582
Cumulative Surplus (Deficit)														
Beginning Cumulative Surplus (Deficit)			\$	305,082	\$	246,147			\$	397,315	\$	446,665	\$	467,155
Annual Increase/(Decrease)				(58,935)		57,115				49,350		20,490		11,519
Ending Cumulative Surplus (Deficit)			\$	246,147		303,262			\$	446,665	\$	467,155	\$	415,476
Statistical Information														
Number of Licenses for Indirect calculation				152		132				146		163		
Additional information:														
• General fund dollars were received in FY21-FY24 to offset increases in personal services and help prevent programs from going into deficit or increase fees.														
• Most recent fee change: Fee reduction FY23														
• Annual license fee analysis will include consideration of other factors such as board and licensee input, potential investigation load, court cases, multiple license and fee types under one program, and program changes per AS 08.01.065.														

Sub Unit	(Multiple Items)
PL Task Code	MAR1

Sum of Budgetary Expenditures	Object Type Name (Ex)				
Object Name (Ex)	1000 - Personal Services	2000 - Travel	3000 - Services	4000 - Commodities	Grand Total
1011 - Regular Compensation	40,263.08				40,263.08
1021 - Allowances to Employees	104.28				104.28
1023 - Leave Taken	7,942.28				7,942.28
1028 - Alaska Supplemental Benefit	2,955.36				2,955.36
1029 - Public Employee's Retirement System Defined Benefits	156.77				156.77
1030 - Public Employee's Retirement System Defined Contribution	2,495.75				2,495.75
1034 - Public Employee's Retirement System Defined Cont Health Reim	1,237.14				1,237.14
1035 - Public Employee's Retirement Sys Defined Cont Retiree Medical	395.83				395.83
1037 - Public Employee's Retirement Sys Defined Benefit Unfnd Liab	8,652.86				8,652.86
1039 - Unemployment Insurance	144.75				144.75
1040 - Group Health Insurance	12,850.17				12,850.17
1041 - Basic Life and Travel	12.54				12.54
1042 - Worker's Compensation Insurance	174.11				174.11
1047 - Leave Cash In Employer Charge	1,113.91				1,113.91
1048 - Terminal Leave Employer Charge	600.08				600.08
1053 - Medicare Tax	686.30				686.30
1077 - ASEA Legal Trust	2.36				2.36
1079 - ASEA Injury Leave Usage	0.51				0.51
1080 - SU Legal Trst	0.69				0.69
1970 - Personal Services Transfer	353.14				353.14
2000 - In-State Employee Airfare		1,438.18			1,438.18
2001 - In-State Employee Surface Transportation		42.00			42.00
2002 - In-State Employee Lodging		486.63			486.63
2003 - In-State Employee Meals and Incidentals		270.00			270.00
2005 - In-State Non-Employee Airfare		2,102.44			2,102.44
2007 - In-State Non-Employee Lodging		466.00			466.00
2008 - In-State Non-Employee Meals and Incidentals		720.00			720.00
2009 - In-State Non-Employee Taxable Per Diem		32.00			32.00
2010 - In-State Non-Employee Non-Taxable Reimbursement		2,014.89			2,014.89
2012 - Out-State Employee Airfare		641.82			641.82
2013 - Out-State Employee Surface Transportation		119.62			119.62
2014 - Out-State Employee Lodging		366.49			366.49
2015 - Out-State Employee Meals and Incidentals		314.50			314.50
2036 - Cash Advance Fee		4.04			4.04
3055 - Inspections/Testing			5,750.00		5,750.00
3057 - Structure, Infrastructure and Land - Rentals/Leases			325.00		325.00
3085 - Inter-Agency Mail			50.48		50.48
3088 - Inter-Agency Legal			2,410.78		2,410.78
3094 - Inter-Agency Hearing/Mediation			5,705.70		5,705.70
4002 - Business Supplies				3,413.22	3,413.22
Grand Total	80,141.91	9,018.61	14,241.96	3,413.22	106,815.70

FY 2025 CBPL COST ALLOCATIONS

Name	Task Code	Direct Revenues	General Fund Received	3rd Party Reimbursement	Total Revenues	Direct Expense	Percentage of board licenses/total licensees:	Department certified transactions % by Fiscal Revenue \$	Indirect Expense (Total Non-PCN Allocated)	Percentage of program direct Personal Services:	Total Indirect Expenses	Total Expenses	2025 Annual Surplus (Deficit)	FY24 Direct Expense	FY24 Indirect Expenses	FY24 Total Expenses
Acupuncture	ACU1	\$ 36,704		\$ -	\$ 36,704	\$ 7,610	\$ 3,586	\$ -	\$ 3,586	1,873	\$ 5,459	\$ 13,069	\$ 23,635	\$ 6,651	\$ 5,234	\$ 11,885
Architects, Engineer	AEL1	\$ 188,460	\$ -	\$ 3,193	\$ 191,653	\$ 449,475	226,368	\$ 4,018	230,386	105,959	336,345	785,820	(594,167)	337,247	290,445	627,692
Athletic Trainers	ATH1	\$ 5,120		\$ -	\$ 5,120	\$ 3,035	2,045	918	2,963	803	3,766	6,801	(1,681)	1,642	2,538	4,180
Audiology and Speech Pathologists	AUD1	\$ 98,651		\$ -	\$ 98,651	\$ 54,058	33,460	\$ 1,439	34,899	13,362	48,261	102,319	(3,668)	41,069	41,314	82,383
Barbers & Hairdressers	BAH1	\$ 303,803		\$ -	\$ 303,803	\$ 447,826	201,888	\$ 6,299	208,187	108,174	316,361	764,187	(460,384)	364,706	299,416	664,122
Behavior Analysts	BEV1	\$ 16,771		\$ -	\$ 16,771	\$ 13,162	4,090	\$ -	4,090	3,270	7,360	20,522	(3,751)	8,861	6,382	15,243
Chiropractors	CHI1	\$ 315,785		\$ 1,200	\$ 316,985	\$ 191,694	10,136	\$ 868	11,004	43,354	54,358	246,052	70,933	194,286	46,936	241,222
Collection Agencies	COA1	\$ 19,430		\$ -	\$ 19,430	\$ 49,960	17,101	\$ 1,811	18,912	12,787	31,699	81,659	(62,229)	11,743	22,895	34,638
Concert Promoters	CPR1	\$ 13,875		\$ -	\$ 13,875	\$ -	830	\$ 372	1,202		1,202		12,673	44	774	818
Construction Contractors	CON1	\$ 1,408,302		\$ -	\$ 1,408,302	\$ 786,652	287,154	\$ 5,134	292,288	135,461	427,749	1,214,401	193,901	607,170	333,943	941,113
Home Inspectors	HIN1	\$ 8,495		\$ -	\$ 8,495	\$ 21,906	2,638	\$ 1,339	3,977	5,800	9,777	31,683	(23,188)	19,253	9,692	28,945
Dental	DEN1	\$ 630,810	\$ -	\$ -	\$ 630,810	\$ 310,844	71,070	\$ 3,472	74,542	77,402	151,944	462,788	168,022	350,066	157,023	507,089
Dietitians/Nutritionists	DTN1	\$ 13,060		\$ -	\$ 13,060	\$ 18,722	13,811	\$ 1,190	15,001	4,947	19,948	38,670	(25,610)	24,885	21,145	46,030
Direct Entry Midwife	MID1	\$ 104,366		\$ -	\$ 104,366	\$ 18,786	1,482	\$ -	1,482	4,909	6,391	25,177	79,189	24,961	3,268	28,229
Dispensing Opticians	DOP1	\$ 30,433		\$ -	\$ 30,433	\$ 18,914	5,542	\$ -	5,542	4,881	10,423	29,337	1,096	24,239	12,672	36,911
Electrical Administrator	EAD1	\$ 32,310		\$ -	\$ 32,310	\$ 88,422	27,059	\$ 223	27,282	14,330	41,612	130,034	(97,724)	96,254	46,081	142,335
Euthanasia Services	EUT1	\$ 3,500		\$ -	\$ 3,500	\$ 735	445	\$ -	445	194	639	1,374	2,126	488	548	1,036
Geologists	GEO1	\$ 1,150		\$ -	\$ 1,150	\$ 45	652	\$ -	652	7	659	704	446	991	925	1,916
Guardians/Conservators	GCO1	\$ 10,100		\$ -	\$ 10,100	\$ 60,548	741	\$ 322	1,063	4,905	5,968	66,516	(56,416)	6,758	2,881	9,639
Guide-Outfitters	GUI1	\$ 285,923		\$ -	\$ 285,923	\$ 537,908	47,212	\$ 3,795	51,007	118,688	169,695	707,603	(421,680)	434,101	166,507	600,608
Marine Pilots	MAR1	\$ 73,700		\$ -	\$ 73,700	\$ 106,816	4,090	\$ 273	4,363	21,217	25,580	132,396	(58,696)	85,392	20,286	105,678
Foreign Pleasure Craft	FPC1	\$ 70,215		\$ -	\$ 70,215		-	\$ -	-		-	-	70,215		334	334
Marital & Family Therapy	MFT1	\$ 101,579		\$ -	\$ 101,579	\$ 97,649	5,542	\$ 570	6,112	24,843	30,955	128,604	(27,025)	29,916	13,629	43,545
Massage Therapists	MAS1	\$ 54,925		\$ 330	\$ 55,255	\$ 236,819	37,639	\$ 2,059	39,698	56,561	96,259	333,078	(277,823)	225,078	95,655	320,733
Mechanical Administrator	MEC1	\$ 21,305		\$ -	\$ 21,305	\$ 85,553	16,893	\$ 918	17,811	10,618	28,429	113,982	(92,677)	95,639	32,432	128,071
Medical	MED1	\$ 2,690,026		\$ -	\$ 2,690,026	\$ 1,961,011	302,269	\$ 4,935	307,204	284,600	591,804	2,552,815	137,211	1,707,753	482,539	2,190,292
Mortuary Science	MOR1	\$ 26,555		\$ -	\$ 26,555	\$ 8,854	4,475	\$ 372	4,847	2,275	7,122	15,976	10,579	8,230	6,524	14,754
Naturopaths	NAT1	\$ 8,280		\$ -	\$ 8,280	\$ 7,098	1,126	\$ -	1,126	1,826	2,952	10,050	(1,770)	4,147	2,744	6,891
Nurse Aides	NUA1	\$ 225,185		\$ 132	\$ 225,317	\$ 239,914	83,814	\$ 1,513	85,327	34,781	120,108	360,022	(134,705)	101,931	110,655	212,586
Nursing	NUR1	\$ 5,462,496	\$ -	\$ 3,777	\$ 5,466,273	\$ 2,218,313	896,404	\$ 4,067	900,471	473,604	1,374,075	3,592,388	1,873,885	1,843,890	1,145,143	2,989,033
Nursing Home Administrators	NHA1	\$ 16,700		\$ -	\$ 16,700	\$ 2,250	1,956	\$ -	1,956	56	2,012	4,262	12,438	2,044	1,575	3,619
Optometry	OPT1	\$ 136,631		\$ -	\$ 136,631	\$ 46,014	7,646	\$ 174	7,820	11,608	19,428	65,442	71,189	41,753	19,413	61,166
Pawnbrokers	PAW1	\$ 350		\$ -	\$ 350	\$ 3,076	474	\$ -	474	814	1,288	4,364	(4,014)	4,222	2,035	6,257
Pharmacy	PHA1	\$ 363,853	\$ -	\$ 2,506	\$ 366,359	\$ 829,496	204,111	\$ 6,374	210,485	213,141	423,626	1,253,122	(886,763)	658,578	364,788	1,023,366
Physical/Occupational Therapy	PHY1	\$ 163,679		\$ 719	\$ 164,398	\$ 226,724	72,611	\$ 3,993	76,604	54,249	130,853	357,577	(193,179)	185,128	124,363	309,491
Prescription Drug Monitoring Program	PDMP	\$ -		\$ 1,170	\$ 1,170	\$ 1,190	-	\$ -	-	-	-	1,190	(20)	1,721	-	1,721
Professional Counselors	PCO1	\$ 105,550		\$ 644	\$ 106,194	\$ 208,103	36,898	\$ 2,034	38,932	53,127	92,059	300,162	(193,968)	204,504	91,681	296,185
Psychology	PSY1	\$ 168,552		\$ -	\$ 168,552	\$ 198,579	11,855	\$ 645	12,500	47,869	60,369	258,948	(90,396)	173,098	59,195	232,293
Public Accountancy	CPA1	\$ 153,165	\$ -	\$ 6,859	\$ 160,024	\$ 288,048	45,760	\$ 992	46,752	70,939	117,691	405,739	(245,715)	318,407	130,590	448,997
Real Estate	REC1	\$ 148,775		\$ -	\$ 148,775	\$ 326,027	108,176	\$ 1,835	110,011	76,980	186,991	513,018	(364,243)	391,392	191,680	583,072
Real Estate Appraisers	APR1	\$ 180,565		\$ -	\$ 180,565	\$ 151,483	12,507	\$ 2,803	15,310	37,416	52,726	204,209	(23,644)	104,135	39,303	143,438
Social Workers	CSW1	\$ 126,150		\$ -	\$ 126,150	\$ 246,022	42,826	\$ 2,109	44,935	63,348	108,283	354,305	(228,155)	197,753	97,794	295,547
Storage Tank Workers	UST1	\$ 1,080		\$ -	\$ 1,080	\$ 4,678	1,838	\$ -	1,838	1,238	3,076	7,754	(6,674)	11,150	5,691	16,841
Veterinary	VET1	\$ 316,829		\$ 1,953	\$ 318,782	\$ 247,029	26,347	\$ 1,339	27,686	61,279	88,965	335,994	(17,212)	147,383	67,057	214,440
No longer existent board/commission (ie Athletic)			\$ -									-	-			
Totals All Boards		\$ 14,143,193	\$ -	\$ 22,483	\$ 14,165,676	\$ 10,821,048	\$ 2,882,567	\$ 68,205	\$ 2,950,772	\$ 2,263,495	\$ 5,214,267	\$ 16,035,315	\$ (1,869,639)	\$ 9,098,659	\$ 4,575,725	\$ 13,674,384

ABL & Corporations	DA0801005	\$ 13,065,329	\$ -	\$ 13,065,329	\$ 474,829	\$ 1,348,575	\$ 9,301	\$ 1,357,876	\$ 256,212	\$ 1,614,088	\$ 2,088,917	10,976,412	
												-	
Fines & Forfeit GF		223,196	-	223,196							-		
Revenue Transfer In (Carry Forward Net) CFWD		2,011,431	-	2,011,431							-		
Reimbursable Service Agreements AR DA0801007		-		-							-		
RSA 0825023- DHSS Nurse Aide Program		129,571		129,571	129,571						129,571		
RSA 0825024- DHSS PFS- DOA PDMP		306,958		306,958	306,958						306,958		
RSA 0825022- DHSS PFS- DOA BJA PDMP		447,963		447,963	447,963						447,963		
RSA 0825025- DHSS EPI PDMP		198,352		198,352	198,352						198,352		
RSA 0825021 Child Support Assistance		302		302	302						302		
RSA 0825309- DHSS PFS- PDMP		195,000		195,000	195,000						195,000		
Interagency clearing		-		-	-						-		
Direct Professional Licensing TASK 8000				-	73,036						73,036		
General Fund Received TASK 8000		-	288,274	288,274	288,274						288,274		
Telemedicine Business Registry TBR1		107,800		107,800							-		
DWAD - Emergency Authorizations				-							-		
Real Estate Recovery Fund ZSU1		39,020		39,020	123,846						123,846		
Third Party Reimbursement 080801108		-	-	-	-						-		
Total CBPL		\$ 30,868,114	\$ 288,274	\$ 22,483	\$ 31,178,872	\$ 13,059,180	\$ 4,231,142	\$ 77,506	\$ 4,308,648	\$ 2,519,707	\$ 6,828,355	\$ 19,887,535	11,291,337

DIVISION INDIRECT EXPENSES	Total	Prof Lic	Corp & Bus Lic
Percentage of program direct Personal Services:			
Business Supplies	25,582	25,478	104
Office Equipment	195,244	189,754	5,490
State Vehicles	2,641	2,324	317
Storage and Archives	17,687	15,112	2,575
Legal Support	51,005	51,005	-
Central Mail Services Postage	46,394	21,267	25,127
Software Licensing and Maintenance	93,639	93,639	-
Division Administrative Expenses - all other	262,518	262,518	-
Division allocated by percentage of direct personal services:	694,710	661,097	33,613
Percentage of board licenses/total licensees:			
Investigations indirect Personal Services	360,659	331,542	29,117
Division Administration Personal Services	3,179,249	1,942,740	1,236,509
Division allocated by percentage of board licenses/total licensees:	3,539,908	2,274,282	1,265,626
Total Division Indirect Expenses	4,234,618	2,935,379	1,299,239
DEPARTMENT INDIRECT EXPENSES	Total	Prof Lic	Corp & Bus Lic
Percentage of program direct Personal Services:			
Commissioner's Office	205,782	181,088	24,694
Administrative Services - Director's Office	98,735	86,887	11,848
Administrative Services - Human Resources	81,583	71,793	9,790
Administrative Services - Fiscal	134,815	118,637	16,178
Administrative Services - Budget	77,293	68,018	9,275
Administrative Services - Information Technology	229,784	202,210	27,574
Administrative Services - Information Technology - Network & Database/ Management &	149,044	131,159	17,885
Administrative Services - Mail	14,875	13,090	1,785
Administrative Services - Facilities - Maintenance	-	-	-
Department allocated by percentage of direct personal services:	991,911	872,882	119,029
Percentage of board licenses/total licensees:			
Department administrative services support: Fiscal, IT, Procurement	691,234	608,285	82,949
Receipting transaction % by Personal Services:			
Department certified transactions % by Fiscal Revenue \$	77,506	68,205	9,301
Total DEPARTMENT INDIRECT EXPENSES	1,760,651	1,549,372	211,279
STATEWIDE INDIRECT EXPENSES	Total	Prof Lic	Corp & Bus Lic
Percentage of program direct Personal Services:			
Accounting and Payroll Systems	86,615	76,221	10,394
State Owned Building Rental (Building Leases)	297,003	261,363	35,640
State OIT Server Hosting & Storage	7,712	6,787	925
State OIT SQL	8,040	7,075	965
State Software Licensing	-	-	-
Human Resources	78,602	69,170	9,432
IT Non-Telecommunications (Core Cost)	316,458	274,883	41,575
IT Telecommunications	36,340	31,979	4,361
Risk Management	2,316	2,038	278
Statewide allocated by percentage of direct personal services:	833,086	729,516	103,570
FY25 TOTALS BY METHODOLOGY	Total	Prof Lic	Corp & Bus Lic
Percentage of program direct Personal Services:	2,519,707	2,263,495	256,212
Percentage of board licenses/total licensees:	4,231,142	2,882,567	1,348,575
Receipting transaction % by Personal Services:	77,506	68,205	9,301
Grand Total	6,828,355	5,214,267	1,614,088

Department of Commerce Community, and Economic Development
Corporations, Business and Professional Licensing

Summary of All Professional Licensing
Schedule of Revenues and Expenditures

Board of Marine Pilots and Foreign Pleasure Craft	FY 20		FY 21	Biennium	FY 22		FY 23	Biennium	FY 24		FY 25	Biennium		FY 26 1st QTR						
Revenue																				
Revenue from License Fees	\$	86,250	\$	201,210	\$	287,460	\$	112,933	\$	134,600	\$	247,533	\$	53,590	\$	143,915	\$	197,505	\$	15,150
General Fund Received				-		-		2,763		1,126		3,889		742		-		742		-
Allowable Third Party Reimbursements	\$	-	\$	-		-		-		-		-		-		-		-		-
TOTAL REVENUE	\$	86,250	\$	201,210	\$	287,460	\$	115,696	\$	135,726	\$	251,422	\$	54,332	\$	143,915	\$	198,247	\$	15,150
Expenditures																				
Non Investigation Expenditures																				
1000 - Personal Services		70,082		52,807		122,889		32,141		59,404		91,545		41,348		77,709		119,057		22,220
2000 - Travel		7,442		-		7,442		2,323		14,074		16,397		14,012		9,019		23,031		-
3000 - Services		3,687		6,437		10,124		10,038		5,655		15,693		19,161		14,215		33,376		-
4000 - Commodities		1,805		-		1,805		1,543		191		1,734		1,575		3,413		4,988		-
5000 - Capital Outlay		-		-		-		-		-		-		-		-		-		-
Total Non-Investigation Expenditures		83,016		59,244		142,260		46,045		79,324		125,369		76,096		104,356		180,452		22,220
Investigation Expenditures																				
1000-Personal Services		295		552		847		3,253		8,669		11,922		8,954		2,433		11,387		889
2000 - Travel		-		-		-		-		-		-		-		-		-		-
3023 - Expert Witness		-		454		454		-		-		-		-		-		-		-
3088 - Inter-Agency Legal		-		457		457		-		341		341		341		-		341		-
3094 - Inter-Agency Hearing/Mediation		-		-		-		-		410		410		-		27		27		-
3000 - Services other		-		15		15		7		16		23		-		-		-		-
4000 - Commodities		-		-		-		-		-		-		-		-		-		-
Total Investigation Expenditures		295		1,478		1,773		3,260		9,436		12,696		9,295		2,460		11,755		889
Total Direct Expenditures		83,311		60,722		144,033		49,305		88,760		138,065		85,391		106,816		192,207		23,109
Indirect Expenditures																				
Internal Administrative Costs		9,457		7,152		16,609		6,190		11,005		17,195		7,367		9,424		16,791		2,356
Departmental Costs		8,659		7,511		16,170		6,403		8,068		14,471		8,384		9,318		17,702		2,330
Statewide Costs		9,272		7,323		16,595		4,448		7,403		11,851		4,869		6,838		11,707		1,710
Total Indirect Expenditures		27,388		21,986		49,374		17,041		26,476		43,517		20,620		25,580		46,200		6,396
TOTAL EXPENDITURES	\$	110,699	\$	82,708	\$	193,407	\$	66,346	\$	115,236	\$	181,582	\$	106,011	\$	132,396	\$	238,407	\$	29,505
Cumulative Surplus (Deficit)																				
Beginning Cumulative Surplus (Deficit)	\$	303,262	\$	278,813			\$	397,315	\$	446,665			\$	467,155	\$	415,476			\$	426,995
Annual Increase/(Decrease)		(24,449)		118,502				49,350		20,490				(51,679)		11,519				(14,355)
Ending Cumulative Surplus (Deficit)	\$	278,813	\$	397,315			\$	446,665	\$	467,155			\$	415,476	\$	426,995			\$	412,640
Statistical Information																				
Number of Licenses for Indirect calculation		124		138				146		163				135		138				
Additional information:																				
• General fund dollars were received in FY21-FY24 to offset increases in personal services and help prevent programs from going int																				
• Most recent fee change: Fee reduction FY23																				
• Annual license fee analysis will include consideration of other factors such as board and licensee input, potential investigation load, court cases, multiple license and fee types under one progr																				

Appropriation Name (Ex)	(Multiple Items)
Sub Unit	(Multiple Items)
PL Task Code	MAR1

Sum of Budgetary Expenditures	Object Type Name (Ex)	
Object Name (Ex)	1000 - Personal Services	Grand Total
1011 - Regular Compensation	13,704.59	13,704.59
1021 - Allowances to Employees	49.86	49.86
1023 - Leave Taken	717.78	717.78
1028 - Alaska Supplemental Benefit	883.99	883.99
1029 - Public Employee's Retirement System Defined Benefits	17.14	17.14
1030 - Public Employee's Retirement System Defined Contribution	744.72	744.72
1034 - Public Employee's Retirement System Defined Cont Health Reim	365.21	365.21
1035 - Public Employee's Retirement Sys Defined Cont Retiree Medical	122.35	122.35
1037 - Public Employee's Retirement Sys Defined Benefit Unfnd Liab	2,794.45	2,794.45
1039 - Unemployment Insurance	73.53	73.53
1040 - Group Health Insurance	2,870.58	2,870.58
1041 - Basic Life and Travel	3.49	3.49
1042 - Worker's Compensation Insurance	82.15	82.15
1047 - Leave Cash In Employer Charge	329.73	329.73
1048 - Terminal Leave Employer Charge	142.70	142.70
1053 - Medicare Tax	206.48	206.48
1077 - ASEA Legal Trust	0.38	0.38
1079 - ASEA Injury Leave Usage	0.30	0.30
1080 - SU Legal Trst	0.12	0.12
Grand Total	23,109.55	23,109.55



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

BOARD OF MARINE PILOTS

P.O. Box 110806
Juneau, Alaska 99811-0806
Main: 907.465.2525
Fax: 907.465.2974

Foreign Pleasure Craft Exemptions Issued by year:

2020 – 16
2021 – 27
2022 – 23
2023 – 15
2024 - 15
2025 - 21
Total = 117

Revenue for each year:

2020 - \$68,050
2021 - \$88,810
2022 - \$77,582
2023 – \$50,750
2024 - \$23,440
2025 - \$74,010 (6 vessels had fees \$5000 or higher)
Total: \$382,642

Board of Marine Pilots
Memorandum

To: Board of Marine Pilots
From: Regulatory Review Subcommittee
Via: Marine Pilot Coordinator

Date: January 2, 2026

Subj: AO 360 Regulatory Reduction Plan – 12 AAC 56

Purpose

The purpose of this memorandum is to request Board approval of the AO 360 Regulatory Reduction Plan for 12 AAC 56, as approved by the Regulatory Review Subcommittee, and to authorize submission of the plan to the Division of Corporations, Business, and Professional Licensing for inclusion in the State Unified Regulatory Plan.

Background and Subcommittee Process

On December 2, 2025, the Board of Marine Pilots assigned a Regulatory Review Subcommittee to conduct the Board's review of regulations under Administrative Order No. 360 and to develop a compliant regulatory reduction plan for 12 AAC 56.

The Regulatory Review Subcommittee members were:

- Mr. Don Habeger
- Mr. Andrew Mew
- Captain Ed Sinclair

Between December 2 and December 16, 2025, the subcommittee reviewed the Marine Pilotage Regulations as well as the Marine Pilot Coordinator's substantive regulatory review, resulting in a section-by-section evaluation of 12 AAC 56 and preparation of the AO 360 plan in the required statewide format.

The Regulatory Review Subcommittee met on December 16, 2025, to review the draft plan, confirm that statutory mandates and public safety requirements were preserved, and approve the plan for submission to the full Board.

Stakeholder Input

The Division had solicited stakeholder input, but none was received prior to development of the AO 360 Regulatory Reduction Plan. As with all regulation changes, stakeholder input is critical. There may be proposed regulatory changes identified in this plan that have unintended consequences not foreseen by the subcommittee. Any future rulemaking undertaken to implement actions identified in the plan will be subject to review and vetting by affected industry participants, pilot associations, the general public, and the Department of Law, consistent with statutory and administrative procedures.

Planned Timing and Estimated Reduction Percentages

The proposed AO 360 Regulatory Reduction Plan assigns each recommended action to occur in either calendar year 2026 or 2027. This phased approach reflects the subcommittee's judgment regarding implementation complexity and operational considerations.

Based on the plan, the subcommittee estimates that actions scheduled for 2026 represent approximately a 21% reduction of the 167 regulatory requirements identified by the Division. Actions identified for 2027 represent an additional 13% reduction. The AO 360 target is 15% for 2026 and 10% for 2027.

The number of regulatory reduction credits assigned to individual actions represents the subcommittee's good-faith estimate for planning purposes. The Board acknowledges that the Division of Corporations, Business, and Professional Licensing may revise or adjust these credit values during its review or as part of statewide AO 360 implementation.

Pending Regulatory Items

The Board further notes that the final three items listed in the AO 360 Regulatory Reduction Plan are regulatory changes approved by the Board prior to issuance of Administrative Order No. 360.

AO 360 Alignment

The Regulatory Reduction Plan satisfies the requirements of Administrative Order No. 360 by identifying outdated, redundant, or unnecessary regulatory provisions while preserving all safety-critical, licensing, training, and enforcement requirements mandated by statute.

Board Action Requested

The Board is requested to:

1. Approve the AO 360 Regulatory Reduction Plan for 12 AAC 56;
2. Authorize submission of the plan to the Division of Corporations, Business, and Professional Licensing; and
3. Direct staff to proceed with implementation and reporting consistent with Administrative Order No. 360 once approved by the Division