

STATE OF ALASKA
BIG GAME COMMERCIAL SERVICES BOARD



Annual Meeting
December 5-7, 2016
Anchorage, Alaska

Public Packet

STATE OF ALASKA
DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING
ALASKA BIG GAME COMMERCIAL SERVICES BOARD

December 5-7, 2016

Atwood Building

Room 104

550 West 7th Avenue,
Anchorage, AK 99501

Board Members:

Kelly Vrem, Chair,
Master Guide-Outfitter

Karen Polley, Vice
Chair, Public Member

Michele Metz, Private
Landholder

James (David)
Jones, Transporter

James (Tom) Atkins,
Transporter

Gene Peltola, Public
Member

Nicholas Jackson,
Private Landholder

David Brown, Board
of Game

Henry D. Tiffany IV,
Master Guide-Outfitter

Upcoming Meeting

Schedule:

Feb 15, 2017

Teleconference,
Executive Session

March 6-8 2017

Fairbanks

AGENDA

Monday, December 5, 2016

Teleconference: 1-800-315-6338

Access Code: 24272

Sign-up for Public Comment will be available

TIME	TOPIC	LEAD PERSON	TAB
9:00 A.M.	Call to Order/Roll Call	Chair	
	Review Agenda	Chair	
	Investigative Report	Staff	
	Probation Report	Staff	
10:15a.m.	State & Federal Agency Reports		
	FAA	Howard Martin	
	BLM Western Interior	Thomas Bickauskas	
	Fish & Wildlife Troopers	Lt. Paul Fussey	
	Dept. of Fish & Game	Tony Kavalok	
	Dept. of Natural Resources	David Griffin (Mental Health Trust Land office)	
	Dept. of Natural Resources	Jusdi McDonald (S.C Region Land office)	
12:00pm	LUNCH		
1:00 p.m.	Budget Report	Director Hovenden	
2:00p.m.	Board Discussion		
	Regulation Proposal: AAC 75.400	Tom Atkins	
	Regulation Proposal: License disciplinary point system	Henry Tiffany	
3:00pm	Non-regulation Public Comment	Chair	
	APHA regulation proposals	Thor Stacey	
4:00pm	Adjournment	Chair	

**STATE OF ALASKA
DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING
ALASKA BIG GAME COMMERCIAL SERVICES BOARD**

AGENDA

Tuesday, December 6, 2016

**Teleconference: 1-800-315-6338
Access Code: 24272**

Sign-up for Public Comment will be available

TIME	TOPIC	LEAD PERSON	TAB
9:00a.m.	Call to Order/Roll Call	Chair	
9:05 a.m.	Public Comment for Proposed Reg. 12 AAC 75.340 Field Craft Standards	Chair	
11:00a.m.	Civil vs. Criminal cases	AAG Aaron Peterson	
11:30a.m.	Board Discussion		
12:00 p.m.	LUNCH		
1:00 p.m.	Subcommittee Breakout	Chair	
	<ul style="list-style-type: none">• Survivorship for Emergency Transfers• Transporter subcommittee• Testing Rewrite subcommittee• Ethics subcommittee• Guide School subcommittee	Chair Dave Jones Loren Karro Henry D. Tiffany IV Chair and V. Chair	
4:00 p.m.	Subcommittee Update	Chair	
4:30 p.m.	Adjourn	Chair	

STATE OF ALASKA
DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING
ALASKA BIG GAME COMMERCIAL SERVICES BOARD

AGENDA

Wednesday, December 7, 2016

Teleconference: 1-800-315-6338

Access Code: 24272

Sign-up for Public Comment will be available

TIME	TOPIC	LEAD PERSON	TAB
9:00 a.m.	Call to Order/Roll Call	Chair	
9:05a.m.	Subcommittee Report	Chair	
	<ul style="list-style-type: none">Survivorship for Emergency TransfersTransporter subcommitteeTesting Rewrite subcommitteeEthics subcommitteeGuide School subcommittee	Chair Dave Jones Loren Karro Henry D. Tiffany IV Chair and V. Chair	
10:00a.m.	Request for Regulations	Chair	
11:00 a.m.	Board Business	Chair	
	<ul style="list-style-type: none">Ethics ReportCorrespondence ReviewTask ListTravel Action Summary Report		
12:00 p.m.	Adjournment	Chair	

BIG GAME COMMERCIAL SERVICES BOARD



Name	Appointed	Reappointed	Expires
Kelly Vrem, (Sutton) CHAIR Licensed Registered Guides-Outfitter	3/1/2011	3/1/2015	3/1/2019
Karen Polley, (Juneau) VICE-CHAIR Public	3/1/2011	3/1/2013	3/1/2017
Henry D. Tiffany IV, (Ester) Licensed Registered Guides-Outfitter	3/22/2013		3/1/2017
Gene Peltola, (Bethel) Public	3/1/2013	3/1/2014	3/1/2018
Michele Metz, (Juneau) Private Landholders/Restricted	2/1/2012	3/1/2014	3/1/2018
Nicholas Jackson (Gakona) Private Landholders/Restricted	3/1/2016		3/1/2020
James (David) Jones, (Kodiak) Licensed Transporter	3/1/2013	3/1/2015	3/1/2019
James (Tom) Atkins, (Anchorage) Licensed Transporter	3/1/2013		3/1/2017
David Brown, (Wrangell) Designated Board of Game liaison Member/Restricted	1/15/2015	3/1/2016	3/1/2020

**BIG GAME COMMERCIAL SERVICES BOARD
ANNUAL MEETING**

December 5, 2016

Board Member	Present 9:00am	Absent 9:00am	Present 1:00pm	Absent 1:00pm
Kelly Vrem				
Karen Polley				
David Brown				
Nicholas Jackson				
Michele Metz				
Gene Peltola				
James (Tom) Atkins				
James (David) Jones				
Henry D. Tiffany IV				

EXECUTIVE SESSION MOTION

Sec. 44.62.310. Government meetings public.

(c) The following subject may be considered in an executive session:

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

MOTION WORDING:

"In accordance with the provisions of Alaska Statute 44.62.310 (c), I move to go into executive session for the purpose of discussing (select the appropriate statutory citation for the situation):

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

**Board staff is requested to remain during the session *OR*
Board only to remain during session."**

Staff will then state "The board is off the record at _____(time)."

Class A Guide
Big Game Commercial Services Board
REGULATION PROPOSAL

Is this a proposal for a new regulation? ___ YES X NO

If “yes”, which Alaska Statute (AS) under 08.54 supports your new regulation? AS 08.54._____

Is this proposal an amendment to an existing regulation? X YES ___ NO

If “yes”, what is the regulation number? 12 AAC 75.920.(b)

New text is bold, italics and underlined. Deleted text is capitalized and in [].

Proposal: 12 AAC 75.920. HUNTING, GUIDING, AND PRACTICAL EXPERIENCE.

12 AAC 75.920. (a) The hunting, guiding, or practical field experience required under AS 08.54.610 - 08.54.630 will only be accepted by the board if the applicant’s hunting and guiding licenses issued by this state were valid and unencumbered during the time period for which experience is claimed.

(b) For purposes of satisfying the ***the guiding experience requirements in AS 08.54.620 (a)(4)(A)(i), the applicant must document at least 60 days of big game guiding activity in 3 or more calendar years. For purposes of satisfying the*** hunting experience requirements in AS 08.54.620, the applicant must document at least 20 days of big game hunting activity in a calendar year in order to receive credit for one year. ***Big game hunting activity includes working in a guide camp or under the supervision of a licensed guide while performing guide-related duties.***

(c) For purposes of satisfying the requirements in AS 08.54.630(a)(2), the applicant must document at least 30 days of big game hunting activity in a calendar year in order to receive credit for a year. However, an applicant may also satisfy those requirements by documenting a cumulative total of 60 days of big game hunting activity over a period longer than two years, if for at least 30 of the 60 days the applicant works in a guide camp or under the supervision of a licensed guide while performing guide-related duties. Documented passage of the assistant guide training course described in AS 08.54.630(a)(4)(B) may count for 10 days.

(d) For the purposes of the requirements in AS 08.54.630(a)(4)(A), the written recommendation must be signed by the registered guide-outfitter who intends to employ the person as an assistant guide and must attest to the fact that the applicant meets each of the following criteria:

- (1) has knowledge and experience in the safe operation of firearms;
- (2) has knowledge of guide statutes and regulations and game regulations;
- (3) has knowledge in trophy judging, capping, skinning, butchering, and meat and trophy care;
- (4) has directly participated in the spotting, stalking, and subsequent harvesting of at least three big game animals during a guided hunt in this state;
- (5) has knowledge and experience concerning general safety and emergency protocol.

Who is it likely to benefit? Assistant guides who may have less than 20 days of guiding in a calendar year will be able to apply those days towards a cumulative total of 60. Better clarification of what specifically is required, will benefit all classes of guides.

Who is likely to suffer? We can't see where any well intentioned and ethical guide or applicant will suffer by further clarification or allowing less than 20 days per year to still count towards a cumulative minimum.

What will happen if nothing is done? There will be continued confusion about what is required for hunting and guiding experience by those who want to apply for a Class A guide license. Also guides who may guide less than 20 days per calendar year, will continue to be penalized.

Proposed by: Alaska Professional Hunter's Association
Mailing Address: PO Box 240971 , Anchorage Alaska 99524
Phone number: 907-929-0619
Email: office@alaskaprohunter.org

Date: 11-20-16

Assistant Guide
Big Game Commercial Services Board
REGULATION PROPOSAL

Is this a proposal for a new regulation? ___ YES X NO

If “yes”, which Alaska Statute (AS) under 08.54 supports your new regulation? AS 08.54._____

Is this proposal an amendment to an existing regulation? X YES ___ NO

If “yes”, what is the regulation number? 12 AAC 75.920.(c)

New text is bold, italics and underlined. Deleted text is capitalized and in [].

Proposal: 12 AAC 75.920. HUNTING, GUIDING, AND PRACTICAL EXPERIENCE.

12 AAC 75.920. (a) The hunting, guiding, or practical field experience required under AS 08.54.610 - 08.54.630 will only be accepted by the board if the applicant’s hunting and guiding licenses issued by this state were valid and unencumbered during the time period for which experience is claimed.

(b) For purposes of satisfying the hunting experience requirements in AS 08.54.620 the applicant must document at least 20 days of big game hunting activity in a calendar year in order to receive credit for one year.

(c) For purposes of satisfying the requirements in AS 08.54.630(a)(2), the applicant must document at least 30 days of big game hunting activity in a calendar year in order to receive credit for a year. However, an applicant may also satisfy those requirements by documenting a cumulative total of 60 days of big game hunting activity over [A PERIOD LONGER THAN] two *or more calendar* years, if for at least 30 of the 60 days the applicant works in a guide camp or under the supervision of a licensed guide while performing guide-related duties. *Big game hunting activity includes working in a guide camp or under the supervision of a licensed guide while performing guide-related duties.* Documented passage of the assistant guide training course described in AS 08.54.630(a)(4)(B) may count for 10 days.

(d) For the purposes of the requirements in AS 08.54.630(a)(4)(A), the written recommendation must be signed by the registered guide-outfitter who intends to employ the person as an assistant guide and must attest to the fact that the applicant meets each of the following criteria:

- (1) has knowledge and experience in the safe operation of firearms;
- (2) has knowledge of guide statutes and regulations and game regulations;
- (3) has knowledge in trophy judging, caping, skinning, butchering, and meat and trophy care;
- (4) has directly participated in the spotting, stalking, and subsequent harvesting of at least three big game animals **[DURING A GUIDED HUNT]** in this state;
- (5) has knowledge and experience concerning general safety and emergency protocol.

Who is it likely to benefit? All applicants will benefit by a clearer understanding of what qualifies as experience.

Who is likely to suffer? We can't see where any well intentioned and ethical guide or applicant will suffer by further clarification.

What will happen if nothing is done? There will be continued confusion about what qualifies for hunting experience by those who want to apply for an assistant guide license. Several guides participated in lengthy discussions at a December BGCSB meeting in Anchorage a few years ago to discuss 12 AAC 75.920. HUNTING, GUIDING, AND PRACTICAL EXPERIENCE. The intent of the group was always that experience in a guide camp should count towards the hunting experience required in Sec. 08.54.630 (a) (2).

Proposed by: Alaska Professional Hunter's Association Date: 11-20-16
Mailing Address: PO Box 240971 , Anchorage Alaska 99524
Phone number: 907-929-0619 / Email: office@alaskaprohunter.org

Hunt Records
Big Game Commercial Services Board
REGULATION PROPOSAL

Is this a proposal for a new regulation? ___ YES X NO

If “yes”, which Alaska Statute (AS) under 08.54 supports your new regulation? AS 08.54. _____

Is this proposal an amendment to an existing regulation? X YES ___ NO

If “yes”, what is the regulation number? 12 AAC 75.210

New text is bold, italics and underlined. Deleted text is capitalized and in [].

12 AAC 75.210. HUNT RECORD. (a) The hunt record required by AS 08.54.760 must be on a form provided by the department, titled [REGISTERED GUIDE – OUTFITTER] Hunt Record, [DATED OCTOBER 2012,] and adopted by reference.

This form is established by the board for review of the information required to be submitted by registered guide-outfitters.

(b) Before a hunt, a registered guide-outfitter who contracts to guide, transport, or outfit a hunt shall complete or have completed the portions of the hunt record form that are required to be completed before a hunt. **Except that additional harvest tickets and locking tags may be added after the hunt has started by having the client initial and date the change on the field copy of the Hunt Record when the change takes place and then updating the main copy of the Hunt Record at the conclusion of the hunt.**

(c) A copy of the hunt record must be with the client for the duration of a hunt.

(d) At the conclusion of the hunt, the registered guide-outfitter shall complete the applicable remaining portions of the hunt record.

(e) The registered guide-outfitter shall furnish one copy of the completed hunt record to the client and retain one copy for four years at the registered guide-outfitter's regular place of business.

(f) A hunt record must be produced for inspection upon request by an agent of the board or department or any state or federal enforcement agent authorized to enforce guiding, game, or game management statutes or regulations.

(g) If a big game hunting client contracts to hunt big game with more than one registered or master guide-outfitter, a separate hunt record must be completed by each registered or master guide-outfitter and each client. The department will not accept hunt records signed by more than one guide-outfitter.

Who is it likely to benefit? All guides and their clients that may want to agree to add something to their hunt

Who is likely to suffer? We can't see where any well intentioned and ethical guide or their clients will suffer by further clarification.

What will happen if nothing is done? There will be continued confusion about what is required for guides adding tags or harvest tickets to a hunt record.

Proposed by: Alaska Professional Hunter's Association

Date: 11-20-16

Mailing Address: PO Box 240971 , Anchorage Alaska 99524

Phone number: 907-929-0619

Email: office@alaskaprohunter.org

Registered Guide Acting as Class A
Big Game Commercial Services Board
REGULATION PROPOSAL

Is this a proposal for a new regulation? ___ YES X NO, but it is a proposal to add a new subsection to an existing regulation.

If “yes”, which Alaska Statute (AS) under 08.54 supports your new regulation? AS 08.54.610.(d)(1)

Is this proposal an amendment to an existing regulation? X YES ___ NO.

If “yes”, what is the regulation number? 12 AAC 75.920

New text is bold, italics and underlined. Deleted text is capitalized and in [].

Proposal: 12 AAC 75.920. HUNTING, GUIDING, AND PRACTICAL EXPERIENCE.

(e) for the purposes of the requirements in AS 08.54.630(d)(1), a person who is licensed as a registered guide-outfitter may be employed by another registered guide-outfitter to provide the services of a class a assistant guide;

(1) in any game management unit with a common border, including corners and water ways with any unit that a registered guide-outfitter is certified in;

(2) in any game management unit that a registered guide can document 60 days of guiding, hunting, trapping, camping as per 12AAC 75.112.(2)(d), or surveying game.

(A) Upon documenting 60 days of relevant experience in a GMU as mentioned in (e)(2) of this section, that GMU will be listed on the applicant’s license as a unit where they can perform the duties of a class A guide.

Who is it likely to benefit? Sec. 08.54.610 (d)(1), is currently unclear on what qualifications are required by the board concerning which units a registered guide can perform the services of a Class A guide. Clarification will benefit both contracting, and non contracting registered and master guides.

Who is likely to suffer? Registered Guide is our highest level of license and the minimum days of guiding required to attain one is double the minimum to obtain a class A license – 120 days for a registered vs 60 days for a Class A. The additional guide time required to get a registered license should offset any advantage that a Class A has of more time in the GMU. Both levels of guides must still be under the supervision of the contracting guide if they are taking charge of a camp. We don’t think this amendment will negatively impact clients.

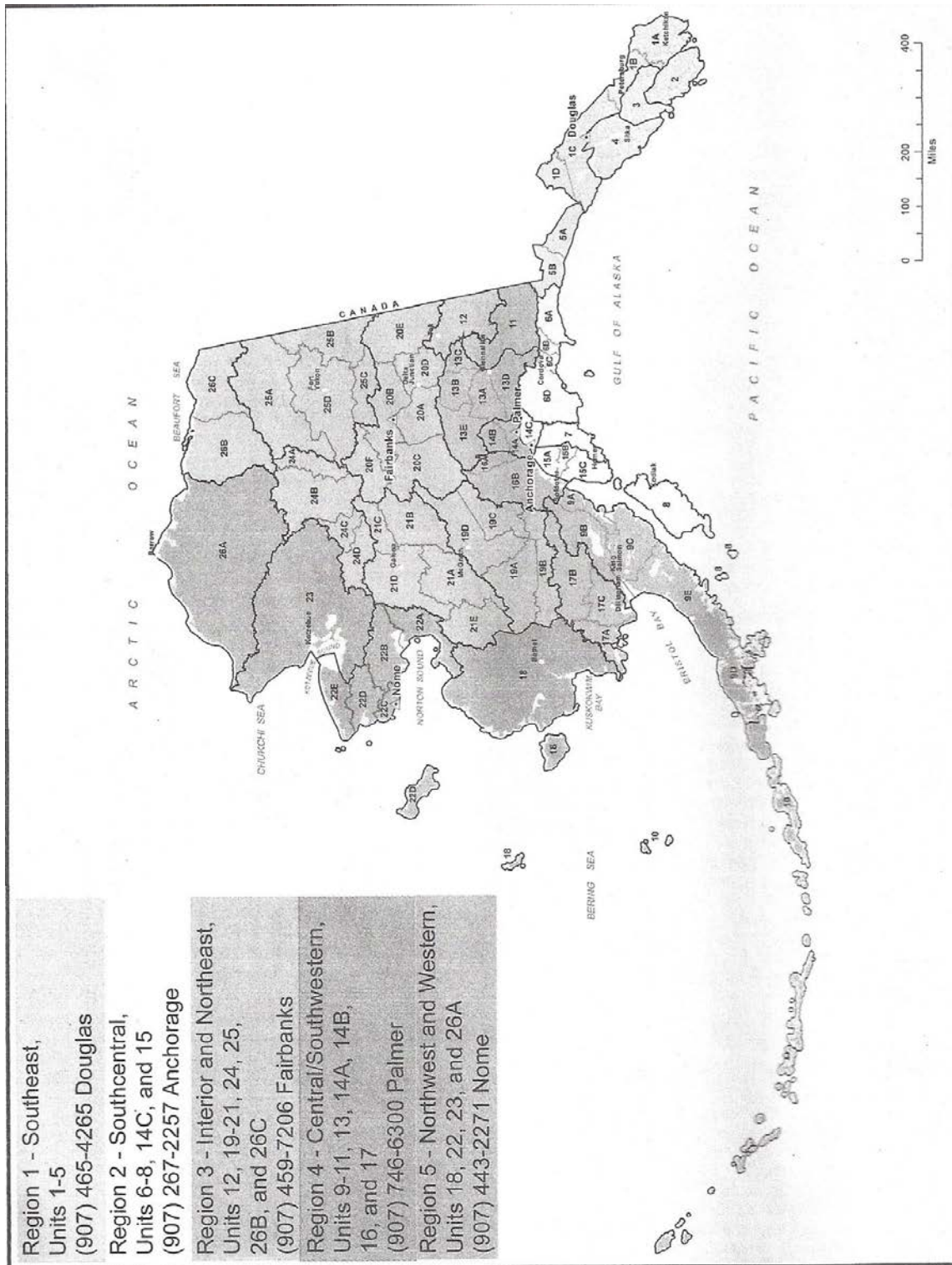
What will happen if nothing is done? The capabilities granted to our industries highest level of licensee will continue to be dictated by a lower class license, and the pool of guides qualified to take charge of a camp, will continue to be very small.

Proposed by: Alaska Professional Hunter’s Association

Date: 11-20-16

PO Box 240971 , Anchorage Alaska 99524

Phone number: 907-929-0619 / Email: office@alaskaprohunter.org



Hunt Contracts
Big Game Commercial Services Board
REGULATION PROPOSAL

Is this a proposal for a new regulation? ___ YES X NO

If “yes”, which Alaska Statute (AS) under 08.54 supports your new regulation? AS 08.54. _____

Is this proposal an amendment to an existing regulation? X YES ___ NO

If “yes”, what is the regulation number? 12 AAC 75.260

New text is bold, italics and underlined. Deleted text is capitalized and in [].

Proposal: 12 AAC 75.260. REGISTERED GUIDE-OUTFITTER CONTRACT REQUIREMENTS. (a) A contracting registered guide-outfitter shall deliver a written contract to the client within 90 days after receipt of a deposit, or before services are provided, whichever is earlier.

(b) A contract must

(1) include the name, license number, and signature of the guide-outfitter, and must include the name of the guide-outfitter’s business if it is different from the name of the individual guide-outfitter;

(2) include the name and signature of the client;

(3) list each big game animal to be hunted, and must identify the primary animal to be hunted;

(4) list the approximate times and dates that the client will be in the field;

(5) list the number of hunting days and dates for each species, if appropriate;

(6) state the cost and payment schedule;

(7) state the amount of the trophy fee, if any, and must identify who is responsible for the cost of the license and tags;

(8) state the extra transportation cost, if any;

(9) include a statement of services provided, including lodging, meals, number of clients per guide, trophy care and shipping, care of meat, and clarification of who is responsible for what;

(10) set out the deposit refund or transfer policy upon cancellation;

(11) include a statement about compensation for any delay of the client arriving in the field on schedule or for the client departing the field before the contracted hunt ends; and

(12) identify who is responsible for private and federal land use fees.

(c) A registered guide-outfitter shall retain a copy of the contract for at least four years.

(d) A contracting registered or master guide who is signing the hunt contract, and who intends to apply a client for a drawing hunt permit for a hunt conducted under regulations required under AS 16.05, shall obtain a unique verification code from the department before entering an application for the client. Unique verification codes will only be issued to registered or master guides who are registered in a guide use area located in the hunt area the year the application is made and the years the permit is valid.

(e) **A contract may be amended at any time before the conclusion of the hunt with the signature of the Contracting Guide and the Client.**

Who is it likely to benefit? All guides and their clients that may want to agree to change their contract

Who is likely to suffer? We can't see where any well intentioned and ethical guide will suffer by further clarification.

What will happen if nothing is done? There will be continued confusion about what is required for guides changing the terms of a contract.

Proposed by: Alaska Professional Hunter's Association
Mailing Address: PO Box 240971 , Anchorage Alaska 99524
Phone number: 907-929-0619
Email: office@alaskaprohunter.org

Date: 11-20-16

Big Game Commercial Services Board
REGULATION PROPOSAL

If you wish your proposal to be considered by the Board at the next scheduled meeting, the proposal must be received by the Division by close of business 45 days before the first day of the scheduled meeting. You may photocopy this form if necessary.

Proposals must be typed or printed legibly in ink.

Is this a proposal for a new regulation? ☐ YES ☒ NO

If "yes", which Alaska Statute (AS) under 08.54 supports your new regulation? AS 08.54. _____

Is this proposal an amendment to an existing regulation? ☒ YES ☐ NO

If "yes", what is the regulation number? AAC 75.450 _____

Proposal: Add language to AAC 75.450 (a), stating that [a contract is not required by a Transporter who is
transporting a client for a licensed Master or Registered Guide.]

Who is it likely to benefit: The Transporter will benefit by not having to enter into a contract with the
Contracting Guides client, who in most cases the Transporter does not know. The Transporter is acting
under the supervision and is compensated by the contracting guide, not the client.

Who is likely to suffer? No one!

What will happen if nothing is done? The Transporter will have to enter into a contractual agreement with the
contracting guides client who is not compensating the Transporter, who is fully insured and licensed.
Confusion and mistakes could occur as the Transporter does not even know the individual until the guide
directs the transporter to transport his or hers client.

If your proposal is an amendment to an existing regulation, you must provide the regulation number to the proposed amendment. If your proposal is for new regulation you must provide the Alaska Statute number under 08.54 that supports your proposal. Failure to provide this information along with your printed name will result in your proposal not being submitted to the Board for consideration.

Proposed by: James A. Tom Atkins Date: 6/30/2016
(Printed Name)

Mailing Address: 12321 Audubon Circle, Anchorage, Alaska 99516

Telephone Number (optional): _____

Email Address (optional): t.atkins@acsalaska.net

Mail To: Big Game Commercial Services Board
PO Box 110806
Juneau, AK 99811-0806

Big Game Commercial Services Board
REGULATION PROPOSAL

If you wish your proposal to be considered by the Board at the next scheduled meeting, the proposal must be received by the Division by close of business 45 days before the first day of the scheduled meeting. You may photocopy this form if necessary.

Proposals must be typed or printed legibly in ink.

Is this a proposal for a new regulation? ☐ YES ☒ NO

If "yes", which Alaska Statute (AS) under 08.54 supports your new regulation? AS 08.54. _____

Is this proposal an amendment to an existing regulation? ☒ YES ☐ NO

If "yes", what is the regulation number? AAC 75.400 (b) _____

Proposal: Add language to AAC 75.400 (b) ,that states that [no Transporter Activity Report is required when a
Transporter is transporting clients for a licensed Registered Guide or licensed Master Guide.]

Who is it likely to benefit: The State will benefit because only the guide will provide the State with a copy
of the Hunt Record , thus avoiding duplicate reporting and duplicate accounting. Also the Transporter will
benefit by not having to file a duplicate Activity Report for the Guides client.

Who is likely to suffer? No one!

What will happen if nothing is done? Duplicate reporting and fees will be required for the same client who is
actually the contracting guides client. Duplicate reporting will burden Occupational licensing staff.

The Transporter is acting under the direction of the contracting guide and is compensated by the contracting
guide, and usually has no contact with the client until directed to by the contracting guide.

If your proposal is an amendment to an existing regulation, you must provide the regulation number to the proposed amendment. If your proposal is for new regulation you must provide the Alaska Statute number under 08.54 that supports your proposal. Failure to provide this information along with your printed name will result in your proposal not being submitted to the Board for consideration.

Proposed by: James A. Tom Atkins Date: 6/30/2016
(Printed Name)

Mailing Address: 12321 Audubon Circle, Anchorage AK. 99516

Telephone Number (optional): _____

Email Address (optional): _____

Mail To: Big Game Commercial Services Board
PO Box 110806
Juneau, AK 99811-0806

12 AAC 75.400. TRANSPORTER ACTIVITY REPORT

Add paragraph:

(e) During portions of a hunt, a transporter is exempt from transporter activity report filing requirements when providing transportation services for a client to, from or in between sites operated by another transporter or registered guide who has contracted this same hunt with this same client.

12 AAC 75.450. TRANSPORTER CONTRACT REQUIREMENTS

Add paragraph:

(c) During portions of a hunt, a transporter is exempt from transporter contracting requirements when providing transportation services for a client to, from or in between sites operated by another transporter or registered guide who has contracted this same hunt with this same client.

Rolan Ruoss' Draft Proposal #1

Proposal to amend 12 AAC 75.450 Transporter Contract Requirements to exempt Part 135 air taxis from the contract requirement.

Proposed change:

Amend 12 AAC 75.450 Transporter Contract Requirements by adding the following:

- (d) A transporter is exempt from the requirement to complete a contract if
 - 1) the transporter is an on-demand Part 135 air taxi, and
 - 2) the transporter does not charge more than the usual tariff or charter rate for transporting big game hunters, and
 - 3) the transport to the field originates in a community where the transporter has a permanent business office (staffed at least 6 months per year), and
 - 4) the transporter posts at the location where the transport originates a notice to the public that includes the following statement: "A big game transporter may provide transportation services only, and may not accompany or remain in the field with a big game hunter, or provide big game guide services in the field, or provide fuel, vehicles, or equipment to big game hunters in the field. It is the hunter's responsibility to salvage all meat and follow all hunting regulations."

Who is likely to benefit? The fixed-base on-demand air taxis who provide charter services to a variety of clients including big game hunters, for which services those air taxis do not and would not write contracts with clients as a normal business practice. A transporter that chooses to write contracts with its clients is free to do so, but will not be required to. Clients of transporters who charge more than the usual tariff or charter rate for the transport of big game hunters will still be protected by the contract requirement of 12 AAC 75.450, as amended.

Who is likely to suffer? No one. Supporters of the current contract requirement explain that written contracts protect clients against failure to provide agreed services by itinerant "gypsy" air taxis who operate temporarily out of bush communities. Itinerant air taxis who do not operate from a fixed base will still be required to write contracts. Established fixed-base on-demand air taxis are not creating the problem that the current regulation is intended to address.

What will happen if nothing is done? Fixed-base on-demand air taxis and their charter clients will continue to be unnecessarily burdened by a regulation that provides little practical benefit.

Discussion: The current regulation requires a transporter to deliver a written contract to the client within 90 days of receiving a deposit or as soon as possible before transporting. The contract must include: names, signatures type of game, price, weight limits, refund policy, communication method while in the field, a statement that the services are transportation only and that the Transporter may

not provide guiding services or equipment in the field, and a statement that the client is responsible for salvage of meat. Transporter must keep contract copies for 4 years.

Fixed base Part 135 air taxis have transported hunters for decades without written contracts, a successful business practice with very few complaints. The transporter contract requirement of AAC 75.450 is widely ignored and not enforced because it is impractical and unnecessary - a clear example of a solution for a problem that doesn't exist. If there is a problem that this regulation is intended to address, it is not being caused by fixed base operators. Fixed base air taxis are visible established businesses who are motivated to provide quality service in order to maintain a positive reputation or risk losing future customers. They are mostly small to medium sized operations that don't have the staff or time to generate more needless paperwork. If there is a proven service advantage in written contracts, the most successful operators in the industry will adopt them. If and when contracts become a standard in the industry, then it would be appropriate for regulation to require them.

Rolan Rouss Draft Proposal #3

Proposal to amend to 12 AAC 75.400. Transporter Activity Report, to simplify the transporter activity report process.

Amend 12 AAC 75.400 Transporter Activity Report, as follows:

- (a) Each transporter activity report required by AS 08,54.650 must be on a form provided by the department, titled Transporter Activity Summary Report, dated _____ 2016, and adopted by reference. This form is established by the board for review of the information required by AS 08,54.650.
- (b) On the day a client is transported, a transporter shall collect the names and hunting license numbers of each member of each party, and the date and location of the transport activity, and enter that information on a summary form (ref: transporter activity annual summary report form _____ 2016) provided by the department.
- (c) Immediately after transporting the client out of the field, the transporter shall complete the applicable remaining portions of the transporter activity report (the date and location).
- (d) For the purposes of this report, "a party" is defined as one or more big game hunters traveling together to the same destination. A transporter is not required to report parties transported to/from a camp operated by a big game guide, or parties transported to/from another big game transporter, or parties transported to/from a private property or vessel owned by a member of the party.
- (e) The transporter shall retain the transporter activity annual summary report form at the transporter's main business premises and make it available for inspection upon request by an agent of the board or department or any state or federal enforcement agent authorized to enforce guiding, game, or game management statutes or regulations.
- (f) The transporter shall file the transporter activity summary report form annually with the department before Jan. 31 of the year following the transport activity.

In adopting this amendment to AAC 75.400 the board will create a new simplified transporter activity report form ("the form titled Transporter Activity Summary Report, dated _____ 2016") that will be a summary of all big game hunting parties transported by a transporter in each calendar year. This amendment eliminates the current policy of completing and filing an individual form for each hunting party. It will not require number of animals harvested or estimated weight of meat to be reported.

This new report form will only be required to be filed annually.

The department may develop an online filing form to further simplify the filing process, improve data entry efficiency, and reduce cost.

Who is likely to benefit?

- 1) Transporters, by reducing unnecessary paperwork.

2) Div. of Licensing staff and the State of Alaska, by reducing unnecessary and redundant paperwork and the associated cost.

3) The BGCSB by more efficient and comprehensive data collection.

Who is likely to suffer? No one. The data that the BGCSB wants to collect will still be collected. Enforcement personnel will still have immediate access to the information they need for their tasks. Big game harvest data is already being collected by ADF&G and is available to other State agencies.

What will happen if nothing is done? The Div. of Licensing will continue to require, and transporters will continue to complete, unnecessary paperwork and pay unjustifiably high filing fees.

The existing supporting statute is:

AS 08.54.650. Transporter License.

(2)(c) A transporter shall provide an annual activity report on a form provided by the department. An activity report must contain all information required by the board by regulation.

Discussion: Instead of increasing fees across the BGCSB system, the Division ought to be looking for opportunities for cost reduction. Transporter Activity Reports should be evaluated for effectiveness and modified or streamlined to reduce expense. TARs are collecting some resource information from hunters that is already being collected by ADF&G on harvest tags and hunter surveys, and the ADF&G information is available in a searchable database. Coordination and data sharing between Div. of Licensing, AK State Troopers, and ADF&G will save the Division and transporters time and money.

Although some board members state that the TAR information is necessary for “resource management”, in fact, its main use is for enforcement actions. To have value as an enforcement reference, the TAR (which currently is a sworn statement by the transporter) should only include information that is verifiable by the transporter (name, address and hunting license copied from client’s license, dates and location of transport services), not number of animals harvested and estimated weight of meat.

Filling out and filing a TAR for each party is an expensive and time consuming burden for transporters. The real-world value of transporter report data is for occasional use by enforcement personnel. If the BGCSB wants accurate and comprehensive information on hunting activity and insists on making transporters collect it, then they ought to concentrate on making the task less burdensome by developing a simplified report that does not collect what ADF&G is already collecting, and consider making it an online form so the data entry task is done when it is filed.

The new \$50 transporter activity report filing fee is guaranteed to result in fewer reports being filed by transporters. Transporters who are currently reporting all their big game transports will reduce their participation in the TAR reporting system, or drop their transporter license by exercising the air taxi exemption, simply to avoid the abusive cost.

Big Game Commercial Services Board
REGULATION PROPOSAL

If you wish your proposal to be considered by the Board at the next scheduled meeting, the proposal must be received by the Division by close of business 45 days before the first day of the scheduled meeting. You may photocopy this form if necessary.

Proposals must be typed or printed legibly in ink.

Is this a proposal for a new regulation? ☐ YES ☐ NO

If "yes", which Alaska Statute (AS) under 08.54 supports your new regulation? AS 08.54. _____

Is this proposal an amendment to an existing regulation? ☐ YES ☐ NO

If "yes", what is the regulation number? AAC 75. _____

Proposal: _____

Who is it likely to benefit: _____

Who is likely to suffer? _____

What will happen if nothing is done? _____

If your proposal is an amendment to an existing regulation, you must provide the regulation number to the proposed amendment. If your proposal is for new regulation you must provide the Alaska Statute number under 08.54 that supports your proposal. Failure to provide this information along with your printed name will result in your proposal not being submitted to the Board for consideration.

Proposed by: _____ Date: _____
(Printed Name)

Mailing Address: _____

Telephone Number (optional): _____

Email Address (optional): _____

**Mail To: Big Game Commercial Services Board
PO Box 110806
Juneau, AK 99811-0806**

**BIG GAME COMMERCIAL SERVICES BOARD
ANNUAL MEETING**

December 6, 2016

Board Member	Present 9:00am	Absent 9:00am	Present 1:00pm	Absent 1:00pm	
Kelly Vrem					
Karen Polley					
David Brown					
Nicholas Jackson					
Michele Metz					
Gene Peltola					
James (Tom) Atkins					
James (David) Jones					
Henry D. Tiffany IV					

NOTICE OF PROPOSED CHANGES TO ETHICS STANDARDS FOR GUIDES IN THE REGULATIONS OF THE BIG GAME COMMERCIAL SERVICES BOARD

BRIEF DESCRIPTION: The Big Game Commercial Services Board proposes to update regulations regarding ethics standards for guides.

The Big Game Commercial Services Board (Board) proposes to adopt regulation changes in Title 12, Chapter 75, of the Alaska Administrative Code, dealing with professional ethics standards for guides, including the following:

12 AAC 75.340, Professional ethics standards for guides, is proposed to be changed to alter the ethics standards requirements for guides.

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 Jun Maiquis, 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/183326>, and using the comment link. **The comments must be received not later than 5:00 p.m. on November 23, 2016.**

Oral comments relevant to the proposed action, including the potential costs to private persons of complying with the proposed action, may also be given at a hearing to be held on December 6, 2016, at the Atwood Building, 550 W. 7th Avenue, Room 104, Anchorage, Alaska. **Written comments will not be accepted at the hearing.** If you wish to give your comments via telephone, please call 1-800-315-6338 access code 24272. The hearing will begin at 9:05 a.m. and will end when those who have signed up before 9:05 a.m. to give oral testimony have had the opportunity to comment. The chair of the Board may limit each participant's length of oral testimony to a time limit, determined by the chair before the hearing begins, to allow enough time for all those present and timely registered to give testimony.

You may submit written questions relevant to the proposed action to Jun Maiquis, Regulations Specialist, Division of Corporations, Business and Professional Licensing, P.O. Box 110806, Juneau, AK 99811-0806 or by e-mail at jun.maiquis@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 or on the Board's website at <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BigGameCommercialServicesBoard.aspx>. The Board may, but is not required to, answer written questions received after the 10-day cut-off date and before the end of the comment period.

If you are a person with a disability who needs a special accommodation in order to participate in this process, please contact Jun Maiquis at (907) 465-2537 or jun.maiquis@alaska.gov not later than November 16, 2016 to ensure that any necessary accommodations can be provided.

A copy of the proposed regulation changes is available on the Alaska Online Public Notice System and by contacting Jun Maiquis at (907) 465-2537 or jun.maiquis@alaska.gov, or go to <https://www.commerce.alaska.gov/web/portals/5/pub/BGCSB-0716.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 regulations may be different from that of the proposed regulations. **You should comment during the time allowed if your interests could be affected.** Written comments and questions received are public records and are subject to public inspection.

Statutory Authority: AS 08.54.600; AS 08.54.680; AS 08.54.710

Statutes Being Implemented, Interpreted, or Made Specific: AS 08.54.600; AS 08.54.680; AS

08.54.710

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

DATE: 10/21/16

/s/

Jun Maiquis, Regulations Specialist
Division of Corporations, Business and
Professional Licensing

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.

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:** Professional ethics standards for guides.
3. **Citation of regulation:** 12 AAC 75.340.
4. **Department of Law file number:** To be assigned.
5. **Reason for the proposed action:** Update and clarification of current regulations.
6. **Appropriation/Allocation:** Corporations, Business and Professional Licensing – #2360.
7. **Estimated annual cost to comply with the proposed action to:**
A private person: None.
Another state agency: None.
A municipality: None.
8. **Cost of implementation to the state agency and available funding (in thousands of dollars):**
No costs are expected in FY 2017 or in subsequent years.
9. **The name of the contact person for the regulation:**
Cindy Hansen, Licensing Examiner
Big Game Commercial Services Board
Division of Corporations, Business and Professional Licensing
P.O. Box 110806, Juneau, AK 99811-0806
Telephone: (907) 465-2543
E-mail: cindy.hansen@alaska.gov
10. **The origin of the proposed action:** Big Game Commercial Services Board.

11. **Date:** 10/21/16

Prepared by: /s/

Jun Maiquis
Regulations Specialist
(907) 465-2537

Chapter 75. Big Game Commercial Services Board.

(Words in **boldface and underlined** indicate language being added; words [CAPITALIZED AND BRACKETED] indicate language being deleted.)

12 AAC 75.340(d) is amended to read:

(d) **Field craft standards.** All classes of guides shall

(1) **conduct themselves in a professional sportsman like manner, and treat wildlife, wild lands and all users with courtesy and respect;**

(2) use every lawful means at the licensee's disposal to bag a wounded animal while it is in danger of escaping, or, in a serious emergency, while human life or well-being is endangered;

(3) [(2)] barring unforeseen conditions, properly prepare according to generally accepted procedures, all antlers, horns, hides, and capes to be delivered to the taxidermist or to the client at the conclusion of a hunt in a satisfactory and unspoiled condition, unless the guide is providing only outfitting and transportation services for the client;

(4) [(3)] endeavor to salvage all meat of animals taken by clients, in accordance with state statutes and regulations;

(5) [(4)] except for brown bear, grizzly bear, wolves, and wolverine, transport the meat of a big game animal taken by the client in accordance with 5 AAC 92;

(6) [(5)] respect gear, equipment, food, shelter, and camps established by other users;

(7) [(6)] avoid staging unused or unattended camps and gear to discourage other users from utilizing a location;

(8) [(7)] allow appropriate buffer areas between hunters and camps in order to avoid disrupting hunts and hunting experiences;

(9) refrain from using any mechanical powered equipment to knowingly herd, drive, chase or harass big game animals;

(10) refrain from making multiple, consecutive approaches in any mechanical powered equipment, near any game animal or group of game animals during any open hunting season for that species, to avoid altering the hunting experience of other hunters, [(8) AVOID USING AN AIRCRAFT IN ANY MANNER TO SPOT BIG GAME FOR THE PURPOSE OF TAKING A SPECIFIC ANIMAL,] unless

(A) hunting brown, grizzly, or black bears from January 1 through June 30 in an area with an allowable harvest under 5 AAC 85 and 5 AAC 92, **of** [OR] one or more brown or grizzly bears per regulatory year; in this subparagraph, "regulatory year" has the meaning given in 5 AAC 92.990; or

(B) specifically authorized under another statute or regulation;

(11) [(9)] avoid utilizing [, IN ANY MANNER,] global positioning system (GPS) or other electronic devices to **locate and stalk** [ASSIST IN THE TAKING OF] a big game animal **for the purpose of harvest**; and

(12) [(10)] respond personally or through an assistant to requests for assistance communicated during the hunt; a contracting or employing guide must respond within a reasonable time based on the urgency of the request, weather conditions, and other safety factors. (Eff. 7/30/2006, Register 179; am 6/8/2007, Register 182; am 11/24/2007, Register 184; am 6/26/2010, Register 194; am 6/2/2011, Register 198; am 1/13/2012, Register 201; am 12/2/2012, Register 204; am 4/13/2013, Register 206; am 4/16/2016, Register 218; am ____/____/____, Register ____)

Authority: AS 08.54.600 AS 08.54.680 AS 08.54.710

Frequently Asked Big Game Transportation Questions

Part 1

As an air taxi who is not a licensed big game transporter:

- 1. Can I fly, for compensation, big game hunters, their equipment, or big game animals harvested by hunters to, from, or in the field?**
 - a. **Yes**, AS 08.54.790(12) allows you to fly big game hunters as long as you do not:
 - (i) charge more than the usual tariff or charter rate for the carriage of big game hunters, their equipment, or big game animals harvested by hunters; or
 - (ii) advertise transportation services or big game hunting services to the public; in this subsubparagraph, “advertise” means soliciting big game hunters to be customers of an air taxi operator or air carrier for the purpose of providing air transportation to, from, or in the field through the use of print or electronic media, including advertising at trade shows, or the use of hunt broker services or other promotional services.
- 2. Can I advertise air transportation for big game hunters if I do not charge more than the usual tariff or charter rate for the carriage of big game hunters, their equipment, or big game animals harvested by hunters?**
 - a. **No**, AS 08.54.790(12) prohibits you from advertising to big game hunters regardless of the tariff or charter rate.
- 3. Can I advertise air transportation for hunters if I do not refer to “big game” or any species that are defined as big game in Alaska?**
 - a. **No**, the use of hunt, hunters or hunting as stand-alone words in advertising implies big-game.
However, If specified “duck hunting” or “squirrel hunting” etc. then it is an unregulated activity and is allowed in un-licensed advertising.
- 4. Can I advertise air transportation at The Great Alaska Sportsman’s Show if I don’t refer to hunting?**
 - a. **No**, in AS 08.54.790(12) “advertise” means soliciting big game hunters to be customers of an air taxi operator or air carrier for the purpose of providing air transportation to, from, or in the field through the use of print or electronic media, including advertising at trade shows, or the use of hunt broker services or other promotional services.

The Great Alaska Sportsman's Show clearly contains and promotes elements of the hunting "trade".

However, Advertising at a boat show, commercial fishing show or other show, without elements of the hunting trade, would be allowed.

DRAFT 11/15/2016

Part 2

As an air taxi who is a licensed big game transporter:

1. **Do I need to complete a transporter contract and a transporter activity report if I exercise my advertising privilege as a licensed transporter, but I do not charge more than the usual tariff or charter rate for the carriage of big game hunters?**
 - a. **Yes**, AS 08.54.790(12) allows no exemption from transporter contract or reporting requirements for licensed business or individuals who advertise transportation services or big game hunting services to the public, regardless of the tariff or charter rate.
2. **Do I need to complete a transporter contract and a transporter activity report when I fly a hunter to a licensed guide camp or to another licensed transporter's lodge or boat?**
 - a. **Yes**, AS 08.54.680(c), 12 AAC 75.400 and 12 AAC 75.450 combine to require a transporter contract and a transporter activity report whenever flying a hunter to, from, or in the field. There are currently no regulatory exceptions to contract or report requirements for multiple service providers on a single hunt.
3. **Do I need to complete a transporter contract and a transporter activity report each time I fly a hunter to, from or in the field?**
 - a. **Yes**, AS 08.54.680(c), 12 AAC 75.400 and 12 AAC 75.450 combine to require a transporter contract and a transporter activity report whenever flying a hunter to, from, or in the field. There are currently no regulatory exceptions to contract or report requirements for licensed transporters who advertise transportation services or big game hunting services to the public; or charge hunters more than their usual tariff or charter rate.
"Once a transporter, always a transporter".
4. **Is every pilot of an Air Taxi/Transporter required to have the Transporter license?**
 - a. **No**, 12 AAC 75.145 allows that a transporter license can be held by a person, a partnership or a corporation. The name of one individual who is responsible for managing the transporter's business activities must be identified. There are no restrictions on employees of the person, partnership or corporation from providing transportations services on their employers behalf.

Transportation Services – AS 08.54.790(12)

“Transportation Services” means the carriage for compensation of big game hunters, their equipment, or big game animals harvested by hunters to, from, or in the field; “transportation services” does not include the carriage by aircraft of big game hunters, their equipment, or big game animals harvested by hunters

(A) on nonstop flights between airports listed in the Alaska supplement to the Airmen’s Guide published by the Federal Aviation Administration; or

(B) by an air taxi operator or air carrier for which the carriage of big game hunters, their equipment, or big game animals harvested by hunters is only an incidental portion of its business; in this subparagraph, “incidental” means transportation provided to big game hunters by an air taxi operator or air carrier who does not

(i) charge more than the usual tariff or charter rate for the carriage of big game hunters, their equipment, or big game animals harvested by hunters; or

(ii) advertise transportation services or big game hunting services to the public; in this subsubparagraph, “advertise” means soliciting big game hunters to be customers of an air taxi operator or air carrier for the purpose of providing air transportation to, from, or in the field through the use of print or electronic media, including advertising at trade shows, or the use of hunt broker services or other promotional services.

DRAFT 11/15/2016

-DRAFT 11/15/2016-

A State of Alaska, Big Game Commercial Services Board, Industry Outreach Letter

The Big Game Commercial Services Board (BGCSB) is contacting you as a member of Alaska's bush transportation industry.

The board has recognized that there are several misconceptions in this industry as it applies to the carriage of big game hunters. It is the desire of the BGCSB, through this letter, to shed light on many of these misconceptions in an effort to bring the industry into compliance with state statutes and regulations.

Alaska Statutes, Chapter 54 (AS 08.54.591 – AS 08.54.790) has tasked the BGCSB with regulating the carriage for compensation of big game hunters, their equipment or big game animals harvested by hunters, to, from or in the field. The "field" means an area outside of established year round dwellings, businesses or other developments associated with a city, town or Village; "field" does not include permanent hotels or roadhouses on the state road system or state or federally maintained airports. YOU ARE REQUIRED to have a TRANSPORTER LICENSE If your business provides transportation to big game hunters to, from or in the field with one exception.

The only exception to this requirement is provided to an air taxi operator or air carrier who does not charge more than their usual tariff or charter rate for the carriage of hunters, their equipment or animals harvested by hunters; or advertise transportation services or big game hunting services to the public.

There are no exceptions to the transporter license requirements for other forms of transportation including boats, ATVs, horses and etc.

The authority for this information are Alaska Statutes 08.54.790 (7) and (12) which are included in this letter's supplement.

Air Taxi Operators and Air Carriers Without a Transporter License

The BGCSB and members of the public have identified several air taxis who are advertising hunting transportation to destinations in the field in violation of AS 08.54.790 (12).

Please review your advertising information such as your signage, brochure, web site and ads placed in other print or electronic media. Also consider the advertising materials of any travel agents or booking agents who market your services.

Please remove any advertising references to "hunting", "hunts" or "hunters". Please remove any photographs of big game hunters with the animals, horns or antlers they have taken. Please discontinue accepting reservations from travel or booking agents whose advertising includes these same features.

The BGCSB and the Alaska State Troopers continue to monitor hunt related advertising and may prosecute you if you begin or continue to violate the law. It's in everyone's best interest to be compliant and we thank you in advance for your cooperation.

Businesses That Use Boat, ATV, Horse or Other Types of Transport in the Field

You are required to have a transporter license if your business provides transportation for compensation of big game hunters, their equipment or big game animals harvested by hunters, to, from or in the field.

You can apply for a transporter license by contacting:

The Big Game Commercial Services Board

P.O. Box 110806

Juneau, AK 99811-0806

Main Phone: (907) 465-2550 FAX: (907) 465-2974

If you are already a licensed transporter, please review your business practices to insure you are in compliance with the transporter contract and transporter activity report requirements of your license. Failure to complete these forms is a violation that may result in fines and sanctions against your license. These requirements are explained in 12 AAC 75.400 TRANSPORTER ACTIVITY REPORT and 12 AAC 75.450 TRANSPORTER CONTRACTOR REQUIREMENTS which are included in this letter's supplement.

Air Taxi Operators and Air Carriers With a Transporter License

The BGCSB is concerned that many transporters may not be completing their required contracts and reports. Please review your business practices to insure you are in compliance with the transporter contract and transporter activity report requirements of your license. Failure to complete these forms is a violation that may result in fines and sanctions against your license. These requirements are explained in 12 AAC 75.400 TRANSPORTER ACTIVITY REPORT and 12 AAC 75.450 TRANSPORTER CONTRACTOR REQUIREMENTS which are included in this letter's supplement.

The BGCSB would like to thank you for reading this letter and for your efforts to remain, or become, compliant with state law as it pertains to hunting transportation.

-DRAFT-

State of Alaska, Big Game Commercial Services Board

Supplement

08.54.790. DEFINITIONS. (7) "field" means an area outside of established year-round dwellings, businesses, or other developments associated with a city, town, or village; "field" does not include permanent hotels or roadhouses on the state road system or state or federally maintained airports.

08.54.790. DEFINITIONS. (12) "transportation services" means the carriage for compensation of big game hunters, their equipment, or big game animals harvested by hunters to, from, or in the field; "transportation services" does not include the carriage by aircraft of big game hunters, their equipment, or big game animals harvested by hunters

(A) on nonstop flights between airports listed in the Alaska supplement to the Airmen's Guide published by the Federal Aviation Administration; or

(B) by an air taxi operator or air carrier for which the carriage of big game hunters, their equipment, or big game animals harvested by hunters is only an incidental portion of its business; in this subparagraph, "incidental" means transportation provided to a big game hunter by an air taxi operator or air carrier who does not

(i) charge more than the usual tariff or charter rate for the carriage of big game hunters, their equipment, or big game animals harvested by hunters; or

(ii) advertise transportation services or big game hunting services to the public; in this sub-subparagraph, “advertise” means soliciting big game hunters to be customers of an air taxi operator or air carrier for the purpose of providing air transportation to, from, or in the field through the use of print or electronic media, including advertising at trade shows, or the use of hunt broker services or other promotional services.

12 AAC 75.400. TRANSPORTER ACTIVITY REPORT

(a) Each transporter activity report required by AS 08.54.650 must be on a form provided by the department, titled Transporter Activity Report, dated October 2012, and adopted by reference. This form is established by the board for review of the information required by AS 08.54.650.

(b) On the day a client is transported, a transporter shall complete or have completed the portions of the transporter activity report that are required to be completed at that time.

(c) Immediately after transporting the client out of the field, the transporter shall complete the applicable remaining portions of the transporter activity report.

(d) The transporter shall make the transporter activity report available for inspection upon request by an agent of the board or department or any state or federal enforcement agent authorized to enforce guiding, game, or game management statutes or regulations.

Editor's note: Copies of the Transporter Activity Report, adopted by reference in 12 AAC 75.400, may be obtained from the Department of Commerce, Community, and Economic Development, Division of Corporations, Business and Professional Licensing, Big Game Commercial Services Board, 333 Willoughby Avenue, Juneau, AK 99801; telephone: (907) 465-2543, website: <http://commerce.alaska.gov/occ/pgui.htm>.

12 AAC 75.450. TRANSPORTER CONTRACT REQUIREMENTS

(a) A transporter or a registered guide-outfitter contracting solely to provide transportation services shall deliver a written contract to the client

(1) within 90 days after receipt of a deposit, and before transportation services are provided; or

(2) as soon as possible, and before transportation services are provided, if a deposit is received less than 90 days before transportation services are to be provided.

(b) A written contract to provide transportation services must

(1) include the name, license number, and signature of the transporter or guide-outfitter, and must include the name of the transporter's or guide-outfitter's business if it is different from the name of the individual transporter or guide-outfitter;

(2) include the name and signature of the client;

(3) list each big game animal to be hunted;

(4) state the cost, payment schedule, and specific weight limitation, if any;

(5) set out the deposit refund or transfer policy upon cancellation;

(6) state that services are for transportation only;

(7) state that guide services are not provided;

(8) state that the client is responsible for salvage of the meat during the hunt;

(9) state that the client is responsible for salvage of the meat after the hunt unless the meat is legally transferred to a third party;

(10) identify the methods of communication with the transporter during the time clients are in the field, such as use of a satellite phone, VHF radio, overflight, or signal device;

(11) state who is responsible for the cost of extra trips to transport meat if necessary;

(12) include the following statement: "A licensed transporter may provide transportation services with accommodations only at a permanent lodge, house, or cabin owned by the transporter or on a boat with permanent living quarters located on salt water. A licensed transporter may not accompany or remain in the field with a big game hunter who is a client of the transporter except as necessary to perform transportation services"; and

(13) include the following statement: "A licensed transporter may not provide vehicles, fuel, camping, hunting, or game processing equipment, or any hunting services such as skinning, caping, or cleaning of game, glassing, and packing in the field, including from a permanent structure or on a boat on salt water."

(c) A transporter shall retain a copy of the contract for at least four years.

-DRAFT-

**BIG GAME COMMERCIAL SERVICES BOARD
ANNUAL MEETING**

December 7, 2016

Board Member	Present 9:00am	Absent 9:00am
Kelly Vrem		
Karen Polley		
David Brown		
Nicholas Jackson		
Michele Metz		
Gene Peltola		
James (Tom) Atkins		
James (David) Jones		
Henry D. Tiffany IV		

ETHICS SUPERVISOR DETERMINATION FORM

(Board or Commission Member)

Member Disclosing Potential Ethics Violation:

☐ does or would violate AS 39.52.110 - .190. Identify applicable statute below.

☐ does not or would not violate AS 39.52.110 - .190.

Date: _____

Note: Disclosure Form must be attached. Under AS 39.52.220, if the chair or a majority of the board or commission, not including the disclosing member, determines that a violation of AS 39.52.110-39.52.190 will exist if the member participates, the member shall refrain from voting, deliberating, or participating in the matter. A member will not be liable under the Ethics Act for action in accordance with such a determination so long as the member has fully disclosed all facts reasonably necessary to the determination and the attorney general has not advised the member, chair, or board or commission that the action is a violation. Forward disclosures with determinations to the State Ethics Attorney as part of your quarterly report. Quarterly reports are submitted to Litigation Assistant, Opinions, Appeals & Ethics, Department of Law, 1031 W. 4th Avenue, Suite 200, Anchorage, AK 99501.

State of Alaska Department of Law

Who Is My Designated Ethics Supervisor?

Every state public officer, employee or board or commission member, has a designated ethics supervisor.

Executive Agencies

The ethics supervisor for each agency is the Commissioner or a senior manager to whom the Commissioner has delegated the function. The current ethics supervisor for each agency is listed below. The ethics supervisor for a Commissioner is Guy Bell, Director of Administrative Services in the Office of Governor, by delegation from the Governor.

Boards and Commissions

The Chair of each board and commission serves as the ethics supervisor for the other members and any executive director. The ethics supervisor for the Chair is Guy Bell, Director of Administrative Services in the Office of Governor, by delegation from the Governor. If a board or commission employs staff, the executive director serves as the ethics supervisor for these employees.

Public Corporations

The Chair of the board serves as the ethics supervisor for the other members of the board and any executive director. The executive director is the ethics supervisor for employees of the corporation.

Office of the Governor

The ethics supervisor for the Governor and Lieutenant Governor is the Attorney General. By delegation from the Governor, the ethics supervisor for the staff of the offices of the Governor and Lieutenant Governor is Guy Bell, Director of Administrative Services.

University of Alaska

By delegation of the University President, the ethics supervisor for university employees is Associate General Counsel Andy Harrington.

EXECUTIVE BRANCH AGENCIES

State of Alaska Department of Law

Ethics Information for Members of Boards & Commissions (AS 39.52)

Introduction

This is an introduction to AS 39.52, the Alaska Executive Branch Ethics Act. This guide is not a substitute for reading the law and its regulations. State board and commission members who have further questions should contact their board chair or staff.

The Ethics Act applies to all current and former executive branch public employees and members of statutorily created boards and commissions.

Scope of Ethics Act (AS 39.52.110)

Service on a state board or commission is a public trust. The Ethics Act prohibits substantial and material conflicts of interest. Further, board or commission members, and their immediate family, may not improperly benefit, financially or personally, from their actions as board or commission members. The Act does not, however, discourage independent pursuits, and it recognizes that minor and inconsequential conflicts of interest are unavoidable.

Misuse of Official Position (AS 39.52.120)

Members of boards or commissions may not use their positions for personal gain or to give an unwarranted benefit or treatment to any person. For example, board members may not:

- use their official positions to secure employment or contracts;
- accept compensation from anyone other than the State for performing official duties;
- use State time, equipment, property or facilities for their own personal or financial benefit or for partisan political purposes;
- take or withhold official action on a matter in which they have a personal or financial interest; or
- coerce subordinates for their personal or financial benefit.
- attempt to influence outcome of an administrative hearing by privately contacting the hearing officer.



Terry knew that a proposal that was before the board would harm Terry's business competitor. Instead of publicly disclosing the matter and requesting recusal, Terry voted on the proposal.



Board member Mick has board staff employee Bob type an article for him that Mick hopes to sell to an Alaskan magazine. Bob types the article on State time.

Improper Gifts (AS 39.52.130)

A board member may not solicit or accept gifts if a person could reasonably infer from the circumstances that the gift is intended to influence the board member's action or judgment. "Gifts" include money, items of value, services, loans, travel, entertainment, hospitality, and employment. All gifts from registered lobbyists are presumed to be improper, unless the giver is immediate family of the person receiving the gift.

A gift worth more than \$150 to a board member or the board member's immediate family must be reported within 30 days if:

- the board member can take official action that can affect the giver, or
- the gift is given to the board member because he or she is on a state board.

The receipt of a gift worth less than \$150 may be prohibited if a person could reasonably infer from the circumstances that the gift is intended to influence the board member's action or judgment. Receipt of such a gift should be disclosed.

Any gift received from another government, regardless of value, must be reported; the board member will be advised as to the disposition of this gift.

A form for reporting gifts is available at www.law.alaska.gov/doclibrary/ethics or from the board or commission staff.

This restriction on gifts does not apply to lawful campaign contributions.



The commission is reviewing Roy's proposal for an expansion of his business. Roy invites all the board members out to dinner at an expensive restaurant. He says it will be okay, since he isn't excluding any of the members.



Jody receives a holiday gift every year from Sam. Jody was recently appointed to a state board, but Sam has no business that is before the board. Jody may accept the gift.

Improper Use or Disclosure of Information (AS 39.52.140)

No former or current member of a board may use or disclose any information acquired from participation on the board if that use or disclosure could result in a financial or personal benefit to the board member (or immediate family), unless that information has already been disseminated to the public. Board members are also prohibited from disclosing confidential information, unless authorized to do so.



Sheila has been on the board for several years. She feels she has learned a great deal of general information about how to have a successful business venture. So she sets up her own business and does well.



Delores has always advised and assisted the other doctors in her clinic on their continuing education requirements. After Delores is appointed to the medical board, she discloses this role to the board and continues to advise the doctors in her clinic.



Jim reviews a confidential investigation report in a licensing matter. He discusses the practitioner's violation with a colleague who is not a board member.

Improper Influence in State Grants, Contracts, Leases or Loans (AS 39.52.150)

A board member, or immediate family, may not apply for, or have an interest in a State grant, contract, lease, or loan, if the board awards or takes action to administer the State grant, contract, lease, or loan.

A board member (or immediate family) may apply for or be a party to a competitively solicited State grant, contract or lease, if the board as a body does not award or administer the grant, contract, or lease and so long as the board member does not take official action regarding the grant, contract, or lease.

A board member (or immediate family) may apply for and receive a State loan that is generally available to the public and has fixed eligibility standards, so long as the board member does not take (or withhold) official action affecting the loan's award or administration.

Board members must report to the board chair any personal or financial interest (or that of immediate family) in a State grant, contract, lease or loan that is awarded or administered by the agency the board member serves. A form for this purpose is available at www.law.alaska.gov/doclibrary/ethics or from the board or commission staff.



John sits on a board that awards state grants. John hasn't seen his daughter for nearly ten years so he figures that it doesn't matter when her grant application comes up before the board.



The board wants to contract out for an analysis of the board's decisions over the last ten years. Board member Kim would like the contract since she has been on the board for ten years and feels she could do a good job.

Improper Representation (AS 39.52.160)

A board or commission member may not represent, advise, or assist a person in matters pending before the board or commission for compensation. A nonsalaried board or commission member may represent, advise, or assist in matters in which the member has an interest that is regulated by the member's own board or commission, if the member acts in accordance with AS 39.52.220 by disclosing the involvement in writing and on the public record, and refraining from all participation and voting on the matter. This section does not allow a board member to engage in any conduct that would violate a different section of the Ethics Act.



Susan sits on the licensing board for her own profession. She will represent herself and her business partner in a licensing matter. She discloses this situation to the board and refrains from participation in the board's discussions and determinations regarding the matter.

Restriction on Employment After Leaving State Service (AS 39.52.180)

For two years after leaving a board, a former board member may not provide advice or work for compensation on any matter in which the former member personally and substantially participated while serving on the board. This prohibition applies to cases, proceedings, applications, contracts, legislative bills, regulations, and similar matters. This section does not prohibit a State agency from contracting directly with a former board member.

With the approval of the Attorney General, the board chair may waive the above prohibition if a determination is made that the public interest is not jeopardized.

Former members of the governing boards of public corporations and former members of boards and commissions that have regulation-adoption authority, except those covered by the centralized licensing provisions of AS 08.01, may not lobby for pay for one year.



The board has arranged for an extensive study of the effects of the Department's programs. Andy, a board member, did most of the liaison work with the contractor selected by the board, including some negotiations about the scope of the study. Andy quits the board and goes to work for the contractor, working on the study of the effects of the Department's programs.



Andy takes the job, but specifies that he will have to work on another project.

Aiding a Violation Prohibited (AS 39.52.190)

Aiding another public officer to violate the Ethics Act is prohibited.

Agency Policies (AS 39.52.920)

Subject to the Attorney General's review, a board may adopt additional written policies further limiting personal or financial interests of board members.

Disclosure Procedures

DECLARATION OF POTENTIAL VIOLATIONS BY MEMBERS OF BOARDS OR COMMISSIONS (AS 39.52.220)

A board member whose interests or activities could result in a violation of the Ethics Act if the member participates in board action must disclose the matter on the public record and in writing to the board chair who determines whether a violation exists. A form for this purpose is available at www.law.alaska.gov/doclibrary/ethics or from the board or commission staff. If another board member objects to the chair's ruling or if the chair discloses a potential conflict, the board members at the meeting (excluding the involved member) vote on the matter. If the chair or the board determines a violation will occur, the member must refrain from deliberating, voting, or participating in the matter. For more information, see Ethics Act Procedures for Boards and Commissions available at the above noted web site.

When determining whether a board member's involvement in a matter may violate the Ethics Act, either the chair or the board or commission itself may request guidance from the Attorney General.

ATTORNEY GENERAL'S ADVICE (AS 39.52.240-250)

A board chair or a board itself may request a written advisory opinion from the Attorney General interpreting the Ethics Act. A former board member may also request a written advice from the Attorney General. These opinions are confidential. Versions of opinions without identifying information may be made available to the public.

REPORTS BY THIRD PARTIES (AS 39.52.230)

A third party may report a suspected violation of the Ethics Act by a board member in writing and under oath to the chair of a board or commission. The chair will give a copy to the board member and to the Attorney General and review the report to determine whether a violation may or does exist. If the chair determines a violation exists, the board member will be asked to refrain from deliberating, voting, or participating in the matter.

Complaints, Hearings, and Enforcement

COMPLAINTS (AS 39.52.310-330)

Any person may file a complaint with the Attorney General about the conduct of a current or former board member. Complaints must be written and signed under oath. The Attorney General may also initiate complaints based on information provided by a board. A copy of the complaint will be sent to the board member who is the subject of the complaint and to the Personnel Board.

All complaints are reviewed by the Attorney General. If the Attorney General determines that the complaint does not warrant investigation, the complainant and the board member will be notified of the dismissal. The Attorney General may refer a complaint to the board member's chair for resolution.

After investigation, the Attorney General may dismiss a complaint for lack of probable cause to believe a violation occurred or recommend corrective action. The complainant and board member will be promptly notified of this decision.

Alternatively, if probable cause exists, the Attorney General may initiate a formal proceeding by serving the board or commission member with an accusation alleging a violation of the Ethics Act. Complaints or accusations may also be resolved by settlement with the subject.

CONFIDENTIALITY (AS 39.52.340)

Complaints and investigations prior to formal proceedings are confidential. If the Attorney General finds evidence of probable criminal activity, the appropriate law enforcement agency shall be notified.

HEARINGS (AS 39.52.350-360)

An accusation by the Attorney General of an alleged violation may result in a hearing. An administrative law judge from the state's Office of Administrative Hearings serves as hearing officer and determines the time, place and other matters. The parties to the proceeding are the Attorney General, acting as prosecutor, and the accused public officer, who may be represented by an attorney. Within 30 days after the hearing, the hearing officer files a report with the Personnel Board and provides a copy to the parties.

PERSONNEL BOARD ACTION (AS 39.52.370)

The Personnel Board reviews the hearing officer's report and is responsible for determining whether a violation occurred and for imposing penalties. An appeal may be filed by the board member in the Superior Court.

PENALTIES (AS 39.52.410-460)

When the Personnel Board determines a board member has violated the Ethics Act, it will order the member to refrain from voting, deliberating, or participating in the matter. The Personnel Board may also order restitution and may recommend that the board member be removed from the board or commission. If a recommendation of removal is made, the appointing authority will immediately remove the member.

If the Personnel Board finds that a former board member violated the Ethics Act, it will issue a public statement about the case and will ask the Attorney General to pursue appropriate additional legal remedies.

State grants, contracts, and leases awarded in violation of the Ethics Act are voidable. Loans given in violation of the Ethics Act may be made immediately payable.

Fees, gifts, or compensation received in violation of the Ethics Act may be recovered by the Attorney General.

The Personnel Board may impose a fine of up to \$5,000 for each violation of the Ethics Act. In addition, a board member may be required to pay up to twice the financial benefit received in violation of the Ethics Act.

Criminal penalties are in addition to the civil penalties listed above.

DEFINITIONS (AS 39.52.960)

Please keep the following definitions in mind:

Benefit - anything that is to a person's advantage regardless financial interest or from which a person hopes to gain in any way.

Board or Commission - a board, commission, authority, or board of directors of a public or quasi-public corporation, established by statute in the executive branch, including the Alaska Railroad Corporation.

Designated Ethics Supervisor - the chair or acting chair of the board or commission for all board or commission members and for executive directors; for staff members, the executive director is the designated ethics supervisor.

Financial Interest - any property, ownership, management, professional, or private interest from which a board or commission member or the board or commission member's immediate family receives or expects to receive a financial benefit. Holding a position in a business, such as officer, director, partner, or employee, also creates a financial interest in a business.

Immediate Family - spouse; another person cohabiting with the person in a conjugal relationship that is not a legal marriage; a child, including a stepchild and an adoptive child; a parent, sibling, grandparent, aunt, or uncle of the person; and a parent or sibling of the person's spouse.

Official Action - advice, participation, or assistance, including, for example, a recommendation, decision, approval, disapproval, vote, or other similar action, including inaction, by a public officer.

Personal Interest - the interest or involvement of a board or commission member (or immediate family) in any organization or political party from which a person or organization receives a benefit.

For further information and disclosure forms, visit our Executive Branch Ethics web site or please contact:

State Ethics Attorney
Alaska Department of Law
1031 West 4th Avenue, Suite 200
Anchorage, Alaska 99501-5903
(907) 269-5100
attorney.general@alaska.gov

Revised 9/2013

Department of Law attorney.general@alaska.gov P.O. Box 110300, Juneau, AK 99811-0300
Phone: 907-465-3600 Fax: 907-465-2075 TTY: 907-258-9161
State of Alaska © 2015 Webmaster

APOC Financial Disclosure

Appointment to a state board or commission may qualify you as a “public official”. By law, the legislature requires public officials to disclose financial information in order to inform the public of any potential conflicts of interest that may arise due to actions of the board or commission to which you are appointed. (Please see the final page of this document (“Boards & Commissions—APOC List”) for a list of those boards and commissions whose members are required to file these disclosures.

- The **Initial Public Official Financial Disclosure (POFD) is due within 30 days, after your appointment date by the Governor, your first board meeting, or signing your Oath of Office (that Boards & Commissions will send to you) WHICHEVER COMES FIRST.**
- Annual POFDs are **due by March 15**, and cover any financial activity from the prior calendar year.
- Final POFDs are due within 90 days after leaving office as a public official.

You can find the forms you need online at APOC’s website: <http://doa.alaska.gov/apoc/>

For Alaska state boards and commissions members requiring financial disclosure, you will be asked to disclose the following information regarding income sources and business interests. As a board member, your POFD form will not be online and searchable to the public. A copy of the submitted document can be requested on an individual basis through APOC.

When disclosing income, you will be asked to make one of the following selections. Please note, this option applies to income disclosures that say **“choose/income option”**:

More than \$250 and no more than \$1,000, for gifts only
More than \$1,000 and no more than \$2,000
More than \$2,000 and no more than \$5,000
More than \$5,000 and no more than \$10,000
More than \$10,000 and no more than \$20,000
More than \$20,000 and no more than \$50,000
More than \$100,000 and no more than \$200,000
More than \$200,000 and no more than \$500,000
More than \$500,000 and no more than \$1,000,000
More than \$1,000,000

Salaried Employment- Choose/income option

- Income means anything of value and covers all forms of compensation or benefits received from an employer; compensation or benefits include wages, salary, commissions, tips, bonuses, housing, use of an automobile and deferred compensation.
- Report each employer who paid you, your spouse, domestic partner or children covered by reporting requirements more than \$1,000.

- Include amount of income, dates of employment, terms of employment, amount of time worked. Describe the work performed in sufficient detail to make it clear to a person of ordinary understanding.

Self Employed income- Choose/income option

- List each source of self-employment income over \$1000 by name and amount. Income means anything of value and covers all forms of compensation, including deferred income and attorney contingency fees
- Disclose each client, customer or business that paid you, your spouse/domestic partner or child more than \$1,000. Self-employment includes sole proprietors, partnerships, limited liability companies, professional corporations.

Rental Income- Choose/income option

- If any person paid more than \$1000 in rent during the preceding calendar year, report the name of the person and the amount of the rent paid, and, if the property is managed by a person other than the filer or a family member of the filer, additionally report the manager's name.

Dividends, Interest & Other Business/Investment Distributions of Earnings- Choose/income option

- Please remember to add your PFDs to this section if applicable.
- Disclose source and amount of income over \$1000 received from dividends, interest and other distributions of earnings from a business or investment
- Include dividends or interest received from bank accounts, capital gains, money market accounts, certificates of deposit, Native corporation dividends, Permanent Fund dividends
- Note: This section refers only to amounts received during the reporting period; there is a separate section for disclosing business interest information.

Other Income – Choose/income option

- List source and amount of income over \$1,000 not listed elsewhere in this form, including sale of goods or property, taxable capital gains, pensions, retirement account cash-outs, government entitlements, alimony or child support payments, honoraria and any other payments not otherwise accounted for.

Gifts worth More than \$250

- Report all gifts worth more than \$250 (including gifts from a single source with a cumulative value of more than \$250). Include travel expenses, discounts not available to the public, loans forgiven or loans paid by a third party. Do not report gifts from spouse, domestic partner, parent, dependent child, sibling, grandparent, aunt, uncle, niece or nephew.

Business Interests

- Report business interests even if they were NOT a source of income, including businesses in which the filer or family member (spouse, domestic partner, dependent children and for legislative branch filers ONLY – nondependent children living with the filer):

- Served as stockholder, owner, officer, director, partner, proprietor, employee or held an interest.
- Had ownership interests of more than \$1,000 in a publicly traded corporation.
- Had any other ownership interest in a business, including shares in non-publicly traded corporations, sole proprietorships, and limited liability companies. Include options to buy.
- Include non-profit organizations, corporations, businesses, associations, trade groups.

Real Property Interests

- Report an interest in real property by the address or other legal description of the property, except that a primary residence or recreational property held for personal use may be described only by zip code.
- Report the nature of the interest that the filer or family member held in the property; the nature of interests to be reported includes fee simple ownership, tenancy in common, general or limited partnership interest, and holder of an option to purchase.

Trusts, Retirement Accounts or Other Beneficial Interests

- Report each trust, retirement account or other beneficial interest that exceeded \$1,000 during the reporting period, including a state or federally administered retirement system plan, employee pension plans, profit-sharing trusts, family trust, education trusts, deferred compensation plans, annuity plans or any other similar arrangement intended to provide future income the filer or family member.
- Identify individual investments accounts if you or family members manage or personally control the investments.

Loans, Loan Guarantees & Debts over \$1,000

- Report each creditor or lender to whom more than \$1,000 was owed during the reporting period.
- Report guarantor of each loan.
- List financial obligations, including mortgages on property owned or sold during the reporting period; loans that have been guaranteed; delinquent taxes; alimony; child support payments; medical bills; boat and vehicle loans; business and personal loans; escrows; student loans; signature loans and promissory notes.
- Loans include secured, unsecured and contingent loans.
- Do NOT list credit card obligations or revolving charge accounts.

Government Contracts & Offers to Contract

- List all contracts, bids and offers to contract with the state or any state or municipal agency or entity.
- Report contract interests as individual, sole proprietor, family member, partnership, professional corporation, Limited Liability Company or through a corporation in which filer or family members held a controlling interest.

Natural Resource Leases

- List natural resource leases – including mineral, timber, oil and gas leases – held, bid or offered during the reporting period.
- Report lease interests as individual, sole proprietor, family member, partnership, professional corporation, Limited Liability Company; or corporation in which you or family (individually or together) held controlling interest.

Boards & Commissions—APOC List

ALASKA AEROSPACE CORPORATION
 ALASKA COMMISSION ON POSTSECONDARY EDUCATION
 ALASKA ENERGY AUTHORITY
 ALASKA HOUSING FINANCE CORPORATION
 ALASKA INDUSTRIAL DEVELOPMENT AND EXPORT AUTHORITY
 ALASKA JUDICIAL COUNCIL
 ALASKA LABOR RELATIONS AGENCY
 ALASKA MENTAL HEALTH TRUST AUTHORITY
 ALASKA MUNICIPAL BOND BANK
 ALASKA OIL AND GAS CONSERVATION COMMISSION
 ALASKA PERMANENT FUND CORPORATION
 ALASKA PUBLIC BROADCASTING COMMISSION
 ALASKA PUBLIC OFFICES COMMISSION
 ALASKA RAILROAD CORPORATION
 ALASKA RETIREMENT MANAGEMENT BOARD
 ALASKA ROYALTY OIL AND GAS DEVELOPMENT BOARD
 ALASKA SEAFOOD MARKETING INSTITUTE
 ALASKA STATE COUNCIL ON THE ARTS
 ALASKA WORKERS' COMPENSATION BOARD
 ALASKA WORKFORCE INVESTMENT BOARD
 ALCOHOLIC BEVERAGE CONTROL BOARD
 BIG GAME COMMERCIAL SERVICES BOARD
 BOARD OF AGRICULTURE AND CONSERVATION
 BOARD OF EDUCATION AND EARLY DEVELOPMENT
 BOARD OF FISHERIES
 BOARD OF GAME
 COMMERCIAL FISHERIES ENTRY COMMISSION
 COMMISSION JUDICIAL CONDUCT
 COUNCIL ON DOMESTIC VIOLENCE AND SEXUAL ASSAULT
 FISHERMEN'S FUND ADVISORY AND APPEALS COUNCIL
 KNIK ARM BRIDGE AND TOLL AUTHORITY
 LOCAL BOUNDARY COMMISSION
 OCCUPATIONAL SAFETY AND HEALTH REVIEW BOARD
 PERSONNEL BOARD
 REGULATORY COMMISSION OF ALASKA
 STATE ASSESSMENT REVIEW BOARD

STATE BOARD OF PAROLE
STATE COMMISSION FOR HUMAN RIGHTS
UNIVERSITY OF ALASKA BOARD OF REGENTS

STATE OF ALASKA

2016

HOLIDAY CALENDAR

State Holidays

Date	Holiday
01/01	New Year's Day
01/18	MLK Jr.'s Birthday
02/15	Presidents' Day
03/28	Seward's Day
05/30	Memorial Day
07/04	Independence Day
09/05	Labor Day
10/18	Alaska Day
11/11	Veterans' Day
11/24	Thanksgiving Day
12/25	Christmas Day (observed 12/26)

Biweekly employees please refer to appropriate collective bargaining unit agreement for more information regarding holidays.

 Holiday

JANUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

MARCH

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31