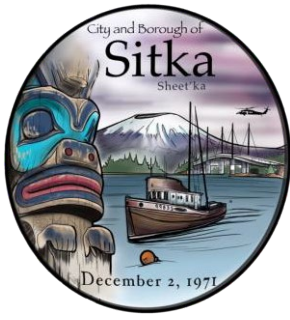


## **POSSIBLE MOTION**

**I MOVE TO** approve a Memorandum of Agreement between the Federal Aviation Administration, the Alaska State Historic Preservation Officer, and the City and Borough of Sitka regarding federal funding for the Sitka Seaplane Base on Japonski Island and authorize the Municipal Administrator to execute the document.




# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

## MEMORANDUM

**To:** Mayor Eisenbeisz and Assembly Members

**Thru:** John Leach, Municipal Administrator , Acting

**From:** Mark Seavey, Public Works Director

**Date:** January 21, 2026

**Subject:** Sitka Seaplane Base Memorandum of Agreement between FAA, SHPO and CBS

---

### Background

The City and Borough of Sitka (CBS) has federal grant funding for the active design phase of the Sitka Sea Plane Base and is pursuing additional federal grants to finalize design and construction under the Airport Improvement Program (AIP). This project constitutes a federal undertaking which makes it subject to provisions of the National Environmental Policy Act (NEPA) and National Historic Preservation Act (NHPA). The project is currently under a Supplemental Environmental Assessment which is running concurrent with a Section 106 Assessment. During these assessments the Federal Aviation Administration (FAA), in concert with the Alaska State Historic Preservation Officer (SHPO), the National Park Service (NPS), and the Sitka Tribe of Alaska (STA), has determined that the project would result in adverse effects to historic properties.

Specifically, the project will directly impact the Japonski Island Observation Post and Gun Emplacement (SIT-01115), which is eligible for listing in the National Register of Historic Places, and will create indirect visual effects to the adjacent Sitka Naval Operating Base and U.S. Army Coastal Defenses National Historic Landmark.

To resolve these adverse effects and to complete the required assessments, the FAA and SHPO have developed a Memorandum of Agreement (MOA) pursuant to 36 CFR Part 800. As the CBS is responsible for implementing and administering portions of the agreement, we are an invited signatory, and the STA has been invited to sign as a concurring party.

### Analysis

The principle requirements to mitigate the adverse effects are:

- The CBS must implement design modifications to lower the elevation of the project site and install a professionally developed interpretive panel at the transition point between the historic landmark and the new seaplane base.
- The CBS must complete Historic American Buildings Surveys.
- The CBS must ensure architectural elements of the Observation Post will be incorporated into the design of the covered seaplane passenger waiting area.
- CBS must document and rehabilitate a comparable historic-age structure near the Wastewater Treatment Plant on Galena Avenue.

The MOA also establishes requirements for archaeological monitoring during ground-disturbing activities in upland areas. The CBS must retain a qualified archaeologist and offer the opportunity for a Tribal monitor designated by the STA. Construction activities must follow an approved Cultural Resources Monitoring and Inadvertent Discovery Plan. This will include mandatory stop-work protocols, notification procedures, and consultation requirements if archaeological materials or human remains are encountered.

This mitigation strategy was reviewed and approved (6-0) by the Historic Preservation Committee on December 10, 2025.

Approval of the MOA is required for the FAA to conclude its assessments and issue their findings and ultimately ensure the CBS remains eligible for continued grant funding.

### **Fiscal Note**

There is no direct cost within the MOA that will impact the current budget.

The costs associated with development and implementation of the mitigation measures are eligible under AIP grant funding and will be included in the federally funded project. Cost estimates for the mitigation measures will be developed through the final design process over the next year. CBS's expenses are expected to be minimal as the FAA funding will cover 93.75-95% of all associated costs.

Recurring maintenance costs are not eligible for FAA funding; however, these measures were chosen to minimize impacts to the CBS. These costs will be coordinated with the Maintenance Superintendent for incorporation into a future budget.

### **Recommendation**

I recommend that the Assembly authorize the municipal administrator to execute a Memorandum of Agreement with the Federal Aviation Administration and the Alaska State Historical Preservation Office regarding federal funding for the Sitka Seaplane Base on Japonski Island.

Encl: Memorandum of Agreement (with attachments)

1                                   **MEMORANDUM OF AGREEMENT**  
2                                   **BETWEEN THE FEDERAL AVIATION**  
3                                   **ADMINISTRATION,**  
4                                   **THE ALASKA STATE HISTORIC PRESERVATION**  
5                                   **OFFICER,**  
6                                   **AND**  
7                                   **THE CITY AND BOROUGH OF SITKA**  
8                                   **PURSUANT TO 36 CFR PART 800**  
9                                   **REGARDING FEDERAL FUNDING FOR THE SITKA**  
10                                  **SEAPLANE BASE ON JAPONSKI ISLAND**

11  
12                                  **Airport Improvement Project Grant #: 3-02-0488-001-2019**

13                                   **PREAMBLE**

14   **WHEREAS**, the Federal Aviation Administration (FAA) Alaskan Region Airports Division, has  
15 received an application for federal assistance from the City and Borough of Sitka (CBS) to construct  
16 a new seaplane base and support facilities (Project) (Attachment A: *Project Maps*, Figure 1); and

17   **WHEREAS**, the FAA has determined that the allocation of Federal funds for the Project constitutes  
18 an undertaking and that the proposed undertaking has the potential to cause effects to historic  
19 properties subject to review under Section 106 of the National Historic Preservation Act (NHPA), as  
20 defined in 36 CFR § 800.16; and

21   **WHEREAS**, the FAA has consulted with the Alaska State Historic Preservation Officer (SHPO)  
22 pursuant to 36 CFR Part 800, the regulations implementing Section 106 of the NHPA (54 U.S.C. §  
23 306108); and

24   **WHEREAS**, the FAA, in consultation with the SHPO, initially defined the area of potential effects  
25 (APE) for the Project as including Project areas subject to ground disturbance,<sup>1</sup> vibration, visual  
26 effects, increased traffic, and offshore areas within 250 feet of Project components (Attachment A:  
27 *Project Maps*, Figure 2) and expanded the APE in 2024 to include the old Seaplane Base and the 65  
28 dB DNL noise contour (Attachment A: *Project Maps*, Figure 3 and Figure 4); and

29   **WHEREAS**, the FAA has consulted with the National Park Service (NPS), which administers the  
30 National Historic Landmark (NHL) program for the Secretary of the Interior (SOI), and participates  
31 in the consultation process when an undertaking may potentially have an adverse effect on an NHL;  
32 and

33   **WHEREAS**, the FAA sponsored a cultural resources survey of the APE in 2021 which documented  
34 the Japonski Island Observation Post and Gun Emplacement (SIT-01115), and FAA has determined,

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<sup>1</sup> Ground disturbing activities are defined as any disruption of topsoil or sediments (e.g., trenching), clearing of vegetation, grubbing, ground leveling activities, placement of fill or equipment staging on undisturbed soils. This definition does not include blasting or removal of bedrock.



and SHPO concurred, that SIT-01115 is eligible for listing in the National Register of Historic Places (NRHP); and

**WHEREAS**, in 2022 archaeological monitoring of geotechnical investigations resulted in the identification of four additional features in the APE recorded as SIT-01124; and

**WHEREAS**, additional concerns for the presence of human remains raised by the Sitka Tribe of Alaska (STA) resulted in a second cultural resources survey of the Project APE in 2024, which documented additional features assigned to SIT-01124, and in 2025 the FAA determined, and SHPO concurred, that SIT-01124 is not eligible for listing in the NRHP; and

**WHEREAS**, the FAA determined, and SHPO concurred, that the existing Sitka Seaplane Base (SIT-01172) is not eligible for listing in the NRHP; and

**WHEREAS**, a review of the Alaska Heritage Resources Survey (AHRS) indicates no historic properties are within the 65 dB DNL noise contour; and

**WHEREAS**, the FAA determined that the undertaking will result in an adverse effect to SIT-01115 as a result of demolition of SIT-01115 due to it being in the direct path of the proposed seaplane haul-out ramp; and

**WHEREAS**, the FAA has determined that the undertaking will result in adverse indirect visual effects to the adjacent Sitka Naval Operating Base and U.S. Army Coastal Defenses NHL (SIT-00079); and

**WHEREAS**, the FAA has consulted with the SHPO on the determination of effect, and SHPO concurred on July 1, 2025; and

**WHEREAS**, the FAA consulted with the NPS on the indirect effects to the NHL, and NPS has agreed to participate in the development of this agreement; and

**WHEREAS**, the United States Army Corps of Engineers (USACE) agrees with the FAA's finding of effect for the Project and the terms of this MOA, and has been invited to sign the agreement as an Invited Signatory; and

**WHEREAS**, the FAA invited the Central Council of Tlingit & Haida Indian Tribes of Alaska, the Sitka Tribe of Alaska, the Yakutat Tlingit Tribe, the Hoonah Indian Association, the Organized Village of Kake, and Sealaska Corporation to consult on the Project as part of the Section 106 process; and

**WHEREAS**, The STA was the only Alaska Native Tribe or organization to respond and request consultation.

**WHEREAS**, the FAA has consulted with the STA in accordance with consultation requirements as set forth in 36 CFR § 800.2(c)(2) as it relates to sites of traditional religious and cultural importance within the Project APE, and have invited STA to sign this agreement as a Concurring Party; and

**WHEREAS**, the FAA acknowledges that the STA and their Tribal citizens have direct historic and ethnographic affiliation with the lands comprising the proposed seaplane base property; and

**WHEREAS**, consultation with the STA indicated that there remains the potential for the inadvertent discovery of artifacts or burials/human remains on the upland portion of the Project APE resulting in implementation of an archaeological monitoring and inadvertent discovery plan during geotechnical investigations in 2022; and

**WHEREAS**, this Memorandum of Agreement (MOA) includes a process to address post-Section 106 review discoveries and establishes a process to mitigate direct adverse effects to SIT-01115 and minimize visual effects to SIT-00079 during construction activities, pursuant to 36 CFR § 800.13(a)(2); and

**WHEREAS**, the CBS, as an applicant for federal assistance, has participated in consultation pursuant to 36 CFR Part 800 and shall be responsible for administering and implementing the stipulations of this agreement for, in coordination with, and under the direction of the FAA, and FAA has invited the CBS to sign this agreement as an Invited Signatory; and

**WHEREAS**, in accordance with 36 CFR § 800.6(a)(1), the FAA notified the Advisory Council on Historic Preservation (ACHP) of its adverse effect determination with the specified documentation, and on May 4, 2021 the ACHP declined to participate in the consultation.

**NOW, THEREFORE**, the FAA, SHPO, and CBS (collectively "Signatories") hereby agree, and STA and NPS concur, that the undertaking shall be implemented in accordance with the following stipulations.

## **STIPULATIONS**

In accordance with the scope and objectives of this agreement, the FAA, in coordination with CBS, shall ensure that the following stipulations are implemented:

### **I. Scope and Objectives**

- The primary purpose of this agreement is to ensure the FAA's continued compliance with the implementing regulations of Section 106 of the NHPA (36 CFR Part 800) throughout the duration of ground disturbing and construction activities associated with development of the Project.
- This agreement defines the FAA's avoidance and mitigation responsibilities for known historic properties that may be adversely affected by the Project.
- This agreement establishes protocols in advance of construction for the treatment of inadvertent discoveries that may occur during construction, to ensure that clear procedures, roles, responsibilities, and authorities regarding those discoveries have been delineated.

### **II. Professional Qualifications Standards**

- Unless otherwise specified, all actions prescribed by this MOA that involve the identification, evaluation, analysis, recording, treatment, monitoring, or disposition for historic properties, or that involve reporting or documentation of such actions in the form of reports, forms, or other records, shall be carried out by or under the direct supervision of a person or persons who meet at a minimum the SOI Professional Qualifications Standards (48 Fed. Reg. 44738-44739 (April 24, 1998); Appendix A to 36 CFR Part 61) in the appropriate discipline. The FAA and CBS shall ensure that consultants retained for services pursuant to this agreement meet these standards.

- The FAA and CBS shall ensure that all methods employed and reports resulting from implementation of this MOA meet contemporary standards of practice, including the SOI *Guidelines for Archaeological Documentation* (48 Fed. Reg. 44734-44737 (September 29, 1983)), SOI *Standards and Guidelines for Archaeology and Historic Preservation* (NPS 1983), and OHA Preservation Series No. 3, *Cultural Resource Investigation Reports: Outline* (OHA 2023), No. 8, *Review and Compliance Program Guidelines for Section 106 Consultation with the State Historic Preservation Office* (OHA 2018), and No. 16, *Inadvertent Discovery and Unanticipated Effects* (OHA 2022).

### **III. Measures to Avoid Adverse Visual Effects to the Sitka Naval Operating Base and U.S. Army Coastal Defenses NHL**

- To avoid visual effects to SIT-00079, CBS has modified the Project design to lower the elevation of the site and will develop an interpretive panel to be placed at the boundary between the NHL and the new Seaplane Base.
  - Prior to the award of Federal funds, CBS will coordinate with the FAA to develop a scope of services and execution plan. SHPO and STA will be invited to review the plan.
  - The panel will be developed to industry standards (22 inches by 34 inches and comprised of half-inch thick high-pressure laminate) by or under the supervision of a Secretary of the Interior-qualified historian.
  - The panel will include a discussion focusing on WWII history at the Naval Operating Base and the role of U.S. Army Coastal Defense Network structures at the project location, specifically the need for an observation post near the Officer's Quarters.
  - Panel content will be developed with signatory and concurring party input, with allowance of review and comment at the 95% design.
  - The panel will be placed on CBS property demarcating the transition from the historic Naval Operating Base to the new Sitka Seaplane Base.

### **IV. Mitigation Measures for the Resolution of Adverse Effects on the Japonski Island Observation Post and Gun Emplacement (SIT-01115)**

- To resolve adverse effects to SIT-01115, CBS, or a contractor on its behalf, will record the physical characteristics and measurements of SIT-01115 in a standard NPS documentation style; specifically, a Modified Level IV Historic American Building Survey (HABS) documentation including the production of a short-form history of the property and accurate scaled drawings of the structure and its environs.
  - CBS, or a contractor on its behalf, will coordinate with the NPS and the HABS Regional Coordinator to ensure a permanent record of the structure and its characteristics are preserved in perpetuity.
  - The documentation generated through the HABS process may be incorporated into other preservation media (e.g., signage, pamphlets, online exhibits), disseminated to interested parties and institutions.
  - Concurrent with the HABS documentation of SIT-01115 above, the spatial inter-relationships of feature components of SIT-01115 will be recorded and mapped using survey-grade GPS equipment. Documentation may include the use of three-dimensional scanning equipment, as applicable.
  - CBS, or consultants hired on its behalf, will assemble the HABS documentation and mapping of the Observation Post and Gun Emplacement into a technical report and provide to FAA for review. Following FAA review, CBS will provide copies of the report and data to the Alaska Office of History and Archaeology (OHA), the NPS, and other interested consulting parties for comment no later than one year after the field data has been collected.
- To resolve adverse effects to SIT-01115, CBS, or a contractor on its behalf, will incorporate design features of the Observation Post into the covered seaplane passenger waiting area.
  - The HABS documentation, including photographs, descriptions, or three-dimensional scanning, will be used in replicating design features at the passenger waiting area.
  - Design of the passenger waiting area shall include recreation of the observation slit in the appropriate orientation to mimic the view from SIT-01115, display of a reduced scale recreation of SIT-01115, and an interpretive panel discussing the Observation Post and its role in the U.S. Coastal Defenses during WWII.
  - The size and location will be informed by the final site design. The materials used will be appropriate to the size and location. Size, location, and materials will be approved by FAA, as the funder, and CBS, as the party responsible for maintenance, during final site design. Consulting parties will be offered the opportunity to review the size, location, and materials at or before 95% design.
  - Interpretive displays and content will be developed with signatory and concurring party input, with allowance of review and comment at the 95% design.

- To resolve adverse effects to SIT-01115, CBS, or a contractor on its behalf, will document and rehabilitate a similar type historic-age structure near the Water Wastewater Treatment Plant on Galena Avenue on Japonski Island.
  - The structure will be surveyed and recorded by a qualified professional and a determination of eligibility (DOE) prepared. Documentation will include preparation of an AHRs card. FAA will review documentation prior to submission to OHA to request concurrence on the DOE.
  - HABS documentation will occur concurrently with the documentation of SIT-01115 and will follow the same standards and reporting requirements.
  - CBS, or a contractor on its behalf, will develop a maintenance and preservation plan for the structure at Galena Avenue which will include initial cleaning, minor repairs, minimal vegetative clearing around the structure, and initial trail maintenance. The plan will be reviewed by signatory and concurring parties to this MOA prior to finalization.
  - CBS, or a contractor on its behalf, will develop a plaque to be placed at the structure. The plaque may include information on the date of construction, historical significance, architectural style, and will be similar to plaques located in the Fort Rousseau Causeway State Historical Park.”

**V. Measures to Minimize Adverse Effects to Unknown Archaeological Materials and Inadvertent Disturbance of Human Remains**

- To address post-Section 106 discoveries and resolve any adverse effects to archaeological materials or inadvertent disturbance of human remains which may be present within the Project APE.
- The FAA and CBS shall ensure that an archaeological monitor who meets the SOI’s Professional Qualification Standards for Archaeology shall be present during terrestrial ground disturbing activities.
- CBS will offer to hire a tribal monitor for archaeological monitoring activities, to be designated by STA.
- The FAA, in coordination with CBS, has developed a *Cultural Resources Monitoring and Inadvertent Discovery Plan* in consultation with SHPO, NPS, and STA (Attachment B). The Plan is consistent with the OHA Preservation Series No. 15 *Monitoring Guidelines* (OHA 2018) and OHA Preservation Series No. 16 *Inadvertent Discovery and Unanticipated Effects* (OHA 2022).
- The purpose of the *Cultural Resources Monitoring and Inadvertent Discovery Plan* is to describe the activities associated with archaeological monitoring, identify the roles and responsibilities of Project participants, and to provide clear and concise guidance for Project

personnel that addresses the actions to be taken in the event that human remains or archaeological, historic, or cultural materials, are discovered during monitored ground disturbing activities associated with the Project.

- CBS shall require that a preconstruction meeting employing a presentation provided by the FAA is conducted among the CBS Project Manager, the Construction Contractor/Onsite Supervisor, the Archaeological Monitor and the Tribal Monitor to discuss the terms and conditions of the *Cultural Resources Monitoring and Inadvertent Discovery Plan* (Attachment B).

- CBS, or consultants hired on its behalf, shall prepare a report, meeting contemporary professional standards and the *SOI Standards and Guidelines for Archaeological Documentation* (48 Fed. Reg. 44734-44737 (September 29, 1983)) following the completion of monitoring activities by the Archaeological Monitor and provide a draft to the FAA for review. Following the FAA review, CBS shall ensure that the final report is provided to all consulting parties within one year after completion of all archaeological monitoring. SHPO and consulting parties will have 30 days to review and provide comment on the monitoring report.

## **VI. Inadvertent Discoveries of Cultural Resources**

- If previously unidentified cultural resources (including artifacts, structures, or features) are encountered, the FAA shall require CBS or its contractor to implement the Inadvertent Discovery protocols contained in Appendix B of this MOA.
- In the event that the FAA determines the inadvertent discovery is eligible for the NRHP, and SHPO concurs, the FAA shall develop actions to resolve any adverse effects, consistent with the *SOI Standards and Guidelines for Archaeology and Historic Preservation* (48 Fed. Reg. 44716 (September 29, 1983)), through consultation amongst the FAA, CBS, SHPO, STA, and consulting parties. The FAA and CBS shall ensure that the resolution measures are implemented.

## **VII. Curation**

- Any materials collected as part of archaeological monitoring efforts shall be curated at the CBS' (landowner) expense, in accordance with 36 CFR Part 79, at the University of Alaska Museum of the North under an approved provisional curation agreement, or at another repository within the State as determined by the FAA and CBS in consultation with consulting parties.
- Conservation costs may include, but are not limited to, curation fees charged by approved institutions, acquisition of archival materials, shipping, cleaning, rehousing, and any other conservation action determined necessary by a qualified conservator or considered common/ethical practice by cultural resources professionals.
- Should archaeological materials consist of artifacts of Alaska Native affiliation, CBS will

consult with STA as to the appropriate disposition of those materials. STA may request that CBS relinquish ownership of the materials to STA, at which point CBS will provide documentation of the transfer of materials to the Tribe.

## **VIII. Unanticipated Effects**

- In the event that a previously known property will be affected or has been affected in an unanticipated manner, all activity will cease within 50 feet of the property to avoid or minimize harm to the property.
- Should a consulting party observe unanticipated effects to historic properties, the consulting party will notify the FAA and CBS within 48 hours of observing the unanticipated effects. The FAA shall consult with SHPO and the consulting party to identify the effects.
- The FAA shall assess the unanticipated effects. Consistent with 36 CFR § 800.5(b) and (d)(1), the FAA may determine that there is no adverse effect on historic properties if the observed effects would not meet the Criteria of Adverse Effect at 36 CFR § 800.5(a)(1).
- If the unanticipated effects are determined to be adverse, the FAA shall consult with CBS and SHPO (and other consulting parties, as appropriate) pursuant to 36 CFR § 800.13 to determine if adverse effects can be avoided by alteration of construction methods or the installation of protective measures.
- If adverse effects cannot be avoided, the FAA shall develop actions to resolve the adverse effects, consistent with the *SOI Standards and Guidelines for Archaeology and Historic Preservation* (48 Fed. Reg. 44716 (September 29, 1983)), through consultation amongst the FAA, CBS, SHPO, and other consulting parties, as appropriate. The FAA and CBS shall ensure that the resolution measures are implemented.

## **IX. Treatment of Human Remains**

- In the event that human remains are encountered during Project construction activities, the FAA and CBS shall ensure that they are at all times treated with dignity and respect, in a manner consistent with the ACHP's *Policy Statement on Burial Sites, Human Remains, and Funerary Objects* (<https://www.achp.gov/sites/default/files/policies/2023-07/PolicyStatementonBurialSitesHumanRemainsandFuneraryObjects30June2023.pdf>).
- Should human remains be encountered, work will be stopped at once in the vicinity of the discovery and a buffer zone created, to be determined at the discretion of the SOI-qualified Archaeological Monitor, to prevent further disturbance. The Archaeological Monitor (or Onsite Supervisor, if monitor is not present) shall immediately secure the area in accordance with Attachment B, *Cultural Resources Monitoring and Inadvertent Discovery Plan*, initiate notification to parties listed in Attachment C, *Human Remains Contacts*, and follow the procedures listed in Attachment D, *Sitka Seaplane Base Security and Media Plan*.

- To the greatest extent possible and provided there are no legal or jurisdictional issues to the contrary, the FAA and CBS shall work with STA to transfer control of any indigenous human remains to STA in an expedited and respectful manner.

## **X. Confidentiality**

- Pursuant to 36 CFR § 800.11(c), the consulting parties to this MOA agree not to divulge to the public, media, or other outside parties the specific location of the discovery, names of the deceased or descendants (if determined), or specific details about the remains or artifacts themselves, should human remains or artifacts of Alaska Native affiliation be discovered. All consulting parties shall follow the authorized protocols for press releases, media interviews, or other public communications outlined in Attachment D: *Sitka Seaplane Base Security and Media Plan* to this agreement.

## **XI. Submittals and Review Timelines**

- The FAA and CBS shall arrange a meeting to review this agreement one year from its execution date and annually thereafter until all stipulations in the MOA are complete. The FAA and CBS shall submit an annual letter status updates detailing progress of MOA stipulation completion to all parties 30 days prior to the date of the annual review meeting. Any amendments to this agreement recommended during the review shall be considered in accordance with 36 CFR 800.6(c)(7). If the review results in a recommendation to terminate the agreement, termination of the agreement shall be considered in accordance with 36 CFR § 800.6(c)(8).
- The interpretive panel content for display at the NHL boundary (Section III) will be provided to signatories and consulting parties at 95% design. Signatories and consulting parties will have 30 days to review and provide comment.
- The HABS report for SIT-01115 (Section IV) will be reviewed by the FAA and provided to signatories and consulting parties within one year of data collection. Signatories and consulting parties will have 30 days to review and provide comment.
- The size, location, and design of the passenger waiting area (Section IV) will be provided to consulting parties at or before 95% design. Consulting parties will have 30 days to review and provide comment.
- The interpretive panel content for display at the passenger waiting area (Section IV) will be reviewed by the FAA and provided to signatories and consulting parties at 95% design. Signatories and consulting parties will have 30 days to review and provide comment.
- The survey report, DOE, and HABS report for the similar structure at Galena Avenue (Section IV) will be reviewed by FAA and provided to OHA with a request for concurrence on the DOE. OHA will have 30 days to review and provide comment.
- The maintenance and preservation plan for the similar structure at Galena Avenue (Section



IV) will be provided to signatories and consulting parties prior to finalization. The maintenance and preservation plan will include the suggested plaque for placement at the structure. Signatories and consulting parties will have 30 days to review and provide comment.

- The Archaeological Monitoring Report (Section V) will be reviewed by the FAA and provided to signatories and consulting parties within one year of completion of all archaeological monitoring. Signatories and consulting parties will have 30 days to review and provide comment.
- Unless otherwise stated, invited signatories and consulting parties will have 30 days to review and provide comments on all reports and deliverables.

## **XII. Dispute Resolution**

- Should any signatory object at any time to any actions proposed or the manner in which the terms of this MOA are implemented, the FAA shall consult with such party to resolve the objection. If the FAA determines that the Section 106-related objection cannot be resolved through consultation, the FAA will
  - Forward all documentation relevant to the dispute, including the FAA's proposed resolution, to the ACHP. The ACHP shall provide the FAA with its advice on the resolution of the objection within 30 days of receiving adequate documentation. Prior to reaching a final decision on the dispute, the FAA shall prepare a written response that takes into account any timely advice or comments regarding the dispute from the ACHP, signatories and concurring parties, and provide them with a copy of the response. The FAA will then proceed according to its final decision.
  - If the ACHP does not provide its advice regarding the dispute within the 30 day time period, the FAA may make a final decision on the dispute and proceed accordingly. Prior to reaching such a final decision, the FAA shall prepare a written response that takes into account any timely comments regarding the dispute from the signatories and concurring parties to the MOA, and provide them and the ACHP with a copy of such written response.
  - The FAA's responsibility to carry out all other actions subject to the terms of this MOA that are not subject to the dispute remain unchanged.

## **XIII. Amendments**

- Any Signatory to this agreement may request that the other Signatories consider an amendment, whereupon they shall consult to consider such amendment pursuant to 36 CFR § 800.6(c)(7). Amendments shall be executed in the same manner as this agreement.

## **XIV. Agreement by Other Federal Agency**

- In the event that another federal agency, not initially a party to this MOA, receives an application for funding, license, or permit for the undertaking, as it is described in this MOA, that agency may fulfill its Section 106 responsibilities by stating in writing that it concurs with the terms of this MOA and by notifying the signatories that it intends to do so. Such agreement shall be evidenced by execution of a signature page and filing it with the ACHP, and implementation of the terms of this MOA.

#### **XV. Anti-Deficiency Act**

- The Anti-Deficiency Act, 31 U.S.C. § 1341, prohibits Federal agencies from incurring an obligation of funds in advance of or in excess of available appropriations. Accordingly, the Signatory Parties agree that any requirement for the obligation of funds arising from the terms of this MOA will be subject to the availability of appropriated funds for that purpose. The Stipulations contained in this MOA will not be interpreted as requiring the obligation or expenditure of funds in violation of the Anti-Deficiency Act.
- If compliance with the Anti-Deficiency Act impairs the FAA's ability to implement the Stipulations of this MOA, the FAA will consult with the Signatory Parties to determine if an amendment is necessary to fully satisfy the stipulation herein.

#### **XVI. Duration**

- This agreement shall be implemented upon FAA grant award to fund the project construction and continue in full force and effect for five years following execution. At any time, CBS may request of the FAA and SHPO in writing to review CBS's project schedule and consider an extension or modification of this agreement. No extension or modification shall be effective unless all Signatories to the agreement have agreed to it in writing (i.e., emails).

#### **XVII. Termination**

- Any Signatory to this agreement may terminate it by providing 30 days' notice to the other Signatories. The Signatories will consult during the period prior to termination to seek agreement on amendments or execute a new MOA that would avoid termination. In the event of termination, the FAA will seek the comments of ACHP pursuant to 36 CFR § 800.7.

**Execution and Implementation** of this agreement shall evidence, pursuant to 36 CFR § 800.6(c), that the FAA has consulted with SHPO, NPS, CBS, and the STA on the Sitka Seaplane Base Project, in accordance with Section 106 of the NHPA. It shall further evidence that the FAA has afforded the ACHP an opportunity to comment on the Undertaking and its effects on historic properties, and that the FAA has taken into account the effects of the Undertaking on historic properties.

**SIGNATURE PAGES – INVITED SIGNATORIES**

**MEMORANDUM OF AGREEMENT  
BETWEEN THE FEDERAL AVIATION ADMINISTRATION,  
AND  
THE ALASKA STATE HISTORIC PRESERVATION OFFICER  
PURSUANT TO 36 CFR 800  
REGARDING THE SITKA SEAPLANE BASE ON JAPONSKI ISLAND**

INVITED SIGNATORY

CITY AND BOROUGH OF SITKA

By:

John M. Leach, Municipal Administrator

DATE:

**ATTACHMENT A:  
PROJECT MAPS**



Proposed Project Footprint



0 500 1,000 Feet

Location & Vicinity Map



Sitka Seaplane Base

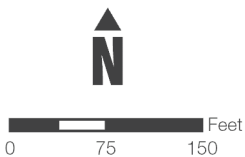
Figure 1

March 2025





-  Area of Potential Effect
-  Upland Project Components



### Area of Potential Effect

### Sitka Seaplane Base

Figure 2

July 2025





**c:::J** Area of Potential Effect

**Existing Seaplane Base  
Area of Potential Effect**

**Sitka Seaplane Base**

0 50 100 Feet

Figure 3

July 2025





**Area of Potential Effect**  
65-Decibel Noise Boundary

**Area of Potential Effect**  
65 Decibel Noise Boundary

Sitka Seaplane Base

0 325 650 Feet

Figure 4

July 2025



**ATTACHMENT B:  
SITKA SEAPLANE BASE  
CULTURAL RESOURCE MONITORING PLAN**

## **Cultural Resources Monitoring and Inadvertent Discovery Plan**

### **Sitka Seaplane Base**

**FAA Project Grant No.: 3-02-0488-001-2019**

#### **I. Purpose and Scope**

This Monitoring and Inadvertent Discovery Plan (Plan) is particular to site preparation and construction activities for the Sitka Seaplane Base Project (Project). This plan has been developed to ensure that any potential archaeological resources or human remains discovered during ground-disturbing activities<sup>2</sup> for the Project are handled appropriately in accordance with federal and state statutes.

The Plan addresses post-Section 106 discoveries pursuant to 36 CFR 800.13(a)(2) and provides clear procedures and chains of authority that will be implemented in the event that archaeological materials are encountered, as outlined in 36 CFR 800.13(b)(3).<sup>3</sup> The plan also provides guidance consistent with Alaska Statute (AS) 12.65.5, AS 18.50.250, and AS 11.46.482(a)(3) which apply to human remains found anywhere in the State of Alaska. These laws require notification of the Alaska State Troopers and the State Medical Examiner; require permits for disinterment, transport, and reinterment of human remains; and make intentional or unauthorized disturbance or removal of human remains a felony.

Archaeological monitoring will commence when ground disturbing activities that could disturb previously undocumented archaeological resources, or human remains, begins. Archaeologists will observe soil excavation, which may include vegetation removal, in areas where native soil may be encountered. The Archaeological Monitor may also be required to observe or delineate access routes used by heavy equipment operators, observe proposed staging areas for equipment or materials, and monitor removal of heavy equipment. Monitoring will not be required in submerged Project areas, or demolition of exposed bedrock.

Archaeological monitoring will conclude when all ground-disturbing construction activities in the upland and tideland areas associated with the Project are complete. CBS will offer to hire a Tribal monitor who may participate in monitoring site preparations on upland and tideland areas, at STA's discretion.

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<sup>2</sup> Ground disturbing activities are defined as any disruption of topsoil or sediments (e.g., trenching), clearing of vegetation, grubbing, ground leveling activities, placement of fill or equipment staging on undisturbed soils. This definition does not include blasting or removal of bedrock.

<sup>3</sup> The FAA received concurrence from the Alaska State Historic Preservation Officer (SHPO) on a finding of Adverse Effects for the Project on March 24, 2021. During consultation, Sitka Tribe of Alaska (STA) requested that monitoring of construction activities be carried out in the Project area. Mitigation for adverse effects and a plan for addressing the discovery of human remains during construction are being discussed in the Memorandum of Agreement to which this Plan is appended.

## **II. Standards**

The archaeological monitoring procedures contained herein are consistent with the Alaska Office of History and Archaeology (OHA) Historic Preservation Series Number 15, *Monitoring Guidelines* (OHA 2018).<sup>4</sup> They are also designed to accommodate construction techniques, schedules, and logistics to the extent possible while still ensuring adequate consideration of archaeological resources that may be encountered during construction activities. Archaeological monitoring shall be conducted by a professional who meets the Secretary of the Interior's (SOI) *Professional Qualification Standards for Archaeology*<sup>5</sup> (48 FR 44738-44739). In addition to meeting the SOI Standards, archaeological monitors must have experience working in Alaska and in identification, recovery, and recordation of perishable and non-perishable cultural resources, both prehistoric and historic.

## **III. Consulting Parties' Roles and Responsibilities**

### **Federal Aviation Administration (FAA):**

The FAA's issuance of Federal funds is an undertaking, as defined in 36 CFR Part 800. As the lead Federal agency, the FAA has consulted with SHPO to establish the area of potential effects (APE), identified and consulted with parties included in the Section 106 process, and issued findings of effect for the Project. Findings of adverse effect for the Project, and mitigation thereof, are included in a Memorandum of Agreement (MOA). Monitoring activities stipulated in the MOA are the result of government-to-government consultations with Sitka Tribe of Alaska (STA). The FAA remains responsible for the content and assessments of effect produced as a result of discovery of cultural resources or historic properties during archaeological monitoring.

### **State Historic Preservation Officer (SHPO):**

The SHPO has assisted and consulted with the FAA in determining the APE for the Project, reviewed and commented on determinations of eligibility, assessments of effect, and proposed mitigation strategies. The SHPO is responsible for continued consultation under NHPA and review and comment on any proposed treatment regarding discovery of cultural resources or historic properties during archaeological monitoring.

### **City and Borough of Sitka (CBS):**

As the applicant for the FAA funds, landowner, and Project proponent, CBS is responsible for providing Project-specific information to consulting parties, including but not limited to schedules, routes, design information, and any other information necessary to implement this Plan. CBS is responsible for the curation/disposition of any materials collected as part of archaeological monitoring efforts at an approved repository within the State as determined by the FAA and CBS in consultation with consulting parties. CBS is responsible for engaging an archaeological monitor and will hire a

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<sup>4</sup> OHA (2018). Historic Preservation Series No. 15: Monitoring Guidelines. Available from: <http://dnr.alaska.gov/parks/oha/hpseries/hp15.pdf>.

<sup>5</sup> SOI's Standards available at: [http://www.nps.gov/history/local-law/arch\\_stnds\\_9.htm](http://www.nps.gov/history/local-law/arch_stnds_9.htm).

tribal monitor, should STA designate one.

**Onsite Supervisor:**

The Onsite Supervisor shall be designated by CBS and coordinate with the FAA in event of any discovery. This individual should be intimately familiar with the Project, have access to schedules, contact information, Project designs, and be the point of contact for the archaeological monitor and consulting parties. The Onsite Supervisor shall work in close concert with the Archaeological Monitor to ensure that all ground disturbing activities are monitored in accordance with the MOA and this Plan. Should discoveries be made during Project activities for which an archaeological monitor is not required, the Onsite Supervisor is responsible for implementing this Plan.

**Archaeological Monitor:**

All construction monitoring will be conducted in compliance with OHA monitoring guidance (OHA 2018) and SOI Standards for Archaeology. In coordination with the FAA, the Archaeological Monitor will conduct a cultural resources briefing for contractors and subcontractors prior to the start of any ground disturbing activities. The Archaeological monitor will be authorized to stop work if potentially significant archaeological or historic resources, or human remains are encountered. If any of these resources are encountered, the Archaeological Monitor will implement the protocols outlined below. The Archaeological monitor will also be responsible for recording, documenting, managing, and analyzing any artifacts or features which are recovered during the Project.

**Sitka Tribe of Alaska (STA):**

This Plan has been developed in consideration of concerns expressed by the STA during G2G and Section 106 consultation on this project. STA will be invited to review and comment on this Plan, and to coordinate with CBS to designate an appropriate Tribal Monitor in accordance with the stipulations of the MOA and this Plan.

**IV. Tribal Involvement and Monitors**

- A. CBS Project Manager or their contractor will contact STA to alert the Tribe about monitoring Project activities and timeline, and to invite the Tribe to designate a tribal monitor during monitoring activities. The tribal monitor will provide direct input during monitored Project activities, which may have the potential to identify or affect tribal cultural resources. The tribal monitor will participate in field activities so that they may make recommendations to the archaeologist onsite.
- B. The FAA will request that STA identify an individual to ensure clear and efficient communication about the monitoring requirements and schedule.
- C. STA may choose the individual to be hired as the tribal monitor, the CBS Project Manager or monitoring archaeologist will coordinate with the tribe and the tribal monitor regarding the particulars of the monitoring activities (dates, times, etc.).

- D. The tribal monitor will be reimbursed for their time through a direct contract with CBS or as a direct hire by CBS's contractor as a temporary/on-call employee.
- E. The tribal monitor will be required to participate in any necessary safety awareness trainings and cultural resources briefings prior to engaging in any monitoring activities.
- F. The designated tribal monitor has special expertise valued by the tribe. As such, the tribal monitor does not need to meet the SOI standards described above for Archaeological Monitors; however, tribal monitors must work under the direct supervision of the Archaeological Monitor.

## **V. Pre-Field Procedures**

### **Permitting and Permissions**

Prior to any ground disturbing activities, CBS and/or their consultants will secure the necessary cultural resource investigation and access permits required for cultural resource monitoring of site preparation activities for the Project. CBS will also procure a provisional curation agreement with the University of Alaska Museum of the North (UAM), or another repository within the State as determined by the FAA and CBS in consultation with consulting parties.

### **Pre-Construction Briefing and Site Assessment**

The FAA has offered to provide Inadvertent Discovery training materials to CBS or its contractor, for presentation to the construction crew prior to mobilization. The Archaeological Monitor will provide a preconstruction cultural resources orientation to equipment operators prior to the commencement of site preparation activities. The preconstruction meeting will include how and where archaeological monitor(s) will observe ground-disturbing activities and hand-signal or other methods of communication between the archaeological monitor and the equipment operator.

All approaches to construction equipment and excavations will be conducted only under safe conditions, as required by the Occupational Safety and Health Administration (OSHA). The Archaeological Monitor and the Tribal Monitor will participate in any safety briefings and will review any project-specific health and safety plans prior to fieldwork.

### **Communications**

Communications during the Project will include but are not limited to face-to-face meetings regarding construction and monitoring; routine communication with the CBS Project Manager or designated Onsite Supervisor regarding Project schedules and construction drawings and maps.

## **VI. Daily Monitoring Responsibilities**

Prior to commencement of ground disturbing activities each day, the Archaeological Monitor will confer with the Onsite Supervisor regarding planned activities scheduled for the day. The Archaeological Monitor will be on site to observe vegetation removal, grubbing, and other ground disturbing activities and will maintain a daily monitoring log.

The daily monitoring log will include ground disturbing activity identifier(s) and results of monitoring. Site preparation or ground disturbance directly into exposed bedrock that do not need to be monitored will also be documented by the Archaeological Monitor in the daily monitoring log and final report. The Archaeological Monitor is responsible for submitting scanned copies of daily monitoring logs to the FAA, CBS, STA, and NPS at the conclusion of archaeological monitoring activities. Daily monitoring logs will be included as an appendix to the final monitoring report (see Reporting, below).

### **Identification**

During monitored activities, all undisturbed surface soils and deposits and sediments below the present ground cover are subject to review by the Archaeological Monitor. Should the Archaeological Monitor determine examination of soil profiles is necessary, the Archaeological Monitor will:

- A. Notify the equipment operator or other construction personnel in the trenching area to halt all heavy equipment operation.
- B. When safe, the Archaeological Monitor may enter excavation areas to clean and examine trench walls, obtain matrix samples, or record stratigraphy.
- C. Once complete the Archaeological Monitor will clear the excavation area and give the equipment operator a notice that they can proceed. The Archaeological Monitor(s) will abide by OSHA regulations at all times.

### **VII. Archaeological Discoveries**

In the event that the Archaeological Monitor identifies archaeological materials, the Archaeological Monitor will issue a Stop Work Order to confirm and assess the nature of the discovery. The following protocol will be followed to report cultural materials encountered during monitoring activities:

- A. The Archaeological Monitor will examine the materials encountered to determine whether the discovery represents an archaeological deposit, historic material, and/or potential historic property (with or without potential human remains)
- B. If the materials are archaeological in nature, the archaeological resources will be excavated and recorded by Archaeological Monitor, including at minimum:
  - a. Collection of GPS coordinates.
  - b. Obtaining an Alaska Heritage Resources Survey (AHRs) number
  - c. Preliminary evaluation for historic significance and integrity according to National Register of Historic Places eligibility criteria.

### **Notification**

In the event of discovery of archaeological materials, the Archaeological Monitor will immediately alert the Onsite Supervisor and implement the notification and consultation procedures outlined below

within one (1) business day. Contact information for the following parties is included in Attachment C, *Notification Form and Contact Information for Agency and Tribal Officials Involved with Human Remains Consultation*.

- A. Should the discovery consist solely of artifacts that are clearly not of Alaska Native affiliation (e.g., World War II-era military artifacts), the FAA, SHPO, CBS, and NPS shall immediately be notified.
- B. Should the discovery consist solely of artifacts that appear to be of Alaska Native affiliation, STA, the FAA, SHPO, and CBS shall be notified.

## **Evaluation and Treatment**

The Archaeological Monitor is responsible for evaluating cultural resources identified as a result of monitoring for historic significance and integrity according to National Register of Historic Places eligibility criteria. If the FAA determines the cultural resource is eligible for the NRHP, and SHPO concurs, the FAA and CBS shall develop an appropriate treatment plan consistent with the SOI Standards and Guidelines for Archaeology and Historic Preservation (48 FR 44716) through consultation between the FAA, CBS, SHPO, and consulting parties. The FAA and CBS shall ensure that the treatment plan is implemented.

## **Curation**

CBS will assume the costs associated with curation of any materials<sup>6</sup> collected in the process of monitoring. Conservation costs may include, but are not limited to, curation fees charged by approved institutions, acquisition of archival materials, shipping, cleaning, rehousing, and any other conservation action determined necessary by a qualified conservator or considered common/ethical practice by cultural resources professionals.

- A. During the permitting process, CBS will establish a provisional curation agreement with the UAMN or another approved repository within the State for collections, which CBS will finalize prior to submission of collections to the approved repository.
  - a. CBS, or cultural resources contractors hired on its behalf, will be responsible for submitting materials recovered during Project monitoring within one year following completion of the fieldwork that generated the collection. Collections will be curation-ready, as determined by repository.

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<sup>6</sup>The term “materials” is consistent with the definition found at 36 CFR 79.4(a)(1), and refers to any objects, artifacts, specimens, records, or remains associated with historic properties. This includes all documentation generated during the implementation of this PA, with the exception of information that is subject to confidentiality clauses of NHPA, ARPA, and Alaska State law.

- B. Prior to disposition, CBS, or cultural resources contractors hired on its behalf, will safeguard materials from theft or damage by providing appropriate interim storage facilities and conservation actions, consistent with the requirements in 36 CFR 79.9.
  - a. As necessary, CBS may consult with repository staff regarding interim storage facilities and necessary conservation actions to be consistent with 36 CFR 79.9 (b)(4).
- C. Within 30 days following disposition, CBS will provide SHPO, NPS, and STA with accession records and documentation associated with the transfer and curation of materials.
- D. Should the archaeological materials consist of artifacts of Alaska Native affiliation, CBS will consult with STA as to the appropriate disposition of those materials. STA may request that CBS relinquish ownership of the materials to STA, at which point CBS will provide documentation of the transfer of materials to the Tribe.

### **VIII. Human Remains**

Should human remains be encountered, work will be stopped at once in the vicinity and the Archaeological Monitor will secure the area to prevent further disturbance. Human remains will be treated with dignity and respect at all times, in a manner consistent with the ACHP's *Policy Statement on Burial Sites, Human Remains, and Funerary Objects* (<https://www.achp.gov/sites/default/files/policies/2023-07/PolicyStatementonBurialSitesHumanRemainsandFuneraryObjects30June2023.pdf>).

Notification of authorities and consultation shall be completed in accordance with NHPA regulations 36 CFR 800.13, state law<sup>7</sup>, and OHA guidance.<sup>8</sup> To the greatest extent possible and provided there are no legal or jurisdictional issues to the contrary, the FAA and CBS shall work with STA to transfer control of any indigenous human remains to STA in an expedited and respectful manner. Construction shall not resume in the area until after notification of essential authorities and consultation regarding removal and disposition of the remains has been completed.

In the event that human remains, grave goods, or funerary objects are encountered at any time during ground disturbing activities, the Archaeological Monitor shall ensure that all work within 150 feet will immediately stop and the discovery will be given a minimum 75-foot buffer area to provide for the security, protection, and integrity of the remains.

- A. Remains will be immediately covered with a tarp or other materials (not soil or rocks) for temporary protection in place, as well as to shield them from being photographed, and the Archaeological Monitor will follow the procedures listed in Attachment D, *Sitka Seaplane Base Security and Media Plan*.
- B. Archaeological Monitor will initiate notification to parties listed in Attachment C,

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<sup>7</sup> Applicable state laws include: Human remains: AS 12.65.5, AS 11.46.482(a)(3), and AS18.50.250

<sup>8</sup> OHA (2020). Guidelines: Laws and Protocols Pertaining to the Discovery of Human Remains in Alaska. Available from <http://dnr.alaska.gov/parks/oha/ahrs/humanremainshandout.pdf>.



*Notification Form and Contact Information for Agency and Tribal Officials Involved with Human Remains Consultation.* Individuals who will be notified immediately in the event of discoveries of potential human remains include:

- a. the appropriate authorities (Alaska State Troopers, the Sitka Police Department)
  - b. relevant consulting parties (STA, FAA, and SHPO).
  - c. The tribal monitor may notify STA immediately upon discovery.
- C. If the remains appear recent, the FAA and CBS will defer to the Alaska State Troopers, the Sitka Police Department, and/or the State Medical Examiner for a determination of whether the remains are of a forensic nature and/or subject to criminal investigation.
- D. Access to the area of the discovery shall be restricted to the CBS Project Manager, Archaeological Monitor, Tribal Monitor, Sitka Police Department (SPD), Alaska State Troopers (AST), State Medical Examiner (SME) or his/her representative, and appropriate agency representatives (i.e., FAA, CBS, and SHPO) until such time as a determination has been made that other parties have been notified and are allowed to access the location of the discovery.
- E. Confidentiality will be a priority and responses to any discoveries of human remains and associated materials will comply with provisions of the *Sitka Seaplane Base Security and Media Plan* (Attachment D).
- F. If the remains are determined not to be modern per 36CFR800.13(a)(2), the FAA will implement the process outlined in the MOA and the procedures in this plan to resolve any adverse effects.

## **Documentation and Analysis**

The remains shall be documented through notes, sketches, and photographs sufficient to allow for independent assessment by the Signatories to the MOA and other parties deemed appropriate by said Signatories. If possible, the examination shall be undertaken onsite, prior to the removal of the remains from their burial location. However, the parties to this MOA recognize that onsite conditions or the conditions of the remains may be such that initial onsite examination is not feasible. If this is the case, the procedures for Removal (below) should be followed prior to examining and documenting the remains.

A physical anthropologist experienced in the analysis of human remains shall examine the human remains to perform a full inventory and attempt to provide osteological information such as age of death, an estimation of sex, stature, and ethnic affinity. The physical anthropologist shall:

- A. Document and analyze using standard osteological techniques. Additional osteological information may include whether the human remains have any pathological condition, indicators of stress, traumatic injuries or other unique features, as well as taphonomic condition. Where this is not possible, no exposed human remains will be left unattended

overnight. The physical anthropologist shall be afforded no more than thirty (30) days' time to conduct his or her analysis.

B. Document the location of the discovery.

- a. Locational information shall be available to the signatories to the MOA.
- b. Locational information shall remain confidential and shall be deleted or blacked-out from any report of the discovery that will be contained in any repository outside of those affiliated with the signatories to the MOA.

C. Photograph and/or produce line drawings of the discovery. Should the remains or associated or unassociated objects be determined to be of Alaska Native origin, no photograph of the remains shall be placed in the monitoring report or other document or be made available to the signatories unless written permission is obtained from STA and the descendants of the deceased, should they be identified (see Attachment D, *Sitka Seaplane Base Security and Media Plan*).

D. Should analysis of the remains prove inconclusive as to cultural affiliation, the FAA will consult with the parties to the MOA to determine the appropriate final disposition of those remains.

## Removal

If at all possible, remains should be left in place, secured, and examined per the above protocols while notification procedures and consultation is undertaken to determine the final disposition of the remains. If the remains cannot be left in place without incurring damage or adverse effect, the following protocols will be followed:

- A. Following notification, the Archaeological Monitor shall coordinate with the FAA, CBS, Alaska State Troopers, the Sitka Police Department, and/or the State Medical Examiner to place the remains in an appropriate container to be secured offsite.
- B. If the remains are other than fragmentary bones, a burial transit permit must be obtained from the local magistrate or Bureau of Vital Statistics prior to removal.
- C. If the remains are Alaska Native, STA will be invited and afforded reasonable opportunity to conduct any appropriate ceremony or rite before the remains are removed from their burial location.
  - a. the Signatories to the MOA will consult with the STA to expedite such ceremonies to the extent possible to allow construction activities to resume in a timely manner.
- D. Remains which are Alaska Native and determined not to be forensic in nature will be transferred to STA through coordination with the Tribe.

## IX. Reporting

At the completion of archaeological monitoring, the Archaeological Monitor shall write a report documenting his or her evaluation of the undertaking, including a catalog of discoveries made during the undertaking and the procedures followed. The report shall meet contemporary professional standards and the SOI *Standards and Guidelines for Archaeological Documentation* (48 FR 44734-44737). CBS, in coordination with the FAA, shall ensure that the final report is provided to all parties to the MOA within one (1) year after the completion of construction monitoring.

**ATTACHMENT C:**  
**Notification Form and Contact Information for**  
**Agency and Tribal Officials Involved with Human**  
**Remains Consultation**

**Sitka Seaplane Base Project Cultural Resources Monitoring Notification Form**

**Date and Time of Discovery:**

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**Name of Cultural Resource Project Archaeologist:**

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**Name of Tribal Monitor:**

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Contact Name and Affiliation	Phone	Email	Date	Time
Federal Aviation Administration (FAA)				
Kendall Campbell, Environmental Protection Specialist	907-271-3050	<a href="mailto:kendall.d.campbell@faa.gov">kendall.d.campbell@faa.gov</a>		
Alaska State Historic Preservation Officer (SHPO)				
Sarah Meitl, Deputy State Historic Preservation Officer	907-269-8715	<a href="mailto:sarah.meitl@alaska.gov">sarah.meitl@alaska.gov</a>		
Nick Schmuck, Deputy State Archaeologist/Deputy SHPO	907-269-8728	<a href="mailto:nick.schmuck@alaska.gov">nick.schmuck@alaska.gov</a>		
City and Borough of Sitka (CBS)				

Sitka Seaplane Base Memorandum of Agreement Attachment C: Notification and Contact Forms  
Version 5 – December 2025

Joseph Bea, Airport Terminal Manager	907-747-1803	<a href="mailto:joseph.bea@cityofsitka.org">joseph.bea@cityofsitka.org</a>		
Sitka Police Department	907-747-3245	<a href="mailto:spdadmin@sitkapd.org">spdadmin@sitkapd.org</a>		
Sitka Tribe of Alaska (STA)				
Dionne Brady-Howard, Chairwoman	907-747-3207	<a href="mailto:dionne.brady-howard@sitkatriben-sn.gov">dionne.brady-howard@sitkatriben-sn.gov</a>		
Jessica Perkins, Legal Director/Attorney	907-747-3207	<a href="mailto:Jessica.perkins@sitkatriben-sn.gov">Jessica.perkins@sitkatriben-sn.gov</a>		
Human Remains Contacts				
Alaska State Troopers, Missing Persons Clearinghouse 907-269-5038				
Lt. Ben Endres	907-269-5682	<a href="mailto:benjamin.endres@alaska.gov">benjamin.endres@alaska.gov</a>		
Malia Miller	907-269-5038	<a href="mailto:malia.miller@alaska.gov">malia.miller@alaska.gov</a>		
Alaska State Medical Examiner's Office 907-334-2200 (open 24 hrs)				
Dr. Gary Zientek, Chief Medical Examiner	907-334-2200	<a href="mailto:gary.zientek@alaska.gov">gary.zientek@alaska.gov</a>		
Anne Waisanen, Operations Administrator	907-334-2200	<a href="mailto:anne.waisanen@alaska.gov">anne.waisanen@alaska.gov</a>		
Alaska Office of History and Archaeology/SHPO 907-269-8700				
Nick Schmuck, Deputy State Archaeologist/Deputy SHPO	907-269-8723 907-269-8700	<a href="mailto:nick.schmuck@alaska.gov">nick.schmuck@alaska.gov</a> <a href="mailto:oha.permits@alaska.gov">oha.permits@alaska.gov</a>		
Health Analytics and Vital Records	907-465-5423	F: 907-465-3423		

**ATTACHMENT D:  
SITKA SEAPLANE BASE  
SECURITY AND MEDIA PLAN**

## **Sitka Seaplane Base Security and Media Plan**

### **FAA Project No. AIP-3-02-0488-001-2019**

The purpose of this document is to provide direction to Project personnel regarding appropriate security and media interaction protocols in the event that human remains are discovered during construction at the Sitka Seaplane Base. Specific protocols for the treatment of the remains themselves are outlined in Attachment B, *Cultural Resource Monitoring Plan*, to the Memorandum of Agreement (MOA) for the Project.

#### **Security**

In the event that human remains are discovered, the City and Borough of Sitka (CBS) shall ensure that the following security measures will be implemented:

- A. The location of the discovery shall be flagged off, surrounded by safety fencing, or otherwise identified and protected to ensure that no equipment or unauthorized personnel enter the area.
- E. The discovery shall be concealed with a temporary covering to avoid direct exposure to inclement weather or other damage. To the extent practicable, the temporary covering shall not make direct contact with the remains. If necessary, a muslin cloth may be placed directly on the remains.
- F. Access to the area of the discovery shall be restricted to the CBS Project Manager, Archaeological Monitor, Tribal Monitor, Sitka Police Department (SPD), Alaska State Troopers (AST), State Medical Examiner (SME) or his/her representative, and appropriate agency representatives (i.e., FAA, CBS, and SHPO) until such time as a determination has been made that other parties have been notified and are allowed to access the location of the discovery.
- G. Onsite project personnel should refrain from discussing the nature and location of the discovery with any outside party.
- H. Depending on the nature of the discovery, such as whether it contains grave goods or other artifacts, it may be necessary to post a security guard at the location to ensure such artifacts cannot be removed from the site.

#### **Notification and Response to the Media**

In the event that human remains are discovered, the following notification procedures and guidelines for responding to media requests will be implemented:

- A. Information about the discovery should be maintained as confidential at all times and is legally protected under section 304 of NHPA. However, should the media or other parties become aware of the discovery, care should be taken to preserve the privacy and dignity of the deceased.



- a. All communication with the media or other public will take place through the CBS Project Manager until such time as the remains are removed from their original location and transferred off-site. At that time, the FAA Environmental Program Manager shall become the primary point of contact for media inquiries.
  - b. Information released to the media or other public should be restricted to the fact that a discovery of human remains occurred, but the exact location should not be disclosed. The presence of grave goods or other artifacts should not be discussed.
  - c. Information or speculation about the ethnic affiliation of the deceased should be avoided until such time as it has been formally determined by a qualified physical anthropologist. At that time, information released to the media or other public should be restricted to a recognition that the deceased appears to be of Alaska Native, non-Native, or other identified ethnic affiliation, but no information as to familial, moiety, or clan relationships should be disclosed unless approved *in writing* by the STA (in the case of Alaska Native remains) and any identified descendants of the deceased.
- I. No photography or filming of the remains shall be allowed except by the Archaeological Monitor, physical anthropologist, or other agency cultural resource specialist for the purpose of scientifically documenting the remains prior to or after removal from their original location or by the SME, AST, or SPD for the purposes of criminal or other investigations.

## Human Remains Photography Consent Form

Sitka Tribe of Alaska Contact Information: Dionne Brady-Howard, Chairwoman

On behalf of the Sitka Tribe of Alaska (STA), I hereby give permission to the archaeologist identified below to photograph the Alaska Native/prehistoric human remains uncovered during the construction of the Sitka Seaplane Base. In signing this form, the archaeologist agrees to the following conditions of the approval.

- A. The photographs (including any negatives) shall become property of the STA or the lineal descendants of the deceased if such can be identified. Photographs shall be curated with the STA unless otherwise specified or agreed to by the STA in consultation with the Federal Aviation Administration. The photographs shall not be reproduced or distributed without STA permission.
- B. All human remains shall be treated with utmost respect and in the spirit of the Native American Graves Protection and Repatriation Act (NAGPRA). All work shall proceed as defined in and in accordance with the Memorandum of Agreement (MOA) for the undertaking.
- C. Copies of the signed Human Remains Photography Consent Form must be provided to:
  - Kendall Campbell, Environmental Protection Specialist, FAA, 222 West 7<sup>th</sup> Ave. #14, Anchorage, AK 99513

Archaeologist requesting photography of human remains:

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Print Name

Signature      Date:

Sitka Tribe of Alaska Chairperson granting consent for photography of human remains:

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Print Name

Signature

Date: