

OCEAN HIGHWAY PORT AUTHORITY

NASSAU COUNTY

AGENDA

Wednesday, October 11, 2017

6:00 P.M. – Regular Monthly Meeting

County Commission Chambers

James Page Governmental Complex

Yulee, Florida

6:00 P. M. – Meeting Called to Order –Chairman

Invocation

Pledge of Allegiance

**Roll Call- Robert Sturgess, District 1; Danny Fullwood, District 2, Adam Salzburg, District 3;
Carrol Franklin, District 4;**

Comments-Audience (Those who would like to comment on agenda items-sign in sheets on the Press Table)

Comments – Those that have requested to have items addressed which they turned in prior to the monthly meeting

1. Approval of Minutes

September 20, 2017 – Monthly Meeting

September 29, 2017 – Special Meeting

2. Consent Items

- Joint Written Request – JP Morgan- Bond Expense - \$2,906.25
- Joint Written Request – JP Morgan- Bond Expense - \$2,906.25

3. Secretary / Treasurer Report

- September Expenses
- Account Summary

4. Report by Pierre LaPorte – Accountant

5. Report of Clyde W. Davis, Legal Counsel

- Attorney's Report
- Customs House Lease

6. Laura DiBella

- Economic Update
- Port Council Updates

7. Port of Fernandina Report

- Port Operations & Commercial Report
- Port Projects Update

8. Old Business

9. New Business

- Committee Reports from Commissioners
 - Port Security – Commissioner Salzburg
 - Custom's House – Commissioner Franklin
 - FMX – Commissioner Fullwood
 - Economic Development – Commissioner Fullwood
 - Emergency Management – Commissioner Salzburg
 - Technical Coordinating Committee – Commissioner Sturgess
 - TPO – Commissioner Salzburg
 - AIFBY Chamber – Commissioner Fullwood
 - Greater Nassau Chamber – Commissioner Franklin

10. Administrative Office Manager Report

11. Other items to be brought by Commissioners

12. Adjourn

Ocean Highway & Port Authority

Robert Sturgess - Sec/Treasurer, District 1
Danny Fullwood- Commissioner, District 2
Adam Salzburg - Chairman, District 3
Carrol Franklin - Vice Chairman, District 4
Ron Braddock - Commissioner, District 5

Minutes

September 20, 2017

The Ocean Highway and Port Authority of Nassau County held their regular monthly meeting on Wednesday, September 20, 2017, in the County Commission Chambers at the James Page Governmental Complex, Yulee, Florida.

The meeting was called to order at 6:06 P. M. by Chairman Salzburg.

The invocation was given by Commissioner Fullwood and the Pledge of Allegiance was led by Chairman Salzburg. Roll call was conducted by Ms. Cason. All Commissioners were present. Also present was Ms. Cason, Administrative Office Manager, Mr. Clyde Davis, Attorney for the Board, Mr. Pierre LaPorte, accountant for the Board, Ms. Laura DiBella, Port Director, and Mr. Stephen DuBose, Commercial Director for Kinder Morgan.

Chairman Salzburg welcomed those in the audience and thanked them for attending this meeting.

Chairman Salzburg asked Ms. Cason if anyone had signed up to speak. Ms. Cason stated no.

Chairman Salzburg then recognized Mr. Richard Bruce and Mr. Lake Ray to make a presentation regarding the First Coast Manufacturers Association.

Mr. Bruce stated that since being Commissioner that he has gotten involved with the First Coast Manufactures Association. He stated that he has learned that this group and the Board have like goals. Mr. Bruce stated that there are 270 firms as members and the members assist other members. He encouraged the Board to review this Associations website and consider membership when the budget will allow. Mr. Bruce introduced Mr. Lake Ray for additional comments.

Mr. Ray thanked the Board for this time. He reminded the Board that he had been a design engineer for the Port of Fernandina. He then discussed the First Coast Manufacturers Association which was formed in 1989. Mr. Ray stated that JaxPort is a member and then he discussed the pillars of the Association. He then reviewed items that are made in our area and offered himself as a resource for the Board. Mr. Ray stated that their next meeting is October 6th. Commissioner Franklin asked the cost of the dues. Mr. Ray stated that they would be \$750.00 per year. Mr. Ray thanked the Board for their time.

Chairman Salzburg then moved to the minutes for approval from the August 9, 2017 Monthly Meeting. **Motion by Commissioner Fullwood to approve the Minutes from the August 9, 2017 Monthly Meeting as submitted. Motion was seconded by Commissioner Sturgess. Motion was unanimously approved.**

Chairman Salzburg then moved to the consent agenda items stating that we have two Joint Written Requests this month.

Joint Written Request – FMIT- Liability Insurance - \$10,268.00

Joint Written Request – Harden & Associates – Fee - \$1,026.80

Motion by Commissioner Franklin to approve the following Joint Written Requests:

Joint Written Request – FMIT- Liability Insurance - \$10,268.00

Joint Written Request – Harden & Associates – Fee - \$1,026.80

Motion was seconded by Commissioner Fullwood. Motion was unanimously approved.

Chairman Salzburg then moved to the Secretary/Treasurer's Report for August, 2017. Commissioner Sturgess stated that there were no unusual expenses and then he reviewed the account balances stating that this is an unaudited report.

Chairman Salzburg then recognized Mr. LaPorte for his report.

Mr. LaPorte began with the Audit Agreement Letter for Mauldin Jenkins for the audit for 2016-2017. He stated that that it was his understanding that Attorney Davis had talked to Mr. Sansbury and he has cleared up the public records item as

it pertains to financial records and he recommended to the Board that the agreement be approved. Mr. LaPorte stated that he reviewed last year's agreement which is the same as this one. Ms. Cason verified that Attorney Davis had sent her an email stating he had talked with Mr. Sansbury and he would recommend that the Board sign the agreement. The Board had no further questions on this agreement. **Motion by Commissioner Franklin to approved the Engagement Letter with Mauldin Jenkins for the 2016-2017 audit. Motion was seconded by Commissioner Fullwood. Motion was unanimously approved.** Mr. LaPorte then moved to the contract extension for Mauldin Jenkins for three years at the price of \$25,800 per year. Mr. LaPorte stated that if the Board would like to bid this out then we would need to start immediately so that we could have a firm in place prior to the next audit time. Commissioner Franklin stated that Mauldin Jenkins was the low bidder last time and we are still paying less than we paid the previous firm and he recommended the contract extension. Mr. LaPorte stated that Mauldin Jenkins and the staff are very good to work with and would recommend the same. Ms. Cason also stated that she would recommend the contract be extended. **Motion by Commissioner Franklin to extend Mauldin Jenkins contract for annual audits for 3 years at the rate of \$25,800 per year. Motion was seconded by Commissioner Sturgess. Motion was unanimously approved.** The Board had no additional questions for Mr. LaPorte.

Chairman Salzburg stated that since Attorney Davis had not arrived yet we would come back to his business when he arrives.

Chairman Salzburg then recognized Ms. DiBella for her report.

Ms. DiBella stated she had attended the annual meeting for the Florida Ports Council and had learned a lot. She stated she was able to meeting the smaller Port Directors and that will be helpful in the future. Ms. DiBella stated that economic development projects are keeping her busy. She stated that she has one prospect that needs space and it might be that this Board can assist with this project. Ms. DiBella stated that there are several groups interested in the central and west side of the County. Commissioner Sturgess asked if any of these projects would require eminent domain. Ms. DiBella stated no. She also stated that the Ligno Tech project continues to move forward and that she is looking into grants from FSTED and FDOT regarding the storage facility that may be needed at the Port for this

project. Ms. DiBella then explained to the Board that we are expecting an amendment to the Joint Participation Agreement for the Scales and Customs House Project which would allow the Board to use the balance of the grant funds available. She asked that the Board approve for the Chairman to sign this once received. **Motion by Commissioner Fullwood to approve the Chairman to sign the amended Joint Participation Agreement with FDOT for the Scales and Customs House Grant. Motion was seconded by Commissioner Franklin. Motion was unanimously approved.**

Chairman Salzburg recognized Mr. Stephen DuBose with Kinder Morgan for the Port Reports.

Mr. DuBose then reviewed the tonnage report. He stated that the total tonnage for the month of August was 33,695 tons which brings the year to date tonnage to 204,436 tons. He then reported that there were 7 vessel calls 17 dockage days, railcars- 315 and 21 trucks per working day. Mr. DuBose assured the Board that they are continuing to aggressively look for new business.

Mr. DuBose reported that the revenue for August was \$139,346 and year to date revenue is \$1,096,837. He then reviewed the expenses and stated that the \$5,000 to the Maintenance Trust Account was the only expense. Mr. DuBose then reported the account balances as follows: revenue fund- \$938,738, Interest Fund- 0 and Redemption Fund - \$10, which brings the total to \$938,748. Mr. DuBose then moved to the Maintenance Trust Account and stated revenues into the account were \$5,069.00 and there were no expenses. The total in the Maintenance Trust Account is \$227,047.00.

Mr. DuBose then moved to his commercial report. He stated that they are currently talking with 2 new lines about coming into the Port. He further explained that export steel is not performing well and that paper is being sold domestically prior to exports. Mr. DuBose stated he continues to work on the Ligno Tech project.

Mr. DuBose then stated that the Port had minimal damage from hurricane IRMA which includes damage to the roofs on the outside lumber shed and some damage to the warehouse doors but on a whole the terminal preformed very well during the storm. HE stated that the staff is currently communicating with the

customers and they are fully operational now. Mr. DuBose stated that the fender project is still pending and the Attorney Davis will talk more on this. He stated that he will send Commissioner Fullwood the information that he requested on Allied Barton tomorrow.

Chairman Salzburg then recognized Attorney Davis, who had arrived late due to a Doctor's appointment.

Attorney Davis started with the Port Fendering System and the contract for that work. He stated that the contractor had not included the chains, bolts and materials to replace the system and wants an additional \$94,400.00 to purchase these required items. He stated that Mr. DuBose and he had tried to resolve this issue at no additional cost to the Board. Attorney Davis stated that he recommends that the Board sue the Contractor in an action for declaratory judgment and this matter should be further discussed in an Executive Session of the Board. He further explained that he had prepared Resolution 2017-7 for the Board's consideration regarding this matter. After a short discussion the Board decided to schedule the Executive Session for September 22nd at 10:30 at Attorney Davis' office. Ms. Cason will notify the press. **Motion by Commissioner Sturgess to conduct an Executive Session on September 22, 2017 at 10:30 AM in the office of Attorney Davis. Motion was seconded by Commissioner Fullwood. Motion was unanimously approved.**

Attorney Davis then moved to the Engagement Letter for Mauldin Jenkins. Chairman Salzburg stated that it had already been approved by the Board based on his email to Ms. Cason. Attorney Davis then moved to the Memorandum of Understanding for 2017-2018 for his firm. Ms. Cason stated that before we address the agreements that the Board would need to approve the budget Resolution. **Motion by Commissioner Franklin to approve Resolution 2017-6-RESOLUTION OF THE OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY, FLORIDA, ADOPTING ITS BUDET FOR FISCAL YEAR 2017-2018 AND PROVIDING AN EFFECTIVE DATE. Motion was seconded by Commissioner Fullwood. Motion was unanimously approved.** Chairman Salzburg asked the Board if there were any questions concerning Attorney Davis' agreement. Commissioner Sturgess stated that he has questions concerning the language in his contract regarding accrual of time and he thinks that

it needs wording that makes accrual of time clearer. Attorney Davis stated that he would be glad to consider any wording that Commissioner Sturgess would like to provide to him. He further explained that he would not accrue time or expenses without the Board's knowledge. Commissioner Franklin confirmed that Attorney Davis has always brought this type information to the Board for approval.

Chairman Salzburg recessed the meeting at 7:35 so that Ms. Cason could change the recording disk. He reconvened the meeting at 7:40.

Attorney Davis stated again that he would consider any wording provided by Commissioner Sturgess regarding accrual of time and expenses. Commissioner Franklin stated that he does not have any problems with Attorney Davis' agreement. **Motion by Commissioner Franklin to approve the Memorandum of Understanding with Davis, Broussard and Steger for 2017-2018. Motion was seconded by Commissioner Fullwood. Motion was approved with a vote of 4 yeas and 1 nay by Commissioner Sturgess.**

Chairman Salzburg then turned the Chair over to Vice Chairman Franklin. Vice Chairman Franklin then moved to the memorandum of Understanding for Joanna R. Cason. Commissioner Salzburg stated that he wanted Ms. Cason to know how much she is appreciated for the work she does. He further stated that he would like to pay her additional funds when they become available. **Motion by Commissioner Salzburg to approve the Memorandum of Understanding for Joanna R. Cason for 2017-2018. Motion was seconded by Commissioner Fullwood. Motion was unanimously approved.** Commissioner Salzburg then returned to Chairman.

Attorney Davis stated that is all of his business.

Chairman Salzburg moved to New Business. He moved to the Engagement Letter for Courson and Stam. He thanked Mr. LaPorte for the work that he does for the Board. **Motion by Commissioner Fullwood to approve the Engagement Letter with Courson & Stam for fiscal year 2017-2018. Motion was seconded by Commissioner Franklin. Motion was unanimously approved.**

Chairman Salzburg then moved to Committee Reports.

Port Security –Chairman Salzburg stated that there was nothing new to report at this time. He did inform the Board that the Terminal staff had no accidents so far this year.

Custom’s House –Vice Chairman Franklin informed the Board that Attorney Davis and he would be meeting with Customs regarding the lease on September 26th. He also reported that he fixed the lights at the Customs House. He further stated that if grant funds were left he would like to use these funds for new windows. He stated that he would like to have someone check on historical district council requirements regarding windows.

FMX- Commissioner Fullwood stated there is nothing new to report. Need meeting will be in November.

Economic Development – Commissioner Fullwood stated Ms. DiBella had reported on this earlier.

Emergency Management – Commissioner Salzburg stated that there was nothing new to report at this time.

TCC – Commissioner Sturgess stated he was unable to attend.

TPO- Chairman Salzburg stated that the meeting was canceled due to the hurricane and would not be rescheduled.

Chamber Reports – Commissioner Fullwood reminded the Board about the Public Official Recognition Event scheduled by the Chamber and that they should RSVP by October 16th. Vice Chairman Franklin stated that Congressman Rutherford attended the last meeting and he recommended some items to him regarding small businesses.

Chairman Salzburg stated that Ms. Cason’s report is in the meeting book and asked if the Board had any questions. There were no questions.

Chairman Salzburg then recognized Mayor Kreger from the City of Fernandina Beach. He informed the Board that the oyster bed restoration project has been moved to the creek on West Rock property. He also informed the Board that the Nassau Delegation would hold their meeting on October 30th. He asked

the Board to think about asking for funds and if the Board is interested he would be glad to have the City work with this Board on a local mitigation strategy for grants.

Chairman Salzburg then asked if there were other items to be brought by before the Board. There was none.

Chairman Salzburg stated that if there were no other comments the meeting stands adjourned at 8:05P.M.

Adam Salzburg

Chairman

Ocean Highway & Port Authority

Adam Salzburg - Chairman, District 3
Carrol Franklin - Vice Chairman, District 4
Robert Sturgess - Sec/Treasurer, District 1
Danny Fullwood-District 2
Ron Braddock - District 5

Minutes

September 29, 2017

The Ocean Highway and Port Authority of Nassau County held a Special Meeting on Friday, September 29, 2017 at 10:30 A.M. at the office of Attorney Clyde Davis, 960185 Gateway Blvd., Suite 104, Fernandina Beach, Florida.

The special meeting was called to order at 10:30 A. M. by Chairman Salzburg. Commissioner Fullwood gave the Invocation and led the Pledge of Allegiance.

Roll call by Ms. Cason was conducted. All Commissioners were present with the exception of Commissioner Braddock. Also present was Ms. Cason, Administrative Office Manager.

Chairman Salzburg stated the Special Meeting is to discuss Resolution 2017-7 regarding filing of a lawsuit. He then asked Attorney Davis to discuss the Resolution.

Attorney Davis the read the caption of Resolution 2017-7- A
RESOLUTION OF THE OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY, FLORIDA, AUTHORIZING THE FILING OF A LAWSUIT/ACTION FOR DECLARATORY JUDGMENT IN THE NAME OF THE OCEAN HIGHWAY AND PORT AUTHORITY, AND HAVING AN EFFECTIVE DATE:

Attorney Davis stated that at this time the Board needed to by motion move into an Executive Session to further discuss this matter. **Motion by Commissioner Fullwood to move into Executive Session. Motion was seconded by Commissioner Franklin. Motion was unanimously approved.**

Chairman Salzburg then moved to Executive Session. The Court Reporter present recorded the Executive Session.

Chairman Salzburg then reconvened the Special Meeting. He asked the Pleasure of the Board regarding Resolution 2017-7. **Motion by Commissioner Fullwood to approve Resolution 2017-7. Motion was seconded by Commissioner Franklin. Motion was unanimously approved.**

Attorney Davis stated that for information purposes only he would like the Board to know that he and Commissioner Franklin met with the Customs personnel regarding the lease of the Customs House. He stated that they do not plan to renew and expects the Board to provide them space for a \$1.00 a year. Attorney Davis stated that the Board may want to think about building a new building and demolish the old building. He also stated that the Board may want to check on available grants for this project.

Chairman Salzburg asked for any other comments. There were none.

Meeting was adjourned 12:15 P.M.

Adam Salzburg, Chairman

October 11, 2017

Bank of New York Trust Company, N.A
As Indenture Trustee
Jacksonville, Florida

**Re: \$38,500,000 Ocean Highway and Port Authority Adjustable Demand
Revenue Bonds, Series 1990**

JOINT WRITTEN REQUEST

Ladies and Gentlemen:

Pursuant to the Trust Indenture dated as of December 1, 1990, between the Ocean Highway and the Bank of New York, as Indenture Trustee, The Port Authority and Nassau Terminals LLC jointly request that you transfer \$2,906.25 to the Ocean Highway and Port Authority Surplus Account number 607283.

The above funds are to be disbursed from the Ocean Highway and Port Authority Revenue Fund, account number 607277.

Dated this 11th day of October, 2017

OCEAN HIGHWAY AND PORT AUTHORITY

NASSAU TERMINALS, LLC

October 11, 2017

Bank of New York, Trust Company, N.A.
as Indenture Trustee
Jacksonville, Florida

**RE: \$38,500,000 Ocean Highway and Port Authority Adjustable Demand Revenue
Bonds, Series 1990**

JOINT WRITTEN REQUEST

Ladies and Gentlemen:

Pursuant to the Trust Indenture dated as of December 1, 1990, between the Ocean Highway and Port Authority and the Bank of New York, as Indenture Trustee, the Port Authority and Nassau Terminals LLC. jointly request that you disburse \$2,906.25 payable to JPMS LLC Cash Management for the period ending 8/31/17 remarketing fees (see attached invoice). The above funds are to be disbursed from the Ocean Highway and Port Authority Surplus Fund, account number 607283.

Dated this 11th day of October, 2017.

OCEAN HIGHWAY AND PORT AUTHORITY

By: _____

NASSAU TERMINALS, LLC

By: _____

J.P.Morgan

Invoice

411500-1

To: Rhonda Poteat
Nassau Terminals Inc.
501 North 3rd Street
Fernandina, FL 62034

Re: OCEANHWY
Ocean Highway And Port Authority 1990 - Nassau
Terminals Inc.
\$9,300,000.00

J.P.Morgan Securities LLC FEIN#:13-4110995

Invoice Date: 01-Sep-2017
Payable upon receipt
Billing Frequency: QUARTERLY
Billing Method: OUTSTANDING
Calc Method: 90/360
Basis Points: 12.5
Adv/Arr: ARR

Cusip: 67482MAB3
(Please reference the CUSIP number on all
payments/correspondence)

In accordance with the Remarketing Agreement for the above-captioned securities, we submit our invoice for remarketing Services.

Amount Outstanding	From	To	Days	Rate	Fees
\$9,300,000.00	2017-06-01	2017-08-31	90	12.5	\$2,906.25
Total Current Charges	2017-06-01	2017-08-31	90		\$2,906.25
Prior Balances					Balance
410240	2017-03-01	2017-05-31	90		\$2,906.25
Total Prior Balance					\$2,906.25
Amount on Credit					\$0.00
Total Due Upon Receipt					\$5,812.50

Please contact us at (212) 834-8040 or public.finance.billing@jpmorgan.com should you have any questions regarding this invoice.

*Payment made by check should be accompanied by a copy of this letter and mailed to:
JPMS LLC Cash Management, 23928 Network Place, Chicago IL 60673*

*For payments by wire, please use the following instructions:
RECEIVING BANK: Chase Bank. ABA ROUTING #: 021 000 021.
CREDIT A/C#: 066916402; J.P. Morgan Securities LLC.; Attn: Mumi MO. FFC: Cusip #(s); Inv. #(s);
Remarketing Fees.*

Thank you.

October 11, 2017

Bank of New York Trust Company, N.A
As Indenture Trustee
Jacksonville, Florida

**Re: \$38,500,000 Ocean Highway and Port Authority Adjustable Demand
Revenue Bonds, Series 1990**

JOINT WRITTEN REQUEST

Ladies and Gentlemen:

Pursuant to the Trust Indenture dated as of December 1, 1990, between the Ocean Highway and the Bank of New York, as Indenture Trustee, The Port Authority and Nassau Terminals LLC jointly request that you transfer \$2,906.25 to the Ocean Highway and Port Authority Surplus Account number 607283.

The above funds are to be disbursed from the Ocean Highway and Port Authority Revenue Fund, account number 607277.

Dated this 11th day of October, 2017

OCEAN HIGHWAY AND PORT AUTHORITY

NASSAU TERMINALS, LLC

October 11, 2017

Bank of New York, Trust Company, N.A.
as Indenture Trustee
Jacksonville, Florida

**RE: \$38,500,000 Ocean Highway and Port Authority Adjustable Demand Revenue
Bonds, Series 1990**

JOINT WRITTEN REQUEST

Ladies and Gentlemen:

Pursuant to the Trust Indenture dated as of December 1, 1990, between the Ocean Highway and Port Authority and the Bank of New York, as Indenture Trustee, the Port Authority and Nassau Terminals LLC. jointly request that you disburse \$2,906.25 payable to JPMS LLC Cash Management for the period ending 5/31/17 remarketing fees (see attached invoice). The above funds are to be disbursed from the Ocean Highway and Port Authority Surplus Fund, account number 607283.

Dated this 11th day of October, 2017.

OCEAN HIGHWAY AND PORT AUTHORITY

By: _____

NASSAU TERMINALS, LLC

By: _____

J.P.Morgan

Invoice **410240-1**

To: Rhonda Poteat
Nassau Terminals Inc.
501 North 3rd Street
Fernandina, FL 62034

Re: OCEANHWY
Ocean Highway And Port Authority 1990 - Nassau
Terminals Inc.
\$9,300,000.00

J.P.Morgan Securities LLC FEIN#:13-4110995

Invoice Date: 01-Jun-2017
Payable upon receipt
Billing Frequency: QUARTERLY
Billing Method: OUTSTANDING
Calc Method: 90/360
Basis Points: 12.5
Adv/Arr: ARR

Cusip: 67482MAB3
(Please reference the CUSIP number on all
payments/correspondence)

In accordance with the Remarketing Agreement for the above-captioned securities, we submit our invoice for remarketing Services.

Amount Outstanding	Invoice	Due	Days	Rate	Price
\$9,300,000.00	2017-03-01	2017-05-31	90	12.5	\$2,906.25
Total Current Charges	2017-03-01	2017-05-31	90		\$2,906.25
Total Prior Balance					\$0.00
Amount on Credit					\$0.00
Total Due Upon Receipt					\$2,906.25

Please contact us at (212) 834-8040 or public.finance.billing@jpmorgan.com should you have any questions regarding this invoice.

*Payment made by check should be accompanied by a copy of this letter and mailed to:
JPMS LLC Cash Management, 23928 Network Place, Chicago IL 60673*

*For payments by wire, please use the following instructions:
RECEIVING BANK: Chase Bank. ABA ROUTING #: 021 000 021.
CREDIT A/C#: 066916402; J.P. Morgan Securities LLC.; Attn: Mumi MO. FFC: Cusip #(s); Inv. #(s);
Remarketing Fees.*

Thank you.

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Treasurers Report - September 2017

	Sept	YTD ACTUAL	BUDGET 2016-2017	July	August
INCOME					
Nassau Terminal Annual Fee	0.00	84,647.96	84,932.37	0.00	0.00
Grants	0.00	0.00	0.00	0.00	0.00
Electric Cogeneration	0.00	0.00	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00	0.00
JWR Drawdown	0.00	0.00	0.00	0.00	0.00
Cash CarryForward - MM	0.00	2,500.02	2,500.02	0.00	0.00
Cash CarryForward - MM Special Account	0.00	43,030.13	43,060.13	0.00	0.00
Operating Cash Carry Forward	0.00	534.36	534.36	0.00	0.00
Interest	2.20	35.61	10.00	2.87	2.59
TOTAL INCOME	2.20	130,748.08	131,036.88	2.87	2.59
COMMISSION DIRECT					
Salaries - Commissioners	5,000.00	60,000.00	60,000.00	5,000.00	5,000.00
Payroll Taxes	382.50	4,592.00	5,576.00	382.50	382.50
Unemployment	0.00	60.00	150.00	15.00	0.00
Conferences & Travel	0.00	0.00	0.00	0.00	0.00
Insurance	0.00	100.00	102.00	0.00	0.00
Salaries - Board Attorney	1,250.00	15,000.00	15,000.00	1,250.00	1,250.00
TOTAL COMMISSION DIRECT	6,632.50	79,752.00	80,828.00	6,647.50	6,632.50
COMMISSION OPERATION					
Salaries- Accountant	750.00	9,000.00	9,000.00	750.00	750.00
Salaries - Office Administrator	1,083.33	12,999.96	13,000.00	1,083.33	1,083.33
Expenses - Office Administrator	20.50	723.10	2,000.00	12.16	12.00
Travel - Office Administrator	37.80	462.24	1,000.00	31.86	37.26
TOTAL COMMISSION OPERATION	1,891.63	23,185.30	25,000.00	1,877.35	1,882.59
COMMISSION DISCRETIONARY					
Dept. of Revenue (Special Dist. Fee)	0.00	175.00	175.00	0.00	0.00
TPO - Membership	0.00	1,195.00	1,202.00	0.00	0.00
GNCCC-Membership	0.00	175.00	175.00	0.00	0.00
AIFBY Chanber	0.00	280.00	280.00	0.00	0.00
FMX	0.00	0.00	0.00	0.00	0.00
Advertisement	0.00	83.14	500.00	0.00	0.00
Equipment & Software	0.00	0.00	0.00	0.00	0.00
Web Site	0.00	2,005.00	2,500.00	0.00	0.00
Awards & Presentations	0.00	207.00	405.00	0.00	0.00
Nassau Cty Economic Dev Board	0.00	2,500.00	2,500.00	0.00	0.00
Discretionary	8.75	106.75	100.00	8.75	8.75
TOTAL COMMISSION DISCRETIONARY	8.75	6,726.89	7,837.00	8.75	8.75
CUSTOMS HOUSE					
GSA - Customs House - RENTAL INCOME	-2,258.90	-\$26,919.40	-26,816.40	-2,258.90	-2,258.90
Bug Out Pest Control	25.00	300.00	300.00	25.00	25.00
River Pest Control Termite Bond	0.00	290.00	290.00	0.00	0.00
Bug Out Termite Bond	0.00	225.00	225.00	0.00	0.00
Mike's Lawn Service	0.00	840.00	1,440.00	0.00	0.00
Raysor Cleaning Service	280.00	3,360.00	3,660.00	280.00	280.00
City of Fernandina Beach (Water)	93.07	1,118.85	1,500.00	85.49	85.49
Florida Public Utilities (Electric)	303.91	3,138.31	5,000.00	271.22	346.05
Maintenance	42.78	2,040.32	8,223.00	0.00	0.00
TOTAL CUSTOMS HOUSE	-1,514.14	-15,606.92	-6,178.40	-1,597.19	-1,522.36
TOTAL EXPENSES	7,018.74	94,057.27	107,486.60	6,936.41	7,001.48
Net Increase(decrease) in Funds	-7,016.54	-9,373.70	-22,544.23	-6,933.54	-6,998.89

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OCEAN HIGHWAY & PORT AUTHORITY
BANK ACCOUNTS SUMMARY

ACCOUNT	Balances as of September 30, 2017
1ST FEDERAL - ****3328	\$1,250.85
1ST FED PPORT PROJECT ACCOUNT	\$4,598.92
1ST FED. MMA SPECIAL - ***1552	\$33,745.12
1ST FED. MMA-OPERAT. - ***3310	\$2,614.95
1ST FED. ADMIN -6714	\$100.05

This is an unaudited report of funds in each account

1624 East 7th Avenue, Suite 301
Tampa, FL 33605-3706



**U.S. Customs and
Border Protection**

Mr. Carrol Franklin
Commissioner
Port of Fernandina
86130 License Road, Suite 9
Fernandina Beach, FL 32034

Mr. Franklin:

For many years, U.S. Customs and Border Protection (CBP) has maintained an official presence at the Port of Fernandina located at 403 North Third Street in Fernandina Beach. However, CBP's lease for this space, which was obtained through the General Services Administration (GSA), will expire in 2020. This letter serves as notice to the Port that CBP does not have plans to extend or renew the lease. As a consequence, without the necessary space, CBP will no longer be able to carry out operations as has been done in the past, including but not limited to the examination of vessels and cargo arriving at the Port. To avoid a disruption to the inspections performed by CBP at the Port, the Port needs to meet its obligation to provide CBP with suitable space at no cost to CBP. We would like to arrange for a time to discuss CBP's operational requirements and how the Port may meet them, ensuring the continued cooperation between CBP and the Port without interruption following the expiration of CBP's lease in 2020. As one example, the controls for the Radiation Portal Monitor used for the clearance of cargo through the Port, which are currently located in CBP's leased space, will have to be relocated.

Attached is a Project Requirements Understanding Acknowledgement (PRUA) document for your signature. We look forward to meeting with you to discuss our requirements.

Please feel free to contact me directly at (904) 261-6154. Alternatively, Jennifer Bradshaw, Area Port Director, Jacksonville, may be contacted at (904) 714-3195.

Thank you for your support as we work together to serve the international community and protect our homeland security.

Sincerely,

Steven L. Parrott
Port Director, Fernandina Beach

Attachment

Hand delivered 7/13/17



**U.S. Customs and
Border Protection**


Project Requirements Understanding Acknowledgment – Port of Fernandina Seaport Cargo Container Station Radiation Portal Monitor (RPM) Federal Inspection Services (FIS) Operations and Operational Support Facility Project

1. I understand that the CBP Container Station RPM FIS and Operational Support space are provided by the Port of Fernandina at no cost to the government and will be constructed and/or renovated, and delivered to CBP as a “turn-key” project. Requirements for establishing a turn-key facility will be provided to you by U.S. Customs and Border Protection (CBP), which at minimum requires complete construction, finishes, equipment, signage, furniture, cabling, information technology (IT) infrastructure, security systems, CCTV, lighting, alarms, emergency power supply, uninterrupted power source (UPS), a telephone system, computer equipment, office equipment, appliances, fume hood, sterilizer, disposal system, Non-Intrusive Inspections (NII), Tactical (TAC), and Operations Support (OS) inspectional equipment, sufficient secured parking for both Government (GOVs) and personal (POVs) for CBP inspectional personnel, relocation, and space configuration in conformance with CBP written approval of 100% design plans. Any local, state or federal law, code, standards, or statute requirements must also be incorporated into the CBP NII, TAC and OS FIS facility/ies.

The CBP Sea Cargo Container Station RPM FIS operations and OS areas shall be complete, fully operational, inspected by all applicable parties and ready for occupancy having met all CBP minimum requirements and executed a free/nominal (\$1) fee space lease that enables CBP to occupy the FIS facility/ies.

2. Specific Authority for the provision of free/nominal (\$1) fee Sea Cargo Container FIS space is found at 19 C.F.R. §§ 19 and 113, which stipulate a Container Station operator must pay for and meet CBP requirements for ongoing operations as related to the security of the station and the suitability of the office and workspace for CBP. CBP general law authority to designate ports, and enforce and administer agricultural, customs and immigration laws at those ports, 19 U.S.C. § 2, includes authority to determine suitable requirements for designation.
3. I understand that the complete design, procurement and installation of any required TAC and/or IT infrastructure required for CBP RPM FIS operations at the Port of Fernandina will be performed by CBP and that all costs incurred by CBP for this equipment and work will be the funding obligation of the Port of Fernandina.
4. I understand that the equipment, interior and exterior facility, furnishings, and HVAC systems must be adequately maintained (i.e., all monthly utilities, phone service, housekeeping, refreshes, finishes, lighting) at the Port of Fernandina’s expense as provisioned in a free/nominal (\$1) fee space lease executed by the Port of Fernandina and CBP.

5. I understand that complete design and construction documents must be submitted, reviewed and approved by all CBP points of contact in writing prior to moving to the next stage in the design/construction process.
6. I understand that my main point of contact for this project will be the CBP Project Manager, who is the CBP *One-Voice* for this facility project.

<u>CAROL E. FRANKLIN</u>	<u></u>	<u>Comm</u>	<u>7-12-17</u>
Print Name	Signature	Title	Date

stated that the project with Ligno Tech is moving forward and Ms. DiBella has worked really hard on this project for the Port. He then reported that a complaint had been received about the grass on the vacant lot and the grass has been cut.

Chairman Salzburg moved to Old Business. He stated that this had been handled under attorney business.

Chairman Salzburg moved to New Business. He recognized Ms. Laura DiBella for her report.

Ms. DiBella stated her first month as Port Director had gone well. Ms. DiBella stated that the timing could not be better. She further stated that county wide economic development is moving along and the use of the Port facilities is becoming more of an item of discussion. Chairman Salzburg asked if the port council addressed why we did not get out grant. Ms. DiBella stated that they did and the short answer is politics. Ms. DiBella stated that she is currently investigating infrastructure grants at the state and federal level. Ms. DiBella stated that she would like to see the new Port Authority Director handle projects County wide along with the Port. Chairman Salzburg, Attorney Davis and Ms. DiBella are to meet to discuss future projects.

Chairman Salzburg then moved to Committee Reports.

Port Security –Chairman Salzburg stated that there was nothing new to report at this time.

Custom's House –Vice Chairman Franklin stated he had passed out a letter regarding the lease of the Custom's House and that they are asking when the lease expires in 2020 and that they be provided space free. Attorney Davis stated that the letter states that the Board needs to designate a Board member to work on this request. Chairman Salzburg stated that Commissioner Franklin has done a great job with the Custom's House and he would recommend that he be in this role. Attorney Davis stated that the Board would need to approve by motion. **Motion was made by Commissioner Fullwood that Commissioner Franklin would be the Board member to work with Custom's on this lease. Motion was seconded by Commissioner Sturgess. Motion was unanimously approved.**

Commissioner Franklin asked Ms. Cason to get the signed copy to Mr. Parrott at



July 12, 2017

the Customs House. Commissioner Franklin asked Attorney Davis to meet with him and the customs representatives. Attorney Davis stated that he would.

FMX- Commissioner Fullwood stated there is nothing new to report.

Economic Development – Commissioner Fullwood stated he had nothing additional to report.

Emergency Management – Commissioner Salzburg stated that there was nothing new to report at this time.

TCC – Commissioner Sturgess stated there was no meeting to report on.

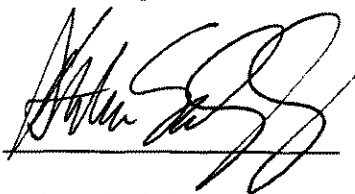
TPO- Chairman Salzburg stated that they addressed the unified work plan and the next meeting is July 20th.

Chamber Reports – Commissioner Fullwood stated that there is nothing to report at this time. Vice Chairman Franklin stated he has nothing new to report at this time.

Chairman Salzburg stated that Ms. Cason's report is in the meeting book and asked if the Board had any questions. There were no questions. Ms. Cason reminded the Board that the August meeting will be in Callahan and she would notify the Board if the meeting will be at Town Hall or the Fire Department which is next door.

Chairman Salzburg then asked if there were other items to be brought by before the Board. There were no addition items.

Chairman Salzburg stated that if there were no other comments the meeting stands adjourned at 7:46 P.M.



Adam Salzburg

Chairman

ADMINISTRATIVE OFFICE MANAGER'S REPORT
September, 2017

Hours Worked –47.25 hours Miles driven for OHPA purposes – 83
(office closed – 6 days- Labor Day and 5 days for hurricane)
Checked emails and returning telephone calls.

Banks accounts reconciled with statements for August.

All September invoices paid and entered into Quick Books.

Completed meeting agenda (posted on website and at office, County Building) along with meeting materials on the website and Commissioner's meeting packet for the monthly meeting and Special meeting

Posted Notice of Gatherings- 0

Attended the Monthly Meeting and Special Meeting

Minutes completed for the Monthly Meeting and Special Meeting

Filing up to date

Scanned and indexed minutes.

Quick Books stick to Pierre for Treasurer's Report

Public records requests received – 0

October

Complete October minutes for all meetings

Attend all scheduled meetings for October.

Pay all invoices that come in for October, enter into Quick Books and provide Pierre information for Treasurer's report

Reconcile bank statements for September.

Continue scanning and indexing of minutes; work on records retention program as time allows

Process all public records requests received

Work on year end and new year requirements

	A	B	C	F	G	H
1	MONTHLY MILEAGE FORM					
2	Joanna R. Cason					
3	September 2017					
4	DATE	TRAVEL TO			MILES	
5	9/5/17	Pierre			15	
6	9/18/17	City Building, Clyde, Danny, Pierre			12	
7	9/19/17	Pierre			15	
8	9/22/17	First Federal Bank			3	
9	9/26/17	County Building			6	
10	9/26/17	First Federal Bank			3	
11	9/26/17	Champion, Pierre			19	
12	9/29/17	Pierre, Clyde			10	
13				83	x .54 =	\$44.82
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September 28, 2017

The Board of Commissioners
Ocean Highway and Port Authority of Nassau County
86130 License Road, Suite 9
Fernandina Beach, Florida 32034

Attention: Joanna Cason, Office Manager

Dear Joanna,

Thank you so much for your phone call today letting us know of the results of the Board's September 20, 2017, regular meeting. We are very pleased that the Ocean Highway and Port Authority of Nassau County (the "Authority") Board approved both our September 30, 2017, audit engagement letter as well as our contract extension for the upcoming three year period. We very much appreciate you and the Board allowing Mauldin & Jenkins to serve the Authority. Our understanding of the audit services contract extension is that we will provide the annual audit of the Authority for the fiscal years ending September 30, 2018, 2019, and 2020. Our fees for these services will be \$25,800 for each applicable year.

Again we very much appreciate the opportunity to be of service to the Authority. If you have any questions, please let us know. We look forward to working with you and the Board again this year.

Sincerely,
MAULDIN & JENKINS, LLC

A handwritten signature in black ink that reads "Wade P. Sansbury".

Wade P. Sansbury, CPA