

OCEAN HIGHWAY & PORT AUTHORITY NASSAU COUNTY



FSCJ - Betty P. Cook Nassau Center
***David Yulee Room* (Rm A-114)**
76346 William Burgess Blvd
Yulee, FL 32097

AGENDA

November 16, 2022
6:00 PM

6:00 PM – Meeting Call to Order – Chairman

Invocation

Pledge of Allegiance

Roll Call: Miriam Hill, District 1; Danny Fullwood, District 2, Scott Hanna, District 3; Carrol Franklin, District 4; Mike Cole, District 5

1. Comments - Audience (Comments submitted prior to the meeting)

2. Approval of Minutes

- October 12, 2022 Monthly meeting minutes
- October 18, 2022 master Plan Workshop

3. Port Attorney Report

- Special agent status (DEO, Resolution 2022-R05)

4. Port Accountant Report

- Financial report – October 2022
- Qtr. 4 Financials
- ARPA funding update

5. Port Executive Director Report

- 2022 FSTED grant funds application
- Office space update

6. Port of Fernandina Report (Operator)

- Tonnage report – October 2022

7. Pending Business

- Legal invoices (pending, Matter #126166.007, FMIT reimbursement)

8. New Business

- COFB resiliency grant opportunities (Front Street, riverfront-downtown area)
- Cruise ship agreement (Port Operator)
- Wi-Fi for meetings

9. Committee Reports

- Port Security – Commissioner Fullwood
- FDOT – Commissioner Fullwood
- Customs House – Commissioner Franklin
- Army Corp of Engineers – Chairman Fullwood
- Economic Development – Commissioner Cole
- Emergency Management – Commissioner Cole
- Technical Coordinating Committee – Commissioner Hanna
- Transportation Planning Organization (TPO) – Commissioner Cole
- Nassau Chamber of Commerce– Commissioner Hill
 - Nomination for local business (November 18th)
- City of Fernandina Beach – Commissioner Hill

10. Administrative Office Manager Report

- TPO assessment fee (FY 2022-2023)
- RS&H master Plan invoice #6
- December Board meeting (date confirmation)

11. Other items to be brought by Commissioners

- Presentation

Adjourn

If a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Fla. Stat. § 286.0105.



Minutes

OCEAN HIGHWAY & PORT AUTHORITY



Miriam R. Hill – Commissioner, District 1
Danny Fullwood – Chairman, District 2
Scott Hanna – Secretary/Treasurer, District 3
Carrol Franklin – Commissioner, District 4
Mike Cole – Vice Chairman, District 5

Monthly Meeting Minutes

October 12, 2022

The Ocean Highway and Port Authority of Nassau County held its Monthly Meeting on Wednesday, October 12, 2022 at the FSCJ-Betty P. Cook, Nassau Center (David Yulee Room, Bldg. A-114), 76346 William Burgess Blvd., Yulee, FL 32097.

The meeting was called to order at 6:00 PM by Chairman Fullwood.

The invocation was given by Vice Chairman Cole. The Pledge of Allegiance was led by Chairman Fullwood. Roll call was conducted by Rossana Hebron, Administrative Office Manager. All Commissioners were present. Also in attendance were David Kaufman, Port Executive Director; Patrick Krechowski, Port Attorney; Pierre LaPorte, Port Accountant; and Butch Gilbert, Port Operator.

1. **Comments** - Audience (Comments submitted prior to the meeting)

- No public comment forms were submitted.

2. **Approval of Minutes**

- September 14, 2022 Monthly Meeting Minutes

Discussion: Mr. Krechowski confirmed correction of the case number 21-CA-164.

Commissioner Franklin motioned to accept the September 14th minutes as amended. Commissioner Hanna second the motion.

The Board voted unanimously in favor of the motion.

3. **Port Attorney Report**

Mr. Krechowski submitted a written report attached to the meeting packet.

The following list was taken from said report:

Nassau County Property Appraiser

Answer filed by OHPA – Reply served by Property Appraiser. Working to advance OHPA position and arguments in case.

Property Appraiser has notified OHPA of denial of 2022 tax exempt status. Petition filed with Value Adjustment Board on August 4, 2022; received by Value Adjustment

Board on August 12, 2022. Evidence packet submitted on October 11, 2022. Hearing date set for October 26, 2022.

COFB v. OHPA

Discovery phase.

Ross v. OHPA & Worldwide Terminals

Settled. Documents provided to Mr. Ross on October 4, 2022. Shade meeting transcript provided on October 6, 2022.

Correction: Mr. Krechowski corrected the above report. He received the Shade meeting transcript; however, per the terms of the settlement agreement, the transcript will be provided within 7 days after the petitioner files for dismissal.

Tariff Collection/Administration

In receipt of draft amendment to Operating Agreement pertaining to collection and administration of tariffs due to OHPA.

Customs House

Letter Agreement approved.

Savage Services Ownership

Actively working on transition with staff, Chairman and attorneys from Savage team meeting held Aug. 9. Another team meeting likely needed.

Miscellaneous

Remaining OHPA assigned tasks actively being worked on.

4. Port Accountant Report

- **Financial report – September 2022**

A copy of the financial report was attached to the meeting packet. It was the last report for the fiscal year 2021-2022 ending in September 30th. Mr. LaPorte reported the auditors will begin auditing in early November. He will provide a draft of the full financial report for FY 2021-2022 at the next Board meeting. There was nothing unusual to report for the month of September.

- **ARPA Funds Reimbursement update**

There were changes in ARPA funding and Master Plan grant as OHPA started submitting invoices and receiving reimbursements.

- **Port Operator monthly contribution (CPI adjustment, Resolution 2022-R04)**

Mr. LaPorte reminded the Board the Operating agreement includes several items that are adjusted for inflation annually. To date, only the annual fee was adjusted for inflation for now. Other fee items will be adjusted accordingly in the future. The most recent Consumer Price Index (CPI) available was August 2022 (8.3%) to adjust the annual fee starting with year 2018 (inception of the agreement). Effective November 1, 2022, the adjusted annual fee is \$295,617.76. Mr. LaPorte requested the Board adopt Resolution 2022-R04 to memorialize the CPI

adjustment to the annual fee. Subsequent resolutions will be presented each year as the CPI changes.

The Port Operator was invoiced for underpayment from year 2019-2021 in the amount of \$33,542.23. Mr. Gilbert, Port Operator, via email acknowledged receipt and agreed to pay.

The Board had prior review of Resolution 2022-R04. Commissioner Hanna motioned to move forward with the resolution as stated. Commissioner Hill second the motion.

Discussion: Commissioner Hill asked if this was a collective effort to provide one number to the Operator with respect to their financial planning needs. She wondered if there is a master list of issues consisting of those items in the Operating agreement that were not addressed in previous years. She did not want to invoice the current Operator in piecemeal. Mr. LaPorte and Mr. Kaufman will both meet with Mr. Gilbert each year to review the fees as the CPI dictates. The CPI is not discretionary, the rate is published.

The Board voted unanimously in favor of the motion.

- **Engagement Letter (Courson & Stam)**

Mr. LaPorte presented the Board the Engagement Letter for the fiscal year 2022-2023 (included in the meeting packet). He added the Grant Fund Administration among the existing services. Courson & Stam will provide this additional service moving forward. The fee, as discussed from the previous meeting, is \$1,900 per month.

Commissioner Hill motion to approve the Engagement Letter. Commissioner Hanna second the motion.

Discussion: Commissioner Hill questioned if there are any other changes to the agreement as compared to last year's. Per Mr. LaPorte, everything is the same other than the addition of the Grant Fund Administration and the increase in pay rate.

The Board voted unanimously in favor of the motion.

Correspondingly, Mr. LaPorte asked the Board to formalize the increase in hourly rate for the Administrative Office Manager (AOM) position as discussed from the previous meeting. The change is from \$22.75 to \$24.55 per hour. Mr. Krechowski will prepare an addendum and advised the motion can include giving the Chairman the authority to sign the addendum, effective October 1, 2022.

Commissioner Hanna motioned to approve the change in hourly rate to \$24.55, and once the addendum is prepared by Mr. Krechowski, the Chairman may sign. Commissioner Hill second the motion.

Discussion: Commissioner Franklin asked if the AOM is an employee not a contractor and will pay unemployment and all other necessary taxes. Mr. LaPorte confirmed the AOM is an employee not a contractor under W2.

The Board voted unanimously in favor of the motion.

5. Port Executive Director report

Mr. Kaufman submitted a written report attached to the meeting packet.

- **Berth Maintenance Dredging RFB**

Mr. Kaufman reported the berths show significant silting on the south end of the terminal. He is preparing a Request for Bids (RFB) for maintenance dredging. There is a current Nationwide permit that expires in March 2023. The project will be funded on a 75/25 basis with the State of Florida and the Operator will contribute to the 25% match. He asked for Board permission to proceed with posting the RFB and subsequently follow the selection process. Mr. Krechowski will confirm if the process satisfies the federal procurement guidelines and the posting requirements, keeping in mind the expiration date of the permit. Commissioner Hill added to consider the sensitivity of the timeline it is on the market (competitive element) while complying with the procurement guidelines. The Board gave the green light to proceed with the RFB.

- **CSX Right of Way payments**

The payment covers three separate easements (water, sewer, and electric utilities) crossing the railroad tracks on the Terminal. Each easement cost \$250.

- **OHPA Insurance Premium**

Mr. Kaufman contacted the Florida Municipal Insurance Trust (FMIT). There are a few items for potential savings; auto liability (\$250 savings), Cyber security (standalone coverage, \$1,000), and property liability (\$500).

The second meeting in September was canceled due to tropical storm Ian, so the policy was renewed starting October 1st to avoid losing coverage. OPHA may amend the contract at any time and will be prorated.

Mr. Krechowski added the savings seems insignificant that it offsets the efforts to research if those items are necessary coverages. Commissioner Hill advised to not eliminate the Cyber security coverage and requested a review of OPHA's processes for practical purposes like its money movement. Mr. LaPorte defended the financial transactions and explained he follows specific protocol when dealing with the bank. After much discussion, the Chairman recommended to leave the coverage as is for now.

- **MARAD (Maritime Administration)**

Mr. Kaufman met the new Regional Director for the MARAD, Mrs. Brenden Villanueva. He provided a tour of the Port. She offered to brief the Board at a future meeting on activities of MARAD and the assistance they can provide.

- **FEMA**

Mr. Kaufman had a conference call with FDOT and the Port of Pensacola regarding FEMA reimbursements for hurricane events and the like. He wanted to ensure preparedness (documentation, FEMA forms) in case of such events. A Resiliency Strategic plan by FDOT is in progress for the Port of Fernandina. He plans to have a procedure manual in place.

- **Chamber meeting**

He met with the Executive Director at the Chamber as well as the CVB (Convention and Visitors Bureau) regarding small cruise ship market. They discussed ways to distribute the economic benefits to other parts of Nassau County from the vessel calls and how to aggressively market to those lines.

- **Meeting space**

He reported the County will not allow OHPA to utilize the Chamber and IT or communications systems anymore. OHPA will seek other opportunities and alternatives available.

- **National Fishery service**

The group is promoting some changes to the Right Whale protection measures. During the calving season there are certain restrictions that are in effect that restrict movement of ships along the coast. The restrictions apply to vessels over 65 feet in length and require to go through zones 20 miles off shore at no more than 10 knots. The group now recommends the speed restrictions include vessels 35 feet and up (includes smaller fishing boats and pleasure crafts). The potential concern to OHPA/Port is to the pilots. They have to maintain certain speeds. Part of the rule change requires vessels to report extemporaneously when in need to go faster. The pilots have gone on record with their public comments. The city of Jacksonville passed a resolution asking for more time for public comment. Jaxport and Port Canaveral are considering their Commissions to take some public actions to voice their concerns. Savannah and Charleston are engaged with the matter.

Mr. Kaufman asked for Board directions. He explained the requirement is a general blanket requirement prohibiting speeds over 10 knots. The pilots' recommend to not necessarily do away with the regulation. They request exemption for the federally dredged channels to operate within their area to safely maneuver the vessels with a caveat that if a right whale is spotted, they will institute a "dynamic management," that allows the pilots for that specific incident to slow down. The Chairman recommended to wait for the other ports' decisions before writing a support letter and not upset the Right Whale contingency. Commissioner Hill supports a narrow exemption for the safe operation of the pilot vessels. Her concern is the Board authorizing/supporting a public position letter, and the actual letter does not match what the Board approved. She has more confidence with the Harbor pilots to avoid hitting a whale than with other commercial and recreational vessels.

6. Port Operator Report

- **Tonnage – September 2022**

The September tonnage report was attached to the meeting packet. Mr. Gilbert reported the total tonnage was slightly lower than the previous month, 22,670 tons. This was a result of Somers Isle being dry-docked and resuming their schedule and also Hurricane Ian. October promises to be a better month with a line of ships coming in.

Additionally, Mr. Gilbert reported surge of water was the major issue during the hurricane. He commended the Port team for their efficiency in preparing for the storm to avoid much damage to the products and the Port. He provided photos of areas that sustained some damage. He will address the necessary repairs and claims.

- **Updates on public feedback** from ourcommunity@worldwideterminals.com
No submissions reported.

7. Pending Business

- **FMIT policy**

This item was discussed previously under Port Executive Director report/OHPA insurance premium.

8. New Business

- **Customs and Border Protection-CBP MOA (IT Infrastructure)**

Mr. Kaufman recommended the Board approve the Memorandum of Agreement with the U.S. Customs and Border Protection to provide and maintain adequate facilities that includes IT and Communications Infrastructure at the Customs House. His written recommendation was attached to the meeting packet. He suggested the Board approve the cost-sharing agreement, next agenda item below, before proceeding with this item.

When approved, CBP will procure and install the necessary equipment, then invoice, not to exceed \$56,026.30, OHPA. In turn, OHPA will invoice Savage and receive reimbursement for the state share from grant funding.

Commissioner Hill questioned the placement of a \$15K cap on the cost-sharing agreement and not the CBP MOA. Mr. Krechowski explained OHPA was not invited to comment on the latter. The MOA must stand as it is written. The signature page was revised to reflect Danny Fullwood/Chairman as the signee to replace Carroll Franklin/Commissioner.

Commissioner Franklin motioned to approve the MOA as amended.
Commissioner Hill second the motion.

The Board voted unanimously in favor of the motion.

(Note: this vote occurred after the cost-sharing agreement below was approved).

- **OHPA/Savage Cost-sharing agreement (CBP IT systems)**

Mr. Kaufman recommended the Board approve the cost-sharing agreement with the Port Operator. The agreement is for the Port Operator to provide the required capital match to acquire and install aforementioned infrastructure and provide for the on-going system maintenance.

Mr. Krechowski confirmed the agreement was reviewed by him and Savage in-house council. Both parties were satisfied with the written agreement (attached to the meeting packet). The Board was asked to allow the Chairman to execute the agreement on behalf of OHPA.

Commissioner Franklin motioned to approve the cost-sharing agreement between Nassau Terminals LLC and OHPA. Commissioner Hanna second the motion.

The Board voted unanimously in favor of the motion.

After a discussion, Commissioner Hill motioned to amend the cost-sharing agreement to reflect the statement “unless otherwise agreed by the parties.” This allows OHPA to request for an increase and Nassau Terminals does not have the obligation to concede. At the least, it will provide the opportunity for discussion. Commissioner Franklin second the motion.

The Board voted unanimously in favor of the motion.

- **Port Administrative fee (collection)**

Mr. Kaufman recommended the Board approve the amendment to the Operating agreement related to the new tariff items. The new Tariff, effective October 2022, includes Port Administration and Fuel Bunkering fees. The Operator will administer, bill, collect, and permit to OHPA the revenue on a monthly basis. Moreover, the Operator will be responsible for developing a procedure for licensing, regulating, and overseeing the bunkering operations.

Commissioner Hanna motioned to move forward with the amendment to the tariff for collection of fees. Commissioner Franklin second the motion.

Discussion: Commissioner Hill reminded there are other identified weaknesses in the Operating agreement such as the statutory language for public records requests to be included verbatim. She requested it be addressed. Chairman Fullwood argued it does not pertain to the present amendment (tariff portion of the Operating agreement). He suggested addressing Commissioner Hill’s request another time. Mr. Krechowski added some of the items are still on active litigation and recommended to postpone amending other than the collection item. Commissioner Hill stated, on record, she supports the latter item but the public records request should have been included.

The Board voted unanimously in favor of the motion.

9. Committee Reports

- **Port Security** – Chairman Fullwood
It was reported one of the crew members from a ship at the Port experienced chest pains. Medical assistance was called but still no report on the status.
- **FDOT** – Chairman Fullwood
The Chairman, Mr. Gilbert, and Mr. Kaufman met FDOT District representative, Hunter Livingston, at the Port.
- **Customs House** – Commissioner Franklin
No report.
- **Army Corp of Engineers (ACOE)** – Chairman Fullwood
The Chairman spoke with Beau Corbett. The maintenance dredging draft design is complete. The federal solicitation will be awarded on December 20, 2022. The dredging will begin in late February 2023 and no later than May 15th. The federal government is incurring 100% of the cost. Currently working with EPA on depositing the dredging material in the ocean.

The ACOE is also conducting an exam survey of the channel this month. Will send the results to OHPA soon after.

- **Economic Development Board (EDB)**– Commissioner Cole
No report.
- **Emergency Management** – Commissioner Cole
The EOC was activated on full operation mode for hurricane Ian. Vice Chairman Cole worked as a liaison between the National Guard and EOC. He provided reports/updates to/from the Port during the storm. He took photos of the Port for the EOC's State report.

Commissioner Hill acknowledged Vice Chairman Cole's efforts during the storm.

- **Technical Coordinating Committee (TCC)** – Commissioner Hanna
No report.
- **Transportation Planning Organization (TPO)** – Commissioner Cole
No report. The meeting is scheduled tomorrow.
- **Nassau Chamber of Commerce** – Commissioner Hill
The Public Officials Appreciation reception is October 17th. The Chairman and Commissioner Hill both plan to attend. Mrs. Hebron will post a Notice of Gathering for the event on OHPA's website.

There is an opportunity to decorate a table for the awards dinner on February 2, 2023, free of charge, but attendance is not.

Commissioner Hill suggested perhaps OHPA, as a whole or individual Board members, can participate and nominate a local business for the annual Business awards for Chamber members by November 18th. She will bring the nomination to the next meeting.

- **City of Fernandina Beach** – Commissioner Hill
Commissioner Hill met with Tammi Bach, County Attorney, last week. She attended the Island Hop fundraiser event that supported Fernandina Main Street.

Chairman Fullwood added the City scheduled a forum for candidates on Friday at the City Commission Chamber. The video will be available online thereafter.

10. Administrative Office Manager (AOM) Report

- Expense report (Commissioner Hill's Tallahassee trip for the Ethics Commission hearing)
- Board directions for pending invoices (legal, FPC, Fort Clinch, Corporate Creations)

The Chairman will speak to the BOCC for an update on OHPA's use of their facility in December. He will report back at the next meeting. Commissioner Hill, as the City liaison, offered to speak to Dale Martin, City Manager, for possible use of the City Chamber. The Chairman agreed.

The Chairman, Mr. Krechowski, and Mr. LaPorte are discussing details of the legal payments. Board consensus is not needed at this time.

Mr. Krechowski suggested, as Port Attorney, he can serve as OHPA's designated Special agent.

The responsibility regarding the pest control for the Customs House (Bug Out/River Pest Control) was turned over to the Port Operator.

AOM's report was included in the meeting packet. Mrs. Hebron asked and received Board directions/consensus for the other abovementioned items.

11. Other items to be brought by Commissioners

Adjourn

With no other questions brought before the Board, the meeting was adjourned at 7:20 PM.

Danny Fullwood, Chairman

Date



OCEAN HIGHWAY & PORT AUTHORITY

Miriam R. Hill – Commissioner, District 1
Danny Fullwood – Chairman, District 2
Scott Hanna – Secretary/Treasurer, District 3
Carrol Franklin – Commissioner, District 4
Mike Cole – Vice Chairman, District 5

Master Plan Workshop Minutes

October 18, 2022

The Ocean Highway and Port Authority of Nassau County held its Master Plan Workshop on Tuesday, October 18, 2022 at the John Drew Tax Collector, 86130 License Road, Ste. #9, Fernandina Beach, Florida 32034.

The meeting was called to order at 3:00 PM by Chairman Fullwood.

There was no invocation, Pledge of Allegiance, or roll call performed. In attendance were Chairman Fullwood; Vice Chairman Cole; David Kaufman, Executive Director; Ray Nelson, Commissioner-elect; Justin Taylor, Commissioner-elect; Justin Cole, RS&H Project Manager; Hunter Livingston, FDOT Coordinator; and Rossana Hebron, Administrative Office Manager. Commissioner Hill joined via Zoom call.

Mr. Kaufman prefaced the meeting by stating the goal is to adopt the plan at the end of this year, if not, in January 2023. He explained there were some overarching themes throughout the document. The plan needs to address community issues (transportation improvements, scalability of the terminal, and waterfront redevelopment). In addition, there were considerations for growth opportunities both on and off site, recognize powers and authorities County-wide, capital investments, protection of capital assets, environmental resiliency, and revenue generation for OHPA. Finally, address the Customs and Border Protection (CBP) accommodation issue and OHPA's needs for office space.

He acknowledged Dr. John Martin's contribution to the Master Plan project, specifically, the market analysis and economic impact in correspondence with Mr. Cole. Additionally, stakeholders provide inputs in the planning process. There are plans to schedule the second workshops for both stakeholders and public, respectively. The final meeting will be the adoption of the Master Plan.

Mr. Kaufman directed the focus specifically towards the mission/vision/goals-objectives portion of the presentation. He hoped to obtain some feedback from those who were present.

The following highlights were taken from the presentation agenda with Mr. Cole's permission:

1. Community feedback (from the first public open house)

- Concern regarding expansion beyond current Port footprint or development of nearby lots
- Concern regarding intrusion into Historic District
- Off-site staging/queuing area for trucks
- Number of trucks queuing on Dade Street
- Concern regarding alternate entrance along Escambia Street, impacts salt marsh and displacement of roosting habitat for endangered birds
- Diminished quality of life by Port activities
- Vulnerability to storm surge, flooding, sea level rise
- General concerns of noise, idling trucks, speeding trucks, trash, etc.
- Support for small cruise ships and local tourism industry
- How to best leverage the unique role of a small port in a small historic community that values its quality of life.

The major concern (42%) points to the truck operations around the Port with environmental concerns trailing at 25%. Mr. Cole acknowledged the public's concerns and will address in the plan accordingly.

2. Master Plan overview

- Port entry and exit improvements

1. Maintain inbound/outbound on Dade Street
2. Escambia St. inbound, Dade St. outbound
3. Escambia St. inbound and outbound
4. Westrock inbound, Dade St. outbound (community suggestion)

TPO offered to fund and conduct a study of ingress/egress at the facility. Best options for both the Port and community are under considerations.

- Waterfront redevelopment

1. Support working waterfront redevelopment
 - coordinate with Beacon Seafood Company
2. Explore multi-use structure
 - accommodate port-of-call passengers, OHPA Administrative offices, and CBP offices.
3. Connect the Port to downtown
 - new structure built to match Fernandina Beach downtown Welcome Center.

Primary concern is to address, in the next 2-3 years, to provide facilities for the Customs and Border Protection (CBP) agency to continue to operate out of Port of Fernandina. The CBP does not pay for their facilities, rent or utilities. OHPA hopes to build its own office space downtown. An approximate 4,000 sq. ft. two-story building, on OHPA property, is being considered. The increase in cruise line revenue will help pay for the operating cost of the structure. The capital side can be funded through a Seaport grant with a 50:50 match. The Port expects to welcome a dozen cruise ships per year that

are nominally 200-300 passengers. This plan will not impact the vacant OHPA parcel currently used for employee parking.

Mr. Nelson commented he foresees some cranes will be displaced (Liebherr and Clyde) and possibly some TWIC issues. Mr. Kaufman explained there will be a short distance between the cruise ship and the planned structure for passengers to embark and disembark. There will be a guard at the entrance of the structure to guide the passengers. It will minimize the impact on Port operations during port-of-calls.

- Resiliency and environmental action

- Evaluate options for reducing vulnerability of the north section of the Terminal to include the rail tracks and future flooding.
- Opportunities to improve connection from Amelia River to tributary northeast of Terminal.

OHPA is in the running for a federal through state grant to develop a resiliency plan for growth. It will allow to hire an engineering firm to review resiliency and develop a plan for more future projects fundings. Also, consider coordinating efforts with the City.

Mr. Nelson explained the north section is continually sinking and is a challenge to resolve. Mr. Cole suggested there are stronger materials to reinforce that section.

- Grounds and infrastructure changes

- Expand transit shed between Calhoun and Broome Streets
- designate Port District roads
- Explore leaving Customs House in current location while converting to alternative use (accommodate office space, affordable housing, museum, etc.)
- Market the vacant residential parcels on Dade St. at Terminal entrance
- Close Escambia St. right-of-way west of N. 3rd St.

- Industrial development opportunities

- Crawford Diamond Industrial Park
- Wildlight Commerce Park
- Villages of Kingsland-Commerce Park (Camden County, GA)
- Portside Paper/Worldwide Terminals site (US 17 south of 200)

The abovementioned lend options for additional revenue opportunities. St. Mary's Economic Development group asked for OHPA's assistance to market/promote the Villages of Kingsland. Interested parties to said area require connection to a port. The Portside Paper is a 1,000 sq. ft. warehouse facility.

- Small cruise line marketing opportunities

- create new strategies to increase cruise popularity to Fernandina/ Nassau County
- develop itineraries for cruise passengers
- highlight points of interests (Tuscan Rose Vineyards, Amelia Island beaches, White Oak conservation, Kayak Amelia, etc.)

- Operational changes

- coordinate with Terminal Operator to develop rolling, 5-year capital improvement program
- shift focus more to bulk storage (domes for fertilizer, silos for aggregates)
- explore opportunities with bulk material trucking operations via Friendly Road to reduce trucks near Terminal

- Potential harbor improvements

- add mooring/breasting dolphins to south end of berth to increase operational flexibility
- enter harbor survey matrix for NE Florida (6-month rotation, maintains limiting draft for berth, important for Harbor Pilots to know)

3. Mission/Vision/Goals-Objectives

The second half of the workshop (goals/objectives) addressed/discussed the aforementioned topics above.

The mission and vision statements were discussed. Commissioner Hill conveyed her concerns as to how OHPA can connect its goals and objectives to its mission and vision in assisting in job creation and economy locally, to hold itself accountable to connect each goal/objective to local value. She hoped to ensure OHPA has some control of the local activities/excursions and be a part of the planning/decision process. Mr. Kaufman explained part of the process is to collaborate with the Nassau County Chamber of Commerce in developing, for example, the cruise business marketing group to plan itineraries and coordinate with the other local businesses/venues. In addition, OHPA will have control on how it will manage traffic flow from the Terminal to particular venues. Commissioner Hill suggested planning ahead and develop a transportation plan. She also conveyed the community's view on larger ships, not palatable. Chairman Fullwood concurred that such large-sized ships will not be welcomed at the Port.

Consequently, as for the City's concern regarding the expansion outside the Port's footprint, the planned administrative structure is well within OHPA's property and will not be used for industrial purposes. The design will be commensurate to the City's blueprint.

Commissioner Hill offered suggestions to the mission statement that reflect the needs of the County and position the powers of OHPA's charter to meet those needs, not limit the mission to just maritime components. Other transportation related to industrial activity in Nassau County will be added to the mission statement. The same idea goes for the vision statement that will reflect developing and operating other transportation to benefit the citizens of the County and State.

The group discussed each line item of the goals and objectives. Suggestions were offered to add/subtract and revise the current document.

Mr. Cole requested additional feedback or suggestions from the Board and ultimately, from the stakeholders, on the mission/vision/goals and objectives by the end of the month. Commissioner Hill inquired if the meeting documents will be posted on OHPA's

website to inform and receive feedback from the public. The recommendation is for Mr. Cole to receive said feedback and suggestions, apply to the respective topics, and distribute the updated version to the full Board and stakeholders; subsequently, to the public. Another stakeholders' committee meeting #2 is tentatively scheduled November 9th. The next public workshop is planned for the first week of December. Per Mr. Cole, there is plenty of time for revisions before the Master Plan is finalized. The extra time, if needed, is included in the amount per the agreement with RS&H and will not be calculated as additional charge.

A safety concern was brought up by a public member in attendance at the workshop regarding tree limbs growing over the Port fences. Mr. Nelson will examine the matter.

Chairman Fullwood thanked Mr. Cole for his presentation and the two public members who attended the workshop.

Adjourn

With no other questions brought before the Board, the meeting was adjourned at 4:52 PM.

Danny Fullwood, Chairman

Date



Port Attorney Report

TO: OCEAN HIGHWAY AND PORT AUTHORITY

FROM: PATRICK W. KRECHOWSKI, PORT ATTORNEY

RE: ATTORNEY'S REPORT

DATE: November 4, 2022

Nassau County Property Appraiser

Current case remains pending – no substantive action.

VAB Petition to appeal 2022 tax exempt denial voluntarily withdrawn.

2022 Property Assessment received.

Active litigation is subject to attorney-client confidentiality privilege.

COFB v. OHPA

Discovery phase.

Active litigation is subject to attorney-client confidentiality privilege.

“Additional” Revenue

Agreement with Operator to share additional (non-cargo handling/warehousing) revenue being discussed and negotiated, pursuant to Sec. 6.10 of Operating Agreement.

Savage Services Ownership

Actively working on transition with staff, Chairman and attorneys from Savage team meeting held Aug. 9. Another team meeting likely needed.

Miscellaneous

Remaining OHPA assigned tasks actively being worked on.

OCEAN HIGHWAY AND PORT AUTHORITY, NASSAU COUNTY, FLORIDA
RESOLUTION NO. 2022-R05

A RESOLUTION OF THE OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY, FLORIDA,
ESTABLISHING BALCH & BINGHAM, LLP AS THE REGISTERED AGENT FOR THE OCEAN HIGHWAY
AND PORT AUTHORITY; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Ocean, Highway, and Port Authority (“OHPA”) is an independent, special district created and chartered under the laws of the State of Florida at Chapter 2005-293, as authorized by F.S. Ch. 189.

WHEREAS, OHPA currently subscribes to a service provider for registered agent needs.

WHEREAS, in the interests of efficiency and cost savings, OHPA’s Port Attorney is capable of serving as registered agent.

NOW THEREFORE BE IT RESOLVED BY THE COMMISSIONERS OF THE OCEAN HIGHWAY AND PORT AUTHORITY, NASSAU COUNTY, FLORIDA THAT:

Section 1. Effectively immediately, Patrick W. Krechowski, Esq., as a Partner of the law firm Balch & Bingham, LLP, shall serve as the registered agent for OHPA.

RESOLVED FURTHER THAT the Ocean Highway and Port Authority, Nassau County, Florida hereby adopts the foregoing Resolution, dated this _____ day of _____, 2022.

OCEAN HIGHWAY AND PORT AUTHORITY,
NASSAU COUNTY, FLORIDA

Danny Fullwood, as its Chairman

ATTEST:

Scott Hanna, as its Secretary



Port Accountant Report

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Monthly Financial Report -October 2022

| | October | YTD ACTUAL | BUDGET 2022-2023 |
|--------------------------------------|------------|------------|---------------------|
| Revenues | | | |
| Quarterly Fee | 42,564.79 | 42,564.79 | 297,017.00 |
| PILOT Payment | 0.00 | 0.00 | 0.00 |
| Audit Fee Reimbursement | 0.00 | 0.00 | 0.00 |
| Misc Income | 10,244.50 | 10,244.50 | 2,000.00 |
| Legal fee Reimbursement | 0.00 | 0.00 | 0.00 |
| ARPA Reimbursement | 0.00 | 0.00 | 481,596.68 |
| FDOT Grant Reimbursement | 0.00 | 0.00 | 48,000.00 |
| Port Revenue - Cruise | 0.00 | 0.00 | 15,000.00 |
| Port Revenue - Harbor Admin | 0.00 | 0.00 | 20,000.00 |
| Port Revenue - Other | 0.00 | 0.00 | 0.00 |
| Interest | 0.01 | 0.01 | 0.00 |
| TOTAL REVENUES | 52,809.30 | 52,809.30 | 863,613.68 |
| EXPENSES | | | |
| COMMISSION DIRECT | | | |
| Salaries - Commissioners | 10,000.00 | 10,000.00 | 120,000.00 |
| Payroll Taxes | 1,880.05 | 1,880.05 | 11,361.00 |
| Unemployment | 66.18 | 66.18 | 75.00 |
| Conferences & Travel | 174.16 | 174.16 | 1,000.00 |
| Insurance | 0.00 | 0.00 | 1,134.00 |
| Unpaid Legal Fees | 0.00 | 0.00 | 110,000.00 |
| Salaries - Board Attorney | 0.00 | 0.00 | 60,000.00 |
| TOTAL COMMISSION DIRECT | 12,120.39 | 12,120.39 | 303,570.00 |
| COMMISSION OPERATION | | | |
| Salaries - Exec Director | 10,833.33 | 10,833.33 | 141,700.00 |
| Bus Dev Expenses | 0.00 | 0.00 | 5,000.00 |
| Travel | 0.00 | 0.00 | 1,000.00 |
| Salaries- Accountant | 1,500.00 | 1,500.00 | 22,800.00 |
| Salaries - Office Administrator | 1,501.50 | 1,501.50 | 41,261.00 |
| Expenses - Office | 20,544.63 | 20,544.63 | 4,000.00 |
| Travel - Office Admin | 17.50 | 17.50 | 100.00 |
| TOTAL COMMISSION OPERATION | 34,396.96 | 34,396.96 | 215,861.00 |
| COMMISSION DISCRETIONARY | | | |
| Dept. of Revenue (Special Dist. Fee) | 0.00 | 0.00 | 225.00 |
| TPO. - Membership | 0.00 | 0.00 | 1,329.00 |
| Greater Nassau Chamber of Commerce | 300.00 | 300.00 | 300.00 |
| Advertisement | 0.00 | 0.00 | 600.00 |
| Web Site | 14.99 | 14.99 | 500.00 |
| Awards & Presentations | 0.00 | 0.00 | 120.00 |
| Masterplan | 0.00 | 0.00 | 98,600.00 |
| Discretionary | 0.00 | 0.00 | 720.00 |
| TOTAL COMMISSION DISCRETIONARY | 314.99 | 314.99 | 102,394.00 |
| PORT OPERATIONS | | | |
| FB Annual Fee - PILOT | 0.00 | 0.00 | 0.00 |
| CSX Right of Way Fee | 0.00 | 0.00 | 750.00 |
| Insurance | 13,758.00 | 13,758.00 | 13,758.00 |
| Audit | 0.00 | 0.00 | 25,800.00 |
| FL Ports Council Dues | 15,500.00 | 15,500.00 | 15,500.00 |
| Nassau Cty Economic Dev Board | 0.00 | 0.00 | 1,000.00 |
| Sponsorships | 0.00 | 0.00 | 0.00 |
| TOTAL PORT OPERATIONS | 29,258.00 | 29,258.00 | 56,808.00 |
| TOTAL EXPENSES | 76,090.34 | 76,090.34 | 678,633.00 |
| Excess Revenues over Expenditures | -23,281.04 | -23,281.04 | 184,980.68 |

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Customs House

Monthly Financial Report - October 2022

| | <u>Oct.</u> | <u>YTD ACTUAL</u> | <u>BUDGET</u> <u>2022-2023</u> |
|--|-------------|-------------------|-----------------------------------|
| INCOME | | | |
| GSA - Customs House - RENTAL INCOME | 0.00 | 0.00 | 0.00 |
| Reimbursements | 0.00 | 0.00 | 0.00 |
| Miscellaneous | 0.00 | 0.00 | 10,262.00 |
| TOTAL INCOME | 0.00 | 0.00 | 10,262.00 |
| CUSTOMS HOUSE | | | |
| Bug Out Pest Control | 0.00 | 0.00 | 1,062.00 |
| River Pest Control Termite Bond | 0.00 | 0.00 | 0.00 |
| Bug Out Termite Bond | 0.00 | 0.00 | 0.00 |
| Cleaning Service | 0.00 | 0.00 | 2,700.00 |
| City of Fernandina Beach (Water) | 77.53 | 77.53 | 1,500.00 |
| Florida Public Utilities (Electric) | 293.02 | 293.02 | 5,000.00 |
| Maintenance | 0.00 | 0.00 | 0.00 |
| TOTAL CUSTOMS HOUSE | 370.55 | 370.55 | 10,262.00 |
| <u>Net Increase(decrease) in Funds</u> | -370.55 | -370.55 | 0.00 |

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY**Account Balances - October 31, 2022**

| Account Name | Acct Num | 31-Oct | 30-Sep |
|---------------------|-----------------|---------------|---------------|
| Operating | x3328 | 55,176.18 | 78,947.24 |
| Money Market | x3310 | 588.50 | 602.49 |
| Other - Admin Acct | x6714 | 190.62 | 57.16 |
| Maintenance | x4519 | 55,111.22 | 50,111.22 |

Nassau County, Florida

Ocean Highway & Port Authority

FINANCIAL STATEMENTS

for the

Quarter ended September 30, 2022

and

Four quarters ended September 30, 2022



To the Board of Commissioners of
The Ocean Highway and Port Authority
of Nassau County, Florida

Management is responsible for the accompanying financial statements of the Ocean Highway and Port Authority of Nassau County (a not for profit Special District chartered by the Legislature of the State of Florida), which comprise the balance sheet- cash basis as of September 30, 2022, and September 30, 2021 and the related statement of operations- cash basis for one quarter ended September 30, 2022 and one quarter ended September 30, 2021 and four quarters ended September 30, 2022, and four quarters ended September 30, 2021 and The financial statements will not include a statement of cash flows.

We conducted the engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all of the disclosures required by generally accepted accounting principles. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Ocean Highway and Port Authority's financial position. Accordingly, these financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to the Ocean Highway and Port Authority of Nassau County.

Courson and Stam LLC

November 4, 2022

OCEAN HIGHWAY & PORT AUTHORITY

Balance Sheet - *Cash Basis*

As of September 30, 2022 and September 30, 2021

| | As of Sep 30, 2022 | As of Sep 30, 2021 |
|---|----------------------|----------------------|
| ASSETS | | |
| Current Assets | | |
| Bank Accounts | | |
| 1010 Petty Cash | 150. | 150. |
| First Federal - Operating | 78,947. | 31,474. |
| First Federal -MMA | 602. | 58,710. |
| First Federal Maintenance Fund | 50,111. | 111,311. |
| First Federal-Admin | 57. | 394. |
| Total Bank Accounts | \$ 129,868 | \$ 202,039 |
| Accounts Receivable | | |
| 1061 A Worldwide Terminal - Quarterly | 0. | 0. |
| 1061 B Worldwide Terminal - Maintenance | 0. | 0. |
| 1061 C WorldWide Terminals-Security | 0. | 41,991. |
| Total Accounts Receivable | \$ 0 | \$ 41,991 |
| Other Current Assets | | |
| 1060 Accounts Receivable | 0. | 0. |
| 1062 Pilot Pmt. In Lieu of Taxes | 100,000. | 100,000. |
| 1064 Receivable (USDOT) | 0. | 113,083. |
| 12000 Undeposited Funds | 0. | 0. |
| Total Other Current Assets | \$ 100,000 | \$ 213,083 |
| Total Current Assets | \$ 229,868 | \$ 457,113 |
| Fixed Assets | | |
| 2010 Land - Port | 3,183,736. | 3,183,736. |
| 2020 Buildings | 772,000. | 772,000. |
| 2025 1997,1998,1999 - Warehouse | 2,060,166. | 2,060,166. |
| 2026 1997,1998,1999 - Bulk Pier | 191,099. | 191,099. |
| 2027 Warehouse #1 - Refurbish | 918,328. | 918,328. |
| 2028 Road Project | 347,151. | 347,151. |
| 2030 Equipment | 1,103,909. | 1,103,909. |
| 2031 Leibherr Crane | 1,923,698. | 1,923,698. |
| 2040 Port Improvements | 24,678,448. | 24,678,448. |
| 2043 Tradeplex Improvements | 1,013,339. | 1,013,339. |
| 2045 Dredge Project | 929,084. | 929,084. |
| 2046 Gate Entry/Storage Yard | 251,710. | 251,710. |
| 2047 New Pier - 2003 | 611,546. | 611,546. |
| 2048 Tugboat Purchase 2021 | 1,015,190. | 1,015,190. |
| 2050 Security | 762,117. | 762,117. |
| 2051 WIP NC Cranes | 5,308,807. | 3,365,630. |
| WIP 2020 Warehouse | 297,984. | 297,984. |
| 2100 Accumulated Depreciation | -29,989,446. | -29,289,446. |
| Total Fixed Assets | \$ 15,378,867 | \$ 14,135,690 |
| TOTAL ASSETS | \$ 15,608,735 | \$ 14,592,803 |

OCEAN HIGHWAY & PORT AUTHORITY
Balance Sheet - Cash Basis
As of September 30, 2022 and September 30, 2021

| | As of Sep 30, 2022 | | As of Sep 30, 2021 | |
|------------------------------------|--------------------|-------------|--------------------|-------------|
| LIABILITIES AND EQUITY | | | | |
| Liabilities | | | | |
| Current Liabilities | | | | |
| Accounts Payable | | | | |
| 20000 *Accounts Payable | | 232,913. | | 328,891. |
| Total Accounts Payable | \$ | 232,913 | \$ | 328,891 |
| Other Current Liabilities | | | | |
| 3022 Annual Fee Payble | | 100,000. | | 100,000. |
| 3030 Accrued Payroll | | 12,349. | | 12,349. |
| 3040 Payroll Taxes Payable | | 1,070. | | 1,070. |
| 3042 Unemployment Taxes Payable | | 35. | | 35. |
| 3509 Unearned Revenue | | 60. | | 60. |
| Due to WWT | | 105,304. | | 0. |
| Total Other Current Liabilities | \$ | 218,818 | \$ | 113,515 |
| Total Current Liabilities | \$ | 451,731 | \$ | 442,406 |
| Equity | | | | |
| 5006 Contrib. Capital - Audit 9/98 | | 442,681. | | 442,681. |
| 5007 Contrib. Capital - Audit 9/97 | | 8,813. | | 8,813. |
| 5008 Contrib. Capital - Audit 9/96 | | 59,665. | | 59,665. |
| 5009 Contrib. Capital - Audit 9/95 | | 854,456. | | 854,456. |
| 5010 Contrib. Capital - Dot 2012 | | 389,750. | | 389,750. |
| 5020 Beginning Fund Deficit | | -9,270,843. | | -9,270,843. |
| 5025 YTD Fund (Deficit)/Excess | | 10,962,603. | | 7,153,499. |
| 6500 Contributed Capital-operator | | 6,085,089. | | 6,085,089. |
| 6501 Operator Contrib - Nov 2018 | | 4,555,986. | | 4,555,986. |
| Net Income | | 1,068,805. | | 3,871,302. |
| Total Equity | \$ | 15,157,004 | \$ | 14,150,397 |
| TOTAL LIABILITIES AND EQUITY | \$ | 15,608,735 | \$ | 14,592,803 |

OCEAN HIGHWAY & PORT AUTHORITY

Statement of Operations- *Cash Basis*

For the One Quarter Ended Sept 30, 2022 and the One Quarter ended Sept 30, 2021

| | Jul - Sep, 2022 | Jul - Sep 2021 |
|---|-----------------|------------------|
| Income | | |
| 6015 Interest Income | 0 | 6 |
| 6023 Port Security Reimbursement | 59,747 | 59,097 |
| 6028 Annual Fee | 62,919 | 62,919 |
| 6031 Maintenance Contrib | 15,000 | 15,000 |
| 6035 State of Florida - DOT Funds | 394,888 | 74,000 |
| 6036 USDOT/MARAD | 0 | 239,083 |
| 6050 Miscellaneous Income | 20,459 | 0 |
| 6900 WWT Contribution | 232,906 | 2,034,080 |
| 6902 ARPA Reimbursement | 64,878 | 0 |
| Total Income | 850,797 | 2,484,185 |
| Gross Profit | 850,797 | 2,484,185 |
| Expenses | | |
| 8020 Advertising | 67 | 229 |
| 8022 Awards & Presentations | 0 | 0 |
| 8023 Discretionary | 0 | 0 |
| 8050 Bank Charges | 192 | 60 |
| 8065 Commissioners Fees | 30,000 | 30,000 |
| 8067 Port Exec. Director Payroll | 32,500 | 0 |
| 8068 Office Mngr Payroll | 5,921 | 5,966 |
| 8069 Intuit Service Fee | 37 | 0 |
| 8075 Depreciation | 175,000 | 48,868 |
| 8080 Dues & Subscriptions | | |
| 8080A Special District Fee-Dues | 0 | 0 |
| 8080B TPO Membership-Dues | 0 | 0 |
| 8080C Greater Nassau Chamber of Commerce-Dues | 0 | 300 |
| 8080D Nassau County Dev. Board | 1,000 | 0 |
| 8080E Florida Ports Council-Dues | 2,065 | 0 |
| Total Dues & Subscriptions | 3,065 | 300 |
| 8090 Travel | 0 | 379 |
| 8091 Port Exec. Director Travel Expense | 1,311 | 0 |
| 8100 FMIT Insurance | 0 | 0 |
| 8105 Bond Insurance | 0 | 0 |
| 8106 Tugboat Insurance | 0 | 0 |
| 8127 Licenses & Permits | 0 | 0 |
| 8130 Office Supplies | 395 | 407 |
| 8131 Website Expense | 549 | 468 |
| 8132 IT Support | 329 | 0 |

OCEAN HIGHWAY & PORT AUTHORITY

Statement of Operations- *Cash Basis*

For the One Quarter Ended Sept 30, 2022 and the One Quarter ended Sept 30, 2021

| | Jul - Sep, 2022 | Jul - Sep 2021 |
|--|-----------------|----------------|
| 8135 Office Manager Travel | 12 | 13 |
| 8140 Outside Services | 386 | 180 |
| 8150 Payroll Taxes - Commissioner | 2,295 | 2,295 |
| 8151 Payroll Taxes - Office Manager | 282 | 437 |
| 8152 Payroll Taxes - Port Exec. Director | 2,545 | 0 |
| 8154 State Unemployment Tax | 36 | 36 |
| 8164 Customs House Cleaning Services | 113 | 630 |
| 8165 Pest Control | 0 | 0 |
| 8166 Port Security | 59,747 | 60,105 |
| 8180 Professional Fees | | |
| 8180A Accountant | 4,500 | 4,500 |
| 8180B Port Attorney | 10,245 | 45,028 |
| 8180C Audit | 0 | 0 |
| 8180E Professional Fees Other | 71,474 | 0 |
| Total 8180 Professional Fees | 86,219 | 49,528 |
| 8200 Repairs & Maintenance | 0 | 0 |
| 8220 Security Software Maintenance | 0 | 0 |
| 8270 Utilities | | |
| 8270A FPU | 1,019 | 998 |
| 8270B City of FB Utility | 232 | 240 |
| Total 8270 Utilities | 1,251 | 1,238 |
| 8280 Miscellaneous Expense | 0 | 167,827 |
| Total Expenses | 402,249 | 368,965 |
| Net Operating Income | 448,548 | 2,115,220 |
| Net Income | 448,548 | 2,115,220 |

OCEAN HIGHWAY & PORT AUTHORITY
Statement of Operations- *Cash Basis*
For the Four Quarters Ended Sept 30, 2022 and Sept 30, 2021

| | Oct 2021 - Sep 2022 | Oct 2020 - Sep 2021 |
|---|---------------------|---------------------|
| Income | | |
| 6015 Interest Income | 3 | 41 |
| 6023 Port Security Reimbursement | 177,707 | 229,897 |
| 6028 Annual Fee | 251,676 | 251,676 |
| 6031 Maintenance Contrib | 105,000 | 60,000 |
| 6035 State of Florida - DOT Funds | 951,785 | 1,737,636 |
| 6036 USDOT/MARAD | 0 | 1,039,083 |
| 6050 Miscellaneous Income | 53,969 | 0 |
| 6900 WWT Contribution | 975,436 | 2,034,080 |
| 6902 ARPA Reimbursement | 218,793 | 0 |
| Total Income | 2,734,369 | 5,352,413 |
| Gross Profit | 2,734,369 | 5,352,413 |
| Expenses | | |
| 8020 Advertising | 870 | 943 |
| 8022 Awards & Presentations | 0 | 114 |
| 8023 Discretionary | 0 | 471 |
| 8050 Bank Charges | 635 | 495 |
| 8065 Commissioners Fees | 120,000 | 120,000 |
| 8067 Port Exec. Director Payroll | 32,500 | 0 |
| 8068 Office Mngr Payroll | 22,670 | 18,524 |
| 8069 Intuit Service Fee | 939 | 0 |
| 8075 Depreciation | 700,000 | 722,868 |
| 8080 Dues & Subscriptions | | |
| 8080A Special District Fee-Dues | 0 | 0 |
| 8080B TPO Membership-Dues | 1,395 | 1,329 |
| 8080C Greater Nassau Chamber of Commerce-Dues | 0 | 580 |
| 8080D Nassau County Dev. Board | 1,000 | 3,000 |
| 8080E Florida Ports Council-Dues | 13,690 | 15,500 |
| Total Dues & Subscriptions | 16,085 | 20,409 |
| 8090 Travel | 1,184 | 379 |
| 8091 Port Exec. Director Travel Expense | 1,311 | 0 |
| 8100 FMIT Insurance | 12,065 | 11,602 |
| 8105 Bond Insurance | 0 | 1,367 |
| 8106 Tugboat Insurance | 0 | 29,035 |
| 8110 Interest Expense | 0 | 855 |
| 8127 Licenses & Permits | 746 | 0 |

OCEAN HIGHWAY & PORT AUTHORITY
Statement of Operations- *Cash Basis*
For the Four Quarters Ended Sept 30, 2022 and Sept 30, 2021

| | Oct 2021 - Sep 2022 | Oct 2020 - Sep 2021 |
|---|---------------------|---------------------|
| 8130 Office Supplies | 1,691 | 1,219 |
| 8131 Website Expense | 949 | 1,111 |
| 8132 IT Support Expense | 329 | 0 |
| 8135 Office Manager Travel | 12 | 28 |
| 8140 Outside Services | 521 | 180 |
| 8150 Payroll Taxes - Commissioner | 9,390 | 9,369 |
| 8151 Payroll Taxes - Office Manager | 1,605 | 1,457 |
| 8152 Payroll Taxes- Port Exec. Director | 2,545 | 0 |
| 8154 State Unemployment Tax | 142 | 198 |
| 8164 Custom House Cleaning Service | 862 | 3,150 |
| 8165 Pest Control | 1,121 | 1,015 |
| 8166 Port Security | 219,698 | 230,966 |
| 8180 Professional Fees | | |
| 8180A Accountant | 18,000 | 18,000 |
| 8180B Port Attorney | 95,613 | 84,132 |
| 8180C Audit | 33,800 | 25,800 |
| 8180D FL Ports Council | 400 | 0 |
| 8180E Professional Fees-Other | 199,056 | 4,200 |
| Total 8180 Professional Fees | 346,869 | 132,132 |
| 8200 Repairs & Maintenance | 166,204 | 0 |
| 8220 Security Software Maintenance | 0 | 120 |
| 8270 Utilities | | |
| 8270A FPU | 3,469 | 4,303 |
| 8270B City of FB Utility | 930 | 976 |
| Total 8270 Utilities | 4,399 | 5,278 |
| 8280 Miscellaneous Expense | 221 | 0 |
| Project Construction Costs | 0 | 167,827 |
| Total Expenses | 1,665,565 | 1,481,112 |
| Net Operating Income | 1,068,805 | 3,871,302 |
| Net Income | 1,068,805 | 3,871,302 |



Port Operator Report

Worldwide Terminals
Port of Fernandina
Tonnage By Commodity
2022

| Commodity | 2019 Total | 2020 Total | 2021 YTD | 2022 Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | 2022 YTD | 2021 YTD | Variance |
|-------------------------------|---------------|---------------|-------------|-------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-----|-----|-------------|-------------|----------|
| Containers | | | | | | | | | | | | | | | | | | |
| Throughput Number | 8,687 | 10,807 | 11,685 | 1,118 | 922 | 437 | 991 | 816 | 964 | 761 | 641 | 486 | 780 | 0 | 0 | 7,916 | 9,889 | (1,973) |
| Container Tons | 46,376 | 116,792 | 127,420 | 5,651 | 8,126 | 4,684 | 4,272 | 5,547 | 6,844 | 5,163 | 6,806 | 2,424 | 5,523 | 0 | 0 | 55,040 | 104,575 | (49,535) |
| Total Equivalent Units (TEUS) | 9,517 | 13,266 | 14,625 | 1,618 | 1,140 | 540 | 910 | 913 | 988 | 856 | 760 | 529 | 869 | 0 | 0 | 9,123 | 12,664 | (3,541) |
| Restow TEUS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Breakbulk Cargo | | | | | | | | | | | | | | | | | | |
| Kraft Liner Board (KLB) | 120,118 | 88,512 | 106,310 | 10,304 | 4,625 | 0 | 14,377 | 15,802 | 15,503 | 385 | 5,743 | 9,696 | 394 | 0 | 0 | 76,829 | 82,318 | (5,489) |
| Lumber | 3,754 | 1,482 | 0 | 0 | 0 | 2,487 | 0 | 0 | 2,609 | 0 | 0 | 5,012 | 0 | 0 | 0 | 10,108 | 0 | 10,108 |
| Plywood | 0 | 0 | 0 | 14,742 | 8,159 | 6,819 | 6,689 | 2,467 | 1,319 | 15,263 | 0 | 0 | 0 | 0 | 0 | 55,459 | 0 | 55,459 |
| Steel | 3,695 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| Woodpulp | 18,739 | 49,812 | 128,627 | 20,441 | 11,305 | 0 | 32,517 | 4,795 | 20,293 | 4,090 | 10,472 | 5,106 | 17,174 | 0 | 0 | 126,193 | 110,124 | 16,069 |
| Misc General Cargo | 2,801 | 1,636 | 2,232 | 408 | 6,989 | 0 | 22 | 84 | 65 | 79 | 0 | 0 | 0 | 0 | 0 | 7,647 | 2,051 | 5,596 |
| Bulk Cargo | 0 | 2,205 | 2,260 | 0 | 0 | 2,255 | 0 | 0 | 0 | 3,305 | 0 | 0 | 0 | 0 | 0 | 5,560 | 2,260 | 3,300 |
| Oats | 0 | 13,458 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| Total General Tons | 149,107 | 157,105 | 239,429 | 45,895 | 31,078 | 11,561 | 53,605 | 23,148 | 39,789 | 23,122 | 16,215 | 19,814 | 17,568 | 0 | 0 | 281,795 | 196,753 | 85,042 |
| Total Tons | 195,483 | 273,897 | 366,849 | 51,546 | 39,204 | 16,245 | 57,877 | 28,695 | 46,633 | 28,285 | 23,021 | 22,238 | 23,091 | 0 | 0 | 336,835 | 301,328 | 35,507 |
| Dockage | | | | | | | | | | | | | | | | | | |
| Dockage Days | 154 | 377 | 209 | 19 | 28 | 49 | 53 | 25 | 29 | 42 | 12 | 18 | 11 | 0 | 0 | 286 | 178 | 108 |
| Vessel Port Calls | 73 | 80 | 82 | 9 | 11 | 5 | 10 | 8 | 9 | 7 | 6 | 6 | 4 | 0 | 0 | 75 | 70 | 5 |
| | | | | | | | | | | | | | | | | | 0 | |
| Total rail cars | 1,490 | 1,284 | 1,596 | 183 | 125 | 174 | 157 | 196 | 107 | 157 | 86 | 117 | 117 | 0 | 0 | 1,419 | 1,338 | 81 |
| Average trucks per day | | | | 44 | 28 | 27 | 19 | 20 | 30 | 48 | 23 | 12 | 29 | 0 | 0 | | | |



New Business

Ocean Highway and Port Authority Board Submission

Item Number: BD-22-11-01

Title: Designation of Projects for Current Year FSTED Funding Allocation

Background:

The Ocean Highway and Port Authority (OHPA) has received \$204,000 in current year FSTED Funding that needs to be allocated to a Project. OHPA has two outstanding grants that can be supplemented with this funding: one for the Port of Fernandina Planning Initiative and one for Port of Fernandina On-Dock Cargo Facilities Initiative.

Recommendation:

It is recommended that the OHPA Board request the allocation of \$40,000 towards the Planning Initiative Project (G1L46) and \$164,000 to the On-Dock Cargo Facilities Initiative (G1W55).

Submitted By:

David Kaufman

Executive Director

Board Action:

Approve:

Disapprove:



Administrative Office Manager Report

**ADMINISTRATIVE OFFICE
MANAGER'S REPORT
October 2022**

Hours worked October 2022 – 90

- Attended October 12th Monthly meeting. Minutes composed.
- Attended October 18th Master Plan Workshop. Minutes composed.
- Prepped for meetings (agenda, packets)
- IT support with Bella Computers (text/phone)
- Maintenance on PC
- Collaborated with Joanne Dionne (QB entries, grants, invoicing, bank reconciliation)
- Accounts Payable/Receivables (Port Operator, utilities)
- Assisted with Exec. Director's requests
- Assisted WWT Controller (invoicing for Pure Clean II)
- Assisted Port Accountant with Security invoices
- Assisted Port Attorney (CM #126166.007 invoices)
- Correspondence with McKenzie (Savage Accounting)
- Correspondence with Hunter Livingston (FDOT)
- Documents signatures
- Invoices paid and entered into QuickBooks
- Payroll entered into QuickBooks
- Check payments processed
- Bank transactions (transfers, online)
- Responded to all emails, voicemails, and corresponding documents/letters, Commissioners' and Port Accountant/Attorney/Executive Director requests
- Responded to PRR
- Website updates, meeting videos edited
- Electronic and hard-copy file organizing
- Researched and ordered plaque (Commissioner)

Public Records Request Received in October 2022- 1