

OCEAN HIGHWAY & PORT AUTHORITY NASSAU COUNTY



County Commission Chambers
James S. Page Government Complex
96136 Nassau Place, Yulee FL 32097

AGENDA

Wednesday, March 9, 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**

- February 9, 2022 Monthly Meeting Minutes
- February 23, 2022 OHPA/COFB Joint Workshop Minutes

3. **Port Attorney Report**

4. **Port Accountant Report**

- Financial report – February 2022
- ARPA Funds Reimbursement update

5. **Port Operator Report**

- Tonnage – February 2022
- Port Tariff (Board review and approval)
- Final Approval of 50,000 sf Fabric Warehouse inside the Port
- Fort Clinch Tugboat
- Warehouse clean-up
- Escambia traffic, Truck traffic
- Public Record Requests

6. Unfinished Business

- Executive Director RFQ
- Master Plan RFQ
- PILOT Case update
- ARPA funds update (Reimbursements)
- Cruise ships
- By-Laws governing documents
- Public Records request policy
- Administrative Office Manager position
- Future Joint meeting with COFB

7. New Business

- Future meeting locations (FJSCJ/Callahan/Hilliard/Bryceville/City Hall)
- FDOT meeting (March 16)
- Keep Nassau Beautiful
- Security contract

8. 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
- City of Fernandina Beach – Commissioner Hill

9. Administrative Office Manager Report

10. Other items to be brought by Commissioners

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.

Pursuant to Executive Order No. 20-69, issued by the Office of Governor Ron DeSantis on March 20, 2020, municipalities may conduct meetings of their governing boards without having a quorum of its members present physically or at any specific location, and utilizing communications media technology such as telephonic or video conferencing, as provided by Section 120.54(5)(b)2, Florida Statutes.



Meeting 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

February 9, 2022

The Ocean Highway and Port Authority of Nassau County held its Monthly Meeting on Wednesday, February 9, 2022 at the County Commissioners Chambers, James S. Page Government Complex, 96153 Nassau Place, Yulee, Florida 32097.

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

The invocation was given and the Pledge of Allegiance was led by Vice Chairman Cole. All Commissioners were present with Commissioner Hanna joining via Zoom. Also in attendance were Patrick Krechowski, Port Attorney, Pierre LaPorte, Port Accountant, and Chris Ragucci, Port Operator.

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

- Mr. Gary Klopp – 310 Escambia Street, Fernandina Beach. Mr. Klopp expressed concern about the 50,000 square foot fabric structure that would take the whole north end, and is also the last remaining view of the river from the north end for this part of the city without going to Old Town, other than the small area down Front Street. The trolley stops there, people ride their bikes there, Sunday drives and walk their dogs there. If that fabric structure were to be put there, it would permanently obstruct the view unless elevated further up the sea. Mr. Klopp questioned if that's really needed. The first tent built sat empty. There was a boat sitting there for a long time and personal vehicles. Then right before the big plan got submitted to expand, paper rolls were placed there and some machinery. Mr. Klopp asked that perhaps the project be postponed to see if the port is going to continue to build and stay that busy; and if there's really a need to build that huge structure there that would basically take the whole north end.
- Mr. Bob Virtue – 424 N. 3rd Street, Fernandina Beach. The Port was created in 1941 for the purpose to benefit the citizens of Nassau County and the state of Florida. There was also a Fabric Warehouse built last year which backs up to 3rd Street – the question is how does this benefit the citizens of Nassau County and the state of Florida? Also, now the proposed warehouse – how will that benefit the citizens of Nassau County and the state of Florida?
- Ms. Tammi Kosack - 322 North 3rd. Ms. Kosack recalled experiencing a lot of windy weather days in her neighborhood this past mid-January. During that time, she noticed lots of debris and trash items that were blowing all around the streets.

One day, she came home and thought that perhaps a heavy dumpster had rolled over as there was trash everywhere. Then one of her neighbors stated that they picked up three trashcans full. These were all labels from the hardboard and pegboard break bulk items. They clearly said, Destination – Fernandina - Tempered Hardboard. Because nothing is containerized, stuff blew around everywhere. Ms. Kosack and her neighbors continued to pick up all the trash. She emailed two Commissioners about it.

Ms. Kosack also recalled that one day as she was approaching 8th street, she thought there was more trash that needed to be picked up. Instead, she found a man pinned under his motorcycle. She pulled her car over and tried to help him. She then discovered he was a paraplegic, had no legs, and was pinned under his motorcycle. He was trying to get away from an 18-wheeler that had started rolling backwards. As he was trying to get away from it, that's when he fell in the middle of the road. Then the semi proceeded to turn right onto 8th. Ms. Kosack stated as she was trying to help him get back onto his bike, she noticed another semi coming around the corner. She had to run in the street to tell the driver to please go around. "So", Ms. Kosack continued, "this man almost got killed twice". She went on to describe how trash is an issue as well as safety being a bigger issue. Ms. Kosack spoke of an article in a paper wherein WWT made a statement that they regularly patrol all of the streets immediately surrounding the port and pick up any trash or debris that is produced by cargo activity and truckers using the port. Ms. Kosack continued to say how this big event happened in mid-January, and on January 2nd, the day after the port meeting, her neighbors picked up 5 more bags of trash; after it was communicated that the issue would be handled immediately by World Wide Terminals. The sign on Day says "Litter Patrol Controlled by Port Authority"; however, no one is patrolling the area or picking up trash in the area. She is hoping it is addressed before someone is killed. Ms. Kosack also spoke of a recent incident with 2 trucks on Day and 2nd wherein the police were called out, and concluded that additional safety measures are needed.

Commissioner Hill asked if Chairman Fullwood was aware. He was not.

Ms. Kosack was asked if she knew the date of the occurrence. She could not recall exactly, but stated that the police were there, so there should be a record.

2. Approval of Minutes

- Regarding the warehouse – who was the speaker? Was it Mr. Ragucci? This is to be revisited.
- Corrections, points not noted, and revisions needed to bullets on page 4 and 5.
- Page 5 – "The Bill **will** be approved".
- The Interlocal agreement has a provision. The Bill does not offer the 4-year revisit plan.
- Minutes approved after revisions. All were in favor.

Vice Chairman Cole motioned to approve the minutes with revisions.

Commissioner Hanna second the motion. With no further discussions, the Board unanimously approved the minutes.

3. Port Attorney Report (Patrick Krechowski)

- The special magistrate recommendation on the ad valorem tax exemption is being presented to the Value Adjustment Board on February 14th and as discussed with Chairman Fullwood, is routine; and there's no need for OHPA to attend.
- In the City of Fernandina Beach case, the judge granted in part and denied in part OHPA's Motion to Dismiss, fairly implicative determining that there wasn't enough evidence to rule on the entire case at the time. Our answer to their amended complaint is due next week, is being prepared, and also being considered is a motion for summary judgment.
- Ross v. Nassau Terminal – Nassau Terminal's Motion to Dismiss has been denied. They have a deadline of February 20th to respond. In the meantime, Mr. Ross has filed a discovery demand that the court has not ruled on. The board was reminded that even though Mr. Ross is a citizen and a city commissioner, he is also the petitioner in this case; and they should not be speaking to him individually about this case. He is a litigant in an ongoing pending litigation, and so all communications regarding the case from him should be coming to the attorney's handling the case. This will be discussed with the judge at the hearing. A letter to the auditor has been produced as requested as well as continuous work on the bylaws, public records policy and things of that nature as well as any further items discussed here.
- Ross v. OHPA / Nassau Terminals matter. Commissioner Hill raised an issue regarding an email received from Dr. Ross about the developments in the case prior to hearing from Mr. Krechowski. Commissioner Hill also questioned why the other attorney is taking action without the Board's consideration, and asked who was directing that attorney who represents OHPA? Mr. Krechowski confirmed that he and the Board gave direction to Mr. Birk and that it was discussed last month. Commissioner Hill then asked if the Board had signed an engagement letter and if the engagement letter was distributed and the approval process followed. Mr. Krechowski responded that discussions were had regarding future representation of the case, and the engagement letter was signed by Chairman Fullwood on behalf of OHPA. Chairman Fullwood also suggested that Commissioner Hill check her emails from Rossana. Mr. Krechowski also explained that the engagement process was condensed in that regard because per the agreement, those attorney fees are being paid by Nassau Terminals in this particular matter. So, Mr. Krechowski further explained that his recommendations were discussed, and based on prior experience. Mr. Birk filed a Notice of Appearance. OHPA joined with Nassau Terminal as part of the discussion of where we would proceed on future representation of the case. Pursuant to that agreement, we don't take position adverse to Nassau Terminals. Mr. Krechowski concluded, "We thought their motion to dismiss had grounds and should be presented to the judge".
- Interlocal Agreement – The Port Development Interlocal Agreement (that the Board approved with a modification) was subsequently approved by the City of Fernandina Beach and has been conveyed to Representative Bryd. It has been

signed by both sides, conveyed by Representative Bryd, and the legislation has been withdrawn.

4. Financial Reports (Mr. LaPorte)

- The Treasury Report is in the package.
- The balance in the maintenance account is temporary, and is not OHPA's money (running critically low on funds). Expenses continue to run above budget.
- Chairman Fullwood asked, "Under revenue and miscellaneous income –was that a return of attorney fees?" Mr. LaPorte responded, "Correct".
- Expenses and Salary of Board Attorney – Chairman Fullwood asked if that total includes litigation fees and Mr. Laporte answered "yes". Chairman Fullwood requested this be separated in the report to show salary paid that month and what litigation cost each month. Attorney Krechowski offered to generate a report; however, Mr. Laporte responded that he would go through the invoices. We received the \$35,000 reimbursement for legal fees.
- Advertising – Chairman Fullwood acknowledged \$620 has already been spent. The budget was \$600. Projection of fees need to be revisited.
- Special Needs Court Reporter: See future invoice.
- Commissioner Hill asked if the Chamber of Commerce fee had been paid since the statement was submitted for payment 3 months ago. Chairman Fullwood stated that he thought that had been paid also. Mr. LaPorte responded that he will need to look at his full ledger.
- Quarterly Report – Mr. LaPorte stated that the report is attached, and there's nothing unusual in the report. The normal report is attached. The only source of revenue we have is the contract, it's ongoing and the payments are coming in monthly. There are some projects going on. Mr. LaPorte asked if there's any questions on the Quarterly Report.
- Audit Report – Mr. LaPorte confirmed that the audit report will be delivered before the March meeting. Commissioner Hill questioned a miscellaneous receivable amount of \$10,064. Mr. Ragucci responded those are grants for the different warehouse projects. Mr. LaPorte went on to explain that those large amounts get recorded on the books there which was part of the reason for the balance in the accounts. There was a crane payment sitting there waiting to be electronically transferred out to the vendor. Commissioner Hill asked about the security reimbursement which has been slow in the past – "Are we being reimbursed in a timely manner?" Mr. LaPorte replied, "From our standpoint, there's no reimbursement delay. As soon as we send the invoices to Worldwide Terminals, once WWT submits the payment to us, we remit the payment immediately to the security company". Mrs. Hebron stated that "right now, we are paying November statement invoices"; and that she received the November statement just recently. Commissioner Hill pointed out that that's 3 or 4 months late. Mr. LaPorte responded, "They're paid in 60 days usually, and has no impact on the security company and their cash flow. From our standpoint, we don't pay the security company, we receive payment from WWT, so it has no impact on our cash flow....". Commissioner Hill then asked the question, "But, I mean at some point, the security company is not going to tolerate being paid late, right?" - Mr. Ragucci then stated, "To be clear, the terms are 60 days. They don't consider it being paid late". Commissioner asked again if payment is happening on time. Mr. LaPorte

stated that's between Worldwide Terminals and the security company and they've agreed to allow 60-day term. However, Commissioner Hill pointed out that the contract is with OHPA, and Mr. LaPorte responded yes. Worldwide Terminals and the security company allow for a 60-day term. Mr. Ragucci responded that there's no issue. Commissioner Hill then asked, "Are you saying, Mr. Ragucci, that you're paying within 60 days?" – Mr. Ragucci responded, "We are processing payments of invoices approximately within 60 days. They have Chairman Fullwood's number if they're not happy, and they know who to call and he knows who to call, so there's no issue. They are a national company and they are satisfied with those terms". Chairman Fullwood stated that he talks to them all the time, and they have not mentioned anything to him about payments.

- ARPA Funds – Chairman Fullwood asked about the status of the ARPA funds reimbursements? Mr. Laporte responded that they have not been submitted yet and awaiting signatures from the other side since Chairman Fullwood has already signed and the delay is not on our side (see email). Once the other signatures are received, the invoice will be submitted for reimbursement. We cannot submit an invoice for reimbursement before the signature date. As soon as we have a signature date on that document, we will submit the invoice for reimbursement, and then it will be about 21 to 45 days to receive that payment. That first invoice will be approximately \$130k. Friday or Monday, the invoice should be ready for submission.
- Commissioner Hill asked that "since the operating account is very low, do we take some corrective action and reduce salaries temporarily?" Chairman Fullwood responded, "No, we don't. The money is there, we may need to shift some around, but it's not a dire emergency".

4. Port Operations (Mr. Ragucci)

- 2022 is off to a big start. We finished 2021 with 366,849 which was the high-water mark in four years. February 7th was the four-year anniversary of Worldwide taking over Nassau Terminals. The first month of January, we broke for the first time the 50,000 tons per month barrier with 51,546. That's almost 18,600 ahead of January 2021; and that would put us on a pace, if we can sustain that, of 600,000 tons for the year versus 366,000 last year. 600,000 tons is the high-water mark at Nassau Terminals going back to 2011. When 300,000 of it in 2011 was steel, so 600,000 tons without any steel reflects all of the new business and expanded business that we were able to tap into. We were always trying to get steel, but as you know, the US doesn't really export any. The imports that are coming in are going to existing steel ports like Savannah which is tough to compete with because they're going geographically to where they're near to the plants or factories that use the steel.
- January reflected two wood pulp ships, one was a new customer, two KOB loading ships and this month there's a lot of plywood and January also. So, one plywood ship and the Euketex hardboard ship which converted back to Break bulk which had been coming originally to Fernandina, 15 years ago Break bulk and shipped to Containers and now back to Break bulk. So, indications are looking good for this year. In January the average was 44 trucks a day and 183 railcars. Chairman Fullwood commented that the report looks good.
- Chairman Fullwood asked if there were any additional questions. There were no additional questions.

Discussion

- Chairman Fullwood – We have to do better with the trash on the roads. I know the trucks come in, labels come off, the wind blows and the trash blows around. How do we do better about keeping trash picked up? It's understood that we can't go on private property to pick up trash; but the road coming in and around the neighborhood – how are you dealing with that? Mr. Ragucci responded that a formal statement was made to the newspaper and reduced to a corporate policy on both the trash and traffic which he will personally enforce. Mr. Ragucci further explained that he checks Dade Street every day when he comes to work and that it is clean right now. "If there's any debris, detail is called and notified to pick it up, and there's a rotation through the managers to make sure there is a daily patrol - that is the new formalized process. The samples are labels from the Ukatex packaged in Brazil and some pieces of cardboard that the plywood from Indonesia is packed in. So, this was the first time in January that OHPA handled either of those commodities. We have now learned that the labels on Ukatex are lightly stapled and tend to blow off the trucks." Mr. Ragucci stated they will make sure they police the area when those flatbed trucks are running Ukatex. "We sent a note to the manufacturer asking if they can staple them more firmly and we are also looking at tacking them ourselves on the dock either with tape or with some additional nails to keep those labels on. The plywood, similarly, we saw that some loose pieces of those crates were blowing off – so we have a detail with brooms and debris team on the docks so as the crates come out of the ship before they're loaded onto the flatbeds, we remove all the loose pieces and parts and also broom sweep the tops of the crates for any small debris. That will definitely reduce those two sources of what was new trash we have not seen before. So, with that approach, we can prevent that happening the next time we have those ships".
- Mr. Ragucci also wants noted there is a new special email address called ourcommunity@worldwideterminals.com. We ask that whenever something is seen by any of our neighbors, please send a note to that email address (ourcommunity@worldwideterminals.com) along with photos we can react to it immediately. Mr. Ragucci has not received a single email from anyone in the community with photos or stories or complaints, so hopefully people will share anything they do see. This may not be perfect, but we're absolutely committed to doing the best possible job we can to police the neighborhood and to make sure that it is clean. The more help we get the more we can address the specific complaints. Commissioner Hill asked Mr. Ragucci if he received the trash email this past time. Mr. Ragucci responded, yes, but that it was probably after most of the trucks were already gone. Commissioner Hill then asked Mr. Ragucci about the incident of the truck on Dade and 2nd Street that Ms. Kosack spoke of at the beginning of this meeting wherein Ms. Kosack said the police were there. Mr. Ragucci responded they could check the security logs because he is not aware of any accident and that he has no personal knowledge of that, but could certainly look into it. February 3rd may have been the date of that accident – the police were there and everything was blocked off. Mr. Ragucci suggested they obtain the police report. Commissioner Hill said, "I know the last meeting you told us that there were vessels that were waiting out at sea to come into the port. Is this because of so much business or something unexpected with the plywood boat? Do we pay demurrage on that and is that something you foresee happening again?" Mr. Ragucci responded, "First of all, there's no payments. This ship is a

ship that we don't have an actual contract with. They were referred to us by one of our plywood customers that's been into the terminal on other ships and when they got here, we had already a whole line of plywood ships in front of them, plus our regular ships. So, we said look, we can't guarantee when or if we can have you come in. You're welcome to wait if you have nowhere else to go, but we suggest you continue looking for somewhere else to go. The problem we have is not only the ships in front of them and the ships we have contractual commitments with, but it's also a question of space. We can only take so much plywood before the space cycles out and the truckers pick it up and create more space. So, I'm in touch with them every day in terms of our status and they're choosing to wait and hope for the best. It's kind of endemic to our ports right now in the US, the east coast as well as the west coast. I never thought it would be happening in Fernandina, and it's unfortunate that we can't get them in sooner, but we are certainly going to make every effort to get them in. Right now, it's looking like the end of February. They are still out there and they are coming from China. The contractual plywood is coming mostly from Indonesia and also a ship coming next week from Brazil ". Chairman Fullwood asked if it was redirected from another port and if it was supposed to go to another port. Mr. Ragucci responded, "yes, I believe that's correct because we didn't even have a contract. What's happening with this plywood, all of the plywood, I guess a lot of it was in shipping containers and then there came this point in time late last year where shipping containers were not being made available for lower end commodities like plywood and almost overnight, we had hundreds of thousands of tons shipping back to Break bulk. They were loading ships in Indonesia and putting them on the water without even having ports basically. This one was probably headed to Houston. New Orleans is another port all backed up, Lake Charles and all the gulf ports are all backed up. Camden, New Jersey is a huge plywood port. They have hundreds of thousands of square feet and load hundreds of trucks a day and they're not even taking any cargo right now. Philadelphia is the same. Chairman Fullwood asked, "Aren't these shippers supposed to contact the coast guard before they're even allowed to come into port?" The response to Chairman Fullwood's question was, "They're out at the designated anchorage point so they're not really in the port, they're in the anchorage point. When the ship approaches the local space, they have to register with the coast guard that they want to take anchor and I think the coast guard may even assign them a spot. So yes, the coast guard would be aware". Commissioner Hill asked, "If they're coming in the end of February, how many containers, how many trucks are going to have to carry all those goods? Are they going by rail?" Mr. Ragucci responded, "Unfortunately, the plywood goes mostly by truck". Commissioner Hill then asked, "Is there any plan for alleviating the truck traffic or do you see the truck traffic increasing as a result of that?" Mr. Ragucci responded, "It's up a bit because of the plywood we're dealing with now. We had a ship in mid-January of plywood and one in port since the beginning of this week, and there's another one next week, but it hasn't really created any type of impactful traffic because the flatbeds come into the port and queue up inside the port. We try and load as many of them as we can directly from the ship to save on warehouse space. And then they strap up and they leave, so it's one trip up Dade and then one trip down Dade and they're gone. They don't come back until they're recycling back to get another load. Commissioner Hill asked, "Why can't the plywood go on rail to Yulee?" One response was that Yulee doesn't work that way. Yulee is not a cargo loading. Mr. Ragucci explained, "we are using the warehouse at Yulee, we have two under the lease, but they're full with the current business

that we have as are all the port warehouses, and the fabric building has really come in handy; the 15,000 square feet that we built last year. And that's full of plywood right now, or we would have had to turn more ships away". Commissioner Hill explained, "I'm just trying to understand like the whole picture because the ships coming in, it's great. I think it's awesome, but everything we do, it seems there are unexpected consequences and I just want to make sure that we are thinking about the logistics of getting all the goods out of the port. Because I know that's another thing that was reported in the news that there's congestion on the streets." Mr. Ragucci responded, "See, I really can tell you because I spend twelve hours a day there at the port, not just in my office, but driving in in the morning, driving around two or three times a day, driving around at night. By and large, those city streets are kept open. The truck gates are still not that busy. The trucks move through the gates quickly off Dade into the terminal. The truck picks up at the warehouse where our loading docks are on Second Street, you'll see no more than four drive ins lined up there at a time, the rest of them wait inside the terminal. This alleged accident or occurrence that may have happened I think may have happened when one of the trucks was released to go across Dade and get on a queue next to the building on Second Street, and there may have been another truck coming in on the way. We'll have to see – I'm sure it was nothing more than a fender bender but I think I would have heard about it". Chairman Fullwood responded, "I just want to say, we are aware of the queuing issue. We are going to address that issue through, whenever we can get back to it, our Master Plan. They are going to come up with some sort of plan or recommendation hopefully that will solve this truck issue, but we've got to get back to our Master Plan. It's going to take another year at least, but that is something we're going to deal with and get worked out somehow. There are several options that I'm looking at and talked to the Master Plan people about him, but I think in a shorter time make some arrangements and I'll let you know what I have in mind and see how you can help". Mr. Ragucci responded, "It's important to keep the perspective that we are extremely fortunate because our stock and trade which is lowering the craft line board out to Ecuador 100% of that comes into the port by rail... into the port warehouses until it's to the ship. 75 to 80 percent of the wood pulp, which is going to be our largest commodity this year by far, the imported wood pulp also moves from the ship directly to the port warehouses and is lowered out by rail. So, there's essentially a no truck situation on those staple commodities which make up the bulk of our tonnage. The plywood may be on a short-lived wave right now that happens to be a commodity that's truck based. But I don't necessarily see that plywood at the levels we're seeing it now lasting beyond a couple more months." Commissioner Hill asked, "So, the train containers that are coming in, the rail guards are coming in full – do they leave empty?" Mr. Ragucci responded, "No, again, we are fortunate because they come in full with craft line aboard that we unload the rolls, and then most of them we have to get permission we check with the rail road every day, and they say, yes, you can load back wood pulp". Commissioner Hill asked, "Is there any deficiency either way?" Mr. Ragucci responded, "We need more cars to lower bulk going out so sometimes the railroads tight, but they are pushing a few hundred empty cars a day, so hopefully, we get our ten or twelve that we need. They go straight on 8th Street, not through neighborhoods. Dade Street is a designated truck traffic street that has designated truck parking that was designated by the city". Chairman Fullwood responded that they will address this in the near future.

5. Port Operator Report

- Port Tariffs – Chairman Fullwood asked if Mr. Ragucci wanted to discuss something he sent him or wait and discuss at a later meeting? Mr. Ragucci preferred he and Chairman Fullwood discuss it together first to better understand some of the thinking, and then discuss it at the next meeting. Chairman Fullwood expressed having some additions to add to the port tariff and wants to discuss it with the Port Operator. Commissioner Hill asked if the tugboat will be included. Chairman Fullwood responded that's one of the things they're going to discuss. Commissioner Hill stated that, "There's a lot of other provisions within the tariff; standard discounts that we offer, other language than the standard language that I know is applicable to contract counter parties, but if we're going to redline that, if we're going to update it, I would like to see that before the next meeting, if possible." Mr. Ragucci responded, "The way it works under the operating agreement, the Port Authority has the right to basically issue a tariff in consultation with us. Technically, we have a right of approval but you know, our position is that if the Port Authority wants to issue a tariff on timely tariffs applied, that's your discretion. I don't think you'll have a lot to say other than informational stuff. But finally, you'll get some of that a little more flushed out. Do you have a copy of the original tariff?" Commissioner Hill responded, "Yes, it's on the website". Mr. Ragucci continued, "Maybe what I can do is get that original tariff, our redline version, so you can see what came out of it and you can ask for it to go back in". Chairman Fullwood added, "That would be good, let's do that". Commissioner Hill responded, "I mean I thought, maybe my recollection is wrong, but it says in the minutes that we had this same conversation the last meeting and that we were going to get a redline of the tariff at the last meeting so that's why I'm surprised that we don't have it". Mr. Ragucci, asked for forgiveness, since he doesn't get to read the minutes until the day they come out. Chairman Fullwood said they would do that at the first meeting in March. Commissioner Hill asked, "When would be a good time to visit the port after 5? Are there any ships being unloaded? I know you guys work 24 hours a day". Mr. Ragucci responded, "We actually don't work 24 hours very often. We try and stop the ships at 19:00, 7pm, and if you give me a call a few days in advance, I can look at the schedule. Right now, it's getting dark and it's starting to get dark. It's not necessarily a good idea to have personnel down there while the ships are working. But it's already opening up a little bit so I think we can work something out". Commissioner Hill responded, "Rossana and I were trying to come". Mr. Ragucci responded that he saw an email on that, but that wasn't a good night, and to try and give a little more notice, as they had two ships working, and it was very hectic. Chairman Fullwood agreed that they have to make sure of safety.
- Tug Boat Title – Mr. Ragucci explained that unlike a car, a house has a deed, a car has a title, a pleasure boat has a title. He then asked Mrs. Hebron if she remembered going back and forth about the Certificate of Documentation. He looked all through his office for a title, but what he had was the original certificates that get updated every year to show a current date. A tug boat that's registered with the coast guard, and spoke to Creative Yachts who was the consultant that helped do the documentation and took care of registering the tug boat with the US Coast Guard. That's a documented vessel. Mr. Ragucci asked Debbie Branch, of Creative Yachts, to send him an email about the process and then he will send it

around once he receives it. It says owner, OHPA and was mailed to the office by the coast guard who issues it and that is the title. Mr. Ragucci further elaborated, "Again, the reason is because it's a documented vessel meaning it's registered with the US Coast Guard, they issue that certificate of documentation. The state of Florida doesn't get involved in issue of title document on a documented vessel". Chairman Fullwood replied, "You can take that off the agenda now".

- Chairman Fullwood stated, "A call made today about maintenance dredging and they were asking us for that letter, but I thought I had sent that letter. I looked back and I had sent one, so I'll call him again tomorrow and tell him that I sent one". Mr. Ragucci responded, "So did we. But what I heard the last time I spoke to him, and I'm glad you followed up with him, was that it's a new year and they want a new letter with this year's date. It's a new year, a new round of funding and a new federal budget and they need a letter. Chairman Fullwood gave instructions to send them the same letter and put a new date on it. Chairman Fullwood also talked to them about channel realignment and they're sending a document that explains a lot of that. Chairman Fullwood further explained, "They signed off on the Interlocal Agreement, is signed by the city and they are fine with that where they have to take responsibility according to the Interlocal Agreement and they're fine with that and signed off on it. They don't deal in those terms however, they put the onus on us. We have to deal with the city, which is fine. That's the way it works. He's going to send me some paperwork that we've got to do and get back to them. I told them we'll be glad to take responsibility for whatever we have to take responsibility for. If something happens and it cost us money, we can go back to the city within the Interlocal Agreement and be reimbursed for that. So that's done." Commissioner Hill then asked, "Is Idle Dockage labor fee?" Commissioner replied, "That's when a ship sits there, and is not being serviced, yes, basically yes".
- Fabric Warehouse – Mr. Ragucci stated, "I had a conference with Patrick and I appreciated his time. We talked about the procurement process and it looks like we will have to do a quick and dirty advertisement in order to clench that fabric building situation. So, I just want to ask, what do we think that advertisement has to look like. I can put some language together and send it to you pretty quickly with the basic specifications of what we are looking for, time frames etc." Mr. Krechowski responded, "After you do that, send it to me, I'll look at it and add whatever needs to be added – same day turn around". Mr. Ragucci asked if there's enough on the website or if it has to actually be published on the website. Mr. Krechowski responded, "I'll look, but I think you can put it on our website. We may want to put one add out and just refer it to the website. That's sort of the general practice". Mr. Ragucci stated, "We liked to expedite it and maybe for the next meeting, we can have the results. As you know, we've requested these already from the players in that business, and it's pretty clear that Big Top is generally the preferred one, but we'll go through the process just to confirm". Chairman Fullwood offered, "What we found out is we cannot do sole source bidding". Mr. Ragucci responded, "I talked to FDOT about that in case they had another angle that we didn't see. But the end date is through the advertisement".

- Chairman Fullwood's questions about the Fabric Warehouse:
 1. What's the height? 35 feet and slopes down to about 24 and then straight down.
 2. There's some concern that those warehouses will block the view of the river from the houses located around the port. Mr. Ragucci responded, "They have the advantage of those houses of probably close to 100 feet of elevation, so my guess is 3 containers is . . . (inaudible) Chairman Fullwood asked Mr. Klopp where exactly is his house located. Mr. Klopp responded, "Our house is right basically in front of our house. Two containers you can see over the containers to the river. If he goes three or higher, it obstructs the view of the river. Chairman Fullwood then asked, "Your house is right in here?" Mr. Klopp responded, "Yes, it's beside the empty lot – so we are right on Escambia. So, when he goes two containers high, the tour buses, us, everybody that walks in the street can see the river. When those are higher, it totally obstructs the view, and you can't see any dock". Chairman Fullwood responded, "I don't think that side of the warehouse, will it be 3 containers high?" Mr. Ragucci responded, "3 containers is about 30 feet so the center would be a little higher, but the ease would come down to about 22". Chairman Fullwood responded, "Well, I'm worried about the peak, so it wouldn't block his view". Mr. Klopp stated, "It would block most of the people's view from the beach, it would block the view for the majority of everyone there". Mr. Ragucci stated, "Well the next the house, the elevation continues to rise as you go up, so I think the Klopp house will be ok. There's an empty lot there, and I don't know where the next house is. I guess the next house is across what would be fourth". Mr. Klopp further stated, "Correct. So those people on Fourth and part of Escambia news review, we own the empty lot and we're buying that, advised me to think twice when given the opportunity to buy the new house about a year ago. And it's not just us that you're blocking the view, it's going to be all the people that's walking up and down that street, that walk their dogs, and bicycles, the trolley stops on their tour and talks about the mill and so forth, Sunday drivers – basically a lot of people come up on that North end to enjoy that grassy area and that view. So yes, it does affect me and I am concerned for myself and my neighbors. But it's more than just me". Mr. Ragucci replied, "By the way, we own and maintain that grassy area for the enjoyment of everybody else". Mr. Klopp replied, "I know, and just so you know, I go over there and clean up the small branches and we keep it clean and ensures it stays that way as well". Mr. Ragucci expressed appreciation for that. Chairman Fullwood commented, "I just don't know what we can do about that" and asked, "Why do we need these warehouses? Mr. Ragucci replied, "I just explained all that". Chairman Fullwood continued, "For plywood, you (need) to have a covered area. I mean you just have to until they can be shipped off the port. They come in by ship, you put them in here, and load up the trucks, and send them out. I don't know how else you're going to do it. The city doesn't want us to go anywhere else". Chairman Fullwood continued, "There's an empty lot right back here, but the city doesn't want us to use that lot". Mr. Ragucci stated, "The good news is that they are temporary buildings, and they really are removable and if we can

sustain this level of cargo, then we have a new building where that light building is basically a brand-new permanent building. The white building is only 15,000 square feet, we can do the 40,000 square foot building inside the terminal, and then that would be an opportunity to take this one down. Also, some day we may need that back yard for containers and you might have to take it down. Again, they can be used for any forest products, not just plywood. We feel we may need them for additional wood pulp. The wood pulp business is exploding, and also the wood pulp has to stay indoors and can stay in those buildings". Commissioner Hill then offered, "I'm just concerned about if you say break bulk storage within the port and increasing truck traffic which is one of our public commitments to try and focus on, I never heard validation of the current warehouse use. I've never seen a report or anything with specific information about the capacity issue with the existing space or alternative locations in Yulee that we currently lease, other locations that are not within the Port's footprint, because this would drive truck traffic. And it is increasing storage in the port, why would we do that if we could put it on rail?" Mr. Ragucci replied, "The cargo doesn't travel on rail. It's not something you can just dictate. The shippers, the cost of rail and where it's going, that's what dictates the motive of transportation. We have no control over that. Chairman Fullwood further explained, "If a ship comes in and unloads and goes into this warehouse, it loads onto the truck, then the truck is out and gone. If you load it on the rail, it goes to some other point, has to be unloaded, loaded back on a truck, which increases the cost. So, I don't see the need for, if it can go rail to wherever its destination is, that's one thing. But to take it out somewhere and unload it, and then load it back again on the truck, just increases the cost and is not feasible. That's my opinion". Mr. Ragucci further clarified, "Well, that's why it doesn't go that way. Cargo will explore every method and mode or combination of modes that's the most cost-efficient way to get to where it has to go". Chairman Fullwood added, "That's the same reason they don't unload the poplar trucks in Yulee or somewhere else, grind them up, put them in wood chips, bring them in by truck already ground up because that's two loadings – unloading and loading again, and that increases the cost. The mills are not going to do that, and I don't see how we could afford to do it. Our margin is not that big". Mr. Ragucci also added, "All the buildings are full including the offsite building in Yulee. We can't find any more available space in Nassau County. It's shocking, but the people in the back of the Industrial Park, they're full. Nobody can take anymore cargo". Chairman Fullwood stated, "We made an agreement that we cannot increase our footprint according to our Interlocal Agreement – this is the only option we have. The truck traffic is not that great of a truck traffic. I feel sorry for you Gary, living over here and losing some view. A lot of your view is this big building here, and you knew that before you moved in here. I know that little bit of river and Cumberland Island you want to see". Mr. Klopp responded, "When we sit on our front porch, and look out the windows in our house, we see the river". Chairman Fullwood asked, "You can't see the mill at all?" Mr. Klopp replied, "If I look to the right, yes. And one of the commissioners on the Board, have been on my front lawn and has seen". Commissioner Hill responded, "I understand that, but you know, that's where you moved and you

knew this port was here and you've said that yourself". Mr. Klopp agreed and further stated, "And I don't know if we need to go 35 feet, when we go 24 feet. He himself said the plywood is not going to continue and that he perceives this ending in a few months. So, we're going to have a 50,000 square foot, 35-foot building for something that may not even be around in 4 months. That's why I ask could we look at doing this later down the road to see if the Port maintains this business". Chairman Fullwood then confirmed, "We need this and it's going to be 2 or 3 months". Mr. Ragucci then stated, "We originally thought we would need this for pulp and we will ultimately need it for pulp until we can build a permanent building either inside the port or between Cavil and Broom Street which is industrial space. But again, as you said, the Master Plan is going to be what sorts this all out. This building can be folded back up into parts and pieces and sold on the market and OPHA can recoup its losses". Chairman Fullwood added, "It's going to have to be there for a little while". Commissioner Hill then asked, "Have you applied to the city for elevations or provided that information to the city?" Mr. Ragucci responded, "The only thing we need to do is if we have an approved plan, we have the designs, but until we know we're using Big Top, I'm not going to submit those plans and ask for a permit. That's when the city will take a look at it, when we ask for the city permit. Which as a courtesy and now part of the Interlocal, I think we've agreed to do that."

- Chairman Fullwood confirmed, "It may not go away. We need the space. The City has confined us and we can't go anywhere else. That's the only place we have. Any kind of work we do that increases our revenue and helps the community. It gives our employees more money to spend in the community and to be able to buy houses in Nassau County, groceries and increase employees at the port. That's just part of doing business. I'm sorry, but I cannot apologize for that. That's what I'm elected to help do. Commissioner Hill then asked, "Since break bulk is more labor intensive, do you expect to add jobs?" Mr. Ragucci responded, "Yes, absolutely" and Chairman Fullwood responded, "You got to". Mr. Ragucci went on to explain, "Look, if I misstated or my remarks are taken out of context, let me amend them. I don't expect the plywood to go away as a customer of this port. What I expect to go away is so much plywood that all the ports are besieged with more than they can handle. We want to collar down to a steady business. We have a two-year contract with a particular shipping line for plywood, and part of their contract was the agreement that we would deliver the space within six months or so of them signing on board which took effect on January 1st. So, it's not going away. We also will need it over time for the expanded wood pulp business. We have the heavy weight craft linerboard rolls outdoors with the black caps on them. Ideally, they should be indoors. They can survive outdoors, but it's not the preferred method. So, you just need more warehouse space if you're going to grow this port. The fact that we are able to do it within the footprint under the City's constraints, I think in general, is the best solution there is. There's no perfect solution."
- Cruise Ships – Mr. Ragucci stated, "As much as we have not encouraged it, and we have resisted it, because of some complaints that happened the last time, a one off vessel came in earlier in the spring. The American Queens Voyages

Company which has a vessel called the Ocean Voyager, a 300-foot long vessel, same size as the vessels that dock at the City Marina – the maximum is 200 and something passengers. So, they have really pushed and also approached the Chamber of Commerce and would like to make 5 or 6 calls this spring at the port the first one being February 16th. They will arrive that morning, stay overnight and leave the next afternoon. The passengers will be allowed to leave the vessel and go into town and have dinner, lunch and spend some money. I don't know where it stands, but I know that the Nassau County Chamber is looking at it and my understanding is they may be coming out with a letter of support. The merchants have indicated that, in the winter, mid-week that it will be a real benefit to them and they actually need the business. There will be a second one at the end of February if all goes well and then two in March and two in April and then it would stop. We can all reevaluate and they have 4 or 5 they'd like to do in the fall – October and November. Because of obviously the appeal of Amelia Island, these are very upscale folks that take these trips and visit places like Savannah and Charleston and the charm of the downtown is also a big appeal for them. So, I really think it's actually a case of the Port attracting something beneficial for the downtown and for the community, and I would hope people would be supportive of it. Commissioner Hill then asked, "With the 30-foot meter draft, I'm trying to figure out how deep it is". Mr. Ragucci confirmed that's about 10 feet deep. Commissioner Hill continued, "So, there is a cruise ship that lands in Fernandina that go via the historic harbor marina. Can they pull up alongside that dock?" Mr. Ragucci responded, "This vessel cannot dock at the city marina. They are a foreign flag vessel so they have to be at a port where they have a Coast Guard Security Facility Plan, which we do. This is approved in our US Coast Guard Security Facility Plan. The Port of Call arrivals of passenger ships is approved US Customs Border Patrol on terminal is also. We've worked with these folks for a couple of years to set up how it would work. It's really very simple, then the pandemic killed it for two years. They are back, as I've said, because they really feel this is an important stop for them because of the appeal to their passengers".

- Chairman Fullwood commented, "There is some concern about the safety. I talked to the Coast Guard and the facilities security officer at the port. He is putting together a safety procedure that we can show anybody how that's handled. The passengers are in no harm when they come in and debark and load back again. I've also talked to someone that handles the ship and they told me that if the Port does not allow their ship to come in, they are coming anyway. They will anchor in the river and they will get the river boats to go out, which is more dangerous and bring it into the city docks. So, they are coming whether or not we can get the revenue from it or nobody gets the revenue from it. Also, the only other drawback, is restaurants and we have the opportunity to talk to them about if they will allow us to bring these ships in cause there's an agreement we have with them". Mr. Ragucci asked if he could clarify, "So, there's (and you know better than anyone Chairman Fullwood), been a consistent occasional call over the years with cruise ships. Some of them are much larger than these small ones and it has never created an issue where WestRock tried to assert anything to block it. The last time for whatever reason corporate at WestRock was contacted, of course they are going to do what corporate wants. They're going to say, we don't like it, we don't think you should do it, and we got that letter the last time after the Ocean Explorer. So, we gave it to our attorney to research thoroughly once and for all exactly what the 1992 deed restriction covenant says and what it prohibits and also which

parcels it pertains to. The fact is, we got a solid legal opinion that it doesn't, we are not prohibited from this type of thing meaning a port of call and an occasional cruise ship stopping. What that deed restriction was meant to prohibit was the building on the cruise terminal where you would be a source of beginning and ending of voyages at the port of embarkation debarkation like Jacksonville is – everybody drives there with their bags; they get on the ship. You have none of that with this. The ship pulls up, the people go off on a shuttle, they take them into town, they bring them back, the ship takes off. No cars, no impact other than the people walking around the community and doing excursions. They look to do some of those excursions. We talked to WestRock at the local level and they don't have any specific objections, but they have to follow the corporate mandates. I shared with you the potential letter that we would send to WestRock and offer to explain this situation and also if they want to make it official and negotiate a waiver of the covenants. We feel we would send that letter, but we ask you to consider sending a joint letter because we thought it would be stronger if the Board is so inclined. So that's where we are at. We feel comfortable we have a right to do it. It's not a reason to jeopardize the operating agreement right now.

- Commissioner Hanna, "I think it's a great opportunity for downtown. I had a business there, and I remember how it was in the winter and how we struggled. So, if we can bring money ... people go shopping. I think it's a great opportunity and we should give it a try". Commissioner Hill added, "Well, Chairman Fullwood said they are coming regardless of how we vote, so they will be shopping downtown regardless". Commissioner Hanna, "It's more professional, doing it the other way seems like a crap shoot. I've been on a couple cruises, you pull up to the port, you get off, you shop. But, like I said, it's all about people talking and referrals. I think the other way would be a crap shoot". Commissioner Hill then asked, "Do they purchase anything else? Do they get electricity or water or anything else from us?" Mr. Ragucci responded, "We don't have any electrical hook ups so it wouldn't be electricity. If they ask for portable water, we have a tariff rate and we can provide and pay for the water". Commissioner Hill asked, "What is the revenue for you for this vessel?" Mr. Ragucci responded, "It's mainly the dockage and any line handling". Commissioner Hill clarified, "I mean dollars". Mr. Ragucci responded, "I don't exactly what the dollars would be". Commissioner Hill asked, "So you had your lawyers draw this letter up but you don't know off the top of your head what this is worth?" Mr. Ragucci responded, "I know approximately what it's worth. We're not doing it for the money per se, we are doing it because we've been asked to do it. It's a really first-class outfit, and we are a port and this is consistent with commercial seaport operations is to host an occasional port of call for a group". Commissioner Hill asked, "So, you can't say what the what the ...". Mr. Ragucci responded, "I don't think it's a good idea necessarily to banter a number. You never ask me what we get on a cargo ship. You can look at the tariff and probably estimate it if you really want to do the work". Chairman Fullwood then asked if there were any other thoughts and that he would look into the letter. Commissioner Hill asked if they could take a vote on that, and, "I think you're saying you're going to look at the letter – what does that mean?" Chairman Fullwood responded, "I'm going to make sure that an attorney looks at it first to make sure I'm following all the guidelines and all the rules that WestRock has and go from there". Commissioner Hill then commented, "I'm not in support of this. I know you're not asking for a vote. It's not that I don't want to support Main Street. It's not that I'm against traffic. What I'm against is people, members of the public

coming into an industrial site even if it's locked up in containers and coming across an entry way that we've acknowledge publicly has an electrical cord buried underneath the ground that serves as a guard shack and whatever else. It is not set up for a passenger terminal". Mr. Ragucci responded, "Again, we haven't been asked to explain the actual procedure. Chairman Fullwood wants to see that, but you can talk to Steve Parrot, the captain of Customs and Border Patrol had to sign off on the procedures. The people don't walk across the street. If you listen, you would have heard me say and we did it that way for the (inaudible). We have to bring shuttles into the terminal onto the dock, three feet from where the gangway hits the dock, and the people get off the ship onto the trolley and they get driven out the gate. You think I would open up our liability to have an unprotected member of the public walk around. I'm concerned with keeping you safe to come in and watch vessels. Nevermind, that's part of the facility's security plan. You have provisions that you adhere to preventing from being in harm's way". Chairman Fullwood added, "And the Coast Guard has no problem with the way it's handled. If you don't believe me, call them and ask them. They will tell you the same thing. It's safe. Why you object to it, I just don't understand, but it's your right to do so. If you all want to go some other route, then let me know now". Commissioner Cole, "I think we should write the letter. I am in support of the letter. I am in support of the letter. We have a vote? I vote to move forward with the vote and find out about the letter and make sure everything is up to snuff and we move forward with the cruise ships".

- **Chairman Fullwood confirmed, "The motion has been made that I write a letter in support of the cruise ships to WestRock. All in favor say aye. 4 Aye – 1 No (The Motion Passed)**
- Chairman Fullwood announced a 5-minute break.

6. Unfinished Business

- Interim Port Director Recruitment – Commissioner Hill stated, "We received one application for Interim Port Director. Why are we not showing it?" Chairman Fullwood will make sure it's sent out on Monday. Commissioner Hill continued, "We published an ad to see what we would receive what proposals we would get. I know David Kaufmann has given us a couple letters about this issue, and he is in favor of a permanent position, but the funding is out of ARPA money, and ARPA um. The way I understood the perimeters it had to be for it was focused on short term big impact recovery initiatives. And, I think given the period of time that we have to deal with this Interim Director, that fits really within the purpose of ARPA to help support and OPHA navigate a recovery period and then to put out an ad and help us recruit for the permanent position. I think what I love about this application if we can see what he submitted, since he is a member of Florida Ports Council and has port experience. He has Florida and State FDOT requirements and grants, so I think on that side he'd be very strong. And he told me his consultant was going to be out of Yulee that he was bringing in a partner with him to help. This is not who I thought was going to initially apply. I think that he only knew about this for about a week. Well, what are your thoughts Vice Chairman Cole?" Vice Chairman Cole responded, "I had a lot of experience with him, a lot

of conversation with him, a lot of dealings with him. I know who he's talking about bringing in for support, that's how he brings them in for support. I don't know how he does that within his salary, but if he can do that and get that help, then I feel like he's a good fit and the pleasure of the board. We need to do something. He's willing to do it as an interim". Chairman Fullwood expressed that he wanted to read something out loud and preceded to read, *"It is my recommendation that OPHA utilize those funds (talking about ARPA funds) to create the position of Executive Director and provide funding for office expenses that are required travel for that position. Given the current market for these positions and the level of work and responsibility required for the position, this amount of funding should be sufficient to guarantee the position for a minimum of two years. It will be the responsibility of the incumbent working closely with the OPHA Board to develop funding strategies during the two-year period to provide sufficient income to allow that position to continue beyond the initial term. Removing the interim tag would provide the incumbent with the respect that the position requires, as they interact with the broader community. Further, it would provide a built-in incentive for the incumbent to identify and implement strategies to improve OPHA's performance. Many of the concepts that are being contemplated within the current Master Planning effort will require several years to fully implement and will require consistency within the OPHA Board and staff in order to accomplish this"*. Chairman Fullwood added, "I basically feel the same way. I think we are wasting our money with an Interim Director for 3 or 6 months. What he has asked us for is 6 months. If we can hire somebody for two years, to work more towards bringing income to OPHA to the Board, I think we should take that opportunity. He would be our employee, the ARPA funds would pay for his salary up to two years, and I think that over an Interim Director would be much more feasible for us and much better for us. That's my opinion. And if we go that route, there is another person who would like to apply who I think is very qualified and think both are qualified, but this one says he can do it for two years. Pierre, let me ask you. Do you think an Interim Director for 3 months is a good thing for us? We've had this discussion and I want to hear your opinion now." Mr. LaPorte replied, "No, obviously in 3 months, it's going to be hard for someone to have an impact. What are they going to do in those 3 months to have a stake in the future and to be driven to make changes? I think several candidates have not applied because it's an interim position and they would prefer the permanent position. So, a permanent position as it is without any funding two years out. Obviously, no promise of funding two years out, but they're willing to take on that risk". Commissioner Hill then asked, "The letter you are reading from is from Mr. Kaufman, right?" Chairman Fullwood replied, "That is correct". Commissioner Hill continued, "But he proposed using \$400,000 to fund his position as well as travel and administrative cost". Chairman Fullwood responded, "Well that is what we would have left if we used the first half of those funds for the other things that we were talking about, but the normal things that we can use the funds for, correct? What's the salary this applicant wants for the 3 months?" \$1,500 a month for six months. That's \$150,000 for the year. Chairman Fullwood continued, "I think we could negotiate with someone else for that price". Commissioner Hill asked, "So it's \$400,000 or \$360,000 is that what we are comparing?" Chairman Fullwood responded, "What we are comparing is whether we want to do it for a 6-month term". Commissioner Hill commented, "But this other person didn't even submit a proposal before the deadline". Chairman Fullwood responded, "He wasn't applying for the interim position". Commissioner Hill went on to say, "But we discussed this already and that's why we published

the ad for the Interim Director and we set those parameters in the Board". Chairman Fullwood responded, "We discussed whether or not we might want to hire an Interim Director and this was your idea. We voted to put out a feeler and ask people to apply and see what we would get. We didn't vote to accept an Interim Director, we never had". Commissioner Hill replied, "But we discussed why we doing it on a temporary basis because that person cause at that time, remember we were considering the gentleman that you brought in to help us recruit for the director position. I think his proposal was \$44,000." Chairman Fullwood reminded that, "We didn't have the ARPA funds at the time". Commissioner Hill then said, "Right, but that was just to recruit a permanent person so we would have a good process for doing that. That is included in that proposal". Chairman Fullwood then stated, "I am totally against an Interim Director. If we are going to hire somebody, we need to hire for at least two years. If they don't produce for us in those two years, then they are gone. At the end of 6 months, that person is gone, and we have nothing to show for it. So, I would like to make a motion that we hire a permanent Executive Director and advertise for candidates for that position". Commissioner Hill then pointed out, "But we don't have the budget for it right now". Mr. LaPorte added, "I have one concern". Chairman Fullwood insisted, "Well let me get my motion and let's hear it in a second and then we can discuss it and vote on it". Mr. LaPorte continued, "So obviously we had \$806,000 ARPA funds depending on \$200,000 for the Master Plan. What else do we want to spend it on? If you spend \$400,000 on this, that leaves \$200,000. Talking about rebuilding our reserves – there's \$806,000 funds there, how do we want to direct that? The Master Plan itself, assuming we fund it through ARPA, it will take up about \$200,000 of this?" We don't have to pay \$400,000; we can negotiate a salary. Mr. LaPorte continued, "We need to decide how we want to spend it. This is making a commitment for those two years. Obviously, we want to do back plan." Chairman Fullwood reminded, "We're not setting a salary range right now. We are asking for people to apply and we can negotiate with them. If we can't settle on a price, then we won't do it". Mr. LaPorte then said "Some great guy might come in with a \$125,000 a year, and we'll like \$250,000 let's do this". Chairman Fullwood asked if there were any more discussion. "Work with Chris on things and report to us. Where will his office be? Chairman Fullwood responded, "Wherever he wants it to be. I don't know. That's something we would have to figure out". Commissioner Hill commented, "All these discussions about budget and long-term funding, we don't have a long-term funding plan for a permanent director position. We have ARPA money which is supposed to be for a short-term position". Chairman Fullwood acknowledged, "That's right". Mr. LaPorte also pointed out, "There's no requirement that it be a temporary position". Chairman Fullwood continued, "The motion is to advertise for an Executive Director and see what we get and we will negotiate from there". Commissioner Hill then asked, "So what do we do with the ad that we placed? Are we just by default rejecting it or we going back to him and offering him something to participate in this new?" Chairman Fullwood responded, "Anyone can participate. He can reapply or add to what he's got saying I'll do it for a permanent job". Commissioner Hill commented that, "I think it's a really strong proposal that he put together. I was surprised that he would be interested, but I was glad that he called. In a way, I think that it's a little bit troubling to me that you're just, I expected you to be excited about this because I thought he was the person that you were putting forward. It's just surprising to me that you're not on board because I expected you, I thought this was a person you were putting forward". Chairman Fullwood responded, "I don't have any

problem with this person. I know him well. I think he'd do an outstanding job and his application may be what we are looking for in the end. And, this motion would actually be better for him. It will be a fulltime position for a minimum of two years".

- **Chairman Fullwood announced, "All in favor of the motion say aye. All said Aye (The Motion Passed)**
- Chairman Fullwood announced to get an ad together and get it asap into the paper.

7. New Business –

8. Committee Reports

- Public Records Request Policy – Mr. Krechowski stated that he's working on gathering policies and putting it together.
- Port Security – Nothing to report as everything is ok.
- FDOT – The next meeting is March 2nd.
- Customs House – Nothing to report on.
- Army Corp of Engineers – Already addressed.
- Economic Development – Commissioner Cole stated, "We are getting closer and closer to bringing a client into Nassau County. Nothing official yet, but it's looking great".
- Emergency Management – Commissioner Cole state, "Actually I go next week to get my ID badge for them and I will participate in a search training which is an emergency response team. I will get qualified on that.
- Technical Coordinating Committee – Commissioner Cole could not attend the meeting as he was on Covid lockdown.
- Transportation Planning Organization – Commissioner Cole stated they did not have a meeting last month, and will have one tomorrow.
- Chamber of Commerce – Commissioner Hill stated, "So we had our Leadership class. It was an education zoom. We've been limited to what we can actually do. I did get a report from Regina Duncan on some of the things she's working on. She's doing a virtual meeting on Workforce Housing on the 23rd. She is also looking into an ombudsman transit option for the trolley operations, fixed time and schedules doesn't seem to be cost effective, so she's looking into some alternatives for transportation since we don't have a lot of public transportation".
- City of Fernandina Beach – Nothing to report.

9. Administrative Office Manager Report

- Mrs. Hebron reported that she does not have time to do the minutes and will ask Mr. Krechowski for assistance.
- Chairman Fullwood announced the future meeting space for several months is not going to be available because of the voting coming up. The supervisor of elections will be using the room. They have to do training and early voting. He has reached out to FSCJ, and there's a small space there that can be used. There is paperwork to be filled out, but OHPA can use the space at no charge. Commissioner Hill asked, "For the meeting with the city, did you figure out the AV issue?" Chairman Fullwood responded, "No, we haven't. I talked to the county. They, we would have to hire 2 people from the county to be able to do that. Commissioner Hill asked, "The state, they have to have their meetings streamed, don't they?" Chairman Fullwood responded, "They can't do it here for us. We have to use our regular audio visual. Are you going to be in contact with the city about the agendas?" Mrs. Hebron responded, "She called me today and she asked what the deadline is to submit agenda items and I gave her Monday. That goes for both". Chairman Fullwood responded, "What we will do is limit what we need to do. We will cover things that we need to with the city and try to get a better understanding what their needs are and what our needs are and try to set up some better communication with them. I want to thank them for passing the Interlocal Agreement. I did make some phone calls and constantly in touch with Tallahassee, and called three of the Commissioners and could not get Commissioner Ross. I went to the meeting and some of the citizens spoke against it. But what they were talking about was not even in the Interlocal Agreement. It was other issues. I think we got the best deal possible and we didn't have to get our Charter changed. If we need something done in the future, we have to go back to them of course. They are working on how they are going to address that, whether they will need a simple majority on floor board approvals. That's something they have to work out. I think it's a good agreement and glad we finally got it done.

10. Other items brought up by Commissioners

- Commissioner Hill, "There is one thing I shared with Patrick before the meeting about notice that I found on the website for special districts that we can publish an ad weekly that would say, *Please see our website for any notices*. That would give us the ability to post our notices on our website. Patrick said he wanted to validate that.

With no other questions brought before the Board, the meeting was adjourned at 8:19 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

Joint Workshop Minutes

February 23, 2022

The Ocean Highway and Port Authority (OHPA) of Nassau County and the City of Fernandina Beach City Commission met in a Joint Workshop, Wednesday, February 23, 2022, in Chambers of the James S. Page Government Complex, 96153 Nassau Place, Yulee, Florida 32097.

In attendance on behalf of OHPA: Chairman Fullwood, Vice Chairman Mike Cole, Secretary/Treasurer Scott Hanna, Commissioner Miriam R. Hill, Administrative Office Manager Rossana Hebron, and OHPA Attorney Patrick Krechowski. Commissioner Carrol Franklin was not in attendance.

In attendance on behalf of the City of Fernandina Beach: Mayor Michael A. Lednovich, Commissioner Bradley Bean, Commissioner Chip Ross, City Clerk Caroline Best, City Attorney Tammi Bach, and City Manager Dale L. Martin. Vice Mayor Len Kreger and Commissioner David Sturges were not in attendance.

Chairman Fullwood called the Joint Workshop to order at 6:00 PM and led the invocation and the Pledge of Allegiance.

1. Opening Remarks: Chairman Fullwood welcomed City of Fernandina Beach Commissioners and expressed the desire to work together in the interest of benefiting all Nassau County residents. Mayor Lednovich thanked OHPA Commissioners for the opportunity to meet and for their collaboration on the recent channel realignment. Mayor Lednovich noted the City's objective is to maintain its citizens quality of life while OHPA's objective is a thriving Port. Despite opposing objectives, Mayor Lednovich expressed the desire to move forward in good faith.

2. Discussions: Commissioner Ross asked that OHPA take steps to manage frequent truck traffic on Escambia Street, a dirt road, not equipped to accommodate heavy vehicular traffic. Commissioner Hill noted OHPA is in discussions to queue Port truck traffic outside of the Historic District.

Following additional discussion, OHPA noted citizens who witness truck infractions are encouraged to email complaints to ourcommunity@worldwideterminals.com for expedient resolution and will consider installing "no trucks allowed" signage on Escambia Street.

Commissioner Ross noted the Florida Ports 2020-2024 Five Year Plan indicates the Port has a 500,000 square foot warehouse and 1000' pier extension planned. OHPA Commissioners stated they had not seen the referenced Plan and are not familiar with cited

projects.

Commissioner Ross explained recent cruise ship passengers were shuttled into the downtown area in full size motor coaches which created problems on the City's narrow Historic District streets. Commissioner Hanna stated OHPA has already made arrangements to use trolly's in the future.

Commissioner Ross requested the trash along the eastside of RR tracks, near the warehouses, be removed. Chairman Fullwood stated he will ask the warehouse manager to address the litter and Commissioner Cole indicated he would speak with the Port Operator regarding the "adopt a road" cleanup program.

Commissioner Ross inquired why OHPA Attorney Krechowski was of the opinion the Port has not received any benefits from the City since it opened. Mr. Krechowski noted the matter is pending litigation and will not be discussed at this time. City Attorney Bach stated she and Mr. Krechowski have been in discussions and initial pleadings have been filed.

Commissioner Bean noted trucks to/from the Port often have trash blowing out of them. Commissioner Hanna acknowledged truck debris is not appropriately tied down which is under discussion with the Port Operator and vendors. Commissioner Hill requested complaints be emailed to ohpanc@gmail.com.

Chairman Fullwood requested City support related to the Port accommodating small scale, less than 200 passenger, cruise ships which benefit the City's economy. Following discussion Mayor Lednovich and Commissioner Ross indicated they would like additional details related to passenger travel (upon disembarking), a defined route, and limiting cruise ship trips, prior to issuing a letter of support. City Clerk Best was directed to place this matter on a future City Commission Workshop agenda for discussion.

Mayor Lednovich inquired about the status of the Port Master Plan as it relates to the Port increasing profits without expanding its footprint. OHPA Commissioners indicated Reynolds, Smith, and Hills (RSH) an architecture, engineering, consulting firm, is currently preparing a comprehensive study which will include stakeholders/residents in an effort to develop a Port Master Plan that will benefit the entire county.

3. Final Remarks: OHPA Commissioners and City Commissioners thanked one another for the opportunity to meet, open dialog/discussion, thanked members of the public for attending, and achieved consensus to meet June 2022, in City Hall Commission Chambers, 204 Ash Street, Fernandina Beach, FL 32034.

There being no further matters before the Commissions', the Joint Workshop was adjourned at 7:17PM

Submitted: City Clerk Caroline Best

Date: _____
OHPA Chairman Fullwood



Port Attorney Report

TO: OCEAN HIGHWAY AND PORT AUTHORITY

FROM: PATRICK W. KRECHOWSKI, PORT ATTORNEY

RE: ATTORNEY'S REPORT

DATE: March 1, 2022

Public Records Requests

Public records request regarding cruise ship revenues submitted by News-Leader and forwarded to Nassau Terminals (x2). No response from Nassau Terminals as of the date of this memo.

Fabric Warehouse

Awaiting draft RFP document from Nassau Terminals for review and publication.

Port Executive Director

Draft job description and solicitation provided to OHPA for finalization and publication.

COFB v. OHPA

OHPA Answer to City's Complaint filed 2/17/22. Working to set-up settlement discussion with COFB.

Ross v. OHPA & World Wide Terminals

OHPA filed Answer (pursuant to Court Order) on 2/28/2022.

Public Records Policy & Board Bylaws

Being drafted and will be presented to Board 3/23/2022.

Miscellaneous

Remaining OHPA assigned tasks actively being worked on.



Port Accountant Report

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Account Balances - February 28, 2022

Account Name	Acct Num	28-Feb	31-Jan
Operating	x3328	5,408.78	5,349.63
Money Market	x3310	700.42	15,714.36
Other - Admin Acct	x6714	140.37	223.99
Maintenance	x4519	435,943.06	435,943.06

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Customs House

Monthly Financial Report - February 2022

	February	YTD ACTUAL	BUDGET 2021-2022
INCOME			
GSA - Customs House - RENTAL INCOME	0.00	0.00	0.00
Reimbursements	0.00	1,009.91	0.00
Interest			
TOTAL INCOME	0.00	1,009.91	0.00
CUSTOMS HOUSE			
Bug Out Pest Control	0.00	225.00	312.00
River Pest Control Termite Bond	0.00	896.40	500.00
Bug Out Termite Bond	0.00	0.00	250.00
Cleaning Service	0.00	749.91	2,700.00
City of Fernandina Beach (Water)	77.56	385.14	1,500.00
Florida Public Utilities (Electric)	317.29	1,416.23	5,000.00
Maintenance	0.00	260.00	0.00
TOTAL CUSTOMS HOUSE	394.85	3,932.68	10,262.00
<u>Net Increase(decrease) in Funds</u>	-394.85	-2,922.77	-10,262.00

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Monthly Financial Report -February 2022

	February	YTD ACTUAL	BUDGET 2021-2022
Revenues			
Quarterly Fee	0.00	83,892.00	272,493.00
PILOT Payment	0.00	0.00	0.00
Audit Fee Reimbursement	0.00	0.00	0.00
Misc Income	0.00	32,500.00	2,000.00
Interest	0.06	3.30	60.00
TOTAL REVENUES	0.06	116,395.30	274,553.00
EXPENSES			
COMMISSION DIRECT			
Salaries - Commissioners	10,000.00	50,000.00	120,000.00
Payroll Taxes	938.55	4,766.07	11,361.00
Unemployment	0.00	72.59	75.00
Conferences & Travel	582.33	1,184.29	1,000.00
Insurance	0.00	0.00	1,134.00
Salaries - Board Attorney	0.00	56,498.80	30,000.00
TOTAL COMMISSION DIRECT	11,520.88	112,521.75	163,570.00
COMMISSION OPERATION			
Salaries- Accountant	1,500.00	7,500.00	18,000.00
Salaries - Office Administrator	1,376.38	10,470.70	23,535.68
Expenses - Office Administrator	69.50	2,259.17	4,000.00
Travel - Office Administrator	0.00	0.00	100.00
TOTAL COMMISSION OPERATION	2,945.88	20,229.87	45,635.68
COMMISSION DISCRETIONARY			
Dept. of Revenue (Special Dist. Fee)	0.00	0.00	225.00
TPO. - Membership	0.00	1,395.00	1,329.00
Greater Nassau Chamber of Commerce	0.00	0.00	280.00
Advertisement	66.64	687.55	600.00
Special Meeting - Court Reporter	0.00	0.00	0.00
Web Site	16.98	161.89	0.00
Awards & Presentations	0.00	0.00	120.00
Discretionary	0.00	0.00	720.00
TOTAL COMMISSION DISCRETIONARY	83.62	2,244.44	3,274.00
PORT OPERATIONS			
FB Annual Fee - PILOT	0.00	0.00	0.00
CSX Right of Way Fee	0.00	0.00	750.00
Insurance	0.00	12,065.00	12,065.00
Audit	0.00	12,500.00	25,800.00
FL Ports Council Dues	0.00	12,025.00	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	0.00	36,590.00	55,115.00
TOTAL EXPENSES	14,550.38	171,586.06	267,594.68
Excess Revenues over Expenditures	-14,550.32	-55,190.76	6,958.32



Consent Items



St Johns Ship Building, Inc
 560 Stokes Landing Road
 Palatka, FL 32177

INVOICE

Invoice Number: **05629**
 Date: **2/4/2022**
 Page Number: **1**

Sold To
Ocean Highway and Port Authority of Nassau County 86130 License Road Fernandina Beach, FL 32034-3786

Ship To
Ocean Highway and Port Authority of Nassau County 86130 License Road Fernandina Beach, FL 32034-3786

CUSTOMER ID			CUSTOMER PO			PAYMENT TERMS			FREIGHT TERMS		
OCEHIG						Due on Receipt			Freight: Billed		
SALES REP ID			SHIPPING METHOD			SHIP DATE			INVOICE DUE DATE		
									2/4/2022		
QUANTITY			PART			DESCRIPTION			T	UNIT	EXTENDED
ORD	SHP	BCK							X	PRICE	PRICE

1.00	1.00		Ft Clinch - R241							30,772.80	\$30,772.80
						Tanks and Replenishment - Pump out, frac tank for storage, clean and gasket tank, clean and gasket ballast tanks, fill ballast tanks with water					
1.00	1.00		Ft. Clinch - R241							23,932.80	\$23,932.80
						Clean Hull - Pressure wash to gunnels, clean keel coolers and replace 142 anodes					
1.00	1.00		Ft. Clinch - R241							16,647.00	\$16,647.00
						Rudders and Stocks - replace cutlass bearings, remove & inspect arm pins, replace grease fittings, inspect and repack stuffing boxes					
1.00	1.00		Ft. Clinch - R241							21,498.00	\$21,498.00
						Shafts - rebuild/repack stuffing box (12), repair and straighten shafts, replace cutlass bearings					
1.00	1.00		Ft. Clinch - R241							22,135.20	\$22,135.20
						Propellers - remove, clean and inspect props, repair propeller					
1.00	1.00		Ft. Clinch - R241							9,570.00	\$9,570.00
						Supply Fans - rework of old fans, new blade guards, replace 2 fans					
1.00	1.00		Ft. Clinch - R241							4,447.20	\$4,447.20
						Pipe and Interior Structure - replace approx 6 lf of freshwater piping, replace approx 6 lf of sanitary piping, replace vales and fittings, patch weld 1 1/2" hole on freshwater tank					
1.00	1.00		Ft. Clinch - R241							9,507.60	\$9,507.60
						Fendering - reposition 3 box fenders, add 3 tires and 6 padeyes on STBD side, replace approx 16 rusted padeyes, reposition PORT side tires as directed, replace chains and shackles					
1.00	1.00		Ft. Clinch - R241							27,922.80	\$27,922.80
						Additional Work - Docking Delays, disposal fo bilge water, replace engine press. guages (2), machine brass steering rods (2), paint up to gunnels, galley carpentry work					
1.00	1.00		Ft. Clinch - R241							1,200.00	\$1,200.00
						Engineer Housing					



St Johns Ship Building, Inc
 560 Stokes Landing Road
 Palatka, FL 32177

INVOICE

Invoice Number: **05629**
 Date: **2/4/2022**
 Page Number: **2**

Sold To
Marc Villa

Ship To
Marc Villa

CUSTOMER ID			CUSTOMER PO			PAYMENT TERMS			FREIGHT TERMS					
MARVIL						Due on Receipt			Freight: Billed					
SALES REP ID			SHIPPING METHOD			SHIP DATE			INVOICE DUE DATE					
									2/4/2022					
QUANTITY									UNIT PRICE			EXTENDED PRICE		
ORD	SHP	BCK	PART	DESCRIPTION			T	X						

1.00	1.00		Ft. Clinch - R241						17,540.00			\$17,540.00		
1.00	1.00		Ft. Clinch - R241	Haul out/Launch, Diver support, laydays					(40,000.00)			(\$40,000.00)		
1.00	1.00			Credit for Initial Payment					12,962.14			\$12,962.14		
				Florida State Sales Tax on repairs @ 7%										

SUB TOTAL: \$158,135.54

TOTAL AMOUNT DUE: \$158,135.54

IF YOU HAVE QUESTIONS ON HOW THIS INVOICE WAS CALCULATED, OR QUESTIONS ABOUT ANY OF OUR OTHER PRODUCTS, PLEASE CONTACT OUR SALES OFFICE.

PLEASE REFERENCE THIS INVOICE NUMBER ON YOUR CHECK AND REMIT TO: **St Johns Ship Building, Inc**
 560 Stokes Landing Road
 Palatka, FL 32177



St Johns Ship Building, Inc
 560 Stokes Landing Road
 Palatka, FL 32177

INVOICE

Invoice Number: **05649**
 Date: **3/7/2022**
 Page Number: **1**

Sold To
Ocean Highway Port Authority of Nassau County 86130 License Road Fernandina Beach, FL 32034-3786

Ship To
Ocean Highway Port Authority of Nassau County 86130 License Road Fernandina Beach, FL 32034-3786

CUSTOMER ID			CUSTOMER PO			PAYMENT TERMS			FREIGHT TERMS		
OCEHIG						Due on Receipt			Freight: Billed		
SALES REP ID			SHIPPING METHOD			SHIP DATE			INVOICE DUE DATE		
									3/7/2022		
QUANTITY			PART			DESCRIPTION			T	UNIT	EXTENDED
ORD	SHP	BCK							X	PRICE	PRICE

1.00	1.00	Dockage of the Ft. Clinch from 2/10/22 to 3/7/22 at \$140/day	3,920.00	\$3,920.00
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SUB TOTAL: \$3,920.00

TOTAL AMOUNT DUE: \$3,920.00

IF YOU HAVE QUESTIONS ON HOW THIS INVOICE WAS CALCULATED, OR QUESTIONS ABOUT ANY OF OUR OTHER PRODUCTS, PLEASE CONTACT OUR SALES OFFICE.

PLEASE REFERENCE THIS INVOICE NUMBER ON YOUR CHECK AND REMIT TO: **St Johns Ship Building, Inc**
 560 Stokes Landing Road
 Palatka, FL 32177



Worldwide Terminals Fernandina, LLC

Invoice

Invoice No.	SI-007019
Document Date	10/15/2021
Due Date	10/15/2021
Payment Terms	Net 30 days

Bill To:

Ocean Highway and Port
Authority 86130 License Road
Suite 9
Fernandina Beach, FL 32034

Remit To:

Worldwide Terminals Fernandina, LLC
501 N. 3rd Street
Fernandina Beach, FL 32034

To pay by wire:
ATTN: Worldwide Terminals Fernandina, LLC
Valley National Bank
ABA# 021201383
Acct# 42082072

Description	Quantity	Unit	Unit Price	Line Amount
Per Section 2.3 of the Operating Agreement				
Liebherr crane - Emergency engine and electronics control repair due to power failure.				
			Total Due	16,850.95

[Home Page](#)

<https://www.worldwideterminals.com/>

[Phone No.](#)

(904) 261-0753

[Email](#)

acct@worldwideterminals.com

Liebherr

Posting Date	Document	Document No	Vendor No.	External Documen	Due Date	Original Amount
8/12/2021	Invoice	PI-003256	V000224	DAR21095899	9/1/2021	308.75
8/12/2021	Invoice	PI-003255	V000224	DAR21095898	9/1/2021	14,315.74
8/12/2021	Invoice	PI-003254	V000224	DAR21096060	9/11/2021	249.86
8/30/2021	Invoice	PI-003380	V000224	DAR21097206	9/26/2021	968.85
8/30/2021	Invoice	PI-003379	V000224	DAR21097132	9/25/2021	365.35
8/30/2021	Invoice	PI-003378	V000224	DAR21096659	9/16/2021	3,393.55
8/30/2021	Invoice	PI-003377	V000224	DAR21096506	9/12/2021	933.27
8/30/2021	Invoice	PI-003376	V000224	DAR21096393	9/10/2021	4,032.29
8/31/2021	Invoice	PI-003396	V000224	DAR30021601	9/30/2021	4,463.53
9/24/2021	Invoice	PI-003616	V000224	DAR21098653	10/24/2021	300.16
9/24/2021	Invoice	PI-003615	V000224	DAR21098329	10/16/2021	1,306.60
9/24/2021	Invoice	PI-003614	V000224	DAR21097624	10/24/2021	951.50
9/24/2021	Invoice	PI-003574	V000224	DAR21098036	10/13/2021	261.50

Total	31,850.95
Less NT Portion	(15,000.00)
Due fm OHPA	<u>16,850.95</u>



Port Operator Report



January 21, 2022
 Ocean Highway & Port Authority
 86130 License Rd, Fernandina Beach, FL 32034

ITEM	QTY	DESCRIPTION	PRICE
Big Top Shelter	2	100' Wide X 250' Length X 35' Center Height (\$540,000.00ea) <ul style="list-style-type: none"> • 22 OZ. Cover, White, Flame Retardant PVC Vinyl Fabric with Polyester Scrim. • Fabric is flame retardant – NFPA 701 and UVA treated. • Fabric Ends at Base Level on each side. • Frame Members: 30" Four Chord Galvanized Tubular Steel Design. 10' Truss Spacing • All Connections via a slip fit Plate to Plate Junction • All assembly instructions, hardware & anchoring included • Anchors Are Provided for a Concrete Foundation • 20-Year Big Top Warranty for Fabric • 25-Year Big Top Warranty on Frame • Quarterly Maintenance is expected 	\$ 1,080,000.00
End Panels	4	2ea access end wall with 1ea 25' Width X 25' high fabric access panel.	Included
Man Door	4	Aluminum man door with frame	Included
Engineering		Structure meets standard codes. If specific codes should be met customer should specify prior to sale or assume all responsibilities, & any additional cost post sale.	\$ 1,800.00
Taxes		This quote is not inclusive of State, County, City, Use or any other taxes. If applicable, you may be charged any or all the above based upon Federal or State Law that may apply. If you have a tax-exempt certificate or direct pay permit, please provide.	Exempt
Shipping		FOB Origin Perry, FL. We will prepay and add. Shipping and Handling to the FL job site (Flatbed Rate)	\$ 4,500.00
Grand Total			\$ 1,086,300.00
Direct Install		Coast To Coast Contracting LLC Ben Perry benp@ctccllc.com (352) 460-7041	Contact for Quote

- ◆ **Payment Terms** – 50% deposit, 40% prior to shipping, Balance Net 5 business days from installation sign off
- ◆ **Manufacturing Lead- Time:** 12± Weeks from deposit. Please expect 2+ weeks for engineering.

◆
 Sincerely,
Brandon Slaughter
 Sales Representative
b.slaughter@bigtopshelters.com

Approved This ___ Day of _____, 2022
 Signature _____



Big Top Manufacturing Inc Disclaimer Reference Page

1. Fees for services are \$1,100.00 for the United States and its territories, Canada, and the Caribbean. International Services are \$1200.00 USD per day per person. Included are hotel, rental car, meals, taxis, and airport parking. Expenses for airfare, visas, transfers, special job site training, ferries, and others will be billed at actual costs. On domestic and international installations, the daily fee extends from portal to portal from Perry, Florida. The Daily fee continues during the week Monday through Sunday regardless of whether work can be performed on weekends. Travel & accommodations are to be arranged or agreed to by Big Top personnel. (Domestic & International flights are to be coach class and the hotel accommodations are to be with a standard chain hotel). All remaining balances will be settled on prior to the departure of the technician from the job site. There may be some international regions where a technician is not available. Call for details.
2. Big Top will not be responsible for any damage to the grounds, shrubbery, underground utilities, asphalt, concrete, etc. due to the normal construction process necessary to install the above shelters unless specifically provided for in the purchase contract.
3. In the event the above proposal includes metal/aluminum entry equipment doors, unless the shelter is built on level concrete, we cannot take responsibility for its operation. If uneven - such as is routinely encountered on asphalt or soil, the framework will likely require modification on site resulting in additional costs.
4. Big Top will provide soil or concrete anchors as a standard form of anchoring. Big Top makes no representation as to the structural integrity or suitability of the concrete or soil. Any other anchoring surface or method is at the sole risk of the end user. No representation is made as to water drainage due to slope or foundation issues. If on soil or asphalt, we provide 40" anchors. There cannot be any concrete, obstructions, utilities, etc., below the footprint of the shelter's walls and ends if using soil anchors. You should contact your local utility locating service.
5. Shelter is to be installed in accordance with the provided assembly instructions, under the guidance of our technician or via Big Top. If the end user chooses to owner install the shelter, finished photos are required including photos of the shelter with the anchors properly installed. In the event the shelter is ever relocated, new photos will be required including anchorage photos.
6. In the event the end user chooses to employ our technician, we make no representation as to the quality, suitability, or performance of the laborers or equipment provided. The estimate given is based upon typical installations worldwide but is not a guaranteed level of performance. On site safety is the responsibility of the customer not Big Top's representative.
7. If Big Top is to fully install the shelter, unencumbered access is necessary. We assume a 7-day workweek. If the weekends cannot be worked, we will need to know this in advance to modify the proposal.
8. End user is responsible for permitting and any local taxes or tariffs, if any. If a turn-key installation by Big Top, it is the end user's responsibility to determine Big Top's ability to install the shelter based upon local licensing or permitting issues. All costs associated with this to be borne by the end user.
9. Shelter is defined as an equipment item. Proper maintenance is necessary to extend the life of the shelter frame, fabric, doors, and access panels. Maintenance guide can be provided upon request.
10. All drawings received should represent inside looking out of the Big Top. Customer to verify.
11. All accessories are covered under the product manufacturer's warranty.
12. Big Top installers are not licensed electricians. All electrical connections are the responsibility by the customer.
13. Shipping is primarily via flatbed trailers. To maximize stacking, there is little to no dunnage below the frames. Due to weight and handling issues, dunnage can possibly result in damage to the frame. If you require dunnage there could be additional costs due to lessened space on the flatbed or special stacking requirements.
14. Disappearing fabric doors are not a pre-engineered door system and should be considered a flap. Engineered door systems are available but require additional funds. Big Top Access panels are not engineered door systems, there is no warranty on the access end panel, the access panel is not warranted against or designed at the same engineering as the shelters, The access panels or panels are required to be secured down in high winds. The panel(s) vertical cables are to be clipped at the bottom to the anchoring devices and the cables are to be tightened and secured when the panel is always in the down position.
15. If Engineering is required, please provide the proper wind, snow, seismic load, and exposure category for the location where the shelter will be located. If the shelter is purchased or installed prior to permit approval the customer bears the cost of any upgrades to meet local code. All engineering to support the structure is considered "by others", unless specifically noted on our drawings. That includes, but is not limited to, shipping containers, concrete, soil, asphalt, custom support steel, etc. Engineering fees start at \$1,800.00
16. Signed proposals or related PO's assumes you have read & understand the above Big Top Manufacturing Inc disclaimer/clauses

Port of Fernandina 2022 Tariff Proposal

Item	Fernandina Proposed	Jaxport (Dec. 2020)	Brunswick (Aug. 2021)		
1.0 Dockage (per LOA)					
Container and Breakbulk					
<525	\$ 6.46	\$ 6.46	\$ 11.75	Equal to JAXPORT	Lower than Brunswick
526-625	\$ 9.49	\$ 9.49	\$ 11.75	Equal to JAXPORT	Lower than Brunswick
>625	\$ 11.85	\$ 11.85	\$ 14.06	Equal to JAXPORT	Lower than Brunswick
Cruise Vessels					
Per LOA	\$ 13.94	\$ 13.94	N/A	Equal to JAXPORT	No Rate for Brunswick Available
2.0 Wharfage					
RO/RO					
<= 4,000 lbs.	\$ 31.52			Equal to JAXPORT	No Rate for Brunswick Available
> 4,000 lbs.	\$ 76.56			Equal to JAXPORT	No Rate for Brunswick Available
Chassis	\$ 31.52			Equal to JAXPORT	No Rate for Brunswick Available
Breakbulk/S.T.					
<=500 feet LOA	\$ 3.71	\$ 3.71		Equal to JAXPORT	No Rate for Brunswick Available
> 500 feet LOA	\$ 4.47	\$ 5.19	\$ 4.47	Lower than JAXPORT	Equal to Brunswick
Container					
Per net ton					
<=500 feet LOA (per S.T.)	\$ 3.62	\$ 3.62		Equal to JAXPORT	No Rate for Brunswick Available
> 500 feet LOA (per S.T.)	\$ 5.19	\$ 5.19		Equal to JAXPORT	No Rate for Brunswick Available
Per empty unit	\$ 22.26	\$ 22.26		Equal to JAXPORT	No Rate for Brunswick Available
Heavy Lift (>100,000 lbs)/S.T.					
<= 300,000 lbs	\$ 8.92	\$ 8.92		Equal to JAXPORT	No Rate for Brunswick Available
> 300,000 lbs	\$ 11.04	\$ 11.04		Equal to JAXPORT	No Rate for Brunswick Available
Passengers	\$ 10.92	\$ 10.92	\$ 40.00	Equal to JAXPORT	Lower than Brunswick
Dry Bulk (Per S.T.)	\$ 2.39	\$ 2.96	\$ 2.39	Lower than JAXPORT	Equal to Brunswick
Liquid Bulk (Per S.T.)	\$ 2.21	\$ 2.21	\$ 2.49	Equal to JAXPORT	Lower than Brunswick
3.0 Water (per ton)					
Per short ton	\$ 4.45	\$ 4.45	\$ 7.06	Equal to JAXPORT	Lower than Brunswick
4.0 Terminal Use Fee					
Non-Heavy Lift	\$ 0.67	\$ 0.68	\$ 0.67	Lower than JAXPORT	Equal to Brunswick
Heavy Lift	\$ 2.96	\$ 2.96		Equal to JAXPORT	No Rate for Brunswick Available
5.0 Security Fees					
Vessels w/ > 200 Containers (Per Unit)	\$ 7.25	\$ 7.25	\$ 7.89	Equal to JAXPORT	Lower than Brunswick
All Others (Per LOA)	\$ 3.65	\$ 3.65	\$ 4.06	Equal to JAXPORT	Lower than Brunswick



As Contemplated: 2 25,000 sq.ft. Rubb Style Buildings



Unfinished Business

OCEAN HIGHWAY AND PORT AUTHORITY

PORT OF FERNANDINA, FL

EXECUTIVE DIRECTOR

The Board of Directors of the Ocean Highway & Port Authority of Nassau County, Florida (“OHPA”), is seeking proposals and qualifications for a Executive Director. OHPA intends to initially fund the Executive Director position with grant and/or ARPA Covid relief funding through December 2024. The Executive Director, in coordination with OHPA, shall work toward securing additional financial resources to support the long-term funding of the Executive Director position and its office.

Interested candidates should submit a formal proposal, as further outlined below, to Rossana Hebron at ohpanc@gmail.com, no later than April 1, 2022.

The Executive Director will report directly to the OHPA Board of Directors and shall be responsible for representing and acting on behalf of OHPA pursuant to its State Charter and Florida law. The ideal candidate will have extensive port operations and related logistics experience, preferably in the State of Florida, along with experience with the following:

- State and Federal grant application review and submittal, grant administration, compliance, and management, and grant fund distributions;
- Representation of a board of directors;
- Coordination with and management of day-to-day port operations;
- Community engagement and community liaison;
- Florida public records and Government in the Sunshine laws;
- Intergovernmental engagement at the local level, and;
- Strategic, master and capital improvement planning.

The Executive Director will be required to attend all public meetings of OHPA, including community meetings associated with OHPA’s port master planning efforts. The Executive Director will also be expected to attend other local government and economic development related meetings in and around Nassau County/the City of Fernandina Beach, FL.

Formal proposals should include a professional resume or curriculum vitae, proof of any licenses and/or certifications, at least three (3) professional references and a letter of interest. More information regarding the Port of Fernandina can be found at <https://www.portoffernandina.org/>.



Administrative Office Manager Report

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

Hours worked February 2022 – 31.25

- Attended February 9 Monthly meeting. Minutes composed by Tracey Mensah/Balch & Bingham LLP
- Attended February 23 OHPA/COFB Joint Workshop. Minutes composed by Caroline Best/COFB City Clerk
- Invoices paid and entered into QuickBooks
- Payroll entered into QuickBooks
- Bank transactions (transfers, online)
- Responded to all emails, voicemails, and corresponding documents/letters, Commissioners' and Port Accountant requests
- Website Updates
- Electronic file organizing
- Responded/Researched documents requests
- Collaborated with Jennifer Marlatt (BOCC/Nassau County) for OHPA's 2022 meeting schedule
- Posted job advertisement (Administrative Office Manager)

Public Records Request Received in February 2022- 2