

# OCEAN HIGHWAY & PORT AUTHORITY NASSAU COUNTY



Fernandina Beach Police Dept.  
1525 Lime Street, Fernandina Beach, FL 32034

## AGENDA February 8, 2023 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, Justin Taylor, District 3; Ray Nelson, District 4; Mike Cole, District 5

- 1. Comments** - Audience (Comments submitted prior to the meeting)
- 2. Approval of Minutes**
  - a. January 25, 2023 Board Meeting
- 3. Port Attorney Report**
- 4. Port Accountant Report**
  - a. Financial report – January 2022/Q1 report (end 2022.12.31)
  - b. ARPA reimbursement update
- 5. Port Executive Director Report**
- 6. Port of Fernandina Report (Operator)**
  - a. Tonnage report – January 2022
  - b. S7 Summary/January 2023 (presentation)
- 7. Pending Business**
  - a. Master Plan
  - b. Cruise ship update

- c. Interlocal agreement/meeting space update (BOCC)
- d. Bond Reserve activity notification
- e. Operating agreement update

## **8. New Business**

## **9. Committee Reports**

- Port Security – Commissioner Nelson
- FDOT – Commissioner Fullwood
- Customs House and Port Facilities – Commissioner Nelson
- Army Corp of Engineers (ACOE) – Commissioner Fullwood
- Economic Development – Commissioner Cole
- Emergency Management – Commissioner Cole
- Technical Coordinating Committee (TCC) – Commissioner Taylor
- Transportation Planning Organization (TPO) – Commissioner Cole
- Nassau Chamber of Commerce– Commissioner Hill
- City of Fernandina Beach – Commissioner Fullwood
- Community Outreach – Commissioner Hill

## **10. Administrative Office Manager Report**

## **11. 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.



# Minutes

# OCEAN HIGHWAY & PORT AUTHORITY



Miriam R. Hill – Vice Chairperson, District 1  
Danny Fullwood – Chairman, District 2  
Justin Taylor – Secretary/Treasurer, District 3  
Ray Nelson – Commissioner, District 4  
Mike Cole – Commissioner, District 5

## Board Meeting Minutes

January 25, 2022

The Ocean Highway and Port Authority of Nassau County held its Monthly Meeting on Wednesday, January 25, 2023 at the Fernandina Beach Police Dept., 1525 Lime Street, Fernandina Beach, FL 32034.

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

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

**1. Comments** - Audience (Comments submitted prior to the meeting)  
No public comments were submitted.

### **2. Approval of Minutes**

#### **a. January 11, 2023 OHPA/COFB Joint Workshop**

Commissioner Taylor motioned to approve the January 11<sup>th</sup> OHPA/COFB Joint Workshop minutes. Commissioner Cole second the motion. There were no further discussions or amendments.

**Chairman Fullwood declared the January 11<sup>th</sup> OHPA/COFB minutes adopted at the sound of the gavel.**

#### **b. January 11, 2023 Monthly Meeting**

Commissioner Nelson motioned to approve the January 11<sup>th</sup> Monthly meeting minutes. Vice Chairperson Hill second the motion. There were no further discussions or amendments.

**The Board unanimously voted in favor of the motion.**

### 3. Pending Business

#### a. Master Plan (MP) draft

Mr. Kaufman reported copies of the MP draft were distributed to the full Board, City Commissioners, and stakeholders committee for review and comments. Additionally, the Public Open House #2 is scheduled for tomorrow to allow the public to review the MP and provide feedback. Mr. Kaufman hoped to subsequently obtain Board approval at the next meeting.

Commissioner Taylor informed the Board he cannot attend the next Board meeting, February 8<sup>th</sup>, for work obligation. He requested to hold approval of the MP until February 22<sup>nd</sup>. The Board agreed.

Vice Chairperson Hill inquired if the Port Operator, stakeholders committee, or the City will provide letters of support. The Chairman explained everyone has access to the MP draft on OHPA's website to review and provide feedback/comments. He admitted he would welcome letters of support from both the City and County Commissions. Mr. Kaufman added the Port Operator had been a part of the planning process. Vice Chairperson Hill wanted to ensure the MP included Port activities and additional input/insight/planning on Port operations, encompassing the Port of Fernandina. Mr. Gilbert replied he has the opportunity to provide additional feedback/comments given the additional weeks before the approval process on February 22<sup>nd</sup>. Vice Chairperson Hill will ask the Nassau County Chamber of Commerce for support of the MP as well.

The Chairman asked Commissioner Ross to provide comments. He thanked the Port Operator for the prompt removal of the detached warehouse roof in Commissioner Ross' neighbor's yard as a result of the recent storm. He also explained OHPA has to approve the MP first, then it is presented to the City as a resolution. He added the contentious issues are the cruise ships, planned terminal building, and the congestion caused by said building. OHPA needs to contact the City Manager to add the MP on the City agenda for their next meeting.

#### b. Operating Agreement update (discussion with Port Operator)

No update yet. A meeting between the Port Attorney, Port Executive Director, the Chairman and Savage Services (Port Operator et al) is scheduled for next week.

#### c. Cruise ship update

The Ocean Explorer is scheduled to come in April and the Seven Seas Navigator in May. Mr. Kaufman will confirm with the Coast Guard and CBP for compliance.

Commissioner Taylor reported he received feedback regarding cruise ships with 1200 passengers. He asked to establish the allowable size for cruise ships at the Port to avoid future plans from such cruise ships to come to Fernandina. Chairman Fullwood confirmed the Port will not host such large size cruise ships; 500 passengers is the maximum. Mr. Krechowski reiterated the State statute does not apply to the decisions of this Port. A local government cannot tell a port

what it can and cannot do. Similarly, a ballot initiative cannot impose business-related restrictions on a chartered port in Florida. Additionally, if OHPA treats its MP as a guideline or mandate, it can designate certain size of cruise ship. It does not have to be included in the MP however. Mr. Kaufman asked for Board directions on including language to specify the size of cruise ships in the MP. Vice Chairperson Hill acknowledged the public feedback was included and expanded in the document. However, she missed any mention regarding operating costs to operate a passenger terminal. Mr. Kaufman explained this business relationship will be discussed with the Port Operator. Further discussions with the Coast Guard and CBP will determine if a terminal building is required. Ultimately, it will be OHPA's investment decision. Vice Chairperson Hill questioned the return on investment not just for OHPA but for Nassau County as well, to ensure the Board considers OHPA's and the County's interests as a compliance to its mission. Mr. Kaufman replied the plan addresses the economic impact of such investment. In addition, it should be recognized that OHPA must reach a position to be a self-sufficient organization and be robust to address other County-wide activities. Commissioner Taylor suggested examining like-communities that address similar business matters for economic impact. Mr. Kaufman explained that idea is included in the draft. He hopes to collaborate with the local travel industry to put forward those opportunities/activities/options for the cruise passengers to experience. Vice Chairperson Hill acknowledged the inclusion of rail spur option on the northeast side of the terminal was a great idea. She also emphasized the Port has a great advantage for cargo handling and should be highlighted.

Commissioner Nelson advised OHPA is putting unnecessary effort to address the cruise ship matter. Instead, OHPA should consider public feedback, adding fulltime jobs to the community, liability, and impacts to Port operations. The Port is a cargo terminal not a passenger terminal. He confirmed he experienced interruptions to the operations when the Port received cruise ships. The Port has to accommodate passenger ships before the cargo ships. This does not sit well with long-term Port customers. OHPA should also take caution with the legality of cruise operations with the Coast Guard and CBP. The Chairman explained the focus is always with the cargo ships. However, the revenue from the occasional cruise ships will assist OHPA financially. Commissioner Nelson insisted OHPA should plan to add more cargo business for its sustainability. Vice Chairperson Hill added if after spending >\$200K for the MP and the only takeaway is the cruise ship option (the only other source of revenue), then the Board has failed. Besides, the Board has not yet validated the matter. She reminded the Board agreed to keep the cruise business as an option for the Board to evaluate/consider. Commissioner Taylor agreed with Commissioner Nelson's points. He advised OHPA should have other plans in case the cruise business does not thrive and not address the issue when it happens. Commissioner Cole suggested OHPA try the cruise business for a year or so. This matter will be discussed with the Port Operator next month. Mr. Gilbert only suggested the Operating agreement is an executed document with term. Mr. Kaufman summarized the cruise business represents additional revenue outside the Operating agreement, and there are ways to compensate the Port Operator for

their participation in handling the cruise ships. Chairman Fullwood suggested arranging an agreement with the City when the Port is unable to host a cruise ship, it will be diverted to the marina. City Commissioner Ross explained the City cannot take ships over 230 feet.

**d. Dredging contract update (Brance Diversified, Inc.)**

The contract was fully executed. The Port Operator will manage the contract. Work will start early February.

**e. Bond activity notification (PWK)**

Mr. Krechowski reported there is a call tomorrow to discuss the matter. Call information was shared with the Board. He cautioned the Commissioners to use discretion if they join, only listen and not speak because the meeting is not noticed as a public meeting. He instructed the Board to individually contact him or Mr. Kaufman with any questions or concerns before or after the meeting.

**f. Meeting space update (BOCC facility)**

There is a scheduled call on January 31<sup>st</sup> with the County.

#### **4. New Business**

**a. Audited Financial statements** reminder (YE 9.30.2022)

Mr. LaPorte distributed a copy of the draft financial statement prior to the meeting. He asked the Board to review and provide questions/comments. Once the document is finalized, it is difficult to change.

He also prepared the Management Discussion Analysis (MDA) for OHPA. It is OHPA's financial presentation that represents all of OHPA's Board and managing staff analysis. He asked the Board to review and provide questions or comments. He hopes to submit the draft to the auditors by next Friday.

Once the documents are submitted to the auditors, they will issue a management letter for signature. Subsequently, the auditors will issue a financial statement at either the first or second meeting in February. The documents will then be official and ready to file with the State of Florida for public distribution.

Mr. LaPorte explained if there is controversy with any Board input/comments on the MDA, he will recirculate to the Board for review. It represents OHPA operations only not the Port. He explained last year's quarterly report pertaining to the quarterly reports for the federal grant issue was mentioned and considered resolved in the current document. He also suggested OHPA may include any projects in progress to give context to the financial reports, for example. The Chairman directed the Board to provide any comments to Mr. LaPorte to add to the document as quickly as possible.

b. **Port internship** (HS students)

Chairman Fullwood reported the high school is interested in participating in an internship. However, the contact person was unavailable and will call the Chairman. The project is to scan and electronically file all past OHPA records for secure keeping.

**5. Other items to be brought by Commissioners**

Mrs. Hebron reported receiving a call from a citizen who was delayed in traffic behind a railroad crossing in Yulee and asked for assistance from OHPA. He was referred to CSX Railway. Subsequently, the emergency contact information for CSX was posted on OHPA's website for reference. OHPA has no control of the railroad crossings.

Additionally, the Board was asked for direction regarding the expense report submitted by the Port Executive Director requesting reimbursement for a one-year subscription (online) of the News Leader newspaper.

Commissioner Taylor motioned to approve the reimbursement for the one-year subscription of the News Leader. Commissioner Cole second the motion.

**Discussion:** Part of the Board explained they pay for their own subscription. Others explained it is a cost to do business and a part of the Port Director's job to keep abreast of local news. Mr. Kaufman pleaded that it is a cost to have the resources available to him to do his job. There is an allocation for business expenses as part of his agreement. Furthermore, he also pays for the vast majority of his office expenses; printer, paper, ink, and the like. He deferred to the Board for a decision.

**The Board voted to reimburse Mr. Kaufman for the one-year subscription of the News Leader newspaper by a vote of 4 to 1 with Commissioner Nelson delivering the dissenting vote.**

Consequently, Mr. Kaufman reminded the Florida Ports Council (FPC) will have its Spring Legislative meeting on March 20<sup>th</sup>-22<sup>nd</sup> in Tallahassee. He plans to attend the meeting. Based on room rates and car expenses, the estimated budget will not exceed \$1,000. OHPA is a member of the FPC that administers Florida Seaport Transportation and Economic Development (FSTED) program that offers State grants. Port representatives will meet with legislators to pursue additional funding for State ports and other legislative matters. The Chairman granted the budget for said FPC meeting, not to exceed \$1,000.

Finally, Mr. Gilbert explained the damages (with photos) endured by the Port as a result of the recent storm (wind gusts). He is currently getting estimates for repairs. Mr. Kaufman suggested perhaps FDOT may lend some assistance to offset some of the costs but with certain guidelines/requirements. If OHPA elects to use FSTED funds, it will have to put it out for bids. Mr. Gilbert also reported he expects cement cargo (16K tons bagged cement) to arrive on Monday that was diverted from Savannah. If permitted, the company promises to have 8 vessels calls per year. Another company will come in April with lumber cargo (10-15K cubes) from

Germany. The Chairman requested a vessel schedule, and Mr. Gilbert will provide. Commissioner Taylor commended Mr. Gilbert for a job well done.

**Adjourn**

**With no other questions brought before the Board, the meeting was adjourned at 7:22 PM.**

---

**Danny Fullwood, Chairman**

---

**Date**



# Port Attorney Report

**TO: OCEAN HIGHWAY AND PORT AUTHORITY**

**FROM: PATRICK W. KRECHOWSKI, PORT ATTORNEY**

**RE: ATTORNEY'S REPORT**

**DATE: February 6, 2023**

---

Nassau County Property Appraiser

Current case remains pending.

Hearing on Motion to Consolidate scheduled for March 1.

Active litigation is subject to attorney-client confidentiality privilege.

COFB v. OHPA

Discovery phase.

Hearing on Motion to Consolidate scheduled for March 1.

Active litigation is subject to attorney-client confidentiality privilege.

"Additional" Revenue

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

Operating Agreement

Staff and legal for both OHPA and Port Operator working on scheduling meeting to discuss various aspects and obligations under Operating Agreement.

Miscellaneous

Remaining OHPA assigned tasks actively being worked on.



# Port Accountant Report

**NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY**

Monthly Financial Report - January 2023

	January	YTD ACTUAL	BUDGET 2022-2023
<b>Revenues</b>			
Quarterly Fee	0.00	94,877.44	297,017.00
2019-2022 COLA Quarterly Fee	0.00	33,540.00	0.00
Audit Fee Reimbursement	0.00	0.00	0.00
Misc Income	0.00	34,657.69	2,000.00
Legal fee Reimbursement	0.00	0.00	0.00
ARPA Reimbursement	0.00	74,605.00	481,596.68
FDOT Grant Reimbursement	0.00	30,410.38	48,000.00
Port Revenue - Cruise	0.00	0.00	15,000.00
Port Revenue - Harbor Admin	0.00	0.00	20,000.00
Port Revenue - Other	0.00	0.00	0.00
Interest	0.00	0.01	0.00
<b>TOTAL REVENUES</b>	<b>0.00</b>	<b>268,090.52</b>	<b>863,613.68</b>
<b>EXPENSES</b>			
<b>COMMISSION DIRECT</b>			
Salaries - Commissioners	10,000.00	40,000.00	120,000.00
Payroll Taxes	1,859.74	7,255.51	11,361.00
Unemployment	0.00	66.18	75.00
Conferences & Travel	0.00	174.16	1,000.00
Insurance	0.00	0.00	1,134.00
Unpaid Legal Fees	0.00	64,524.00	110,000.00
Salaries - Board Attorney	0.00	129,513.37	60,000.00
<b>TOTAL COMMISSION DIRECT</b>	<b>11,859.74</b>	<b>241,533.22</b>	<b>303,570.00</b>
<b>COMMISSION OPERATION</b>			
Salaries - Exec Director	10,833.33	43,333.32	141,700.00
Bus Dev Expenses	70.00	162.88	5,000.00
Travel	0.00	0.00	1,000.00
Salaries- Accountant	1,900.00	7,600.00	22,800.00
Salaries - Office Administrator	1,638.71	7,313.71	41,261.00
Expenses - Office	458.32	22,967.37	4,000.00
Travel - Office Admin	0.00	52.38	100.00
<b>TOTAL COMMISSION OPERATION</b>	<b>14,900.36</b>	<b>81,429.66</b>	<b>215,861.00</b>
<b>COMMISSION DISCRETIONARY</b>			
Dept. of Revenue (Special Dist. Fee)	0.00	175.00	225.00
TPO. - Membership	0.00	1,453.00	1,329.00
Greater Nassau Chamber of Commerce	0.00	300.00	300.00
Advertisement	0.00	0.00	600.00
Web Site	25.98	70.95	500.00
Awards & Presentations	0.00	110.00	120.00
Masterplan	0.00	0.00	98,600.00
Discretionary	0.00	0.00	720.00
<b>TOTAL COMMISSION DISCRETIONARY</b>	<b>25.98</b>	<b>2,108.95</b>	<b>102,394.00</b>
<b>PORT OPERATIONS</b>			
FB Annual Fee - PILOT	0.00	0.00	0.00
CSX Right of Way Fee	0.00	0.00	750.00
Insurance	0.00	13,758.00	13,758.00
Audit	0.00	14,000.00	25,800.00
FL Ports Council Dues	0.00	15,500.00	15,500.00
Nassau Cty Economic Dev Board	0.00	0.00	1,000.00
Sponsorships	0.00	0.00	0.00
<b>TOTAL PORT OPERATIONS</b>	<b>0.00</b>	<b>43,258.00</b>	<b>56,808.00</b>
<b>TOTAL EXPENSES</b>	<b>26,786.08</b>	<b>368,329.83</b>	<b>678,633.00</b>
<b>Excess Revenues over Expenditures</b>	<b>-26,786.08</b>	<b>-100,239.31</b>	<b>184,980.68</b>

**NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY****Customs House**

Monthly Financial Report - January 2023

	<u>January</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u> <u>2022-2023</u>
<b>INCOME</b>			
GSA - Customs House - RENTAL INCOME	0.00	0.00	0.00
Reimbursements	1,032.28	2,412.76	0.00
Miscellaneous	0.00	0.00	10,262.00
<b>TOTAL INCOME</b>	<b>1,032.28</b>	<b>2,412.76</b>	<b>10,262.00</b>
<b>CUSTOMS HOUSE</b>			
Bug Out Pest Control	0.00	600.00	1,062.00
River Pest Control Termite Bond	0.00	0.00	0.00
Bug Out Termite Bond	0.00	0.00	0.00
Cleaning Service	0.00	0.00	2,700.00
City of Fernandina Beach (Water)	130.24	374.65	1,500.00
Florida Public Utilities (Electric)	302.04	1,002.39	5,000.00
Maintenance	0.00	0.00	0.00
<b>TOTAL CUSTOMS HOUSE</b>	<b>432.28</b>	<b>1,977.04</b>	<b>10,262.00</b>
<u>Net Increase(decrease) in Funds</u>	<u>600.00</u>	<u>435.72</u>	<u>0.00</u>

**NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY**

Account Balances - January 31, 2023

<b>Account Name</b>	<b>Acct Num</b>	<b>31-Jan</b>	<b>30-Dec</b>
Operating	x3328	44,203.80	49,252.55
Other - Admin Acct	x6714	202.67	114.72
Maintenance	x4519	75,081.22	100,491.60

Nassau County, Florida

# Ocean Highway & Port Authority

## FINANCIAL STATEMENTS

for the

Quarter ended December 31, 2022



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

Management is responsible for the accompanying financial statements of the Ocean Highway and Port Authority of Nassau County (a not for profit Special District chartered by the Legislature of the State of Florida), which comprise the balance sheet- cash basis as of December 31, 2022, and December 31, 2021 and the related statement of operations- cash basis for one quarter ended December 31, 2022, and one quarter ended December 31, 2021. The financial statements will not include a statement of cash flows. The cash basis of accounting is a special purpose framework which is a basis of accounting other than GAAP.

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

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

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

*Courson and Stam LLC*

February 2, 2023

**OCEAN HIGHWAY & PORT AUTHORITY**  
**Balance Sheet - Cash Basis**  
As of December 31, 2022

	As of Dec 31, 2022	As of Dec 31, 2021
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
1010 Petty Cash	150.00	150.00
First Federal - Maintenance Fund #4519	101,747.85	171,310.56
First Federal - Operating	49,252.55	3,498.53
First Federal -MMA	0.00	15,714.23
First Federal-Admin	114.72	1,106.52
<b>Total Bank Accounts</b>	<b>\$ 151,265.12</b>	<b>\$ 191,779.84</b>
<b>Accounts Receivable</b>		
1061 Due from other Governments		
1061-C WW Terminals-Security	0.00	33,280.87
<b>Total Accounts Receivable</b>	<b>\$ 0.00</b>	<b>\$ 33,280.87</b>
<b>Other Current Assets</b>		
1062 Pilot Payment in Lieu of Taxes	100,000.00	100,000.00
1064 Receivable -Misc	39,083.20	113,083.20
<b>Total Other Current Assets</b>	<b>\$ 139,083.20</b>	<b>\$ 213,083.20</b>
<b>Total Current Assets</b>	<b>\$ 290,348.32</b>	<b>\$ 438,143.91</b>
<b>Fixed Assets</b>		
2010 Land - Port	3,183,736.29	3,183,736.29
2020 Buildings	772,000.00	772,000.00
2025 1997,1998,1999 - Warehouse	2,060,166.47	2,060,166.47
2026 1997,1998,1999 - Bulk Pier	191,099.29	191,099.29
2027 Warehouse #1 - Refurbish	918,327.92	918,327.92
2028 Road Project	347,150.95	347,150.95
2030 Equipment	1,103,908.69	1,103,908.69
2031 Leibherr Crane	1,923,698.39	1,923,698.39
2040 Port Improvements	24,678,447.68	24,678,447.68
2043 Tradeplex Improvements	1,013,339.04	1,013,339.04
2045 Dredge Project	929,083.69	929,083.69
2046 Gate Entry/Storage Yard	251,709.73	251,709.73
2047 New Pier - 2003	611,546.36	611,546.36
2048 Tug Boat Purchase 2021	1,015,189.53	1,015,189.53
2050 Security	762,117.44	762,117.44
2051 WIP N.C. Cranes	5,308,807.00	3,736,895.00
WIP Warehouse	297,984.14	297,984.14
2100 Accumulated Depreciation	-30,107,835.01	-29,464,445.92
<b>Total Fixed Assets</b>	<b>\$ 15,260,477.60</b>	<b>\$ 14,331,954.69</b>
<b>TOTAL ASSETS</b>	<b>\$ 15,550,825.92</b>	<b>\$ 14,770,098.60</b>

**OCEAN HIGHWAY & PORT AUTHORITY**  
**Balance Sheet - Cash Basis**  
As of December 31, 2022

	As of Dec 31, 2022	As of Dec 31, 2021
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
20000 *Accounts Payable	232,913.17	531,628.87
<b>Total Accounts Payable</b>	<b>\$ 232,913.17</b>	<b>\$ 531,628.87</b>
<b>Other Current Liabilities</b>		
3022 Annual Fee Payble	100,000.00	100,000.00
3030 Accrued Payroll	12,348.94	12,348.94
3040 Payroll Taxes Payable	0.00	1,243.98
3042 Unemployment Taxes Payable	35.31	35.31
3509 Unearned Revenue	60.40	60.40
<b>Total Other Current Liabilities</b>	<b>\$ 112,444.65</b>	<b>\$ 113,688.63</b>
<b>Total Current Liabilities</b>	<b>\$ 345,357.82</b>	<b>\$ 645,317.50</b>
<b>Long-Term Liabilities</b>		
<b>Total Long-Term Liabilities</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Total Liabilities</b>	<b>\$ 345,357.82</b>	<b>\$ 645,317.50</b>
<b>Equity</b>		
5006 Contrib. Capital - Audit 9/98	442,681.32	442,681.32
5007 Contrib. Capital - Audit 9/97	8,813.00	8,813.00
5008 Contrib. Capital - Audit 9/96	59,665.00	59,665.00
5009 Contrib. Capital - Audit 9/95	854,456.00	854,456.00
5010 Contrib. Capital - Dot 2012	389,750.24	389,750.24
5020 Beginning Fund Deficit	-9,270,843.41	-9,270,843.41
5025 YTD Fund (Deficit)/Excess	12,134,844.00	11,007,696.50
6500 Contributed Capital-operator	6,085,088.64	6,085,088.64
6501 Operator Contrib - Nov 2018	4,555,985.56	4,555,985.56
Net Income(Loss)	-54,972.25	-8,511.75
<b>Total Equity</b>	<b>\$ 15,205,468.10</b>	<b>\$ 14,124,781.10</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 15,550,825.92</b>	<b>\$ 14,770,098.60</b>

**OCEAN HIGHWAY & PORT AUTHORITY**  
**Statement of Operations - Cash Basis**  
For the One Quarter Ended Dec 31, 2022

	Oct - Dec. 2022
<b>Income</b>	
6015 Interest Income	0.01
6023 Port Security Reimbursement	85,054.42
6028 Annual Fee	128,417.44
6031 Maintenance Contrib	15,000.00
6035 State of Florida - DOT Funds	134,050.08
6050 Miscellaneous Income	34,657.69
6902 ARPA Reimbursements	75,985.48
<b>Total Income</b>	<b>\$ 473,165.12</b>
<b>Gross Profit</b>	<b>\$ 473,165.12</b>
<b>Expenses</b>	
8020 Advertising	58.68
8022 Awards & Presentations	110.00
8050 Bank Charges	44.00
8065 Commissioners Fees	30,000.00
8067 Port Exec Director Payroll	32,499.99
8068 Office Mngr Payroll	5,675.00
8069 Intuit Fees	955.25
8075 Depreciation	175,000.00
8080 Dues & Subscriptions	
8080A Special District Fee	175.00
8080B TPO Membership Dues	1,453.00
8080C Greater Nassau Chamber of Commerce	300.00
8080D Nassau County Dev. Board	0.00
8080E Florida Ports Council Dues	15,500.00
<b>Total Dues &amp; Subscriptions</b>	<b>17,428.00</b>
8090 Travel	174.16
8092 Port Exec. Director Misc. Expense	92.88
8100 FMIT Insurance	13,758.00
8127 Licenses & Permits	745.50
8130 Office Supplies	160.06
8131 Website Expense	44.97
8132 IT Support Expense	148.74
8135 Office Manager Travel	52.38
8140 Outside Services	60.00
8150 Payroll Taxes - Commissioner	2,303.96
8151 Payroll Taxes - Office Manager	605.56
8152 Payroll Taxes - Port Executive Director	2,486.25
8154 State Unemployment	66.18
8164 Customs House Cleaning Services	0.00
8165 Pest Control	600.00
8166 Port Security	74,542.86
8180 Professional Fees	
8180A Accountant	5,700.00
8180B Port Attorney	129,513.37
8180C Audit	14,000.00
8180D FI Port Council	0.00
8180E Professional Fees-Other	0.00
<b>Total 8180 Professional Fees</b>	<b>149,213.37</b>
8200 Repairs & Maintenance	0.00
8270 Utilities	0.00
8270A FPU	700.35
8270B City of FB Utility	244.41
<b>Total 8270 Utilities</b>	<b>944.76</b>
8280 Miscellaneous Expense	20,366.82
Awards & Presentations	0.00
<b>Total Expenses</b>	<b>\$ 528,137.37</b>
<b>Net Operating Income</b>	<b>-54,972.25</b>

**OCEAN HIGHWAY & PORT AUTHORITY**  
**Statement of Operations - Cash Basis**  
For the One Quarter Ended Dec 31, 2022 and Dec 31, 2021

	Oct - Dec, 2022	Oct - Dec, 2021
<b>Income</b>		
6015 Interest Income	0.01	3.11
6023 Port Security Reimbursement	85,054.42	50,530.22
6028 Annual Fee	128,417.44	62,919.00
6031 Maintenance Contrib	15,000.00	60,000.00
6035 State of Florida - DOT Funds	134,050.08	0.00
6050 Miscellaneous Income	34,657.69	1,009.91
6900 WWT Contribution	0.00	185,632.50
6902 ARPA Reimbursements	75,985.48	0.00
<b>Total Income</b>	<b>\$ 473,165.12</b>	<b>360,094.74</b>
<b>Gross Profit</b>	<b>\$ 473,165.12</b>	<b>360,094.74</b>
<b>Expenses</b>		
8020 Advertising	58.68	487.63
8022 Awards & Presentations	110.00	0.00
8050 Bank Charges	44.00	97.00
8065 Commissioners Fees	30,000.00	30,000.00
8067 Port Exec Director Payroll	32,499.99	0.00
8068 Office Mngr Payroll	5,675.00	7,126.44
8069 Intuit Fees	955.25	0.00
8075 Depreciation	175,000.00	175,000.00
8080 Dues & Subscriptions		
8080A Special District Fee	175.00	0.00
8080B TPO Membership Dues	1,453.00	1,395.00
8080C Nassau Chamber of Commerce	300.00	0.00
8080D Nassau County Dev. Board	0.00	0.00
8080E Florida Ports Council Dues	15,500.00	11,625.00
<b>Total Dues &amp; Subscriptions</b>	<b>17,428.00</b>	<b>13,020.00</b>
8090 Travel	174.16	601.96
8092 Port Exec. Director Misc. Expense	92.88	0.00
8100 FMIT Insurance	13,758.00	12,065.00
8127 Licenses & Permits	745.50	0.00
8130 Office Supplies	160.06	830.28
8131 Website Expense	44.97	131.93
8132 IT Support Expense	148.74	0.00
8135 Office Manager Travel	52.38	0.00
8140 Outside Services	60.00	15.20
8150 Payroll Taxes - Commissioner	2,303.96	2,295.00
8151 Payroll Taxes - Office Manager	605.56	545.17
8152 Payroll Taxes - Port Executive Director	2,486.25	0.00
8154 State Unemployment	66.18	35.46
8164 Customs House Cleaning Services	0.00	749.91
8165 Pest Control	600.00	825.00
8166 Port Security	74,542.86	59,240.50
8180 Professional Fees		
8180A Accountant	5,700.00	4,500.00
8180B Port Attorney	129,513.37	43,959.23
8180C Audit	14,000.00	12,500.00
8180D Fl Port Council	0.00	400.00
8180E Professional Fees-Other	0.00	2,639.00
<b>Total 8180 Professional Fees</b>	<b>149,213.37</b>	<b>63,998.23</b>
8200 Repairs & Maintenance	0.00	260.00
8270 Utilities		
8270A FPU	700.35	865.58
8270B City of FB Utility	244.41	230.78
<b>Total 8270 Utilities</b>	<b>944.76</b>	<b>1,096.36</b>
8280 Miscellaneous Expense	20,366.82	185.42
<b>Total Expenses</b>	<b>\$ 528,137.37</b>	<b>\$ 368,606.49</b>
<b>Net Operating Income</b>	<b>-54,972.25</b>	<b>-8,511.75</b>



# Port Operator Report

Worldwide Terminals  
Port of Fernandina  
Tonnage By Commodity  
2023

Commodity	2020	2021	2022	2023	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2023	2022	Variance
	Total	Total	Total	Jan												YTD	YTD	
<b>Containers</b>																		
Throughput Number	10,807	11,685	9,623	533	0	0	0	0	0	0	0	0	0	0	0	533	1,118	(585)
Container Tons	116,792	127,420	66,111	4,372	0	0	0	0	0	0	0	0	0	0	0	4,372	5,651	(1,279)
Total Equivalent Units (TEUS)	13,266	14,625	11,001	615	0	0	0	0	0	0	0	0	0	0	0	615	1,618	(1,003)
Restow TEUS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Breakbulk Cargo</b>																		
Kraft Liner Board (KLB)	88,512	106,310	83,701	7,310	0	0	0	0	0	0	0	0	0	0	0	7,310	10,304	(2,994)
Lumber	1,482	0	10,108	5,137	0	0	0	0	0	0	0	0	0	0	0	5,137	0	5,137
Plywood	0	0	64,190	0	0	0	0	0	0	0	0	0	0	0	0	0	14,742	(14,742)
Steel	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-
Woodpulp	49,812	128,627	138,960	22,872	0	0	0	0	0	0	0	0	0	0	0	22,872	20,441	2,431
Misc General Cargo	1,636	2,232	7,647	63	0	0	0	0	0	0	0	0	0	0	0	63	408	(345)
Bulk Cargo	2,205	2,260	5,560	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-
Oats	13,458	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-
<b>Total General Tons</b>	<b>157,105</b>	<b>239,429</b>	<b>310,165</b>	<b>35,382</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>35,382</b>	<b>45,895</b>	<b>(10,513)</b>
<b>Total Tons</b>	<b>273,897</b>	<b>366,849</b>	<b>376,276</b>	<b>39,754</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>39,754</b>	<b>51,546</b>	<b>(11,792)</b>
Dockage Days	377	209	311	20	0	0	0	0	0	0	0	0	0	0	0	20	19	1
Vessel Port Calls	80	82	85	7	0	0	0	0	0	0	0	0	0	0	0	7	9	(2)
Total rail cars	1,284	1,596	1,631	107	0	0	0	0	0	0	0	0	0	0	0	107	183	(76)
Average trucks per day				22	0	0	0	0	0	0	0	0	0	0	0		44	



Pending Business

**INTERLOCAL AGREEMENT BETWEEN**  
**NASSAU COUNTY, FLORIDA AND**  
**THE OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY**

**THIS INTERLOCAL AGREEMENT** is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between **NASSAU COUNTY, FLORIDA**, a political subdivision of the State of Florida, (hereinafter referred to as “**COUNTY**”), and the **OCEAN HIGHWAY AND PORT AUTHORITY**, a political subdivision of the State of Florida, (hereinafter referred to as “**OHPA**”).

**WITNESSETH:**

**WHEREAS**, both the **COUNTY** and **OHPA** are duly empowered pursuant to Florida Statutes, §163.01 to enter into interlocal agreements for the sharing of certain governmental facilities; and

**WHEREAS**, **OHPA** is in need of space to conduct their monthly scheduled Board meetings; and

**WHEREAS**, the **COUNTY** has agreed to allow **OHPA** to utilize the Board Chambers, located at 96135 Nassau Place, Yulee, Florida 32097 (hereinafter referred to “**Facility**”) for **OHPA**’s monthly Board meetings as submitted in Exhibit “**A**” attached hereto.

**NOW, THEREFORE**, in consideration of the foregoing premises which shall be deemed an integral part of this Agreement and of the mutual covenants and conditions hereinafter set forth, the **COUNTY** and **OHPA**, intending to be legally bound hereby agree as follows:

1. The **COUNTY**, as owner and controller of the **Facility**, grants permission to **OHPA** to use this facility for the purpose of providing space for **OHPA**’s bi-monthly scheduled Board meetings.
2. The term of this Agreement shall begin on March 1, 2023 and shall terminate on December 31, 2023.
3. **OHPA** agrees to provide the **County** with the pre-determined dates and times listed on Exhibit “**A**” so the meeting space may be reserved on the **County**’s schedule and meeting space calendar.
4. **OHPA** agrees to reimburse the **County** for the cost of a bailiff to attend all **OHPA** meetings that take place at the **County** premises. The **County** shall be responsible for scheduling, booking and administering the presence of the bailiff and the

respective payment for such services. It is anticipated that the cost of bailiff services, as administered by the County will be pursuant to the County's security contract and are not anticipated to exceed \$55/hour, per bailiff.

5. OHPA acknowledges that the COUNTY maintains priority over the Facility. When a conflict arises, the COUNTY shall have the right to revoke the use of the Facility by OHPA at any time, for any purpose. The COUNTY will endeavor to provide OHPA with five (5) business days advance written or electronic notice but in no case not less than 72 hours advance written or electronic notice of its revocation of the use.
6. OHPA acknowledges that this Agreement is for Facility use only. This Agreement does not include Information Technology technicians or assistance. OHPA shall be permitted to utilize COUNTY Wi-Fi and TV screens/projectors for the limited purpose of conducting its meetings.
7. The COUNTY agrees to make the Facility available and be responsible for providing access to OHPA on the pre-determined dates and times listed on Exhibit "A". OHPA may request meeting date changes by providing a thirty (30) day advance written notice to the COUNTY. The COUNTY is under no obligation to accommodate changes per OHPA's request.
8. OHPA agrees to exercise reasonable care in the conduct of its activities involved during the use of the Facility as described in this Agreement. OHPA agrees to not modify or move the existing equipment within the Facility. OHPA further agrees to repair, replace or reimburse the COUNTY for any damages to said Facility caused by OHPA, its agents, employees or citizens who use the Facility as a result of its use as a meeting space.
9. OHPA shall provide and maintain at all times during the term of this Agreement, without cost or expense to the COUNTY, such commercial (occurrence form) or comprehensive general liability, workers compensation, professional liability, and other insurance policies as detailed in Exhibit "B" attached hereto. The policy limits required are to be considered minimum amounts.
10. OHPA shall provide to the COUNTY a Certificate of Insurance for all policies of insurance and renewals thereof in a form acceptable to the COUNTY. Said certificates shall provide that the Nassau County Board of County Commissioners is

an additional insured, and that the COUNTY shall be notified in writing of any reduction, cancellation or substantial change of policy or policies at least thirty (30) days prior to the effective date of said action with the exception of ten (10) days for non-payment. All insurance policies shall be issued by responsible companies who are acceptable to the COUNTY and licensed and authorized under the laws of the State of Florida.

11. OHPA shall indemnify and hold harmless the COUNTY and its agents and employees from all claims, liabilities, damages, losses, expenses and costs, including attorney's fees, arising out of or associated with or caused by the negligence, recklessness, or intentionally wrongful conduct of OHPA or any persons employed or utilized by OHPA, in the performance of this Agreement. OHPA shall, at its own expense, defend any and all such actions, suits, or proceedings which may be brought against the COUNTY in connection with OHPA's performance under this Contract.
12. Either party shall have the right to terminate this Agreement, with or without cause, upon ninety (90) days prior written notification to the other party. Such termination shall be in writing and sent certified mail, return receipt requested, hand delivery or overnight delivery.
13. Any notice required or permitted by this Agreement shall be given to the following representative of each party, at the address set forth below by hand delivery, by registered mail, return receipt requested, or by overnight mail or courier service, signed acknowledgment of receipt required. Notice shall be deemed as given on the day of receipt of the notice, as indicated on the signed and dated receipt of acknowledgment, or on the date of hand delivery:

COUNTY:                      Taco Pope  
                                     Nassau County Manager  
                                     96135 Nassau Place, Suite 1  
                                     Yulee, Florida 32097

OHPA:                         Danny Fullwood, Chairman  
                                     Ocean Highway & Port Authority of Nassau County  
                                     86130 License Road, Suite 9  
                                     Fernandina Beach, Florida 32034

If, after this Agreement is executed, a party designates a new representative to accept notice, the party shall furnish the new representative's name and address, in writing, to the other party, and a copy of the notice shall be attached to this Agreement.

14. Both parties agree to comply with applicable Florida Statutes as it relates to the maintenance, generation and provision of access to all public records related to this Agreement.
15. OHPA shall not have the right to assign this Agreement or any rights hereunder, nor to sublet said Facility.
16. This Agreement contains the entire agreement between the COUNTY and OHPA; any verbal understanding, statements or prior writings or agreements to the contrary notwithstanding.
17. This Agreement may only be amended, supplemented, modified, changed or canceled by a duly executed written instrument.

IN WITNESS WHEREOF, this Agreement has been executed as of the day and date last written below by the authorized representatives of the parties hereto.

**\*SIGNATURE PAGE TO FOLLOW\***

NASSAU COUNTY, FLORIDA

DATE: \_\_\_\_\_

\_\_\_\_\_  
TACO POPE  
COUNTY Manager

OCEAN HIGHWAY AND PORT AUTHORITY

DATE: \_\_\_\_\_

\_\_\_\_\_  
DANNY FULLWOOD  
Chairman, OHPA



# AOM Report

**ADMINISTRATIVE OFFICE MANAGER  
REPORT  
January 2023**

**Hours worked January 2023 – 87**

- Attended January 11<sup>th</sup> Monthly meeting. Minutes composed.
- Attended January 11<sup>th</sup> OHPA/COFB Joint Workshop. Minutes composed
- Attended January 25<sup>th</sup> Board meeting. Minutes composed.
- Prepped for meetings (agenda, packets)
- Processed Accounts Payable/Receivables (Port Operator, utilities)
- Assisted with Exec. Director's requests
- Correspondence with WWT Controller (invoicing)
- Corresponded with Capt. Jim Norman (FB Police Dept., security)
- Corresponded with Daisy Reyes and Aaron Emanuel (FFB reps, new bank signature cards for new OHPA officers)
- Meeting with Stephanie/Monica (FB Police Dept., meeting space)
- Assisted Port Accountant with Security invoices, payroll
- Documents signatures
- Invoices paid and entered into QuickBooks
- Payroll entered into QuickBooks
- Check payments processed
- Bank transactions (transfers, online)
- Responded to all emails, voicemails, and corresponding documents/letters, Commissioners' and Port Accountant/Attorney/Executive Director requests
- Responded to PRRs
- Website updates, meeting videos edited
- Electronic and hard-copy file organizing

**Public Records Request Received in January 2023- 3**