

**OCEAN HIGHWAY & PORT AUTHORITY
NASSAU COUNTY, Florida**



**Peck Center
Willie Mae Ashley Auditorium
516 S 10th Street
Fernandina Beach, FL 32034**

**AGENDA
May 8, 2024
5:00 PM
Monthly Meeting**

1. Executive (Shade) meeting (5PM)

Pursuant to Florida Law, the OHPA Board of Commission will open a public meeting and immediately conduct an Executive (closed) session to discuss pending litigation Case No. 45-2022-CA-000077 (Property Appraiser matter). The public meeting will reconvene promptly after the conclusion of the Executive session.

1.1 Duration: The Executive session will last approximately one hour.

1.2 The persons who may attend the Executive session are: Chair Miriam Hill, Vice Chair Justin Taylor, Secretary/Treasurer Ray Nelson, Commissioner Mike Cole, Commissioner Danny Fullwood, Port Attorney Patrick Krechowski, and a court reporter.

2. Public meeting call to order (Chair)

3. Invocation

4. Pledge of Allegiance

5. Roll Call: Miriam Hill, District 1; Danny Fullwood, District 2, Justin Taylor, District 3; Ray Nelson, District 4; Mike Cole, District 5

6. Recognition of elected Officials, Honored guests, Industry and Professional representatives, and others in attendance (Chair)

7. Public Comments on agenda items (Comments submitted prior to the meeting)

8. Presentations:

- a. Taco Pope – Nassau County Manager (Development of Northeast section of Nassau County)
- b. Zyscovich, LLC (USCBP Concept Design)

9. Regular Business:

a. Consent item

- AOM mileage expense

b. Approval of Minutes

- April 24, 2024 Monthly meeting

c. Port Attorney Report

d. Port Accountant Report

- Financial report – April 2024
- ARPA reimbursement update

e. Port of Fernandina Report (Operator)

- Tonnage report – April 2024
- Growth Strategy Summary
- Port issues/repairs (update)
- Capital Improvements (list update)
 - R&M Engineering report

10. Old Business

- a. OHPA document request to the Port Operator (update)
- b. MARAD (Disposition of Fort Clinch tugboat, six trucks, update)
- c. Resiliency Plan (update)
- d. Resolution 2024-R06 (Commissioners admission to Port of Fernandina, attachment)
- e. EPA Clean Ports Grant (Board to approve application)
- f. Coast Guard (dockage or lay berthing fee)

11. New Business

- a. Seaport Trade Mission (Argentina)

12. Commissioners Reports and Comments

a. New development reports

b. Committee reports

- Port Security – Nelson
- Port Facilities – Nelson
- FDOT – Nelson
- Customs House - Fullwood
- Army Corp of Engineers - Fullwood
- Economic Development - Cole
- Emergency Management - Cole

- Transportation Planning Organization (TPO) - Hill
- Technical Advisory Committee (TAC) - Taylor
- Nassau Chamber of Commerce - Taylor
- City of Fernandina Beach - Taylor
- Keep Nassau Beautiful - Taylor
- Community Outreach - Fullwood

13. Administrative Office Manager Report

14. Other items to be brought by Commissioners

15. Adjournment

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.



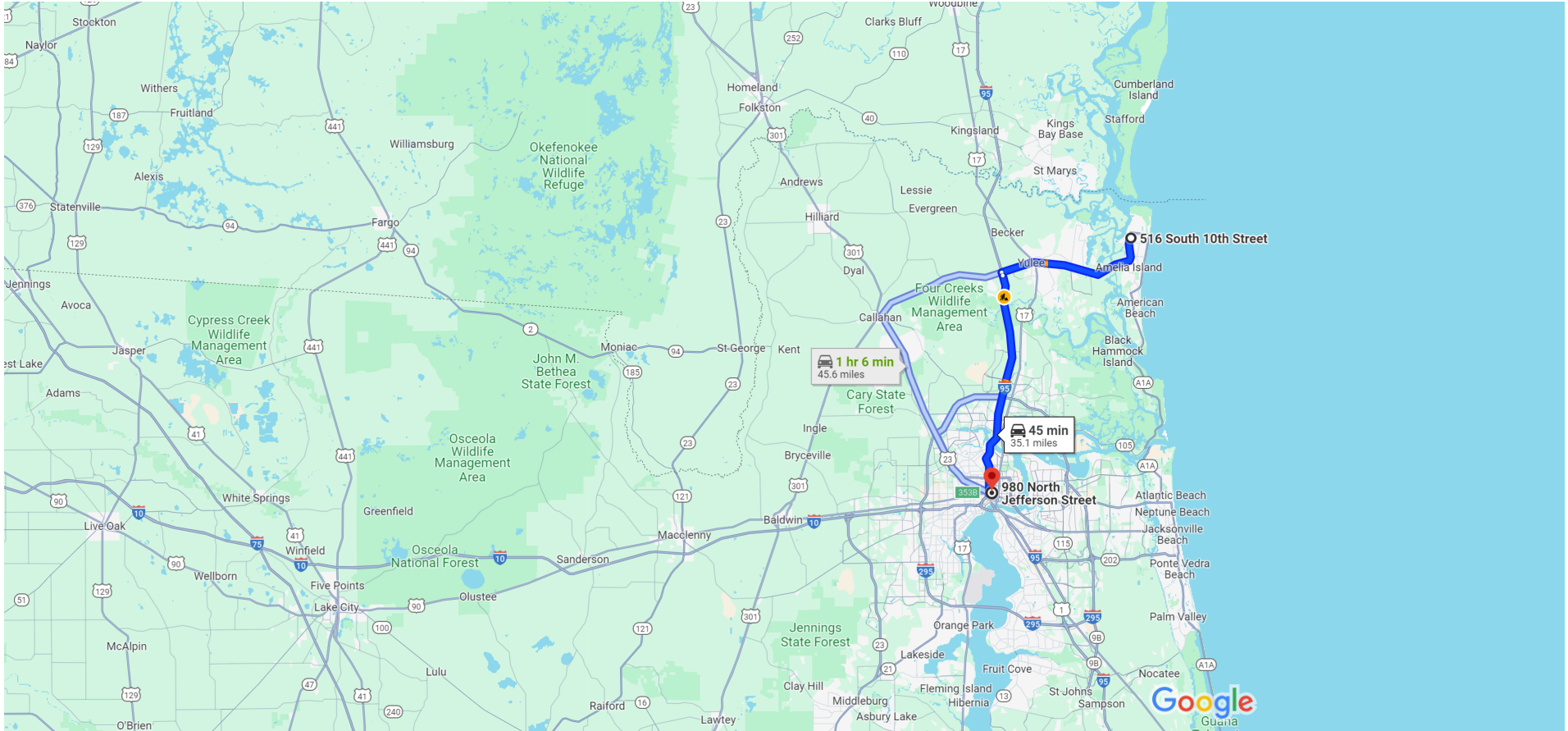
Consent Item



516 S 10th St, Fernandina Beach, FL 32034 to 980 N Jefferson St, Jacksonville, FL 32209

Drive 35.1 miles, 45 min

2024.05.01 - TAC meeting, (.67 cents/mile)(35.1 miles)(2-roundtrip) = \$47.03



Map data ©2024 Google 5 mi

516 S 10th St
Fernandina Beach, FL 32034

Get on I-95 S from Florida A1A N/State Rd 200/The
Buccaneer Trail



IRS issues standard mileage rates for 2024; mileage rate increases to 67 cents a mile, up 1.5 cents from 2023

IR-2023-239, Dec. 14, 2023

WASHINGTON — The Internal Revenue Service today issued the 2024 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2024, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 67 cents per mile driven for business use, up 1.5 cents from 2023.
- 21 cents per mile driven for medical or moving purposes for qualified active-duty members of the Armed Forces, a decrease of 1 cent from 2023.
- 14 cents per mile driven in service of charitable organizations; the rate is set by statute and remains unchanged from 2023.

These rates apply to electric and hybrid-electric automobiles as well as gasoline and diesel-powered vehicles.

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

It is important to note that under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, unless they are members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details see [Moving expenses for members of the armed forces](#).

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

Taxpayers can use the standard mileage rate but generally must opt to use it in the first year the car is available for business use. Then, in later years, they can choose either the standard mileage rate or actual expenses. Leased vehicles must use the standard mileage rate method for the entire lease period (including renewals) if the



Minutes

OCEAN HIGHWAY & PORT AUTHORITY



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

Monthly Meeting Minutes

April 24, 2024

The Ocean Highway and Port Authority, Nassau County, held its Monthly meeting on Wednesday, April 24, 2024 at the Peck Center, Willie Mae Ashley Auditorium, 516 S 10th Street, Fernandina Beach, FL 32034.

1. **Public meeting (Call to Order) - Chair**
Chair Hill called the meeting to order at 6 PM.
2. **Invocation**
The invocation was given by Commissioner Cole
3. **Pledge of Allegiance**
The pledge was led by Chair Hill.
4. **Roll Call:** Miriam Hill, District 1; Danny Fullwood, District 2, Justin Taylor, District 3; Ray Nelson, District 4; Mike Cole, District 5.

Roll call was conducted by Rossana Hebron, Administrative Office Manager. All Commissioners were present. Also in attendance were Patrick Krechowski, Port Attorney; Pierre LaPorte, Port Accountant; and Kyle Clark, Port Operator.

5. **Recognition of elected Officials, Honored guests, Industry and Professional representatives, and others in attendance (Chair)**
Chair Hill asked the audience to introduce themselves one at a time. She acknowledged Julia Roberts (Newsleader), Mike Lednovich (FB Observer), Wade Sansbury (Mauldin & Jenkins), Scott Moore (District 2 candidate). In the audience were Gene Horn, Jimmy Dubberly (District 2 candidate), Commissioner Chip Ross, Mrs. Fullwood, Lou Tharin, among others.
6. **Public Comments** on agenda items (Comments submitted prior to the meeting)
 - Bob Virtue
 - Lou TharinBoth speakers are Fernandina Beach residents and both addressed the agenda item 10a) Fabric storage location at the Port. The residents disagreed with the revised location of the fabric warehouse at the terminal. It

was relocated by the Port Operator without the OHPA Board's knowledge or approval.

Chair Hill suggested to bring the discussion of this agenda item (#10a) forward in the interest of public.

Mr. Clark reminded the location was discussed with the Board, minus Commissioner Fullwood, during Representative Aaron Bean and the City Mayor's (Brad Bean) visit and tour of the Port. He wanted to go on record that OHPA was informed in some way albeit not in a public meeting format. There was no malicious intent on the Operator's side. Chair Hill added the Representative and City Mayor's visit/tour was noticed as a "Gathering" and not a public meeting so that the public was notified that the Board was not there to discuss the fabric warehouse. She commended Mr. Clark on his efforts of describing the Port operations, narrative, and explanations that day. She explained that it was not at all inappropriate to provide Port information to the Board and honored guests. With that, she conveyed her disappointment with the rationale given for the major change to a major project (location of the fabric warehouse). She expected the matter would come before the Board during its public meeting before construction commenced and permits presented. Then perhaps the public would have had the opportunity to speak on the matter.

Vice Chair Taylor echoed the Chair's sentiments. He added there was good partnership with Savage initially and then this issue happened. Savage should have known to consider the public's opinion specifically the nearby neighborhoods. He will throw caution for future projects with the Operator.

Chair Hill requested for a copy of the permit, pre-engineering report that the chosen site is suitable. With that information, the Board will be able to understand and validate the location. Mr. Clark emphasized the cost to move the structure would cost approximately \$450K. On the other hand, to move the completed structure would cost approximately \$550K. Relocating the structure involves asphalt, deconstruction, relocate, reconstruction, and staff time. Additionally, Mr. Clark stated the justification for relocating the building from the initial site was consideration of relocating the existing containers on that initial site. The area for relocating those containers was in a flood zone and required construction of a roadway on an unstable area along the fence line at the terminal. This required additional civil work. Also, moving the structure behind the blue house would partially block it from view; therefore, less impactful.

Chair Hill reminded that the warehouse is funded with public funds. Savage did not have the discretion to change the approved plan albeit Savage is new to the process of Sunshine Laws and Florida's specific regulations.

Commissioner Fullwood reprimanded the Operator's actions on this matter. He instructed the Operator to come before the Board with any further work

on the Port for approval. Considering the high cost of moving the structure, Commissioner Fullwood admitted he would not vote to relocate. Mr. Clark agreed.

Commissioner Nelson concurred that the Operator's action not to inform the Board was unacceptable. He understood the Operator's rationalization. He was present at the Port and discussed the location of the warehouse with Mr. Clark and Savage's engineer. He stated that OHPA should not have to watch to ensure proper procedures are followed at the Port. However, he indicated there is a problem at the Port with Savage.

Mr. Krechowski stated he did not know if this matter had an impact on the grant agreement.

Chair Hill asked for Board consensus to request Mr. Krechowski issue a letter to Savage advising them if it is necessary to amend the grant agreement, any cost associated will be born by Savage. Commissioners Fullwood and Cole disagreed. From their recollection, the agreement did not specify a location for the warehouse. Mr. Krechowski will review the grant agreement and will provide a report.

Mr. Clark explained the delay in the process of relocation was he became involved in the project later after its inception. He then discovered issues to the initial location and suggested alternatives.

Commissioner Cole did not expect OHPA to pay the cost of relocating the fabric warehouse. At the same time, he did not want to put the burden on the Operator. It is a costly endeavor and would waste tax-payers money.

Chair Hill explained OHPA supports commerce at the Port. This matter will have implications and Savage will have to bear that. She thanked the public for attending and advised that OHPA will gather more information to determine next options.

- 7. Presentation:** Mauldin & Jenkins (2023 Financial statements and ADA)
Wade Sansbury, Partner/Mauldin & Jenkins, summarized the 2023 OHPA audited financial statements and the Auditor's Discussion and Analysis that were included in the meeting packet. Hard-copies were distributed to the Board and to some of the meeting attendees.

Mr. Sansbury reported that Mauldin & Jenkins (M&J) issued an unmodified audit report which is the highest form of assurance that can be rendered with regard to the fairness of financial information on which they are opining. The financial statements are considered to present fairly the financial position and results of operations as of, and for the year ended September 30, 2023.

Mr. Sansbury emphasized for the record that Mauldin & Jenkins is independent and separate with regard to the Port of Fernandina.

He encouraged the Board to review the Manager's Discussion and Analysis that reflects trends year over year for the past three years. He also recommended OHPA prepare a grant management policy and procedure since the Port Operator is the one who operates the Port, are aware of Port needs, and seeks grants. This will allow for greater communications between the interested parties to avoid such issues as he witnessed during the public comments portion of tonight's meeting.

Lastly, he reminded the Board that Mauldin & Jenkins offer and provide complimentary continuing education for all its governmental clients. He encouraged the Board to partake in the virtual program.

Chair Hill questioned the "Miscellaneous" line item under the "Operating expenses" on page 9 of the financial statement. Mr. Sansbury explained that last year there were general administrative costs (G&A), Port Director costs, repair/maintenance, as well as outside consulting services. Mr. LaPorte added that the legal expenses are under the professional fees and therefore not included in the "Miscellaneous" line item.

Chair Hill also questioned the controls over revenues; that grants flow through OHPA and dispersed. She cited that portion of the Charter that OHPA would designate a financial institution where the funds would be deposited. Mr. Sansbury explained the control with the Operator is specified in the OHPA-approved Operating Agreement and that the Charter does not dictate OHPA take charge of the operations at the Port. This was approved by the OHPA Board years ago. Mr. LaPorte concurred and explained the historical changes with the bond agreements. He continued to explain that OHPA will have the opportunity to have a separate inspection of the records of the operations at the Port when they become relevant to OHPA's financial statements. The only elements that were audited this time were the dockage and wharfage fees. Soon, a portion of the tonnage will be collected at year seven and will be included in future audits.

There were no other questions from the Board. The Board thanked Mr. Sansbury for attending and presenting.

8. Regular Business:

a. Approval of Minutes

- **March 13, 2024 Monthly meeting**
- **March 27, 2024 Board meeting**
- **April 8, 2024 Executive (Shade) meeting**

Vice Chair Taylor motioned to approve all three meeting minutes together.

Commissioner Nelson requested an amendment to the March 13th minutes. Mrs. Hebron will apply the revision.

Vice Chair Taylor amended his initial motion. He motioned to approve all three meeting minutes as amended. Commissioner Cole second the motion.

The Board voted unanimously in favor of the motion.

b. Port Attorney Report

Mr. Krechowski submitted a written report included in the meeting packet. He provided updates on the on-going legal matters.

He reminded the Board about the Court-Ordered Mediation (PILOT, COFB v. OHPA matter) no later than July 31st. Also, there is a Case Management conference on April 30th. A Settlement letter was routed to the City on April 16th, and he is still awaiting response from the City.

He contacted RecNation RV/Boat storage facility regarding the signage at the Nassau Tradeplex facility. They are not interested in using the sign. However, it was noted that RecNation is utilizing the sign. Mr. Krechowski suggested the sign is OHPA's, and OHPA is responsible to remove the RecNation sign if it is the will of the Board. There was no Board decision on this matter.

Vice Chair Taylor requested a shade meeting to discuss the Property Appraiser case. Mr. Krechowski suggested a shade meeting on May 8th at 5pm prior to the public meeting. Mrs. Hebron will check if the Peck Center is available on that date and time. The Board concurred.

Chair Hill commented on the PILOT matter; she hoped the City Commission contemplate on the mediation process and enter with the intent to settle the matter to avoid wasting more County and City funds. Same goes to the OHPA Board. Commissioner Fullwood believed the majority of the City Commission has the same sentiments to settle the case.

c. Port Accountant Report

Mr. LaPorte submitted a written report included in the meeting packet. He summarized the Treasurer's report for the Board.

He reminded the Board that the Port Executive Director severance payment ended on April 3rd.

- **Financial report – March 2024**
- **ARPA reimbursement update**
The January through April 2024 payroll will be submitted for reimbursement.

There were no questions from the Board.

d. Port Operator Report (Port of Fernandina)

- **Tonnage report – March 2024**
- **Port issues/repairs (update)**
- **Capital Improvements (list update)**

Mr. Clark submitted a Tonnage report included in the meeting packet. He summarized the activities at the Port by commodity.

He announced a new customer, Great Lakes East LLC, will come back from Mobile, Alabama and resume the Crimson barge service from Fernandina to Puerto Rico. This is one of the reasons the Operator added the new fabric storage at the Terminal. First sail is expected on June 15th. He affirmed that Savage's Business Development team, Matt McPhail and Virginie Hacala, are hard at work attracting new customers to the Port.

Mr. Clark also noted that he and Mrs. Hebron will meet with FDOT to request for funds to address the roof repairs for warehouse #3. The guard shack installation is still in-progress with monitors and shelving units to be installed. The dock canopy was replaced and gutters will be added.

9. Old Business

a. OHPA document request to the Port Operator (update)

Mr. Krechowski reported he received additional information from the Operator and have yet to review them.

Chair Hill again requested for the Operator's quarterly reports and business plan for the next meeting.

b. MARAD (Disposition of Fort Clinch tugboat, update)

This item was discussed and considered together with Resolution 2024-R06 below (#9d).

c. Resiliency Plan (update)

This item was not discussed.

d. Resolution 2024-R06 (Commissioners admission to Port of Fernandina, attachment)

The resolution was to formalize OHPA's Charter obligation to go to the Port periodically and examine the property to ensure the Operating agreement is being upheld.

Mr. Krechowski also reported receiving forms for both McCallister and Commissioner Nelson to sign prior to entering the Port to examine the Fort Clinch. He advised Commissioner Nelson not to sign based on the language in the waiver. Same goes to the rest of the Commissioners.

Commissioner Nelson explained he always informed the Operator before he arrives at the terminal, wears proper Personal Protective Equipment (PPE), and presents a TWIC card. He reminded there were never any issues with the Commissioners entering the Port when he was Terminal Manager then. The TWIC allows access to restricted areas.

Greg Haehl, Savage VP, submitted a list of stipulations included in the meeting packet. Mr. Krechowski will review and edit the list for the next meeting.

Commissioner Nelson suggested it should not be necessary to pass such a resolution to access the Port. On the other hand, such a resolution is necessary for Commissioners to have unrestricted access to conduct business. He does have issues with the stipulation submitted by the Operator.

Mr. Krechowski was hesitant to attach the stipulations to the resolution. If for some reason the stipulations changes then it will render the resolution obsolete.

The resolution was tabled until next meeting.

The Chair called a 10-minute recess.

The meeting was reconvened at 7:50pm.

d. EPA Clean Ports Grant (Board to approve application)

The draft application was not ready for Board review and vote at this time. The Operator needed more time. A statutory agreement was being drafted that reflects the fact that the Operator is entering a partnership with OHPA in this endeavor. Chair Hill requested a copy of the draft for Board review before the application deadline on May 28th. Mr. Clark agreed.

On a different subject, Commissioner Fullwood asked when the Coast Guard vessel will leave the Port. Mr. Clark explained it left this week. The Coast Guard was charged a dockage fee. Commissioner Fullwood noted that this operation was not a standard dockage and wharfage. OHPA is entitled to a share of the revenue per the Operating agreement. Chair Hill added if it was lay berthing, then the Operator needs to share the revenue with OHPA. Mr. Clark believed it was a dockage project not lay berthing. The Port staff was actively working the vessel.

e. Allied Security (staff pay rate, update)

It was discovered that the security staff's pay rate was lower than the minimum pay rate in the State. A pay rate of \$19 per hour was stipulated on the contract but upon review, Allied pays the staff \$14 per hour and the balance goes to Allied. Commissioner Nelson spoke with Allied manager for an explanation. He advocated for a fair pay rate for the staff. In addition, the staff is required to pay for their own TWIC card, and their uniforms are charged against their pay and given back upon the return of the uniforms. They do not get paid vacation.

Commissioner Nelson will invite Joseph Mazzuka, Allied Manager, to attend one of the OHPA meetings for Q&A. The contract is between OHPA and Allied.

Mr. Clark encouraged the Board to creatively explore how to fund this matter. He suggested to coordinate with Savage's commercial team to review what the

market can absorb on the security piece to help subsidize a higher pay rate for the security staff.

Commissioner Fullwood also noticed the rate for the golf cart rental is excessive. He believes a golf cart is unnecessary especially with the rate of \$800 per month. There are security cameras throughout the terminal that can be used instead of renting a golf cart.

Mrs. Hebron explained the contract was executed on August 10, 2022. It will automatically continue thereafter on an annual basis until terminated by either party with a 30-day written notice for termination. Mr. Mazzuka submitted a proposed pay rate via email for the Board to consider. The contract is between OHPA and Allied.

Commissioner Nelson advised the Port is an open border and cannot operate without security. He will invite Joseph Mazzuka, Allied Manager, to attend one of the OHPA meetings for Q&A.

10. New business

a. Fabric storage location at the Port

Discussed under Public Comments.

b. FPC Resilient Florida (April 30- Adaptation Planning Guidebook Stakeholder Workshop, Board attendance)

This event is hosted by the Florida Ports Council. Mrs. Hebron explained she needs a head count of Commissioners planning to partake in the workshop so she could post a "Notice of Gathering" on OHPA's website.

The majority of the Board has previous commitments on that day. Chair Hill will try to attend if her schedule allows it.

11. Commissioners Reports and Comments

a. New development reports

No report.

b. Committee reports

- **Port Security – Nelson**
- **Port Facilities – Nelson**

Mr. Clark submitted a written report included in the meeting packet. Commissioner Nelson read the report and it follows:

Tugboat: Nothing to report

Security: No security concerns. Updating FSP to mention cameras and AFSO. New building is in place, working on anchoring and a larger television monitor for the guards.

Liebherr crane # 9: Storm brake arrived and installed. Currently investigating some sort of electrical bug in the drives, tech on-site this week.

Liebherr crane # 10: Running well, elevator tech working on electrical bug.

Liebherr MHC: Back in service and operating safely.

OHPA Trucks #'s 219, 220, 221, 222, 223, and 224: One truck is having DEF (anti-pollution) system repairs, regular maintenance items on the fleet.

Warehouse # 3 roof panels: added to FDOT meeting to request funding.

Rail Dock Canopy: Roof is complete, working with vendor to add gutters now.

- **FDOT – Nelson**

Commissioner Fullwood agreed to attend the FDOT/OHPA Annual meeting tomorrow on Commissioner Nelson's behalf due to previous commitment.

- **Customs House – Fullwood**

Commissioner Fullwood reported a meeting with CBP a couple of weeks ago to discuss CBP's requirements for the Customs House facility project. Another meeting planned tomorrow. The Zyscovich team is ready to present their findings at the next meeting.

He is collaborating with Mr. Clark to provide guidelines for the Zyscovich team to enter the terminal.

The Customs and Border Protection agency is involved in all aspect of the project.

- **Army Corp of Engineers – Fullwood**

No report.

- **Economic Development – Cole**

There was an Economic update luncheon last April 4th. Also, NCEDB celebrated its 30th anniversary of existence. Next meeting is May 28th.

Chair Hill suggested to advocate more for the Port of Fernandina in Jax USA.

Commissioner Fullwood added there is a company who wished to connect with OHPA for possible bond opportunity.

- **Emergency Management – Cole**
No report.
- **Transportation Planning Organization (TPO) - Hill**
She encouraged the Board to take and share the 2050 Path Forward survey. The link is posted on OHPA's website.
- **Technical Advisory Committee (TAC) – Taylor**
No report. The next meeting is scheduled for May 1st. He plans to attend with Mrs. Hebron.
- **Nassau Chamber of Commerce – Taylor**
A non-profit roundtable event was held recently.
- **City of Fernandina Beach – Taylor**
No report.

- **Keep Nassau Beautiful – Taylor**
This group took over Wild Amelia. They are partnering with the County for the opening of the beaches event on May 18th at Main Beach, 10am-4pm.
- **Community Outreach – Fullwood**
Chair Hill advocated for a proclamation to the Nassau County Commission to recognize the Maritime Day on May 22nd. She suggested perhaps doing a fundraiser to honor the long-standing Port staff and customers that day at the Port.

She spoke with Mr. Haehl for possibly using the OHPA properties for paid parking during the Shrimp festival. He offered some of the Port staff may be able to assist with ticketing. The Board consented.

12. Administrative Office Manager Report

Mrs. Hebron submitted a written report included in the meeting packet.

She thanked Mr. Clark for his assistance in completing the FDOT questionnaire ahead of tomorrow's meeting. FDOT was impressed by the early submission.

She noted the upcoming agenda for May 8th is full with presentation including: Taco Pope (County Manager), Zyscovich team, Allied manager, and a Shade meeting. It was suggested to schedule Allied for May 22nd.

13. Other items to be brought by Commissioners

None.

14. Adjournment

With no other items brought before the Board, the meeting was adjourned by Chair Hill at approximately 8:31 PM.

Date

standard mileage rate is chosen.

[Notice 2024-08](#) [PDF](#) contains the optional 2024 standard mileage rates, as well as the maximum automobile cost used to calculate the allowance under a fixed and variable rate (FAVR) plan. In addition, the notice provides the maximum fair market value of employer-provided automobiles first made available to employees for personal use in calendar year 2024 for which employers may use the fleet-average valuation rule in or the vehicle cents-per-mile valuation rule.

Page Last Reviewed or Updated: 14-Dec-2023



Port Attorney Report

TO: OCEAN HIGHWAY AND PORT AUTHORITY

FROM: PATRICK W. KRECHOWSKI, PORT ATTORNEY

RE: ATTORNEY'S REPORT

DATE: May 6, 2024

Nassau County Property Appraiser

- *Hickox v. OHPA & OHPA v. Hickox*
- Current cases remains pending. Discovery initiated.
- Cases consolidated by Order of the Court on March 1, 2023.
- Nassau County Tax Collector has issued tax certificates for certain OHPA parcels. Port Attorney is preparing responsive pleadings in the case.
- We will be seeking hearings on our Motion for Injunction and Motion for Leave to Amend.

Active litigation is subject to attorney-client confidentiality privilege.

COFB v. OHPA

- Case remains pending. Trial date set for May 22-23, 2024 canceled by Order of the Court.
- Court Ordered mediation no later than July 31, 2024.
 - OHPA and City have agreed to utilize Administrative Law Judge with Division of Administrative Hearings (DOAH) as mediator. The City has submitted the request to DOAH and we have a conference with Judge Early on May 7th.
- Settlement letter routed to City on April 16, 2024.
- Case Management Conference April 30, 2024. **Concluded.**

Active litigation is subject to attorney-client confidentiality privilege.

Miscellaneous

Disposition of Fort Clinch/Termination of MARAD Grant

Real Estate Broker RFQ and selection.

Port Access Procedures & Guidelines



RE: OHPA-Nassau Marine Terminals

Amy Poulson <amypoulson@savageco.com>

Mon, Apr 8, 2024 at 12:19 PM

To: "Krechowski, Patrick" <pkrechowski@balch.com>

Cc: Rossana Hebron <ohpanc@gmail.com>, Greg Haehl <greghaehl@savageco.com>, Miriam Hill <mhill@portoffernandina.org>

Patrick:

I write to you to respond to the concerns expressed in your April 3, 2024 email, which contains OHPA Board concerns following the OHPA meeting last Wednesday, March 27, 2024.

Tugboat Revenue Request

As we have discussed, NMT recognizes that OHPA owns the Ft. Clinch tugboat. We also recognize your position that documents related to the Ft. Clinch tugboat are public records. NMT recognizes that where documents exist, and subject to a Florida public records request, we are required to comply with public records laws.

As you are also aware, OHPA requested documents from Butch Gilbert on September 18, 2023, as listed below:

Time Period

June 2022 through August 2023

Information and Documents Requested

1. All records of actual loading tonnage;
2. All Manifests produced by the Port Operator and submitted to the U.S. Customs & Border Patrol;
3. All "Warehouse Mate's Receipts", including all amended and/or corrected Mate's receipts;
4. All Agent Reports;
5. All "Stowage and Discharge Plans" (or similarly named plans and reports) for each vessel;
6. All Bunkering and/or Gate Logs, and;
7. All invoices, work orders, receipts related to the OHPA tug boat.

You confirmed that OHPA's request was not a public records request, so as a result we looked at the parties' agreement under the Operating Agreement in Section 8.1:

8. ACCOUNTS AND RECORDS

Section 8.1 OPERATOR shall maintain its accounts and all records pertaining to the Dockage and Wharfage Fees and Operator Revenues and compensation in accordance with general accepted accounting principles and practices and shall retain such accounts and records including all documents received from the PORT AUTHORITY and/or any third party in connection with Dockage and Wharfage Fees or Operator Revenues and compensation. OPERATOR shall permit duly authorized representatives of the PORT AUTHORITY for the duration of this Operating Contract and for a period of ten (10) years thereafter to have access to all accounts books documents papers and records of the OPERATOR relating to the Dockage and Wharfage Fees and Operator Revenues for the purpose of audit examination and inspection and agrees to make available adequate facilities for such purposes and to permit duplication of any records that are subject to such inspection.

Although Section 8.1 only requires that we give OHPA access to the records to review, we took the extra step of collecting and organizing the documents. We provided electronic copies of the responsive documents to OHPA on December 21, 2023.

On January 24, 2023—not September 18, 2023—you requested we provide “accounts receivable and revenue information for the tug as well.” On February 9, 2023, you also confirmed this request was not a public records request. This request was not in the original September request, and claiming here, and in the March 27 meeting last week, that OHPA has been waiting for a response since September is disingenuous, at best. In response to your January request, we have explained, repeatedly, that we do not have a document that isolates and independently tracks tugboat revenue for the Ft. Clinch.

Also, not acknowledged last week or in your email here, is the information that we discussed in our phone call with you and Miriam Hill, where we reviewed the 2023 invoiced amounts for the tugboat. We walked you through each invoiced amount and calculated the 2023 tugboat revenue for you, which was \$293,000.00. We also walked you through the related tugboat costs.

As you are well aware, under the charter, OHPA may “fix rates of wharfage, dockage, warehousing, storage, and port and terminal charges and rates and charges for the use of all improvements, port, or harbor facilities located within the county and owned or operated by the authority. Section (5).

Consistent with that Charter, OHPA sets the tugboat rates, which drives any revenue associated with the tugboat. The rates for the tugboat are listed in OHPA's tariff provided on OHPA's website (page 31): https://www.portoffernandina.org/_files/ugd/e5fb15_6df5211cdcc84f2e85a4a929913f0da2.pdf.

RULE #	APPLICATION														
34-BT	<p data-bbox="342 149 1032 176">ITEM 377 - DOCKING AND UNDOCKING TUG BOAT FEES</p> <p data-bbox="342 180 1243 264">If required by the St. Johns River Bar Pilots Association, all commercial vessels shall utilize docking and undocking services at the Port of Fernandina. Usage of the Port of Fernandina Tug Boat shall be coordinated with the Commercial Director or his designee.</p> <hr data-bbox="342 323 1263 327"/> <p data-bbox="431 422 779 447" style="text-align: center;">Port of Fernandina – Towing Service</p> <table border="1" data-bbox="431 478 1110 726"> <thead> <tr> <th data-bbox="431 478 878 516">Length of Ship (LOA)</th> <th data-bbox="878 478 1110 516">Rate Per Job*</th> </tr> </thead> <tbody> <tr> <td data-bbox="431 516 878 554">Barges</td> <td data-bbox="878 516 1110 554">\$5,500</td> </tr> <tr> <td data-bbox="431 554 878 592">Less than 400'</td> <td data-bbox="878 554 1110 592">\$6,000</td> </tr> <tr> <td data-bbox="431 592 878 630">400 – 499'</td> <td data-bbox="878 592 1110 630">\$6,500</td> </tr> <tr> <td data-bbox="431 630 878 667">500 – 599'</td> <td data-bbox="878 630 1110 667">\$7,000</td> </tr> <tr> <td data-bbox="431 667 878 705">600 – 699'</td> <td data-bbox="878 667 1110 705">\$7,500</td> </tr> <tr> <td data-bbox="431 705 878 726">700 feet and greater</td> <td data-bbox="878 705 1110 726">\$8,000</td> </tr> </tbody> </table> <p data-bbox="461 732 867 758" style="text-align: center;">* Docking and undocking are each one job .</p>	Length of Ship (LOA)	Rate Per Job*	Barges	\$5,500	Less than 400'	\$6,000	400 – 499'	\$6,500	500 – 599'	\$7,000	600 – 699'	\$7,500	700 feet and greater	\$8,000
Length of Ship (LOA)	Rate Per Job*														
Barges	\$5,500														
Less than 400'	\$6,000														
400 – 499'	\$6,500														
500 – 599'	\$7,000														
600 – 699'	\$7,500														
700 feet and greater	\$8,000														

As you saw in the invoiced amounts, those rates were charged to various customers utilizing the Port and its services. I believe what Greg reported at the March 27 meeting last week is that he was happy to make the invoices available to OHPA to review consistent with Section 8.1. Those invoices contain the invoiced amount for the Ft. Clinch tugboat. OHPA is welcome to review the invoices and confirm the amount for 2023, we already provided. OHPA can also review the 2022 invoices, after we took over as port operators at the Port, and the 2024 invoices to date. As Greg instructed at the meeting, he asked that the customer invoices be collected, so we could set up a time for OHPA to review the documents. Please be aware that the invoices also document our customer list and associated rates, and as a result contain sensitive Port and business information. When would you like to come and review the invoices?

Ft. Clinch Tugboat Disposition

We are well aware that OHPA decided to pursue disposition of the grant-acquired tugboat, which was purchased along with various equipment with an 80/20 grant. As we have repeatedly instructed, we are prepared to make MARAD whole for their portion of the Grant. We have offered to make funds available immediately, and both you and Chairwoman Hill said you were supportive of our intention to purchase the tugboat for Port use. As you know, we requested that you reach out to MARAD and inquire if we could simply make them whole and move forward. We believe buying the tugboat works to keep the tugboat serving Port customers. Our purchase also keeps the Amelia-Island based crew employed. On March 22, 2024, you communicated that you had reached out to MARAD and had not heard back and were going to follow up.

As further context, you are aware that MARAD awarded OHPA an America’s Marine Highway grant in the amount of \$1,291,800. As you are also aware, OHPA then purchased a tugboat and yard tractors, which totaled \$1,298,854. Consistent with the 80/20 structure of the Grant, the previous Nassau Terminals operator funded the 20% portion required to qualify for the Grant and paid \$298,854 of that amount. MARAD provided the remaining \$1,000,000 amount.

Upon purchase in 2021, the prior Nassau Terminals owners paid another \$189,000 to make the tugboat sea-worthy and useable for Port purposes. As you know, this year we completed \$360,000 of dry dock maintenance on the tugboat. Under Section 2.3 of the Operating Agreement, OHPA is obligated to pay all maintenance amounts that exceed \$15,000, yet NMT has, to date, provided the funds for that entire amount to keep the tugboat able to service Port customers. Moreover, NMT pays to insure and staff the tugboat, which requires a dedicated crew. To date, despite owning the Ft. Clinch tugboat, OHPA has made no actual financial contribution. OHPA did not contribute toward the 20% amount that was required to qualify for the Grant, it paid no part toward the purchase price or toward the subsequent \$549,000 now spent to keep OHPA's tugboat operational.

Given this context, we were surprised to learn at the March 27 meeting that OHPA had another plan. In the meeting you confirmed that MARAD had communicated that they did not wish to profit beyond its Grant funds and would accept repayment of the funds. You reported that MARAD just needed to understand the process to accept repayment. The discussion that followed was a surprise. Instead of reiterating our stated desire to purchase the Ft. Clinch and reimburse MARAD's contribution, OHPA then discussed capturing for itself the increase of any tugboat sale to a third-party buyer. This plan was further perplexing because just a few months ago, OHPA complained during the September 24, 2023 public meetings, when the tugboat went into dry dock for maintenance because it is a critical Port asset and necessary for docking customer ships. OHPA voiced concerns that not having the Ft. Clinch available jeopardized customers. Moreover, under the Operating Agreement, OHPA "agrees to take no action that would impede [our] ability to fully perform [our] obligations to service the customers of the Port." Given our previous conversations and this context, perhaps it is understandable that Greg was surprised and not ready to facilitate a third-party sale for OHPA's purposes.

Third-Party Tugboat Inspections

Last week Kyle Clark received an email from Commissioner Nelson informing him that he planned to escort representatives from McCallister Towing on site to inspect the Ft. Clinch tugboat on Monday, April 8. Before McCallister can come on site, we will require they sign an Access Agreement. NMT has prepared the agreement for their review and signature. As I explained this morning, we require all third parties entering any sites we operate to sign an Access Agreement. Kyle forwarded the agreement to Mr. Nelson, so he could provide it to McCallister where we have no point of contact. I have attached the McCallister Towing Access Agreement here, as well, for you to provide to McCallister.

NMT will also require them to supply and wear appropriate PPE for their protection. They will also be required to receive a safety briefing prior to entering the Port. NMT will provide an escort to transport them to and from their tugboat and assist them in safely navigating Port operations.

OHPA Representative Port Visits

As Greg discussed at the March 27 meeting, Port safety is of central importance to us as the Port operators. If any OHPA commissioner wishes to come on site, we need to establish a protocol that prioritizes both the safety of the commissioners and our Team Members. We can discuss and develop that protocol, but it will require proper PPE, a safety briefing, and likely an escort. We will also require that any visiting commissioner will not engage or distract our team from their job duties, so they may stay focused on their tasks. Moreover, given our indemnification obligations in Section 4.5, we will require that any commissioner that elects to come on site, signs a waiver of liability and agrees to assume their own risk and coverage. As I communicated this morning, I am happy to have you propose an acceptable waiver, or we can put something together to review.

As always, if you wish to discuss this or have any questions, please reach out. We also need to schedule a meeting to talk with you about the EPA Grant, the application process, and a clear plan forward.

Amy



Amy Poulson
Sr. Corporate Counsel
901 W Legacy Center Way
Midvale, UT 84047
D: 801 944 6616 | M: 801 694 2243
savageco.com



From: Krechowski, Patrick <pkrechowski@balch.com>
Sent: Wednesday, April 3, 2024 7:38 AM
To: Amy Poulson <amypoulson@Savageco.com>
Cc: Krechowski, Patrick <pkrechowski@balch.com>; 'Rossana Hebron' <ohpanc@gmail.com>; Greg Haehl <greghaehl@Savageco.com>; 'Miriam Hill' <mhill@portoffernandina.org>
Subject: OHPA-Nassau Terminals

Hello Amy. I am writing on behalf of the OHPA Board regarding some concerning discussions had at last week's Board meeting. I hope we can work together to resolve these issues in a timely and productive manner.

First, as we have repeatedly discussed, OHPA continues to await delivery of documents demonstrating revenue collected by the Port Operator's use and management of the Fort Clinch vessel. Again, as we have discussed numerous times, the Fort Clinch is a public asset owned by OHPA. Any and all documents related to the Fort Clinch are public records pursuant to Florida law. During discussion of this topic at last week's meeting, Greg Haehl once again stated the documents were not readily available. He also stated that OHPA's request of said documents goes beyond the terms and conditions of the Operating Agreement.

This statement is patently false. The Operating Agreement does address the Port Operator's obligation to comply with Florida's public records law – again, a topic we have discussed numerous times. Additionally, OHPA formally requested the Fort Clinch documents back in September of 2023 (see attached email to Butch Gilbert). OHPA has been more than patient and expects the requested documents to be provided within the next 30 days. Please let me know if you have any questions on this matter.

Second, as you are also aware and as we have discussed on multiple occasions, OHPA is in the process of disposing of the Fort Clinch due to certain grant requirements that have not been met. OHPA is following the direction of U.S. DOT and has provided the Port Operator with the required processes for disposition of the vessel asset. These processes include possible sale of the vessel based on fair market value or appraised/surveyed value. OHPA has received multiple requests by interested parties to view the Fort Clinch as part of their respective due diligence. In response, the OHPA Board directed its Office Administrator to refer any such requests to the Port Operator for scheduling of vessel visits. The Port Operator recently responded to a visit request by indicating "We are not prepared to facilitate a viewing." (See attached).

During the same OHPA Board meeting last week, the Board Chair inquired about facilitating visits of the Fort Clinch and Greg Haehl responded that despite the Board's clear direction, the Port Operator will not arrange or otherwise coordinate third-party viewings of the Fort Clinch vessel because the Port Operator is interested in acquiring the vessel itself. The Board reiterated its direction that the Port Operator assist OHPA

in facilitating and coordinating visits of the vessel by any interested parties. Please provide confirmation of the Port Operator's intention to comply with the Board's direction on this matter.

Thank you for your prompt attention to these issues. I remain available to discuss any questions you may have.



Patrick Krechowski, Partner, Balch & Bingham LLP
One [Independent Drive](#) • Suite 1800 • Jacksonville, FL 32202
t: (904) 348-6877 f: (904) 396-9001 e: pkrechowski@balch.com
www.balch.com

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 **McCallister Towing Access Agreement .docx**
46K



Port Accountant Report

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Monthly Financial Report - April 2024

	April	YTD ACTUAL	BUDGET 2023-2024
Revenues			
Quarterly Fee	0.00	153,226.24	308,897.68
Misc Income	0.00	17,377.41	2,000.00
ARPA Reimbursement	0.00	132,572.25	150,000.00
Port Revenue - Harbor Admin	2,400.00	7,643.75	14,500.00
WWT Contribution	0.00	13,197.57	0.00
Port Revenue- Bunkering	1,837.50	3,887.50	7,500.00
TOTAL REVENUES	4,237.50	327,904.72	482,897.68
EXPENSES			
COMMISSION DIRECT			
Salaries - Commissioners	10,000.00	70,000.00	120,000.00
Payroll Taxes	2,012.24	13,689.30	11,361.00
Unemployment	77.25	223.34	75.00
Conferences & Travel	0.00	0.00	1,000.00
Insurance	0.00	0.00	1,134.00
WC-Insurance	0.00	0.00	5,102.00
Unpaid Legal Fees	0.00	0.00	80,000.00
Salaries - Board Attorney	14,723.00	133,951.51	60,000.00
TOTAL COMMISSION DIRECT	26,812.49	217,864.15	278,672.00
COMMISSION OPERATION			
Salaries - Exec Director	11,916.70	76,916.68	0.00
Bus Dev Expenses	0.00	0.00	5,000.00
Travel-Commissioners	0.00	724.09	1,000.00
Salaries- Accountant	1,900.00	13,300.00	22,800.00
Salaries - Office Administrator	4,916.67	34,174.92	63,600.00
Expenses - Office	126.81	4,663.24	4,000.00
Ports Council Representative	0.00	0.00	10,000.00
Travel - Office Admin	0.00	118.48	100.00
Rent-Peck Center	281.74	1,972.18	3,401.67
TOTAL COMMISSION OPERATION	19,141.92	131,869.59	109,901.67
COMMISSION DISCRETIONARY			
Dept. of Revenue (Special Dist. Fee)	0.00	175.00	225.00
TPO. - Membership	0.00	1,497.00	1,497.00
Greater Nassau Chamber of Commerce	0.00	0.00	325.00
Advertisement	399.72	472.32	600.00
Web Site	15.99	122.43	500.00
Awards & Presentations	0.00	0.00	120.00
Discretionary	0.00	0.00	720.00
TOTAL COMMISSION DISCRETIONARY	415.71	2,266.75	3,987.00
PORT OPERATIONS			
CSX Right of Way Fee	0.00	0.00	750.00
Insurance	0.00	0.00	18,206.00
Audit	0.00	27,900.00	28,000.00
FL Ports Council Dues	0.00	28,697.57	15,500.00
Nassau Cty Economic Dev Board	0.00	1,000.00	1,000.00
TOTAL PORT OPERATIONS	0.00	57,597.57	63,456.00
TOTAL EXPENSES	46,370.12	409,598.06	456,016.67
Excess Revenues over Expenditures	-42,132.62	-81,693.34	26,881.01

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Customs House

Monthly Financial Report - April 2024

	April	YTD ACTUAL	BUDGET 2023-2024
INCOME			
GSA - Customs House - RENTAL INCOME	0.00	0.00	0.00
Reimbursements	340.21	27,212.56	0.00
WWT Contribution	0.00	16,509.32	0.00
Miscellaneous	0.00	0.00	0.00
TOTAL INCOME	340.21	43,721.88	0.00
CUSTOMS HOUSE			
Bug Out Pest Control	0.00	0.00	0.00
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	0.00
City of Fernandina Beach (Water)	65.83	669.81	0.00
Florida Public Utilities (Electric)	274.38	2,050.20	0.00
Misc. Expense (IT Equipment)	0.00	41,082.32	0.00
Maintenance	0.00	0.00	0.00
TOTAL CUSTOMS HOUSE	340.21	43,802.33	0.00
<u>Net Increase(decrease) in Funds</u>	0.00	-80.45	0.00

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Account Balances - April 30, 2024

Account Name	Acct Num	30-Apr	29-Mar
Operating	x3328	67,342.79	109,233.81
Other - Admin Acct	x6714	305.16	171.68
Maintenance	x4519	101,902.06	121,475.06



Port Operator Report

Growth Plan for the Port of Fernandina

Executive Summary:

The Port of Fernandina (the “Port”) operated by Nassau Terminals LLC is poised for significant growth and transformation over the next few years, aiming to expand its annual tonnage from 250,000 tons in the current year to 560,000 tons by 2026. This strategic growth is anticipated through the introduction of new commodities and enhancing service offerings while maintaining our commitment to safety and operational excellence.

1. Service Expansion and Infrastructure Development:

- **Primary Services:** Continue to enhance our core services, which include container loading and unloading, warehousing, drayage and transportation, and tug services. Special focus on improving break bulk loading and unloading operations, predominantly using super sacks.
- **Infrastructure Enhancements:** Assess and upgrade necessary infrastructures, such as docks and warehousing facilities, to accommodate an increase in operations and new commodities. Engage with the Ocean Highway and Port Authority (“OHPA”) to explore grant funding opportunities for infrastructure development.

2. Commodity Diversification and Market Expansion:

- **Current Commodities:** Strengthen the handling and storage of wood and lumber products, along with general consumer goods, which form the backbone of our current operations.
- **New Commodity Inquiries:** Actively pursue opportunities in salt, sugar, construction materials, dry bulk, and wood pellets. These commodities have been identified as potential growth areas that can maximize the utilization of our warehousing and storage capabilities.
- **Strategic Marketing and Sales:** Leverage the expertise of newly hired commercial specialists, Matt McPhail and Virginie Hacala, to drive new customer acquisitions and respond promptly to market demands, particularly in break bulk cargos.

3. Operational Excellence and Safety Commitment:

- **Safety First:** Reinforce a culture of safety across all operations, ensuring that expansion efforts do not compromise our high-safety standards.
- **Efficiency Improvements:** Implement best practices and technological advancements to increase operational efficiency and customer satisfaction.

4. Future Growth Targets:

- **Annual Tonnage Goals:** Achieve a progressive increase in annual tonnage with specific targets set for each year—320,000 tons in 2024, 440,000 tons in 2025, and 560,000 tons in 2026.
- **Long-Term Vision:** Support these targets by adding an additional 10,000-ton ship per month, added each year, and carefully aligning this increase with market demand and operational capacity.

5. Stakeholder Engagement and Community Relations:

- Communication with OHPA: Maintain open and regular communication with OHPA to align on development projects and secure necessary approvals and funding.
- Community Engagement: Enhance community relations through transparency and involvement in local development initiatives, emphasizing the economic benefits brought by the port's expansion.

6. Workforce Development and Training

- Develop a workforce plan to ensure the skilled personnel needed to support growth targets.
- Implement ongoing training programs to enhance employee skills, particularly in areas like safety, technology, and customer service.

7. Marketing and Branding Strategy:

- Develop a comprehensive marketing strategy that promotes the Port's expanded capabilities and new commodity handling.
- Use digital marketing, industry events, and public relations to raise awareness and attract new customers.

By adhering to this growth plan, the Port of Fernandina aims to not only meet its projected targets but also to contribute significantly to the regional economy through enhanced service offerings and infrastructure development.



Fwd: Port Assessment

Greg Haehl <greghaehl@savageco.com>

Tue, Apr 30, 2024 at 10:20 AM

To: Miriam Hill <mhill@portoffernandina.org>, Joel Dimick <JoelDimick@savageco.com>, Kyle Clark <KyleClark@savageco.com>, Matt McPhail <matthewmcp@mail@savageco.com>, Rossana Hebron <ohpanc@gmail.com>

OHPA Commissioners,

We hired consultants last year to perform an electrical needs assessment and a structural needs assessment for the Port of Fernandina, which were completed in December 2023. We provided a copy of the assessment reports to OHPA earlier this year, and again in response to the resiliency plan on March 25th.

OHPA may provide the needs assessment reports to other parties as requested, and in accordance with Florida's public records laws.

For items identified in the assessment reports as "high severity," we provide a status report of our response below:

Source	Label	Item	Description	Severity Rating	Suggested Repair	Figure Reference (Typical Photos)	Comment
R&M	Truck Dock	Roof framing system	Purlins and framing members are severely damaged from impact and corrosion.	A	Replace roof framing system.	20,21	Suggested repair complete.
ECI	Container Crane Model P120B-Super	Conductor insulation	Improper conductor termination	A	Remove conductors or replace gloves with proper termination devices	28	Suggested repair complete. (Area not accessed by Team Members).
ECI	North Rail Gate	Electrical conductors	Exposed conductors	A	Use ground box or similar means to protect exposed conductors	17	Circuit identified, disconnected, and locked out.
ECI	North Rail Gate	Junction box	Box corrosion	A	Replace electrical equipment	19-21	Circuit identified, disconnected, and locked out.
ECI	North Rail Gate	Exposed conduit	Broken/damaged conduit	A	Replace conduit and protect from damage	29	Circuit identified, disconnected, and locked out.

Many of the items that were identified in the reports and require attention are very old and pre-date the current Operating Agreement. We believe that an effort by OHPA to secure grant funding to make these improvements is necessary.

As the operator, the safety of our Team Members and others at the port is of paramount importance. We look forward to working with OHPA to seek the required funding to correct the remaining issues identified in these reports.

Thank you,



Greg Haehl
VP & Unit Leader, TIP
901 W Legacy Center Way
Midvale, UT 84047
D: 801 424 7217 | M: 801 735 5300
savageco.com



[Quoted text hidden]

Savage Services
901 W. Legacy Century Way
Midvale, UT 84047

December 2023

Attn: Greg Haehl

Subject: Port of Fernandina Needs Assessment Report

R&M Engineering Consultants personnel visited the Port of Fernandina in Fernandina Beach, FL on December 6th and 7th, 2023 for the purpose of performing a structural needs assessment. R&M’s Macade Jensen was accompanied by Savage’s Chris Black during the site visit. Chris was valuable in providing background, plant operations and procedures, and pointing out known issues at the facility. During the site visit, structural concerns were documented and classified based on severity.

Background:

Savage began operating the Port of Fernandina in June of 2022. The port is operated primarily as a container and breakbulk loading and unloading facility. Nassau Terminals utilizes dock cranes to offload shipping containers from ships. The contents are then stored either within the port, or nearby in one of three port warehouses. Forklifts then transfer the products to rail or truck. Currently, the primary materials being transloaded at the port are lumber and paper products.

Objective:

Structural items are documented in this report to help identify areas of concern as well as provide suggested actions. Below is a sample table with definitions and commentary.

ID	Facility ID		Item	Description	Severity Rating	Suggested Repair	Photo Reference
	No.	Label					
Sequential number	1-34 from Site Plan Layout	Structure Label from Site Plan Layout	Column, Beam, Brace, Cable, Bollard, etc.	Description of the damage, hazard, corrosion, etc.	A, B, or C, D or E. See descriptions for rating below.	Suggested Repair	Reference to Photo ID Included in this Report

Severity Rating:

- A. High Severity: Structure may fail from normal operating conditions or misuse. Continued operation in the present condition poses a severe hazard, including potential death.
- B. Moderate Severity: Structure may not withstand major wind or earthquake loads. Continued operation in the present condition may result in failure sometime in the future or is a safety hazard.
- C. Low Severity: Continued corrosion may result in degradation of structural integrity, a falling debris hazard, or it may limit access to maintenance areas.
- D. Cosmetic: Present condition does not pose a safety hazard. Damage is cosmetic only.
- E. Unknown: The extent of the damage/anomaly is unknown. This may be due to poor visibility or inaccessibility at the time of the site assessment.

Site Plan Layout



Commentary:

General Comments

Regarding the structural integrity of the site's infrastructure, the site is generally in working order. There is extensive damage to building columns and braces from vehicle impacts, which is typical for industrial sites. While many of these "dings" will not affect the integrity of buildings and frames, extensive corrosion was observed in many framing elements (i.e. roof framing at structure 4, column bases at structures 8 and 9) that is concerning and should be repaired promptly. As we understand, plans to make the required repairs are in motion and scheduled for early 2024.

Most of the steel members observed were finished with a painted coating, which is not very corrosion resistant for the port's salty air environment. For future steel installations, it is recommended to use galvanized members to protect against the environment.

Truck Dock

The roofing system over the truck dock is in a poor and unsafe condition due to extensive corrosion. Much of the roof sheathing has been removed from a recent storm. What is left is in such poor condition that it is unsafe to leave in place. Repairs and replacements for this canopy are scheduled to begin in January 2024.

Marine Building

At the time of the site visit, R&M was informed that the marine building has been settling. Though it was clear that the concrete walkways surrounding the building are at different elevations, no evidence was observed that suggested the building has been negatively impacted by any settlement. This structure should be monitored for potential future settlement.

ID	Facility ID		Item	Description	Severity Rating	Suggested Repair	Figure Reference (Typical Photos)
	No.	Label					
1	1	Warehouse 1	Foundations	Column Piers have moderate to excessive spalling resulting in exposed reinforcing bar.	C	Apply non-shrink grout to damaged areas to provide protection to reinforcing bar.	1-5
2			Metal Sheathing	Lower portion of metal sheathing has been damaged from vehicle and/or stored product collision/impact.	D	Remove and replace damaged metal sheathing.	6-10
3			Interior columns	Columns are twisted, have bent flanges or show other damage from collisions/impact.	C	Attach reinforcing plates to effected areas of interior columns.	3
4			Column Bracing	Column bracing has buckeled from collisions/impact	B	Replace buckeled/twisted column bracing.	11
5			Conc. Floor	Conc. Floor is in rough shape in places causing an uneven/poor driving surface.	D	Remove and replace damaged concrete or overlay non-shrink grout to restore level surface.	12
6			Exterior columns	Anchor rods in columns (at loading dock) have sheared. Columns are twisted, have bent flanges or show other damage from collisions/impact.	B	Attach reinforcing plates to effected areas of interior columns. Reattach exterior columns to conc. foundaiton w/ post-installed epoxy anchors.	13
7			CMU Wall	Portions of CMU wall have been removed due to sever damage.	C	Replace missing/damaged CMU wall with block or formed concrete.	14

ID	Facility ID		Item	Description	Severity Rating	Suggested Repair	Figure Reference (Typical Photos)
	No.	Label					
8	2	Warehouse 2	Foundations	Column Piers have moderate to excessive spalling resulting in exposed reinforcing bar.	C	Apply non-shrink grout to damaged areas to provide protection to reinforcing bar.	1-5
9			Metal Sheathing	Lower portion of metal sheathing has been damaged from vehicle and/or stored product collision/impact.	D	Remove and replace damaged metal sheathing.	6-10
10			Columns	Columns are twisted, have bent flanges or show other damage from collisions/impact.	C	Attach reinforcing plates to effected areas.	3
11			Column Bracing	Column bracing has buckeled from collisions/impact.	B	Replace buckeled/twisted column bracing.	11
12			Fire System	Fire system is faulty	B	Replace fire system.	N/A
13			Wind Girts	Wind girts are missing on West wall.	B	Reinstall wind girts where they are missing.	15
14			Rolling Doors	Framing and sheathing of rolling doors has been damaged from vehicle impact.	D	Consider replacing doors.	

ID	Facility ID		Item	Description	Severity Rating	Suggested Repair	Figure Reference (Typical Photos)
	No.	Label					
15	3	Warehouse 3	Foundations	Column Piers have moderate to excessive spalling resulting in exposed reinforcing bar.	C	Apply non-shrink grout to damaged areas to provide protection to rebar.	1-5
16			Metal Sheathing	Lower portion of metal sheathing has been damaged from vehicle and/or stored product collision/impact.	D	Remove and replace damaged metal sheathing.	6-10
17			Columns	Columns are twisted, have bent flanges or show other damage from collisions/impact.	C	Attach reinforcing plates to effected areas.	3
18			Column Bracing	Column bracing has buckled from collisions/impact.	B	Replace buckled/twisted column bracing.	11
19			Roof	Severe leaking in roof causing product damage and potential safety hazards.	C	Replae roofing system and insulation taking care to correctly apply butyl or other mastic tape between metal sheets per manufacturer's recommendations.	16-19
20	4	Truck Dock	Roof framing system	Purlins and framing members are severely damaged from impact and corrosion.	A	Replace roof framing system.	20,21
21			Columns	Column bases have corroded, splayed and swelled extensively.	B	Safely remove damaged columns and replace in kind.	22
22			Bollard	Bollard near north wall on Warehouse 3 has been knocked loose.	C	Replace bollard anchorage with post-installed epoxy or menchanical anchors.	23
23			Conc. Deck	Concrete loading dock along West sides of Warehouse 1 and 3 has extensive wear. Steel plates are currently used to cover the damage.	C	Overlay non-shrink grout to damaged areas to restore level working surface.	
24			Dock anlge banding	Dock banding is distorted, causing tripping and other hazards	B	Remove damaged portions of banding and replace in kind.	24

ID	Facility ID		Item	Description	Severity Rating	Suggested Repair	Figure Reference (Typical Photos)
	No.	Label					
25	5	General Storage	Not Inspected				
26	6	Fabric Warehouse	No Substantial Structural Concerns Observed				
27	7	Rail Mounted Crane	Not Inspected				
28	8	Lumber Shed 4	Columns	Column bases have corroded, splayed and swelled extensively.	B	Safely remove baseplate and damaged portion of columns. Rebuild column base with A36 plates. Plate thickness must be twice as thick as column thickness.	25
29	9	Lumber Shed 5	Columns	Column bases have corroded, splayed and swelled extensively.	B	Safely remove baseplate and damaged portion of columns. Rebuild column base with A36 plates. Plate thickness must be twice as thick as column thickness.	25
30	10	Marine Building	Noth sidewalk	Sidewalk around building has 4"+ differential elevation. See comments in report commentary.	C	Pour new sidewalk to match elevations.	26
31	11	1,200 LF Dock	Northern Dolphin	One of the northern dolphins has been knocked loose from the dock.	C	The extent of damage was not discovered at the time of the site vist. Repair or replace as needed.	
32	12	Stevedore Office	Not Inspected				
33	13	Mobile Harbor Crane	Not Inspected				
34	14	Equipment Shop	Not Inspected				
35	15	Welding Shop	Foundation	Foundation on north end of shop has extensive errosion beneath the slab.	B	Pump a sand-grout slurry beneath slab to restore sub-slab terrain	27

ID	Facility ID		Item	Description	Severity Rating	Suggested Repair	Figure Reference (Typical Photos)
	No.	Label					
36	16	Container Crane #10	Stairway	Bolts are missing on the stairway structure. Handrails are rusted through, attachment hardware has cracks or other deformations.	B	Replace missing bolts	28-31
37			Cable Pulleys	Pullies had extensive wear.	E	The extent of wear was not discovered at the time of the site vist. Repair or replace as needed.	32,33
38			Festoon Cable Supports	Guides on the festoon cable supports are bent and distorted.	B	Replace guides	34
39			Grease ports	Grease ports are dry, indicating possible wear on pins and pullies.	E	Cranes should be greased regularly to prevent sudden failue and potential serious safety hazards.	35
40			Ladder Landing	The top most ladder on the crane has a poorly designed landing; there is a 12" gap between the ladder and the landing grating, creating a possible fall hazard.	B	Add grating and framing members at bottom of stair to reduce gap.	36
41	17	Container Crane #9	Stairway	Bolts are missing on the stairway structure. Handrails are rusted through, attachment hardware has cracks or other deformations.	B	Replace missing bolts	28-31
42			Cable Pulleys	Pullies had extensive wear.	E	The extent of wear was not discovered at the time of the site vist. Repair or replace as needed.	32,33
43			Festoon Cable Supports	Guides on the festoon cable supports are bent and distorted.	B	Replace guides	34
44			Grease ports	Grease ports are dry, indicating possible wear on pins and pullies.	E	Cranes should be greased regularly to prevent sudden failue and potential serious safety hazards.	35

ID	Facility ID		Item	Description	Severity Rating	Suggested Repair	Figure Reference (Typical Photos)	
	No.	Label						
45	18	Mooring Dolphin	Ladder Landing	The top most ladder on the crane has a poorly designed landing; there is a 12" gap between the ladder and the landing grating, creating a possible fall hazard.	B	Add grating and framing members at bottom of stair to reduce gap.	36	
46	19	Tugboat	Not Inspected					
47	20	North Rail Gate	No Substantial Structural Concerns Observed					
48	21	Equipment Parking & Storage	Not Inspected					
49	22	Container & General Cargo Storage	Foundation	Foundation on north end storage yard has extensive erosion beneath the slab.	B	Pump a sand-grout slurry beneath slab to restore sub-slab terrain	27	
50			Wooden stairs	Stairs to electrical box have missing planks	B	Replace missing planks	37	
51	23	Administrative Office/Terminal Operator	Not Inspected					
52	24	General Storage	Fencing	Lower fencing on retaining wall is in disarray	D	Remove lower fencing		
53	25	Refer Wall	Fencing	Lower fencing on retaining wall is in disarray	D	Remove lower fencing		
54	26	Forklifts	Not Inspected					
55	27	Custom House/CES	No Substantial Structural Concerns Observed					
56	28	Main Entrance Grate/Truck Scale	No Substantial Structural Concerns Observed					
57	29	Truck Scale Office	No Substantial Structural Concerns Observed					
58	30	Exit Gate	Not Inspected					
59	31	Rail Gate	Not Inspected					
60	32	West Gate	Not Inspected					
61	33	Stormwater Pond	Not Inspected					
62	34	Dry Retention Pond	Not Inspected					
63		Storage Bldg near Rail Gate	Wooden Handrail	Handrail, and wooden deck in general, has deteriorated.	B	Replace wood deck and hanrail	38	

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Figure 1



Figure 2



Figure 3



Figure 4



Figure 5



Figure 6

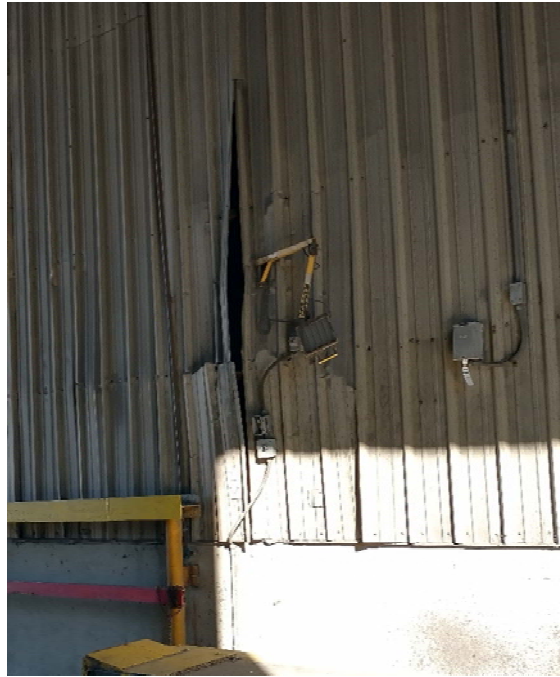


Figure 7

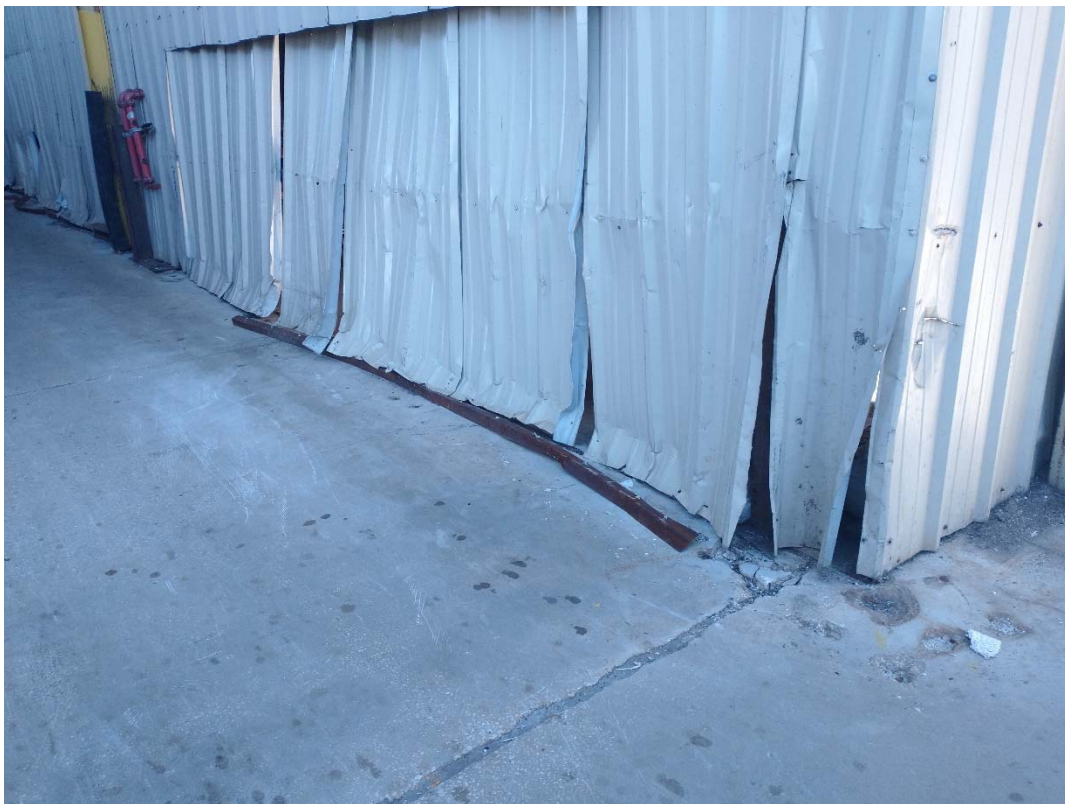


Figure 8



Figure 9



Figure 10



Figure 11



Figure 12



Figure 13

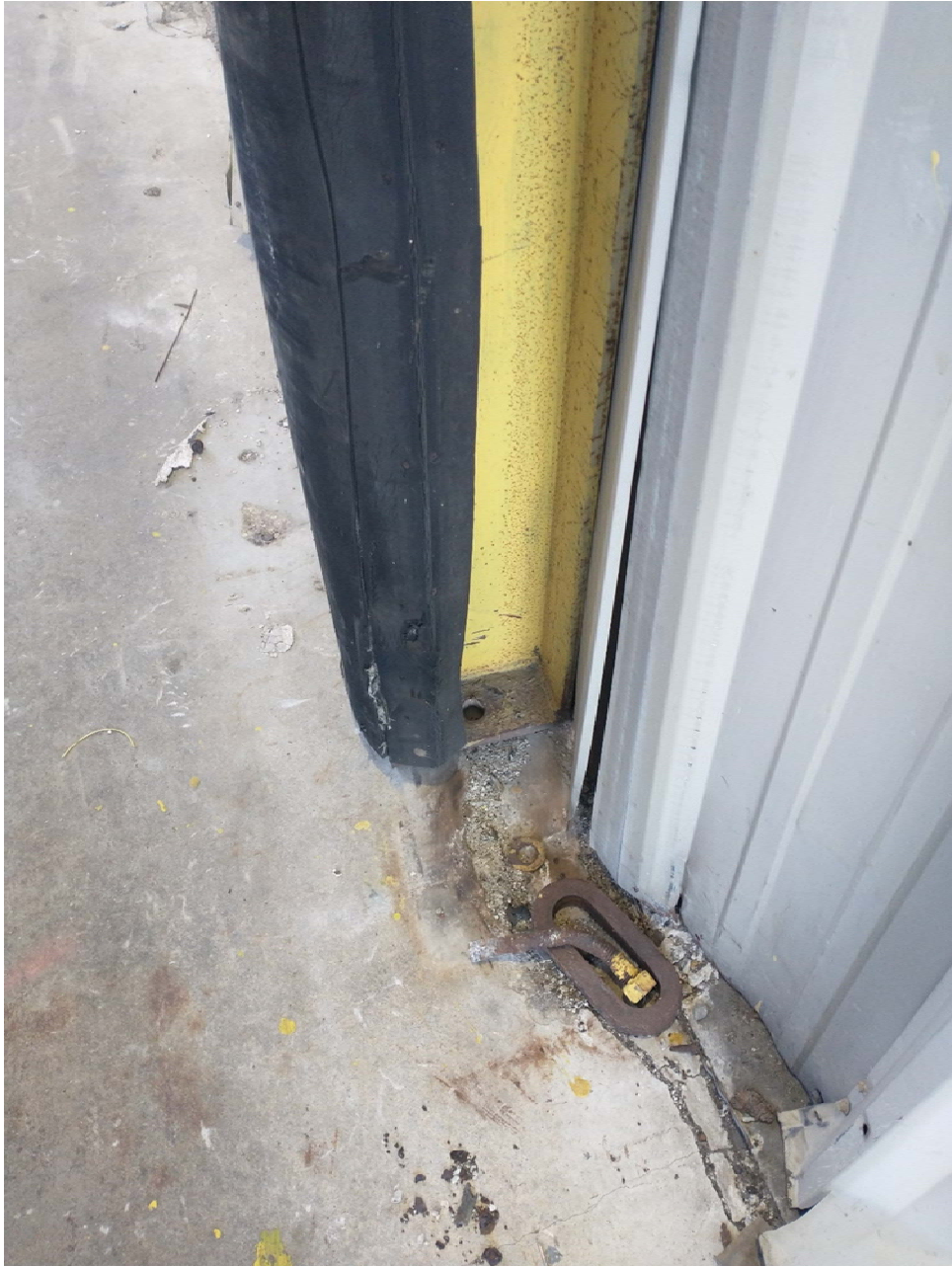


Figure 14



Figure 15



Figure 16



Figure 17



Figure 18

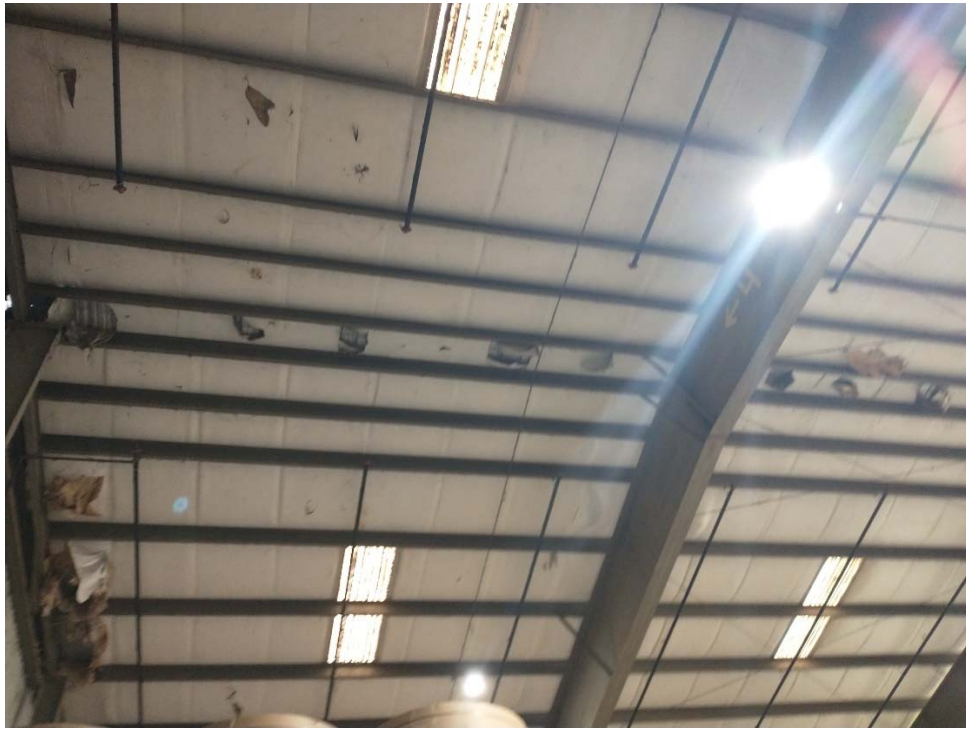


Figure 19



Figure 20



Figure 21



Figure 22



Figure 23



Figure 24



Figure 25



Figure 26



Figure 27

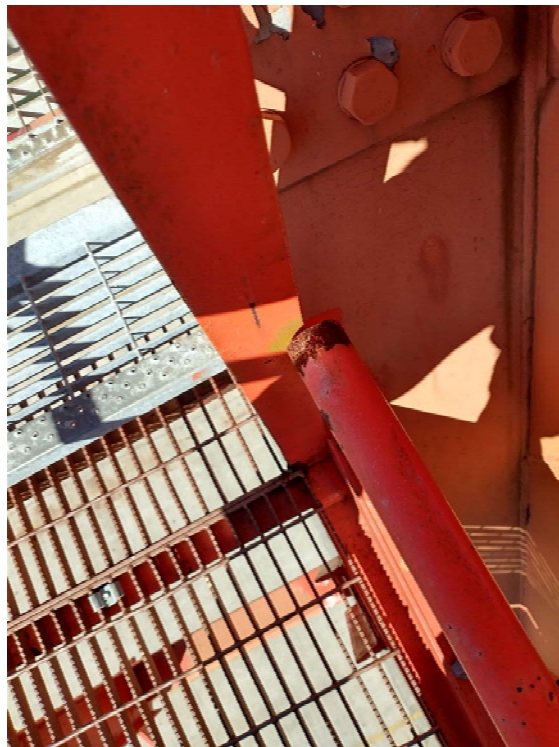


Figure 28



Figure 29

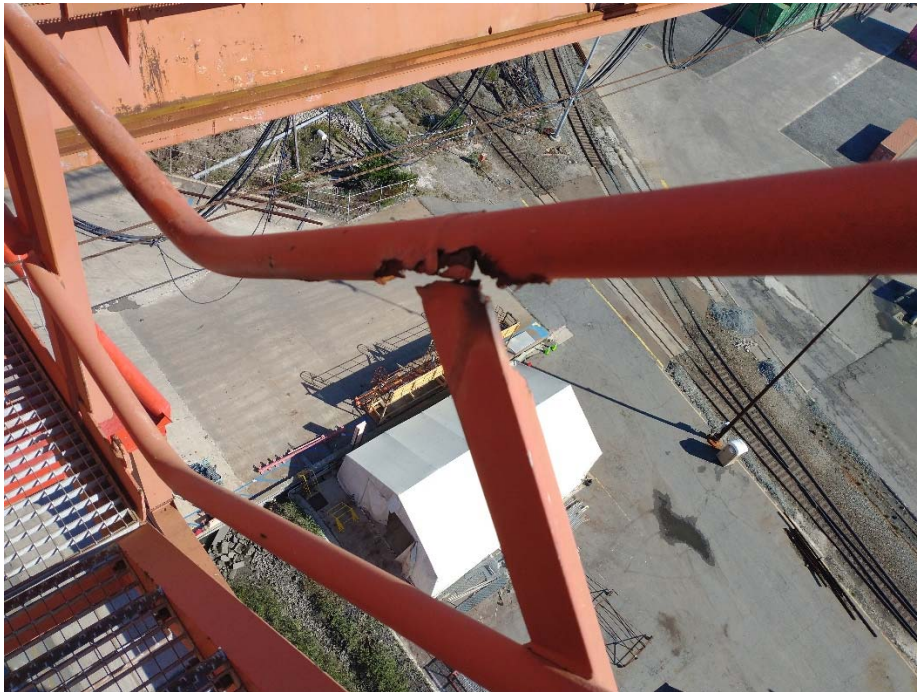


Figure 30



Figure 31



Figure 32



Figure 33



Figure 34



Figure 35

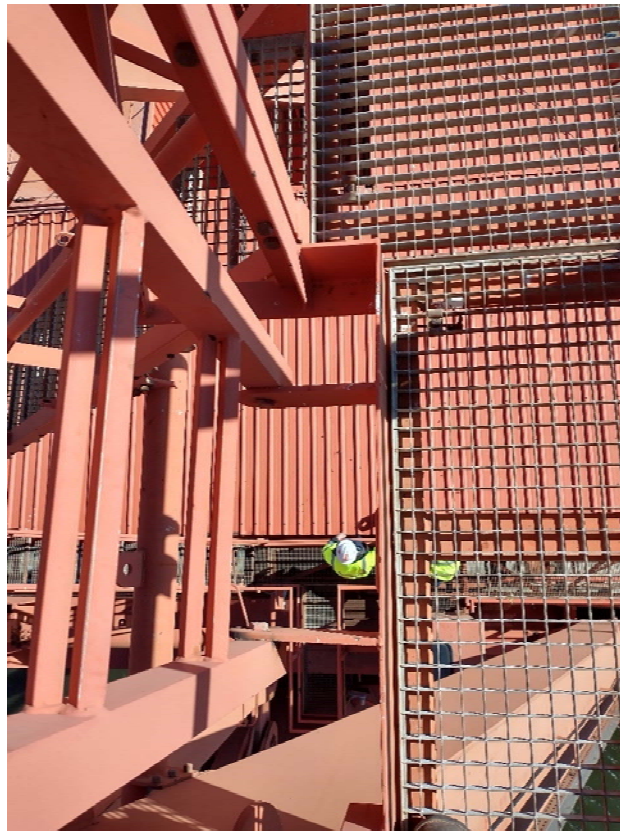


Figure 36



Figure 37



Figure 38

December 2023



PO Box 606
145 East 1760 South
Price, Utah 84501

Electrical Contractors Inc
t 435.637.4157
f 435.637.5861
www.eciwest.com

Savage Services
901 W. Legacy Century Way
Midvale, UT 84047

Attn: Greg Haehl

Subject: Port of Fernandina Needs Assessment Report

Electrical Contractors Inc. (ECI) personnel visited the Port of Fernandina in Fernandina Beach, FL on December 7th, 2023 for the purpose of performing an electrical needs assessment. During the site visit electrical concerns were documented and classified based on severity.

Background:

Savage began operating the Port of Fernandina in 2022. The port is operated primarily as a container and breakbulk loading and unloading facility. Nassau Terminals utilizes dock cranes to offload shipping containers from ships. The contents are then stored either within the port, or nearby in one of three port warehouses. Forklifts then transfer the products to rail or truck. Currently, the primary materials being transloaded at the port are lumber and paper products.

Objective:

Electrical concerns are documented in this report to help identify areas of concern as well as provide suggested actions. Below is a sample table with definitions and commentary.

ID	Facility ID		Item	Description	Severity Rating	SuggestedRepair	Photo Reference
	No.	Label					
Sequential number	1-34 from Site Plan Layout	Structure Label from Site Plan Layout	Column, Beam, Brace, Cable, Bollard, etc.	Description of the damage, hazard, corrosion, etc.	A, B, C, or D. See descriptions for rating below.	Suggested Repair	Reference to Photo ID Included in this Report

Severity Rating:

- A. High Severity: The electrical system exposes personnel to electrical shock or arc flash hazards. Continued operation in the present condition poses a severe hazard, including potential death.
- B. Low Severity: The electrical system does not currently expose personnel to electrical shock or arc flash but may in the future if conditions worsen.
- C. Affected Operation: Present condition does not pose a safety hazard but may affect the operation of the system.
- D. Unknown: The extent of the damage/anomaly is unknown. This may be due to poor visibility or inaccessibility at the time of the site assessment.

Site Plan Layout



Commentary:

Components with exposed conductors are assumed to be energized in this study. While it is possible that several items discussed may be de-energized and thus present no danger or hazards, this was not considered.

Much of the electrical system has significant corrosion, e.g. figure 23, and should be replaced. Significant corrosion exposes personnel to electrical conductors and may also be a source of sharp edges that can cut into electrical insulation. Means to reduce corrosion include PVC material and corrosion-resistant PVC pipe wrap for metallic conduit.

Several underground electrical boxes exist on the property which flood regularly. Underground boxes are common even in wet areas, but any splices should be made with devices that are water resistant and listed for wet areas. See figures 3 and 22.

Several lights are not functioning in the yard. Poor lighting can be a factor in industrial accidents and should be corrected.

The railway signal system is known to be non-functional. This should be repaired to improve the safety of yard personnel.

ID	Facility ID		Item	Description	Severity Rating	Repair	Photo Reference
	No.	Label					
1	1	Warehouse 1	Conduit installation	Broken conduit	B	Repair conduit	
2	10	Marine Building	Junction box	Broken connector, cracked conduit	B	Replace flexible conduit. Replace connector	4
3			Condulet	Modified condulet	B	Replace condulet with junction box	8
4	11	1,200 LF Dock	Conduit installation	Missing conduit supports	B	Fix broken conduit and support as required by the NEC.	9-14
5	15	Welding Shop	Junction box	Junction box unattached from wall	B	Re-mount junction box, repair conduit	18
6	17	Container Crane Model P120B-Super	Control system components	Obsolete components	C	Migrate system to newer components	27
7			Conductor insulation	Improper conductor termination	A	Remove conductors or replace gloves with proper termination devices	28

ID	Facility ID		Item	Description	Severity Rating	Repair	Photo Reference
	No.	Label					
8	18	Mooring Dolphin	Conduit installation	Separated conduit	B	Fix separated conduit and support as required by the NEC.	24-26
9	20	North Rail Gate	Electrical conductors	Exposed conductors	A	Use ground box or similar means to protect exposed conductors	17
10			Junction box	Box corrosion	A	Replace electrical equipment	19-21
11			Exposed conduit	Broken/damaged conduit	A	Replace conduit and protect from damage	29
12	22	Container & General Cargo Storage	North fence line light pole	Missing cover	B	Replace cover	16
13			Electrical panel	Poor accessibility	B	Clear brush and provide access to electrical equipment	30-31

ID	Facility ID		Item	Description	Severity Rating	Repair	Photo Reference
	No.	Label					
14		General Conditions	Conduit	Broken/corroded conduit	B	Replace conduit	1
15			Lighting	Lights not functioning	B	Repair lights	
16			Rail crossings	Signals not functioning	B	Repair signal system	
17			Electrical boxes	Missing plugs	B	Install plugs to prevent access	5

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Figure 1



Figure 2



Figure 3



Figure 4



Figure 5



Figure 6



Figure 7



Figure 8



Figure 9



Figure 10



Figure 11



Figure 12



Figure 13



Figure 14



Figure 15



Figure 16



Figure 17



Figure 18



Figure 19



Figure 20



Figure 21



Figure 22



Figure 23



Figure 24



Figure 25

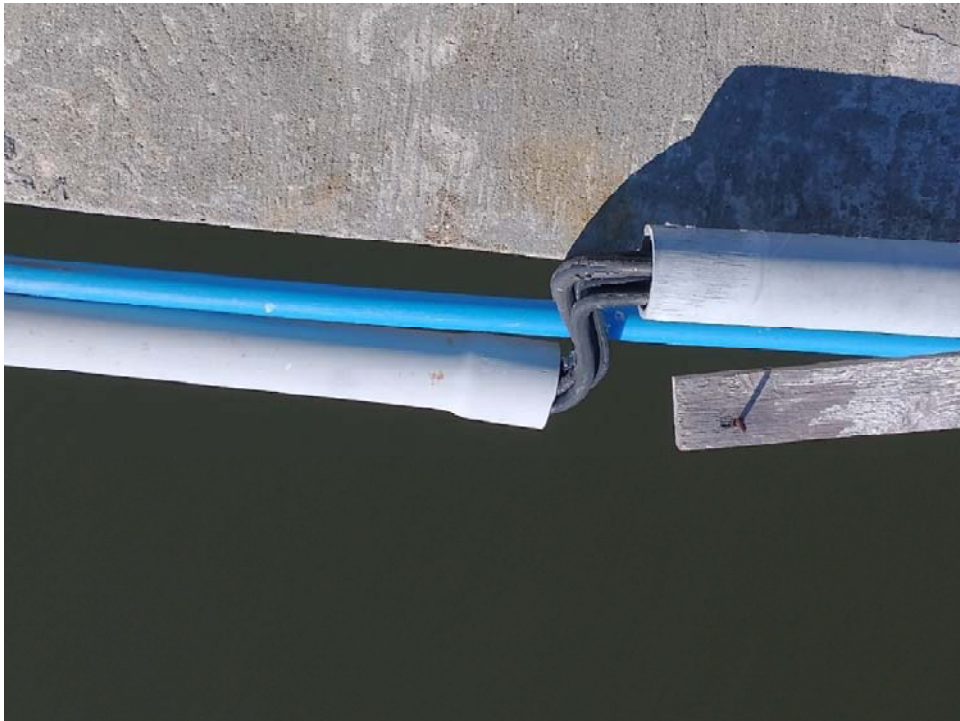


Figure 26

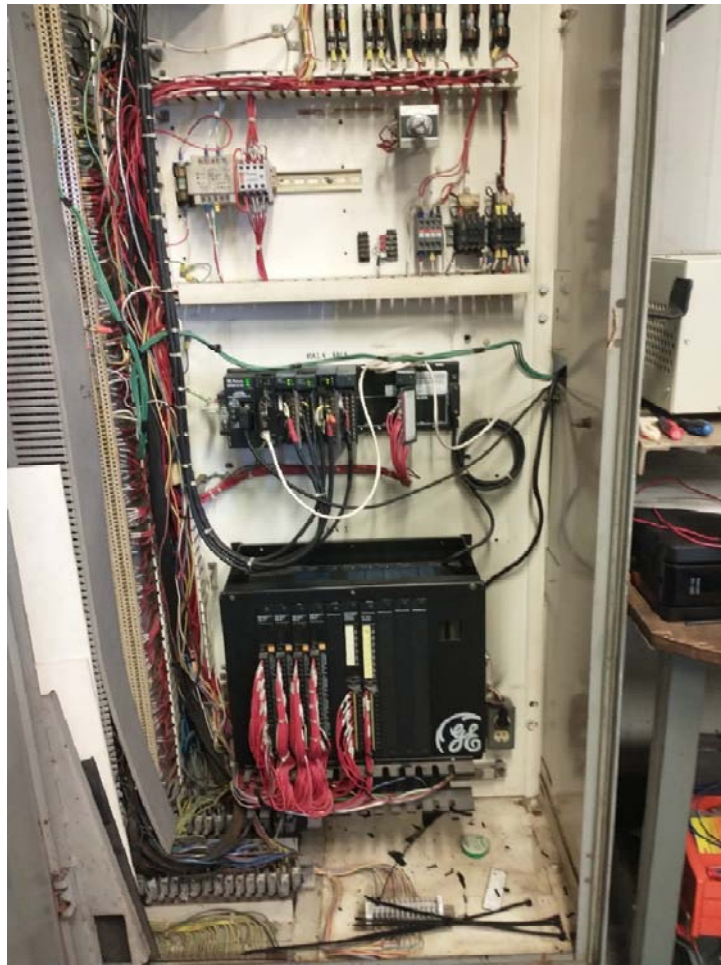


Figure 27



Figure 28



Figure 29



Figure 30



Figure 31



Old Business

OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY,
FLORIDA RESOLUTION NO. 2024-R06

A RESOLUTION OF THE OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY,
FLORIDA, AS DUTY AND OBLIGATION TO OVERSEE ITS ASSETS AT THE PORT OF FERNANDINA;
PROVIDING FOR AN EFFECTIVE DATE

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

WHEREAS, OHPA has the authority, duty, and obligation to oversee the OHPA assets at the Port of Fernandina per its Charter.

WHEREAS, PURSUANT TO THE OHPA CHARTER, CHAPTER 2005-293, SECTION 7.8, OHPA IS AUTHORIZED AND EMPOWERED TO “EXERCISE SUCH POLICE POWERS AS MAY BE NECESSARY FOR THE EFFECTIVE CONTROL, REGULATION, AND PROTECTION OF THE IMPROVEMENTS, WORKS, AND FACILITIES AND FOR THE EFFECTIVE EXERCISE OF ITS JURISDICTION OVER THE IMPROVEMENTS AND FACILITIES. THE TERMS “IMPROVEMENTS,” “WORKS,” “PROJECTS,” “UNDERTAKINGS,” “SERVICES,” AND “FACILITIES,” WHEREVER USED IN THIS ACT, SHALL BE DEEMED TO INCLUDE ANY ONE OR MORE OF THE OBJECTS OR PURPOSES CONCERNING WHICH POWER IS GRANTED BY THIS SECTION TO THE AUTHORITY.”

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

Section 1. OHPA has the duty and obligation to conduct official business and to oversee OHPA facilities and activities at the Port of Fernandina.

Section 2. OHPA commissioners with valid Transportation Worker Identification Credentials (TWIC) shall have unobstructed access to the Port of Fernandina for the conduct of official business and to ensure OHPA’s oversight over OHPA facilities and activities.

RESOLVED FURTHER THAT the Ocean Highway and Port Authority of Nassau County, Florida hereby adopts the foregoing Resolution, dated this _____ day of _____, 2024.

OCEAN HIGHWAY AND PORT AUTHORITY
OF NASSAU COUNTY, FLORIDA

Miriam Hill, as its Chairwoman

ATTEST:

Justin Taylor, as its Vice Chairman

OHPA COMMISSIONER PORT FACILITY ACCESS PROCEDURES

1. Visiting Commissioner must have proper PPE if planning to exit the vehicle during visit. The proper PPE includes safety glasses, hard hat, and reflective vest. PPE may be provided by the Port Operator.
2. When entering the port, visiting Commissioners must check-in at security gate to verify credentials and to receive a safety briefing from the Port Operator covering any safety concerns specific to the Commissioner's respective visit. This briefing will cover the anticipated traffic, active areas and material movements at the port so visiting Commissioners are aware of the day's planned activities, and may discuss any other concerns.

DRAFT - April 24, 2024 meeting agenda

Greg Haehl <greghaehl@savageco.com>

Mon, Apr 22, 2024 at 1:56 PM

To: "Krechowski, Patrick" <pkrechowski@balch.com>, Rossana Hebron <ohpanc@gmail.com>

Cc: Kyle Clark <KyleClark@savageco.com>, Amy Poulson <amypoulson@savageco.com>

Patrick,

A formal process has not yet been developed. My intent is that these conversations develop a protocol for OHPA Commissioners to access the port safely. Here is the summary of what I think would work well:

1. Visiting Commissioner to provide 24-hour notice to port operator prior to entering the port. This will allow the operator to coordinate safety briefings and escorts if required.
2. Visiting Commissioner must have proper PPE if planning to exit the vehicle during visit. The proper PPE includes safety glasses, hard hat, and steel-toed boots.
3. Visiting Commissioner must sign a waiver of liability and send it to the GM prior to accessing the port.
4. Visiting Commissioners must agree to not distract or engage with port employees while visiting the port. We want employees to be able to focus on their job tasks and safe operations. If Commissioners have questions or concerns related to their visit, please direct those questions to me, or Kyle Clark.
5. When entering the port, visiting Commissioners must check-in at security gate, which will allow notice to Kyle and allow the port operator to offer the safety briefing. This briefing will cover the current traffic and material movements at the port so visitors will be aware of that day's planned activities, and can anticipate active areas, and discuss any other concerns.
6. Depending on the area that the Visiting Commissioner wishes to access, port operator may require an escort., which can be discussed with the Visiting Commissioner. The Visiting Commissioner may always request an escort.

We are happy to put this into any format that you think is appropriate. Let me know your thoughts.

**Greg Haehl**

VP & Unit Leader, TIP

901 W Legacy Center Way

Midvale, UT 84047

D: 801 424 7217 | M: 801 735 5300

savageco.com





AOM Report

**ADMINISTRATIVE OFFICE MANAGER
REPORT
April 2024**

Hours worked April 2024 – 153.75

- Attended April 24th meeting. Minutes composed.
- Prepped for meeting (agenda, packets, equipment set-up)
- Corresponded with Joanne FDOT reimbursement
- Corresponded with Joanne (QB entries/transactions, bank reconciliation)
- Prepared grant execution FM#444933-1-94-03 (USCBP Concept Planning)
- Granicus app Teams meeting (March 18th)
- Processed grant G1K57 reimbursement
- Corresponded with Zyscovich (Notice to proceed with CBP Concept project)
- Corresponded with IT support (Dynadot, Seagate)
- Corresponded with Joel Dimick (Savage PM, CBP facility)
- Corresponded with Kyle Clark (FDOT Seaport workbook)
- Corresponded with Jennifer Liston (Zyscovich, USCBP project grant)
- Corresponded with Alina Fernandez (Balch & Bingham, Prop App matter, tax documents)
- Participated in FDOT-OHPA Annual grant Teams meeting (April 25th)
- Assisted with Pure Clean II (invoices payment issue, resolved)
- Clean up Google Drive
- Posted Notice of Gatherings, Shade meeting (April 8th, newspaper)
- Responded to PRR (documents provided)
- Invoices paid and entered into QuickBooks
- Payroll entered into QuickBooks
- Check payments processed
- Processed Accounts Payable/Receivables
- Bank transactions (transfers, A/R, A/P online)
- Responded to all emails, voicemails, and corresponding documents/letters, Commissioners' and Port Accountant/Attorney requests
- Website updates, meeting videos edited
- Electronic and hard-copy file organizing
- Vacation (April 8-12th)