

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



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

**AGENDA**  
**December 6, 2023**  
**6:00 PM**  
**Monthly Meeting**

- 1. Public meeting Call to Order – Chairwoman**
- 2. Invocation**
- 3. Pledge of Allegiance**
- 4. Roll Call:** Miriam Hill, District 1; Danny Fullwood, District 2, Justin Taylor, District 3; Ray Nelson, District 4; Mike Cole, District 5
- 5. Recognition of elected Officials, Honored guests, Industry and Professional representatives, and others in attendance (Chairwoman)**
- 6. Public Comments** on agenda items (Comments submitted prior to the meeting)
- 7. Regular Business:**
  - a. Approval of Minutes**
    - **November 8, 2023 Monthly meeting minutes**
  - b. Port Attorney Report**
  - c. Port Accountant Report**
    - Financial report – November 2023
    - ARPA reimbursement update
  - d. Port of Fernandina Report (Operator)**
    - Tonnage report (November 2023)
    - Port customer service (update)
    - Port issues/repairs (update)
    - Maintenance funds request (Form #0002)

**e. Port Director Pro tem Report**

**8. Old Business**

- a. Customs & Border Protection facility (update)
- b. Fort Clinch tugboat (Haul-out inspection update)
- c. OHPA property sale (selection of broker)

**9. New Business**

- a. 2024 OHPA Meetings schedule (reserve Peck auditorium)
- b. FSTED, FPC representative
- c. Fernandina Harbor Realignment (written concurrence/Resolution 2023-R03, ACOE request)
- d. Outdoor Storage facility
  - agreement with Coast to Coast
  - agreement with Savage

**10. Commissioners Reports and Comments**

- a. **New business development reports**
- b. **Appointment for committees (Chairwoman)**
  - Port Security
  - FDOT
  - Customs House and Port Facilities
  - Army Corp of Engineers
  - Economic Development
  - Emergency Management
  - Technical Coordinating Committee
  - Transportation Planning Organization (TPO)
  - Nassau Chamber of Commerce
  - City of Fernandina Beach
  - Keep Nassau Beautiful
  - Community Outreach

**11. Administrative Office Manager Report**

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

**13. 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.



# 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

November 8, 2023

The Ocean Highway and Port Authority of Nassau County held its Monthly meeting on Wednesday, November 8, 2023 at the Peck Center, Willie Mae Ashley Auditorium, 516 S 10<sup>th</sup> Street, Fernandina Beach, Florida 32034.

### Executive (Shade) Meeting

The OHPA Board public meeting was called to order at 4:30 PM by Chairman Fullwood. Mr. Krechowski, Port Attorney, made a statement requesting a shade meeting to discuss Case #2020-CA-284, *PILOT/ City of Fernandina v. OHPA* case. The shade meeting was convened with the full Board; Mr. Krechowski, Port Attorney; and a court reporter present. David Kaufman, Port Executive Director, was absent. The shade meeting concluded at approximately 5:30 PM, and the conclusion and termination of the shade meeting was announced.

#### 1. Public meeting Call to Order – Chairman

The public meeting was reconvened by Chairman Fullwood at 6:00 PM.

#### 2. Invocation

#### 3. Pledge of Allegiance

The invocation was given by Commissioner Nelson. The Pledge of Allegiance was led by Chairman Fullwood.

#### 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 David Kaufman, Port Director Pro tem; Patrick Krechowski, Port Attorney; Pierre LaPorte, Port Accountant; and Matt McPhail, Savage Senior Commercial Director (for Port Operator).

#### 5. Election of new Officers (Chair, Vice Chair, Secretary/Treasurer)



**Chairman/Chairwoman:**

Commissioner Fullwood nominated Commissioner Cole. Commissioner Cole accepted the nomination and explained he was prepared to serve as Chairman unlike the previous years when he had other obligations.

Commissioner Taylor nominated Commissioner Hill for Chairwoman. Commissioner Hill accepted the nomination and acknowledged Commissioner Cole's years of service to OHPA.

Commissioner Fullwood motioned to elect Commissioner Cole as Chairman. Commissioner Cole second the motion.

**The Board voted against the motion by a vote of 2 to 3 with Commissioners Hill/Taylor/Nelson dissenting.**

Commissioner Taylor motioned to vote Commissioner Hill for Chairwoman. Commissioner Nelson second the motion.

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

Commissioner Fullwood thanked the Board for allowing him to serve as Chairman for 3 years and other positions in previous years. He intends to continue serving OHPA if elected.

**Vice Chairman:**

Commissioner Hill nominated Commissioner Taylor for Vice Chairman. She acknowledged his contributions to OHPA for the past year as Secretary/Treasurer. Commissioner Taylor accepted the nomination.

There were no other nominations.

Chairwoman Hill motioned to elect Commissioner Taylor as Vice Chairman. Commissioner Nelson second the motion.

**The Board voted unanimously in favor of the motion.****Secretary/Treasurer:**

Vice Chairman Taylor nominated Commissioner Nelson for Secretary/Treasurer. Commissioner Nelson accepted the nomination.

There were no other nominations.

Vice Chairman Taylor motioned to elect Commissioner Nelson as Secretary/Treasurer. Commissioner Cole second the motion.

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

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

Chairwoman Hill acknowledged City Commissioner Ross and former City Mayor, Mike Lednovich in attendance. She also acknowledged Joel Dimick, Savage Project Manager; Matt McPhail, Savage Senior Commercial Director; and Julia Roberts, Newsleader.

**7. Public Comments** on agenda items (Comments submitted prior to the meeting)  
All speakers were Fernandina Beach residents.

- Daniel Griebel- (Keller Williams), discussed OHPA property parcel A and advocated to represent OHPA as its broker.
- Bob Virtue- urged the Board to reconsider John Hillman, Cabana Lane, as its broker. If not, he suggested to follow the deed restrictions.
- Katherine Tharin- suggested to review the deed restrictions.

**Discussion:**

Commissioner Fullwood explained his calls/voicemails to Mr. Hillman received no replies.

**8. Regular Business:**

**a. Approval of Minutes**

- October 3, 2023 Emergency/Special meeting (Port Dir. contract)  
Chairwoman Hill offered amendments to the October 3<sup>rd</sup> minutes.  
Mrs. Hebron will apply the changes accordingly.

Commissioner Fullwood motioned to adopt the minutes for October 3<sup>rd</sup> as amended. Vice Chairman Taylor second the motion.

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

- October 11, 2023 Monthly meeting
- October 25, 2023 Board meeting

Commissioner Fullwood motioned to adopt the minutes for October 11<sup>th</sup> and 25<sup>th</sup> together. Vice Chairman Taylor 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. Still active litigations were the Property Appraiser and PILOT matters. He continues to contribute to some miscellaneous items: Real Estate RFQ, OHPA investment account, architectural services RFP, OHPA Advisory Board draft charter, and the like.

Chairwoman Hill inquired about the 10% discount towards the full payment for the outstanding total amount. Mr. Krechowski explained if OHPA can pay in full before or by the end of the year, the discount can apply. Mr. LaPorte directed Mrs. Hebron to make a payment for November without applying said discount. Balch & Bingham will submit the November 2023 invoices in early December. OHPA will then confirm the total amount with the firm, calculate the 10% discount, and pay in full before the end of December.

**c. Port Accountant Report**

- **Financial report – October 2023**

Mr. LaPorte submitted a written report included in the meeting packet. Since the start of the new fiscal year (October) 2023-24 Budget, Mr. LaPorte reported no revenues yet. There were no unusual activities to report.

Commissioner Fullwood inquired about the procedure to withdraw from the Maintenance account. Mr. LaPorte explained the Port Operator submits a request for funds, and the Board approves. He added the Board cannot deny the request per the Operating agreement. OHPA will then make the payment to the Operator or the vendor. Additionally, Mr. LaPorte reminded the Board the Operator is financially responsible for the maintenance and repairs at the Port. The Operator is responsible for the first \$15K and OHPA will pay the balance. However, if the money is not available in the Maintenance account, the Operator is still responsible to pay for the balance per the contract.

Mr. LaPorte also submitted a copy of the 4Q financial statements ended in September 30, 2023 included in the meeting packet. This was the subject of the current audit. He reported no unusual activities to report. He noted the significant difference in income between 2021-22 and 2022-23 because of the grants and the Operator's contributions toward the local matches. The auditors' report will come in February 2024. Chairwoman Hill requested to invite the auditors to present their report to the Board. Mr. LaPorte will coordinate with Mauldin & Jenkins when the time comes. They are in Sarasota. He will also confirm if their attendance at an OHPA meeting is an additional charge.

- **ARPA reimbursement update**

The August- October 2023 payroll was submitted for reimbursement.

- **FY 2023-24 Budget amendment**

A copy of the amended budget was included in the meeting packet. It reflected the re-application of the Port Director's salary to the budget as his contract permitted for the 60-day notice plus

severance pay. Mr. Kaufman's contract ends on December 12<sup>th</sup>. The net effect on the budget is zero since the Port Director's salary and severance will be reimbursed by the ARPA funds.

Vice Chairman Taylor motioned to approve the budget as amended to reflect the addition of Mr. Kaufman's salary and severance to the budget. Commissioner Nelson second the motion.

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

**d. Port of Fernandina Report (Operator)**

- **Tonnage report** (October 2023)

Mr. McPhail provided the October 2023 tonnage report. Total tonnage was 17,326; with a steady container business (644 Total Equivalent units -TEUs), two woodpulp shipments from Europe- 14,133 tons, and KLB export slipped into November, and received cargo via rail throughout the month.

- **Port customer service** (update)

OHPA received complaints from Port customers unable to reach anyone at the Port for inquiries. Mr. McPhail reported they are in the process of updating their phone systems and website with the appropriate contact information (nassauterminal.com). Also, the Port of Fernandina website is linked to the new Nassau Terminal website, directing customers to the OHPA site for Board and Port information. Mr. McPhail also gave consent to provide his direct contact information for the Board.

- **Port issues/repairs** (update)

Mr. McPhail reported the cost for the tug repairs doubled. The new expenses for the terminal repairs are in-progress. He was told there was a two-week wait on parts. He submitted a formal request (included in the meeting packet) for funds from the Maintenance account to repair the security cameras at the Port. Commissioner Nelson confirmed the camera systems were on his list of repairs. He urged the Port Operator to expedite the repairs on said systems because if not operational, the Coast Guard needs to be notified so that they may apply their due diligence for security at the Port.

**e. Port Director Pro tem Report**

Mr. Kaufman submitted a written report included in the meeting packet. He reported the draft report for the Resiliency Plan is expected in the next week or two. He also received a late notification from the Army Corps of Engineers (ACOE) regarding the channel realignment. The project will be fully funded by the federal government at no cost to OHPA and the City. The ACOE requests a written letter of concurrence from OHPA. Commissioner Fullwood reminded the Board that OHPA agreed to an interlocal agreement with the City to address the realignment. He

requested that Mrs. Hebron distribute a copy of the Interlocal agreement for Board review and reference. This item will be added to the next meeting agenda.

- **Authorization for RFQ** (architectural services, U.S. Customs & Border Protection facility)  
Mr. Kaufman requested the Board to approve advertising a request for qualifications (RFQ) for architectural services to design and provide cost estimates for the US Customs and Border Protection (CBP) Administrative office facility requirements.

Chairwoman Hill confirmed this procurement will be made in accordance with the Florida Consultants Competitive Negotiation Act (CCNA). She suggested that qualifiers be experienced with the federal procurement process since the project could potentially require federal funding. Mr. Kaufman confirmed that requirement is included in the RFQ. He continued by explaining the process of first selecting the top-ranked firm and then OHPA will negotiate an agreement with that firm. The Operator will provide the 25% match and also the project management. This will be in the agreement with the Port Operator.

Commissioner Fullwood motioned to authorize Mr. Kaufman to advertise the RFQ as amended (addition of a fourth option of the modular structure). Commissioner Cole second the motion.

**Discussion:**

There will be a total of four options for the site/review analysis, with the fourth being a modular structure within the secured area of the Port. Mr. Kaufman advised that the CBP is open to all four options. Chairwoman Hill suggested providing some flexibility with the options instead of limiting the analysis to four options. Mr. Kaufman agreed to modify the RFQ. He reminded the Chairwoman that the RFQ is merely asking for qualifications of candidates. The Board can negotiate a more detailed scope and fee with the selected firm.

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

- **Authorization for construction contract** (RFB Covered Storage facility candidates)  
There were three bids received for the RFB Covered Storage facility. All bids were reviewed by the Savage staff headed by Joel Dimick, Project Manager, and Mr. Kaufman. The recommendation was to award the bid to Coast to Coast Contracting, LLC. The amount was \$1,050,000 to construct the facility. The contract will be negotiated with Coast to Coast and brought back to the Board for final approval. Incidentally, Coast to Coast was the company

who constructed the existing fabric warehouse at the Port and also at the Wilmington facility for Savage as well.

Commissioner Fullwood motioned to award the bid to Coast to Coast Contracting, LLC and negotiate a contract to bring before the Board for approval. Commissioner Cole second the motion.

**Discussion:**

Commissioner Nelson inquired about the total amount of the project. Mr. Kaufman explained the total amount including installation was \$1,050,000. It was the lowest of the three bids and best value for the Port. Savage/Port Operator supported the choice.

Mr. McPhail provided a needs assessment for the warehouse. The Port Operator is currently pursuing cargo (import/export) that require internal storage space. The majority of the times, the Port is at 85% capacity, that is not efficient to attract more business and store more cargo. Commissioner Nelson cautioned to ensure utilization of all available storage to maximum capacity before building and spending. He explained the need does not reflect what is reported in the tonnage report.

Chairwoman Hill inquired about the possibility of the Operator remitting a portion of the warehousing rental fees. She advocated for the idea to show responsibility when using public dollars to build assets. Additionally, OHPA has constrained avenues for funding. Mr. McPhail reminded the Board that the Operator is responsible for 50% of the cost, and the OHPA's contribution is through State grant funding that expires at the end of April 2024. The expiration date may be extended if OHPA moves forward with the project. Otherwise, the funds go back to the State.

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

**Further discussion:**

Mr. Kaufman will present the contract to the Board when completed with the additional agreement with the Operator as it relates to the funding for the project. The latter should be approved before the construction agreement to ensure there is funding in place.

Chairwoman Hill requested a fee list for the warehousing for remittance from the Operator as part of the Operating agreement. Commissioner Fullwood disagreed with the idea since OHPA is not paying for the warehouse structure. Mr. Kaufman added that the Port is not in the warehousing business. Commissioner Nelson stated the storage charge is a deterrent for customers to keep the cargo in the warehouses for long periods. Additionally, Mr.

Kaufman disagreed with the idea of hold backs that may require amending the Operating agreement. The Operator is opposed to the latter. However, the structure will be OHPA's asset within the secured area of the Port.

Commissioner Nelson explained the fabric warehouses are temporary, not maintenance free. They will require repairs at some point.

Incidentally, Mr. Kaufman added that the future plan is to construct a second warehouse structure. He recommended the Board consider paying for that structure with its own equity and possibly charge for the warehousing fee that is outside of the Operating agreement as a source of revenue. Chairwoman Hill clarified per the Operating agreement, it allows OHPA to receive a revenue share from all the assets at the Port of Fernandina regardless who is contributing to the local match (OHPA or the Port Operator). Mr. Kaufman explained OHPA is under no obligation to provide a grant funded project. The matter is subject to further negotiations with the Operator according to their needs or amending the Operating agreement. It was also not proposed by the Operator, merely a suggestion. Mr. McPhail affirmed that the Operator is requesting for only one warehouse at this time.

- **Acknowledgement of notice and pay** (written)  
Mr. Kaufman confirmed his attorney acknowledged the notice and pay via email.

**Continuation of discussion from the Port Operator (Port issues/repairs):**

Mr. McPhail mentioned during his Port Operator report above that he submitted a formal request (included in the meeting packet) for funding from the Maintenance account for the Port repairs, specifically the security cameras. The amount requested was \$19,249.19.

Commissioner Fullwood moved to approve the request for funds from the Maintenance account, a total of \$19,249.19. Commissioner Nelson second the motion.

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

**9. Old Business**

**a. Customs & Border Protection facility** (update)

This item was previously discussed under the Port Director report. Commissioner Fullwood explained the Board will wait for the results of the RFQ. Chairwoman Hill advised to keep this item on the next meeting agenda.

Mr. Kaufman will communicate with Director Bradshaw of CBP the action taken by the Board tonight regarding the RFQ. He requested from her to establish a process for entering a new lease for the Customs House when the current one expires. Perhaps consider a year-to-year lease since the required items will not be completed by the expiration date. The CBP is receptive to that idea per Commissioner Fullwood.

b. **Fort Clinch tugboat** (Haul-out inspection update)

Mr. McPhail mentioned this item under his Port Operator report/Port issues and repairs.

Commissioner Nelson added that the media blasting on the Fort Clinch continues. They are prepping the hull for two coats. The tug will be painted from the handrails to the keel for protection. There are 125 zinc anodes that will be removed before painting and reinstalled after. Otherwise, the tug will be subject to hull damage and electrolysis. The company will not commit to a completion date because of the weather. They will notify the Port when the tug repairs are complete. Commissioner Nelson is receiving periodic updates and will keep the Board posted. There are also some additional repairs to some pipes in-progress. All in all, the work is moving forward and is being supervised as required.

c. **OHPA property sale** (selection of broker)

The brokers' information was not included in the meeting packet. These were provided from a past meeting (July 27, 2023). The Board was notified which remaining brokers are still interested for Board consideration via email prior to the meeting.

Commissioner Fullwood questioned if the Board should choose from the remaining candidates or issue a new RFQ.

Commissioner Taylor confirmed that the remaining candidates were notified for further consideration minus John Hillman, Cabana Lane, who withdrew. Commissioner Taylor thought that Mr. Hillman was the qualified candidate. He explained he cannot support the sale of the property if there are no plans for the funds.

Commissioner Fullwood reiterated his motion from the last meeting to sell *the property located at 332 N 3rd Street; to choose one of the remaining brokers from the RFP broker services to act as OHPA's agent to sell said property; and to compose a resolution to place the funds from the sale into an investment account to be used for any identified future projects chosen and voted by this commission. The money cannot be used on Operations.* This motion was passed by a vote of 3 to 2. Chairwoman Hill questioned whether to move forward on the motion, to rescind this motion, or to award one of the remaining bidders. Mr. Krechowski explained the Board cannot rescind the motion that was voted on. The Board can entertain another motion to rescind said motion or something different to supersede that



motion. Chairwoman Hill suggested the Board can table the item. Mr. Krechowski gave directions on how the Board can proceed that is to select a broker.

Commissioner Fullwood motioned to identify a broker and enter a listing agreement with that broker.

Chairwoman Hill asked which brokers wished to remain for consideration. Mrs. Hebron reported Mr. Griebel, Mr. Griffin, and the two ladies representing eXp Commercial, Ms. Land and Ms. Mroczkowski. Commissioner Cole suggested to review the proposals from the three mentioned. Chairwoman Hill concurred and tabled the item until next meeting to select the broker.

Commissioner Nelson explained the repairs needed at the Port are still pending. He urged to sell one property to address the repairs and make a definitive decision at the next meeting.

Mr. Krechowski suggested notifying the three interested candidates for the next meeting. Mrs. Hebron will send the notifications and will forward the three proposals.

d. **Port Authority Advisory Board** (approval/nominations)

The redlined Charter by Mr. Krechowski was included in the meeting packet.

Chairwoman Hill proposed the Board accept this item in concept as something the Board would enact. At the next meeting, the Board would be prepared to submit their nominations. She added an advisory board would give the community a sense of engagement.

Commissioner Fullwood was against the idea. He explained there are too many questions to be answered. He explained any one of the public can submit a public comment at the beginning of the meeting and express their concerns. Commissioner Cole concurred and confirmed he does not support it.

Vice Chairman Taylor added the idea would open the public to showcase specific skill sets. He inquired if the Commissioners are allowed to appoint someone outside their respective districts. Mr. Krechowski explained the latter was revised on the draft because from his experience, there is no way to confirm or gauge if a commissioner cannot find an individual from his/her district. There should be a structure to the plan. He questioned who will administer or govern the advisory board; who will approve and post the agenda; who will publish the notices; who will review and approve the minutes; or who will supervise the meetings. This can lead to complicated situations.

Commissioner Cole suggested if there is a specific project that calls for an advisory board, then OHPA can appoint one at that time to satisfy the need.

Commissioner Nelson added the stakeholders are the best source of information.

Commissioner Fullwood requested that the Chairwoman withdraw her request for an advisory board.

Chairwoman Hill explained the point was to present the Charter and get a sense of the Board's opinion. She believed the majority of the Board was not in favor of the idea. She did not withdraw the concept for future consideration.

## **10. New Business**

None were submitted.

## **11. Commissioners Reports and Comments**

### **a. New business development reports**

This item was included from the Code of Ethics document that was approved by the Board.

Commissioner Nelson reported the CBP mentioned the IT project continues. They requested for updates as the RFQ for architectural service progresses.

**Security:** The cameras are an issue. Those are needed to monitor the rail gates at night and late evenings. He urged to address the current security office/gate that is in disrepair.

**Liebherr #9:** It is being used periodically but still with minor issues.

**Liebherr #10:** No issues to report.

**Mobile harbor (blue):** Hydraulic hoses were replaced and more needed.

**OHPA trucks:** #623 – was down today with computer issues.

**Warehouse #3:** The rail dock still has on-going issues. There were estimates received. He encouraged the Operator to move forward with repairs.

Chairwoman Hill requested Mr. Kaufman follow up on the abovementioned issues. He agreed.

Mr. Krechowski forwarded the repairs list to the Operator submitted by Commissioner Nelson from the last meeting. He did not get a reply from the Operator.

Commissioner Nelson affirmed that the Board gave the Operator consent to proceed with the camera repairs tonight. He hoped the same action will be given to repair the roof on warehouse #3 and rail camera.

Mr. Kaufman added from his conversation with Mr. Haehl, they are moving forward with the repairs and will submit subsequent requests for funds from the Maintenance account for Board approval.

Commissioner Cole acknowledged Commissioner Nelson's diligence on the Port matters. Commissioner Nelson emphasized the urgency and safety for repairs at the Port. It has been a year since he first mentioned the need. Chairwoman Hill directed that this be kept as a recurring item on the agenda under the Port Operator report.

Commissioner Cole explained the cards he distributed prior to the start of the meeting were for the TPO requesting support for some legislative items. He will provide updates at the next meeting. Chairwoman Hill added the County is in the planning phase to submit projects. The County Manager's department submits such projects and coordinates with the City.

Chairwoman Hill requested Mrs. Hebron distribute a list of the committees for Board review and consideration. She will make her appointments at the next meeting.

## **12. Administrative Office Manager Report**

Mrs. Hebron's report was included in the meeting packet. There were no questions from the Board.

She asked for Board permission to tour the Port to gain more knowledge and understanding. She asked Commissioner Nelson to accompany her. He agreed.

She acknowledged the veterans watching the live stream and in attendance and thanked them for their services. Commissioners Cole and Fullwood are veterans.

Finally, she asked assistance in putting away the chairs and tables after the meeting.

## **13. Other items to be brought by Commissioners**

None were submitted.

## **14. Adjournment**

With no other questions brought before the Board, the meeting was adjourned at 8:05 PM.

---

Date\_\_\_\_\_



# Port Attorney Report

TO: OCEAN HIGHWAY AND PORT AUTHORITY

FROM: PATRICK W. KRECHOWSKI, PORT ATTORNEY

RE: ATTORNEY'S REPORT

DATE: November 27, 2023

---

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.

Port Operator has issued tender of indemnity and defense, under a reservation of rights.

**Active litigation is subject to attorney-client confidentiality privilege.**

COFB v. OHPA

Case remains pending. Trial date set for May 22-23, 2024 (pre-trial conference May 2, 2024).

OHPA Counter-proposal for settlement delivered to City on Nov. 10, 2023.

**Active litigation is subject to attorney-client confidentiality privilege.**

Miscellaneous

Real Estate Broker RFQ and selection.

Fabric Warehouse agreements.

RFQ/RFP for architectural services (Customs House).

OHPA Advisory Board draft Charter red-line provided.



# Port Operator Report

## Maintenance Expense Funding Request



Expenditure Funding Request No.: 0002

### Port of Fernandina, Florida

Nassau Terminals, LLC  
315 N 2<sup>nd</sup> St  
Fernandina Beach, FL 32034  
(904) 430-8181

Greg Haehl  
[greghaehl@savageco.com](mailto:greghaehl@savageco.com)  
(801) 424-7217

November 15<sup>th</sup>, 2023

### Maintenance Expense Details

#### Description:

Critical repair to the mobile harbor crane MHC-11. The hydraulic hoses and associated fittings have become brittle and corroded after extended exposure to the marine environment. After identifying this hazard to Team Member safety and marine life in the river, we replaced all hoses and fittings no longer safe for use. Total Cost: **\$44,540.27**

**Amount Requested:** \$29,540.27

**Agreement Reference:** Section 2.3, 7.1, 7.2

**Supporting Documents:** Attached: **HosePower1, HosePower2, HosePower3, Pirtek**

### Approval and Authorization:

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Port Authority Approval:

Port Authority Representative: \_\_\_\_\_ Date: \_\_\_\_\_



# Old Business





# Real Estate Brokers

TO: Mr. David Kaufman OHPA

Via: [Ohpanc@gmail.com](mailto:Ohpanc@gmail.com)

FR: Philip Griffin – Broker

Date: June 29, 2023



Re: Consulting & Marketing Proposal – RFP (OHPA dated 5-22-23)

Dear Mr. Kaufman,

Please consider Amelia Coastal Realty as the candidate to market the 3 parcels identified in the RFP date May 22, 2023. Our firm is ideally suited to meet your goal of maximizing the value of these properties. Attached is my resume, which should demonstrate the skillset and experience you should be seeking in order to have a smooth transaction. I would personally commit to being the team leader and guide the process through any governmental or permitting issues that might arise.

### **Service**

If assigned the task we would plan to:

- Meet with Management or the Board of Directors in order to understand the client's goals and objectives, including any community sensitivity issues that might arise.
- Prepare a Broker Price Opinion giving a range of values and timeline.
- Actively market the property both to the local and the regional developer and investor market until the right buyer is engaged.
- Work with buyer and OHPA to put together a purchase and sale agreement that is acceptable to both parties.
- Assist buyer with the due diligence. including guidance through any zoning approval or conditional use that might be required.
- Bring the transaction through the closing process at a Title Company as needed.

### **Qualifications**

Amelia Coastal Realty (ACR) has been in business here in Fernandina Beach since 2004. ACR is the only locally based firm that specializes in commercial and investment real estate primarily in Nassau County, Florida. Unlike most firms that engage in general real estate with passive marketing, we are client focused and do whatever is needed to bring about a successful transaction. ACR handles approximately 125 + commercial transactions per year, including leasing, sales, business brokerage, sale/leasebacks and development.

ACR actively and aggressively markets clients' properties to ensure that we attain the highest possible price within a reasonable time. We work with other brokers and agents, residential and commercial, local, regional and national. We use powerful online marketing tools, including the local and Florida statewide MLS, LoopNet premium membership, Crexi, Amelia Coastal Realty's website and other online tools. ACR has a local database of almost 5,000 local and regional customers who receive regular email updates on our listed offerings. We network with local buyers, developers and contractors to maximize exposure and to target the right buyer for

specific properties. This leads to a shortened marketing duration and increased net value to the seller.

Recent similar transactions of raw land include:

- Industrial Land – 86243 Gene Lasserre Blvd, Yulee  
(12 acres – closed 5-25-2023 – \$2,050,000 – ACR represented the seller)
- Vacant Land – US 17, Yulee  
(8.1 acres – closed 12/30/2022 - \$900,000 – ACR represented the buyer)
- 205 N 14<sup>th</sup> Street, Fernandina Beach  
(2 lots sold as a package closed 3/21/22 - \$370,000 – ACR represented both sides)

I, Philip Griffin have been a licensed real estate Agent since 2002 and a licensed Broker since I opened the Amelia Coastal Realty in 2004. I oversee all transactions in the office and personally handle 30-40 transactions per year. My experience includes short sales, sale leasebacks, build to suits, development, leasing, and offer consulting when selling or leasing is not an option. I have represented numerous government agencies, not for profits and other organizations which have non-financial considerations such as community sensitivity.

As part of handling complex real estate transactions, I have taken on the role as “Authorized Owner Representative”, navigating properties through the process to attain zoning or conditional use approval at both the City of FB and Nassau County. I have been a member of the Nassau County Planning and Zoning Board since October 2022 and I am intimately familiar with both the Nassau County and the Fernandina Beach Land Development Codes. If a buyer requires assistance, I will be able to guide them through the process or take it through myself at an additional fee charged to the buyer.

### **Compensation**

Amelia Coastal Realty proposes to market the property for a minimum of 180 days with fee as follow:

- Broker Price Opinion and HABU analysis provided at no cost.
- 6% of the sale price paid at closing if sold with outside co-op Broker (outside of ACR)
- 5% of the sale price if sold in house (without co-op or referral fee to outside company)
- 25% of Buyer forfeited binder deposit(s)
- \$1,000 fee if client terminates listing agreement early for no cause.

Please let me know if you have any questions or I can be of further assistance.

Respectfully submitted,

*Phil Griffin*

Philip Griffin  
Broker - GRI

Attachment: Philip Griffin Resume  
Florida RE License





PROPOSAL & BROKER OPINION OF VALUE FOR:

# The Ocean Highway and Port Authority of Nassau County, FL (OHPA)

Fernandina Beach, FL 32034

eXp Commercial | 10752 DEERWOOD PARK BOULEVARD | Jacksonville, FL 32256 |

**Savanah Land**

904.660.1469

savanah.land@expcommercial.com

**Britney Mroczkowski, CCIM**

813.323.2706

britney.mroczkowski@expcommercial.com

# PROPOSAL | Table of Contents

332 3RD ST N, Fernandina Beach, FL 32034

PROPERTY INFORMATION	4	eXp Commercial, LLC, a Delaware limited liability company operates a commercial real estate business and is an affiliate ("Affiliate") of eXp World Holdings, Inc., a Delaware corporation (together with its subsidiaries and Affiliate, "eXp"). eXp and the reported owner(s) ("Owner(s)") of the property referenced herein ("Property") present this Confidential Offering Memorandum ("Memorandum") to assist the recipient(s) ("You" or "Your") in evaluating the Property and it is intended solely for Your limited use in determining whether you desire to acquire the Property. This Memorandum contains a brief summary of selected information pertaining to the Property and should not be considered all-inclusive or permanent. The information in this Memorandum has been obtained from sources believed to be reliable, t however, eXp has not verified it and neither Owner(s) nor eXp make any guaranty, warranty or representation, express or implied, as to the accuracy or completeness of this Memorandum or the information contained herein.
LOCATION INFORMATION	8	
SALE COMPARABLES	14	
FINANCIAL ANALYSIS	20	It is highly recommended that You independently verify each item of information contained in this Memorandum and have the same reviewed by your tax accountant, investment advisor, and/or legal counsel. This Memorandum and any ongoing or future communications You may have with eXp and/or Owner(s) and its and their respective officers, brokers, agents, affiliates or employees regarding this Memorandum or the Property does not in any way constitute or convey any guaranty, warranty or representation, express or implied, or legal, investment or tax advice to You. All assumptions, projections, estimates and/or opinions expressed or implied in this Memorandum are provided as examples only and all information is subject to change, error, omissions and/or withdrawal without notice. Any references in the Memorandum to boundary, area, height, acreage, building or premises size or square footage are approximations only and should be independently verified by You. Any references in the Memorandum to any lease or tenant information, including and without limitation to the premises, rental rates, rent escalations, common area expenses, percentage rents and lease maturities should be independently verified by You. You should conduct your own investigations and due diligence of the Property, including without limitation to environmental and physical condition inspections and reach your own conclusions regarding the suitability of the Property for investment.
DEMOGRAPHICS	22	
SAMPLE MARKETING	24	
ADVISOR BIOS	28	eXp and Owner(s) assume no responsibility for the accuracy or completeness of any information contained in this Memorandum. eXp and Owner(s) expressly disclaim any implied or expressed warranties of merchantability, fitness for a particular purpose or non- infringement of intellectual property relating to this Memorandum. In no event shall eXp or Owner(s), and its and their respective officers, brokers, agents, affiliates or employees, be liable for any damages resulting from the reliance on or use of any information in this Memorandum, including but not limited to direct, special, indirect, consequential or incidental damages.

By accepting receipt of this Memorandum, You agree to the following: (a) This Memorandum is of a highly confidential nature; it will be held in the strictest confidence and shall be returned to eXp upon request; (b) You will not contact any property manager, contractor, employee or tenant of the Property regarding the Property or this Memorandum, without prior approval of eXp or Owner(s); and (c) You understand and agree that Affiliate represents Owner(s) and not You and (iv) this Memorandum and the information contained herein shall not be used by You in any way that is detrimental to Owner(s), or eXp. Neither eXp nor Owner(s) shall have any obligation to pay any commission, finder's fee, or any other compensation to any Broker, Agent or other person. You may provide information to persons retained by You to evaluate the Property only after first obtaining a signed Confidentiality Agreement from such persons and providing a copy of such agreement to eXp via email at [legal@exprealty.net](mailto:legal@exprealty.net).

The Owner(s) shall have no legal commitment or obligation to You or any person(s) or entity reviewing this Memorandum or making an offer to purchase, lease, or finance the Property unless and until written agreement(s) for the purchase or finance of the Property are considered satisfactory to Owner(s) in its sole and absolute discretion and have been fully executed, delivered, and approved by the Owner(s) and any conditions to the Owner's obligations therein have been fully satisfied or waived.

The Owner(s) expressly reserves the right, at its sole and absolute discretion, to reject any or all expressions of interest or offers to purchase or lease the Property, and/or to terminate discussion with You or any other person or entity at any time with or without notice, which may or may not arise as a result of review of the Memorandum.

Savanah Land

904.660.1469

[savanah.land@expcommercial.com](mailto:savanah.land@expcommercial.com)

Britney Mroczkowski, CCIM

813.323.2706

[britney.mroczkowski@expcommercial.com](mailto:britney.mroczkowski@expcommercial.com)





# PROPOSAL | Summary of Proposed Services

Fernandina Beach, FL 32034

## COMMERCIAL REAL ESTATE EXPERTS

We are excited to offer this proposal of commercial real estate services provided by our team at eXp Commercial. Our team consist of Jacksonville native Savannah Land and Britney Mroczkowski, CCIM. Britney is also the broker for the state of Florida and oversees over 105 agents throughout the state while transacting throughout the state of Florida. She has been a commercial real estate broker for over 14 years and is also a developer and licensed general contractor.

The land parcels are located just minutes from historic Fernandina Beach. This charming town offers a variety of shops, restaurants, and cultural attractions. The parcels are also just a short drive from the beaches of Amelia Island.

These land parcels are the perfect investment for anyone looking to build their dream home or retail/office development in a quiet, yet convenient location. With their close proximity to historic Fernandina Beach and the beaches of Amelia Island, these parcels are sure to appreciate in value over time. Introducing a rare opportunity to own land in a quiet, tucked-away corner of Fernandina Beach, just steps from restaurants, shops, and the water.

This proposal is for commercial real estate services for the following properties:

Parcel A: 00-00-31-1800-0017-0100

Parcel B: 00-00-31-1800-0018-0010

Parcel C: 00-00-31-1800-0005-0010 (Portion of larger parcel, will need to be separated prior to any sale)

A Broker Opinion of Value is included in this proposal. We would recommend a 12-month listing agreement and require a six percent (6%) listing commission upon sale. We would use our networking within and outside of eXp Commercial and would market the property on many commercial sites, including: Loopnet, Costar, Crexi, Buildout & more. We also have our own personal list of investors and brokers in the local industry that we market to directly as well as social media and networking events. We encourage you to reach out with any questions or comments you have after reviewing. You can learn more about our team at [www.builditbrit.com](http://www.builditbrit.com). We appreciate your time and consideration.

Thank you,

Savannah Land & Britney Mroczkowski  
eXp Commercial

---

**Savannah Land**

904.660.1469  
[savannah.land@expcommercial.com](mailto:savannah.land@expcommercial.com)

**Britney Mroczkowski, CCIM**

813.323.2706  
[britney.mroczkowski@expcommercial.com](mailto:britney.mroczkowski@expcommercial.com)



# 1

## PROPERTY INFORMATION

Worldwide Terminals Fernandina - Nassau...

N 2nd St

Wicked Bao

N 3rd St

Escambia St

N 4th St

Dade St

N 5th St

N 6th St

Collision Safety

Dade St

Escambia St

N 8th St

eXp Commercial | 10752 DEERWOOD PARK BOULEVARD | Jacksonville, FL 32256 |

**Savanah Land**

904.660.1469

savanah.land@expcommercial.com

**Britney Mroczkowski, CCIM**

813.323.2706

britney.mroczkowski@expcommercial.com



# PROPOSAL | Executive Summary - Parcel A

332 3RD ST N, Fernandina Beach, FL 32034



## OFFERING SUMMARY

Lot Size:	0.32 Acres
Zoning:	R-2

## PROPERTY OVERVIEW

The property contains approximately .32 acres and has 6 underlying lots of record. The parcel is currently zoned R-2, medium density residential.

## LOCATION OVERVIEW

Located at the southeast intersection of Dade Street and N 3rd Street.

## PROPERTY HIGHLIGHTS

- Quiet, tucked-away location
- Close to restaurants, shops, and the water
- Zoned for residential use
- Well-sized lots
- Views of the water and the Intercoastal Waterway

### Savanah Land

904.660.1469  
savanah.land@expcommercial.com

### Britney Mroczkowski, CCIM

813.323.2706  
britney.mroczkowski@expcommercial.com





# PROPOSAL | Executive Summary - Parcel B

305 Dade Street, Fernandina Beach, FL 32034



## OFFERING SUMMARY

Lot Size:	0.29 Acres
Zoning:	R-2

## PROPERTY OVERVIEW

Parcel B lies at the northeast intersection of Dade Street and N 3rd Street. The property contains approximately .29 acres and has 5 underlying lots of record. The parcel is currently zoned R-2, medium density residential.

## PROPERTY HIGHLIGHTS

- Quiet, tucked away location
- Close to restaurants, shops and the water
- Zoned for residential use
- Well-sized lot for development
- Views of marina and Intercoaster

### Savanah Land

904.660.1469  
savanah.land@expcommercial.com

### Britney Mroczkowski, CCIM

813.323.2706  
britney.mroczkowski@expcommercial.com





# PROPOSAL | Executive Summary - Parcel C

314 North 2nd Street, Fernandina Beach, FL 32034



## OFFERING SUMMARY

Lot Size:	0.23 Acres
Zoning:	MU-1

## PROPERTY OVERVIEW

Parcel C is located in MU-1 zoning. Per Nassau county, MU-1 is intended for the development of a combination of residential, office and limited neighborhood commercial use. The mixed use district encourages well- planned development and redevelopment of areas that feature compatible, interrelated uses including single-family and multi-family residential units, medical, business, and professional offices: personal service establishments with limited inventory of goods and limited neighborhood commercial uses.

## LOCATION OVERVIEW

Parcel C lies at the westerly intersection of Escambia Street and N 3rd Street. The property contains approximately .23 acres and has 4 underlying lots of record. It can be located at 315 N 2ND ST, Fernandina Beach which is inside a 12.4 acre property owned by the Ocean highway and Port Authority of Nassau county. When researching this property you will find that there are buildings recorded on the tax deeds, however the subject lots are undeveloped and would need to be separated to its own parcel prior to sale.

## PROPERTY HIGHLIGHTS

- Combination development, mixed use

**Savanah Land**

904.660.1469

savanah.land@expcommercial.com

**Britney Mroczkowski, CCIM**

813.323.2706

britney.mroczkowski@expcommercial.com

**exp**<sup>TM</sup>  
COMMERCIAL

eXp Commercial, LLC, its direct and indirect parents and their subsidiaries (together, "We") obtained the information above from sources believed to be reliable, however, We have not verified its accuracy and make no guarantee, warranty or representation, expressed or implied, about such information. The information contained above is submitted subject to the possibility of errors, omissions, price changes, rental or other conditions, prior sale, lease or financing, or withdrawal without notice. Any projections, opinions, assumptions or estimates of the information contained above or provided in connection therewith, either expressed or implied, are for example only, and they may not represent current or future performance of the subject property. You, together with your tax and legal advisors, should conduct your own thorough investigation of the subject property and potential investment.



# 2

## LOCATION INFORMATION

Worldwide Terminals Fernandina - Nassau...

N 2nd St

Wicked Bao

N 3rd St

Escambia St

US Customs and Border Protection - Fernandina...

Dade St

N 4th St

N 5th St

N 6th St

Collision Safety

Dade St

Escambia St

N 8th St



# PROPOSAL | Regional Map - Parcels A, B & C

332 3RD ST N, Fernandina Beach, FL 32034



**Savanah Land**

904.660.1469

savanah.land@expcommercial.com

**Britney Mroczkowski, CCIM**

813.323.2706

britney.mroczkowski@expcommercial.com

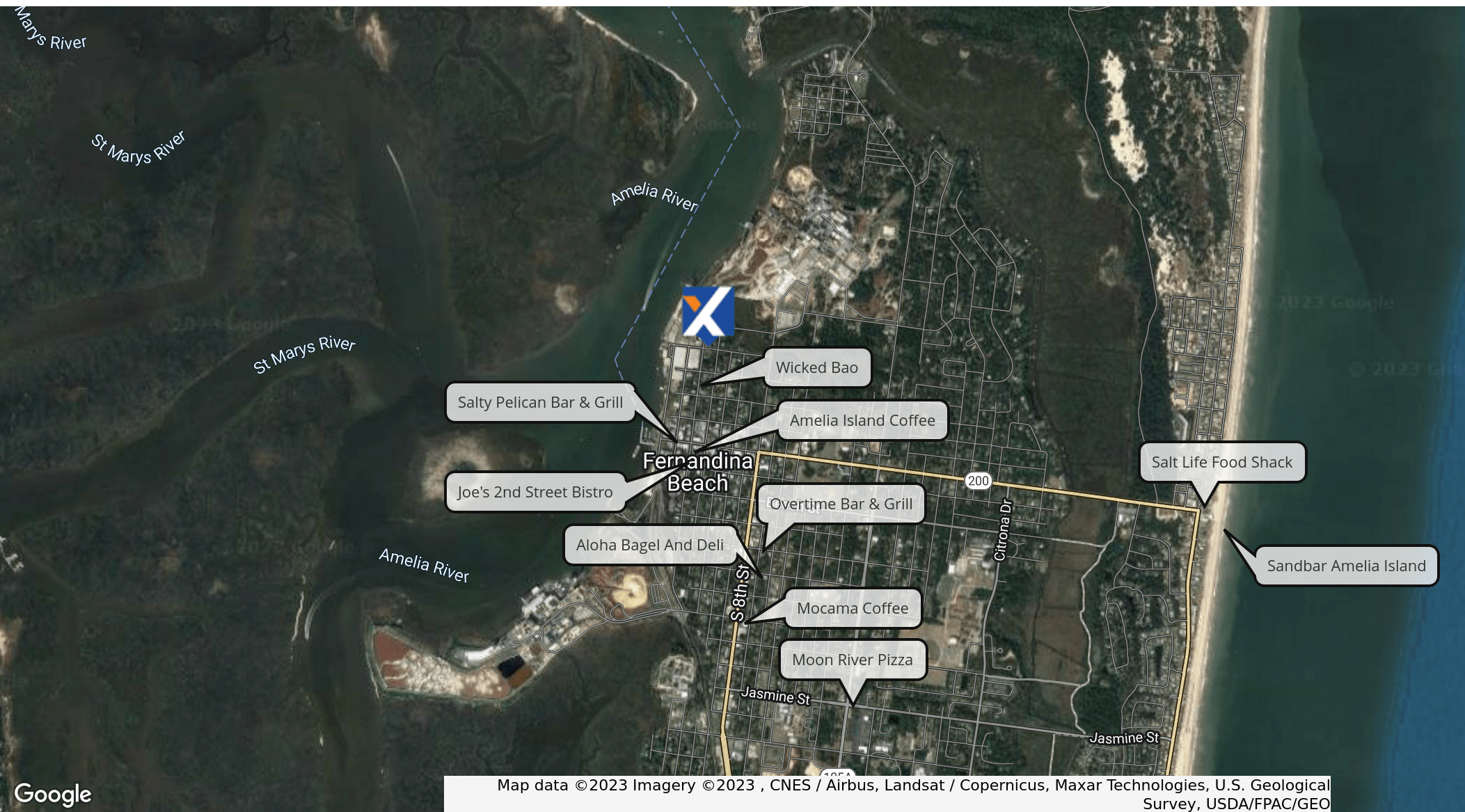
**exp**<sup>TM</sup>  
COMMERCIAL

eXp Commercial, LLC, its direct and indirect parents and their subsidiaries (together, "We") obtained the information above from sources believed to be reliable, however, We have not verified its accuracy and make no guarantee, warranty or representation, expressed or implied, about such information. The information contained above is submitted subject to the possibility of errors, omissions, price changes, rental or other conditions, prior sale, lease or financing, or withdrawal without notice. Any projections, opinions, assumptions or estimates of the information contained above or provided in connection therewith, either expressed or implied, are for example only, and they may not represent current or future performance of the subject property. You, together with your tax and legal advisors, should conduct your own thorough investigation of the subject property and potential investment.



# PROPOSAL | Local Retailer Map - Parcels A, B & C

332 3RD ST N, Fernandina Beach, FL 32034



**Savanah Land**

904.660.1469

savanah.land@expcommercial.com

**Britney Mroczkowski, CCIM**

813.323.2706

britney.mroczkowski@expcommercial.com

**exp**  
COMMERCIAL

eXp Commercial, LLC, its direct and indirect parents and their subsidiaries (together, "We") obtained the information above from sources believed to be reliable, however, We have not verified its accuracy and make no guarantee, warranty or representation, expressed or implied, about such information. The information contained above is submitted subject to the possibility of errors, omissions, price changes, rental or other conditions, prior sale, lease or financing, or withdrawal without notice. Any projections, opinions, assumptions or estimates of the information contained above or provided in connection therewith, either expressed or implied, are for example only, and they may not represent current or future performance of the subject property. You, together with your tax and legal advisors, should conduct your own thorough investigation of the subject property and potential investment.



# PROPOSAL | Location Map - Parcel A

332 3RD ST N, Fernandina Beach, FL 32034



Map data ©2023 Imagery ©2023 Maxar Technologies, U.S. Geological Survey, USDA/FPAC/GEO

**Savanah Land**

904.660.1469

savanah.land@expcommercial.com

**Britney Mroczkowski, CCIM**

813.323.2706

britney.mroczkowski@expcommercial.com

**exp**<sup>TM</sup>  
COMMERCIAL

eXp Commercial, LLC, its direct and indirect parents and their subsidiaries (together, "We") obtained the information above from sources believed to be reliable, however, We have not verified its accuracy and make no guarantee, warranty or representation, expressed or implied, about such information. The information contained above is submitted subject to the possibility of errors, omissions, price changes, rental or other conditions, prior sale, lease or financing, or withdrawal without notice. Any projections, opinions, assumptions or estimates of the information contained above or provided in connection therewith, either expressed or implied, are for example only, and they may not represent current or future performance of the subject property. You, together with your tax and legal advisors, should conduct your own thorough investigation of the subject property and potential investment.



# PROPOSAL | Location Map - Parcel B

305 Dade Street, Fernandina Beach, FL 32034



Map data ©2023 Imagery ©2023 Maxar Technologies, U.S. Geological Survey, USDA/FPAC/GEO

**Savanah Land**

904.660.1469

savanah.land@expcommercial.com

**Britney Mroczkowski, CCIM**

813.323.2706

britney.mroczkowski@expcommercial.com

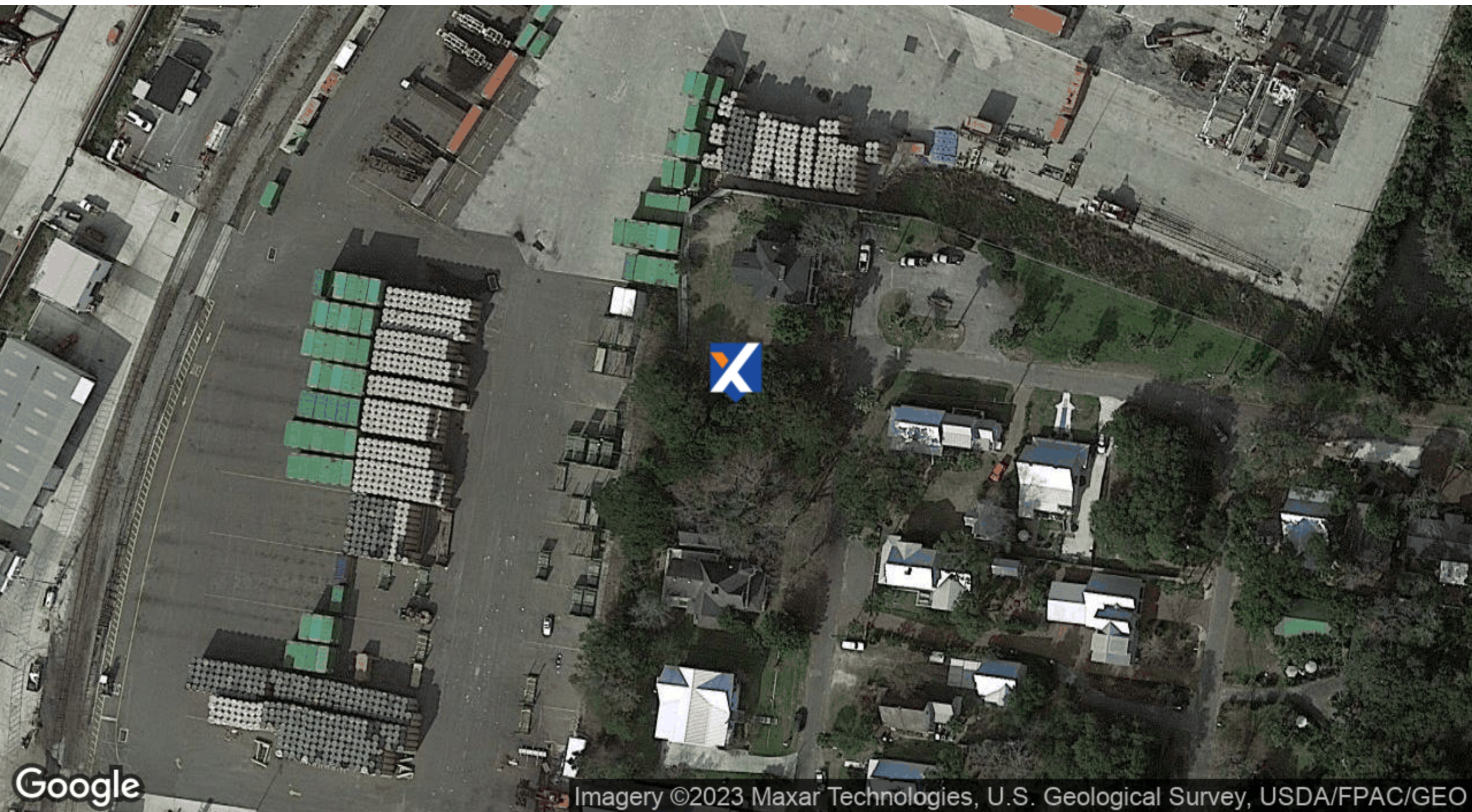
**exp**<sup>TM</sup>  
COMMERCIAL

eXp Commercial, LLC, its direct and indirect parents and their subsidiaries (together, "We") obtained the information above from sources believed to be reliable, however, We have not verified its accuracy and make no guarantee, warranty or representation, expressed or implied, about such information. The information contained above is submitted subject to the possibility of errors, omissions, price changes, rental or other conditions, prior sale, lease or financing, or withdrawal without notice. Any projections, opinions, assumptions or estimates of the information contained above or provided in connection therewith, either expressed or implied, are for example only, and they may not represent current or future performance of the subject property. You, together with your tax and legal advisors, should conduct your own thorough investigation of the subject property and potential investment.



# PROPOSAL | Location Map - Parcel C

314 North 2nd Street, Fernandina Beach, FL 32034



**Savanah Land**

904.660.1469

savanah.land@expcommercial.com

**Britney Mroczkowski, CCIM**

813.323.2706

britney.mroczkowski@expcommercial.com

**exp**<sup>TM</sup>  
COMMERCIAL

eXp Commercial, LLC, its direct and indirect parents and their subsidiaries (together, "We") obtained the information above from sources believed to be reliable, however, We have not verified its accuracy and make no guarantee, warranty or representation, expressed or implied, about such information. The information contained above is submitted subject to the possibility of errors, omissions, price changes, rental or other conditions, prior sale, lease or financing, or withdrawal without notice. Any projections, opinions, assumptions or estimates of the information contained above or provided in connection therewith, either expressed or implied, are for example only, and they may not represent current or future performance of the subject property. You, together with your tax and legal advisors, should conduct your own thorough investigation of the subject property and potential investment.





# 3

## SALE COMPARABLES

eXp Commercial | 10752 DEERWOOD PARK BOULEVARD | Jacksonville, FL 32256 |

### Savanah Land

904.660.1469  
savanah.land@expcommercial.com

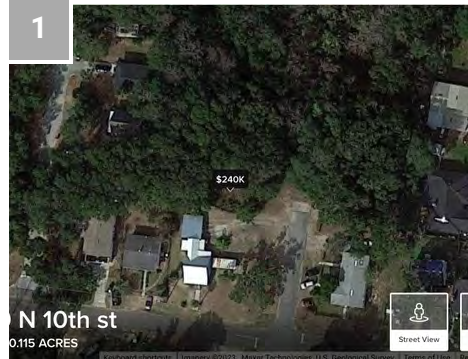
### Britney Mroczkowski, CCIM

813.323.2706  
britney.mroczkowski@expcommercial.com



# PROPOSAL | Sale Comps - Parcels A & B (R-2 Zoning)

Fernandina Beach, FL 32034



**309 N 10TH STREET**

Fernandina Beach, FL 32034

Sold 10/18/2022

Price: \$240,000 Lot Size 0.12 Acres  
Price/Acre: \$2,086,956.52



**115 N 11TH ST, FERNANDINA BEACH**

Fernandina Beach, FL 32034

Sold 9/14/2022

Price: \$200,000 Lot Size 0.12 Acres  
Price/Acre: \$1,739,130.43



**205 N 14TH STREET**

Fernandina Beach, FL 32034

Sold 4/14/2022

Price: \$370,000 Lot Size 0.40 Acres  
Price/Acre: \$936,708.86



**Savanah Land**

904.660.1469

savanah.land@expcommercial.com

**Britney Mroczkowski, CCIM**

813.323.2706

britney.mroczkowski@expcommercial.com

**exp**  
COMMERCIAL

eXp Commercial, LLC, its direct and indirect parents and their subsidiaries (together, "We") obtained the information above from sources believed to be reliable, however, We have not verified its accuracy and make no guarantee, warranty or representation, expressed or implied, about such information. The information contained above is submitted subject to the possibility of errors, omissions, price changes, rental or other conditions, prior sale, lease or financing, or withdrawal without notice. Any projections, opinions, assumptions or estimates of the information contained above or provided in connection therewith, either expressed or implied, are for example only, and they may not represent current or future performance of the subject property. You, together with your tax and legal advisors, should conduct your own thorough investigation of the subject property and potential investment.

# PROPOSAL | Sale Comps - Parcels A & B (R-2 Zoning)

Fernandina Beach, FL 32034

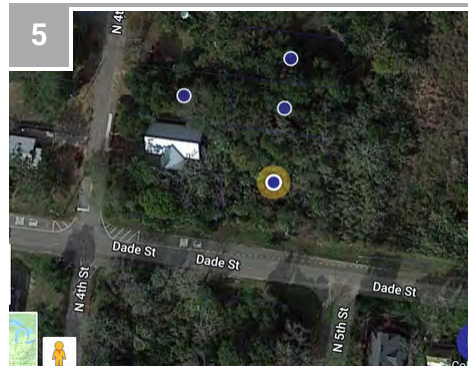


## 218 N 6TH STREET

Fernandina Beach, FL 32034

Sold 7/6/2022

Price: \$321,000 Lot Size 0.23 Acres  
Price/Acre: \$1,395,652.17

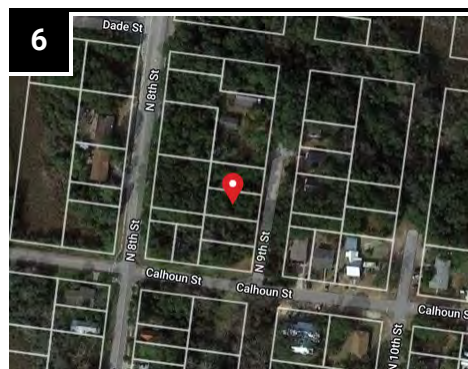


## DADE STREET

Fernandina Beach, FL 32034

Sold 7/26/2022

Price: \$275,000 Lot Size 0.23 Acres  
Price/Acre: \$1,195,652.17

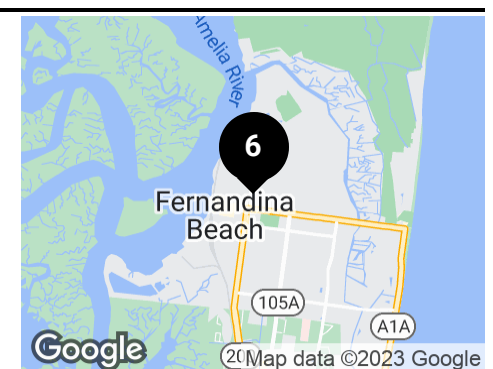


## N 9TH STREET

Fernandina Beach, FL 32034

On Market

Price: \$220,000 Lot Size 0.12 Acres  
Price/Acre: \$1,913,043.48



Savanah Land

904.660.1469

savanah.land@expcommercial.com

Britney Mroczkowski, CCIM

813.323.2706

britney.mroczkowski@expcommercial.com

**exp**  
COMMERCIAL

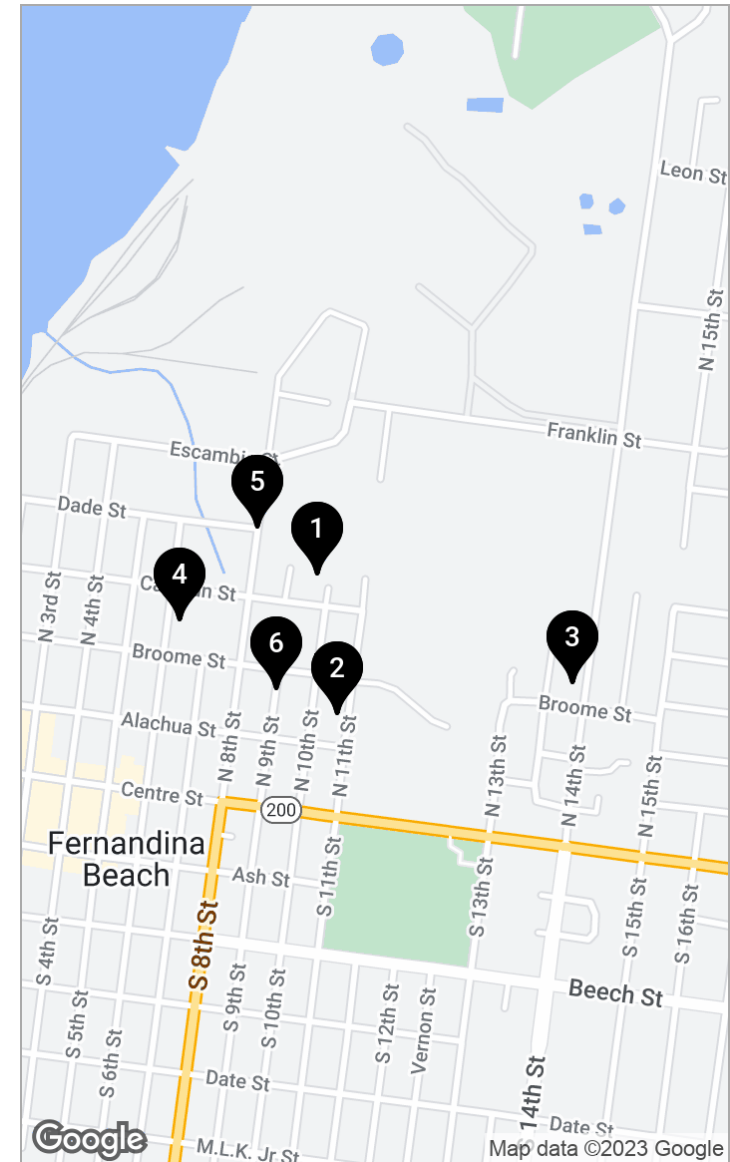
Exp Commercial, LLC, its direct and indirect parents and their subsidiaries (together, "We") obtained the information above from sources believed to be reliable, however, We have not verified its accuracy and make no guarantee, warranty or representation, expressed or implied, about such information. The information contained above is submitted subject to the possibility of errors, omissions, price changes, rental or other conditions, prior sale, lease or financing, or withdrawal without notice. Any projections, opinions, assumptions or estimates of the information contained above or provided in connection therewith, either expressed or implied, are for example only, and they may not represent current or future performance of the subject property. You, together with your tax and legal advisors, should conduct your own thorough investigation of the subject property and potential investment.



# PROPOSAL | Sale Comps Map & Summary - Parcels A & B (R-2 Zoning)

Fernandina Beach, FL 32034

	NAME/ADDRESS	PRICE	LOT SIZE	PRICE/ACRE	DEAL STATUS
1	<b>309 N 10th Street</b> Fernandina Beach, FL	\$240,000	0.12 Acres	\$2,086,956.52	Sold 10/18/2022
2	<b>115 N 11th st, Fernandina Beach</b> Fernandina Beach, FL	\$200,000	0.12 Acres	\$1,739,130.43	Sold 9/14/2022
3	<b>205 N 14th Street</b> Fernandina Beach, FL	\$370,000	0.40 Acres	\$936,708.86	Sold 4/14/2022
4	<b>218 N 6th Street</b> Fernandina Beach, FL	\$321,000	0.23 Acres	\$1,395,652.17	Sold 7/6/2022
5	<b>Dade Street</b> Fernandina Beach, FL	\$275,000	0.23 Acres	\$1,195,652.17	Sold 7/26/2022
6	<b>N 9th Street</b> Fernandina Beach, FL	\$220,000	0.12 Acres	\$1,913,043.48	On Market
<b>AVERAGES</b>		<b>\$271,000</b>	<b>0.20 ACRES</b>	<b>\$1,544,523.94</b>	



Savanah Land

904.660.1469

savanah.land@expcommercial.com

Britney Mroczkowski, CCIM

813.323.2706

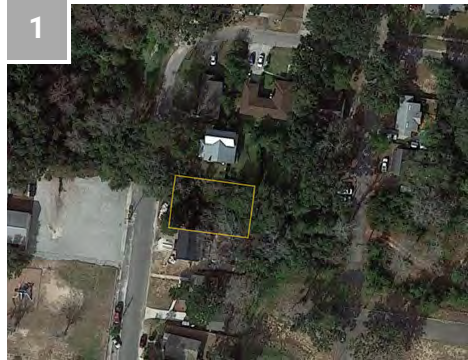
britney.mroczkowski@expcommercial.com

**exp**  
COMMERCIAL

eXp Commercial, LLC, its direct and indirect parents and their subsidiaries (together, "We") obtained the information above from sources believed to be reliable, however, We have not verified its accuracy and make no guarantee, warranty or representation, expressed or implied, about such information. The information contained above is submitted subject to the possibility of errors, omissions, price changes, rental or other conditions, prior sale, lease or financing, or withdrawal without notice. Any projections, opinions, assumptions or estimates of the information contained above or provided in connection therewith, either expressed or implied, are for example only, and they may not represent current or future performance of the subject property. You, together with your tax and legal advisors, should conduct your own thorough investigation of the subject property and potential investment.

# PROPOSAL | Sale Comps - Parcel C (MU-1 Zoning)

314 North 2nd Street, Fernandina Beach, FL 32034



**130 N 13TH STREET**

Fernandina Beach, FL 32034

Sold 5/22/2023

Price: \$215,000 Lot Size 0.15 Acres  
Price/Acre: \$1,433,333.33



**1017 S 8TH STREET**

Fernandina Beach, FL 32034

Sold 2/22/2022

Price: \$179,200 Lot Size 0.06 Acres  
Price/Acre: \$2,986,666.67

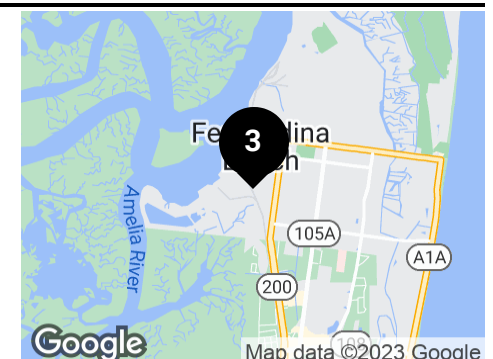


**S 3RD STREET**

Fernandina Beach, FL 32034

On Market

Price: \$1,300,000 Lot Size 0.90 Acres  
Price/Acre: \$1,444,444.44



**Savanah Land**

904.660.1469

savanah.land@expcommercial.com

**Britney Mroczkowski, CCIM**

813.323.2706

britney.mroczkowski@expcommercial.com

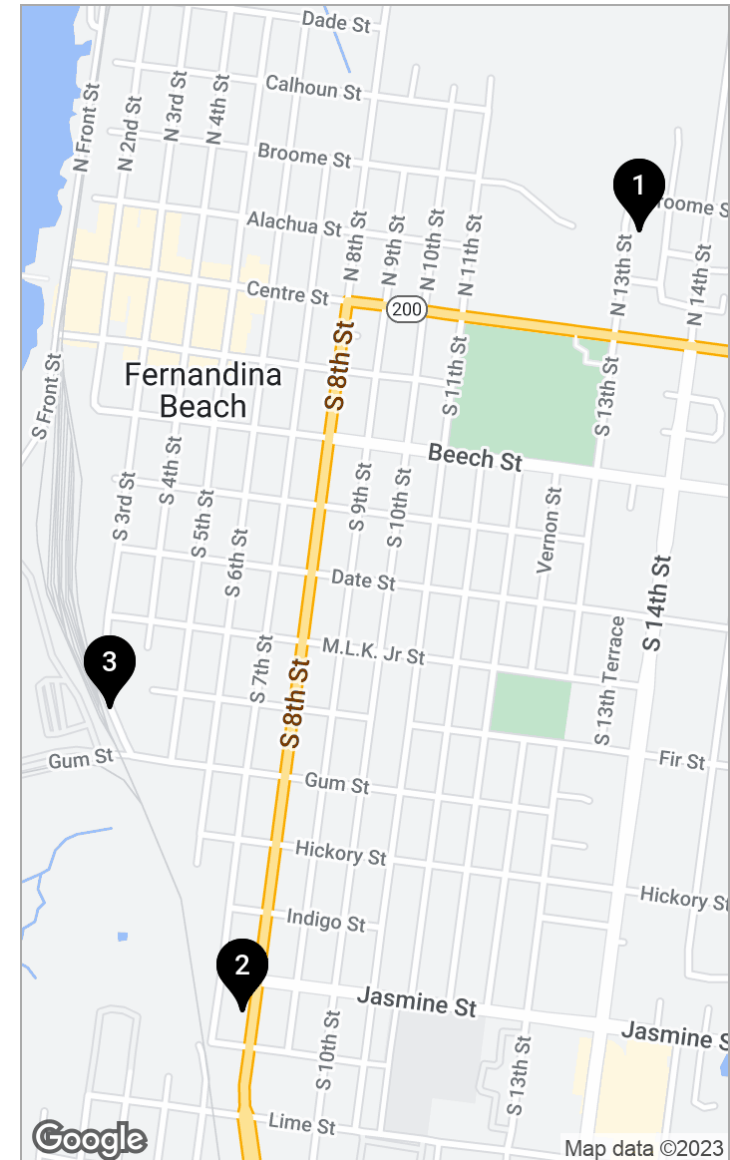
**exp**  
COMMERCIAL

eXp Commercial, LLC, its direct and indirect parents and their subsidiaries (together, "We") obtained the information above from sources believed to be reliable, however, We have not verified its accuracy and make no guarantee, warranty or representation, expressed or implied, about such information. The information contained above is submitted subject to the possibility of errors, omissions, price changes, rental or other conditions, prior sale, lease or financing, or withdrawal without notice. Any projections, opinions, assumptions or estimates of the information contained above or provided in connection therewith, either expressed or implied, are for example only, and they may not represent current or future performance of the subject property. You, together with your tax and legal advisors, should conduct your own thorough investigation of the subject property and potential investment.

# PROPOSAL | Sale Comps Map & Summary - Parcel C (MU-1 Zoning)

314 North 2nd Street, Fernandina Beach, FL 32034

	NAME/ADDRESS	PRICE	LOT SIZE	PRICE/ACRE	DEAL STATUS
1	<b>130 N 13th Street</b> Fernandina Beach, FL	\$215,000	0.15 Acres	\$1,433,333.33	Sold 5/22/2023
2	<b>1017 S 8th Street</b> Fernandina Beach, FL	\$179,200	0.06 Acres	\$2,986,666.67	Sold 2/22/2022
3	<b>S 3rd Street</b> Fernandina Beach, FL	\$1,300,000	0.90 Acres	\$1,444,444.44	On Market
AVERAGES		\$564,733	0.37 ACRES	\$1,954,814.81	



Savanah Land

904.660.1469

savanah.land@expcommercial.com

Britney Mroczkowski, CCIM

813.323.2706

britney.mroczkowski@expcommercial.com

**exp**  
COMMERCIAL

eXp Commercial, LLC, its direct and indirect parents and their subsidiaries (together, "We") obtained the information above from sources believed to be reliable, however, We have not verified its accuracy and make no guarantee, warranty or representation, expressed or implied, about such information. The information contained above is submitted subject to the possibility of errors, omissions, price changes, rental or other conditions, prior sale, lease or financing, or withdrawal without notice. Any projections, opinions, assumptions or estimates of the information contained above or provided in connection therewith, either expressed or implied, are for example only, and they may not represent current or future performance of the subject property. You, together with your tax and legal advisors, should conduct your own thorough investigation of the subject property and potential investment.



# 4

## FINANCIAL ANALYSIS

eXp Commercial | 10752 DEERWOOD PARK BOULEVARD | Jacksonville, FL 32256 |

### Savanah Land

904.660.1469  
savanah.land@expcommercial.com

### Britney Mroczkowski, CCIM

813.323.2706  
britney.mroczkowski@expcommercial.com

# PROPOSAL | Broker Opinion of Value

Fernandina Beach, FL 32034

## PARCEL A - 332 3RD ST N, FERNANDINA BEACH, FL 32034 (00-00-31-1800-0017-0100) - 0.32 ACRES ZONED R-2

Low Range Value:	\$384,000 (\$1.2 million/acre)
Middle Range Value:	\$416,000 (\$1.3 million/acre)
High Range Value:	\$448,000 (\$1.4 million/acre)
Recommended Listing Price:	\$420,000 (\$1.31 million/acre)

## PARCEL B - 305 DADE ST, FERNANDINA BEACH, FLORIDA 32034 (00-00-31-1800-0018-0010) - 0.29 ACRES ZONED R-2

Low Range Value:	\$348,000 (\$1.2 million/acre)
Middle Range Value:	\$377,000 (\$1.3 million/acre)
High Range Value:	\$406,000 (\$1.4 million/acre)
Recommended Listing Price:	\$380,000 (\$1.31 million/acre)

## PARCEL C - PORTION OF PARCEL 00-00-31-1800-0005-0010 - 0.23 ACRES ZONED MU-1

Low Range Value:	\$299,000 (\$1.3 million/acre)
Middle Range Value:	\$322,000 (\$1.4 million/acre)
High Range Value:	\$345,000 (\$1.5 million/acre)
Recommended Listing Price:	\$350,000 (\$1.52 million/acre)

**Savanah Land**

904.660.1469

savanah.land@expcommercial.com

**Britney Mroczkowski, CCIM**

813.323.2706

britney.mroczkowski@expcommercial.com



eXp Commercial, LLC, its direct and indirect parents and their subsidiaries (together, "We") obtained the information above from sources believed to be reliable, however, We have not verified its accuracy and make no guarantee, warranty or representation, expressed or implied, about such information. The information contained above is submitted subject to the possibility of errors, omissions, price changes, rental or other conditions, prior sale, lease or financing, or withdrawal without notice. Any projections, opinions, assumptions or estimates of the information contained above or provided in connection therewith, either expressed or implied, are for example only, and they may not represent current or future performance of the subject property. You, together with your tax and legal advisors, should conduct your own thorough investigation of the subject property and potential investment.



# 5

## DEMOGRAPHICS

eXp Commercial | 10752 DEERWOOD PARK BOULEVARD | Jacksonville, FL 32256 |

### Savanah Land

904.660.1469  
savanah.land@expcommercial.com

### Britney Mroczkowski, CCIM

813.323.2706  
britney.mroczkowski@expcommercial.com

# PROPOSAL | Demographics Map & Report

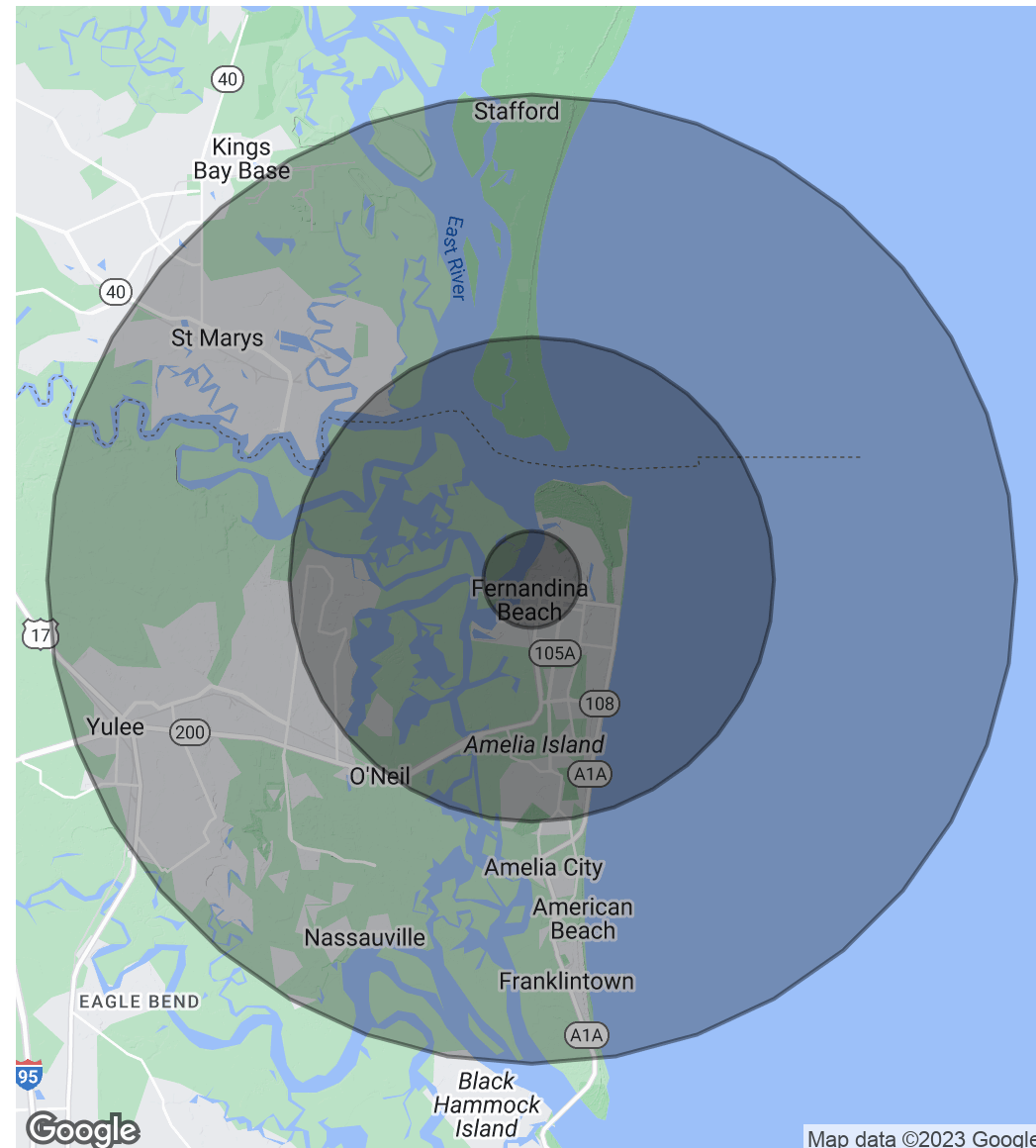
332 3RD ST N, Fernandina Beach, FL 32034

POPULATION	1 MILE	5 MILES	10 MILES
Total Population	2,745	25,407	64,973
Average Age	51.2	49.7	45.2
Average Age (Male)	44.1	49.3	44.5
Average Age (Female)	55.7	51.1	46.8

HOUSEHOLDS & INCOME	1 MILE	5 MILES	10 MILES
Total Households	1,388	13,227	31,480
# of Persons per HH	2.0	1.9	2.1
Average HH Income	\$63,710	\$82,428	\$81,469
Average House Value	\$282,983	\$346,693	\$299,871

*\* Demographic data derived from 2020 ACS - US Census*



**Savanah Land**

904.660.1469

savanah.land@expcommercial.com

**Britney Mroczkowski, CCIM**

813.323.2706

britney.mroczkowski@expcommercial.com

**exp**  
COMMERCIAL

eXp Commercial, LLC, its direct and indirect parents and their subsidiaries (together, "We") obtained the information above from sources believed to be reliable, however, We have not verified its accuracy and make no guarantee, warranty or representation, expressed or implied, about such information. The information contained above is submitted subject to the possibility of errors, omissions, price changes, rental or other conditions, prior sale, lease or financing, or withdrawal without notice. Any projections, opinions, assumptions or estimates of the information contained above or provided in connection therewith, either expressed or implied, are for example only, and they may not represent current or future performance of the subject property. You, together with your tax and legal advisors, should conduct your own thorough investigation of the subject property and potential investment.



# 6

## SAMPLE MARKETING

eXp Commercial | 10752 DEERWOOD PARK BOULEVARD | Jacksonville, FL 32256 |

### Savanah Land

904.660.1469

savanah.land@expcommercial.com

### Britney Mroczkowski, CCIM

813.323.2706

britney.mroczkowski@expcommercial.com



# PROPOSAL | Sample - Property Website

Fernandina Beach, FL 32034



## Waterfront Mixed-Use Site - Westshore Marina District

4921 Bridge Street | Tampa, FL 33611

**\$5,500,000**

Sale Price

Overview

Lots

Documents

Photos

Map

Demographics



Access Privileged Documents

### Brokers



**Britney Mroczkowski, CCIM**

Commercial Designated Managing Broker - Flo...

FL #BK3241479

813.323.2706

britney.mroczkowski@expcommercial.com

### Share to Social



### Request More Info

NAME

John Smith

EMAIL ADDRESS \*

john@cre.com

We'll never share your email with anyone else.

PHONE

Phone number

**Savanah Land**

904.660.1469

savanah.land@expcommercial.com

**Britney Mroczkowski, CCIM**

813.323.2706

britney.mroczkowski@expcommercial.com



eXp Commercial, LLC, its direct and indirect parents and their subsidiaries (together, "We") obtained the information above from sources believed to be reliable, however, We have not verified its accuracy and make no guarantee, warranty or representation, expressed or implied, about such information. The information contained above is submitted subject to the possibility of errors, omissions, price changes, rental or other conditions, prior sale, lease or financing, or withdrawal without notice. Any projections, opinions, assumptions or estimates of the information contained above or provided in connection therewith, either expressed or implied, are for example only, and they may not represent current or future performance of the subject property. You, together with your tax and legal advisors, should conduct your own thorough investigation of the subject property and potential investment.

# PROPOSAL | Sample - Marketing Packages

Fernandina Beach, FL 32034

**exp**  
COMMERCIAL

FOR SALE

**1.6± Acre Waterfront  
Restaurant/Mixed-Use Site  
at Westshore Marina District**

4021 Bridge Street, Tampa, FL 33611

exp Commercial | 10750 BOCAWON PARK BOULEVARD | Jacksonville, FL 32256 |  
Britney Mroczkowski, CCIM  
913.323.2706  
britney.mroczkowski@expcommercial.com

**FOR SALE | Waterfront Mixed-Use Site - Westshore Marina District**  
4021 Bridge Street, Tampa, FL 33611

**OFFERING SUMMARY**

Asking Price:	\$5,500,000
Lot Size:	1.6 Acres
Market:	Tampa Bay
Submarket:	South Tampa
Zoning:	PD-A

**PROPERTY OVERVIEW**

Located at the grand entrance of the 52-acre master planned community, Westshore Marina District. With over 1,250 new residential units, 150-slip deep water marina and a retail town center, Westshore Marina District is one of the most prolific mixed-use developments in Tampa Bay.

This is a rare opportunity to own a 1.6-acre commercial site with great visibility and boat-up access. The parcel has potential for mixed-use development with approval by the master developer. A 10-slip transient dock is located on the property to provide boat-up access to visitors.

**PROPERTY HIGHLIGHTS**

- Located at the grand entrance of Westshore Marina District with high visibility on W. Gandy Boulevard
- Traffic count of 28,000 average cars per day on W. Gandy Boulevard
- 10-slip transient dock for visitors (3 controlled by parcel)
- Over 2,400 new luxury residences currently in development within walking distance
- Approved PD and well-zoned for alcohol sales

Britney Mroczkowski, CCIM  
913.323.2706  
britney.mroczkowski@expcommercial.com

**exp**  
COMMERCIAL

## MARKETING PACKAGES

Our in-house marketing department creates a full-color Offering Memorandum. The Offering Memorandum contains all the comprehensive offering details and underwriting information necessary for interested investors to submit a qualified bid on the offering. The Offering Memorandum is distributed in hard-copy and digital format to a multitude of qualified investors.

Savanah Land

904.660.1469

savanah.land@expcommercial.com

Britney Mroczkowski, CCIM

813.323.2706

britney.mroczkowski@expcommercial.com

**exp**  
COMMERCIAL



# PROPOSAL | Sample - Signage

Fernandina Beach, FL 32034



## PROPERTY SIGNAGE

Our standard sign is designed to generate the maximum volume of inquiries regarding your property. We place sign(s) which include eXp Commercial's telephone number, website and broker contact information. Our standard sign is a 6' x 4' horizontal sign positioned to achieve maximum public exposure for Parcel A. However, all signs are subject to local municipal restrictions.

### Savanah Land

904.660.1469  
savanah.land@expcommercial.com

### Britney Mroczkowski, CCIM

813.323.2706  
britney.mroczkowski@expcommercial.com





# 7

## ADVISOR BIOS

eXp Commercial | 10752 DEERWOOD PARK BOULEVARD | Jacksonville, FL 32256 |

### Savanah Land

904.660.1469  
savanah.land@expcommercial.com

### Britney Mroczkowski, CCIM

813.323.2706  
britney.mroczkowski@expcommercial.com



# PROPOSAL | In The News

332 3RD ST N, Fernandina Beach, FL 32034

## connectcre 2022 next GENERATION AWARDS WINNER



### CONNECT CRE

At just 33 years old, eXp Commercial's Britney Mroczkowski has closed more than \$200 million in commercial real estate transactions, led the establishment of one of Tampa Bay's largest retail developments to date, earned her general contractors' license, and launched her own construction business. These accomplishments, among many others, have earned Britney recognition among Connect Commercial Real Estate's 2022 Next Generation Award honorees. The Connect Commercial Real Estate Next Generation Awards seek to honor the industry's rising stars who excel in business and demonstrate a commitment to their communities. "Britney joined eXp Commercial as the youngest commercial DMB (designated managing broker) in the company and immediately set the precedence for all other state leaders," said eXp Commercial Director of Growth Stephanie Gilezan. "She has a fresh, fearless approach to business not often found in the commercial space. She saw the opportunity to tap into young talent and has the passion, knowledge and commitment to train them for success. Britney is paving the way for the next generation of successful commercial real estate advisors, and we congratulate her for this well-deserved honor." At just 28 years old, Britney served as the 2017 president of the Florida Certified Commercial Investment Member (CCIM) Chapter's West Coast District, making her one of the youngest to ever serve in that capacity for the organization. One year later, Britney was asked to lead the development of Tampa Bay's 52-acre Westshore Marina District, where she also secured every single tenant for 60,000 square feet of luxurious retail and dining space. Today, Britney leads eXp Commercial in Florida as the DMB, where she is responsible for the company's growth and operations in the state. In 2021, she was named to the Business Observer's "Top 40 Under 40" and in 2020, she was named to the Tampa Bay Business Journal's "Top 40 Under 40." Since joining eXp Commercial, Britney has mentored more than 10 new professionals who are currently working commercial deals throughout the entire state of Florida. She has implemented monthly state meetings for brokers across Florida to network, collaborate and learn from each other, and she regularly brings in guest speakers to teach and inspire eXp agents. Most importantly, Britney has built a foundation of trust for eXp agents across the country who are looking to do business in Florida. Since taking over as the commercial DMB in November 2021, Britney has expanded eXp Commercial's Florida presence by 125%.

#### Savanah Land

904.660.1469

savanah.land@expcommercial.com

#### Britney Mroczkowski, CCIM

813.323.2706

britney.mroczkowski@expcommercial.com



eXp Commercial, LLC, its direct and indirect parents and their subsidiaries (together, "We") obtained the information above from sources believed to be reliable, however, We have not verified its accuracy and make no guarantee, warranty or representation, expressed or implied, about such information. The information contained above is submitted subject to the possibility of errors, omissions, price changes, rental or other conditions, prior sale, lease or financing, or withdrawal without notice. Any projections, opinions, assumptions or estimates of the information contained above or provided in connection therewith, either expressed or implied, are for example only, and they may not represent current or future performance of the subject property. You, together with your tax and legal advisors, should conduct your own thorough investigation of the subject property and potential investment.



# PROPOSAL | Testimonials

Fernandina Beach, FL 32034



## VACANT LAND SALE

We had a fabulous experience with Brit and Savanah. Very Knowledgeable and professional, they made the process almost painless. We highly recommend them and promise you will be a happy client too!

- Beth Berger



## RETAIL TENANT REPRESENTATION

Working with Savanah and Brit was amazing. As a new small business it was extremely helpful to have someone so passionate about her projects and clients. Throughout the entire process from viewing, signing and turning over our unit she was extremely helpful and present. We highly recommend working with Brit.

- Rikki & Remy Radkay, Owners of Sand Surf Co. in Tampa, Florida



## NEW CONSTRUCTION PROJECT

I worked with Brit many years on multiple construction & development projects. She is passionate about every deal she does. When faced with challenges, she works through them with persistence and diligence. She is never afraid to learn something new and always striving to add value to her expertise.

- Scott Andersen, VP of BTI Partners

## Savanah Land

904.660.1469

savanah.land@expcommercial.com

## Britney Mroczkowski, CCIM

813.323.2706

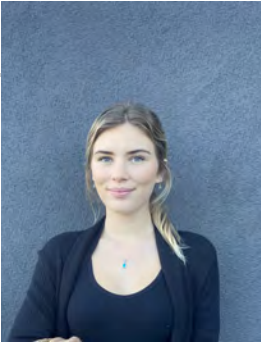
britney.mroczkowski@expcommercial.com



eXp Commercial, LLC, its direct and indirect parents and their subsidiaries (together, "We") obtained the information above from sources believed to be reliable, however, We have not verified its accuracy and make no guarantee, warranty or representation, expressed or implied, about such information. The information contained above is submitted subject to the possibility of errors, omissions, price changes, rental or other conditions, prior sale, lease or financing, or withdrawal without notice. Any projections, opinions, assumptions or estimates of the information contained above or provided in connection therewith, either expressed or implied, are for example only, and they may not represent current or future performance of the subject property. You, together with your tax and legal advisors, should conduct your own thorough investigation of the subject property and potential investment.

# PROPOSAL | Advisor Bio 1

Fernandina Beach, FL 32034



## **SAVANAH LAND**

savanah.land@expcommercial.com

Direct: **904.660.1469**

FL #SL3540788

## **PROFESSIONAL BACKGROUND**

Savanah Land is an advisor for eXp Commercial. She is located in Jacksonville, Florida where she was born and raised. She works on leasing and sales throughout northeast Florida representing buyers, sellers, tenant and landlord on all property types. Prior to joining eXp, Savannah worked as an executive assistant for a family owned construction company and explored residential real estate for two and half years.

Savanah is actively involved in her community and spends her free time either at yoga classes around the city or spending time on the water. She is excited to be a part of the growing community that Jacksonville has to offer and is enthusiastic about developing North East Florida.

## **eXp Commercial**

10752 DEERWOOD PARK BOULEVARD SUITE 100  
Jacksonville, FL 32256  
855.452.0263

## **Savanah Land**

904.660.1469

savanah.land@expcommercial.com

## **Britney Mroczkowski, CCIM**

813.323.2706

britney.mroczkowski@expcommercial.com



eXp Commercial, LLC, its direct and indirect parents and their subsidiaries (together, "We") obtained the information above from sources believed to be reliable, however, We have not verified its accuracy and make no guarantee, warranty or representation, expressed or implied, about such information. The information contained above is submitted subject to the possibility of errors, omissions, price changes, rental or other conditions, prior sale, lease or financing, or withdrawal without notice. Any projections, opinions, assumptions or estimates of the information contained above or provided in connection therewith, either expressed or implied, are for example only, and they may not represent current or future performance of the subject property. You, together with your tax and legal advisors, should conduct your own thorough investigation of the subject property and potential investment.

# PROPOSAL | Advisor Bio 2

Fernandina Beach, FL 32034



**BRITNEY MROCZKOWSKI, CCIM**

Commercial Designated Managing Broker - Florida

britney.mroczkowski@expcommercial.com

Direct: 813.323.2706

FL #BK3241479

## PROFESSIONAL BACKGROUND

As the Designated Managing Broker for eXp Commercial, Britney oversees all commercial agents throughout Florida. Britney joined eXp in 2021 with over 12 years of commercial real estate experience. She practices throughout the state of Florida focusing on retail leasing, land sales and retail development.

Prior to joining eXp Commercial, Britney was the Vice President of Retail Development of BTI Partners where she oversaw all retail development for the company in the Westshore Marina District in Tampa, Florida. She also spent 8 years at Colliers International as a broker specializing in their retail and land division. As a landlord representative, she has represented hundred of retail projects operating across Florida. During her career she has completed over \$200 million in commercial real estate transactions.

Britney is a Licensed Florida Real Estate Broker and Florida General Contractor. She has also earned the Certified Commercial Investment Member (CCIM) designation. She is active within the real estate community and served as the 2017 Florida CCIM West Coast Chapter President. In 2020 she was honored as a TBBJ 40 Under 40 Honoree and in 2021 was honored as a Business Observer 40 Under 40 Honoree.

## EDUCATION

Florida State University

Bachelor of Science in Real Estate & Marketing

Minor in Communications

## MEMBERSHIPS

**eXp Commercial**

10752 DEERWOOD PARK BOULEVARD SUITE 100

Jacksonville, FL 32256

855.452.0263

**Savanah Land**

904.660.1469

savanah.land@expcommercial.com

**Britney Mroczkowski, CCIM**

813.323.2706

britney.mroczkowski@expcommercial.com



## EXECUTIVE SUMMARY

KW Commercial & Residential Real Estate Inc. (KW Commercial & Residential) has been asked to present a proposal to provide consulting services to Ocean Highway and Port Authority of Nassau County (OHPA). KW Commercial & Residential is uniquely qualified to provide an adaptive reuse study for the evaluation of selected OHPA facilities. The study will assess the feasibility and expense involved in the renovation of industrial facilities for either single or multi-tenant and manufacturing or distribution use. The economic analysis will provide the insight necessary for making sound decisions regarding the redevelopment, disposition or demolition of the selected properties in Fernandina Beach, Florida.

### **OVERVIEW**

KW Commercial & Residential has developed a three phase menu of services that offers OHPA a comprehensive advisory process and feasibility analysis for each facility in regards to existing industries and emerging technologies on a regional and national basis. The three phases are as follows:

### **STRATEGY**

- Strategic Analysis
  - Investigation of Facilities and Alternative Use Study
  - 's Business Perspective and Infrastructure
  - Industrial and Business Subsectors of Emerging Technologies and the Auto Industry
  - Marketing Strategies and Recommendations that Optimize return on Real Estate Investment
- Detailed Cost Analysis and Program Management ( if needed )
- Impact Marketing



## KW COMMERCIAL & RESIDENTIAL REAL ESTATE

KW Commercial & Residential's track record in managing highly technical assignments and project approach is designed to maximize OHPA's return, while involving OHPA staff on a strictly as-needed basis. The value added through implementation of the KW Commercial & Residential strategy includes:

- Expanded real estate consulting capabilities without expanding staff.
- Increased ROI by use of and exposure to "leading edge" technologies and up-to-the minute information services.
- Improved positioning of OHPA's real estate through comprehensive city and state buyer/user incentive plans.
- Efficient administration of the real estate portfolio and process.
- Reduction in real estate holding costs.
- Cost efficiencies and flexibility are built into the menu of services offered.

KW Commercial & Residential's approach to compensation is designed to assure a "win-win" outcome. The proposed compensation structure is based on cost efficiencies to provide the required information while maintaining flexibility that allows OHPA several choices.

### **COMPENSATION**

The fee associated with the Phase One planning study shall be calculated utilizing substantially reduced rates. The team is essentially investing its capital, along with OHPA, to create a plan designed to meet both public and private requirements. Furthermore, KW Commercial & Residential shall fully credit Phase One consulting fees against commissions to be earned in the implementation phase with a Real Estate Brokerage Contract.

## KW COMMERCIAL & RESIDENTIAL REAL ESTATE

|

We will be the leading provider of fully-integrated Commercial & Residential Real Estate and Financial Advisory Services, creating value transformation by listening to our clients and responding with strategic solutions.

**MISSION  
STATEMENT**



## PROJECT APPROACH

KW Commercial & Residential is qualified and eager to provide the full range of services anticipated in serving in an advisory capacity to Ocean Highway and Port Authority of Nassau County Worldwide Real Estate. The proposed three-phase plan was designed with concern for cost efficiency and flexibility. KW Commercial & Residential believes a well-organized, carefully monitored and effectively implemented phased program will satisfy every expectation of OHPA.

Successful management of this multi-disciplined consulting assignment will require a strong service delivery system based upon prior experience with ....

- Creativity
- Flexibility
- Up to Date Data Systems
- Local Players in Federal, County, City Governments and Leaders within Local Private Stakeholder Groups

In order to support both financial and operational goals of OHPA, KW Commercial & Residential will work together with OHPA to collect, evaluate, and recommend the processes (condemnation, redevelopment, disposition as is, etc.) that will produce the highest return on investment of the selected real estate in Fernandina Beach, FL.

KW Commercial & Residential Real Estate has the capability and internal management structure in place to complete this consulting assignment with OHPA's involvement on an "as-needed" basis. KW Commercial & Residential is committed to providing a high level of service, sophisticated approach, and ready availability of a team of multi-disciplined professionals managed by one single point of contact for OHPA Worldwide Real Estate.

## KW COMMERCIAL & RESIDENTIAL REAL ESTATE

To minimize OHPA's financial exposure, KW Commercial & Residential has designed a three phase project outline for the focused study to identify, evaluate and prioritize alternative uses for selected OHPA facilities in , Fernandina Beach, FL. The three phase are as follows:

- Phase I - Strategic Analysis
- Phase II - Detailed Cost Analysis and Program Management (if needed)
- Phase III - Impact Marketing

### **Phase I - Strategic Analysis**

#### *Investigation of Facilities and Alternative Use Analysis*

KW Commercial & Residential will investigate each site and the area.

The site's land area will be assessed, and major features noted, such as:

- Topography and barriers
- Land size and potential for expansion
- Visible environmental contamination
- Visible soil conditions
- Alternative land uses
- Zoning restrictions
- Development impediments

Relevant property reports, such as wetlands reports, traffic reports, environmental reports, soil conservation, land-use reports, title commitments and property surveys, will be reviewed.

## KW COMMERCIAL & RESIDENTIAL REAL ESTATE

KW Commercial & Residential will then evaluate the surrounding CBD and Historic District including:

- Economic obsolesces
- Functional obsolesces
- External obsolescence
- Building(s) size and potential for expansion
- Parking
- Building Amenities
- Utilities
- Logistics
- Divisibility
- Alternate uses

KW Commercial & Residential will then investigate the area's suitability for its current use including:

- Market access
- Ingress and egress
- Transportation systems
- Visibility and image
- Area analysis
- Zoning restrictions
- Availability of municipal services
- Adjoining land uses.

As part of the process KW Commercial & Residential will collect historical financial information regarding the property, including appraisals, utility expenses, special assessments, tax assessments, real estate taxes, insurance and book value.

### *Alternative Use Analysis*

KW Commercial & Residential will use the knowledge gained in the this investigation phase to analyze the property's present and alternate uses. We will make recommendations on items needed for future marketability given market expectations and current conditions.

KW Commercial & Residential will learn as much as possible about competitive properties, reviewing recent comparable transactions as well as current availabilities. A comparison of the property's strengths and weaknesses relative to other on market facilities and their geographic locations will determine the impact the OHPA facilities will have on this competition.

To conduct a detailed, systematic market analysis, KW Commercial & Residential Real Estate will forecast demand by using national, regional, and local data, as well as information concerning any product unique to OHPA's specific facilities, and estimate demand appropriate for the type of property specific to the market area. The supply estimates are derived from current inventory of comparable properties, renovations, and new construction, and expected deletions from conversions or demolitions.

### *Fernandina Beach's Perspective and Infrastructure*

Creating a willingness of both Public & Private leaders to work with OHPA is, in our opinion, is THE step we will tirelessly negotiate in the right direction. Our commitment to provide quality real estate expertise with a fiduciary responsibility to OHPA is a strength of the KW Commercial & Residential Team.

Local government leaders will play a key role in establishing and encouraging a favorable business & residential mixed use environment and end product.



*Marketing Strategies and Recommendations That Optimize Return On Real Estate Investment*

Elements of the marketing program will address capitalizing on product strengths and opportunities while addressing weaknesses, recommendations on realistic pricing of the product and positioning within the market, structuring long term land leases or disposition and recommended commissions. The marketing plan will maximize the exposure of the land sites, potential facilities and identify logical users and investors through a campaign utilizing advertising, personal sales, direct mail, public relations and a multi-media presentation of collateral materials.

There are benefits that the city, county and state could bestow upon new users or owners of the OHPA sites that could dramatically effect the future sales and long term land lease values and ROI of these sites.

**PHASE II**

*Detailed Cost Analysis and Program Management (if needed)*

*Program Management*

Phase one investigations may well determine that additional in-depth analysis are needed to properly evaluate.

## PHASE III

### *Impact Marketing*

KW Commercial & Residential will use the information gained in the Investigation and Analysis phases to identify a target market and promote the property. A formalized plan will be presented and will include descriptions of:

- The property and its appeal to the target market.  
Target Market: The definition of the target market will include information about where potential prospects are located, geographically, by industry and by property type.
- How KW Commercial & Residential will reach the target market.
- KW Commercial & Residential will utilize a comprehensive checklist of activities appropriate for a wide range of products and markets to ensure that no opportunity will be overlooked in reaching the market. Brainstorming will also be conducted to search for new ideas.
- Anticipated marketing expenses.  
To estimate the total marketing budget, it is necessary to estimate how long a presence in the market will be necessary.

Advertising appropriate to the target market will then be designed and purchased. Further efforts to reach target markets will be made by obtaining mailing lists sorted by Standard Industrial Codes (SIC).

For example, residential or mixed used facilities should first be marketed to competitors who can best take advantage of the infrastructure and zoning which are in place. If there is limited interest with competitors, conversion to a PUD Arts (not performing Art) District eliminating the noise of live music venues which shall not be considered. Studio Office space may be marketed locally or nationally, depending on the velocity of interest, building design, and the pricing.

## KW COMMERCIAL & RESIDENTIAL REAL ESTATE

KW Commercial & Residential will compile a list of firms fitting the profile of the target market and pursue them. Nearby businesses will be contacted, because they are already related by location to the property. Further direct prospecting efforts will be conducted by telephone, email and direct mail for prospects in close proximity to the project.

The local brokerage community will be included in marketing efforts and, local brokers who handle the specific property type in the location of OHPA's property will be contacted and made aware of the availability of the property.

Once an interested prospect has been identified, KW Commercial & Residential will establish a negotiation strategy. The prospect's needs will be studied, and a presentation which outlines the suitability of the OHPA property to their needs will be delivered.

KW Commercial & Residential will continue to manage the negotiation process through effective follow-up. KW Commercial & Residential will evaluate all offers presented to OHPA, and manage the closing process, involving OHPA on an as-needed and approval basis. Upon completion of the assignment, KW Commercial & Residential will continue to manage activities, such as wrap-up reporting, analysis of budgeted versus actual out-of-pocket expenses, and job satisfaction surveys.



## COMPENSATION

KW Commercial & Residential views its preferred vendor relationships in much the same way as its strategic alliance partnerships - the outcome must be "win-win." For the vendor, this means that costs are covered and a reasonable profit achieved. For the client, this means protection from excessive fees and expenses.

To ensure this "win-win" result, KW Commercial & Residential proposes the following compensation structure for the project and intends to complete the consulting portion of the work described in Phase One within six (6) to eight (8) weeks after receiving a notice to proceed. OHPA shall appoint KW Commercial & Residential as its exclusive real estate agent and consultant for the purpose of providing comprehensive real estate services. In no circumstance shall KW Commercial & Residential make any commitment on behalf of OHPA unless authorized to do so in writing by OHPA.

The proposed fee for the consulting work is a lump sum amount of \_\_\_\_\_ plus reimbursement for all out-of-pocket expenses. These reimbursable expenses include transportation costs, printing and reproduction costs, messenger service, postage and other similar expenses normally incurred during similar services and are in addition to the quoted lump sum fee. These reimbursable expenses shall not exceed One Thousand Dollars (\$1,000).

To demonstrate our good faith, KW Commercial & Residential is willing to negotiate a full rebate of consulting fees paid for the Phase one study should KW Commercial & Residential be retained by OHPA to implement the recommendations of the study and receive commission.

OHPA will have "open book" access to all direct income and expense information related to servicing this account.

Daniel Griebel – KW Commercial is Licensed associate in FL and Managing Broker in IL. He possesses a unique background coordinating successful conclusions with Federal, State, County and City Governments. He has obtained approvals from ACOE, EPA, Inland Waterways (USCG), City Economic Departments, Zoning & Building Departments as well as representing International Corporations and entrepreneurial local entities with a singular passion. As a commercial real estate professional since 1988, I have gained extensive experience in navigating the complexities of the industry, and have honed my skills in several key areas.

The world of commercial real estate is a dynamic and ever-evolving industry, requiring a keen understanding of the market, industry trends, State Incentives, and developed listening skills to engage local community input to provide value and exceed needs of clients. And community. I have developed the skills required to successfully work with clients to achieve both short term needs and long term (ROI) financial goals.

- Proven track record of effective negotiation on behalf of office, industrial, retail, and medical groups & medical office building owners
- High caliber resource to investigate, analyze and solve complex commercial real estate issues
- Successfully formed entrepreneurial & corporate strategic alliances for tenant representation
- Complex Co-Ordination between **Public & Private and Stakeholder** entities to create **New Zoning District**
- Implementation of marketing programs to dispose, lease, acquire & sublease commercial properties is another specialty
- Initiated strategies that increased operational efficiencies and decreased initial & long-term occupancy expenses
- Value-Added service includes feasibility analysis that incorporates knowledge of the zoning and re-zoning process, ADA compliance, building code regulations, financing considerations for above-standard improvements, and review of design-build formats for construction bidding
- Exclusive Real Estate Broker and Consulting Services provided over 9 years to for a Teaching Hospital System

Tracy Fendig is a dedicated Team Leader, committed to serving the real estate needs of families in Fernandina Beach and the surrounding areas since 2005. With a background in architectural interiors and extensive experience in interior design, Tracy discovered her true passion in the real estate industry. Unlike traditional salespeople, Tracy sees each new customer as an opportunity to provide genuine assistance, driven by her unwavering passion for helping others. Her journey led her to work with distressed sales during the market downturn in 2008, reaffirming her belief that being a Realtor requires a servant's heart. Tracy's ultimate goal is to support families in achieving their dreams.

Early in her career, Tracy encountered remarkable experiences that solidified her commitment to helping people achieve their unique goals. For instance, she successfully facilitated the purchase of a \$16,000 mobile home for a young man in need of a suitable dwelling for his children. Overcoming the challenge of securing a small loan from conventional banks, Tracy connected the buyer with a hard money lender and even relied on directions from the postmaster to locate the remote mobile home. In that same month, she assisted a young woman in fulfilling her late father's dream of owning a beachfront condo. By utilizing the inheritance he left her, Tracy enabled the buyer to turn her father's aspiration into a reality, recognizing the profound impact she could have on individuals' lives.

Tracy's exceptional achievements have earned her the esteemed title of Five-Star agent by Jacksonville magazine for an impressive 13 years, a distinction achieved by less than 10 percent of agents nationwide. In 2008, she received the prestigious honor of Realtor of the Year in Nassau County. Since joining Keller Williams Atlantic Partners in 2011, Tracy has been a prominent member of the Agent Leadership Council, a privilege reserved for the top 20 percent of KW agents. With her KW Luxury Agent designation and Graduate, Real Estate Institute credentials, Tracy upholds the highest standards of professionalism. Notably, she is recognized as a Dave Ramsey Endorsed Realtor, a testament to her integrity and commitment to financial responsibility.

Outside of her thriving career, Tracy actively engages with her community and currently serves on the Amelia Island Shrimp Fest board. While her impressive sales numbers speak for themselves, Tracy values customer feedback above all else. Recently, a client praised her unmatched competence, combined with a genuine and compassionate approach. Another client described her as a fierce advocate who remains remarkably friendly. Tracy's career aspirations encompass both assisting individuals in achieving their goals and fostering the growth of her team's agents.

Tracy is happily married to her husband, Wynn, and together they raised three children. Her son, Nick, works as a loan originator with U Mortgage and is married to Lauren, a loan processor. Samantha, Tracy's daughter, serves as a firefighter/paramedic in Jacksonville, while Sealeah, her youngest daughter, is a Realtor on Tracy's team and is married to Cole, a private pilot.

Tracy Fendig  
The Fendig Group  
Keller Williams Realty  
904-753-3572



## **KW COMMERCIAL & RESIDENTIAL REAL ESTATE**

### **STAFFING**

KW Commercial & Residential's Strategic Relationships team, led by Daniel Griebel, will be the primary provider of commercial consultative and brokerage services. Tracy Fendig will serve as Residential Assistant Team Leader, utilizing the knowledge gained through 28 years of residential brokerage and consultant services across Nassau country.

Biographies of the team members are provided on the following pages

## **SCOPE OF PROPOSED SERVICES**

The following scope of services has been developed in response to several real estate options available to Ocean Highway and Port Authority (OHPA). Mesirow Stein offers flexibility in formulating real estate strategies that are most appropriate to clients' needs and changes are possible in this scope of work to better suit Ocean Highway and Port Authority.

## **ALTERNATIVE USE ANALYSIS**

- Identify alternative uses for owned and contiguous sites that maximize and/or create value.
- Develop a comparative matrix of identifying characteristics for each alternative.
- Evaluate the positive and negative features of each alternative.

## **EVALUATION OF EXISTING MARKET CONDITIONS**

- Determine historical land values for lease and sale - vacancy rates and Property Values within Fernandina Beach and Historical District markets areas for both development under existing zoning and highest & best use ROI potential uses, with reasonable chances to reach a variety of visions for Stakeholders & Community consensus.
- Examine competitive rent levels within each alternative including proposed lease-up projections for both land lease and OHPA Development.

## **CONCEPTUAL DESIGN & CONSTRUCTION COST PRICING**

- Identify general building design requirements and level of finishes.
- Evaluate the current zoning requirements for the subject properties and develop a preliminary site plan locating the building footprint and required parking.
- Identify the basic bulk massing or building envelope limitations and other legal requirements as permitted by current zoning.
- Investigate any available tax incentives for the subject properties.

- Examine surface and subsurface soil conditions based upon soil boring information supplied and obtained by Ocean Highway and Port Authority. This will become important in determining permissible loading conditions and resultant building foundation types and costs.
- Recommend utility service and distribution including conceptual design of site drainage, storm and sanitary collection and disposal.
- Develop preliminary building construction costs.

### **FINANCIAL ANALYSIS OF ALTERNATIVES**

- Prepare development budget for each building or improvement.
- Prepare 10 year operating pro forma cash flow for each building type and use, and perform discounted cash flow analysis.
- Combine alternative values for each building or improvement according to scenarios presented to determine net present value of each.

### **PROJECT STRUCTURING ALTERNATIVES**

For each development alternative analyzed above, Mesirow Stein will quantify costs and benefits to Ocean Highway and Port Authority under various procurement alternatives:

- Design/build owned by Ocean Highway and Port Authority or joint venture and leased to users.
- Long term land leases for out lots by OHPA.

Creative structuring strategies will be further explored by Mesirow Stein for each physical option analyzed. The objective of this exploration and analysis is to contrast each option, its cost and identify its approximate net operating income for Ocean Highway and Port Authority.

### **DESCRIPTION OF DELIVERABLES**



**KELLER WILLIAMS**  
**COMMERCIAL AND RESIDENTIAL REAL ESTATE**

The advisory services provided as further described and final report will contain the following discussion sections, which will include qualitative, quantitative and graphical information.

- Executive Summary
- Objectives and Methodology
- Market Conditions
- Marketing Tactics & Strategies
- Regulatory Issues
- Description of Alternatives
- Discounted Cash Flow Analysis and Summary Matrix.

**KW COMMERCIAL & RESIDENTIAL REAL ESTATE**

Proposal acceptance

**AUTHORIZATION TO PROCEED**

Ocean Highway and Port Authority of Nassau County Worldwide Real Estate authorizes KW Commercial & Residential Real Estate, Inc. to proceed with real estate consulting services for this project by signing and returning a copy of this proposal which is contingent upon the limitations, indemnity and definition stated below.

Accepted By:

**OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY  
WORLDWIDE REAL ESTATE**

---

Signature

---

Printed Name

---

Title

---

Date

**LIMITATION OF KW COMMERCIAL & RESIDENTIAL REAL ESTATE,  
INC'S RESPONSIBILITY**

Notwithstanding anything to the contrary contained in this proposal Ocean Highway and Port Authority of Nassau County Worldwide Real Estate acknowledges and agrees that KW Commercial & Residential Real Estate, Inc. is not providing legal, tax or environmental consulting services on this project.

June 28, 2023

Subject: Confidentiality Agreement

Gentlemen:

In furtherance of the potential of pursuing a transaction (the "Transaction") to sell certain property located Fernandina Beach, FL (the "Property"), owned or controlled by Ocean Highway and Port Authority (OHPA) is prepared to make available to you certain information respecting the Property and/or OHPA upon the terms set forth in this letter. By execution below, you agree as follows:

1. Evaluation Material Use and Confidentiality. You, for yourself and your affiliates and professionals (collectively, "Obligated Parties"), (a) will use any and all information at any time disclosed, delivered or obtained respecting the Property (including without limitation zoning and development matters, financial, marketing and sales matters, and legal, engineering, environmental and soils conditions and compliance) and/or any entity, organization or business affiliated with OHPA (including, without limitation, proprietary information and internal market studies and business records, collectively, "Evaluation Material") only in furtherance of the Transaction, and (b) will hold the same in strict confidence and will not disclose any Evaluation Material (in whole or in part) or the existence or potential existence of the Transaction or our discussions in furtherance thereof, to any other person or entity. For purpose of this letter, the term "Evaluation Material" excludes any information that (i) is or becomes public information other than in violation of this letter, (ii) becomes available to any of the Obligated Parties on a non-confidential basis from a source other than OHPA or any of its authorized agents, or (iii) is known to any of the Obligated Parties prior to the date hereof.

- (i) Return of Evaluation Material. If we have not concluded a Transaction, then you shall deliver to or as designated by OHPA promptly upon the written request of OHPA:
- (ii) All Evaluation Material (and all copies thereof) delivered by OHPA to any of the Obligated Parties; and
- (iii) copies of all Evaluation Material prepared by you or on your behalf

2. No Other Rights. You agree that neither OHPA nor any of its affiliates or their respective employees, agents or professionals, makes any representation or warranty, express or implied, as to the accuracy or completeness of any Evaluation Material, or has or shall have any liability to any of the Obligated Parties resulting from the use of any Evaluation Material.

3. Remedies; Expenses. If you or any of the Obligated Parties shall default hereunder, money damages would be inadequate to remedy any such default and OHPA shall be entitled to seek, and a court of competent jurisdiction may grant, specific performance and injunctive or other equitable relief as a remedy for any such default, without proving monetary damages or without the necessity of posting a bond or other security. Such remedy shall be in



addition to all other remedies, including money damages, available to OHPA at law or in equity. In addition, the prevailing party in any litigation between OHPA and any Obligated Party shall be entitled to its costs and expenses (including, without limitation, reasonable legal fees and expenses) incurred in connection with any such litigation. No failure or delay by OHPA in exercising any right, power or privilege hereunder, or at law or in equity, shall operate as a waiver thereof, nor shall any single or partial exercise thereof preclude any other or future exercise thereof or the exercise of any other right, power or privilege hereunder. Any claim brought under this letter agreement shall be brought within 90 days of your return of the Evaluation Materials and unless a claim is brought within such time period neither party shall have any further obligations upon its expiration.

4. Governing Law; Waiver of Jury Trial. This letter agreement is for the benefit of OHPA and shall be governed by, and construed in accordance with, the laws of the State of Illinois, without regard to principles of conflicts of laws. Each of us, either having been represented by legal counsel or having had the opportunity to be represented by legal counsel, hereby waive trial by jury in any adversarial action arising by or among the parties hereto or any applicable OHPA affiliate (all of which affiliates shall be deemed express third party beneficiaries hereunder).

5. Interpretation. This letter shall be interpreted and construed in accordance with its plain meaning and without reliance upon, or implication, inference or assumption arising from, the fact that this letter may have been drafted, in whole or in part, for or on behalf of OHPA.

6. Counterparts. This letter agreement may be executed simultaneously in one or more counterparts, each of which shall be deemed to be an original, and all of which together shall constitute one and the same instrument. Please confirm your agreement to the foregoing terms of this letter by signing and returning one copy of this letter to the undersigned. Thank you.

Very truly yours,

c/o OHPA PROPERTIES, LLC,

By:

\_\_\_\_\_ c/o OHPA Properties, LLC

Accepted and agreed to as of the date  
first written above:

For itself and the other Obligated Parties

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_



# New Business

\*\*\*OHPA will meet on the second and fourth Wednesdays of each month, 6 PM, at the Peck Center auditorium ,

2024 MONTH	DATES	
January	10	24
February	14	28 Valentine's Day
March	13	27
April	10	24
May	8	22
June	12	26
July	10	24
August	14	28
September	11	25
October	9	23
November	13	27 Thanksgiving
December	4	18 Dates adjusted for the holidays



OCEAN HIGHWAY AND PORT AUTHORITY, NASSAU COUNTY, FLORIDA

RESOLUTION No. 2023-R03

A RESOLUTION OF THE OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY, FLORIDA,  
ADOPTING THE PROPOSED FERNANDINA HARBOR REALIGNMENT; PROVIDING FOR AN EFFECTIVE  
DATE

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

*WHEREAS* OHPA has the obligation and responsibility to adopt the proposed Fernandina Harbor Realignment. The realigned Cut-6A channel extends from Cut-6 Station (Sta.) 9+00 starting at Cut-6A Sta. 0+00 and connects to Cut-7 at Cut-6A Sta. 23+60. Cut-7 will be re-stationed starting at Cut-7 Sta. 0+00 and ends at Cut-7 Sta. 17+96.82. The authorized channel depth and width of Cut-6A remain unchanged as a result of this realignment at 28-feet deep (plus 1-foot allowable overdepth) and 300-feet wide. The United States Army Corps of Engineers (USACE) has determined that Fernandina Harbor can be more economically maintained in the vicinity of the City of Fernandina Beach marina if the channel is realigned as depicted in the attached proposed realignment. If the channel is realigned as proposed, all future maintenance costs associated with the proposed realignment will be the sole responsibility of the Federal government.

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

Section 1. OHPA provides this written concurrence for the proposed Fernandina Harbor Realignment as requested by the USACE on November 8, 2023.

Section2. This Resolution shall be effective upon its adoption.

RESOLVED FURTHER THAT the Ocean Highway and Port Authority, Nassau County, Florida hereby adopts the foregoing Resolution, dated this \_\_\_\_\_ day of December, 2023.

OCEAN HIGHWAY AND PORT AUTHORITY,  
NASSAU COUNTY, FLORIDA

---

Miriam Hill, as its Chairwoman

ATTEST:

---

Ray Nelson, as its Secretary/Treasurer



# AOM Report

**ADMINISTRATIVE OFFICE MANAGER  
REPORT  
November 2023**

**Hours worked November 2023 – 146.25**

- Attended November 8th meeting. Minutes composed.
- Prepped for meetings (agenda, packets)
- Processed Accounts Payable/Receivables
- Assisted Mary Babiarz (Savage Financial Coordinator, FDOT reimbursements)
- Corresponded with Joanne (QB entries/transactions, bank reconciliation, audit)
- Corresponded with Commissioners (OHPA, requests)
- Responded with newspaper reporter requests
- Corresponded with Nicholas Rubio (M&J auditor, phone and email)
- Posted RFQ architectural services
- Responded to RFQ inquiries
- Responded to PRR (documents provided)
- Ordered AV systems (replacements) for Peck auditorium (Guitar Center)
- Invoices paid and entered into QuickBooks
- Payroll entered into QuickBooks
- Check payments processed
- Bank transactions (transfers, A/R, A/P online)
- Responded to all emails, voicemails, and corresponding documents/letters, Commissioners' and Port Accountant/Attorney/Executive Director requests
- Website updates, meeting videos edited
- Electronic and hard-copy file organizing
- Documents inventory

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