

**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**  
**June 12, 2024**  
**6:00 PM**  
**Monthly Meeting**

- 1. Public meeting call to order (Chair)**
- 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 (Chair)**
- 6. Public Comments** on agenda items (Comments submitted prior to the meeting)
- 7. Presentation:**
  - a. Sherri Mitchell (Executive Director, Nassau County Economic Development Board)
- 8. Regular Business:**
  - a. Approval of Minutes**
    - May 8, 2024 Monthly meeting
    - May 22, 2024 Board meeting
  - b. Port Attorney Report**
  - c. Port Accountant Report**
    - Financial report – May 2024
    - ARPA reimbursement update
    - Budget FY 2024-25 (draft)

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

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

**9. Old Business**

- a. Allied contract (Action item)
- b. OHPA Property sale (suggestions, Phil Griffin)
- c. OHPA document request to the Port Operator (update)
- d. MARAD (options)
- e. Resiliency Plan (update)
- f. EPA Clean Ports Grant (update)
- g. Nassau Tradeplex signage (update)
- h. Yard waste (Warehouse #2, update)

**10. New Business**

- a. USCG Certificate of Documentation (invoice)
- b. North Florida Clean Fuels Board meeting (September 3<sup>rd</sup>)
- c. Construction lien (fabric warehouse, Coast to Coast invoice)
- d. FPC Annual meeting (Pensacola, August 27-29)
- e. Wharfage and tonnage fees (update, LaPorte)
- f. SeaCIP application
- g. US CBP Lease Amendment (Action item)

**11. Commissioners Reports and Comments**

**a. New development reports**

**b. Committee reports**

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

**12. Administrative Office Manager Report**

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

## **14. 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.**



Presentation

**Sherri Mitchell**

Nassau County Economic Development  
Board



# NASSAU COUNTY

Florida's First Best Impression





## Value

As Nassau County continues to undergo a transition from both landscape and cultural standpoints it is not only our role but NCEDB's goal to position our County and its assets in the most positive and competitive nature moving forward

# Our Vision & Mission



## Vision

Nassau County, achieving an unparalleled quality of life together



## Mission

To support opportunities across Nassau County that sustain, expand, and diversify economic prosperity.



# County Overview

Demographics & Workforce Statistics

96,971  
Population

\$51,110  
Average Wage

2.9%  
Unemployment  
Rate

1,355  
Unemployed

47,316  
Workforce

\$424,995  
Median Sales Price  
Single Family House

45,961  
Employed

\$86,655  
Median Household  
Income



## **BUSINESS RETENTION & EXPANSION (BRE)**

To support, retain, and expand upon the local business base. Increase business retention and expansion activities with all present companies.



## **BUSINESS RECRUITMENT & MARKETING (BRM)**

Drive sustainable job growth by leveraging our quality of life, as we continue to market our key job opportunity areas.



## **PUBLIC RELATIONS & COMMUNICATION (PRC)**

Maintain partnerships with local, regional, and national media to communicate key economic development information.



## **SUSTAINABLE REVENUE SOURCE (SRS)**

Increase and maintain annual budget, develop sustainable revenue stream for economic development and community initiatives.





# Business Retention & Expansion

## Round Tables

Town of Callahan



## BRE Forum

BRE Panel consisted of representatives from the TDC, CareerSource NEFL, FSCJ, NCEDB, SBDC, Nassau Chamber of Commerce, & County Planning

## BRE Partners

BRE Partners informing our business community of the various resources available to them



## LignoTech

Mike Dempsey with LignoTech speaks to the business community on the NCEDB's assistance with receiving the Economic Development Grant (EDG)

# BRE

## Impact County Wide

Through the BRE Program, we have reached 37 businesses, conducted 72 business surveys, and visited 30 businesses.

### BRE Partners

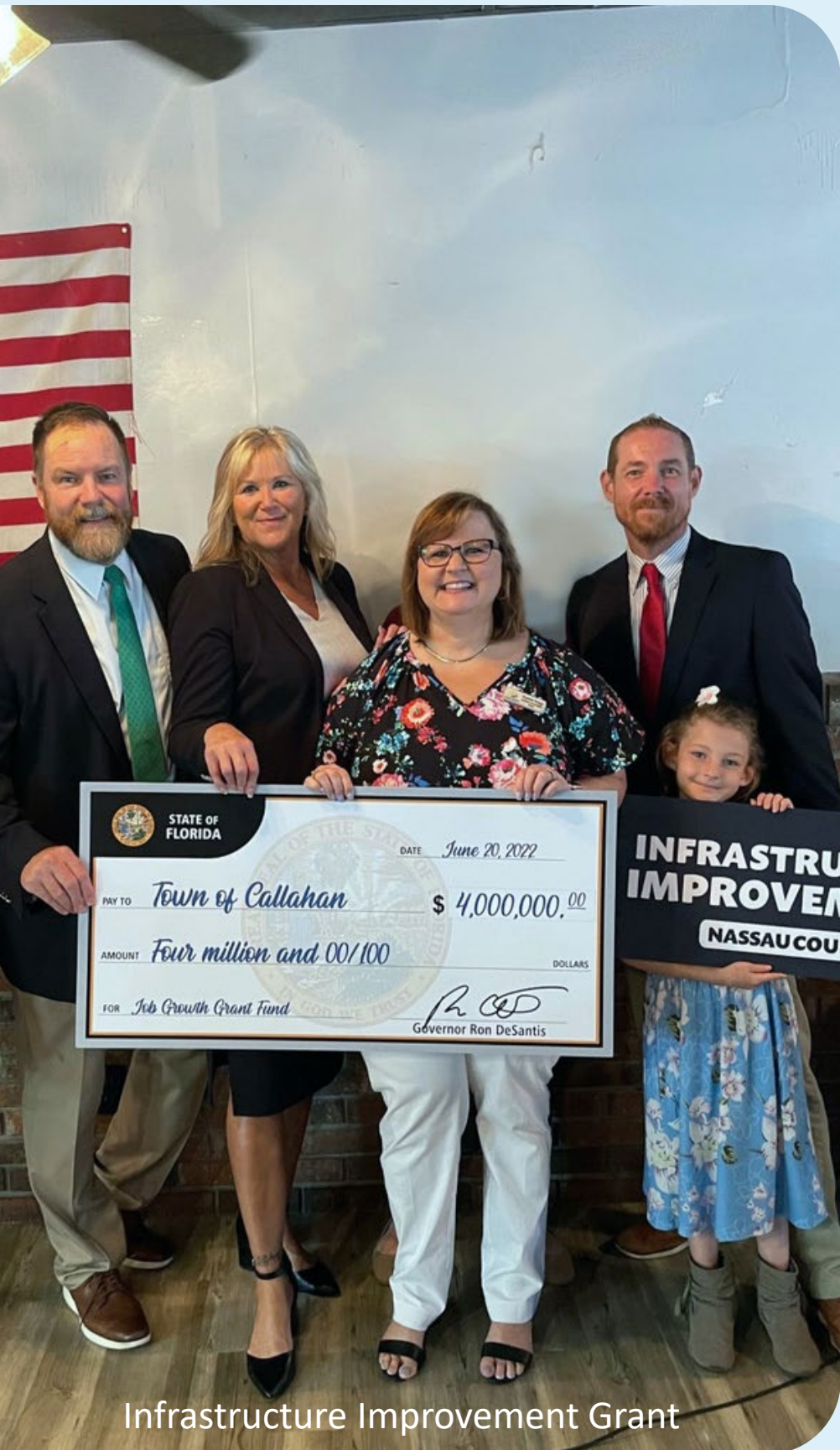
- Economic Development
- CareerSource
- Small Business Development Center (SBDC)
- Tourist Development Council
- Nassau County Chamber
- County Planning
- Florida State College at Jacksonville (FSCJ)



## SBDC Impact

Service	2023 Jan - Aug	2022 CY
Entrepreneurs Consulted	115	149
Total Consulting Hours	472	595
Workshop Attendees	14,288	3,375
Jobs Created/Retained	44	31
Business Startups	15	13
Capital Formation	\$1,082,030	\$1,850,700

CareerSource NE Florida	22-23 Q4	22-23 FY
Employers Served	39	174
Job Seeker Visitors	763	3,640
Services to Job Seekers	586	3,074



Infrastructure Improvement Grant

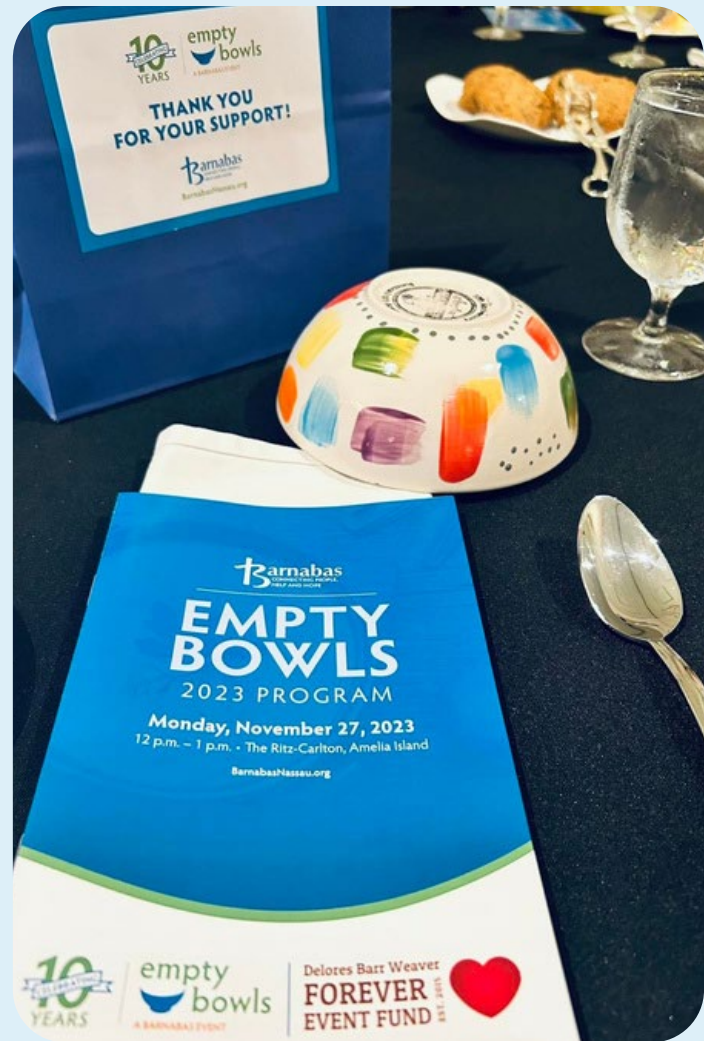


TPC at Sawgrass

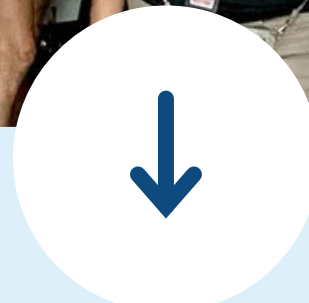


Men's Newcomers Club of Amelia Island





# Economic Initiatives



## Business Retention

NCEDB acts as a resource for the business community. Through our BRE Partners, we assist with business needs.

During Women's History Month, we champion the West Side of the county by spotlighting local businesses like Wicked Bao, showcasing their invaluable contributions.



## Education

NCEDB contributed to the creation of the Hospitality CTE Program that launched in 2023 at Fernandina Beach High School



## Community Involvement

NCEDB sits on the Economic Vitality Council of the Fernandina Main Street



## Marketable Sites

NCEDB has been working to identify marketable sites, throughout the county.

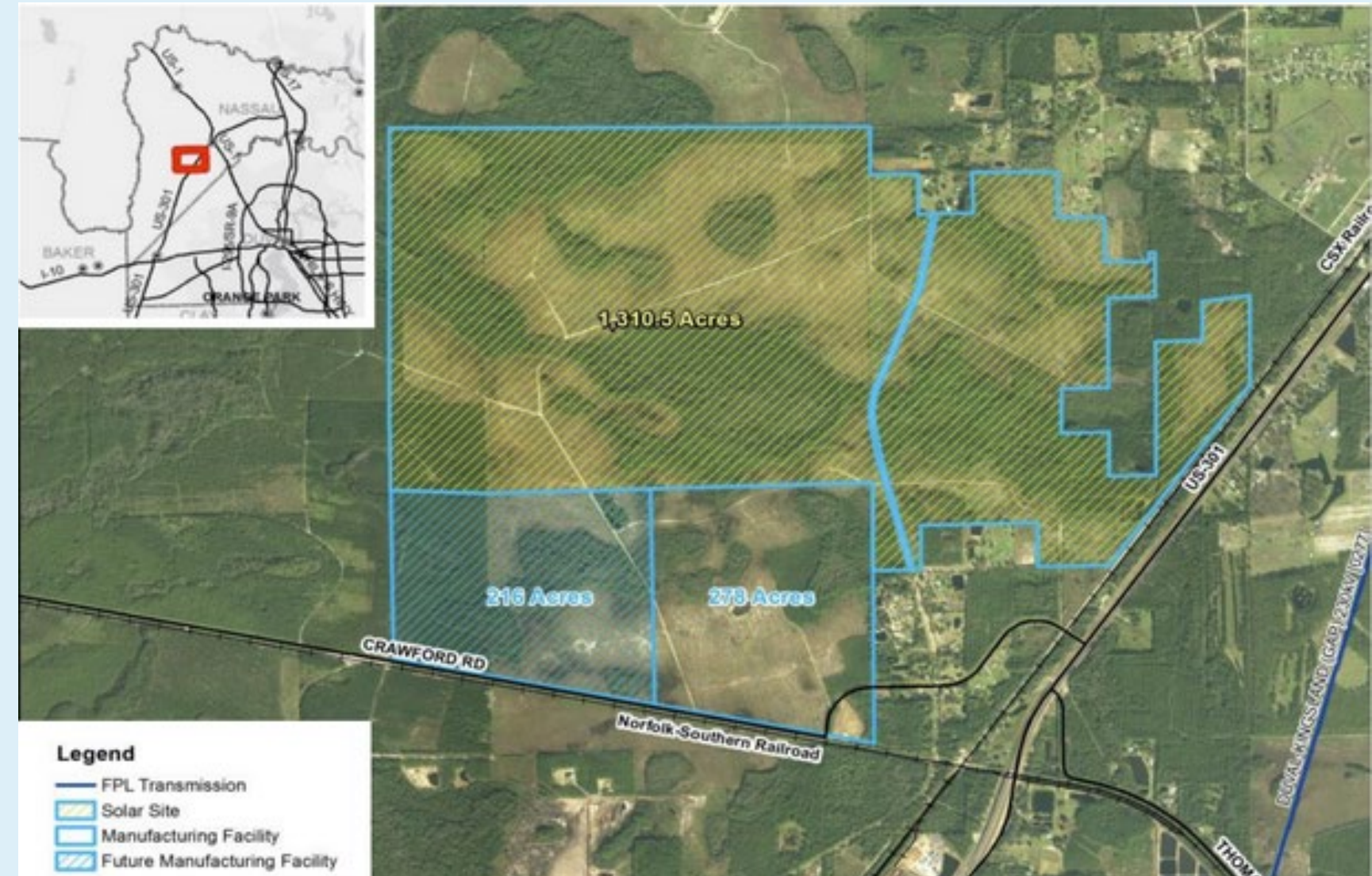
# Crawford Diamond Industrial Park

## Key Site Features

- 1,800 acres Crawford Diamond Industrial Park
- 1300 acres FPL Solar Farm (*Collect Energy from the Sun, renewable energy source*)
- 400 Marketable acres for heavy industrial
- Dual Class I rail diamond (CSX and Norfolk Southern)
- Access via US 301 to two interstates (I-95 and I-10)
- Access to four ports (Fernandina & Jacksonville, FL; Brunswick & Savannah, GA)

## On-Site Power

The Crawford Road site is shovel-ready with 100-megawatt support for peak electric demand. Ideally suited for advanced manufacturing, aerospace, and defense projects or industries that need constant and reliable power infrastructure.



# What's Happening

## Active projects

### Wildlight Commerce Park

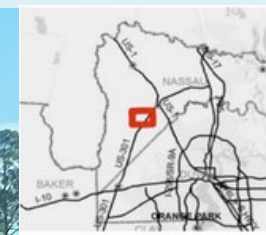
#### Pattillo Industrial Real Estate

- CAPEX: \$250 Million over 10 years
- 1.5M SQFT Industrial Park
  - 10 Buildings
  - light manufacturing, logistics, office space, labs, & warehousing
- Providing 300+ jobs

### Town of Callahan

#### Water Plant

- 3.6 miles of wastewater
- Phase I: 1 million gallons per day
  - Expandable 6 million GPD by the end of the final phase
- Current completion expected: 2024 3rd quarter



# What's Happening *Active projects*

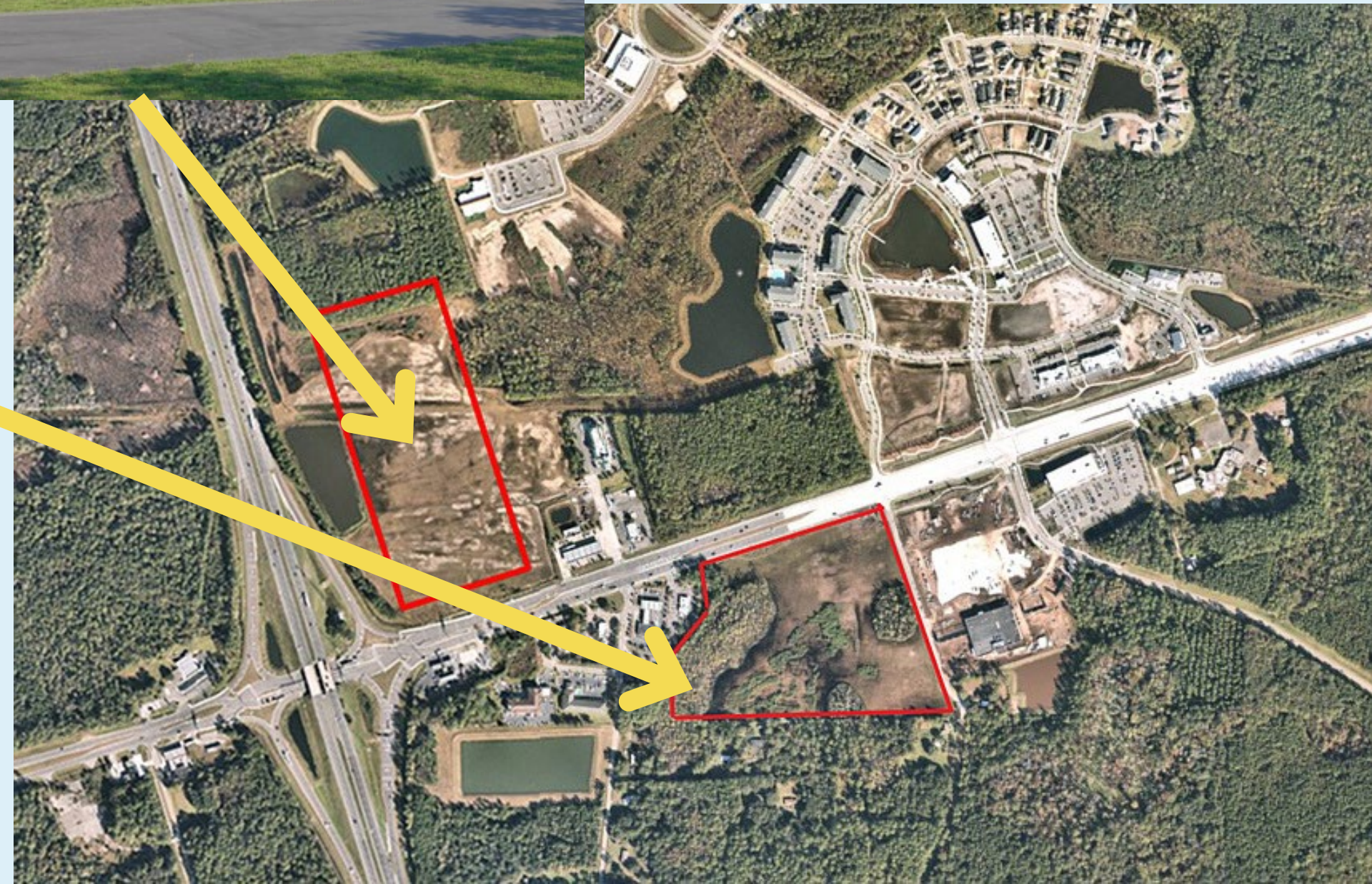
## HCA Florida - Memorial Hospital

- 55 acres (SE Corner of SR 200)
- 50,000 SQFT Medical Building & ER
- Providing 30 initial jobs Phase I



## Baptist Crossing Medical Campus

- CAPEX: \$38 Million
- 24.25 acres (SW Corner of SR 200)
- 75,000 SQFT Medical Office Building
- 2 Emergency Room Centers
- Providing 50 jobs in Phase I





# What's Happening *Active projects*

Town of Callahan

*FPL Thomas Creek Solar Project*

- 200+ jobs during construction
- Enough zero-emissions energy to power about 15,000 homes annually
- 74.5 Megawatts of clean energy
- Situated on 638 acres



# Economic Snapshot April 2024

## Employment & Unemployment Rate<sup>1</sup>



## Current Nassau County Projects



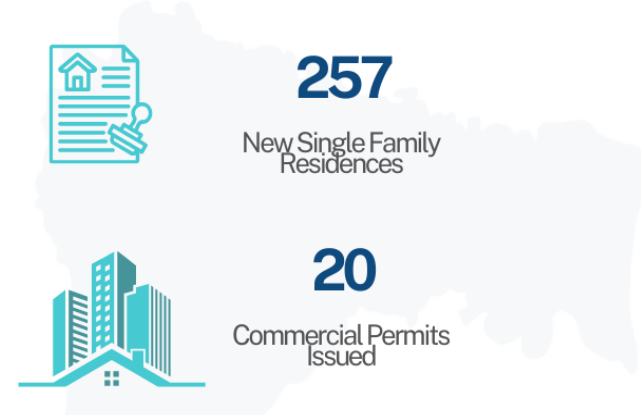
## Properties<sup>2</sup>



## Housing Data<sup>4</sup>



## Permits<sup>3</sup>



## New Prospects

Active Prospects	Industry	Capex	Jobs	Average Wage
NCEDB Prospect 13 <b>NEW</b>	Manufacturing	TBD	TBD	TBD
NCEDB Prospect 14 <b>NEW</b>	Manufacturing	\$10 Million	50	TBD
NCEDB Prospect 15 <b>NEW</b>	Transportation	\$1 Million	15	\$100K
NCEDB Prospect 16 <b>NEW</b>	Manufacturing	TBD	200	TBD

Sources:  
 1. FloridaCommerce - Workforce Statistics Data from <https://floridajobs.org/workforce-statistics/workforce-statistics-data-releases/latest-statistics>  
 2. Nassau County Economic Development Board from <http://www.nassauflorida.com/site-selection/sites/>  
 3. Nassau County Building Department  
 4. Northeast Florida Association of Realtors - Market Statistics from <https://www.nefar.com/market-stats>

## New Investors



# 2022 - 2023 FY

## Project Overview

TOTAL PROJECTS

17

PROJECTS BY STAGE

17

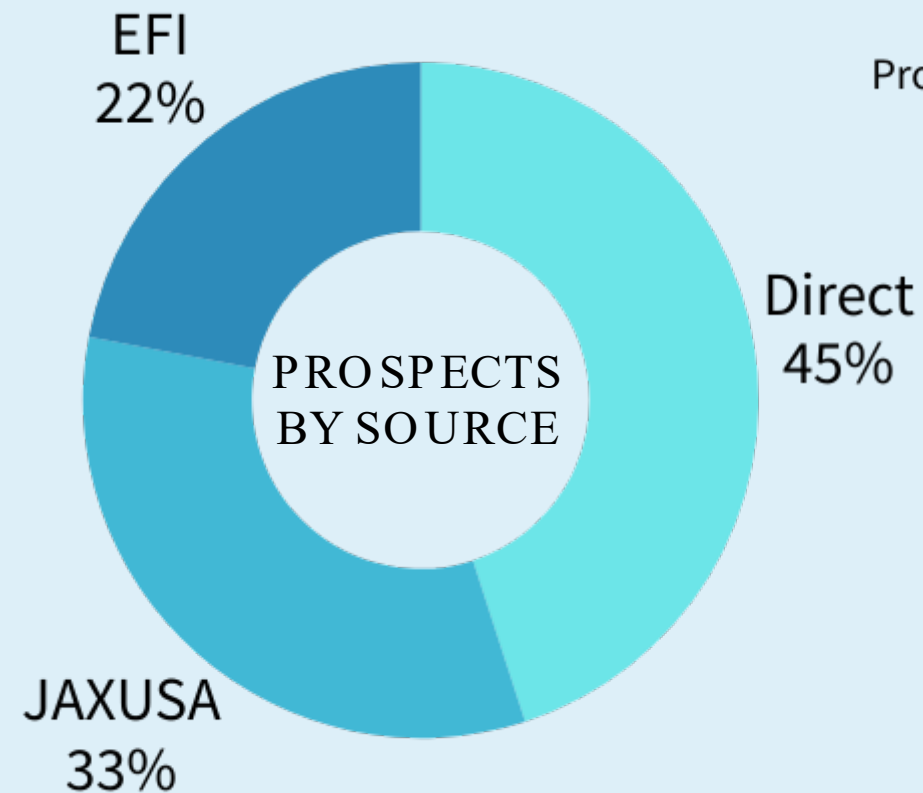
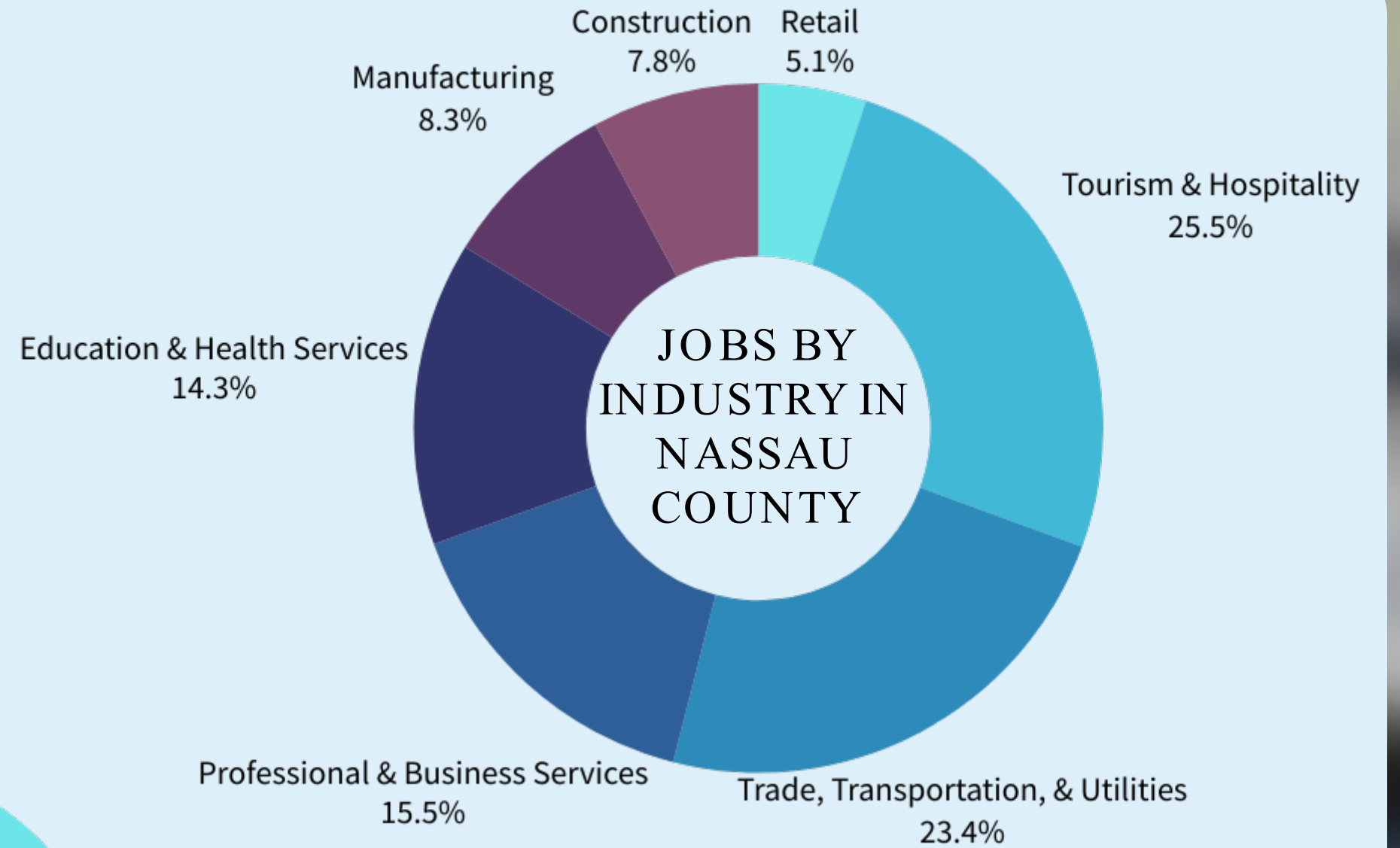
SITE VISITS

13

RESPONSES

16

QUALIFIED





# Thank You NCEDB INVESTORS





# THANK YOU

Sherril Mitchell, Executive Director  
Nassau County Economic Development Board  
(904) 225-8878  
[www.NassauFlorida.com](http://www.NassauFlorida.com)



# 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

May 8, 2024

The Ocean Highway and Port Authority, Nassau County, held an Executive and Monthly meeting on Wednesday, May 8, 2024 at the Peck Center, Willie Mae Ashley Auditorium, 516 S 10<sup>th</sup> Street, Fernandina Beach, FL 32034.

## 1. **Executive meeting** (Case No. 45-2022-CA-000077, Property Appraiser matter)

The OHPA Board public meeting was called to order at 5:00 PM by Chair Hill. Mr. Krechowski, Port Attorney, made a statement requesting a shade meeting to discuss Case #45-2022-CA-000077, Property Appraiser matter. The shade meeting was convened with the full Board; Mr. Krechowski, Port Attorney; and a court reporter present. The shade meeting concluded at approximately 5:40 PM and the public meeting was reconvened by Chair Hill. The conclusion and termination of the shade meeting was announced.

## 2. **Public meeting (Call to Order) - Chair**

Chair Hill called the public meeting to order at 5:58PM.

## 3. **Invocation**

The invocation was given by Commissioner Nelson.

## 4. **Pledge of Allegiance**

The pledge was led by Chair Hill.

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

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

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

Chair Hill acknowledged the meeting attendees including: Nassau County team, Jennifer Liston (Zyscovich), Bob Virtue, Scott Moore (OHPA candidate District 2), and Mike Lednovich (FB Observer).

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

### ➤ **Bob Virtue;** Fernandina Beach resident

Mr. Virtue agreed with the Port access protocol for the OHPA Commissioners and inquired about the Board's decision on the relocation of the fabric warehouse.

Chair Hill explained Mr. Krechowski researched the matter and will provide his findings during his Port Attorney report. Also, the findings did not merit action from the Board. She thanked Mr. Virtue for attending the meeting and providing his opinion on Port matters.

## 8. Presentation:

### a. Taco Pope – Nassau County Manager (Development of Northeast section of Nassau County)

Mr. Pope was accompanied by his team that included:

- Robert Companion, Deputy County Manager/County Engineer
- Brandy J. Carvahlo, Director of Strategic Advancement
- Holly Coyle, Economic Resources Coordinator
- Elizabeth Backe, Planning Director

Mr. Pope thanked Chair Hill for recently providing updates regarding the Port at the County Commission meeting on April 22<sup>nd</sup>. He explained the County team's reports were high-level updates on capital improvements within Nassau County, specifically, Wildlight and central and northeastern portions of the County. He offered to provide detailed presentation on a separate occasion regarding the different County projects.

The 2050 Nassau County Vision Plan, infrastructure improvements/developments/maintenance and the Bicentennial celebration events were highlighted among other Nassau County matters.

Chair Hill and Vice Chair Taylor both thanked the Nassau County team for their updates and efforts for the County. She also reminded Mr. Pope that OHPA submitted a proclamation request for the National Maritime Day (May 22<sup>nd</sup>) to the County Commission in recognition of the long-time Port of Fernandina team members. Vice Chair Taylor added that Amelia Island was chosen as the 2024 "Best Island in the United States."

### b. Zyscovich, LLC (USCBP Concept Design)

Jennifer Liston represented Zyscovich, LLC to provide the U.S. Customs and Border facility concept design. After much research/assessments and working in tandem with the U.S. CBP and Savage teams, Ms. Liston reported five options:

- A. Renovation and expansion of existing structure
- B. New building on OHPA parcels C and D
- C. New building on alternate site
- D. Renovation of warehouse and house
- E. Modularity on-site

The consensus among CBP, Commissioner Fullwood, and Savage was option D, to renovate the existing structures and modify to satisfy CBP's requirements. Option D would be the most economically and fastest option as compared to the pros and cons of the others. If acceptable to the Board, the Zyscovich team will finalize their report and proceed with next actions: Programming and scope validation, site analysis and planning concepts, design charrette/alternatives/and refinement of design, and draft report. Commissioner Fullwood added every CBP department had "buy-in" with the space components.

Mr. Haehl inquired if using the existing office as the public access was considered. Ms. Liston explained options A and D may be combined to satisfy that requirement. However, any modifications will have to be approved by the Historic District. Mr. Haehl added they would seek funding for the floor plan and construction similar to the one that funded the conceptual design or perhaps repurpose an existing grant. Commissioner Fullwood suggested applying for a federal grant to supplement an existing State grant.

Commissioner Fullwood motioned to accept option D and proceed to the next step. Commissioner Cole second the motion for discussions.

**Discussion:** Commissioner Fullwood added step 2 is for the design and construction floor plans. The Zyscovich team is prepared to execute said task. Then, the floor plans would be submitted to CBP for approval. To clarify, Zyscovich will finish their scope to include a cost estimate on the selected option before proceeding with step 2.



Chair Hill asked Commissioner Fullwood to consider amending his initial motion to add a second option E (modular unit). Mr. Haehl explained the latter option would impact container spaces. Chair Hill recommended submitting two options for CBP to consider with option D as the preferred one.

Commissioner Fullwood reported that CBP requested a 5-year lease with the option to reassess because of the cruise business element. He assured them the cruise business is not an option anymore. CBP accepted.

Commissioner Fullwood held fast with his initial motion without amending. Commissioner Cole followed by staying with his initial second motion.

The motion carried by a vote of 4 to 1 with Chair Hill dissenting.

Mr. Haehl suggested once this current scope is completed, scope B will proceed with floor plans based on the selected option D to submit to CBP for approval. Scope C will include the construction phase of the project.

## **9. Regular Business:**

### **a. Consent item**

- **AOM Mileage expense**

Vice Chair Taylor explained he was unable to attend the May 1<sup>st</sup> TAC meeting due to work commitments, so he asked Mrs. Hebron to attend in his stead.

Mrs. Hebron submitted a mileage expense to the full Board prior to the meeting via email for consideration.

Mr. LaPorte suggested reallocating funds from another line item on the budget.

Vice Chair Taylor motioned to approve the mileage expense. Commissioner Nelson second the motion.

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

Commissioner Fullwood questioned why the Board is sending the AOM to meetings instead of one of the Commissioners. Chair Hill explained that the AOM is a connection between OHPA and the different committees. Commissioner Fullwood suggested in the future that one of the Commissioners should be asked to go before sending the AOM.

### **b. Approval of Minutes**

- **April 24, 2024**

There were no amendments to the April 24<sup>th</sup> meeting minutes.

Commissioner Cole motioned to approve. Commissioner Nelson second the motion.

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

### **c. Port Attorney Report**

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

He researched the fabric warehouse grant and confirmed that it did not specify the location of the structure except it had to be located within the Port confines.

He also reminded the Board that the public mediation is scheduled for July 2<sup>nd</sup> the City Commission Chambers.

There were no questions from the Board.

**d. Port Accountant Report**

Mr. LaPorte submitted a written report included in the meeting packet. He summarized the Treasurer and the second quarter (Q2 ending in March 31, 2024) financial reports for the Board. There were no unusual activities to report.

The Executive Director's severance pay ended on April 3<sup>rd</sup>. OHPA has fulfilled its commitment.

The annual fixed fee contribution for May to July months was submitted to the Operator and is expected to come in within the next few weeks.

It was suggested to begin considering the budget for FY 2024-25 in June. Mr. LaPorte will include a draft budget at the June 12<sup>th</sup> meeting.

- **Financial report – April 2024**
- **ARPA reimbursement update**  
An invoice for approximately \$100K was submitted for reimbursement for the January to April 2024 payroll. It is expected that the July/August timeframe will be the last ARPA reimbursement. Mr. LaPorte explained legal fees continue to be an issue; however, the Commission should be able to operate with the fixed fee contributions from the Operator.

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

A copy of the April 2024 tonnage report was submitted after the deadline; therefore, it was not included in the meeting packet.

- **Tonnage report – April 2024**  
Mr. Haehl summarized the tonnage report. The April 2024 total tonnage was 29,004. He announced acquiring a new customer formerly based out of Mobile, Alabama.
- **Growth Strategy summary**  
An executive summary was included in the meeting packet. In sum, the target tonnage by end of 2026 is 560K tons. The commitment to safety and operational excellence were highlighted.

Mr. Haehl ensured communications with OHPA to succeed with the projected targets. He added some of the commodities require assets (mobile equipment or permanent structures) that are currently not on hand at the Port. As opportunities develop, the Operator will communicate the needs with OHPA.

- **Port issues/repairs (update)**  
Discussed together with the item below per the Chair.
- **Capital Improvements (list update)**
  - R&M Engineering report  
Mr. Haehl summarized his report pertaining to the needs assessment that was included in the meeting packet. It included status report on the items identified as "high severity" items. This engineering assessment is part of the bond requirement every five years; the last was in 2018.

Chair Hill clarified that the report is publicly accessible via the EMMA website and was not a secret kept by OHPA or the Operator. Moving forward, if these types of reports come in, Chair Hill requested that the Operator present it to the Board during an OHPA meeting. Mr. Haehl concurred.

## 10. Old Business

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

Mr. Krechowski reported receiving recently more documents and information from Mrs. Hebron. He is still reviewing said documents.

Chair Hill clarified some of the requested documents relate to maintenance, tonnage, and business revenues. She explained this request starts a cadence ahead of the revenue-sharing that begins this fall. The revenue share includes dockage (lay-berthing) and wharfage (tonnage). Mr. La Porte confirmed that it was a \$1.50 per ton fee. He will search for the past reports submitted by the past Operators. It was basically a per ton - per ship information on a quarterly basis. The auditors would also examine those documents for OHPA's financial reports.

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

Chair Hill clarified that the grant also includes six trucks in addition to the Fort Clinch tugboat. She reported that MARAD requested updates on the disposition of the tugboat. She added Savage is willing to pay off the grant.

Mr. Krechowski emphasized the urgency for the Board to make a decision and reply to MARAD's request for updates. He stated he has not received additional information from the Port Operator regarding their commitment to "pay off" the grant. He summarized the two options: 1) liquidate the equipment and reimburse MARAD based on the formula of 85% of the sale **or** pay in full to terminate the grant. The latter action will not impact OHPA's future grant qualification.

Mr. Haehl stated Savage was waiting for MARAD's response whether said options were viable. MARAD specifically instructed that the funds must come from OHPA and not from a third party. Mr. Krechowski suggested entering into an agreement with the Operator stipulating that Savage will provide the funds to OHPA, and OHPA, in turn, pays MARAD and terminate the grant. A sale agreement of the vessel can be separate or together with the aforementioned agreement. Mr. Haehl will confirm with his legal team.

Commissioner Nelson reminded the Board that he has a tentative appointment with McCallister to evaluate the vessel for a possible sale. He suggested allowing them to do so for fair value pricing and transparency.

Commissioner Fullwood motioned to approve the Port Operator to purchase the Fort Clinch tugboat. Commissioner Cole second the motion.

**Discussion:** Mr. Krechowski suggested a more appropriate way was to provide consensus from the Board to explore and return with a path forward to reimburse MARAD and terminate the grant. Separate from that, there needs to have a separate agreement on transfer of the vessel to the Operator with some conditions.

Commissioner Fullwood rescinded his motion.

Chair Hill suggested to resolve the reimbursement to MARAD first, then negotiate the transfer of the vessel. Mr. Haehl offered a confirmation by the end of next week. Mr. Krechowski suggested that any evaluation of the vessel should be put on hold to avoid any confusion with OHPA's intent to allow the Operator the first right of refusal. Commissioner Nelson held his ground and requested that McCallister should be allowed to evaluate the vessel. It might be an opportunity to receive more information on fair value and satisfy the transparency aspect. Mr. Haehl offered to agree to keep the vessel at the Port as long as Savage operates at the Port.

Mr. LaPorte clarified that there is a history of not all assets are owned by OHPA, specifically, the crane (now decommissioned) that was purchased by the former Operator because OHPA did not have the funds. Mr. Krechowski reiterated the two options: liquidation and termination. He will respond to MARAD and inform that OHPA's intent is to reimburse and

terminate. Vice Chair Taylor concurred and suggested to allow McCallister to examine the vessel.

The Board gave consent for Commissioner Nelson to meet with McCallister.

**c. Resiliency Plan (update)**

Chair Hill spoke with Jim McDonald, HNTB. He summarized the content of the Plan. He confirmed revisions to some of the language in the document and change any reference to Savage to Nassau Marine Terminal. The final draft is due in two weeks. Basically, he emphasized that OHPA needs to prioritize actions to procure funding together with the Port Operator. He added OHPA is in a good position, with the City poised to build a seawall along the marina and Container Corp. with its railway system. The Plan may be included as documentation for a grant application.

Chair Hill emphasized the items (repairs/improvements) identified in the Plan are impactful investments. In particular; the eroded wharf on the north end of the Port; the raising of the rail line; extending the dock; opening up the Escambia slough; just to name a few. She suggested perhaps the Board needs to consider conducting additional meetings in the coming months and designating points of contacts for the project.

There were no questions from the Board.

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

This item was extended from the last meeting for approval.

Mr. Krechowski reported receiving minor Board comments on the Port access recommendations from the Port Operator submitted last month. He amended the list of six recommendations down to two; required PPE and notice of Port visit in advance.

Commissioner Nelson affirmed that he follows the aforementioned requirements. He will support the resolution as it is written but not with any attachments. Chair Hill added the Board does not wish to impede with the Port's operation, and that the resolution is important.

Commissioner Nelson motioned to approve the resolution (2024-R06) as it is written without additions. Vice Chair Taylor second the motion.

There were no further discussions.

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

**e. EPA Clean Ports Grant (Board to approve application)**

There was no draft application to review and approve, but OHPA received an executive summary of the application from the Operator.

Mr. Krechowski suggested a Board approval for the Operator to submit the grant application consistent with the executive summary document.

Commissioner Fullwood moved to authorize the Operator to compile the grant application consistent with the executive summary. Commissioner Cole second the motion for discussions.

**Discussion:** The deadline for the application is May 28<sup>th</sup>. Mr. Krechowski added the EPA requires an attached statutory partnership agreement between OHPA and the Port Operator stipulating that both parties are applying together for this grant since the Operating agreement was not comply with federal guidelines. The Board has yet to receive and review the statutory partnership agreement.

The Operator explained he plans to conduct a public workshop after the application submittal to satisfy the community engagement portion of the application. Chair Hill offered to schedule said workshops in the coming months.

Commissioner Nelson offered his misgivings and reservations about the rush to approve the application. He wished to have more time to give the application his due diligence and research. Chair Hill stated that she has reservations with submitting a grant application without reviewing and cited past experience.

Board consensus to receive the draft is May 22<sup>nd</sup> for Board review and approval. Mr. Haehl will try to meet said deadline.

**The Board voted 4 to 1 in favor of the motion with Commissioner Nelson dissenting.**

**f. Coast Guard (dockage or lay berthing fee)**

Mrs. Hebron reminded the Board that Commissioner Fullwood inquired at the last meeting if the Coast Guard was charged a dockage or lay-berthing fee. This was a shareable revenue.

Commissioner Nelson explained during his tenure at the Port, any military or government agency was given a berth space at the Port at no charge. Commissioner Fullwood disagreed; the agencies were charged in the past. Mr. Haehl stated they were charged dockage fees by Nassau Terminals.

Mr. Krechowski explained the Operating agreement mentions the additional revenues may be shared but OPHA is not entitled to anything. OPHA is entitled to a share of cargo and warehousing only, anything else is open for discussions.

There was no Board action taken on this item.

**11. New business**

**a. Seaport Trade Mission (Argentina)**

This item was brought to OPHA's attention by the Florida Ports Council (FPC). They are arranging a seaports trade mission to Argentina to reestablish seaports relationships between Florida and Argentina. Subsequently, there will be opportunities for business and government interests. No firm date yet and more information to come.

Mr. Haehl stated Savage may be interested.

Off the agenda, Chair Hill inquired about planning an event to celebrate National Maritime Day (May 22<sup>nd</sup>), perhaps prepare a County proclamation to honor some of the long-time Port team members and customers. MARAD inquired if the Port had any plans for that day. She suggested inviting some of the Representatives to tour the Port. Vice Chair Taylor prepared and arranged the proclamation to be read at the County Commission meeting on May 13<sup>th</sup>. Mr. Haehl suggested to contact Virginie to forward an invite to the Port team members. It was also planned to present the proclamation at the next OPHA meeting.

**12. Commissioners Reports and Comments**

**a. New development reports**

No report.

**b. Committee reports**

**• Port Security – Nelson**

No issues reported except the security team is excited to have the new security structure.

- **Port Facilities – Nelson**

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

Tug Boat:

Nothing to report

Security:

No concerns, guards like the new shack.

Crane #9:

In operation, working on electrical improvements to storm brakes.

Crane #10:

Running well, still working on elevator electrical control.

Mobile Harbor:

Running well, no concerns.

OHPA Trucks:

Trucks are running well. Typical maintenance

.  
Have not located requested bill of sales yet, are you sure OHPA doesn't have this?

Warehouse #3 Roof:

Added to future projects for FDOT, need funding secured.

- **FDOT – Nelson**

Commissioner Fullwood attended the meeting in lieu of Commissioner Nelson. It was the annual FDOT meeting and updates of the active grants were provided. A list of the Port's unfunded needs was submitted to inform FDOT. SeaCIP was renamed SeaHub, an updated and improved system.

Mrs. Hebron attended the meeting as well. She added OHPA was placed on the delinquent list for non-action of three active grants. Deadline to submit grant applications into SeaCIP is June 17<sup>th</sup>. Chair Hill explained the Resiliency Plan may be used as support for engineering studies for the applications. Mr. Haehl stated they do not have plans to apply for grants and offered assistance to OHPA if needed. Chair Hill suggested to contact Jim McDonald, HNTB, for guidance.

- **Customs House – Fullwood**

Discussed under Zyscovich presentation.

- **Army Corp of Engineers – Fullwood**

No report.

- **Economic Development – Cole**

Commissioner Cole reported the group plans to schedule a Hurricane Preparedness workshop.

He also requested to add the Friendly Road study on the next meeting agenda. Chair Hill concurred.

Chair Hill reported that Sherri Mitchell, EDB Executive Director, requested a letter of support for a grant. The Board consented. Additionally, the Chair requested the new trade route to Puerto Rico on their website as well as on Jax USA website to highlight Nassau County.

- **Emergency Management – Cole**

No report.

- **Transportation Planning Organization (TPO) – Hill**

Survey ended on FDOT spending plan. Next step is for TPO to approve said plan.

- **Technical Advisory Committee (TAC) – Taylor**  
Mrs. Hebron attended the meeting in lieu of Vice Chair Taylor. She reported updates were provided of the work in progress (WIP) projects. She emphasized TAC values public feedback. There will be a public meeting on May 21<sup>st</sup> for the public to partake and learn about Nassau County projects.
- **Nassau Chamber of Commerce – Taylor**  
Business After Hours event is next Thursday and also the graduation for the Nassau Leadership class.
- **City of Fernandina Beach – Taylor**  
No report.
- **Keep Nassau Beautiful – Taylor**  
Wild Amelia events are scheduled. Check the website for information.
- **Community Outreach – Fullwood**  
No report.

### **13. Administrative Office Manager Report**

Mrs. Hebron submitted a written report included in the meeting packet. She reiterated that the grant application submission deadline is June 17<sup>th</sup>.

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

Chair Hill recognized Mike Lednovich, FB Observer, to speak. He encouraged the OHPA Board to reach out to the City Commission to read a resolution for the National Maritime Day.

Commissioner Fullwood requested to invite Phil Griffin, Amelia Coastal Realty, to the next meeting to restart discussions on the sale of OHPA property.

Commissioner Cole addressed Mr. Lednovich and requested that he start reporting responsibly about OHPA and the Port. He added the Operator is on task about repairs and safety at the Port. Chair Hill denied rebuttal from Mr. Lednovich. She gave her appreciation for the press attending the OHPA meetings.

### **15. Adjournment**

With no other items brought before the Board, the meeting was adjourned by Chair Hill at approximately 9:00 PM.

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**Date**

# 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

Board Meeting Minutes

May 22, 2024

The Ocean Highway and Port Authority, Nassau County, held its Board meeting on Wednesday, May 22, 2024 at the Peck Center, Willie Mae Ashley Auditorium, 516 S 10<sup>th</sup> Street, Fernandina Beach, FL 32034.

## 1. Public meeting (Call to Order) - Chair

Chair Hill called the public meeting to order at 6:00 PM.

## 2. Invocation

The invocation was given by Commissioner Cole.

## 3. Pledge of Allegiance

The pledge was led by Chair Hill.

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

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

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

Chair Hill acknowledged the meeting attendees including: Scott Moore (OHPA candidate District 2), Phil Griffin (Amelia Coastal Realty), Mike Lednovich (FB Observer), Juia Roberts (Newsleader), Bob Virtue (FB resident), Davis Bean (Nassau Terminals), and Port team members and their families, among other attendees in the audience.

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

### ➤ Bob Virtue; Fernandina Beach resident

Mr. Virtue spoke in lieu of Tammi Kosack and inquired about the sale of OHPA property matter.

## 7. Presentation:

### a. National Maritime Day (May 22<sup>nd</sup>)

A copy of the proclamation was included in the meeting packet. The names, Port team members with many years of service at the Port, mentioned in the document were: **Phil Wojnaroski, Greg Wood, Patrick Eldridge, Stanley Herrington, Chris Black, Stanley Harvey, Kenny Tyler, Michael Davis, Brandon Pike, Lawrence Davis, Charles Clinch, Darrin Chandler, Chad Jones, Brian Nelums, Christopher Bailey, Matthew Rollins, Michelle Wilder, Debbie Brown, Gene Hook, Justin Rosenwald, Michael McIntosh, and Diane Petty, Gene Horne.** Honorable mention to **Ray Nelson**, OHPA Commissioner and former Terminal Manager.

Chair Hill explained that the National Maritime Day have not been celebrated by OHPA as far as she knows. She continued by stating the Port's contribution to both the local and federal economies. She read the proclamation and invited the Port team members to introduced themselves and the years of service, including: Charles Clinch (29 years), Michael McIntosh (27



years), Diane Petty (28 years), Chad Jones (10+ years), Greg Wood (20+years), and Mike McIntosh (5 years).

Chair Hill thanked the team for their years of service and for attending the meeting.

**b. Allied Universal Security (District Manager, Q&A)**

James Creech, Allied/District Manager, spoke before the Board to explain Allied's wage markup. He advocated the services Allied Universal offers and the training its employees are required to take for employment in the company.

Both Commissioner Fullwood and Cole stated a golf cart is not needed for rental at the Port.

Commissioner Nelson encouraged for a wage increase for the security team at the Port. They are a critical part of the Port operations. He also stated that the Customs and Border Protection agency at the Port endorsed the effectiveness of the security team.

Mr. LaPorte explained there is no budget for security, and no grant implicated. The security contract is between OHPA and Allied. However, the Port Operator pays the security costs, and that is passed on to the Port customers. OHPA is the pass through for the security invoices.

Chair Hill acknowledged there is due diligence needed on OHPA's end to re-evaluate the contract and the process of payment. Mrs. Hebron reminded the Board there is a required 30-day written notice if OHPA wishes to terminate the contract with Allied. A Board decision will be given at the June 12<sup>th</sup> meeting.

Commissioner Nelson urged the Board to mitigate the issue before the contract auto-renews in August and avoid making any rushed decisions.

Mr. Krechowski will review the current contract.

The Board indicated Mr. Creech attend the next meeting at his discretion.

**8. Old Business:**

**a. OHPA Property Sale (Amelia Coastal Realty)**

At the last meeting, Commissioner Fullwood requested to add this item and invite Mr. Griffin to provide updates.

Chair Hill reiterated she requested "use of funds" for the sale of OHPA property and have yet to receive one. Commissioner Fullwood disagreed that the Board needs to list every planned expense. He gave an example to renovate the Customs House for OHPA office.

Chair Hill explained OHPA, under the Operating agreement, is obligated to contribute towards Port operations if it has the ability to pay. Once OHPA enters into a listing agreement, it is responsible to pay for the marketing cost of \$1,000. That will set a precedence of spending. In addition, deed restrictions, nuisance report, and preservation of buffers have to be added, among other things.

Vice Chair Taylor echoed the Chair's reasoning. He reiterated he is against selling the OHPA properties, because there is no plan in place for spending the funds. He reminded even the Congressman urged not to sell OHPA's assets.

Mr. Griffin suggested one way to "monetize" the property without selling is to lease it and focus on residential use rather than commercial. He offered to compose a list of suggestions.

Chair Hill explained if OHPA sells public assets, it is required to account to the public for why, when, where, what, and how. It needs to validate its decisions. Public safety and good stewardship of public assets are the main concerns in this matter. She apologized for wasting Mr. Griffin's valuable time. He replied that he enjoys the challenge.

Mr. Griebel, Keller Williams, participated in the RFP process for real estate representatives. He asked to be heard in response to the matter. He was denied time on the floor until the end of the meeting when the Chair opens the floor for public comments again.

**b. OHPA document request to the Port Operator (update)**

This item was kept on the agenda at the Chair's request. Mr. Krechowski is diligently reviewing the documents sent to him. He did not have any updates to present, he is focused on other pressing matters.

Chair Hill requested to keep the item as on-going. She encouraged the Board to review the emails and assist in identifying the gaps in the documents received.

**c. MARAD (Disposition of Fort Clinch tugboat, six trucks, update)**

Commissioner Nelson reported he met with McCallister last Monday. However, the Port Operator did not provide access to the tugboat even though proper advance notice was sent. He and the interested party proceeded to inspect the external of the vessel.

McCallister was impressed with the condition of the tugboat. The Vice President of the company assured the tugboat will remain at the Port of Fernandina. In the event the vessel has to be pulled out of the Port, McCallister will replace it with a 3,000-horsepower vessel immediately in its place. Commissioner Nelson provided photos of the internal portion of the tugboat to McCallister. More information was requested by McCallister. Commissioner Nelson will forward to Savage. An offer may be forthcoming.

Mr. Krechowski reported he and the Chair met with MARAD team today. He conveyed the Port Operators plans to purchase the Fort Clinch tugboat. Although no confirmed decisions yet, the preferred concept from the Operator is to refund the amount of \$1M and terminate the grant; albeit the grant expired. In turn, OHPA and the Operator will decide what happens to the vessel. Chair Hill added if there was a disposition of the vessel, OHPA needs to validate the price. Mr. Krechowski also corrected that MARAD will get 77% instead of the 85% of the disposition funds. The percentage will be confirmed by MARAD at a later date.

Commissioner Nelson suggested to send the six trucks, as a group, to auction instead of selling individually. Mr. Krechowski suggested to wait for MARAD's direction before any Board action takes place.

**d. Resiliency Plan (update)**

Chair Hill and Mrs. Hebron met via phone call with Jim McDonald, HNTB, to discuss the Resiliency Plan.

There was also conversation with Mr. Haehl regarding grant applications to fund the identified projects in the Plan. Mr. Haehl plans to engage a grant writer for the applications.

Chair Hill requested a Board consensus to seek funding and start taking actions on the identified projects. No action was taken.

Commissioner Nelson requested Commissioner Fullwood to attend the FDOT meeting tomorrow in his stead. Commissioner Fullwood is well informed about the US CBP project and would be able to convey the needs for the building of the structure.

A "Notice of Gathering" will be posted upon FDOT's recommendation for having two Commissioners participate in the meeting and open the meeting for the public.

**e. EPA Clean Ports Grant (Board to approve application)**

A copy of the application was emailed to the full Board and was not included in the meeting packet. The application was received from the Operator after the deadline to submit documents for the meeting. Mr. Krechowski provided redlines of the draft for Board review.

Mr. Haehl explained Savage was able to apply as a private entity with a Statutory Partnership agreement attached.

Mr. Krechowski explained further that OHPA is not a pass through, rather Nassau Marine Terminals (NMT), as the Port Operator, is the applicant/grantee, and OHPA will serve as its partner. NMT will be responsible for administering the grant (if awarded), maintaining regulations and requirements, and respond to the EPA. The partnership agreement is required to be attached to the application. Subsequently, per Mr. Krechowski's understanding, OHPA would have to consider a separate agreement or structure based on EPA guidelines, if/when a grant is awarded.

Additionally, Mr. Krechowski stated his trepidation regarding sections 6 (Ownership of Improvements) and 13 (Replacement of Statutory Partner) on the Statutory Partnership agreement. However, he explained, after further research, the language on section 13 is required by the EPA. He recommended to leave that section as is. For section 6, it was decided to stipulate that OHPA would own all permanent fixtures, and the Operator would own any mobile equipment. The Operator would control and maintain the equipment as long as Savage remains at the Port. Mr. Haehl suggested the language would need to include use of equipment outside the Port. Mr. Krechowski also applied some indemnity revisions for OHPA's protection. He will apply the amendments and forward a copy to the Operator for review.

Vice Chair Taylor stated it is a good opportunity for the Port and Fernandina. Chair Hill conveyed her concerns about the interpretation of the statutory partnership agreement; nevertheless, she wanted to support the Operator in this endeavor.

Vice Chair Taylor motioned to approve the agreement with the amendments discussed. Commissioner Cole second the motion.

**Discussion:** Commissioner Cole expressed his concern about the late delivery of the draft agreement. The Board did not have ample time to review and provide feedbacks. He also conveyed that there was confusion across the board. Chair Hill agreed the Board should have more time to review the documents; however, the funding opportunities come fast and furious. The legal fees for assessing and addressing the grant documents will be paid by the Operator. Ultimately, she supports the Operator to succeed and feels comfortable after reading the agreement.

**The Board voted 4 to 1 in favor of the motion with Commissioner Nelson dissenting.**

## **9. New Business**

### **a. FDOT Traffic study (Friendly Road)**

A copy of the FDOT study was included in the meeting packet.

A signal warrant analysis was prepared to determine if a traffic signal is warranted and needed at the SR A1A/Friendly Road intersection in Nassau County, Florida, at the request of the Port of Fernandina.

There was no feedback from the Operator, but Mr. Haehl hoped for a traffic light at the intersection. Chair Hill suggested the Operator communicate with FDOT and Nassau County engineers.

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

### **a. Warehouse #2 (yard waste)**

It was discovered by a Port team member that yard waste/debris from the nearby neighbors were dumped behind warehouse #2. A City staff explained, via email, the area is on the North 3<sup>rd</sup> Street right-of-way, designated for residents within the block to leave their yard waste.

Chair Hill suggested to communicate to the neighbors to cease and desist leaving their yard waste on OHPA property. It is unsightly and not OHPA/Port waste. The Board consented. She will contact the City's Public Works.

The Chair re-opened the floor for public comments to Daniel Griebel, Keller Williams. He was one of the candidates for the RFB OHPA Property sale. He complained the Board's actions pertaining to the sale of OHPA property did not suit what the RFP called for and that the matter had turned into an open listing. Chair Hill thanked Mr. Griebel for his comments.

Commissioner Fullwood corrected there are 15 deepwater ports in Florida instead of 16 that was stated on the Maritime Day resolution.

Mrs. Hebron reminded the Chair to discuss the matter of the Nassau Tradeplex signage. Mr. Krechowski reached out before to the new owner of the property, RecNation, and was told the company is not interested in leasing a portion on the OHPA sign. Yet, the RecNation sign/logo remains on said sign. Chair Hill suggested to communicate to RecNation to remove their sign or be billed for the usage. Mr. Krechowski will contact the company to remove the sign within 15 days. A rate of \$100 per month fee for use of the OHPA sign was established.

## **11. Adjournment**

With no other items brought before the Board, the meeting was adjourned by Chair Hill at approximately 9:00 PM.

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**Date**

**TO: OCEAN HIGHWAY AND PORT AUTHORITY**

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

**RE: ATTORNEY'S REPORT**

**DATE: June 10, 2024**

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Nassau County Property Appraiser

- *Hickox v. OHPA & OHPA v. Hickox*
- Current cases remains pending. Discovery initiated.
- Cases consolidated by Order of the Court on March 1, 2023.
- Nassau County Tax Collector has issued tax certificates for certain OHPA parcels. Port Attorney has filed responsive pleadings in the case.
- OHPA'S Motion for Injunction and Motion for Leave to Amend scheduled for hearing on August 22 at 2:30pm.
- Please see attached email from outside counsel to Tax Collector.

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

COFB v. OHPA

- Case remains pending.
- Court Ordered mediation is scheduled for July 2<sup>nd</sup> at City Hall.

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

Miscellaneous

Disposition of Fort Clinch/Termination of MARAD Grant

Real Estate Broker RFQ and selection.

Port Access Procedures & Guidelines

Security Services Contract Addendum

State Lands Lease Review



# Port Accountant Report

**NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY**

Monthly Financial Report - May 2024

	May	YTD ACTUAL	BUDGET 2023-2024
<b>Revenues</b>			
Quarterly Fee	76,613.12	229,839.36	308,897.68
Misc Income	0.00	17,377.41	2,000.00
ARPA Reimbursement	100,185.67	232,757.92	150,000.00
Port Revenue - Harbor Admin	0.00	7,643.75	14,500.00
WWT Contribution	0.00	13,197.57	0.00
Port Revenue- Bunkering	0.00	3,887.50	7,500.00
<b>TOTAL REVENUES</b>	<b>176,798.79</b>	<b>504,703.51</b>	<b>482,897.68</b>
<b>EXPENSES</b>			
<b>COMMISSION DIRECT</b>			
Salaries - Commissioners	10,000.00	80,000.00	120,000.00
Payroll Taxes	1,064.63	14,753.93	11,361.00
Unemployment	0.00	223.34	75.00
Conferences & Travel	0.00	0.00	1,000.00
Insurance	0.00	0.00	1,134.00
WC-Insurance	0.00	0.00	5,102.00
Unpaid Legal Fees	0.00	0.00	80,000.00
Salaries - Board Attorney	32,416.00	166,367.51	60,000.00
<b>TOTAL COMMISSION DIRECT</b>	<b>43,480.63</b>	<b>261,344.78</b>	<b>278,672.00</b>
<b>COMMISSION OPERATION</b>			
Salaries - Exec Director	0.00	76,916.68	0.00
Bus Dev Expenses	0.00	0.00	5,000.00
Travel-Commissioners	0.00	724.09	1,000.00
Salaries- Accountant	1,900.00	15,200.00	22,800.00
Salaries - Office Administrator	4,916.67	39,091.59	63,600.00
Expenses - Office	349.12	5,012.36	4,000.00
Ports Council Representative	0.00	0.00	10,000.00
Travel - Office Admin	47.03	165.51	100.00
Rent-Peck Center	281.74	2,253.92	3,401.67
<b>TOTAL COMMISSION OPERATION</b>	<b>7,494.56</b>	<b>139,364.15</b>	<b>109,901.67</b>
<b>COMMISSION DISCRETIONARY</b>			
Dept. of Revenue (Special Dist. Fee)	0.00	175.00	225.00
TPO. - Membership	0.00	1,497.00	1,497.00
Greater Nassau Chamber of Commerce	0.00	0.00	325.00
Advertisement	0.00	472.32	600.00
Web Site	15.99	138.42	500.00
Awards & Presentations	0.00	0.00	120.00
Discretionary	0.00	0.00	720.00
<b>TOTAL COMMISSION DISCRETIONARY</b>	<b>15.99</b>	<b>2,282.74</b>	<b>3,987.00</b>
<b>PORT OPERATIONS</b>			
CSX Right of Way Fee	0.00	0.00	750.00
Insurance	0.00	0.00	18,206.00
Audit	0.00	27,900.00	28,000.00
FL Ports Council Dues	0.00	28,697.57	15,500.00
Nassau Cty Economic Dev Board	0.00	1,000.00	1,000.00
<b>TOTAL PORT OPERATIONS</b>	<b>0.00</b>	<b>57,597.57</b>	<b>63,456.00</b>
<b>TOTAL EXPENSES</b>	<b>50,991.18</b>	<b>460,589.24</b>	<b>456,016.67</b>
<b>Excess Revenues over Expenditures</b>	<b>125,807.61</b>	<b>44,114.27</b>	<b>26,881.01</b>

**NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY**

**Customs House**

Monthly Financial Report - May 2024

	May	YTD ACTUAL	BUDGET 2023-2024
<b>INCOME</b>			
GSA - Customs House - RENTAL INCOME	0.00	0.00	0.00
Reimbursements	367.09	27,579.68	0.00
WWT Contribution	3,500.00	20,009.32	0.00
Miscellaneous	0.00	0.00	0.00
<b>TOTAL INCOME</b>	<b>3,867.09</b>	<b>47,589.00</b>	<b>0.00</b>
<b>CUSTOMS HOUSE</b>			
Bug Out Pest Control	0.00	0.00	0.00
River Pest Control Termite Bond	0.00	0.00	0.00
Bug Out Termite Bond	0.00	0.00	0.00
Cleaning Service	0.00	0.00	0.00
City of Fernandina Beach (Water)	66.25	736.06	0.00
Florida Public Utilities (Electric)	300.84	2,351.04	0.00
Misc. Expense ( IT Equipment)	14,000.00	55,082.32	0.00
Maintenance	0.00	0.00	0.00
<b>TOTAL CUSTOMS HOUSE</b>	<b>14,367.09</b>	<b>58,169.42</b>	<b>0.00</b>
<u>Net Increase(decrease) in Funds</u>	<b>-10,500.00</b>	<b>-10,580.42</b>	<b>0.00</b>



**NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY**

Account Balances - May 31, 2024

<b>Account Name</b>	<b>Acct Num</b>	<b>31-May</b>	<b>30-Apr</b>
Operating	x3328	193,191.51	67,342.79
Other - Admin Acct	x6714	264.05	305.16
Maintenance	x4519	106,902.06	101,902.06



# FY 2024-25 Budget DRAFT

**NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY**

Budget 2024-2025 - DRAFT - V1

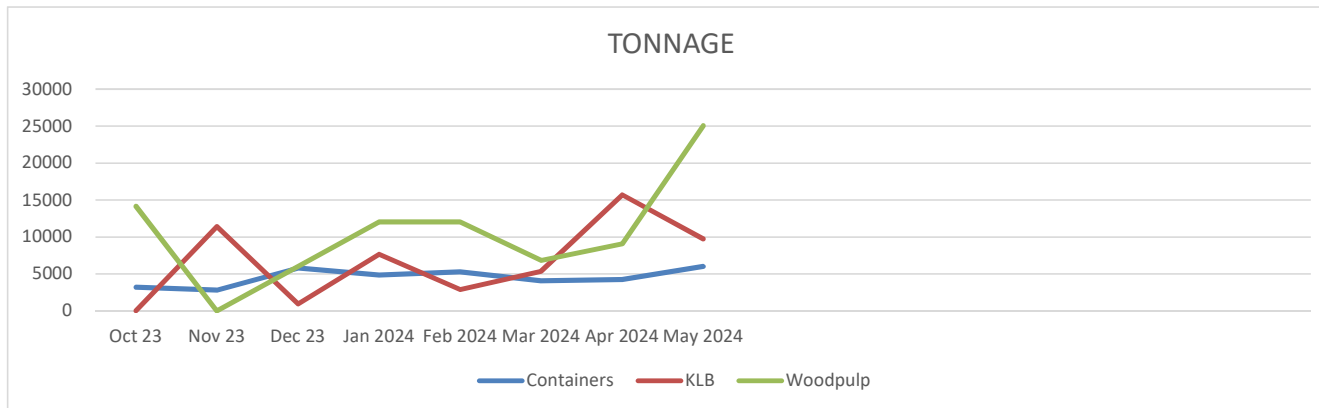
	May-24 YTD ACTUAL	BUDGET 2023-2024	BUDGET 2024-2025	
<b>Revenues</b>				
Quarterly Fee	229,839.36	308,897.68	318,936.85	3.25%
Misc Income	17,377.41	2,000.00	2,000.00	
ARPA Reimbursement	232,757.92	150,000.00	0.00	
FDOT Grant Reimbursement	0.00	0.00	0.00	
Port Revenue - Harbor Admin	7,643.75	14,500.00	14,500.00	
Port Revenue - Bunkering	3,887.50	7,500.00	7,500.00	
Other	13,197.57	7,500.00	0.00	
Interest	0.00	0.00	0.00	
<b>TOTAL REVENUES</b>	<b>504,703.51</b>	<b>490,397.68</b>	<b>342,936.85</b>	
<b>EXPENSES</b>				
<b>COMMISSION DIRECT</b>				
Salaries - Commissioners	80,000.00	120,000.00	120,000.00	
Payroll Taxes	14,753.93	11,361.00	11,361.00	
Unemployment	223.34	75.00	75.00	
Conferences & Travel	0.00	1,000.00	1,000.00	
Insurance	0.00	1,134.00	1,135.00	
WC Insurance	0.00	5,102.00	3,000.00	
Unpaid Legal Fees	0.00	80,000.00	0.00	
Board Attorney	166,367.51	60,000.00	60,000.00	
<b>TOTAL COMMISSION DIRECT</b>	<b>261,344.78</b>	<b>278,672.00</b>	<b>196,571.00</b>	
<b>COMMISSION OPERATION</b>				
Rent - Peck Center	2,253.92	3,401.67	3,401.67	
Ports Council Representative	0.00	10,000.00	0.00	
Salaries - Exec Director	76,916.68	0.00	0.00	
Bus Dev Expenses	0.00	5,000.00	0.00	
Travel	724.09	1,000.00	0.00	
Accountant	15,200.00	22,800.00	22,800.00	
Salaries - Office Administrator	39,091.59	63,600.00	63,600.00	
Expenses - Office	5,012.36	4,000.00	4,000.00	
Travel - Office Admin	165.51	100.00	100.00	
<b>TOTAL COMMISSION OPERATION</b>	<b>139,364.15</b>	<b>109,901.67</b>	<b>93,901.67</b>	
<b>COMMISSION DISCRETIONARY</b>				
Dept. of Revenue (Special Dist. Fee)	175.00	225.00	225.00	
TPO. - Membership	1,497.00	1,497.00	1,497.00	
Greater Nassau Chamber of Commerce	0.00	325.00	325.00	
Advertisement	472.32	600.00	600.00	
Web Site / IT Support	138.42	500.00	500.00	
Awards & Presentations	0.00	120.00	120.00	
Masterplan	0.00	0.00	0.00	
Discretionary	0.00	720.00	720.00	
<b>TOTAL COMMISSION DISCRETIONARY</b>	<b>2,282.74</b>	<b>3,987.00</b>	<b>3,987.00</b>	
<b>PORT OPERATIONS</b>				
FB Annual Fee - PILOT	0.00	0.00	0.00	
CSX Right of Way Fee	0.00	750.00	750.00	
Insurance	0.00	18,206.00	18,206.00	
Audit	27,900.00	28,000.00	31,300.00	
FL Ports Council Dues	28,697.57	15,500.00	15,500.00	
Nassau Cty Economic Dev Board	1,000.00	1,000.00	1,000.00	
Sponsorships	0.00	0.00	0.00	
<b>TOTAL PORT OPERATIONS</b>	<b>57,597.57</b>	<b>63,456.00</b>	<b>66,756.00</b>	
<b>TOTAL EXPENSES</b>	<b>460,589.24</b>	<b>456,016.67</b>	<b>361,215.67</b>	
<b>Excess Revenues over Expenditures</b>	<b>44,114.27</b>	<b>34,381.01</b>	<b>-18,278.82</b>	



# Port Operator Report

**Worldwide Terminals  
Port of Fernandina  
Tonnage By Commodity  
2024**

Commodity	2023 Total	2024 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024 YTD	2023 YTD	Variance
<b>Containers</b>																
Throughput Number	7,929	470	505	529	668	896								3,068	3,165	(97)
Container Tons	47,946	4,855	5,263	4,037	4,223	6,003								24,381	21,536	2,845
Total Equivalent Units (TEUS)	8,632	472	512	535	683	917								3,119	3,828	(709)
Restow TEUS	0	0	0											0	0	0
<b>Breakbulk Cargo</b>																
Kraft Liner Board (KLB)	47,084	7,633	2,866	5,347	15,695	9,733								41,273	18,978	22,295
Lumber	12,781	0	0			2,076								2,076	5,137	(3,061)
Plywood/Hardboard	16,940	0	0	2,931										2,931	7,839	3,960
Steel	0	0	0											0	0	-
Woodpulp	113,935	12,008	12,041	6,822	9,057	25,053								64,981	49,384	40,213
Breakbulk Other	17,474	0	0											0	17,474	(17,474)
Bulk Cargo	30	5	18	15	30	7								75	0	75
Total General Tons	208,244	19,646	14,925	15,115	24,781	36,869	0	0	0	0	0	0	0	111,336	98,812	12,524
<b>Total Tons</b>	<b>256,190</b>	<b>24,501</b>	<b>20,188</b>	<b>19,152</b>	<b>29,004</b>	<b>42,872</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>135,717</b>	<b>120,348</b>	<b>15,369</b>
<b>Dockage Days</b>																
Dockage Days	144	12	23	12	46	22								115	66	49
<b>Vessel Port Calls</b>																
Vessel Port Calls	55	5	12	5	7	7								36	23	13
<b>Total rail cars</b>																
Total rail cars	1,760	118	148	132	168	158								724	596	128
<b>Average trucks per day</b>																
Average trucks per day		16	20	21	20	25										





# Old Business



### SECURITY PROFESSIONAL SERVICE AGREEMENT – Amendment 2

Amendment 2 to Services Agreement (the "Agreement") with an Effective Date of August 10th, 2024 by and between Ocean Highway Port Authority of Nassau County and Universal Protection Service, LP dba Allied Universal Security Services for a period of (1) year. All other requirements remain the same as in the Master Service Agreement dated August 2022.

CLIENT: Ocean Highway Port Authority

UNIVERSAL PROTECTION SERVICE, LP d/b/a Allied Universal Security Services

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

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

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

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

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

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

Address for Notices: \_\_\_\_\_

Address for Notices: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

BILLING RATES The Billing Rates for the Services shall be as follows effective August 10th, 2024:

<b>Allied Universal's Proposed Billing Rates and Budget Ocean Highway &amp; Port Authority</b>						
Position	Hours Per Week	Pay Rate	Bill Rate*	Holiday / OT Rate	Weekly Cost	Annual Cost
Security Officer	208	\$17.00	\$23.80	\$35.70	\$4,950.40	\$257,420.80
Site Supervisor	40	\$20.00	\$28.00	\$42.00	\$1,120.00	\$58,240.00
This does not include sales tax						
<b>TOTALS</b>	248					\$315,660.80

## Additional Notes:

- > Mutually agreed-upon merit increases will result in a Bill Rate increase.
- > Both parties agree to revisit the billing rates 12 months into the extension
- > Our billing rates do not include sales tax and sales tax will be added where applicable
- > \$600 will be billed on a monthly basis for the AUS owned and operated Golf Cart that is onsite\*
- > Vacations – Any Officer that has 2 or more years of service at this site will be granted the standard Allied Universal Vacation that will be billed back to the Client as taken. Vacations are billed @ Bill Rate times 40 Hours per week.
- > Due date of invoices will be NET 30 days.

\*Both parties are in agreement to find a mutually agreeable solution to replacing the cart at the appropriate time if the current AUS cart suffers considerable repair costs to maintain and/or no longer makes business sense to keep the AUS cart onsite or remove.

*\*Requested Overtime:* With requests for a specific individual to work more than their Overtime Limit for any special reason, regardless of the notice provided and provided that the individual is able to accommodate, only the overtime impact for that individual will be billed. An individual's Overtime Limit may be a weekly (e.g. 40 hours) or daily limit (e.g. 8 hours) depending on the location. Example, in a location where 40 hours per week is the Overtime Limit: "We need Officer Smith to stay two extra hours at the end of his shift to help with a special project." the additional two hours will be billed at the overtime rate if those hours exceed the Overtime Limit of 40 hours per week.

1. ADDITIONAL BILLING TERMS EXTRA SERVICE REQUESTS. Additional service requests will be billed at the supplemental deployment rate which shall not be less than the overtime bill rate. The supplemental deployment rate for such additional services will continue to apply until this Agreement is amended in writing to provide for the increase in base hours.
2. The holiday billing rate shall be used for all work performed on New Year's Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.
3. A labor strike or other emergency situation that creates a working environment for security professionals that is more hazardous than the normal condition under this Agreement will be cause to negotiate a temporary billing rate for modified services.
4. Allied Universal shall be compensated for all time including preparation, travel to/from, and actual time spent in any court of law, judicial, quasi-judicial or other proceeding, mediation, deposition, arbitration to which Allied Universal is subpoenaed or agrees to appear, arising out of, or relating to, this Agreement at the rate of: \$125.00 per hour, for director or manager and \$65.00 per hour for all other employees in addition to reasonable costs and expenses incurred. This paragraph will survive the termination of this Agreement.
5. Should Client require Allied Universal to provide uninterrupted Services during Legally Mandated Break Periods, such requirement must be expressly stated in the Description of Services on Exhibit "A". Such uninterrupted Services and all costs associated therewith are billable at the applicable bill rate for such relief personnel.
6. Client understands and agrees that by ordering and receiving the HELIAUS Technology Platform which may include all or some of the HELIAUS Mobile and HELIAUS Portal components (the "HELIAUS Services") from Allied Universal, Client agrees to the HELIAUS Software-as-a-Service (SaaS) Terms in full ("the HELIAUS Terms"), and same shall solely govern the provision of the HELIAUS Services; provided, however, the invoicing, payment, and billing terms for the HELIAUS Services shall be governed by this Agreement. The Parties acknowledge and agree that the HELIAUS Services are otherwise separate and distinct from the Services under this Agreement, and that any use or non-use of the HELIAUS Services shall not expand the Allied Universal scope of Services and/or liability hereunder. The HELIAUS Terms may be found at [www.aus.com/service-terms](http://www.aus.com/service-terms) and by signing the Agreement Client acknowledges receipt and agrees to the HELIAUS Terms. "HELIAUS" is a service mark of Allied Universal.





Rossana Hebron <ohpanc@gmail.com>

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## OHPA property - list of suggestions

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Rossana Hebron <ohpanc@gmail.com>  
To: Rossana Hebron <ohpanc@gmail.com>

Wed, Jun 12, 2024 at 8:57 AM

### **Rossana Hebron, MBA**

Ocean Hwy and Port Authority, Nassau County, FL  
Administrative Office Manager  
516 S 10th Street, Ste. 103,  
Fernandina Beach, FL 32034  
M) 904.468.2073  
website: [portoffernandina.org](http://portoffernandina.org)

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----- Forwarded message -----

From: **Philip Griffin** <[phil@acrfl.com](mailto:phil@acrfl.com)>  
Date: Tue, Jun 4, 2024 at 12:47 PM  
Subject: Re: OHPA property - list of suggestions  
To: Rossana Hebron <[ohpanc@gmail.com](mailto:ohpanc@gmail.com)>  
Cc: Patrick Krechowski/Port Attorney <[pkrechowski@balch.com](mailto:pkrechowski@balch.com)>

Rossana,

Please let the board know the options are there for leasing the land as follows:

1. Long term Land Lease - 50 years or longer with a developer. Normally the development is given free rent during the permitting and development period then priced at 8% of the rental value of the finished property or a flat fee. Estimated annual rental income \$30,000 with escalator clause - NNN meaning that all expenses (taxes, insurance, upkeep and management) are paid by the tenant.
2. Short term lease - There are several development models that could work such as:
  1. Non-profit could bring in small cottage type houses on piers that could be leased to people in need of short term housing, transition housing or a recovery halfway house. Estimated rental income TBD, but could be funded with grants and yield \$30,000 +
  2. For profit - bring in movable cottages and rent them as long term housing. Estimated annual rental income \$35-40,000

It is unlikely that the City would consider commercial options due to political pressures and potential neighborhood opposition, but the land would certainly be suitable for office use. Any business wanting to be near the port such as CBP or an importer/exporter would be interested in leasing office space adjacent to the port facility. Land lease could yield \$24,000 a year for a 3,000 SF office on the site.

I hope that clarifies what I said at last week's meeting. Let me know if you have any questions.

|  
[Quoted text hidden]



Rossana Hebron <ohpanc@gmail.com>

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## Fwd: Disposition Options

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Rossana Hebron <ohpanc@gmail.com>  
To: Rossana Hebron <ohpanc@gmail.com>

Wed, Jun 12, 2024 at 9:00 AM

### ***Rossana Hebron, MBA***

Ocean Hwy and Port Authority, Nassau County, FL  
Administrative Office Manager  
516 S 10th Street, Ste. 103,  
Fernandina Beach, FL 32034  
M) 904.468.2073  
website: [portoffernandina.org](http://portoffernandina.org)

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**From:** Pickering, Timothy (MARAD) <[timothy.pickering@dot.gov](mailto:timothy.pickering@dot.gov)>  
**Sent:** Tuesday, June 4, 2024 1:33 PM  
**To:** Krechowski, Patrick <[pkrechowski@balch.com](mailto:pkrechowski@balch.com)>; 'Miriam Hill' <[mhill@portoffernandina.org](mailto:mhill@portoffernandina.org)>  
**Cc:** Gill, Lauren (MARAD) <[lauren.gill@dot.gov](mailto:lauren.gill@dot.gov)>; Bohnet, David (MARAD) <[david.bohnet@dot.gov](mailto:david.bohnet@dot.gov)>; Mantero, Vince (OST) <[vince.mantero@dot.gov](mailto:vince.mantero@dot.gov)>; Jones, Fred (MARAD) <[fred.jones@dot.gov](mailto:fred.jones@dot.gov)>  
**Subject:** RE: Disposition Options

### **[External Email] Please use caution.**

Patrick and Miriam,

I apologize for the delayed response, but we had to do a bit of research before we gave you guidance for termination of your grant.

After consultation with our Office of Counsel, we recommend the original plan of terminating the grant by mutual agreement now and then completing closeout. To do this, we recommend the following actions for a Termination by Mutual Agreement:

1. If both parties agree that continuation of the project would not produce results commensurate with the further expenditure of funds, or if there arises any other reason, the grant may be terminated by mutual agreement. If OHPA wishes to terminate the grant, OHPA should send written notice to MARAD setting forth the reasons for such request for termination, the effective date, and the portion to be terminated or suspended. OHPA's request for termination of the grant to MARAD should be through a formal letter from the authorized representative of OHPA to me (Tim Pickering) at [timothy.pickering@dot.gov](mailto:timothy.pickering@dot.gov).
2. Within 30 days of receiving the request, MARAD will provide an appropriate written response accepting the termination and outlining next steps on OHPA's remittance of AMH funding to MARAD, if MARAD agrees to terminating the grant.
3. Following termination and MARAD's collection of outstanding AMH funds, grant closeout procedures will be initiated. This will include, but may not be limited to, collecting any remaining financial or progress reports by OHPA, such as a final SF425, and executing a closeout modification to the grant agreement to extinguish any

remaining Federal interest in the grant-acquired equipment and any further requirements of the grant, such as performance reporting.

Please let me know if you have any questions about this process.

Best regards,  
Tim

Timothy Pickering  
Office of Ports & Waterways Planning  
Maritime Administration  
1200 New Jersey Ave, SE  
Washington, DC 20590  
Office: 202-366-0704  
Mobile: 410-504-4756  
[Timothy.pickering@dot.gov](mailto:Timothy.pickering@dot.gov)  
[www.maritime.dot.gov](http://www.maritime.dot.gov)

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Fax: (866) 213-3531  
Web: [www.nvdcrenewal.us](http://www.nvdcrenewal.us)  
Email: [info@nvdcrenewal.us](mailto:info@nvdcrenewal.us)

**OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY  
516 S 10TH STREET SUITE 103  
FERNANDINA BEACH FL 32034**

**USCG CERTIFICATE OF DOCUMENTATION EXPIRATION NOTICE**

**INQUIRING VESSEL**

Vessel Name: **FORT CLINCH**  
Official Number: **907272**



**RECEIVED**

*5/20/2024  
via mail*

**ATTENTION:**

At this time, public records indicate that your vessel's USCG Documentation is SET TO EXPIRE. A current Certificate of Documentation is required to be on board your vessel at all times (46 CFR 67.313). It is critical that the documentation be RENEWED on time to avoid penalties and the possibility of your documentation lapsing. The operation of a vessel without valid USCG Documentation could constitute a fine and/or additional fees per day. If you have already renewed your vessel's certificate of documentation, or feel that you have received this courtesy notice in error, you may disregard this notice.

**MULTI-YEAR RENEWAL SERVICE:**

To further ensure your vessel's documentation never lapses, you may also secure multiple yearlong RENEWALS at once, using the Advanced Payment option. Our new private online application portal has been designed to ensure the security of your information, providing you with advanced SSL-Encryption, and confirmation email of your application submission.

Vessel owners are encouraged to renew their vessel electronically or by phone to avoid the expiration of the vessel certificate. All contact information is located below. Our new private online application portal has been designed to ensure the security of your information, providing you with advanced SSL-Encryption, and confirmation email of your application submission. All application and processing fees are non-refundable. National Documentation Portal has assisted thousands of boat owners in applying for and obtaining US Coast Guard Certificates of Documentation as well as other documentation.

**TO RENEW:**

You may use our services to renew your USCG documentation through our private online application portal below.



**QR Code**



**[www.nvdcrenewal.us](http://www.nvdcrenewal.us)**



**(866) 343-0530**

For any questions or concerns, please contact us via email at [info@nvdcrenewal.us](mailto:info@nvdcrenewal.us)

DEPARTMENT OF HOMELAND SECURITY  
LEASE AMENDMENT

LEASE AMENDMENT No. 1

TO LEASE NO: **HSBP-7120-L-IN0484**

ADDRESS OF PREMISES:  
403 3<sup>rd</sup> N. Street  
Fernandina Beach, FL 32034

Name of Office Building or Location  
Bldg 402

THIS AMENDMENT, is made and entered into this date by and between  
Ocean Highway and Port Authority

whose address is:

516 S. 10<sup>th</sup> Street, Ste 103  
Fernandina Beach, FL 32034

hereinafter called the Lessor, and the UNITED STATES OF AMERICA,  
hereinafter called the Government: CBP

WHEREAS, the parties hereto desire to amend the above Lease.

NOW THEREFORE, these parties for the considerations hereinafter mentioned covenant and agree that the said Lease is hereby amended as follows:

Lease Term: To Have and To Hold the said Premise with their appurtenances for the term beginning on April 19, 2024 and continuing through April 18, 2025 inclusive for a term of one-year. At the expiration of this term the lease will automatically renew on a year-to-year basis upon the anniversary of the Commencement Date each year thereafter for 4 (four) additional years but not beyond April 18, 2029 unless or until the Government gives at least 120 days notice in writing of its intent not to renew to the Lessor.

All other terms and conditions of the lease shall remain in force and in effect.

IN WITNESS WHEREOF, the parties subscribed their names as of the above date.

**FOR THE LESSOR:**

**FOR THE GOVERNMENT:**

Signature(s): \_\_\_\_\_

Signature: \_\_\_\_\_

Name:

Name: Susan Hansen

Name: Ocean Highway & Port Authority

Title: Lease Contracting Officer  
Customs and Border Protection

Date:

Date:

**WITNESSED FOR THE LESSOR BY:**

Signature: \_\_\_\_\_

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

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

Date: \_\_\_\_\_



# AOM Report

**ADMINISTRATIVE OFFICE MANAGER  
REPORT  
May 2024**

**Hours worked May 2024 – 166.50**

- Attended May 8, 22 meetings. Minutes composed.
- Prepped for meetings (agenda, packets, equipment set-up)
- Attended TAC meeting (Jacksonville)
- SeaCIP application training
- PIERS training (FDOT, FPC)
- FMIT FY2024-25 renewal worksheet
- Conference call with Chair Hill and Greg Haehl (SeaCIP grant application submission)
- TPO/TIP virtual meeting
- Hurricane Preparedness training (NCEDB)
- Corresponded with Joanne (QB entries/transactions, bank reconciliation, grant reimbursements)
- Corresponded with Joel Dimick (Savage PM, CBP facility)
- Corresponded with Greg Haehl (SeaCIP website)
- Corresponded with Jennifer Liston (Zyscovich, USCBP project grant)
- Participated in FDOT-OHPA Coordination Teams meeting (May 29<sup>th</sup>)
- Invoiced Zions Bank (Annual Issuer fee, June 2024)
- Responded to PRR (documents provided)
- Invoices paid and entered into QuickBooks
- Payroll entered into QuickBooks
- Check payments processed
- Processed Accounts Payable/Receivables
- Bank transactions (transfers, A/R, A/P online)
- Responded to all emails, voicemails, and corresponding documents/letters, Commissioners' and Port Accountant/Attorney requests
- Website updates, meeting videos edited
- Electronic and hard-copy file organizing
- Memorial Day (holiday)

**Public Records Request Received in May 2024- 4**