



**AGENDA
MARINA ADVISORY BOARD
REGULAR MEETING
JANUARY 25, 2021
6:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. APPROVAL OF MINUTES**
 - 4.1 Regular Meeting Minutes - December 28, 2020.
- 5. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA**
- 6. OLD BUSINESS**
- 7. NEW BUSINESS**
 - 7.1 **BOARD APPOINTMENTS** - Recommendations to fill expired terms of Marina Advisory Board members (Lore, Lacoss, and Mills) and to fill the unexpired term of Mr. Kevin McCarthy.
 - 7.2 **ORGANIZATION - ELECTION OF OFFICERS** - Chair, Vice Chair, and Recording Secretary
 - 7.3 **FLORIDA INLAND NAVIGATION DISTRICT (FIND)** - Grant Application - Fernandina Harbor Marina Mooring Field
- 8. MARINA MANAGER REPORT**
 - 8.1 Oasis Marinas Manager Taylor Fitzsimmons
- 9. BOARD MEMBER REPORTS/COMMENTS**

10. NEXT MEETING DATE

11. ADJOURNMENT

All members of the public are invited to be present and be heard. Persons with disabilities requiring accommodations in order to participate in this program or activity should contact the City Clerk at (904) 310-3115 or TTY/TDD 711 (for the hearing or speech impaired). All interested parties may appear at said meeting and be heard as to the advisability of any action, which may be considered with respect to such matter. For information regarding this matter, please contact the Marina Manager.

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: Regular Meeting Minutes - December 28, 2020.

ITEM TYPE: Approval of Minutes

REQUESTED ACTION:

SYNOPSIS:

FISCAL IMPACT:

CITY ATTORNEY COMMENTS:

CITY MANAGER RECOMMENDATION(S):

Monica G. Benischek

Date: January 19, 2021

Submitted By: Monica Benischek, Administrative Services Manager

COMMISSION ACTION:

**MARINA ADVISORY BOARD
REGULAR MEETING MINUTES
DECEMBER 28, 2020 AT 6PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL, 32034**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

3.1 Chairman McCarthy – Present, Vice Chair Mills – Present, Recording Secretary Lore – Present, Member Blanchard – Present, Member Decker – Present, Member Langshaw – Absent, Member Stewart – Present, and Member Lacoss - Absent

4. APPROVAL OF MINUTES

4.1 MAB Minutes from November 28, 2020, approved by MAB members. No changes.

5. PUBLIC COMMENTS REGARDING ITEMS NOT ON THE AGENDA

5.1 Mr. Linke – what income has the marina seen from March 1, 2020 to November 30, 2020. City Manager committed to send information to Mr. Linke.

6. OLD BUSSINESS

6.1 Amelia River Waterfront-brief discussion on spending and budget as well as competing ideas.

6.2 Channel Update-no discussion.

6.3 FEMA Update- waiting on appeal response.

6.4 Marina Project Updates-

- Wi-Fi not strong throughout the marina. Oasis-ATT came out for a survey.
- Public Comment Mr. Linke - routers were placed on all docks. Oasis – looking to see where repeaters need to be placed and then we will replace. Goal is to have strong Wi-Fi throughout Fernandina Harbor Marina.
- Public Comment Mr. Linke – concern about security. Oasis- assessing security needs of the property. Will follow up with city on any security needs after assessment.
- Fuel: Oasis-all old lines removed, waiting on permits, install in January with Fuel running in February granted all items are received.
- Oasis – No major problems with electricity issues since we took over.
- Public Comment Mr. Burr- Concern regarding maximum and minimum electrical output. Mr. Burr expressed concern on having to replace parts on customers boats

do to faulty electrical output. Mr. Burr explained high and low voltage is very sensitive with no ground.

■

6.5 Mooring Field-Only item discuss was the example of St Augustine mandating hook-up to mooring ball while anchored in mooring field. Member Blanchard will bring example next January meeting.

7. NEW BUSSINESS

7.1 Introduction of Oasis Marina – Oasis presented a power point transition presentation.

7.2 Public Comment (Cameron) – Has 300 reservation goal been accomplished? Oasis- I don't have that information on me at moment.

7.3 Member Allen- you cut hours back why? Cut hours due to light hours. Concern about number of staff dock hands to managers, can you address? Oasis, we have enough staff to cover low demand at moment.

7.4 Slip Rental Agreements – Oasis did provide a power point presentation on slip agreement.

- Numerous public comments- regarding breech of rental agreement, higher rental price, inconsistent rental price in comparison to marina market, bad way of doing business, affordability for working boats of the marina, no advanced notice, higher prices in comparison to low services offered, no fuel at marina, electric problems, minimal Wi Fi, inconsistent or incorrect comparative rate studies, seems rate was just raised on demand only, city did not review change or the contracts, and that no collaboration was done with city or MAB.

CITY COMMISSION AGENDA ITEM

City of Fernandina Beach



SUBJECT: Recommendations to fill expired terms of Marina Advisory Board members (Lore, Lacoss, and Mills) and to fill the unexpired term of Mr. Kevin McCarthy.

ITEM TYPE: New Business

REQUESTED ACTION:

SYNOPSIS: In accordance with Resolution 2018-128 Section A and Section B:

Section a) The Marina Advisory Board (MAB) will consist of seven members and one non-voting member appointed by the City Commission; no more than four of the voting members can be permanent slip holders/renters in the Fernandina Harbor Marina.

Section b) All voting members must reside within the City limits, but the non-voting member does not have to reside within City limits; and a voting member who moves outside of the City must be removed immediately.

MAB Vice Chair Allen Mills (a slip holder) term expired December 2020. Mr. Mills has expressed interest in continuing to serve.

MAB non-voting member Terry Lacoss (resides outside the City limits) term expired December 2020. Mr. Lacoss has expressed interest in continuing to serve as the non-voting member.

MAB Recording Secretary Paul Lore (a non-slip holder) term expired December 2020. Mr. Lore has expressed interest in continuing to serve.

Additionally, Kevin McCarthy has submitted a letter of resignation due to moving outside the city limits of Fernandina Beach.

The members of the Marina Advisory Board should make a recommendation to the City Commission regarding the filling of vacant seats on the Marina Advisory Board.

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS:

CITY MANAGER RECOMMENDATION(S):

Caroline Best

Date: January 19, 2021

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION:

Caroline Best

From: Taylor Fitzsimmons <tfitzsimmons@oasismarinas.com>
Sent: Monday, January 18, 2021 8:30 AM
To: Caroline Best
Subject: Fw: [EXTERNAL]RE: Marina Advisory Board

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender, were expecting this email, and know the content is safe.

Taylor J. Fitzsimmons | General Manager | Oasis Marinas
(904) 310-3300 | tfitzsimmons@oasismarinas.com



From: Amelia Angler <ameliaangler@net-magic.net>
Sent: Thursday, January 14, 2021 11:26 AM
To: Taylor Fitzsimmons <tfitzsimmons@oasismarinas.com>
Subject: [EXTERNAL]RE: Marina Advisory Board

CAUTION: This email originated outside of our organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Taylor,
Did you get my message that I wish to stay on with the marina board,
.
Terry Lacoss

From: Taylor Fitzsimmons <tfitzsimmons@oasismarinas.com>
Sent: Tuesday, January 5, 2021 9:01 AM
To: ameliaangler@net-magic.net
Subject: Marina Advisory Board

Good Morning Mr. Lacoss,

It was brought to my attention that your term on the marina advisory board expired on December 31st, 2020. Please let me know whether or not you'd like to be reappointed. If so, I will add your reappointment request to this month's meeting agenda.

All the best,

Taylor J. Fitzsimmons | General Manager | Oasis Marinas
(904) 310-3300 | tfitzsimmons@oasismarinas.com



Caroline Best

From: Taylor Fitzsimmons <tfitzsimmons@oasismarinas.com>
Sent: Monday, January 18, 2021 8:30 AM
To: Caroline Best
Subject: Fw: [EXTERNAL]Re: Marina Advisory Board

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Taylor J. Fitzsimmons | General Manager | Oasis Marinas
(904) 310-3300 | tfitzsimmons@oasismarinas.com



From: Paul Lore <paulalore@comcast.net>
Sent: Tuesday, January 5, 2021 12:12 PM
To: Taylor Fitzsimmons <tfitzsimmons@oasismarinas.com>
Subject: [EXTERNAL]Re: Marina Advisory Board

CAUTION: This email originated outside of our organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon sir. Yes I would like to be reappointed.

Best, Paul
FOAR FROM HOME Sponsorship
<https://www.foarfromhome.com/>

Sent from my iPhone

On Jan 5, 2021, at 9:02 AM, Taylor Fitzsimmons <tfitzsimmons@oasismarinas.com> wrote:

Good Morning Mr. Lore and Happy New Year!

It was brought to my attention that your term on the marina advisory board expired on December 31st, 2020. Please let me know whether or not you'd like to be reappointed. If so, I will add your reappointment request to this month's meeting agenda.

All the best,

Taylor J. Fitzsimmons | General Manager | Oasis Marinas

(904) 310-3300 | tfitzsimmons@oasismarinas.com

<Outlook-rhcrrnz.png>

Caroline Best

From: Taylor Fitzsimmons <tfitzsimmons@oasismarinas.com>
Sent: Monday, January 18, 2021 8:30 AM
To: Caroline Best
Subject: Fw: [EXTERNAL]RE: Marina Advisory Board

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender, were expecting this email, and know the content is safe.

Taylor J. Fitzsimmons | General Manager | Oasis Marinas
(904) 310-3300 | tfitzsimmons@oasismarinas.com



From: Capt. Allen <captallen@accharters.net>
Sent: Tuesday, January 5, 2021 9:14 AM
To: Taylor Fitzsimmons <tfitzsimmons@oasismarinas.com>
Subject: [EXTERNAL]RE: Marina Advisory Board

CAUTION: This email originated outside of our organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Yes I would like to stay on board at this time. Thank you



Quit Wishin Let's go Fishin!!!

www.accharters.net

Capt. Allen
904-261-9481

From: [Taylor Fitzsimmons](#)
Sent: Tuesday, January 5, 2021 9:03 AM
To: captallen@accharters.net
Subject: Marina Advisory Board

Good Morning Mr. Mills,

It was brought to my attention that your term on the Marina Advisory Board expired December 31st, 2020. Please let me know whether or not you'd like to be reappointed. If so, I will place your reappointment request on this month's meeting agenda.

All the best,

Taylor J. Fitzsimmons | General Manager | Oasis Marinas
(904) 310-3300 | tfitzsimmons@oasismarinas.com



Mr. Dale L. Martin

From: kevin@ameliarivercruises.com
Sent: Tuesday, January 12, 2021 8:00 AM
To: Mr. Dale L. Martin
Subject: Marina Advisory Board

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender, were expecting this email, and know the content is safe.

Hi Dale

My wife Cecilia and I as of December 30th2020 have taken up residence at 1701 Clinch Drive. We are no longer residents of the City of Fernandina Beach, Florida. This email today is officially my letter of resignation from the Marina Advisory Board, it is my understanding that as a nonresident I would no longer be authorized to serve as an official board member, therefore this resignation should be effective as of today. It has been my pleasure to serve as the chairman of the board for the last few years. As the Owner/Manager of Amelia River Cruises, I still have a role to play in the future of our marina and plan on attending the MAB meetings as often as possible.

Kevin McCarthy, Owner/Manager

Amelia River Cruises

1 North Front Street

Fernandina Beach, FL 32034

Phone: 904-261-9972

Fax: 904-261-9974



CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: Organization - Election of Officers
 Chair, Vice Chair, and Recording Secretary

ITEM TYPE: New Business

REQUESTED ACTION:

SYNOPSIS: It is necessary to organize the MAB by electing a Chair, Vice Chair and Recording Secretary due to the recent resignation of Chair Kevin McCarthy and the term expirations/reappointments of Vice Chair Allen Mills and Recording Secretary Paul Lore.

FISCAL IMPACT:

CITY ATTORNEY COMMENTS:

CITY MANAGER RECOMMENDATION(S):

Submitted By: Caroline Best
 Caroline Best, City Clerk

Date: January 19, 2021

COMMISSION ACTION:

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: Florida Inland Navigation District
Grant Application - Fernandina Harbor Marina Mooring Field

ITEM TYPE: New Business

REQUESTED ACTION:

SYNOPSIS: The City desires to pursue a FIND grant application for the Fernandina Harbor Marina Mooring Field and respectfully seeks the MAB's recommendation for the number of mooring stations to be placed within the Mooring Field.

FISCAL IMPACT:

CITY ATTORNEY COMMENTS:

CITY MANAGER RECOMMENDATION(S):

Submitted By: Caroline Best
Caroline Best, City Clerk

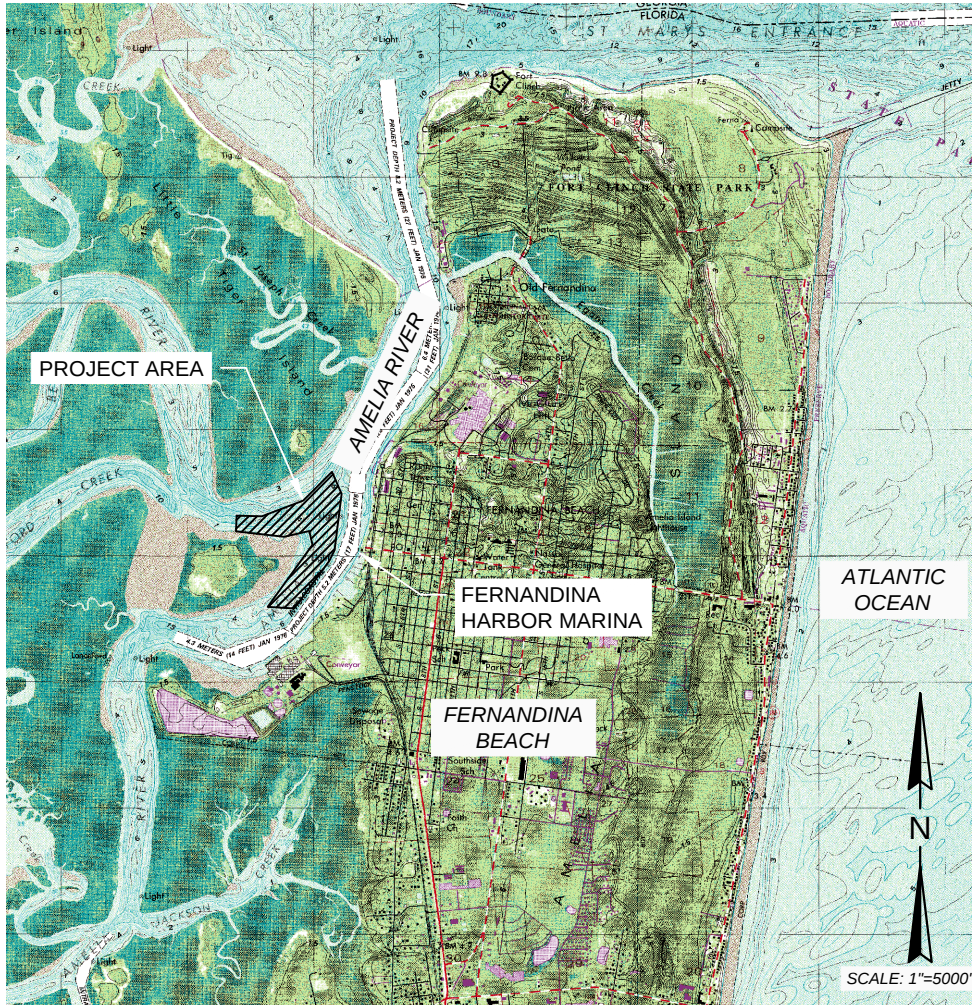
Date: January 19, 2021

COMMISSION ACTION:

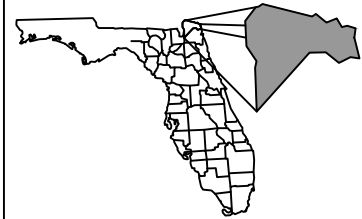
FOR PERMITTING PURPOSES ONLY
"NOT FOR CONSTRUCTION"

FERNANDINA HARBOR MARINA MOORING FIELD

3 SOUTH FRONT STREET
FERNANDINA BEACH, FLORIDA 32034



NASSAU COUNTY, FL



SHEET INDEX:

1. COVER SHEET & LOCATION MAP
2. EXISTING CONDITIONS
3. PLAN VIEW
4. BOUNDARIES
5. STATION DETAILS
6. TYPICAL ANCHOR DETAILS

BENCHMARK TIDE STATION NUMBER:
872-0030

TIDAL DATUM	ELEVATION (MLLW)
MHHW	6.56
MHW	6.21
NAVD88	3.83
MLW	0.19
MLLW	0

NOTES:

1. IMAGE WAS DOWNLOADED FROM LABINS.ORG WEBSITE.
2. ELEVATIONS REFERENCE MEAN LOWER LOW WATER (MLLW).
3. CONVERT MLLW TO NAVD88 BY SUBTRACTING 3.83'.

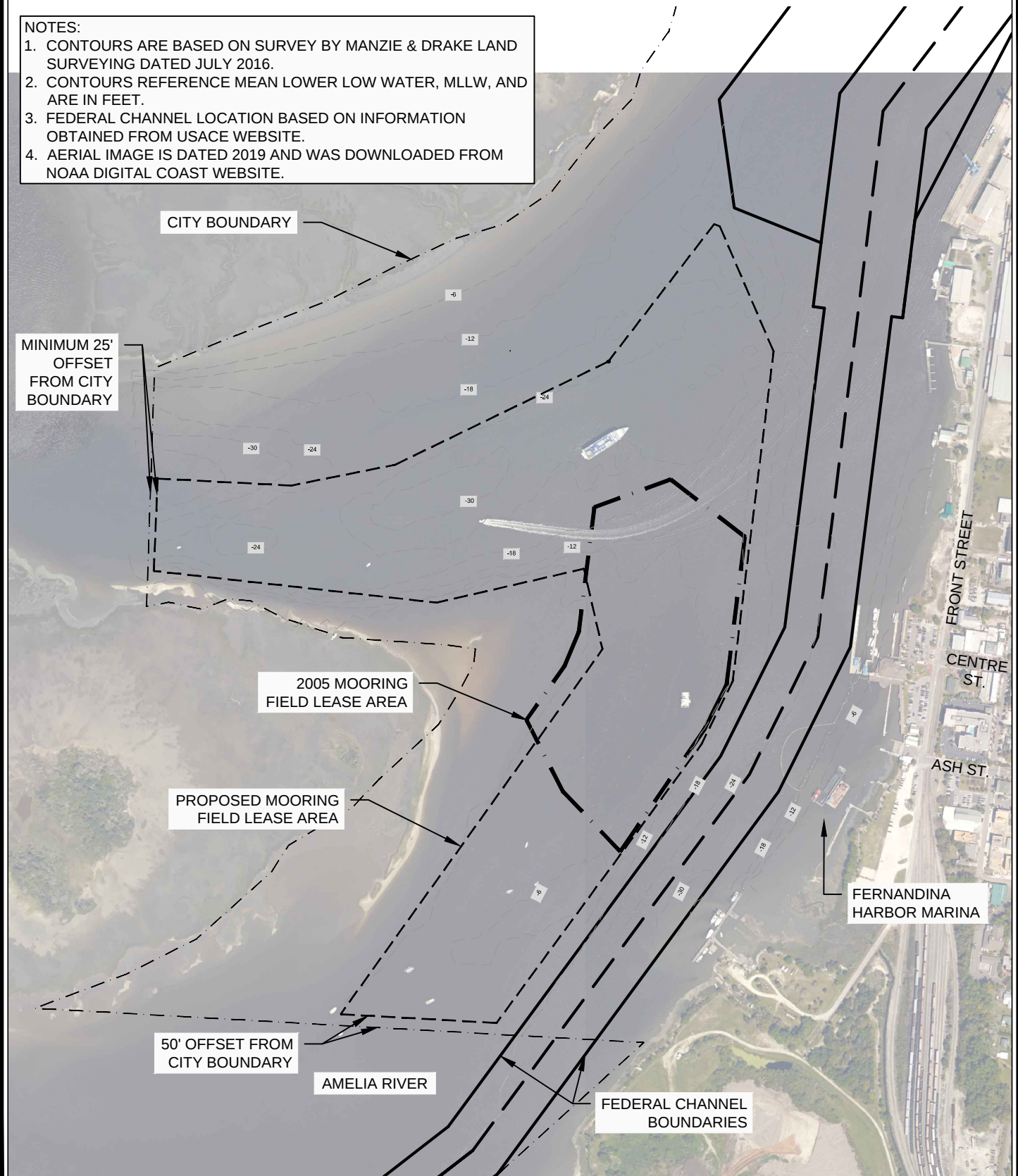
REVISIONS

JOB NO: 15-2864	CHECKED BY: RS
DATE: 10/09/2020	DRAWN BY: MM
SCALE: Shown	SHEET: 1

FOR PERMITTING PURPOSES ONLY
"NOT FOR CONSTRUCTION"

NOTES:

1. CONTOURS ARE BASED ON SURVEY BY MANZIE & DRAKE LAND SURVEYING DATED JULY 2016.
2. CONTOURS REFERENCE MEAN LOWER LOW WATER, MLLW, AND ARE IN FEET.
3. FEDERAL CHANNEL LOCATION BASED ON INFORMATION OBTAINED FROM USACE WEBSITE.
4. AERIAL IMAGE IS DATED 2019 AND WAS DOWNLOADED FROM NOAA DIGITAL COAST WEBSITE.



O:\Projects\15-2864 Fernandina Harbor\2016-Mooring Field\DWG\Permit Plans\15-2864 FH Mooring Field (20201009).dwg (2) 10/9/20



2201 NW 40th Terrace
Gainesville, FL 32605
(386) 256-1477
Certificate of Authorization #4669

Mooring Field
Existing Conditions

Fernandina Harbor Marina - Mooring Field
3 South Front St., Fernandina Beach, Florida 32034

REVISIONS

JOB NO: 15-2864

CHECKED BY: RS

DATE: 10/09/2020

DRAWN BY: MM

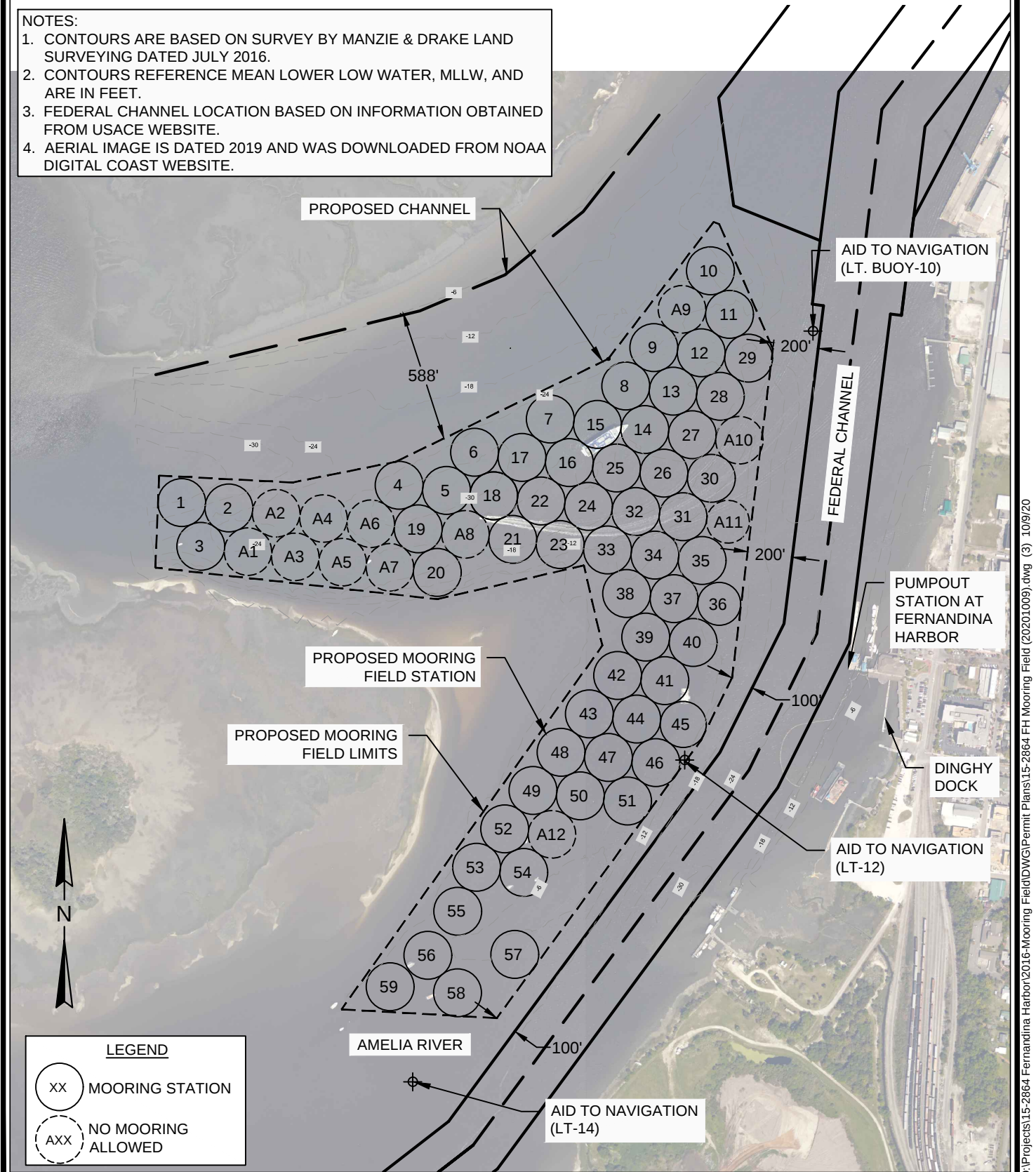
SCALE: Shown

SHEET: 2

FOR PERMITTING PURPOSES ONLY
"NOT FOR CONSTRUCTION"

NOTES:

1. CONTOURS ARE BASED ON SURVEY BY MANZIE & DRAKE LAND SURVEYING DATED JULY 2016.
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2201 NW 40th Terrace
Gainesville, FL 32605
(386) 256-1477
Certificate of Authorization #4669

Mooring Field
Plan View

Fernandina Harbor Marina - Mooring Field
3 South Front St., Fernandina Beach, Florida 32034

REVISIONS

JOB NO: 15-2864

CHECKED BY: RS

DATE: 10/09/2020

DRAWN BY: MM

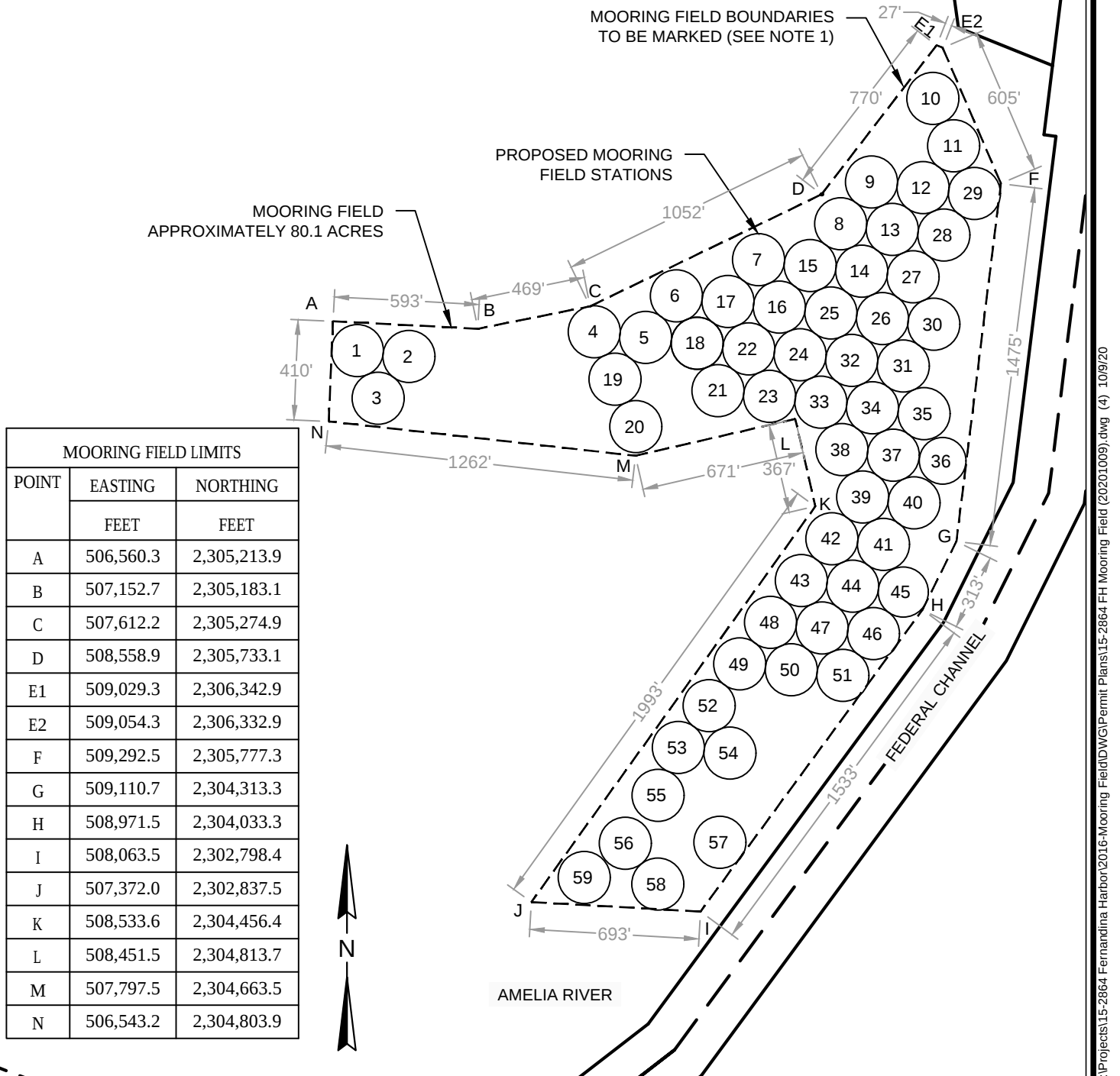
SCALE: 1" = 600'

SHEET: 3

FOR PERMITTING PURPOSES ONLY
"NOT FOR CONSTRUCTION"

NOTES:

1. MOORING FIELD OUTSIDE BOUNDARIES SHALL BE MARKED IN ACCORDANCE WITH FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION REQUIREMENTS.
2. COORDINATES ARE BASED ON FLORIDA STATE PLANE, NAD83, FL EAST, AND ARE IN FEET.



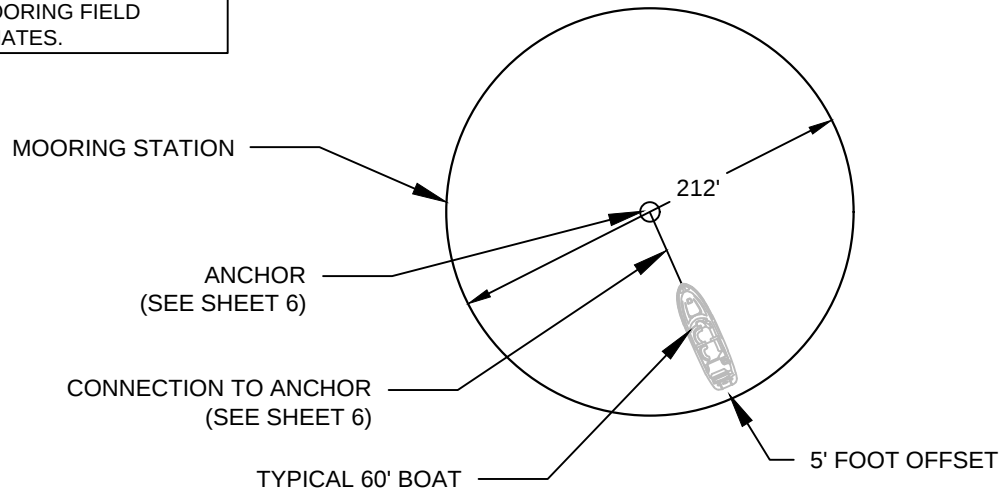
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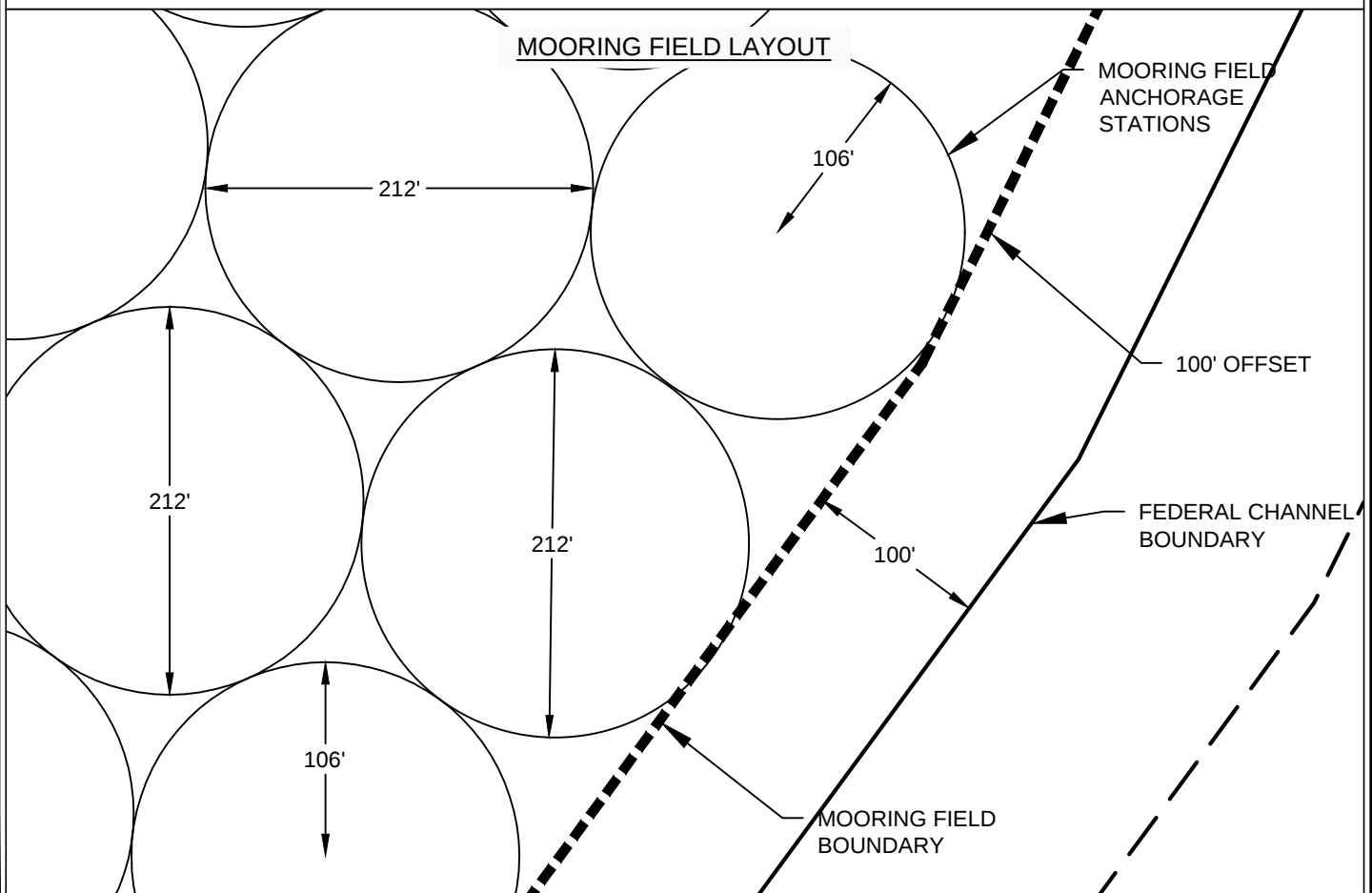
NOTES:

1. THE LARGEST VESSEL TO MOOR IN THE MOORING FIELD WILL BE 60 FEET.
2. MOORING STATION DIAMETERS ARE DEPENDENT UPON THE BATHYMETRY. SEE SHEET 3 FOR BATHYMETRY DETAILS.
3. SEE SHEET 4 FOR MOORING FIELD BOUNDARY COORDINATES.

TYPICAL MOORING FIELD STATION



MOORING FIELD LAYOUT



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2201 NW 40th Terrace
Gainesville, FL 32605
(386) 256-1477
Certificate of Authorization #4669

Mooring Field
Station Details

Fernandina Harbor Marina - Mooring Field
3 South Front St., Fernandina Beach, Florida 32034

REVISIONS

JOB NO: 15-2864

CHECKED BY: RS

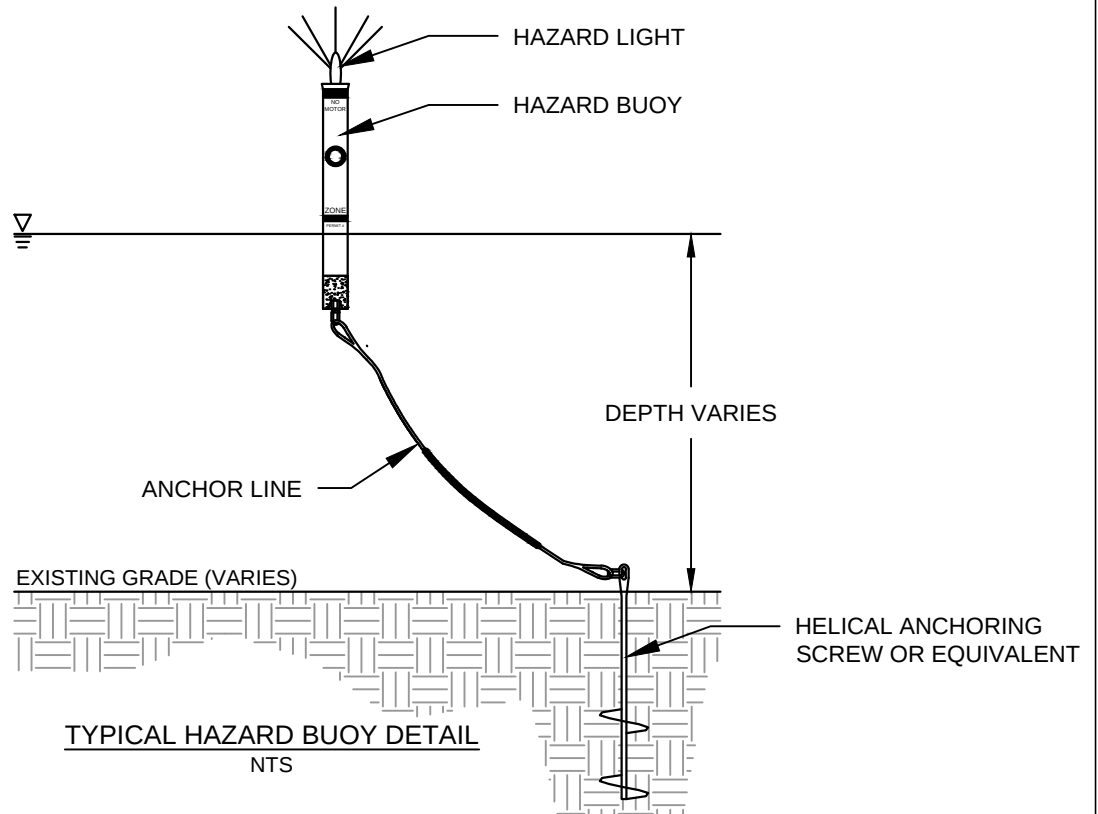
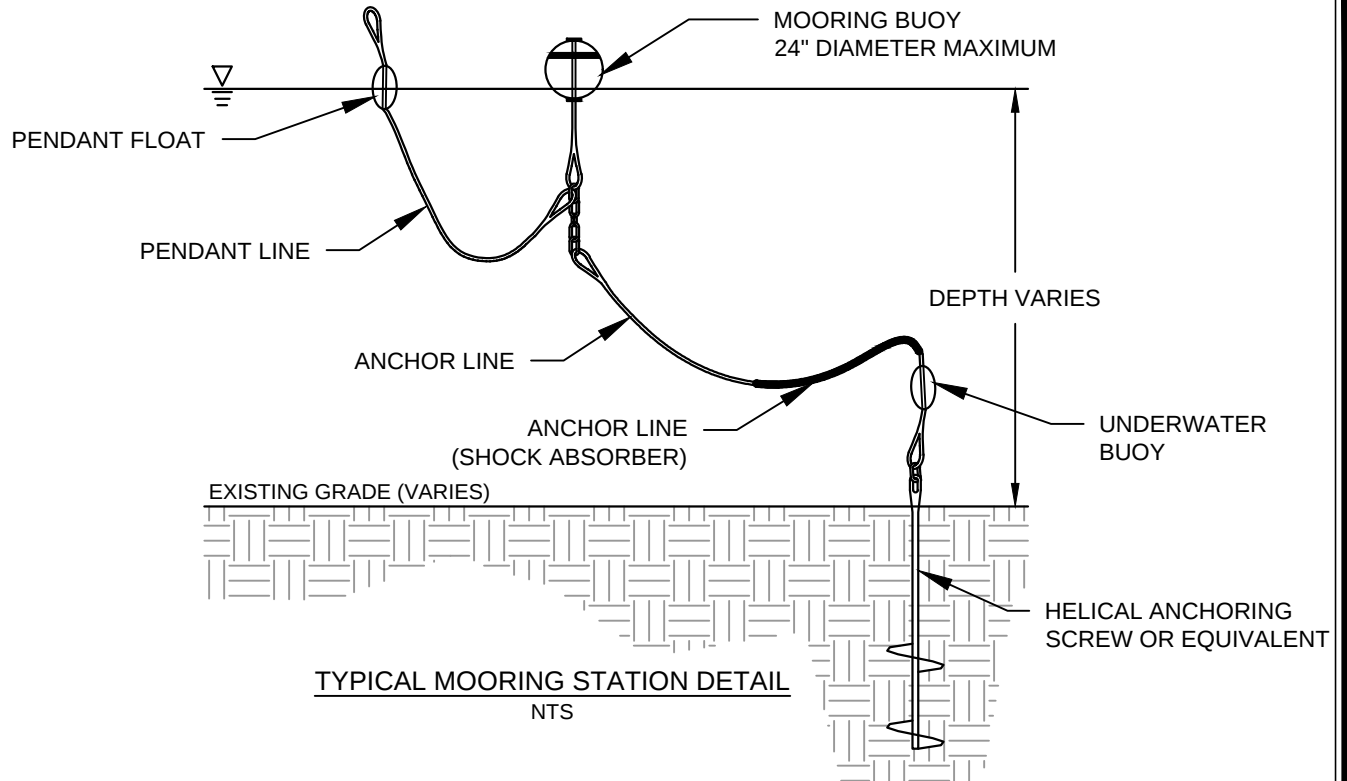
DATE: 10/09/2020

DRAWN BY: MM

SCALE: NTS

SHEET: 5

FOR PERMITTING PURPOSES ONLY
"NOT FOR CONSTRUCTION"



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Owner's Report For December 2020

Presented To: Mr. Dale Martin
City Manager-Fernandina Beach
204 Ash St.
Fernandina Beach, FL 32034

Prepared By: Taylor J. Fitzsimmons
General Manager-Oasis Marinas
3 S. Front St.
Fernandina Beach, FL 32034



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Executive Summary

On behalf of Oasis Marinas, we would like to thank you for the opportunity given to us to serve as your marina management company. We take entrusted responsibility seriously and we appreciate your support. We are very proud of the team we have assembled here; they embrace the core values of our company and strive each day to make Fernandina Harbor Marina a remarkable place.

We have assembled a team, comprised of a diverse group of individuals. We have hired local residents, previous Fernandina Harbor Marina employees and have “shipped in” one of our most trusted and upcoming teammates. This combined knowledge will ensure a smooth transition that has allowed us to hit the ground running.

In the first 30 days we prioritized safety and maintenance issues on the property and through our inspection platform have compiled a prioritized list of improvement items. We have been actively working at resolving the safety issues as well as deferred maintenance items such as painting, cleaning and minor repairs. All of these items have been important steppingstones in our first 30 days of our journey towards a remarkable marina. Additionally, our team is hyper focused on the three items that our boaters tell us are most important: reopening the fuel dock, strengthening the marina Wi-Fi system, and opening the retail “Ship Store.” These three key services drive the boater’s experience at Fernandina Harbor and we are making every effort to push these items to completion.

I would also like to commend the team for our marketing efforts which have been making extraordinary waves! We have not only designed a user friendly fully integrated website but have also and very quickly increased our overall digital footprint and boater “reach.” Additionally, the coordination of our custom publication, designed to influence visitor experiences in the beautiful town of Fernandina Beach, is well underway.

Each and every one of these efforts have come together to allow for such a successful first month of operations. With over six-hundred and fifty (650) booked nights and five (5) nights of being at capacity, it is clear that our messaging is reaching its audience and based on the boater feedback we are moving the marina in the right direction.

We are grateful to have the privilege to work with the City of Fernandina Beach and look forward to a long-standing working relationship with the community.

Sincerely,

Oasis Marinas

Operations Update

Staffing

We retained three existing dockhands (Adam Boyd, Jonah Luna, and Joseph Weimer), who have been very knowledgeable and a great asset to the team. Additionally, we added Cathy Chapman as Assistant General Manager and Jobe Hannan as an additional Marina Service Associate. All employees have received Oasis Marinas on-boarding training and have been provided matching uniforms. We have also conducted additional “On-the-job” training which focuses on anticipating guest needs and marina operation fundamentals with each staff member. We do this to ensure every customer of Fernandina Harbor receive the same remarkable boating experience from “Bow to Bye.”

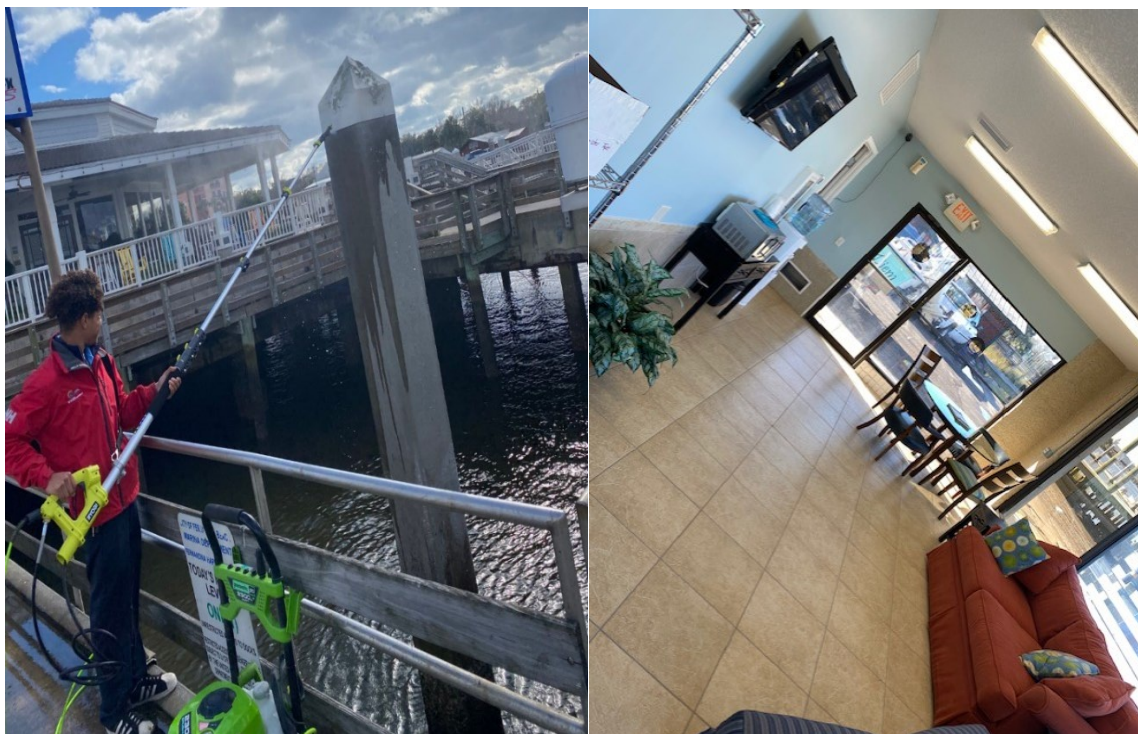


Contracts and Reservations

All of the existing slip agreements were audited and customer information was entered into our slip management system. We distributed new slip agreements to all long-term slip holders as is our standard practice. We have also implemented our centralized reservation service for transient bookings in order to better facilitate the daily bookings.

Marina & Grounds

Establishing a routine cleaning schedule for the docks, facilities and common areas is the key to maintaining the charm and charisma of the marina property. On top of standard dock board cleaning, we have washed shore power pedestals and polished electric panels and dock cleats. We had all fire extinguishers professionally inspected and tagged within the first two weeks of operation. We also removed the clutter from the boater's lounge and gave it a fresh coat of paint. We began to pressure wash the concrete walkways and piling caps that have become stained over time. We have reconfigured the ship store, to allow for more retail space. We added a manager's desk in the store because we want our manager on the front line and in the operation as much as possible.



Marketing/Promotion

Our team has developed new website, fernandinaharbormarina.com. The new look and feel of the site blends photos and drone videos to create a welcoming first impression for those experiencing Fernandina Harbor Marina online. We have also assumed responsibility for the marina's social media channels and will be posting regular content to engage boaters. This month we had an Oasis Sales Team member go door to door in downtown Fernandina Beach to promote

advertisements in our marina publication (custom publication). Our current production timeline target date is April 1st. We will distribute our magazine to all visiting boaters, and we will look for key locations to place the magazines at key spots in the city, such as the golf course and airport. We have also developed a “Captain’s Presentation” to showcase the marina and Fernandina Beach as a destination for large Superyachts. The Captain’s Presentation is a part of the welcoming package that we will use for superyachts and its contents serve as the relevant information that captains need when seeking a destination port. The Captain’s Presentation can be found in Appendix C.

Capital Improvement Status Report

Marina Utilities continues to be on-site since the beginning of December. We are happy to report that all the old fuel lines have been removed. We have received submittals for the installation of the new piping, and we have applied for the necessary permits. The FDC has also conducted their first site visit, and we are awaiting a date for their next follow up visit. Piping and materials have also started arriving as of late December.

We tested the marina Wi-Fi and concluded that it is not sufficient to manage boater data demand. We coordinated a site visit with AT&T. The survey yielded great results. The marina has been equipped with a fiber optic internet “pipe.” We then had AT&T bring the fiber optic cable into the marina office. While on site we started a service request for the necessary equipment to bring the data from the back office to the place for it to be transmitted. We are now working with a vendor to address the equipment that is out over the water.



Incident Reporting

Safety/Environmental/Maintenance

Our Safety and Maintenance Manager, Herve Satta, has conducted a walkthrough of the property and compiled a list of outstanding safety/maintenance concerns. We have prioritized this list and have been completing items from the list in order of highest to lowest priority. The list and status of each item can be found in Appendix A.

Insurance Claims

In the month of December there were zero (0) Insurance Claims.

Litigation

In the month of December there were zero (0) Litigation Cases.



Remarkable Experience Spotlight

After each transient stay, our boater's receive a survey about their stay. Every survey is reviewed by our customer service team in Annapolis and every survey is reviewed by our marina manager. In the month of December, we received forty-one (41) reviews. The average score for all reviews is 4.58 stars (Based on a 5 Star Scale). Four our first month, this is Remarkable. The word "Great", was the most commonly used word in the surveys and it was used in 44% of the reviews. The word "Great" was used to describe not only the marina, our staff and the boater's experience at the marina, but also the City and People of Fernandina Beach.

Raymond on December 30th, 2020:



VESSEL NAME	BOAT TYPE	VESSEL LOA	VESSEL DRAFT
Wind Spirit II	Sailboat	42 ft	6 ft



The new management of Fernandina Harbor Marina is one of the nicest, friendliest, and most helpful teams running a marina that I have encountered in my two and a half years of cruising the East coast. They bend over backwards to make your stay enjoyable.

Anonymous on December 10th, 2020:



BOAT TYPE	VESSEL LOA	VESSEL DRAFT
Sailboat	36 ft	6 ft



Dockhands were great getting boat secured and providing info. Dock facilities are in great condition. Wide floating dock with easy access. Town was decorated for Christmas and thriving. Nice mooring field across the icw channel. Easy approach to the marina dock. Beware the mismarked channel south on the icw vicinity G1. G1A is missing and there's shoaling.

We reflect upon these reviews, not to "pat ourselves on the back," but to find the areas in which we can improve, and we use them find opportunities to reshape boater experiences. For example, through our survey and survey review process, it was brought to our attention that a mooring ball had lost a pendant. The pendant was fixed that same day and all other mooring balls were inspected to ensure that no others had the same issue. In another survey we were made aware of shoaling taking place on the Intra Coastal, just south of the marina. We took this feedback and began incorporating a warning to all of our transient guests. We immediately changed the scripting in our pre-arrival boater conversation when we are discussing their approach into the marina. This feedback loop informs and empowers our team to adapt to changing situations and makes for more remarkable experience in Fernandina Beach!

Looking Ahead/Events

In the month of January we will be hosting the “Sunshine Redfish Tournament” hosted by the National Redfish League. This event will take place from January 28th through the 30th, and we are excited for the influx of boater’s this will bring to the City of Fernandina Beach! A big thank you to the City for approving this event.



Financial Reporting

Category	Monthly Budget	Monthly Actual	Variance
Revenue	\$87,926	\$87,955	\$29
Gross Profit	\$87,926	\$87,955	\$29
Payroll	\$35,746	\$26,899	(\$8,847)
Other Expenses	\$50,019	\$81,143	\$31,124
NOI	\$2,161	(\$20,087)	(\$22,248)

Revenue

From a revenue perspective, the month of December came in about how we thought it would. The main driver of the revenue was transients and with over 650 book nights we feel like this was a great success in our first month of operation.

Operating Expenses

Our payroll was significantly less than we anticipated and other expenses were about where we budgeted them to be for the month of December.

Non-Routine Expenses

We had one City Paid expense of \$33,754 which was Westrec's final invoice.

Occupancy

We had a total of 38 long term (monthly) slip holders during the month of December which equates to \$22,994 in Monthly-Slip Rental Revenue. In the month of December, we were at 100% occupancy for monthly slip agreements.

We had a total of 650 booked nights in December, equating to \$60,203 in Transient Slip Rental/Mooring Revenue. On five (5) different occasions we were at 100% capacity and had to turn approximately 20 boats away.

Fuel Sales

In the month of December there were zero (0) fuel sales.

Retail Sales

In the month of December there were zero (0) retail sales.

Appendix A-Safety/Maintenance Report

Fernandina Harbor Marina Safety/Maintenance Walkthrough Note and Items for Attention

1. I spoke to some boaters by the Outer dock, who mentioned they have issues with ground fault. Recommend having the contractor who built this dock, return and verify the ground is correctly installed and connected. **McGonagall Electric conducting inspection 1/8**
2. In the maintenance room some flammable materials are improperly stored by the water heater. **Completed**
3. On A dock the pump-out line is running on top of the right side of the dock creating a trip hazard. I recommend moving it on the side of the dock. At the end of the pier a power pedestal has a loose cap. **Pedestal fixed. Pump out line to be painted caution yellow.**
4. During a night walk I noticed that two lights pedestals are out on A and B dock. **Completed**
5. Miscellaneous boat parts and trash are improperly store outside the tool shed. Inside the shed paint and flammable material need to be store in proper metal cabinets. **Completed, junk pile started for disposal.**
6. The walkway from the parking lot to the dinghy pier is showing some damaged deck boards. Many are warped and the lumber is split. The railing is especially damaged. **Walkthrough conducted and boards fastened down.**
7. In some areas of the Dinghy dock the top of the edging dock is split, which is creating a trip hazard especially at night. **In Progress**
8. On the Dinghy dock the first piling holder is loose, it needs to be secured. **Installed backwards by contractors.**
9. On B dock a pedestal is loose (middle area) and the stand pipe is also loose. The sign at the entrance is loose and there is a water leak on the first pedestal. **In Progress**
10. In the boat lounge, the first men's room has a loose toilet. The ceiling paint is chipping in some areas. The ceiling fans need a deep clean. In the public bathroom the shower bench is loose. **Vents cleaned. Shower bench to be removed.**
11. On D dock the valves of the fire stand pipe need a new coat of red paint. **In Progress**

Appendix B- Financials

Balance Sheet

As of December 31, 2020

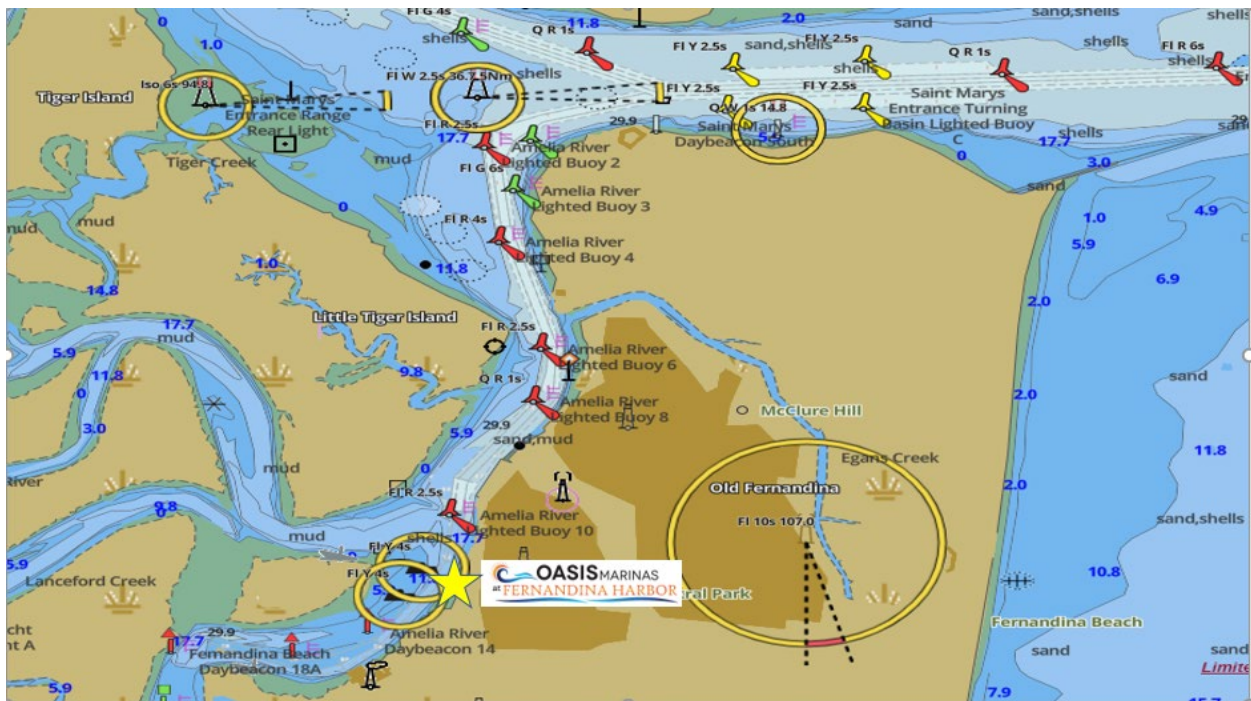
	Accrual Basis Dec 31, 20
ASSETS	
Current Assets	
Checking/Savings	
1000 - Cash	46,678.57
1005 - Cash - City Terminal Deposits	6,520.39
Total Checking/Savings	53,198.96
Accounts Receivable	
1200 - Accounts Receivable	37,088.61
Total Accounts Receivable	37,088.61
Other Current Assets	
1300 - Inventory	
1305 - Inventory - Fuel - Gasoline	1,577.67
1310 - Inventory - Fuel - Diesel	1,331.61
Total 1300 - Inventory	2,909.48
Total Other Current Assets	2,909.48
Total Current Assets	93,197.25
TOTAL ASSETS	93,197.25
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable - Trade	43,806.53
Total Accounts Payable	43,806.53
Other Current Liabilities	
2210 - Intercompany	58,177.94
2300 - Accrued Other Expenses	1,346.29
2410 - Deferred Revenue	1,503.90
25500 - Sales Tax Payable - Fernandina	6,131.61
Total Other Current Liabilities	67,159.74
Total Current Liabilities	110,966.27
Total Liabilities	110,966.27
Equity	
3000 - Opening Balance Equity	2,884.48
Net Income	-20,653.50
Total Equity	-17,769.02
TOTAL LIABILITIES & EQUITY	93,197.25

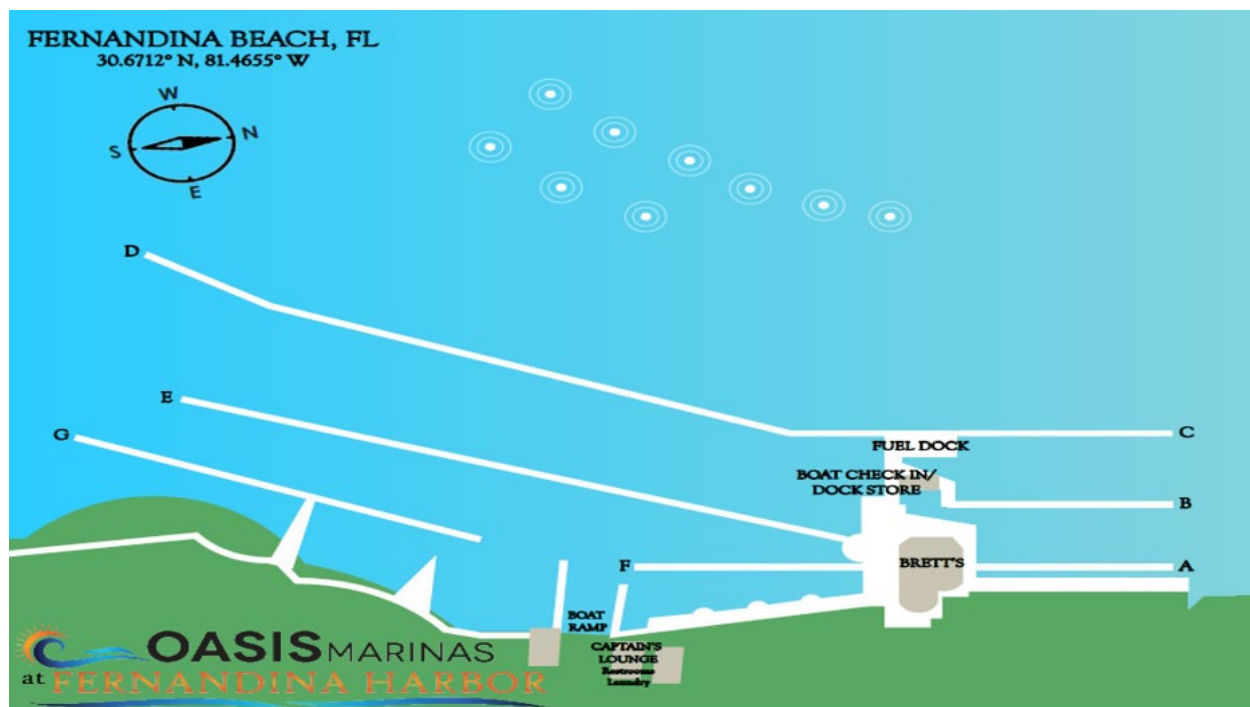
**Fernandina Harbor Marina
Profit & Loss
December 2020**

	Accrual Basis Dec 20
Ordinary Income/Expense	
Income	
4000 · Sales - Water	
4030 · Slip Rental - Monthly	22,994.75
4035 · Slip Rental - Transient	51,188.31
4045 · Slip Rental - Electricity	6,814.52
4055 · Mooring Rental - Transient	2,420.89
Total 4000 · Sales - Water	83,198.47
4400 · Sales - Real Estate	
4420 · Lease Rental	4,730.59
Total 4400 · Sales - Real Estate	4,730.59
4700 · Sales - Other	
4730 · Amenity Fees	17.35
Total 4700 · Sales - Other	17.35
Total Income	87,955.41
Gross Profit	87,955.41
Expense	
6000 · Payroll & Related Expenses	
6005 · Payroll - Wages	20,378.77
6105 · Payroll - PTEB	6,521.21
Total 6000 · Payroll & Related Expenses	26,899.98
7000 · Other Operating Expenses	
7010 · Bank Fees	47.08
7020 · Cash Over/Short	0.19
7025 · Computer Services	5,680.82
7085 · Insurance	20,872.00
7090 · Internet Expenses	174.42
7100 · Management Fee	5,319.33
7105 · Marketing	2,218.28
7120 · Office Supplies	424.34
7125 · Payroll Processing	157.74
7140 · Professional Fees - Accounting	837.40
7150 · Professional Fees - Other	588.00
7200 · R&M	2,148.07
7310 · Signage	14.05
7400 · S&E	
7410 · S&E - General	2,892.25
7425 · S&E - Restrooms	77.28
Total 7400 · S&E	2,969.53
7515 · Telephone & Communications	271.48
7525 · Travel Expense	693.03
7530 · Uniforms	1,385.15

7600 - Utilities	
7605 - Utilities - Electricity	515.89
7625 - Utilities - Water/Sewer	1,348.29
Total 7600 - Utilities	<u>1,862.18</u>
7700 - Equipment - Noncap	2,345.00
Total 7000 - Other Operating Expenses	<u>47,954.67</u>
Total Expense	<u>74,854.85</u>
Net Ordinary Income	13,100.58
Other Income/Expense	
Other Expense	
8040 - Unusual or Infrequent Items	33,754.08
Total Other Expense	<u>33,754.08</u>
Net Other Income	<u>-33,754.08</u>
Net Income	<u><u>-20,653.50</u></u>

Appendix C-Captain's Presentation





Marina Captains Presentation

Fernandina Harbor Marina is an Intracoastal Waterway marina that has been engineered to accommodate vessels and their tenders up to 250FT (73M), and is fitted with:

- Single and three phase 100-amp pedestals
- Over 4,000 feet of linear dockage
- Waste pump out facility
- Potable Water Connection
- Fuel Dock-Coming 2021

Guest will be able to access Fernandina Harbor Amenities

- Complementary Wi-Fi
- Concierge:
 - Provisioning
 - Parts and Supplies
 - Coordination with Customs office
- Boaters' Lounge
- Parcel Pick-Up/Drop-Off
- Restroom/Shower/Laundry
- Rubbish Removal
- Discounted Fuel

Marina Captains Presentation

Along with amenities offered by the Marina, we also have local amenities

- Hampton Inn
 - Outdoor Pool
 - Fitness Center
 - Business Center
 - Meeting Facilities
- Over 20+ Restaurants Including:
 - Salty Pelican
 - Brett's Waterway Cafe
 - The Boat House
 - Amelia Tavern
 - Le Clos
- 20+ Retail Stores Including:
 - Amelia Angler Outfitters
 - Wadsworth Clothing
 - Fantastic Fudge
 - Robinson Jewelry
 - JJ Cooper
- And More...
 - Farmer's Market (Every Saturday)
 - Fort Clinch State Park
 - Island Hopper Transit
 - Main Beach Park
 - Palace Saloon (Florida's Oldest Bar)

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Fernandina Harbor Marina Rates

Vessel Size	Daily Dockage	Weekly Dockage	Electric Rate	
0-35	\$2.5/ft	\$12/ft	30 Amp	\$6/night
36-45	\$2.5/ft	\$12/ft	2 x 30 Amp	\$12/night
46-55	\$2.5/ft	\$12/ft	50 Amp	\$12/night
55+	\$2.5/ft	\$12/ft	2 x 50 Amp	\$25/night
			100+ Amp	\$25/cord

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