



**AGENDA  
MARINA ADVISORY BOARD  
REGULAR MEETING  
NOVEMBER 27, 2023  
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 July 24, 2023
- 5. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA**
- 6. OLD BUSINESS**
- 7. NEW BUSINESS**
- 8. MARINA MANAGER REPORT**
- 9. BOARD MEMBER REPORTS/COMMENTS**
- 10. NEXT MEETING DATE - January 29, 2024**
- 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:

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ITEM TYPE: Approval of Minutes

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REQUESTED ACTION:

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SYNOPSIS:

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FISCAL IMPACT:

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CITY ATTORNEY COMMENTS:

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CITY MANAGER RECOMMENDATION(S):

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Date: October 26, 2023

Submitted By: Cathy Chapman, Marina Manager

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COMMISSION ACTION:

MARINA ADVISORY BOARD  
REGULAR MEETING MINUTES  
JULY 24, 2023  
CITY COMMISSION CHAMBERS  
204 ASH STREET FERNANDINA BEACH, FL 32034

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL – Present: member Phillips, member Spratto, Chair Blanchard, Vice Chair Kent, member Nickoloff.
4. APPROVAL OF MINUTES
  - 4.1 The minutes from April 24, 2023, were approved. Motion made by Vice Chair Kent, seconded by member Nickoloff.
  - 4.2 The minutes from March 27, 2023, were approved with handwritten notes. Motion made by Vice Chair Kent, seconded by member Nickoloff.
5. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA – None.
6. OLD BUSINESS
  - 6.1 Chair Blanchard asked if the gates had been installed. According to Cathy Chapman not yet, work in progress. Slight change suggested by manufacturer Haywood to the slight design to the wings to increase the aesthetics and security. Working with Charlie George and should have an answer by the end of the week. Chair Blanchard asked if Cathy has information on the FL Statute regarding the contract if we get a hurricane. Tammy Bach suggested an additional signature. Oasis signs the hurricane addendum at the end of the contract. Has been done. Everyone hasn't signed yet but will when the new contract is sent out. When renewed all new slip holders will be sign moving forward. Question posed about in the event of a hurricane before the end of the year will slip holders be covered. Cathy will ask Tammy Bach what the legal action should be.
7. NEW BUSINESS

7.1 Fuel Outage -Chairman Blanchard advised the City Marina has been without fuel for some time. Guardian will be here August 1<sup>st</sup> to replace the fuel lines. August 2<sup>nd</sup> Clemons will do a pressure test. Once certification is completed can begin fueling. It has been 76 days since we have had fuel. There was a leak in the line. Cathy explained the process for getting the repair completed. There was more discussion about making sure we are not without fuel again. These are approved contractors now so they can be contacted if we encounter another issue. Parts are being secured by Jerimiah Glisson in case we need them. The lines are pressure tested frequently. Member Phillips asked for the fuel issue to be added to the agenda. She questioned why the board is not notified when there is an issue such as not having fuel, or the ramp being closed. People are contacting those of us on the board looking for answers. We should get an email or some sort of notification so we can answer those questions. Cathy will investigate finding out the requirements for us to be notified.

## 8. MARINA MANAGER REPORT

### 8.1 STRATEGIC REVENUE INITIATIVES

Cathy went over her report with a Power Point presentation. In the report she discussed improved Wi-Fi coverage and the installation of an omnidirectional repeater on the southern end of D dock. The City IT team assisted with getting this taken care of. Shark update - the City of Fernandina Maintenance/Fabrication Department will relocate the shark to a more visible location. Thanks to Gray Taxidermy for the restoration work and City Maintenance Department. The Marina will have a Sizzling Summer Sale to drive new reservations with a 20% off dockage through the summer, with a 2-night minimum with certain restrictions.

The Marina Debt Principal is \$479,097, Marina Debt Interest is \$80,234, for a total of \$559,331. The Fernandina Fire and Rescue department will conduct training on proper use of the large fire extinguishers in the first week of August so the entire staff can be trained. Also, hands only CPR training. The construction of the overlooks at the Northern section is being worked on should be completed by the end of next week.

The July 2023 Budget Forecast with comps are as follows:

<b>JULY '23</b>	<b>BUDGET</b>	<b>FORECAST</b>	<b>7/2022 comp</b>	<b>11/2022 comp</b>
Revenue	\$352,535	\$225,498	\$301,000	\$183,624
Expenses	\$280,685	\$195,689	\$254,031	\$166,400
NOI	\$71,850	\$29,809	\$46,969	\$17,224

#### July 2023- Fuel Update

<b>Revenue Inhibitors</b>	
<b>Fuel</b>	<b>Revenue loss</b>
2022 Hurricanes- 72 Days no diesel & unleaded fuel	\$482,000
Unleaded line leak- Estimated 76 days	\$189,500
Fuel Revenue loss YTD	\$671,500

There are 3 Strategic Initiatives. Commercial Operator rates, Tiered Superyacht rates and Contractor rates. Each of these were explained in detail with Cathy's PowerPoint presentation. Commercial Operator rates increase to \$30 per month with an estimated revenue of \$56,000. Superyacht Tiered rate with transient increase revenue by 22% for and estimated \$98,000 increased revenue per year. Contractor fees increase to \$20 per day expected to bring \$15,000 in revenue annually. Annualized \$169,000.

The Tiered Rate Survey 2023 was presented showing rates other marinas charge. Based on those these would be the new rates and revenue.

LOA	% of Group	NEW RATE	ADDITIONAL REV
200 - 250	32.7%	4.25	\$48,855.00
150-199	7.4%	4.00	\$8,752.00
100-149	17.9%	3.75	\$16,060.50
70-99	42.0%	3.50	\$25,088.50
		TOTAL	\$98,756.00

9. BOARD MEMBER COMMENTS

9.1 Member Nickoloff reported he toured the Marina with Cathy and was able to look at the break in the lines. The pedestals that hold the electricity are facing to the West, so the salt gets in and they are rusting. Will need to be replaced or revitalized. It was a great tour. Cathy is working on having spare parts to elevate issues with the electricity.

9.2 Member Phillips advised she has heard from the public that the boat ramp was closed for repaving. The date was posted for it to be open but there has been a delay. She asked that the board be notified when there are issues at the Marina because the public is asking those of us on the board. We have no clue that there

are issues and when the public asks, we should be able to give them an answer. Cathy advised the ramp is now open. The Board asked for an email in the future when the ramp will be closed, or the fuel is out. Anything of general interest. Cathy will find out the requirements for getting us the information.

### 9.3 Comments from the audience

Caroline Best reported that we are to advise the City Commission on projects and matters of importance we want funded by the city. She thinks the boaters report would be helpful to the board. Wolfgang Linke spoke about the presentation asking for it to be on the agenda so that the public can view prior to a meeting. Allen Mills asked why the Marina cannot give a discount to city residents. Cathy advised it is because it is written in the contract between the city and Oasis that no discounts can be given. It is tied to funding. He said at one time the city residents did get a discount. He questioned the fuel sales, that we lost due to not having fuel. Over \$201,000 in revenue was lost, the gates were approved but have not been installed. He also mentioned that Oasis is responsible for cleaning the restrooms and taking the trash. He wanted to know how many reservations Snag A Slip gets as compared to those the Marina gets by phone. Cathy said 100 calls a day come into the Marina. 7% or 8% is what Snag A Slip gets for every booking. \$73,000 is what's budgeted for Snag A Slip for revenue. He feels the Marina has not been up and running properly since it opened. Seems like Oasis want to raise rates but there are other ways to cut the budget other than just dockage. Member Phillips mentioned that there seems to be an entity wanting the Marina to fail. Too many hiccups. She serves on the Marine Advisory as a volunteer to help save the Marina. We are here to help facilitate so the City Commission can make informative decisions to save our Marina and make it better. Chair Blanchard asked why Parks & Rec Dept has control over the parking lot when the Marina use too. The only funding is from the boaters. He asked Cathy to investigate this. The way the Marina is set up, it is impossible to make it cost effective without raising the rates and running everyone off. Member Phillips asked why the contract cannot be amended so that city residents can get a discount. She asked Cathy to investigate this and get back to the Board. Commissioner Chip Ross spoke to advise that the reason city residents cannot get a discount has to do with

FIN (Florida Inland Navigation). All residents, county or city must be charged the same amount. He also said the city puts in \$685,000 to pay off the debt. Comes out of the General Fund. The cost of dredging keeps going up. It will not go away. \$75 a cubic yard. Dave Parsons spoke and does not feel the dredging is not creating any money for the Marina. He feels rolling the dredging over a few years could save money. He is not happy with the raising the rates in the Marina. Fernandina is a destination. It is a part of our history.

Member Nickoloff commented that 20% seems like a big increase for the Commercial boats. Maybe a 10% increase and spread the other increases around to the transient rates. Member Phillips agreed that the Commercial rates do not need to increase. The transients are those who do not live here, let them pay the increase.

10. NEXT MEETING DATE – September 25, 2023

11. ADJOURNMENT at 7:21PM

Respectfully Submitted,

Marian Phillips, Secretary