

**SEMINOLE COUNTY PORT AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING
JULY 18, 2012**

The regular Board Meeting of the Seminole County Port Authority was held in the Board Room of the Administration Building at the Port of Sanford on July 18, 2012.

Chairman Matthew Brown called the meeting to order at 4:01 p.m. with the following Directors constituting a quorum: Matthew T. Brown, Chairman; Damon Chase, Vice Chairman; Dana McBroom, Treasurer; Cliff Miller, Member; Bill Poe, Member; and Thomas Kuhn, Member.

Directors Absent: Taylor Pancake, Secretary; Kyle Kilger, Member; and Dick Van Der Weide, BCC Member.

Staff present: Andrew Van Gaale, Administrator; and Irene Dolgner, Administrative Assistant.

Other present: Stephen H. Coover, SCOPA Attorney.

The invocation was given by Cliff Miller followed by the pledge to the Flag.

The Chairman asked for corrections or additions to the minutes of the June 20, 2012 Board Meeting.

MOTION WAS MADE BY BILL POE, SECONDED BY THOMAS KUHN TO APPROVE THE MINUTES OF THE JUNE 20, 2012 BOARD MEETING, AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

The Balance Sheet and Budget Statement for the month of June, 2012 were presented to the Board for discussion and approval. The Administrator referred to the revenues and expenditures charts explaining that revenues for the month were under budget by \$592 and under for the year by \$84,260. He stated that we have received approximately 94% of budgeted revenues to-date. Expenditures for the month were under budget by \$18,008 and under for the year by \$495,128. Profit totals \$621,299 (50.3%), and occupancy increased to 86.2%.

MOTION WAS MADE BY DAMON CHASE, SECONDED BY CLIFF MILLER TO APPROVE THE BALANCE SHEET AND BUDGET STATEMENT FOR THE MONTH OF JUNE, 2012, AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

The Outstanding Bills and Aged Receivables lists were presented to the Board for discussion and approval. The Administrator reviewed the list of bills explaining that the payment to Girard Environmental Services, Inc. in the amount of \$1,800.00 is for more tree removal; the payment to McKee Construction Co. in the amount of \$4,979.59 is for emergency roof repairs between the

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offices and the warehouse at the Millennium Luxury Coach building (1601 Dolgner Place); and the payment to McKee Construction Co. in the amount of \$4,724.03 is for emergency repairs to the Seminole State College facility at 1423-1453 Dolgner Place to prevent further flooding that was discussed at the last Board meeting. The payment to CPH Engineers, Inc. in the amount of \$480.00 is for consulting services under contract for the removal of the storage tanks; and the payment to Kratos Public Safety & Security in the amount of \$300.00 is the annual burglar monitoring charge for the Administration Building.

Mr. Miller questioned why the payment to Roger Pinkerton in the amount of \$3,442.37 is higher than usual, and the Administrator replied that he has done extensive cleaning of the unit occupied by Cup-A-Coffee, extensive bushhogging throughout the Port because of all the rain, and some demolition work in a unit to get it prepared for a new tenant.

MOTION WAS MADE BY DAMON CHASE, SECONDED BY THOMAS KUHN TO APPROVE THE PAYMENTS TO MCKEE CONSTRUCTION CO. IN THE AMOUNTS OF \$4,979.59 AND \$4,724.03 AS EMERGENCY REPAIRS, AND TO APPROVE ALL THE BILLS FOR PAYMENT, AS PRESENTED. THE LIST OF BILLS APPROVED TO BE PAID IS ATTACHED AND MADE A PART OF THESE MINUTES.

MOTION CARRIED UNANIMOUSLY.

The Administrator referred to the Aged Receivables list explaining that he had a long meeting this morning with Acme Recycling Industries, Inc. and they indicated that the June payment will be made before the end of the month. Bandit Performance indicated they will pay at least one month's rent on Monday; Big Mike's Boats, LLC indicated that they will be bringing us a payment; we received \$2,763.10 from Odd Rodz, LLC today that is not reflected on the list; we received \$1,546.40 today from R & R Sheet Metal that is not reflected on the list; and Edvardo Rojas paid \$500.00 today toward his account.

Mr. Coover asked if the Board would like him to do some checking on Acme Recycling's public records file to see if everything they've got is encumbered. He said he could have one of his staff do it for \$25-\$30. Mr. Miller stated that he thinks we need to proceed, because their debt is getting to be a big number. It was the general consensus of the Board that Mr. Coover check Acme Recycling's public records file, as requested.

ATTORNEY'S REPORT

Mr. Coover had nothing to report.

ADMINISTRATOR'S REPORT

a) Project #161-Re-Sheeting and Re-Roofing 7,500 s.f. Metal Building-Bid Results - The Administrator referred to Memorandum #2182 showing the bid results of only one bid which was

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received from McKee Construction Co. in the amount of \$84,676.13. He stated that the budget for this project is \$150,000.00. The Chairman asked if he had any comparison to this project, and Mr. Van Gaale replied that the last project we did with McKee Construction was a 14,000 s.f. building to the east of this one, which was a similar project. He stated that the difference is that the other building was vacant and this one has tenants, so they will have to work around them and keep the building secure. Mr. Coover stated that the Board can either accept the bid, put it out to bid again, or have the Administrator try and get other quotes to compare it to.

Mr. Chase left the meeting.

Mrs. McBroom asked how long ago the last building was done, because this one is almost have the size at about the same price. Mr. Van Gaale replied that it was a year ago, at a cost of \$91,196.00. Mr. Miller stated that he would like to contact the other contractors to see why they didn't bid the project.

Mr. Van Gaale stated that McKee Construction Co. is around the corner, they're a good group, they do a good job, and they'll get it done before the end of the fiscal year. Discussion ensued.

Chairman Brown stated that the record should show that we're deeply concerned that we only have one bid.

MOTION WAS MADE BY CLIFF MILLER, SECONDED BY THOMAS KUHN TO APPROVE THE BID FROM MCKEE CONSTRUCTION CO. IN THE AMOUNT OF \$84,676.13 FOR PROJECT NO. 161, AS PRESENTED.

Under discussion, Chairman Brown stated that McKee didn't know they were the only bidder, and we followed procedure. Mr. Van Gaale added that notice was sent to the construction companies that bid the last project, it was sent to the clearing houses, and was advertised two consecutive weeks in the Sanford Herald.

MOTION CARRIED UNANIMOUSLY.

b) Tank Farm-Phase II Environmental - The Administrator explained that he met with CPH Engineers about preparing the bidding documents after last month's discussion. They have been on-site and should have it substantially complete soon.

c) 2012/2013 Insurance RFP - The Administrator reported that we have put together the Request for Proposals which is similar to last year's. Our plan is to have the Insurance Committee review it and make sure it's what we want, advertise, get the RFP out and have it open for 30 days. After receiving the submittals, the Committee will review them and make their recommendation to the Board at the September meeting.

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Mr. Coover stated that new members were appointed to the Insurance Committee who haven't been on the Insurance Committee before so that they can be exposed to the guts of the issues. He stated he wants to verify that the full Board wants the Committee to vet everything we receive first before making a recommendation. That's what was done last year, and he feels we should continue to do that, but this Board could review the proposals themselves. He would like the Board to acknowledge that we're going to send out the RFP, after he looks at it, and he would like the Board to make a finding that we go out for proposals, as opposed to going out for low bids. He stated it's very unclear whether insurance is a commodity or not. The Board has to make a finding that proposals are preferred to low bid. Discussion ensued.

MOTION WAS MADE BY BILL POE, SECONDED BY THOMAS KUHN, THAT IT IS IN THE BEST INTEREST OF THE AUTHORITY TO ACCEPT COMPETITIVE PROPOSALS FOR INSURANCE COVERAGE, AND TO AUTHORIZE THAT THE REQUEST FOR PROPOSALS GO OUT AFTER REVIEW BY THE CHAIRMAN OF THE INSURANCE COMMITTEE AND COUNSEL.

MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

There was no old business.

NEW BUSINESS

a) Leases - The following Leases were presented for approval:

1. Lease Renewal - Acme Recycling Industries, LLC, 1430 Dolgner Place, beginning August 1, 2012 through July 31, 2013, at the budgeted monthly rate of \$2,390.00 (4,000 s.f. warehouse, 1,000 s.f. office @ a blended rate of \$5.74/s.f. NNN), a 5% increase. Personal guarantees. Tenant requests keeping the rate static @ \$2,276.00 for an additional year.
2. Lease Renewal - Acme Recycling Industries, LLC, 1440 Dolgner Place, beginning August 1, 2012 through July 31, 2013, at the budgeted monthly rate of \$2,681.00 (7,500 s.f. warehouse @ \$4.29/s.f. NNN), a 5% increase. Personal guarantees. Tenant requests keeping the rate static @ \$2,553.00 for an additional year.
3. Lease Renewal - B & N Fabricating, Inc., 1525 & 1529 Dolgner Place, beginning August 1, 2012 through July 31, 2013, at the budgeted monthly rate of \$1,720.00 (3,576 s.f. warehouse, 424 s.f. office @ a blended rate of \$5.16/s.f.), a 5% increase. Personal guarantee.
4. Lease Renewal - Integrity Management Solutions, LLC, 1980 Dolgner Place, Suite 1036, beginning August 1, 2012 through July 31, 2013, at the budgeted monthly rate of \$814.00

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(1,500 s.f. warehouse @ \$6.51/s.f.). Personal guarantee.

5. *Lease Renewal - Legacy Glass & Supply, Inc., 1924 Dolgner Place, beginning August 1, 2012 through July 31, 2013, at the budgeted monthly rate of \$840.00 (1,500 s.f. warehouse @ \$6.72/s.f.). Personal guarantee.*
6. *New Lease - AAA Insta-Move, Inc., 1910 Dolgner Place, beginning August 1, 2012 through July 31, 2013, at the budgeted monthly rate of \$1,500.00 (3,000 s.f. warehouse @ \$6.00/s.f.). Personal guarantees.*
7. *New Lease - J. Dalton Enterprises, Inc., 1980 Dolgner Place, Suite 1024, beginning August 1, 2012 through July 31, 2013, at the monthly rate of \$756.00 (1,212 s.f. warehouse, 288 s.f. office @ \$6.05/s.f.). Personal guarantee.*
8. *New Lease - Randall Lee Leasure, 4421 Schilke Way, Suite 112, beginning August 1, 2012 through July 31, 2013, at the budgeted monthly rate of \$800.00 (2,000 s.f. warehouse @ \$4.80/s.f.).*

Mr. Van Gaale referred to a letter from Acme Recycling Industries, LLC (items 1 & 2) requesting that the rates remain static for an additional year. He mentioned that one of the reasons our revenues are at 94% of projections is because the rate increases are not realized in some cases. AAA Insta-Move, Inc. (item 6) and J. Dalton Enterprises, Inc. (item 7) are currently tenants of the Port who have expanded into additional space. Randall Lee Leasure is the new owner of the Marina's restaurant, Crawdaddy's, and is leasing a warehouse from the Port for another one of his businesses.

MOTION WAS MADE BY CLIFF MILLER, SECONDED BY BILL POE TO APPROVE ITEMS 1-8, AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

b) Parking lot - Chairman Brown suggested improving the drainage on the Administration Building's north parking lot by removing about 3' of sod beyond the slab, lower it 8", and then replace the sod.

There being no further business, the meeting was adjourned at 4:42 p.m. by Chairman Brown.

Matthew T. Brown, Chairman

Taylor Pancake, Secretary