

**SEMINOLE COUNTY PORT AUTHORITY  
MINUTES OF THE REGULAR BOARD MEETING  
AUGUST 15, 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 August 15, 2012.*

*Chairman Matthew Brown called the meeting to order at 4:00 p.m. with the following Directors constituting a quorum: Matthew T. Brown, Chairman; Damon Chase, Vice Chairman; Taylor Pancake, Secretary; Dana McBroom, Treasurer; Cliff Miller, Member; Bill Poe, Member; Kyle Kilger, Member; and Thomas Kuhn, Member.*

*Director Absent: Dick Van Der Weide, BCC Member.*

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

*Others present: Marie Desire-Homere, Seminole County Employee Academy Community Assistance; and Stephen H. Coover, SCOPA Attorney.*

*The invocation was given by Bill Poe followed by the pledge to the Flag.*

*The Chairman introduced and welcomed Marie Desire-Homere to the meeting.*

*The Chairman asked for corrections or additions to the minutes of the July 18, 2012 Board Meeting.*

***MOTION WAS MADE BY BILL POE, SECONDED BY DAMON CHASE TO APPROVE THE MINUTES OF THE JULY 18, 2012 BOARD MEETING, AS PRESENTED.***

***MOTION CARRIED UNANIMOUSLY.***

*The Balance Sheet and Budget Statement for the month of July, 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 \$3,874 and under for the year by \$88,133. Expenditures for the month were over budget by \$6,157 and under for the year by \$488,971. Profit totals \$702,503 (51%), and occupancy fell slightly to 85.7%.*

***MOTION WAS MADE BY CLIFF MILLER, SECONDED BY TOM KUHN TO APPROVE THE BALANCE SHEET AND BUDGET STATEMENT FOR THE MONTH OF JULY, 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 Bank of*

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*America (VISA) for Maintenance & Repair-property in the amount of \$1,851.00 is for concrete; and the payment to Design4dot.com in the amount of \$884.00 is for a technical Internet marketing effort through Google and the like for additional exposure. The payment to General Maintenance & Contracting, Inc. in the amount of \$3,780.00 is for removal of an interior wall and installation of double doors provided for a new tenant. The tenant has agreed to help pay for the double doors. They are in the furniture business. Mr. Miller questioned how the tenant will be paying us back, and Mr. Van Gaale replied that they will make four \$200.00 payments beginning October 1, 2012.*

***MOTION WAS MADE BY BILL POE, SECONDED BY TAYLOR PANCAKE TO APPROVE 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 Acme Recycling Industries, LLC indicated that they will pay the July rent at the end of the month; Big Mike's Boats, LLC indicated that he will get caught up at the end of the month; and payment was received from R & R Sheet Metal in the amount of \$1,618.40 which is not reflected on the List.*

ATTORNEY'S REPORT

*a) Ken Wing, Sr. and Ken Wing, Jr. d/b/a Ken's Tuff Trux - Mr. Coover reported that Ken's Tuff Trux is on a month-to-month Lease under an existing written Lease that was not renewed. They are in arrears, and we had a couple of options and chose to give them notice that we are terminating their Lease based upon 15 days prior written notice. Hopefully, they'll be moving out before September 1<sup>st</sup>, and if they don't, we'll sue them which will bring damages into play, and at some point the Board will have to decide whether or not to pursue it.*

*b) Acme Recycling Industries, LLC - Mr. Coover reported that, as he suspected, Acme has a Blanket UCC Financing Statement filed against everything they have. If we get in trouble with them, we could do what's called a Distress for Rent which basically stops them from removing anything from the property, but will cause us to go to war with their bank. Mr. Van Gaale stated that they are aware that they can't go beyond two months past due, and as a couple of their Leases expire, they will not be renewing them in an effort to reduce costs.*

ADMINISTRATOR'S REPORT

*a) Project #161-Re-Sheeting and Re-Roofing 7,500 s.f. Metal Building - The Administrator reported that the Contractor is getting ready to order supplies to begin this project.*

*b) Tank Farm Demolition - The Administrator reported that we received our first draft of the RFP today from our engineers.*

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c) 2012/2013 Budget Presentation - The Administrator reported that he presented our Budget to the Board of County Commissioners yesterday and it was unanimously approved. He and the Chairman will present them with a \$450,000 check in October.

OLD BUSINESS

There was no old business.

NEW BUSINESS

a) Appoint Nominating Committee - The Chairman appointed Tom Kuhn, Cliff Miller and Kyle Kilger, as Chairman, to the Nominating Committee.

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

1. Lease Renewal - Doug's Alignment, Inc., 4421 Schilke Way, Suites 124 & 128, beginning September 1, 2012 through August 31, 2013, at the budgeted monthly rate of \$1,500.00 (4,000 s.f. warehouse @ \$4.50/s.f.). Personal guarantee.
2. Lease Renewal - Freeport Fountains, LLC, 1510 Kastner Place, Suite 3, beginning September 1, 2012 through August 31, 2013, at the budgeted monthly rate of \$1,604.00 (1,375 s.f. offices @ \$14.00/s.f.), a 5% increase. Personal guarantee.
3. Lease Renewal - Freeport Fountains, LLC, 1471 Kastner Place, Suite 121, beginning September 1, 2012 through August 31, 2013, at the budgeted monthly rate of \$664.00 (2,000 s.f. warehouse @ \$3.98/s.f.). Personal guarantee.
4. Land Lease Renewal - Marinas, LLC, 1688 Fitzpatrick Point, beginning September 1, 2012 through August 31, 2013, at the budgeted monthly rate of \$194.00 (.2026 acre @ \$11,490/acre/yr.), a 5% increase. Personal guarantee. Tenant requests rate remain static at \$185.00, per letter dated 7/30/12.
5. Lease Renewal - Winfred C. Sauer d/b/a O.T.S. Interiors, 1900 Dolgner Place, beginning September 1, 2012 through August 31, 2013, at the budgeted monthly rate of \$850.00 (1,212 s.f. warehouse, 288 s.f. office @ a blended rate of \$7.14/s.f.).
6. Lease Renewal - Sanford Boat Storage, Inc., 1490 Kastner Place, Suite A, beginning September 1, 2012 through August 31, 2013, at the budgeted monthly rate of \$6,738.00 (22,500 s.f. warehouse @ \$3.59/s.f.), a 5% increase. Personal guarantee.
7. New Lease - Bailey's Upscale Resale, LLC, 1470 Kastner Place, Suite 104, beginning September 1, 2012 through August 31, 2013, at the monthly rate of \$850.00 (1,500 s.f.

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*office/warehouse @ \$6.80/s.f.). Personal guarantees.*

8. *New Lease - D. T. Diesel, Inc., 1980 Dolgner Place, Suite 1044, beginning September 1, 2012 through August 31, 2013, at the monthly rate of \$775.00 (1,212 s.f. warehouse, 288 s.f. office @ a blended rate of \$6.20/s.f.). Personal guarantee.*

*The Administrator referred to a letter from Marinas, LLC requesting that their rate remain the same at \$185.00 per month. He recommended accepting their request.*

***MOTION WAS MADE BY DAMON CHASE, SECONDED BY KYLE KILGER TO ACCEPT THE ADMINISTRATOR'S RECOMMENDATION TO KEEP MARINAS, LLC MONTHLY RATE AT \$185.00 FOR AN ADDITIONAL YEAR AND TO APPROVE ITEMS 1-8, AS PRESENTED.***

***MOTION CARRIED UNANIMOUSLY.***

*There being no further business, the meeting was adjourned at 4:22 p.m. by Chairman Brown.*

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*Matthew T. Brown, Chairman*

*Taylor Pancake, Secretary*