

**SEMINOLE COUNTY PORT AUTHORITY  
MINUTES OF THE REGULAR BOARD MEETING  
SEPTEMBER 19, 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 September 19, 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.*

*Other present: Stephen H. Coover, SCOPA Attorney.*

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

*The Chairman asked for corrections or additions to the minutes of the August 15, 2012 Board Meeting.*

***MOTION WAS MADE BY CLIFF MILLER, SECONDED BY THOMAS KUHN TO APPROVE THE MINUTES OF THE AUGUST 15, 2012 BOARD MEETING, AS PRESENTED.***

***MOTION CARRIED UNANIMOUSLY.***

*The Balance Sheet and Budget Statement for the month of August, 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 \$21,408 due to a major tenant's late payment coming in after the first of September, and under for the year by \$109,545. Expenditures for the month were under budget by \$8,970 and under for the year by \$497,941. Profit totals \$787,711 (52.4%), and occupancy increased to 87%.*

***MOTION WAS MADE BY BILL POE, SECONDED BY KYLE KILGER TO APPROVE THE BALANCE SHEET AND BUDGET STATEMENT FOR THE MONTH OF AUGUST, 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 payments to McKee Construction Co. in the amounts of \$20,000.00 and \$48,791.80 are draws 1 & 2 on Project #161,*

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*which is now permitted and ready for demolition and reconstruction the first of the week; and the payment to Seminole County General Fund in the amount of \$450,000.00 is our annual transfer of funds as budgeted.*

**MOTION WAS MADE BY CLIFF MILLER, SECONDED BY BILL POE 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.**

*Under discussion, Mr. Kilger asked how the \$450,000.00 to Seminole County was calculated, and Mr. Van Gaale replied that it was budgeted according to our projected excess funds, not to exceed our profit for the year. Chairman Brown added that we have given as much as one million dollars, and Mr. Van Gaale stated that we have given them in excess of six million dollars to-date, including this payment.*

**MOTION CARRIED UNANIMOUSLY.**

*The Administrator referred to the Aged Receivables list explaining that Acme Recycling Industries, LLC indicated that they will pay their \$16,991.26 rent this Friday and the \$19,543.82 before the end of the month; and Ken's Tuff Trux has vacated their leasehold and he will be asking the Board to write-off their outstanding balance of \$1,882.99.*

*Mr. Van Gaale explained that Randall Leasure has vacated his leasehold after only a month into his Lease. He recommended that the Board terminate his Lease due to unfortunate circumstances. Mr. Van Gaale stated that he has inspected the unit and it is clean, and he should be able to lease the unit soon. He further informed the Board that we received a little bit of money from U. S. Hydraulics, LLC that is not reflected on the List.*

*Mrs. McBroom questioned whether we should terminate Randall Leasure's Lease without asking Mr. Coover to research whether he has any assets to go after. Chairman Brown further questioned whether the Board had the flexibility to make that decision, and Mr. Coover replied that it's up to the Board if they are comfortable terminating his Lease and not holding him to it. Mr. Van Gaale stated that we asked him to bring in a letter explaining his situation, and he showed him some papers regarding a child support lien.*

**MOTION WAS MADE BY DAMON CHASE, SECONDED BY THOMAS KUHN TO WRITE-OFF THE OUTSTANDING BALANCE OF \$1,882.99 OWED BY KENNETH WING d/b/a KEN'S TUFF TRUX, AS REQUESTED.**

**MOTION CARRIED UNANIMOUSLY.**

**MOTION WAS MADE BY DAMON CHASE, SECONDED BY BILL POE TO TERMINATE THE LEASE WITH RANDALL LEASURE, EFFECTIVE**

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**IMMEDIATELY, AND TO APPLY HIS DEPOSIT TO HIS ACCOUNT AND WRITE-OFF THE BALANCE OF \$10.00, AS REQUESTED.**

**MOTION CARRIED UNANIMOUSLY.**

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 - The Administrator reported that we are in the process of cleaning up the building getting it ready for re-sheeting, and we are optimistic that this time next month it will be ready for occupancy.*

*b) Tank Farm Project-Update - The Administrator reported that he and Mr. Coover have the Tank Farm Demolition Manual in hand for review, and upon their approval, the project will be put out for bids. The Chairman asked if we have room for a staging area since Acme Recycling is in there, and Mr. Van Gaale replied that there is room to the west of the site, and Acme's Lease terminates the end of January, 2013, which will not be renewed.*

OLD BUSINESS

*There was no old business.*

NEW BUSINESS

*a) Insurance Committee Report - The Chairman of the Insurance Committee, Cliff Miller, reported that the Committee met at 2:30 today, and the three quotes received were all from insurance trusts.*

*Chairman Miller explained that last year we paid roughly \$67,000.00, and this year they are recommending going with Public Risk Management of Florida. The deductibles are better than what we have this year, and the coverages are the same. The Committee had a discussion about the assets of the companies, and overall felt comfortable with them. PRM is principally writing within the central part of the State of Florida and not on the coast.*

**MOTION WAS MADE BY DAMON CHASE, SECONDED BY BILL POE TO ACCEPT THE COMMITTEE'S RECOMMENDATION TO ACCEPT PUBLIC RISK MANAGEMENT OF FLORIDA IN THE AMOUNT OF \$60,066.40 AND AUTHORIZE THE ADMINISTRATOR TO ENTER INTO A CONTRACT.**

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*Under discussion, Mr. Coover clarified that the Chairman would enter into a contract, not the Administrator.*

***THE MOTION WAS AMENDED BY DAMON CHASE AND BILL POE FOR THE CHAIRMAN TO ENTER INTO THE CONTRACT WITH PUBLIC RISK MANAGEMENT OF FLORIDA .***

*Under discussion, Chairman Brown asked what all the quotes were, and Chairman Miller responded, as follows:*

1. *Tony Russi Insurance - Preferred Governmental Insurance Trust (PGIT) - \$79,155.00.*
2. *Bowen, Miclette & Britt of Florida, LLC - Florida Municipal Insurance Trust (FMIT) - \$67,656.00.*
3. *Bowen, Miclette & Britt of Florida, LLC - Public Risk Management of Florida (PRM) - \$60,066.40.*

*Mr. Kilger asked what the deductibles are, and Mr. Miller replied 5% of the scheduled building affected per named windstorm, and other claims are \$1,000.00.*

***MOTION CARRIED UNANIMOUSLY.***

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

1. *Lease Renewal - Wayne Stephen Edwards, 1904 Dolgner Place, beginning October 1, 2012 through September 30, 2013, at the budgeted monthly rate of \$756.00 (1,500 s.f. warehouse @ \$6.05/s.f.).*
2. *Lease Renewal - Seminole State College, 1433-1453 Dolgner Place, beginning October 1, 2012 through September 30, 2013, at the budgeted monthly rate of \$3,280.00 (10,500 s.f. offices @ \$3.75/s.f.).*
3. *Lease Renewal - Kurt D. Shirley d/b/a Shirley Motor Sports, 1470 Kastner Place, Suite 120, beginning October 1, 2012 through September 30, 2013, at the budgeted monthly rate of \$761.00 (1,500 s.f. warehouse @ \$6.09/s.f.), a 5% increase. Tenant requests adding a 60 day termination clause.*
4. *Lease Renewal - Danny Lee Staats and Jay Alan Priest d/b/a Ultimate Woodworks, beginning October 1, 2012 through September 30, 2013, at the budgeted monthly rate of \$1,449.00 (4,000 s.f. warehouse @ \$4.35/s.f.), a 5% increase.*
5. *New Lease - CFLSS, Inc. (Central Florida Store Services, Inc.), 1543 Dolgner Place, beginning September 1, 2012 through August 31, 2013, at the budgeted monthly rate of*

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*\$800.00 (2,000 s.f. warehouse @ \$4.80/s.f.). Personal guarantee.*

6. *New Lease - William J. Leon, 1417 Dolgner Place, beginning September 1, 2012 through August 31, 2013, at the monthly rate of \$800.00 (1,204 s.f. warehouse, 192 s.f. office @ a blended rate of \$6.40/s.f.).*
7. *New Lease - Dynamic Aspects, Inc., 1936 Dolgner Place, beginning September 1, 2012 through August 31, 2013, at the monthly budgeted rate of \$850.00 (1,356 s.f. warehouse, 144 s.f. office @ a blended rate of \$6.80/s.f.). Personal guarantee.*
8. *New Lease - All American Portable Air, LLC, 1521 Dolgner Place, beginning October 1, 2012 through September 30, 2013, at the monthly rate of \$750.00 (2,000 s.f. warehouse @ \$4.50/s.f.). Personal guarantee.*

*Mr. Chase disclosed that he is representing the Board of Trustees of Seminole State College, although he doesn't feel it is a conflict.*

**MOTION WAS MADE BY CLIFF MILLER, SECONDED BY THOMAS KUHN TO APPROVE ITEMS 1-8, AS PRESENTED.**

*Under discussion, Mr. Coover questioned if this motion included approving the 60 day termination requested in item #3. Mr. Van Gaale stated that he recommends granting their request. Mr. Miller replied that it is included in his motion.*

**MOTION CARRIED UNANIMOUSLY.**

*c) Election of Officers - Chairman Kuhn of the Nominating Committee, consisting of Cliff Miller and Kyle Kilger (who was absent from the Committee meeting) and himself, unanimously agreed to present the following slate of officers for FY 2012/2013.*

*Damon Chase - Chairman  
Taylor Pancake - Vice Chairman  
Bill Poe - Secretary  
Cliff Miller - Treasurer*

*Chairman Brown asked for a motion.*

**MOTION WAS MADE BY DANA MCBROOM, SECONDED BY KYLE KILGER THAT THE NOMINATIONS BE CLOSED AND THAT A UNANIMOUS BALLOT OF THE SLATE OF OFFICERS BE CAST.**

**MOTION CARRIED UNANIMOUSLY.**

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*Chairman Brown passed the gavel to Mr. Chase.*

*There being no further business, the meeting was adjourned at 4:25 p.m. by Chairman Brown.*

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*Matthew T. Brown, Chairman*

*Taylor Pancake, Secretary*