

**SEMINOLE COUNTY PORT AUTHORITY  
MINUTES OF THE REGULAR BOARD MEETING  
OCTOBER 17, 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 October 17, 2012.*

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

*Plaque Presentation*

*Chairman Chase presented a gavel plaque to Matthew Brown in recognition of his diligent service as Chairman of the Board for the 2011/2012 fiscal year.*

*The Chairman asked for corrections or additions to the minutes of the September 19, 2012 Board Meeting.*

***MOTION WAS MADE BY MATTHEW BROWN, SECONDED BY BILL POE TO APPROVE THE MINUTES OF THE SEPTEMBER 19, 2012 BOARD MEETING, AS PRESENTED.***

***MOTION CARRIED UNANIMOUSLY.***

*The Balance Sheet and Budget Statement for the month of September, 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 over budget by \$24,700, and under for the year by \$84,845. Expenditures for the month were over budget by \$53,061 and under for the year by \$444,880. Profit totals \$847,539 (50.5%), and occupancy increased to 87.9%.*

*Mr. Pancake questioned the big variance in revenue for the month, and Mr. Van Gaale replied that we received two payments from Acme Recycling Industries which made up for last month.*

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**MOTION WAS MADE BY CLIFF MILLER, SECONDED BY TAYLOR PANCAKE TO APPROVE THE BALANCE SHEET AND BUDGET STATEMENT FOR THE MONTH OF SEPTEMBER, 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 majority of the payment to Design4dot.com in the amount of \$884.00 is for re-design of our Website; the payment to Public Risk Management in the amount of \$36,040.00 is the first quarterly payment for insurance; the payment to Exact Plumbing, Inc. in the amount of \$2,320.00 is for the annual re-certification of our backflow preventers; the payment to A-N-R Door Systems, Inc. in the amount of \$1,975.50 is for replacement of a roll-up door and a repair; the payment to Special Editions Publishing, Inc. in the amount of \$750.00 is for an ad in "Excellence in Seminole" magazine; and the payment to FL Dept. of Economic Opportunity in the amount of \$175.00 is for our annual Special Districts Fee.*

**MOTION WAS MADE BY KYLE KILGER, 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.**

**MOTION CARRIED UNANIMOUSLY.**

*The Administrator referred to the Aged Receivables list explaining that Acme Recycling Industries, LLC indicated that they will pay one month's past due rent before the end of the month, and they're expecting a turn around in their business by the end of the year; and U. S. Hydraulics, LLC indicated that they will pay \$1,000 on their account this Friday, after receiving a Three Day Notice.*

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-Update - The Administrator reported that the project is approximately 40% - 50% complete. The re-sheeting is nearly done, the electrical is being upgraded, and they should start the new roof next week.*

*b) Tank Farm Project-Update - The Administrator reported that he and Mr. Coover have reviewed the project specs and have forwarded their changes and updates to CPH Engineers. Next will be advertising the project, which will be open for 60 days, and then they should award the contract in January, 2013.*

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c) 2011/2012 Audit - The Administrator informed the Board that our audit has been completed and will be presented next month.

d) Landscaping Contract - The Administrator stated that five years ago we entered into a contract with Nanak's Landscaping which has since become ValleyCrest Landscaping, at a cost of \$36,216.00 a year. The contract expired on September 30, 2012, and we are now on a month to month basis. ValleyCrest is willing to keep the same rate for an additional year. They are a company that does public bids and uses FDOT, Seminole County and other public agencies, so we are able to piggyback according to the requirements of our Purchasing Policy. Mr. Van Gaale stated that he has been pricing the market and has spoken with Mr. Coover, and it would be a \$5,000 savings by keeping them. He recommended that we authorize a year's extension to ValleyCrest.

**MOTION WAS MADE BY TOM KUHN, SECONDED BY CLIFF MILLER TO  
EXTEND THE CONTRACT WITH VALLEYCREST LANDSCAPE  
MAINTENANCE AT THE COST OF \$36,216.00, FOR AN ADDITIONAL YEAR.**

**MOTION CARRIED UNANIMOUSLY.**

OLD BUSINESS

There was no old business.

NEW BUSINESS

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

1. New Lease - TrueNet Communications, 1401-1409 Dolgner Place, beginning October 1, 2012 through November 30, 2012, a two month Lease at the monthly rate of \$2,300.00 (3,924 s.f. warehouse, 576 s.f. offices @ a blended rate of \$6.13/s.f.). All monies, including two months rent, a security deposit, taxes, and water/sewer charges received up front totaling \$7,374.00.
2. Lease Renewal - Acme Industrial Surplus, Inc., 1461 Kastner Place, Suites 117-129, beginning November 1, 2012 through October 31, 2013, at the budgeted monthly rate of \$2,904.00 (8,000 s.f. warehouse, plus lot @ \$4.36/s.f.), a 5% increase. Personal guarantee.
3. Lease Renewal - Acme Industrial Surplus, Inc., 1471 Kastner Place, Suite 105, beginning November 1, 2012 through October 31, 2013, at the budgeted monthly rate of \$882.00 (2,000 s.f. warehouse @ \$5.29/s.f.), a 5% increase. Personal guarantee.

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4. *Lease Renewal - All American Portable Air, LLC, 1539 Dolgner Place, beginning November 1, 2012 through October 31, 2013, at the budgeted monthly rate of \$775.00 (2,000 s.f. warehouse @ \$4.65/s.f.). Personal guarantee.*
5. *Lease Renewal - Jamie E. Fallen d/b/a Bandit Performance, 1517 Dolgner Place, beginning November 1, 2012 through October 31, 2013, at the budgeted monthly rate of \$882.00 (2,000 s.f. warehouse @ \$5.29/s.f.), a 5% increase.*
6. *Land Lease Renewal - Heritage Operating, L.P., 4350 Carraway Place (.127 acre m.o.l.), beginning November 1, 2012 through October 31, 2013, at the budgeted monthly rate of \$128.00 (\$12,094/acre/yr), a 5% increase. No personal guarantee required since they are a publicly traded company.*
7. *Lease Renewal - Network Electrical Systems, Inc., 1958 Dolgner Place, beginning November 1, 2012 through October 31, 2013, at the budgeted monthly rate of \$1,050.00 (1,212 s.f. warehouse, 288 s.f. office @ a blended rate of \$8.40/s.f.). Personal guarantees.*
8. *Lease Renewal - Roger Pinkerton, 1471 Kastner Place, Suite 125, beginning November 1, 2012 through October 31, 2013, at the budgeted monthly rate of \$817.00 (2,000 s.f. warehouse, plus lot @ \$4.90/s.f.), a 5% increase.*
9. *Lease Termination - Airport Service Systems, Inc. d/b/a The Health and Candle Fair, 1980 Dolgner Place, Suite 1032, beginning February 1, 2012 through January 31, 2013, effective October 31, 2012.*
10. *New Lease - SoBe Auto Group, LLC, 1980 Dolgner Place, Suite 1032, beginning November 1, 2012 through October 31, 2013, at the monthly rate of \$800.00 (1,500 s.f. warehouse @ \$6.40/s.f.). Personal guarantee.*

*The Administrator reviewed the list of Leases explaining that TrueNet Communications (item #1) entered into a two month Lease paying all monies up front. They are installing new digital meters for the electric companies. Airport Service Systems, Inc. d/b/a The Health and Candle Fair (item #9) wishes to terminate their Lease and has vacated their leasehold, and we were able to re-lease their space to SoBe Auto Group, LLC (item #10) at a slightly higher rate.*

**MOTION WAS MADE BY KYLE KILGER, SECONDED BY MATTHEW BROWN TO APPROVE ITEMS 1-10, AS PRESENTED.**

**MOTION CARRIED UNANIMOUSLY.**

*b) November Board Meeting - The Administrator polled the Board to see if they wished to move the November 21<sup>st</sup> meeting to another day since it is the day before Thanksgiving.*

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**MOTION WAS MADE BY CLIFF MILLER, SECONDED BY BILL POE TO  
MOVE THE NOVEMBER 21, 2012 BOARD MEETING TO NOVEMBER 20,  
2012 AT 4:00 P.M.**

**MOTION CARRIED UNANIMOUSLY.**

*c) BCC Check Presentation - The Administrator invited Mr. Brown to accompany him next Tuesday, October 23<sup>rd</sup> at 9:30 a.m. to present the \$450,000 check, and Mr. Brown accepted.*

*There being no further business, the meeting was adjourned at 4:15 p.m. by Chairman Chase.*

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*Damon Chase, Chairman*

*William H. Poe, Secretary*