

**SEMINOLE COUNTY PORT AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING
NOVEMBER 20, 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 November 20, 2012.

Chairman Damon Chase called the meeting to order at 4:02 p.m. with the following Directors constituting a quorum: Damon Chase, Chairman; William H. Poe, Secretary; Cliff Miller, Treasurer; Matthew T. Brown, Member; Kyle Kilger, Member; and Thomas Kuhn, Member.

Directors Absent: Taylor Pancake, Vice Chairman; Dana McBroom, Member; and Dick Van Der Weide, BCC Member.

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

Others present: Rob Kimelman, Greene, Dycus & Co., P.A.; and Stephen H. Coover, SCOPA Attorney.

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

2011/2012 AUDIT PRESENTATION

The Chairman turned the floor over to Rob Kimelman. Mr. Kimelman stated that there is a point of business that needs to be taken care of first, and he turned the floor over to the Administrator.

The Administrator referred to the list of budget adjustments for FY 2011/2012 as presented by the Auditor. He explained that every year we have to approve a variance report which reclassifies line items.

MOTION WAS MADE BY MATTHEW BROWN, SECONDED BY WILLIAM POE TO APPROVE THE FY 2011/2012 BUDGET LINE ITEM ADJUSTMENTS, AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

Mr. Kimelman referred to the draft copy of the September 30, 2012 Audit Report explaining that Mr. Coover and Mrs. McBroom have previously reviewed the report and forwarded their questions and comments to him. He stated he is going to present a couple "big picture" items, and there is nothing he needs to bring to the Board's attention that is troublesome.

Mr. Kimelman referred to page 2, the "Independent Auditors' Report" which basically means the financial statements have been presented and prepared in accordance with appropriate financial accounting standards.

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Mr. Kimelman referred to the "Balance Sheet" on page 8 explaining that under "Current Assets" the cash and cash equivalents increased from \$982,436 in 2011 to \$1,398,928 in 2012 which means the Authority did not spend as much money in prior years on capital expenditures like re-sheeting and re-roofing buildings. In prior years the Authority was actually constructing buildings. Also, \$100,000 less was transferred to the County this year than the previous year. Expense savings exceeded the revenue growth, therefore, the cash position is much stronger this year. Accounts receivables are a little higher due to the account of a previous tenant, Ryan & Reed, although they are paying a nominal amount every month toward their balance. Capital assets are less than the previous year because we have a depreciation expense each year and it has exceeded new capital expenditures that were made. Assets are approximately \$200,000+ more this year than last year, and liabilities are very consistent from year to year.

Mr. Kimelman referred to the revenues and expenditures on page 9 explaining that revenues are slightly less this year than last year due to vacancies, and operating expenses are less because we saved on insurance costs and advertising. Although revenues were down a little, expenses were down a lot more, so we generated a positive \$70,000 in operating income.

MOTION WAS MADE BY THOMAS KUHN, SECONDED BY CLIFF MILLER TO APPROVE THE 2011/2012 AUDIT REPORT, AS PRESENTED.

Mr. Brown asked if he is still happy with the close-nit operation, and Mr. Kimelman replied that because the Board takes an active role in over-seeing everything, he is still comfortable with internal control; nothing has changed.

MOTION CARRIED UNANIMOUSLY.

The Board thanked Mr. Kimelman for his report, and Mr. Kimelman left the meeting.

The Chairman asked for corrections or additions to the minutes of the October 17, 2012 Board Meeting.

MOTION WAS MADE BY MATTHEW BROWN, SECONDED BY CLIFF MILLER TO APPROVE THE MINUTES OF THE OCTOBER 17, 2012 BOARD MEETING, AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

The Balance Sheet and Budget Statement for the month of October, 2012 were presented to the Board for discussion and approval. The Administrator referred to the revenues and expenditures charts for the first month of the new fiscal year explaining that revenues for the month were over budget by \$7,522, and expenditures for the month were under budget by \$24,315. Profit totals \$74,033 (49.2%), and occupancy increased to 89.3%.

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Mr. Brown mentioned that the square footage calculation below the occupancy chart did not change from last month, and Mrs. Dolgner apologized for the oversight stating that she will update it.

MOTION WAS MADE BY MATTHEW BROWN, SECONDED BY KYLE KILGER TO APPROVE THE BALANCE SHEET AND BUDGET STATEMENT FOR THE MONTH OF OCTOBER, 2012, WITH THE EXCEPTION OF THE OCCUPANCY SQUARE FOOTAGE CALCULATION.

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 McKee Construction Co. in the amount of \$13,824.33 is the final draw on Project #161; the payment to CPH Engineers, Inc. in the amount of \$2,419.50 is for the tank farm project consulting and the advertisement for bids; the payment to Home Depot in the amount of \$1,850.96 is for supplies used in remodeling the bathrooms at 1441 Kastner Place; and the payment to Sanford Carpet, Inc. in the amount of 1,527.00 is for replacing carpeting in offices at 1450 Kastner Place, Suite 108 and 1413 Dolgner Place.

MOTION WAS MADE BY MATTHEW BROWN, SECONDED BY THOMAS KUHN 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 tomorrow. Mr. Kilger asked what his feeling was on the status of the company, and Mr. Van Gaale replied that he's feeling better about them. They are paying the rent earlier in the month than before, and they indicated that they should be back to normal by Christmas.

Mr. Van Gaale further stated that Duffer's Den will be moving out at the end of the month. We are holding a security deposit that will be applied and we will work with them on the balance due. We received a payment from R & R Sheet Metal today that is not reflected on the List; and U. S. Hydraulics, LLC indicated that they will pay \$1,000.00 today that has not yet been received.

ATTORNEY'S REPORT

Mr. Coover had nothing to report.

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ADMINISTRATOR'S REPORT

a) Project #161-Re-Sheeting and Re-Roofing 7,500 s.f. Metal Building-Update - The Administrator reported that the project should be finished in the next day or two.

b) Tank Farm Project-Update - The Administrator reported that the project has gone out for bid, and we had a pre-bid meeting last week. Six perspective bidders attended from as far away as Iowa, Jacksonville and Tampa. Bid opening will occur on November 29th at 2:00 p.m. at the offices of CPH Engineers. He explained that the scope of the project has changed. Initially, we had not only the tank removal, but also the site improvement and fencing included. After discussion during the pre-bid meeting, the bidders were only interested in removing the tanks since that is their specialty. We will address the site improvements at a later date, and we should be able to save money by managing that part by ourselves. He stated that we also added a line item to the RFP for the schedule of values for the steel credit, so that we make sure we get an off-set of costs.

OLD BUSINESS

There was no old business.

NEW BUSINESS

a) Resolution - The Administrator asked that the Board approve a resolution for Commissioner Van Der Weide for his service on the Board of Directors.

MOTION WAS MADE BY CLIFF MILLER, SECONDED BY MATTHEW BROWN TO APPROVE A RESOLUTION FOR COMMISSIONER DICK VAN DER WEIDE FOR HIS YEARS OF SERVICE ON THE SCOPA BOARD OF DIRECTORS.

MOTION CARRIED UNANIMOUSLY.

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

1. Lease Termination - Legacy Glass & Supply, Inc., 1924 Dolgner Place, beginning August 1, 2012 through July 31, 2013, at the monthly rate of \$840.00, effective December 31, 2012.
2. New Lease - Legacy Glass & Supply, Inc., 1980 Dolgner Place, Suite 1068, beginning January 1, 2013 through December 31, 2013, at the monthly rate of \$1,500.00 (2,330 s.f. warehouse, 670 s.f. offices @ a blended rate of \$6.00/s.f.). Personal guarantee.
3. New Lease - HydroTech Solutions, LLC and Riken Construction & Design, LLC, 1450 Kastner Place, Suite 108, beginning January 1, 2013 through December 31, 2013, at the monthly rate of \$825.00 (1,212 s.f. warehouse, 288 s.f. office @ \$6.60/s.f.). Personal guarantees.

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The Administrator reviewed the list of leases explaining that Legacy Glass & Supply, Inc. (item #1) is up-sizing to a larger unit (item #2); and HydroTech Solutions, LLC and Riken Construction & Design, LLC (item #3) are new tenants in a unit that has been vacant for about a year and a half.

***MOTION WAS MADE BY CLIFF MILLER, SECONDED BY KYLE KILGER
TO APPROVE ITEMS 1-3, AS PRESENTED.***

MOTION CARRIED UNANIMOUSLY.

Chairman Chase thanked Staff for being responsible for a great audit report.

There being no further business, the meeting was adjourned at 4:26 p.m. by Chairman Chase.

Damon Chase, Chairman

William H. Poe, Secretary