

**SEMINOLE COUNTY PORT AUTHORITY  
MINUTES OF THE REGULAR BOARD MEETING  
DECEMBER 18, 2013**

*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 December 18, 2013.*

*Chairman Taylor Pancake called the meeting to order at 4:03 p.m. with the following Directors constituting a quorum: Taylor Pancake, Chairman; Dana McBroom, Vice Chairman; Kyle Kilger, Treasurer; Thomas Kuhn, Member; Cliff Miller, Member; and Brenda Carey, BCC Member.*

*Directors Absent: Matthew Brown, Secretary; Bill Poe, Member; and Damon Chase, Member.*

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

*Others present: Stephen H. Coover, SCOPA Attorney; and members of the public in attendance for the Administrative Assistant's retirement party.*

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

*The Chairman welcomed all the guests in attendance for the retirement celebration of Irene Dolgner as our Administrative Assistant to the Port.*

*The Chairman asked for corrections or additions to the minutes of the November 20, 2013 Board Meeting.*

***MOTION WAS MADE BY COMMISSIONER CAREY, SECONDED BY CLIFF MILLER TO APPROVE THE MINUTES OF THE NOVEMBER 20, 2013 BOARD MEETING, AS PRESENTED.***

***MOTION CARRIED UNANIMOUSLY.***

*The Balance Sheet and Budget Statement for the month of November 2013 and year to date were presented to the Board. The Administrator referred to the revenues and expenditures charts explaining that revenues for the month were over budget by \$26,509.00, and \$36,902.00 for the year. Expenditures for the month were over budget by \$35,609.00, and \$21,279.00 for the year. Profit totaled \$117,031.00 (36.8%), and occupancy increased to 93.7%.*

*The Outstanding Bills and Aged Receivables lists were presented to the Board for discussion and approval. The Administrator explained that the largest item, the payment to Greene, Dycus & Co., P.A. in the amount of \$13,956.00, is for the annual 2012/2013 audit preparation which was presented last month and has been sent to the County.*

Commissioner Carey inquired about the payment to the American Planning Association in the amount of \$318.00. The Administrator replied that, per his employment contract, he is authorized to maintain his credentials as a Certified Planner.

**MOTION WAS MADE BY COMMISSIONER CAREY, SECONDED BY CLIFF MILLER 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 we received \$12,000.00 from Acme Recycling Industries, LLC today, but they still owe approximately \$5,000.00 in the 61-90 day column. The Administrator explained that he and Mr. Coover recently met with Acme Recycling Industries, LLC which would be addressed under the Attorney's Report.

The Administrator further reported that Wayne Edwards made a payment today but is still a month out; Integrity Management Solutions, LLC has been slowly working off their debt with only a small balance in the 31-60 day column; Ocean State Event Services, Inc. is a month behind but still within three months; and Edvarado Rojas was issued a Three-Day Notice due to his delinquencies.

Commissioner Carey asked about the Lease renewal with Ocean State Event Services, Inc., and Mrs. Dolgner explained that they were removed from the list after the agenda was mailed. The Administrator explained that Ocean State is a long time tenant that has from time to time fallen behind but has always caught back up. Further, he stated that if they defaulted on the renewed Lease, they would be liable for the full Lease amount. Commissioner Carey suggested that prior to the renewal the tenant should be required to go on a month to month status until caught up with their rents. The Administrator suggested waiting to see if Ocean State is able to catch up on past due rents next month and then the Board consider renewing the Lease with a termination clause.

#### ATTORNEY'S REPORT

a) Acme Recycling Industries, LLC - Mr. Coover reported that, as the Administrator mentioned, they had a recent meeting with Acme Recycling Industries, LLC to try and elicit information regarding the asset holdings which predate the BMO Harris Loan. BMO Harris has filed suit on Acme seeking collateral and damages for three different Notes totaling around a million dollars. Under Chapter 83, SCOPA may have a potential claim to a Landlord's Lien on any assets attached prior to the 2008 BMO loan. Mr. Coover further explained that while meeting with Linda at Acme Recycling Industries, LLC, she was asked that Acme at least maintain where they were in regards to rents due the Authority. Mr. Coover indicated that he checked the Court file on the BMO case today and there has been a Notice for Trial filed, therefore, the case is going to start moving forward soon. The Authority will need to intervene in that case to try to assert our claim. Mr. Coover stated that to summarize, nothing has really changed except that the Board will have to start taking some action to protect the Authority's claim and not allow BMO Harris to lay claim to

everything that is available.

Mr. Miller inquired Mr. Coover his opinion on the Leasing Policy as previously discussed in regards to the Ocean State renewal. Mr. Coover stated he would need to revisit the Lease language and Leasing Policy. Mr. Miller asked if on individual cases would SCOPA be better off renewing the Lease as suggested by the Administrator. Mr. Coover stated that it is really the Board's decision since a Lease is like a Note. If someone is willing to sign a Note for additional money then they are liable for those debts. Commissioner Carey expressed that if they default, the Authority must proceed with a Three Day Notice to the tenant and subsequently start the eviction process. She further expressed it would be better if the tenant could come current prior to the renewal or that language be added to the Lease negotiating the surrender of the premises to prevent the eviction process. Mr. Coover stated that he would need to review all the language in the Lease and Leasing Policy, but suggested that if we want to renew Leases for tenants in default we do so with a structured repayment plan in place at the renewal.

ADMINISTRATOR'S REPORT

a) Project #166, Re-Roofing/Roof-Over 16,000 sq. ft. -Bid Results, and

b) Project #167-Re-Roofing/Roof-Over 16,000 sq. ft. -Bid Results

The Administrator referred to Memorandum #2207 showing the bid results for projects #166 and #167, which took place on December 11, 2013 at 3:00 p.m. and 3:30 p.m., as follows:

Project #166: McKee Construction Co., 790 Monroe Road, Sanford, FL 32771

**Bid Amount: \$39,276.57**

Uniqco Group, LLC, 14350 Eastside Drive, Groveland, FL 34736

**Bid Amount: \$59,850.00**

Mark Construction Company, 421 Gold Medal Court, Longwood, FL 32750

**Bid Amount: \$80,585.00**

CP Rankin, Inc., 4359 County Line Road, Chalfont, PA 18914

**Bid Amount: \$146,395.00**

Project #167: McKee Construction Co., 790 Monroe Road, Sanford, FL 32771

**Bid Amount: \$39,276.57**

Uniqco Group, LLC, 14350 Eastside Drive, Groveland, FL 34736

**Bid Amount: \$59,850.00**

*Mark Construction Company, 421 Gold Medal Court, Longwood, FL 32750*  
***Bid Amount: \$80,585.00***

*CP Rankin, Inc., 4359 County Line Road, Chalfont, PA 18914*  
***Bid Amount: \$146,395.00***

*The Administrator recommended awarding the contract for both Project #166 and Project #167 to the lowest bidder, McKee Construction Co. Commissioner Carey asked if all the respondents were bidding on the same scope and the Administrator confirmed that they were all provided the same bid package.*

***MOTION WAS MADE BY COMMISSIONER CAREY, SECONDED BY KYLE KILGER TO APPROVE AWARDING THE CONTRACTS FOR PROJECT #166 TO MCKEE CONSTRUCTION IN THE AMOUNT OF \$39,276.57, AND PROJECT #167 TO MCKEE CONSTRUCTION IN THE AMOUNT OF \$39,276.57, AS PRESENTED.***

***MOTION CARRIED UNANIMOUSLY.***

*OLD BUSINESS*

*There was no old business.*

*NEW BUSINESS*

*a) Appoint CCNA Selection Committee - The Administrator requested the Chairman appoint a review committee to look at proposals and qualifications of engineering firms.*

*Commissioner Carey asked if there was a specific project that the Administrator intended to propose. The Administrator explained that, as the Board requested earlier in the year, the CCNA Selection Committee was primarily to have three pre-qualified firms for continued services as needed. Also, there are the drainage issues, as discussed during last month's Board meeting, that will need to be addressed prior to the budgeted road improvements.*

*The Chairman stated he would sit on the CCNA Selection Committee and then appointed Dana McBroom and Matthew T. Brown to that Committee.*

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

- 1. Lease Renewal - Big Mike's Boats, LLC, 4421 Schilke Way, Suites 100 & 104, beginning January 1, 2014 through December 31, 2014 at the budgeted monthly rate of \$1,575.00 (4,000 s.f. warehouse @ \$4.73/s.f.), a 5% increase. Personal guarantee.*

SEMINOLE COUNTY PORT AUTHORITY  
MINUTES OF THE REGULAR BOARD MEETING  
DECEMBER 18, 2013

2. *Lease Renewal - Compass Building Services, LLC, 1980 Dolgner Place, Suite 1032, beginning January 1, 2014 through December 31, 2014, at the budgeted monthly rate of \$775.00 (1,500 s.f. warehouse @ \$6.20/s.f.). Tenant requested a 60 day termination clause because he may be building a building soon. Personal guarantee.*
3. *Lease Renewal - HydroTech Solutions, LLC and Riken Construction & Design, LLC, 1450 Kastner Place, Suite 108, beginning January 1, 2014 through December 31, 2014, at the budgeted monthly rate of \$825.00 (1,212 s.f. warehouse, 288 s.f. office @ a blended rate of \$6.60/s.f.). Personal guarantee.*
4. *Lease Renewal - Legacy Glass & Supply, Inc., 1980 Dolgner Place, Suite 1068, beginning January 1, 2014 through December 31, 2014, at the budgeted monthly rate of \$1,500.00 (2,330 s.f. warehouse, 670 s.f. office @ a blended rate of \$6.00/s.f.). Personal guarantee.*
5. *Lease Renewal - Lentec Machining, Inc., 1559 Dolgner Place, beginning January 1, 2014 through December 31, 2014, at the budgeted monthly rate of \$735.00 (2,000 s.f. warehouse @\$4.63/s.f.), a 5% increase. Personal guarantee.*
6. *Lease Renewal - Roger Pinkerton, 1471 Kastner Place, Suite 125, plus Lot, beginning November 1, 2013 through October 31, 2014, at the budgeted monthly rate of \$817.00 (2,000 s.f. warehouse, plus Lot @\$4.90/s.f.).*
7. *Lease Renewal - Rust-Off, Inc., 1471 Kastner Place, Suite 101, beginning January 1, 2014 through December 31, 2014, at the budgeted monthly rate of \$833.00 (2,000 s.f. warehouse @\$5.25/s.f.), a 5% increase. Personal guarantee.*

*The Administrator reviewed the list of Leases. Commissioner Carey inquired as to the November date on the Roger Pinkerton Lease renewal. The Administrator explained that the renewal was held last month due to his past due rent. Mr. Pinkerton currently only owes the December 2013 rent less \$200.00 he already paid. Therefore, the Administrator is now recommending renewal. Commissioner Carey requested that the renewal of Roger Pinkerton's Lease be held until the Attorney has reviewed the Leasing Policy in regards to tenants in default, as previously discussed.*

***MOTION WAS MADE BY COMMISSIONER CAREY, SECONDED BY KYLE KILGER TO APPROVE THE LIST OF LEASES, WITH THE EXCEPTION OF ROGER PINKERTON (ITEM 6), AS PRESENTED.***

***MOTION CARRIED UNANIMOUSLY.***

*The Administrator asked the Board for authorization to prepare a resolution for Damon Chase's four years of service on the Board and to be presented at the January, 2014 Board Meeting.*

**MOTION WAS MADE BY COMMISSIONER CAREY, SECONDED BY CLIFF MILLER APPROVING A RESOLUTION TO THANK FORMER BOARD MEMBER, DAMON CHASE, FOR HIS SERVICE TO THE SCOPA BOARD.**

**MOTION CARRIED UNANIMOUSLY.**

*The Chairman presented a Resolution to Irene Dolgner, Administrative Assistant, recognizing her thirty-four years of exemplary service and diligent efforts on behalf of the Authority and wishing her well on her retirement (copy of said Resolution is attached and made a part of these minutes).*

*Mrs. Dolgner, retiring Administrative Assistant, expressed her thanks to all and stated she always felt very fortunate to hold the position. She further thanked Dennis Dolgner, former Administrator, for hiring her, and Andrew Van Gaale, current Administrator, for his kindness and patience through the transition. Mrs. Dolgner also stated she would miss everyone very much.*

*The Administrator personally thanked Irene Dolgner for the seven years of assistance and support during their time working together at the Authority.*

*Commissioner Carey explained that at the January, 2014 Seminole County Board of County Commissioners meeting, which is held on the second Tuesday of the month, a Resolution will also be presented. She also expressed her personal appreciation of Mrs. Dolgner's service to the Authority.*

*Terry Adolf, the owner of Acme Industrial Surplus, Inc. and one of the Port's oldest tenants, inquired as to why there was not a tenant member of the Board and wished to suggest such going forward. Chairman Pancake stated that the Board members were appointed by the Seminole County Board of County Commissioners. Commissioner Carey explained that appointments were made through an application process and applications could be completed online. Commissioner Carey further explained that when openings on a Board occurred, the Commissioners reviewed the applications or recruited if there were not any applicants available. Mr. Miller further explained that the Board meetings were always open to the public and invited all to attend anytime they so desired.*

*There being no further business, the meeting was adjourned at 4:30 p.m. by Chairman Pancake.*

---

*Taylor Pancake, Chairman*

*Matthew T. Brown, Secretary*

RESOLUTION  
OF  
SEMINOLE COUNTY PORT AUTHORITY

WHEREAS, having served diligently as a member of the Board of Directors of the Seminole County Port Authority from January 1, 2010 to December 31, 2013 and

WHEREAS, as a direct result of his devoted service as an advocate of economic development, the Port of Sanford has experienced fiscal management, healthy operational efficiency, and

WHEREAS, the Authority has been a positive influence on the economic environment of Seminole County and the citizens thereof, and

WHEREAS, his dedication and sound judgment have been an inspiration to both staff and fellow board members, and

WHEREAS, he has now retired from this important public service and the Seminole County Port Authority desires to express its recognition for his contributions.

**NOW, THEREFORE, BE IT RESOLVED** by the Seminole County Port Authority, on behalf of itself and the citizens of Seminole County, Florida, that the diligent efforts of

**DAMON CHASE**

be hereby recognized, and the grateful appreciation of the Authority and the public be hereby made known.

**BE IT FURTHER RESOLVED** that this Resolution be spread upon the minutes of the Seminole County Port Authority so that future generations may be made aware of his contributions.

UNANIMOUSLY PASSED AND ADOPTED  
**this 18<sup>th</sup> day of December, 2013.**

Taylor Pancake, Chairman  
Dana McBroom, Vice Chairman  
Matthew T. Brown, Secretary  
Kyle Kilger, Treasurer

Cliff Miller, Member  
Thomas Kuhn, Member  
William H. Poe, Member  
Brenda Carey, BCC Member  
Andrew Van Gaale, Administrator

RESOLUTION  
OF  
SEMINOLE COUNTY PORT AUTHORITY

WHEREAS, the Seminole County Port Authority has convened its' last board meeting for the year 2013 and desires to recognize a person who has provided exemplary service to this agency; and

WHEREAS, having served diligently as the Administrative Assistant to the Seminole County Port Authority since October 22, 1979; and

WHEREAS, her 34 years of service exceed that of any employee of the Authority; and

WHEREAS, as a direct result of her devoted service and efforts that far exceed her job description, the Authority has experienced exceptional fiscal management and healthy operational efficiency; and

WHEREAS, her dedication to her job and sound judgment have been an inspiration to both the Port Administrator and the board members she has served; and

WHEREAS, she will retire from this important public service on December 31, 2013, and the Seminole County Port Authority desires to express its recognition for her countless contributions to the successes of the Port of Sanford.

NOW, THEREFORE, BE IT RESOLVED by the Seminole County Port Authority, on behalf of itself and the citizens of Seminole County, Florida, that the diligent efforts of

**IRENE DOLGNER**

are hereby recognized, and the grateful appreciation of the Authority and the public are hereby made known to all.

BE IT FURTHER RESOLVED that this Resolution be spread upon the minutes of the Seminole County Port Authority so that future generations may be made aware of her contributions.

UNANIMOUSLY PASSED AND ADOPTED  
this 18<sup>th</sup> day of December, 2013.

Taylor Pancake, Chairman  
Dana McBroom, Vice Chairman  
Matthew T. Brown, Secretary  
Kyle Kilger, Treasurer  
Brenda Carey, Member

Damon Chase, Member  
Thomas Kuhn, Member  
William Poe, Member  
Cliff Miller, Member  
Andrew Van Gaale, Administrator