

**SEMINOLE COUNTY PORT AUTHORITY  
MINUTES OF THE REGULAR BOARD MEETING  
JULY 16, 2014**

*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 July 16, 2014.*

*Chairman Dana McBroom called the meeting to order at 4:00 p.m. with the following Directors constituting a quorum: Dana McBroom, Chairman; Matthew T. Brown, Vice Chairman and Secretary; Kyle Kilger, Treasurer; Thomas Kuhn, Member; William H. Poe, Member; Michael McLean, Member; and Michael Caraway, Member. Brenda Carey, BCC Member, appeared telephonically.*

*Directors Absent: Cliff Miller, Member.*

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

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

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

*The Chairman asked for corrections or additions to the minutes of the June 18, 2014, Board Meeting.*

***MOTION WAS MADE BY MATTHEW T. BROWN, SECONDED BY MICHAEL MCLEAN TO APPROVE THE MINUTES OF THE JUNE 18, 2014, BOARD MEETING AS PRESENTED.***

***MOTION CARRIED UNANIMOUSLY.***

*The Balance Sheet and Budget Statement for the month of June 2014 and year-to-date were presented to the Board. The Administrator referred to the revenue and expenditure charts explaining that revenues for the month were over budget by \$31,339 and over budget in the amount of \$139,207 for the year. The Administrator noted that the increased revenue amount includes invoices that were paid off during the conversion to Notes. Expenditures for the month were under budget by \$29,425 and under budget in the amount of \$38,378 for the year. The year to date profit is \$482,806, which equates to 34.3%, and occupancy was 95.1%. There were no questions on the June 2014 Financial Statements.*

*The Outstanding Bills and Aged Receivables lists were presented to the Board for discussion and approval. The Administrator explained that the payment to Public Risk Management, in the amount of \$8,930.00, represents the quarterly insurance payment. The Payment to P&S Paving, in the amount of \$7,291.35, represents the second draw on SCOPA project #168. There were no questions on the July 2014 Outstanding Bills.*

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**MOTION WAS MADE BY KYLE KILGER, SECONDED BY WILLIAM 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, is current on their administrative rents. Bandit Performance is current as well as Compass Building Services who has already paid half of their monthly rents. The Administrator explained that the small balance due by G&C Welding is the increased security deposit amount being charged on Lease renewals to account for the sales tax increase in January 2015. He further explained that we are continuing collection efforts with Integrity Management with calls and monthly statements. It was noted that Bounce House Factory and RC Cabinets are current and both owners have promised to clear up their balances by Friday. The Administrator stated that today he received a response from Robert Byrd, the attorney for Ryan and Reed, Inc., who have not made their June or July payments. Mr. Byrd reports that Ryan and Reed have shut their doors and closed down. The Administrator explained that he requested documentation on the company closing and information as to the principle's intentions regarding the Judgment. The Administrator turned the floor over to Mr. Coover who suggested tabling the topic of Ryan and Reed, Inc., until next month when further information could be obtained. There were no questions on the Aged Receivables.*

**ATTORNEY'S REPORT**

a) Acme Recycling Industries, LLC – Mr. Coover reported that since the last Board meeting he has attended a status hearing in the Acme matter. There was also supposed to be a hearing on BMO Harris' request to dismiss the bankruptcy on the failure of Acme to file a plan by the required date. BMO Harris sold their Note to another LLC, the identity of which is not yet known, however, the new LLC is represented by the same attorney that represented BMO Harris. That attorney and Acme's attorney, with the consent of both of their clients, have agreed that this should be a liquidation. Acme has until July 18, 2014, to file a liquidation plan which should propose to liquidate everything Acme has at a sale sometime in September. Mr. Coover further reported that after the hearing he spoke with Linda Landry, one of Acme's principles, and her attorney. Mr. Coover stated it was still unclear how the liquidation would unfold, however, Acme intends to continue paying the administrative rents in the meantime.

b) Odd Rodz, LLC – Mr. Coover reported that Odd Rodz, LLC, is current on their payments and have agreed to move out by August 31, 2014.

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ADMINISTRATOR'S REPORT

*There being no old business, the Administrator moved on to new business.*

NEW BUSINESS

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

1. New Lease – *TEM Systems, Inc., 1980 Dolgner Place, Suite 1024, beginning July 1, 2014 through June 30, 2015, at the monthly rate of \$900.00 (1,212 s.f. warehouse plus 288 s.f. office at a blended rate of \$7.20/s.f./yr.). Personal Guarantee.*
2. Lease Renewal – *B&N Fabricating, Inc., 1525 & 1529 Dolgner Place, beginning August 1, 2014 through July 31, 2015, at a 5% increase to the budgeted monthly rate of \$1,806.00 (3,576 s.f. warehouse plus 424 s.f. office @ a blended rate of \$5.42/s.f./yr.). Personal Guarantee.*
3. Lease Renewal – *JDM Speedway, Inc., 1471 Kastner Place, Suite 105, beginning August 1, 2014 through July 31, 2015, at the budgeted monthly rate of \$800.00 (2,000 s.f. warehouse @ a rate of \$4.80/s.f./yr.). Personal Guarantee.*
4. Lease Renewal – *Johnny Lucky Inthachack Athakhanh, 1450 Kastner Place, Suite 120, beginning July 1, 2014 through June 30, 2015, at the budgeted monthly rate of \$937.65 (1,212 s.f. warehouse plus 288 s.f. office @ a blended rate of \$7.50/s.f./yr.).*

*The Administrator reviewed the list of Leases and requested approval of the Leases as presented.*

**MOTION WAS MADE BY MICHAEL MCLEAN, SECONDED BY THOMAS KUHN TO APPROVE THE LIST OF LEASES AS PRESENTED.**

**MOTION CARRIED UNANIMOUSLY.**

*Matthew T. Brown stated for the record that each member of the Board of Directors received a letter from the acting County Manager on behalf of the Seminole County Board of County Commissioners. Mr. Brown expressed his concern that one member of the SCOPA Board, who is also a member of the BCC, should not entice others to vote a particular way or change our opinion on something by letter rather than at a public hearing. Commissioner Carey inquired as to which letter he was referring. Mr. Brown clarified that he was referring to the June 11, 2014, letter sent on behalf of the Seminole County BCC. Commissioner Carey stated that the letter was created after her monthly report to the BCC on the committees which she sits where the SCOPA budget*

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was discussed. Commissioner Carey further stated that after the discussion the BCC Chairman asked if the BCC Board wanted him to send a letter. Commissioner Carey explained that she thought the letter would arrive prior to the last Board meeting and asked that the County Manager attend since she herself was out of town.

Mr. Brown clarified that he was simply putting on the record that he felt that any discussion on how the SCOPA Board should vote should be done through a hearing of the SCOPA Board not by letter or some other process to insure compliance with Sunshine Laws. Commissioner Carey stated that as a representative on the Port Authority Board she is there to represent the Board of County Commission's position, not her own personal position, with the responsibility to report back and let the rest of the BCC know what is transpiring on the various Boards she serves. She stated that the letter came as a result of her report to the BCC and the Chairman felt strongly enough about it to ask the BCC about sending a letter. Commissioner Carey explained that since she was not going to be at the last meeting she asked Nicole Guillet, the acting County Manager, to come since the budget discussion was scheduled at that time.

There being no further business, the meeting was adjourned at 4:24 p.m. by Chairman McBroom.

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Dana McBroom, Chairman

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Matthew T. Brown, Secretary