

**SEMINOLE COUNTY PORT AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING
OCTOBER 15, 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 October 15, 2014.

Vice-Chairman Michael McLean called the meeting to order at 4:00 p.m. with the following Directors constituting a quorum: Michael McLean, Vice-Chairman; Michael Caraway, Treasurer; Cliff Miller, Secretary; Thomas Kuhn, Member; William H. Poe, Member; Dana McBroom, Member; and Brenda Carey, BCC Member.

Directors absent: Matthew T. Brown, Chairman; and Kyle Kilger, 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 September 17, 2014, Board Meeting.

MOTION WAS MADE BY WILLIAM POE, SECONDED BY THOMAS KUHN TO APPROVE THE MINUTES OF THE SEPTEMBER 17, 2014, BOARD MEETING AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

The Balance Sheet and Budget Statement for the month of September 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 \$26,906 and over budget in the amount of \$208,231 for the year. Expenditures for the month were under budget by \$3,570 and under budget in the amount of \$40,055 for the year. The year to date profit is \$806,891, which equates to 42.4%, and occupancy was 93.3%. There were no questions on the September 2014 Financial Statements.

MOTION WAS MADE BY DANA MCBROOM, SECONDED BY WILLIAM POE TO APPROVE THE SEPTEMBER 2014, FINANCIAL STATEMENTS AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

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 \$41,390 represents the first payment on the annual liability premium which is 60% of the total policy premium. The payment to Florida Department of Economic Opportunity, in the amount of \$175.00, represents the annual Special District fee. The Administrator explained that notice of

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additional legislative requirements for Special Districts was received. The requirements include a list of information and links that must be included on every Special District website. In order to be compliant, some costly additions to our existing SCOPA website will be required later in the year.

MOTION WAS MADE BY BRENDA 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 Acme Recycling Industries, LLC, has not paid their administrative rents for October. The principle has contacted the Administrator expressing that payment for October should be made by October 24th. Cliff Miller inquired about late fees being applied. Steve Coover confirmed that, despite the Chapter 11 filing, normal billing procedures could be followed. Bandit Performance brought in one payment this month, but is still two months behind. The Administrator explained he's working to collect the balance before the end of the Lease term. Big Mike's Boats has just a small balance, Hydrotech Solutions' balance will be paid today, and Johnny Lucky Inthachack Athakhanh has made a partial payment with a promise to pay the rest soon. The Administrator confirmed late fees would be applied as usual to outstanding balances.

ATTORNEY'S REPORT

a) Acme Recycling Industries, LLC – Steve Coover explained that originally Acme had filed Chapter 11 for reorganization; however, the court has changed the filing into a liquidation. A confirmation hearing has been set for October 30th and Mr. Coover stated he planned to attend. He explained that at this point all parties seem cooperative and, if the Judge approves it, the Trustees will begin to liquidate the property by auction and sale and clean up the site. The renter is supposed to keep the rent current until all property has been liquidated or removed. In light of the liquidation and our landlord's lien, Brenda Carey recommended checking with the Tax Collector to see what the tangible property tax filings for Acme in 2006, 2007, and 2008 disclosed as assets.

ADMINISTRATOR'S REPORT

The Administrator announced that Tuesday, October 28, 2014, he would be presenting the Seminole County Board of County Commissioners with a check for surplus funds in the amount of \$500,000. The Administrator invited the outgoing Chairman McBroom to join him at the presentation.

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

NEW BUSINESS

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

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1. New Lease – B&N Fabricating, Inc., 1535 Dolgner Place, 1 year Lease beginning October 1, 2014 through September 30, 2015, at a monthly rate of \$700 (2,000 s.f. warehouse @ \$4.20/s.f./yr.). Personal guarantee.
2. Lease Renewal – Acme Industrial Surplus, Inc., 1461 Kastner Place, Suite 117-129, 1 year Lease beginning November 1, 2014 through October 31, 2015, at a 5% rate increase to \$3,049/mo. (8,000 s.f. warehouse plus lot @ \$4.57/s.f./yr.). Personal guarantee.
3. Lease Renewal –Heritage Operating, LP, 4350 Carraway Place, 2 year Lease beginning November 1, 2014 through October 31, 2016, at a 5% rate increase to \$138.00/mo. (0.127 acre m.o.l. @ a rate of \$13,039.37/ac./yr.).
4. Lease Renewal – Brand O Guitar Company, 1920 Dolgner Place, 1 year Lease beginning November 1, 2014 through October 31, 2015, at the budgeted monthly rate of \$1,500 (3,000 s.f. warehouse @ \$6.00/s.f./yr.). Personal guarantee.
5. Lease Renewal – Ricardo Zayas, 1 year Lease beginning November 1, 2014 through October 31, 2015, at the budgeted monthly rate of \$800 (1,500 s.f. warehouse @ \$6.40/s.f./yr.).

The Administrator reviewed the list of Leases and requested approval.

MOTION WAS MADE BY BRENDA CAREY, SECONDED BY WILLIAM POE TO APPROVE THE LIST OF LEASES AS DISCUSSED.

MOTION CARRIED UNANIMOUSLY.

b) SSC SBDC Update – The Administrator presented the promotional flyers from the most recent SSC Center for Business Development’s free lunch and learn seminars. The first, held on May 21st, discussed Digital Marketing for Small Businesses with 7 attendees. The second, held on September 25th, discussed Human Resource Management for Small Business also with 7 attendees.

There being no further business, the meeting was adjourned at 4:31 p.m. by Vice-Chairman McLean.

Michael McLean, Vice-Chairman

Cliff Miller, Secretary