

**SEMINOLE COUNTY PORT AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING
APRIL 15, 2015**

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 April 15, 2015.

Chairman Matthew T. Brown called the meeting to order at 4:00 p.m. with the following members present: Matthew T. Brown, Chairman; Michael McLean, Vice-Chairman; Thomas Kuhn, Member; William Poe, Member; Kyle Kilger, Member; and Carlton Henley, BCC Member.

Members Absent: Cliff Miller, Secretary; Michael Caraway, Treasurer; and Dana McBroom, Member.

Staff present: Andrew Van Gaale, Administrator; and Jennifer Sykes, 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 March 18, 2015, Board Meeting.

MOTION WAS MADE BY WILLIAM POE, SECONDED BY MICHAEL MCLEAN TO APPROVE THE MINUTES OF THE MARCH 18, 2015, BOARD MEETING AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

The Balance Sheet and Budget Statement for the month of March 2015 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 \$11,365 and revenues were over budget by \$36,012 for the year to date. The Administrator explained that due to the timing on some of the planned projects, expenditures were over budget by \$60,473 for the month but still under budget by \$260,081 for the year thus far. The year to date profit is \$488,060, which equates to 52.6%. Occupancy for the month of March was 93%.

The Outstanding Bills and Aged Receivables were presented to the Board for discussion and approval. The Administrator asked the Board Members to review the list of outstanding bills and invited questions. He explained that item #13, the \$9,198.00 payment to Public Risk Management, represents the Port's quarterly insurance premium. Item #19, the \$10,356.30 payment to General Maintenance & Contracting, Inc., represents the installation of a trench drain along the street side of the 1401-1453 Dolgner Place building. The Administrator explained that this was done to prevent further flooding issues. The building was originally built with the parking lot at the same elevation as the building. The installation of 480 feet of four inch by four inch trench drain to redirect the water so far seems to be working well. Item #23, the \$2,700.80 payment to ValleyCrest Tree Care Services, Inc., represents the permitting and removal of four trees. He explained that per

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the removal permit, four trees would be planted to replace them. Finally, the Administrator reviewed the standard first of month checks. There were no questions.

MOTION WAS MADE BY MICHAEL MCLEAN, SECONDED BY KYLE KILGER 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 the Acme Recycling outstanding balance was the prepetition rent. Proceeds from the Trustee sale of assets is anticipated in the amount of \$22,000 for Acme Recycling's post bankruptcy, administrative rents. F4W is current owing only this month. Staff is continuing to send statements to Johnny Lucky Inthachack Athakhanh in an attempt to collect the balance due. Ocean State is current and staff is in contact with them regarding their payment. Sanford Boat Storage previously missed a payment, but made a \$9,000 payment yesterday. Thomas Company has promised to bring in his payment Friday. There were no questions on the Aged Receivables.

ATTORNEY'S REPORT

a) Acme Recycling Industries, LLC – Mr. Coover explained that while the administrative rent check had not been received, SCOPA would be receiving it as there was no dispute and plenty of money was collected by the Trustee through the sale of Acme Recycling Industries, LLC, assets.

Mr. Coover reported that the Seminole County Tax Collector has flagged some assets on site and are preparing to sell it to recover the outstanding tax lien. The Administrator referred to the copy of the letter that was sent to Ray Valdes per the Board's March meeting request, explaining that to date no response has been received. The Administrator went on to explain that he has met with a representative from the Tax Collector's office and others onsite several times. Plans are being made to take all the tagged equipment to Ritchie Brothers Auction in Lakeland, FL. He further explained that the estimated value of the equipment is all over the board since the cost to get the equipment started and to the auction was estimated at around \$10,000.00. The Administrator explained that the warrant does permit storage fees being charged. It was the consensus of the Board to revisit the issue again at next month's meeting when more information was available.

b) Administrator's Evaluation – Mr. Coover provided the Board Members present with a copy of the F.Y. 2014-2015 Administrator Evaluation summary with an overall ranking of excellent and an average of 4.64 out of 5. He explained he had the original evaluations should anyone wish to review them. The Administrator thanked the Board for their confidence. Chairman Brown commented that while the salaries are part of the budgeting process it would be nice to be able to correlate staff salaries to their reviews. Commissioner Henley explained that when the County Commission looks at compensations they research comparable positions, the size of the budget, the number of employees managed and the responsibilities. Chairman Brown expressed that while the Administrator does not manage people but manages property and subcontractors. Kyle Kilger

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stated that managing tenants almost counts as managing employees. Michael McLean noted that one positive difference when dealing with an entity like the Port was that you do have quantitative results like 40% plus profit, 93% occupancy and success with tenants. He explained that was unique when compared to the departments the County Commission typically deals with and where hopefully we can make the case to use a different set of criteria than what is applied to those other departments. Chairman Brown agreed and stated that it also has to be a sustainable amount.

ADMINISTRATOR'S REPORT

a) Projects 169 & 170 – *The Administrator reported that the final gutter was installed on Project #169, the roof over of 1601 Dolgner Place, which is leased by Millennium Luxury Coaches. Project #170, the re-roof and resheeting of 1515 Kastner Place, is going to permitting.*

b) Competitive Consultant's Negotiation Act (CCNA) – *The Administrator explained that the advertising for comprehensive engineering services was run in the Orlando Sentinel on Sunday, April 12th, and will run again on Sunday, April 19th. Proposals are due May 8, 2015. The Administrator reminded the Board that it had previously appointed a sub-committee to review the CCNA proposals and make a recommendation to the Board. That sub-committee included Andrew Van Gaale, Matthew T. Brown, William Poe and Dana McBroom. The Administrator explained he would schedule a sub-committee meeting shortly after the CCNA's were received in the hopes that a recommendation could be made at the May Board meeting.*

c) F.Y. 2015/2016 Budget – *The Administrator explained that the Budget Committee was meeting on Wednesday, April 22, 2015, to review the draft budget for fiscal year 2015/2016.*

d) Port Vehicle Replacement – *The Administrator reported that the new 2015 Ford Explorer had finally arrived. The 2005 Chevrolet Trailblazer has 114,000 miles on it so the dealer offered only \$2,200 on the trade. The Administrator explained that blue book values run from \$3,200 to \$4,500. Long-time tenant and handyman, Roger Pinkerton, has offered to purchase it for \$3,500. The Administrator asked the Board if they wanted to sell it to Mr. Pinkerton or advertise it for sale. Kyle Kilger recommended selling it stating that the longer late model vehicles sit without use the more that can go wrong. Michael McLean agreed that it was best to take the fair price being offered on the surplus property.*

MOTION WAS MADE BY WILLIAM POE, SECONDED BY MICHAEL MCLEAN TO DISPOSE OF THE SURPLUS PROPERTY, A 2005 CHEVROLET TRAILBLAZER.

MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

There was no old business.

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NEW BUSINESS

- a) Leases - The following Leases were presented for approval:
1. New Lease – Jolly Green Environmental, LLC.; 1470 Kastner Place, Ste. 100; 1 year Lease; lease term of April 1, 2015 – March 31, 2016; at the rate of \$850.00/mo. (1,500 s.f. warehouse with office @ a blended rate of \$6.80/s.f./yr.). Personal Guarantee.
 2. Lease Renewal – Daniel E. Wurl; 1450 Kastner Place, Suite 124-128; 1 year Lease; lease term of May 1, 2015 – April 30, 2016; with a 45 day termination clause; at the rate of \$1,695.00/mo. (2,328 s.f. warehouse with 672 s.f. office @ a blended rate of \$6.78/s.f./yr.).
 3. Lease Renewal – Pure Comfort Footwear, Inc.; 1471 Kastner Place, Suite 113-117; 1 year Lease; lease term of May 1, 2015 – April 30, 2016; at the budgeted rate of \$1,500.00/mo. (3,712 s.f. warehouse with 288 s.f. office @ a blended rate of \$4.50/s.f./yr.). Personal Guarantee.
 4. Lease Renewal – Mass Fitness, LLC.; 1450 Kastner Place, Suite 112-116; 1 year Lease; lease term of May 1, 2015 – April 30, 2016; with a 90 day termination clause; at a rate of \$1,300.00/mo. (3,000 s.f. warehouse @ a rate of \$5.20/s.f./yr.). Personal Guarantee.
 5. Lease Renewal – Kevin B. Hayes Fire Consulting, LLC, 1470 Kastner Place, Suites 112-116; 1 year Lease; lease term of May 1, 2015 – April 30, 2016; at the budgeted 5% increase to \$1,470.00/mo. (2,907 s.f. warehouse @ a rate of \$6.07/s.f./yr.). Personal Guarantee.
 6. Lease Renewal – J. Dalton Enterprises, Inc., 1980 Dolgner Place, Suite 1000; 1 year Lease; lease term of May 1, 2015 – April 30, 2016; at the budgeted 5% rate increase to \$ 1,653.75/mo. (2,181 s.f. warehouse with 819 s.f. office @ a blended rate of \$6.61/s.f./yr.). Personal Guarantee.
 7. Lease Renewal – Nufocusmediagroup, Inc. d/b/a G S Plant Foods; 1980 Dolgner Place, Suite 1016; 1 year Lease; lease term of May 1, 2015 – April 30, 2016; at the budgeted 5% rate increase to \$829.50/mo. (1,500 s.f. warehouse @ a blended rate of \$6.64/s.f./yr.). Personal Guarantee.
 8. Lease Renewal –Advanced Technology Manufacturing, Inc.; 1470 Kastner Place, Suite 124-132; 1 year Lease; lease term of May 1, 2015 – April 30, 2016; with a 60 day termination clause; at the budgeted rate of \$2,163.00/mo. (4,020 s.f. warehouse with 480 s.f. office @ a blended rate of \$5.77/s.f./yr.). Personal Guarantee.

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9. Lease Renewal – Dynamic Aspects, Inc.; 1980 Dolgner Place, Suite 1032; 1 year Lease; lease term of May 1, 2015 – April 30, 2016; at the budgeted rate of \$756.00/mo. (1,500 s.f. warehouse @ a rate of \$6.05/s.f./yr.). Personal Guarantee.
10. Lease Renewal – Dynamic Aspects, Inc.; 1980 Dolgner Place, Suite 1008; 1 year Lease; lease term of May 1, 2015 – April 30, 2016; at the budgeted 5% rate increase to \$1,929.90/mo. (2,712 s.f. warehouse with 288 s.f. office @ a blended rate of \$7.72/s.f./yr.). Personal Guarantee.
11. Lease Renewal – Dynamic Aspects, Inc.; 1940 Dolgner Place; 1 year Lease; lease term of May 1, 2015 – April 30, 2016; at the budgeted 5% rate increase to \$1,087.80/mo. (1,212 s.f. warehouse with 288 s.f. office @ a rate of \$8.70/s.f./yr.). Personal Guarantee.
12. Lease Renewal – Platinum Granite, Inc.; 1543 & 1547 Dolgner Place; 1 year Lease; lease term of May 1, 2015 – April 30, 2016; with a 60 day termination clause; at the budgeted rate of \$1,400.00/mo. (4,000 s.f. warehouse @ a rate of \$4.20/s.f./yr.). Personal Guarantee.
13. Lease Termination (in conjunction with new Lease #14 below) – LaRue Structural Fab, LLC; 1517 Dolgner Place; 1 year Lease; lease term January 1, 2015 – December 31, 2015; at the monthly rate of \$800.00/mo. (2,000 s.f. warehouse @ a rate of \$4.80/s.f./yr.). Personal Guarantee.
14. New Lease (in conjunction with termination #13 above) – LaRue Steel, LLC; 4421 Schilke Way, Suites 100-104; 1 year Lease; lease term April 1, 2015 – March 31, 2016; at the monthly rate of \$1,500.00/mo. (4,000 s.f. warehouse @ a rate of \$4.50/s.f./yr.) Personal Guarantee.

The Administrator reviewed the list of Leases. There were no questions.

MOTION WAS MADE BY MICHAEL MCLEAN, SECONDED BY KYLE KILGER, TO APPROVE THE LEASES AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

There being no further business, the meeting was adjourned at 4:39 p.m. by Chairman Brown.

Matthew T. Brown, Chairman

Cliff Miller, Secretary