

**SEMINOLE COUNTY PORT AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING
OCTOBER 21, 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 October 21, 2015.

Chairman Michael McLean called the meeting to order at 4:01 p.m. with the following Directors constituting a quorum: Michael McLean, Chairman; Cliff Miller, Vice-Chairman; William Poe, Secretary; Dana McBroom, Treasurer; Matthew T. Brown, Member; Kyle Kilger, Member; Thomas Kuhn, Member; and Carlton Henley, BCC Member.

Directors absent: Michael Caraway, 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 September 16, 2015, Board Meeting. None were presented.

MOTION WAS MADE BY MATTHEW T. BROWN, SECONDED BY THOMAS KUHN TO APPROVE THE MINUTES OF THE SEPTEMBER 16, 2015, BOARD MEETING AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

The Balance Sheet and Budget Statement for the month of September 2015 and year-to-date were presented to the Board. The revenues for the month were over budget by \$29,717 and over budget in the amount of \$154,370 for the year. Operational Expenditures for the month were over budget by \$312,955, but still under budget in the amount of \$29,347 for the year. The Administrator explained that the Operational Expenditures amounts do not include the \$1,000,000.00 payment the Board committed to the Seminole County General Fund for the fiscal year 2014-2015 surplus fund contribution. The occupancy was increased to 96.0%. There were no questions on the September 2015 Financial Statements.

The Administrator presented the Outstanding Bills to the Board for discussion and approval. He explained that item #19, the \$3,578.00 payment to DH Pace Company, Inc., represents repairs and replacements to several overhead doors. Mr. Miller inquired about item #18, the \$3,945.25 payment to Valleycrest Tree Care Service. The Administrator explained that this invoice represents the pruning and removal of trees that are too close to the buildings. Carlton Henley inquired about item #28, the \$350.00

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payment to the Seminole County Regional Chamber of Commerce. The Administrator explained that this payment represents the annual membership fee for SCOPA.

MOTION WAS MADE BY MATTHEW T. BROWN, 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 there had been no change in the Acme Recycling Industries, LLC, accounts. ARI Electronics, LLC, made a two month payment today leaving a \$598.63 balance for late fees. He continued stating that Harry Timmons was current only owing October. Mr. Timmons called promising to bring his payment in next week when he returns from aiding with the South Carolina flooding issues. The Administrator explained that Ocean State Event Services, Inc., was served a three day notice and he was intending to turn over the file to Mr. Coover today. However, the office manager of Ocean State has brought in a \$1,000.00 payment explaining that the principle is at an event in Mexico and requested additional time to get current. The Administrator proposed giving Ocean State until the end of October before turning the matter over to SCOPA Attorney Steve Coover. Thomas Companies, Inc., is current only owing October which he has promised to drop off later this week. There were no questions on the Aged Receivables.

ATTORNEY'S REPORT

a) Acme Recycling Industries, LLC – Mr. Coover explained that there was not much new to report in the Acme bankruptcy matter except that one of the principles, Linda Landry, has filed bankruptcy liquidation. Mr. Coover stated that SCOPA has an outstanding claim against Linda's guarantee on the Acme Lease and has until December 31st to file a claim on SCOPA's behalf which he will do. Michael McLean asked Mr. Coover what he expected in response to the claim. Mr. Coover explained that SCOPA should not expect much since Linda filed a chapter 7 liquidation with BMO Harris having a judgment close to a million dollars in place against the principles. Mr. Coover reminded the Board that the principles of Acme Recycling are also the principles of ARI Electronics, LLC, who is currently in a month-to-month Lease on the 1500 Dolgner Place site.

ADMINISTRATOR'S REPORT

a) Fiscal Year 2014/2015 Audit – The Administrator explained that the auditors Greene, Dycus & Co., P.A., spent a week here and are completing the annual audit report. He explained that Robert Kimelman will be here at the November 18th meeting to review the audit findings with the Board.

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OLD BUSINESS

a) Sanford Boat Storage, Inc., Lease Renewal – The Administrator reminded the Board that the Lease renewal for Sanford Boat Storage, Inc., was tabled in August for a review of the company's financial statements. The principle had requested a stay in the 5% increase. The Administrator explained that in September the Board reviewed the financials provided and requested to see the last two years' profit and loss statements. Those were received and forwarded to Dana McBroom to review. Dana McBroom stated that she received those and had some questions. She stated that she did not find a significant negative that impacted the business financials from one year to the next. Michael McLean stated that he felt there was a value in long term tenants that are in good standing. The Administrator assured the Board that Sanford Boat Storage, Inc., was a good tenant here at the Port having previously occupied the 1500 Dolgner Place building before moving to the larger 1490 Kastner Place location he is in now.

MOTION WAS MADE BY MATTHEW T. BROWN, SECONDED BY THOMAS KUHN TO RENEW THE LEASE WITH SANFORD BOAT STORAGE, INC., AT 1490 KASNTER PLACE, SUITE A, WITH A 2.5% INCREASE TO \$8,200.00 PER MONTH.

Matthew T. Brown explained that he agreed it was important to work with our tenants, but he also did not want to have rental rates that were too low in comparison with the rest of the market. Kyle Kilger asked if Sanford Boat Storage, Inc., was still making a profit. Dana McBroom answered that she did not bring the financials with her, but that she remembered the two years were about the same with income down some, but expenses were also down some. Chairman McLean called the vote.

MOTION CARRIED WITH DANA MCBROOM OPPOSED.

NEW BUSINESS

a) Greene, Dycus & Co., P.A. – The Administrator presented the Engagement Letter proposed by Greene, Dycus & Co., P.A. The proposal is to provide their services for the next five years at a rate not to exceed \$14,305 per year.

MOTION WAS MADE BY WILLIAM POE, SECONDED BY DANA MCBROOM TO ACCEPT THE ENGAGEMENT LETTER WITH GREENE, DYCUS & CO., P.A., FOR THE NEXT FIVE YEARS NOT TO EXCEED \$14,305.00 PER YEAR, AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

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b) Valleycrest Landscape Contract – The Administrator presented to the Board the landscape Contract from Valleycrest Landscape Management who has been working for SCOPA for eight years. The Administrator explained that this Contract provided three year pricing with the first year not having any increase over the current price. The second year would have a 2% increase and the third year would have a 3% increase. The Administrator explained that Valleycrest is on continuing contract with Seminole County for roadways, parks and medians, as well as the Cities of Ocoee and Jacksonville. He stated that allowed the Port to piggyback on those government contracts for the low pricing.

MOTION WAS MADE BY THOMAS KUHN, SECONDED BY KYLE KILGER TO APPROVE THE THREE YEAR CONTRACT WITH VALLEYCREST LANDSCAPE MAINTENANCE, AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

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

1. New Lease – Kevin B. Hayes Fire Consulting, LLC; 1441 Kastner Place, Suite 101; 1 year Lease; lease term December 1, 2015 through November 30, 2016; at a rate of \$1,050.00/month. (2,500 sq. ft. warehouse @ a rate of \$5.04/sq.ft./yr.). Personal guarantee.
2. Lease Renewal – Brand O’ Guitar Co.; 1920 Dolgner Place; 1 year Lease; lease term November 1, 2015 through October 31, 2016; at the budgeted 5% rate increase to \$1,575.00/ month. (3,000 sq. ft. offices@ a rate of \$6.30/sq.ft./yr.) Personal guarantees.
3. Lease Renewal – Ricardo Zayas; 1932 Dolgner Place; 1 year Lease; lease term December 1, 2015 through November 30, 2016; at a rate of \$840.00/month. (1,500 sq. ft. warehouse @ a rate of \$6.72/sq.ft./yr.).
4. New Lease – Thomas J. Vesce (Principle of Log Cabin Homes); 1600 Dolgner Place; 6 year Lease; lease term December 22, 2015 through December 21, 2021; at the budgeted rate of \$573.30/month with adjustments every 2 years. (0.866 acres +/- @ a rate of \$7,944.11/ac/yr).

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

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MOTION WAS MADE BY MATTHEW T. BROWN, SECONDED BY WILLIAM POE TO APPROVE THE LIST OF LEASES AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

Chairman McLean honored the former SCOPA Board Chairman, Matthew T. Brown, with a Resolution and plaque in appreciation for his service to the Seminole County Port Authority. A copy of the Resolution is attached hereto and forever made part of these minutes.

There being no further business, the meeting was adjourned at 4:37 p.m. by Chairman McLean.

Michael McLean, Chairman

William Poe, Secretary

**RESOLUTION
OF
SEMINOLE COUNTY PORT AUTHORITY**

WHEREAS, having served diligently as a member of the Board of Directors for many years and as Chairman of the Board from October 1, 2014 to September 30, 2015 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

MATTHEW T. BROWN

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 21st day of October, 2015.**

Michael McLean, Chairman
Dana McBroom, Treasurer
Kyle Kilger, Member
Carlton Henley, BCC Member
Andrew Van Gaale, Administrator

Cliff Miller, Vice Chairman
William H. Poe, Secretary
Thomas Kuhn, Member
Michael Caraway, Member