

**SEMINOLE COUNTY PORT AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING
JULY 20, 2016**

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 20, 2016.

Chairman Michael McLean called the meeting to order at 4:00 p.m. with the following members present: Michael McLean, Chairman; Cliff Miller, Vice-Chairman; William Poe, Secretary; Dana McBroom, Treasurer; Tom Kuhn, Member; Michael Caraway, Member; Michael Bowdoin, Member; Kyle Kilger, Member; and Carlton Henley, BCC Member.

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

Others present: Stephen H. Coover, SCOPA Attorney; and Jeremy Morton, CPH, Inc.

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 15, 2016, Board Meeting.

MOTION WAS MADE BY WILLIAM POE, SECONDED BY MICHAEL BOWDOIN TO APPROVE THE MINUTES OF THE JUNE 15, 2016, BOARD MEETING AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

The Balance Sheet and Budget Statement for the month of June 2016 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 \$12,421 and revenues were over budget by \$166,645 for the year to date. The Administrator explained that expenditures for the month were under budget by \$25,697 and under budget by \$425,725 for the year thus far. The year to date profit is \$771,231, which equates to 50.9%. Occupancy for the month of June rose back up to 95.7%. There were no questions on the June 2016 financial statements.

MOTION WAS MADE BY CLIFF MILLER, SECONDED BY DANA MCBROOM TO APPROVE THE JUNE 2016 FINANCIAL STATEMENTS AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

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 items #22 and 24, in the amounts of \$19,677.42 and \$20,043.45, represent progress payments to Morton Construction for the renovations at 1490 Kastner Place. Item #11, the \$7,752.00 payment to Public Risk Management, represents SCOPA's quarterly

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insurance payment. Item #18, the \$5,440.00 payment to Commercial Fence Company, represents the cost of installation for the new black vinyl chain link fence between Orange Boulevard and 1451 Kastner Place. Item# 28, the \$350.00 payment to the Florida Economic Development Council, represents SCOPA's annual membership dues. There were no questions on the outstanding bills to be paid.

MOTION WAS MADE BY WILLIAM POE, 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. He explained that there was no change in Acme Recycling's account balance. ARI Electronics, Inc., is current. The principle of ARI has communicated with staff and a check is expected prior to month end. Pure Comfort, LLC, has a small balance for July. LaRue Steel, LLC, and Ocean State Event Services, Inc., are current only owing July rent. Sentry Sign Installers, Inc., is a new lease commencing August 1st and they are expected to pay the deposit balance and first month rent this week. Thomas Companies, Inc., is still working on catching up and owes July rent with a small balance from June. There were no questions on the aged receivables.

ATTORNEY'S REPORT

Mr. Coover stated that he had nothing to report to the Board at this time.

ADMINISTRATOR'S REPORT

a) Project Update – The Administrator welcomed Jeremy Morton of CPH, Inc., to update the Board on the current projects. Mr. Morton explained that he brought a current set of drainage plans. The hydraulic analysis on the storm pipes was completed and the plans were finalized accordingly. CPH is working on the final details needed put the project out to bid. The plans should be submitted to Seminole County for permitting in early August. CPH will follow up after Seminole County has had time to perform preliminary reviews and get the OK to go out to bid. The Administrator inquired about permitting fees. Mr. Morton replied that they were minimal. He explained that the final permit cost would be covered under the bid and is a valuation of the construction cost. The Administrator inquired if any portion of the fees were able to be waived as SCOPA is an inter-jurisdictional government entity. Mr. Morton replied that he did not think so but would check. Chairman McLean inquired if anything unexpected had arisen in the planning process. Mr. Morton stated that hydraulically the Port is much flatter than it appears. However, they have a drainage model that works with some large pipes planned that will help immensely with this hydraulically difficult situation. Mr. Morton explained that he previously met with St. John's Water Management District (SJWMD) and we are not required to get a permit from SJWMD for the drainage improvements. He confirmed that he would get a formal letter from SJWMD for the

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Seminole County permitting process. Finally, Mr. Morton stated that the current project cost estimate is coming in around \$750,000.

Mr. Morton stated that the renovations at 1490 Kastner Place were moving along quickly now that the permit was issued. The contractor, Morton Construction, has completed the framing, the AC duct work, and rough plumbing. The contractor met with the tenant regarding a few minor changes the tenant requested and is estimating completion in six to eight weeks. Cliff Miller asked if the changes the tenant requested were going to result in any increased cost. Mr. Morton said no, that the changes were small items like the location of electrical outlets. There were no other questions on the current construction projects.

OLD BUSINESS

There was no old business.

NEW BUSINESS

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

1. New Lease – Sentry Sign Installers, Inc.; 1450 Kastner Place, Ste. 108; 1 year Lease; Lease term August 1, 2016 through July 31, 2017; at the budgeted rate of \$875.00/month. (1,212 s.f. warehouse with 288 s.f. office @ a rate of \$7.00/s.f./yr.). Personal guarantee.
2. Lease Renewal – Nufocusmediagroup, Inc. d/b/a G S Plant Foods; 1980 Dolgner Place, Suite 1016; 1 year Lease; lease term of August 1, 2016 – July 31, 2017; at the budgeted rate of \$829.50/mo. (1,500 s.f. warehouse @ a blended rate of \$6.64/s.f./yr.). Personal Guarantee.
3. Lease Renewal – Driftwood Arts and Designs, LLC; 1517 Dolgner Place; 1 year Lease; lease term of August 1, 2016 – July 31, 2017; at the budgeted rate of \$850.00/mo. (2,000 s.f. warehouse @ a rate of \$5.10/s.f./yr.). Personal Guarantee.
4. Lease Renewal – B&N Fabricating, Inc.; 1525 & 1529 Dolgner Place; 1 year Lease; lease term of August 1, 2016 – July 31, 2017, with a sixty day termination clause; with a budgeted 5% rate increase to \$1,896.30/mo. (3,576 s.f. warehouse with 424 s.f. office @ a blended rate of \$5.68/s.f./yr.). Personal Guarantee.

**MOTION WAS MADE BY WILLIAM POE, SECONDED BY THOMAS KUHN,
TO APPROVE LEASES AS PRESENTED.**

MOTION CARRIED UNANIMOUSLY.

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There being no further business, the meeting was adjourned at 4:19 p.m. by Chairman McLean.

Michael McLean, Chairman

William H. Poe, Secretary