

**SEMINOLE COUNTY PORT AUTHORITY  
MINUTES OF THE REGULAR BOARD MEETING  
APRIL 19, 2017**

*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 19, 2017.*

*Chairman Cliff Miller called the meeting to order at 4:00 p.m. with the following Directors constituting a quorum: Cliff Miller, Chairman; Michael McLean, Vice-Chairman; Dana McBroom, Treasurer; Matthew Criswell, Member; Thomas Kuhn, Member; Michael Caraway, Member; Kyle Kilger, Member; and Carlton Henley, BCC Member.*

*Members Absent: Michael Bowdoin, Secretary.*

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

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

*The invocation was given by Michael McLean followed by the pledge to the Flag.*

*Chairman Miller welcomed everyone and asked the Board for corrections or additions to the minutes of the March 15, 2017, meeting. None were presented.*

***MOTION WAS MADE BY MICHAEL MCLEAN, SECONDED BY MATTHEW CRISWELL TO APPROVE THE MINUTES OF THE MARCH 15, 2017, BOARD MEETING AS PRESENTED.***

***MOTION CARRIED UNANIMOUSLY.***

*The Administrator presented the Balance Sheet and Budget Statement for the month of March 2017, and year-to-date, to the Board. The revenues were over budget by \$28,417 for the month and \$152,295 for the year-to-date. The Administrator explained that the operational expenditures for the month were under budget by \$105,948, leaving the year-to-date expenses under budget by \$581,530. He further reported a year-to-date profit of \$423,872 or 40.1%. The Administrator stated that phase I of the stormwater improvements and the driveway revisions for 1515 Kastner are commencing while the roof-over at 1520 Kastner is nearing completion. Therefore, the actual expenditures would be catching up to the budget quickly. The Administrator pointed out that occupancy was strong at 99.9%. There were no questions on the financial statements as presented.*

*The Administrator presented the Outstanding Bills to the Board for discussion and approval. The Administrator explained that item #12, the \$9,972.00 payment to Public Risk Management, represents the quarterly insurance premium for the Port. He*

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further explained that item #14, the \$6,509.87 to Brightview Landscape Services, represents payment for irrigation and planting at the newly built out unit at 1490 Kastner Place along with some general improvements. Item # 17, the \$4,500.00 payment to MGC Roofing of Florida, represents payment for replacing skylights and roof repairs at 1950 Dolgner. Item #18, the \$2,034.50 payment to Yahn Electric, represents electrical repairs and the replacing of the old sodium lights with LED lights as they burn out. Item #22, the \$2,421.75 payment to DH Pace Company, Inc., represents payment for repairs to several roll-up doors. The \$23,734.62 payment to S. Lee, LLC, represents the first pay application on the phase 1 stormwater improvements. The Administrator explained that this payment covers the bond costs which was increased by 1%, and administratively approved, after the bids were received due to the spread on the bids. Item # 26, the \$23,035.86 payment to McKee Construction, represents the final draw on the roof-over at 1520 Kastner Place and will be held until final certificate of completion and lien releases are received. He asked the Board to review the list and invited questions. There were no questions regarding the Outstanding Bills presented for payment.

**MOTION WAS MADE BY MICHAEL MCLEAN, SECONDED BY DANA MCBROOM TO APPROVE THE BILLS FOR PAYMENT. THE LIST OF BILLS APPROVED TO BE PAID IS ATTACHED AND MADE A PART OF THESE MINUTES.**

**MOTION CARRIED UNANIMOUSLY.**

The Administrator presented the Aged Receivables List to the Board for review explaining that the money was received the prior month from the Trustee in the Acme Recycling bankruptcy. The Board discussed the options for pursuing or writing off the outstanding Acme Recycling balance in the amount of \$19,792.38. Dana McBroom commented that we have until the end of the fiscal year to determine if we should write it off. Mr. Coover reminded the Board that the \$10,996.11 remaining due for Administrative Rents was owed by ARI and acknowledged in their current lease. It was the consensus of the Board that the Administrator would write a letter of inquiry to the principal of ARI Electronics regarding their plans for resolving the outstanding debts and future business plans. Matthew Criswell asked when ARI Electronics' lease expired. The Administrator confirmed that they were in a month-to-month lease and that they have paid \$5,000.00 towards April's rent.

The Administrator explained that Harry Timmons brought in a \$1,400.00 check just prior to the meeting which is not reflected on the Aged Receivables report. He also reported that GS Plant Foods has been making significant progress and made a \$1,500.00 payment this month towards his outstanding balance. The Administrator proceeded to explain that LaRue Steel, LLC, is current and that he had visited the principal today in an attempt to collect. He noted that the balance listed for Ocean State Events Services, Inc., represents this month's invoice for the reimbursement of attorney's fees per the Agreement and is not due until the 20<sup>th</sup> of the month. The Administrator went on to note that everyone else is current and while the list appears longer than the prior month, the total outstanding balance is still decreasing.

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ATTORNEY'S REPORT

*Mr. Coover presented copies of the annual Administrator's Evaluation results to the Board for review. The 2017 Administrator Evaluation total score, with all members reporting, was 4.34 out of 5, with 5 being the highest possible score. The Administrator thanked the Board and Mr. Coover stated that he had nothing else to report.*

*The Administrator commented that as we move in to the budget process, while legal fees have been light as of late, he recommends that we keep the ARI Recycling situation in mind and budget legal fees accordingly for next year. He reminded the Board how much the Acme Recycling bankruptcy cost.*

ADMINISTRATOR'S REPORT

a) Project Updates - *The Administrator reported to the Board that the contract for the Phase 1 Drainage Improvements was signed, the bond submitted, the Notice of Commencement executed, structures have been ordered and we are only waiting on the permit and pre-construction meeting to commence.*

*The Administrator explained that he was working hard towards getting the driveway revision project at 1515 Kastner Place out to bid. He stated that it's a \$125,000.00 project, which has been budgeted for, to rehab the drive lanes and improve the truck access.*

*Next the Administrator stated that the current year's budget included \$50,000.00 for general paving. Millennium Coaches has requested some paving money to install paving on their 1601 Dolgner Place site. They have received several bids with the lowest in the amount of \$37,550.00. The Administrator went on to explain that the new Vice President of Millennium was a former principal of the Briar Corporation and well trained to oversee a small project such as this. The Administrator recommended the Board approving it as a reimbursement to Millennium once the work is completed and he has inspected it.*

**MOTION WAS MADE BY MICHAEL MCLEAN, SECONDED BY MATTHEW CRISWELL TO REIMBURSE MILLENNIUM LUXURY COACHES UP TO \$37,550.00, FOR PAVING IMPROVEMENTS AT THE 1601 DOLGNER PLACE SITE.**

**MOTION CARRIED UNANIMOUSLY.**

OLD BUSINESS

*There was no old business presented.*

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NEW BUSINESS

a) Appoint Budget Committee – Chairman Miller appointed Michael McLean, Vice-Chairman; Dana McBroom, Treasurer; and Matthew Criswell, Member, to the fiscal year 2017-2018 Budget Committee with Michael Caraway, Member, as an alternate. It was agreed that the Budget Committee would meet at noon on Tuesday, May 16<sup>th</sup>, at the SCOPA Administration Building.

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

1. Lease Renewal – Freeport Fountains, LLC; 1450 Kastner Place; 1 year lease; lease term May 1, 2017-Apr. 30, 2018; with a 60 day termination clause; at the budgeted rate of \$550.00/month. (1,212 sq.ft. warehouse with 288 sq. ft. office @ a blended rate of \$4.40/sq.ft./yr.) Personal guarantee.
2. Lease Renewal – J. Dalton Enterprises, Inc.; 1980 Dolgner Place, Suite 1000; 1 year lease; lease term May 1, 2017-Apr. 30, 2018; with the budgeted 5% rate increase to \$1,736.44/month. (2,181 sq.ft. warehouse with 819 sq. ft. office @ a blended rate of \$6.94/sq.ft./yr.) Personal guarantee.
3. Lease Renewal – Kevin Hays Fire Consulting, LLC; 1470 Kastner Place, Suite 112-116; 1 year lease; lease term May 1, 2017-Apr. 30, 2018; with the budgeted 5% rate increase to \$1,543.50/month. (2,907 sq.ft. warehouse @ a rate of \$6.37/sq.ft./yr.) Personal guarantee.
4. Lease Renewal – Dan Wurl; 1450 Kastner Place, Suites 124 & 128; 1 year lease; lease term May 1, 2017-Apr. 30, 2018; with a 45 day termination clause; with the budgeted 5% rate increase to \$1,779.75/mo. (2,328 sq.ft. warehouse with 672 sq. ft. office @ a blended rate of \$7.12/sq.ft./yr.)

The Administrator reviewed the list of Leases recommending approval as presented. There were no questions on the leases.

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

**MOTION CARRIED UNANIMOUSLY.**

There being no further business, the meeting was adjourned at 4:30 p.m. by Chairman Miller.

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Cliff Miller, Chairman

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Michael Bowdoin, Secretary