

**SEMINOLE COUNTY PORT AUTHORITY  
MINUTES OF THE REGULAR BOARD MEETING  
JUNE 21, 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 June 21, 2017.*

*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; Dana McBroom, Treasurer; Michael Bowdoin, Secretary; Michael Caraway, Member; and Kyle Kilger, Member.*

*Members Absent: Cliff Miller, Chairman; Matthew Criswell, Member; Thomas Kuhn, Member; and Carlton Henley, BCC Member.*

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

*Others present: Stephen H. Coover, SCOPA Attorney; Bruce McMenemy, Deputy County Manager; and Clarence Thornton, Morton Construction.*

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

*Michael McLean welcomed everyone, introduced the guests, and asked the Board for corrections or additions to the minutes of the May 17, 2017 meeting. None were presented.*

***MOTION WAS MADE BY MICHAEL BOWDOIN, SECONDED BY KYLE KILGER TO APPROVE THE MINUTES OF THE MAY 17, 2017, BOARD MEETING AS PRESENTED.***

***MOTION CARRIED UNANIMOUSLY.***

*The Administrator informed Deputy County Manager Bruce McMenemy that at the May meeting, the Board of directors unanimously approved the fiscal year 2017/2018 budget, as discussed, with the \$700,000 contribution to the Seminole County General Fund. The Administrator then presented the Balance Sheet and Budget Statement for the month of May 2017, and year-to-date, to the Board. The revenues were over budget by \$24,744 for the month and \$192,808 for the year-to-date. The Administrator explained that the operational expenditures for the month were over budget by \$110,376. However, the year-to-date expenses remain \$573,678 under budget. He further reported a year-to-date profit of \$468,057 or 33.4%. The Administrator pointed out that occupancy remained strong at 99.9%. There were no questions on the financial statements as presented.*

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**MOTION WAS MADE BY DANA MCBROOM, SECONDED BY MICHAEL BOWDOIN TO APPROVE THE MAY 2017 FINANCIAL STATEMENTS, AS PRESENTED.**

**MOTION CARRIED UNANIMOUSLY.**

*The Administrator presented the Outstanding Bills to the Board for discussion and approval. The Administrator explained that item #22, the \$5,941.00 payment to Barnes Heating and Air Conditioning, represents several invoices for repair calls and the replacement of one AC unit at the SSC Business Incubator. Line item #28, the \$182,238.02 payment to S. Lee, LLC, represents pay application number 3 in phase one of the master stormwater improvements. Line item #28, the \$8,700.49 payment to Florida Power and Light, represents the cost to have a power pole and its guy wires moved out of the way of the drainage project. The Administrator proceeded to point out the standard July first bills for payment. There were no questions regarding the Outstanding Bills presented for payment.*

**MOTION WAS MADE BY DANA MCBROOM, SECONDED BY MICHAEL BOWDOIN 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 a certified letter was sent to the principle of Acme regarding the outstanding balances but no response was received. He proceeded to explain that ARI had made a \$5,000.00 payment, Pure Comfort, LLC, was moving out, but there is a security deposit on file and she has promised to make payments towards the outstanding balance. The Administrator explained that an existing tenant wants to rent the space that Pure Comfort is vacating. He continued pointing out that GS Plant Foods was current with only a \$230.40 balance. Fitness Equipment Resource was not renewing their lease either. He stated that, like Pure Comfort, Fitness Equipment Resource has a deposit on file and will make payments towards any outstanding balance. The Administrator explained that one of the leases being presented today was for an existing customer to take over the space that was being vacated. Sentry Signs and Thomas Companies are both current. There were no questions on the aged receivables.*

ATTORNEY'S REPORT

*Mr. Coover reminded the Board that at the last meeting they approved two motions. One motion was to terminate the lease with Legacy Glass contingent upon a new lease with TCI Contracting with their parent company as guarantors. The second was agreeing to a Landlord Subordination Agreement with SunTrust. Mr. Coover reported that the tenant agreed with the lease terms and SunTrust agreed with the*

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*subordination terms. Therefore, we are only waiting on everything to be executed and returned. The Administrator explained that the return of former tenant's deposit, approved with the outstanding bills, will be held until the executed documents are received.*

*ADMINISTRATOR'S REPORT*

*a) Project Updates - The Administrator reported to the Board that the phase I stormwater improvement project was moving forward. He explained while there were delays due to the power pole discussed previously and rain, everything seemed to be moving forward now. The Administrator continued explaining that the design of the second phase of the stormwater project was underway.*

*The Administrator also reminded the board members that financial disclosure forms were due to the Supervisor of Elections office by July 1<sup>st</sup>.*

*OLD BUSINESS*

*There was no old business presented.*

*NEW BUSINESS*

*a) Bid Results: 1511/1515 Kastner Driveway Improvements – The Administrator explained that CPH conducted a bid opening for the Driveway Project at 1511/1515 Kastner Place. He presented CPH, Inc.'s, bid tabulation memo dated June 21<sup>st</sup> for review. He reported that the following bids were received:*

*Morton Construction with a bid amount of \$191,140.00  
Stage Door Two with a bid amount of \$204,000.00  
Lee Crest with a bid amount of \$226,616.00*

*The Administrator explained to the Board that the bids came in about forty thousand dollars higher than anticipated. He continued stating that while they had already value engineered the project by designing the concrete in the parking areas less thick as the drive areas. However, they will attempt to do some additional value engineering. The Administrator noted that with the Interstate 4 expansion, the cost of materials has increased considerably, but with that project continuing for the next few years costs are not anticipated to drop for some time. He asked Clarence Thornton with Morton Construction if he saw any opportunities to cut costs on the project. Mr. Thornton replied that he has not explored that in detail yet, but he would be happy to do so. Kyle Kilger inquired as to where Morton Construction's corporate office was located. Mr. Thornton stated that they were located locally in Sanford. Mr. Coover commented that he was very familiar with Morton Construction and that they are a reliable company. Dana McBroom inquired about the timeline for the driveway project to which Mr. Thornton replied that it was set at ninety days. The Administrator recommended the award of the bid and contract to the low bidder Morton Construction.*

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**MOTION WAS MADE BY MICHAEL BOWDOIN, SECONDED BY KYLE KILGER TO AWARD THE 1511/1515 KASTNER PLACE DRIVEWAY IMPROVEMENT PROJECT CONTRACT TO THE LOWEST REPSONSIVE BIDDER MORTON CONSTRUCTION IN AN AMOUNT NOT TO EXCEED \$191,140.00.**

**MOTION CARRIED UNANIMOUSLY.**

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

1. *New Lease – Artik Enterprises, Inc.; 4421 Schilke Way, Suite 116-120; 1 year Lease; lease term July 1, 2017-June 30, 2018; at a rate of \$1,200.00/mo. (4,000 sq. ft. warehouse @ \$3.60/sq.ft./yr.) Personal guarantee.*
2. *Lease Renewal – Brand ‘O Guitar Company; 1910 Dolgner Place; 1 year Lease; lease term July 1, 2017-June 30, 2018; at the budgeted rate of \$1,200.00/mo. (3,000 sq.ft. warehouse @ \$4.80/sq.ft./yr.) Personal guarantee.*
3. *Lease Renewal – HydroTech Solutions, LLC & Riken Construction & Design, LLC; 1450 Kastner Place, Suite 112-116; 1 year Lease; lease term July 1, 2017-June 30, 2018; at the budgeted rate of \$1,300.00/mo. (3,000 sq.ft. warehouse @ a rate of \$5.20/sq.ft./yr.) Personal guarantees.*
4. *Lease Renewal – Maintenance Management Group, Inc.; 1471 Kastner Place, Suite 109; 1 year Lease; lease term July 1, 2017-June 30, 2018; with the budgeted 5% rate increase to \$882.00/mo. (1,856 sq.ft. warehouse w/ 144 sq.ft. office @ a blended rate of \$5.29/sq.ft./yr.) Personal guarantee.*
5. *Lease Renewal – Polished Concrete Floors, LLC; 1401-1409 Dolgner Place; 1 year Lease; lease term June 15, 2017-June 14, 2018; with the budgeted 5% rate increase to \$2,100.00/mo. (3,924 sq.ft. warehouse w/ 576 sq.ft. office @ a blended rate of \$5.60/sq.ft./yr.) Personal guarantee.*
6. *Lease Renewal – Producers, Inc.; 1950 Dolgner Place; 2 year Lease; lease term July 1, 2017-June 30, 2019; with the budgeted 5% increase to \$826.00/mo. (1,212 sq. ft. warehouse w/ 288 sq. ft. office @ a blended rate of \$ 7.40/sq.ft./yr.) Personal guarantee.*
7. *Lease Renewal – Stiffey’s Auction, Inc.; 1481 Kastner Place, Suite 113; 1 year Lease; lease term July 1, 2017-June 30, 2018; at the budgeted rate of*

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\$2,756.25/mo. (7,500 sq.ft. warehouse @ a rate of \$4.41/sq.ft./yr.)  
Personal guarantee.

8. Lease Renewal – TEM Systems, Inc.; 1980 Dolgner Place, Suite 1024; 1 year Lease; lease term July 1, 2017-June 30, 2018; at the budgeted rate of \$945.00/mo. (1,212 sq. ft. warehouse w/ 288 sq. ft. office @ a blended rate of \$ 7.56/sq.ft./yr.) Personal guarantee.
9. Lease Renewal – Filtration Direct, Inc.; 1539 Dolgner Place; 1 year Lease; lease term July 1, 2017-June 30, 2018; with a 90 day termination clause; at the budgeted 5% increase to \$882.00/mo. (2,000 sq.ft. warehouse @ \$5.29/sq.ft./yr.) Personal guarantee.

The Administrator reviewed the list of Leases recommending approval as presented. Dana McBroom inquired about the ninety day termination clause in the Filtration Direct lease renewal asking if the tenant intended to leave. The Administrator explained that the tenant has talked about purchasing a building for some time. However, with a 99% occupancy he did not anticipate any issues with re-leasing the facility should Filtration Direct exercise their ninety day termination right. There were no other questions regarding the leases as presented.

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

**MOTION CARRIED UNANIMOUSLY.**

Dana McBroom asked Deputy County Manager, Bruce McMenemy, if he had any questions or if there was any concerns with the SCOPA fiscal year 2017/2018 budget. Mr. McMenemy replied that there were not. He stated that the Administrator met with him previously and did an excellent job outlining everything. He continued saying that the budget process went much smoother this year and there was great communication. Michael McLean stated that he appreciated the cooperative partnership that the SCOPA Board shares with the County to ensure all parties are aware and to prevent surprises.

There being no further business, the meeting was adjourned at 4:32 p.m. by Vice-Chairman McLean.

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Michael McLean, Vice-Chairman

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Michael Bowdoin, Secretary