

**SEMINOLE COUNTY PORT AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING
DECEMBER 20, 2023**

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 December 20, 2023.

The Chairman called the meeting to order at 4:03 p.m. with the following Directors constituting a quorum: Matthew Criswell, Chairman; Dana McBroom, Vice-Chair; Michael Caraway, Treasurer; Cliff Miller, Member; Amy Guilfoyle, Member; Steve Powell, Member; and Andria Herr, BCC Member.

Members Absent: Bill Spivey, Secretary; and Harry Ellis, Member.

Staff present: Andrew Van Gaale, Administrator; and Jennifer Sykes, Business Office Manager.

Also present: Darren Elkind, SCOPA Attorney.

An invocation was given by Cliff Miller followed by the pledge to the Flag.

The Chair opened the floor for corrections or additions to the minutes of the last meeting held on November 15, 2023. None were presented.

MOTION WAS MADE BY CLIFF MILLER, SECONDED BY STEVE POWELL TO APPROVE THE MINUTES OF THE NOVEMBER 15, 2023, BOARD MEETING.

MOTION CARRIED UNANIMOUSLY.

The Administrator presented the Balance Sheet and Budget Statement for the month of November 2023. He reported that revenues for the month of November were over budget by \$23,694 and year-to-date revenues were over budget by \$47,124. The expenditures for the month of November were over budget by \$80,591 and year-to-date expenditures were \$131,366 over budget. He explained that this is a result of the timing of the capital improvement projects. He reported that occupancy was at 100%. The Chairman noted that SCOPA's two LGIP investment accounts were doing well. The Administrator informed the board that FL Prime is selling Certificates of Deposits now, but that he did not think that would be a good fit for the Port. Commissioner Herr commented that the County's advisor is predicting that rates are at their peak and will be going back down in the coming months. There were no questions on the November financial statements.

The Administrator then presented the Outstanding Bills for December 20th and January 1st. Item #8, the \$16,570.75 payment to Greene, Dycus & Co., PA, represents the 75%

billing on fiscal year 2022-2023 audit. Item #21, the \$15,235.44 payment to Florida Sealcoating, LLC, represents seal coating the south ends of Kastner and Dolgner Place. Item #22, the \$149,710.19 payment to Cathcart Construction Co., represents the final draw on the 1500 Dolgner Place redevelopment project. The Administrator explained that the check would not be released until all final releases and engineering approval were obtained. He reminded the board that the retainer and performance bond would remain for an appropriate period. The Administrator then presented the standard first of the month bills for January. There were no questions about the bills to be paid.

MOTION WAS MADE BY STEVE POWELL, SECONDED BY CLIFF MILLER, TO APPROVE THE DECEMBER 15TH AND JANUARY 1ST BILLS AS PRESENTED. 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. He reported that he was still working on how to obtain the title and liquidate the vehicle abandoned by F4W Strike Team. Paul Newman's Dazzling Detailing, Inc., has vacated the lot at 4419 Schilke Way. He explained that they left behind some junk that needed to be hauled off. The deposit will be applied to the necessary clean up and small outstanding balance with any remaining returned to the former tenant. Amerigas' small balance is carried over from their recent increase at renewal. They set up auto pay and it often takes a few months for them to catch up with changes in their rates. Ricardo Zayas has promised payment on Friday. There were no questions on the aged receivables.

OLD BUSINESS

No old business was presented.

NEW BUSINESS

Leases – The Administrator presented two leases for approval.

1. Lease Renewal – J.L. Pandolfi Painting Contracting, Inc., 1900 Dolgner Place; 1-year Lease Addendum; term Jan. 1, 2024 – Dec. 31, 2024; with the budgeted 5% rate increase to \$1,063.57/month (1,212 sq.ft. warehouse w/ 288 sq.ft. office @ a blended rate of \$8.50/sq.ft./yr.) Personal guarantee.
2. Lease Renewal – Rust-Off, Inc.; 1471 Kastner Place, Suite 101; 1-year Lease Addendum; term Jan. 1, 2024 – Dec. 31, 2024; at the budgeted rate of \$1,116.75/month (1,500 sq.ft. warehouse w/ office @ a blended rate of \$6.70/sq.ft./yr.) Personal guarantee.

MOTION WAS MADE BY DANA MCBROOM, SECONDED BY COMMISSIONER HERR TO APPROVE THE LEASES, AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

ATTORNEY'S REPORT

Mr. Elkind had nothing new to report.

ADMINISTRATOR'S REPORT

The Administrator reported that the Newmark global appraisals were in progress after a walk-through last week. He explained that the reports should be completed before the January board meeting. The Administrator also informed the board that he was expecting some vacancies in the new year, but having the appraisal data will help set the rates on the new leases for those units. Matthew Criswell asked if estimated rates would be available for the new buildings on the 1500 Dolgner Place site and the Administrator confirmed that information would be included in the global appraisal.

The Administrator informed the board that beloved, former board member Tom Kuhn had recently passed away. He will be fondly remembered and greatly missed.

The Administrator updated the board that the first two buildings on the 1500 Dolgner Place redevelopment site were in permitting. He asked Commissioner Herr for her involvement if any issues arise after the plans get through the first review and receive comments. She agreed to do so and suggested including the County Manager. Chairman Criswell inquired about the construction timeline and the Administrator stated he was hoping to break ground in June or July. He explained that he would put the plans out to bid once the final submittal occurs. He stated that he has already spoken to a couple of contractors who have expressed interest in bidding the project.

The Administrator updated the board on the LaMesa lease negotiations. He explained that the new lease terms, as approved by the board in November, were presented to LaMesa's in-house counsel who did not respond favorably. Therefore, LaMesa is currently still on a month-to-month basis. Mr. Elkind offered to reach out to their counsel to explain that the terms are still well below market value, that SCOPA is getting all the properties appraised because it is tax payor money, and the board has a fiduciary responsibility to the tax payors. The Administrator explained that LaMesa does have the option to hire their own appraiser and negotiate the rates based on the two appraisals. He also stressed that staff is going to face these objections again and again as they attempt to bring the lease rates up to market value. He requested the board create a measured approach once the appraisal data is in hand. Chairman Criswell asked the Administrator if he received

regular inquiries on the property LaMesa currently leases. The Administrator responded that he was confident he could lease it at market rate if an agreement with LaMesa was not reached. Michael Caraway reminded the board that the LaMesa lease, being another RV company, also contributes to the comments on the annual audit regarding concentration of industry. Mr. Elkind concluded that he would speak with LaMesa's representative and report back next month.

There being no further business, the meeting was adjourned at 4:33 p.m. by Matthew Criswell.

Matthew Criswell, Chairman

Bill Spivey, Secretary