

**SEMINOLE COUNTY PORT AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING
MARCH 20, 2024**

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 March 20, 2024.

The Chairman called the meeting to order at 4:01 p.m. with the following Directors constituting a quorum: Matthew Criswell, Chairman; Bill Spivey, Secretary; Cliff Miller, Member; Amy Guilfoyle, Member; Steve Powell, Member; Harry Ellis, Member; and Andria Herr, BCC Member.

Members Absent: Dana McBroom, Vice-Chair; And Michael Caraway, Treasurer.

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

Also present: Darren Elkind, SCOPA Attorney.

An invocation was given by Matthew Criswell 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 February 21, 2024. None were presented.

MOTION WAS MADE BY CLIFF MILLER, SECONDED BY COMMISSIONER HERR TO APPROVE THE MINUTES OF THE FEBRUARY 21, 2024, BOARD MEETING.

MOTION CARRIED UNANIMOUSLY.

The Administrator presented the financial charts along with the budget statement and balance sheet for the month of February 2024. He reported that revenues for the month of February 2024 were over budget in the amount of \$22,731 and over budget for the year to date in the amount of \$126,047. He reported that expenses for the month of February 2024 were under budget by \$1,463 and over budget by \$18,602 for the year to date. He reported full occupancy for February noting that one tenant is leaving at the end of the month and that unit is being marketed for re-lease. The Administrator pointed out the monthly financial statements along with the investment account statements for February.

The Administrator then presented the Outstanding Bills for March. He noted the payment to American Bronze Foundry in the amount of \$1,500.00 which represents the refurbishment of the SCOPA founding plaque and signage on the administration building. The \$1,988.00 payment to Florida Government Finance Officers Association

represents the required annual training per the investment policy. Item #8, the \$10,723.00 payment to CPH, Inc., represents engineering consulting on both the Dolgner redevelopment site and the 1601 Dolgner roof project. Item #9, the \$11,500.00 payment to Greene, Dycus & Co., PA, represents the final payment on the fiscal year 2022-2023 audited financial statements. Item # 19, the \$2,665.00 payment to All County Fence Contractors, represents fence repairs at the recently vacated 4419 Schilke Way lot. The Administrator then presented the standard first of the month bills for April and opened the floor for questions. There were no questions on the bills.

MOTION WAS MADE BY HARRY ELLIS, SECONDED BY COMMISSIONER HERR, TO APPROVE THE MARCH 20TH AND APRIL 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 there was no change with the F4W Strike Team collection. He reported that two tenants, Filtration Direct, has a small outstanding balance of \$0.18. G&C Welding owes for the months of February and March. However, the principals came into the office and explained that they are waiting on a draw of an Orange County contract, but have promised a check this week. The Administrator assured the board that if that does not occur a three-day notice would be issued at the end of the month. There were no questions on the aged receivables.

OLD BUSINESS

Steve Powell inquired about the status of the negotiations with LaMesa RV (Florida). The Administrator reported that, as directed, he sent LaMesa a letter with a stair-step rate increase approach equivalent to that being presented to all the other tenants. Commissioner Herr asked about the personal guarantee . The Administrator stated that the lease would include a deposit equivalent to three months' rent in lieu of the personal guarantee.

The Administrator also informed the board that the property adjacent to LaMesa was undergoing rezoning from agricultural to industrial for the new LaMesa parking lot. He explained that it is part of the Orange Boulevard improvement project as the County was purchasing the current LaMesa employee parking lot for a retention pond. He explained the high-voltage powerlines running through the property which limits what can be built on the site. The Administrator assured the board he would be attending the rezoning meeting as a neighbor to ensure the rezoning had no negative impact to the Port operations.

NEW BUSINESS

1601 Dolgner Place roof replacement – The Administrator presented a March 19, 2024, CPH engineer recommendation and bid results tab for the 1601 Dolgner Place roof replacement. The Administrator explained that the project was put out to bid with more options accepted, about thirty-five contractors attended the pre-bid meeting, and eight bids received. He stated that both he and the consulting engineer agree, after comparing all the bids, that a new roofing system specified in the base bid was the best solution. The cost of the alternatives with shorter lifespans did not provide enough of a cost savings to make them worthwhile on this project. With that determination, and a parallel comparison, McKee Roofing, LLC's bid amount of \$745,805 was \$16,972 less than the next lowest bidder. The Chair inquired about the disqualified TC Metal bid. The Administrator explained that unfortunately they did not submit a complete package with a bid bond. The Administrator reported that the engineer is recommending that the actual contract include 24-gauge material, include ten new roof vents, and exclude the replacement of the roof "C" area. Discussion ensued about whether or not to replace all 150 skylights due to the long-term maintenance issues they cause.

MOTION WAS MADE BY COMMISSIONER HERR, SECONDED BY CLIFF MILLER TO APPROVE THE RECOMMENDATION TO CONTRACT WITH MCKEE ROOFING, LLC, FOR A CONTRACT THAT DOES NOT TO EXCEED \$760,000, TO USE 24-GAUGE MATERIAL, TO INSTALL TEN NEW RIDGE VENTS, TO REMOVE THE AREA C ROOF FROM THE CONTRACT ENTIRELY, AND TO ADD SKYLIGHTS AS NEEDED TO BE DETERMINED BY THE ADMINISTRATOR AND THE TENANT WHICH MAY ALSO INCLUDE ADDING DIFFERENT LIGHTING WITHIN THE UNIT THAT WILL ACCOMMODATE THE LIMITATION OF THE NUMBER OF SKYLIGHTS.

MOTION CARRIED UNANIMOUSLY.

The Administrator assured the board that he would have SCOPA attorney, Darren Elkind, review the Contract before executing.

Leases – The Administrator presented the following six leases for approval:

1. Lease– Bennett & Sons Air Conditioning, LLC; 1962 Dolgner Place, (1,500 sq.ft. warehouse w/ yard); 1-year Lease; term Apr. 1, 2024-Mar. 31, 2025; with the scheduled 5% rate increase to \$972.41/mo. (\$7.78/sq.ft./yr.) also with an increase on Oct. 1, 2024, to \$1,091.25/mo. (\$8.73/sq.ft./yr.) Personal guarantee.
2. Lease – Freeport Fountains, LLC; 1510 Kastner Place, Suite 3 (1,375 sq.ft. office); 1-year Lease; term Apr. 1, 2024-Mar. 31, 2025, with existing 60-day termination clause; at the market rate of \$1,734.79/mo. (\$15.14/sq.ft./yr.) Personal guarantee.

3. Lease– R.C. Cabinets, Inc.; 4421 Schilke Way, Suite 108 (2,000 sq.ft. warehouse); 1-year Lease; term Apr. 1, 2024-Mar. 31, 2025; at the current rate of \$1,083.56/mo. (\$6.50/sq.ft./yr.) with an increase on Oct. 1, 2024, to \$1,253.33/mo. (\$7.52/sq.ft./yr.) Personal guarantee.
4. Lease– Rampart Gun Works, Inc.; 1450 Kastner Place, Suite 104 (1,356 sq.ft. warehouse with 144 sq.ft. office) 1-year Lease; term Apr. 1, 2024-Mar. 31, 2025; with the scheduled 5% rate increase to \$1,021.02/mo. (\$8.17/sq.ft./yr.) also with an increase on Oct. 1, 2024, to \$1,142.50/mo. (\$9.14/sq.ft./yr.) Personal guarantee.
5. Lease- Seminole Fleet, LLC; 1481 Kastner Place, Suite 113 (7,500 sq.ft. warehouse) 1-year Lease; term Apr. 1, 2024-Mar. 31, 2025; at the current rate of \$3,190.70/mo. (\$5.10/sq.ft./yr.) with an increase on Oct. 1, 2024, to \$3,818.75/mo. (\$6.11/sq.ft./yr.) Personal guarantee.
6. Lease- Trident Weaponry, LLC; 1470 Kastner Place, Suite 104; 1-year Lease; term Apr. 1, 2024-Mar. 31, 2025; with the scheduled 5% rate increase to \$1,084.85/mo. (\$8.68/sq.ft./yr.) also with an increase on Oct. 1, 2024, to \$1,186.25/mo. (\$9.49/sq.ft./yr.) Personal guarantee.

MOTION WAS MADE BY CLIFF MILLER, SECONDED BY STEVE POWELL TO APPROVE THE NEW LEASES, AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

Commissioner Herr inquired about the response received from the notice of increase letter sent to all tenants discussed the prior month. The Administrator informed the board that he had not yet had a lot of response from the letter, but the response from the conversations with the six tenants renewing this month has been very reasonable.

ATTORNEY'S REPORT

Mr. Elkind had nothing to report not already discussed.

ADMINISTRATOR'S REPORT

The Administrator updated the board that he met with Commissioner Herr; County Manager Darren Gray; Assistant County Manager, Kristian Swenson; and Chief Administrator of Development Review, Jose Gomez, last Friday. He thanked the Commissioner for orchestrating that meeting and expressed that he hoped it would assist with future cooperation and partnership. The Commissioner agreed stating that with all three of the guests being newer to the County it will be beneficial that they have

toured the Port and understand Authority operations prior to any potential issues arising.

The Administrator asked for volunteers for the budget committee. Matthew Criswell and Bill Spivey volunteered, and Cliff Miller nominated Dana McBroom and Michael Caraway due to their professional expertise and tenure. Bill Spivey volunteered to create a five-year expense review like the recent revenue review. The Administrator thanked the volunteers stating he would coordinate a meeting with them in late April or early May reminding the board that the budget is due to the County in July.

The Administrator informed the board that he received a notice of a code enforcement hearing due to fire code violations at the marina. He stated that he and Darren Elkind had attended a meeting with the Assistant County Attorney, the Fire Chief, Fire Inspector, along with the principal and COO of Boat Tree Marinas. Darren Elkind reported that it was made clear to the Boat Tree representatives that this was a very serious matter, the violations had to be corrected swiftly with a compliance plan that meets the approval of the Seminole County Fire Inspector.

There being no further business, the meeting was adjourned at 5:28 p.m. by Chairman Criswell.

Matthew Criswell, Chairman

Bill Spivey, Secretary