

**SEMINOLE COUNTY PORT AUTHORITY  
MINUTES OF THE REGULAR BOARD MEETING  
JANUARY 20, 2021**

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 January 20, 2021.

Chairman Matthew Criswell called the meeting to order at 4:00 p.m. with the following Directors constituting a quorum: Matthew Criswell, Chairman; Dana McBroom, Vice-Chairwoman; Cliff Miller, Treasurer; Michael Caraway, Member; Amy Guilfoyle, Member; and Harry Ellis, Member.

Members Absent: Susan Sherman, Secretary; and Andria Herr, BCC Member.

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

Also, present: Steve Coover, SCOPA Attorney.

An invocation was given by Matthew Criswell followed by the pledge to the Flag.

Chairman Criswell opened the floor for corrections or additions to the minutes of the December 16, 2020, meeting. None were presented.

**MOTION WAS MADE BY DANA MCBROOM, SECONDED BY CLIFF MILLER TO APPROVE THE MINUTES OF THE DECEMBER 16, 2020, BOARD MEETING, AS PRESENTED.**

**MOTION CARRIED UNANIMOUSLY.**

The Administrator presented the Balance Sheet and Budget Statement for the month of December 2020. The Administrator reported that revenues for the month of December 2020 was over budget by \$22,181 and the year-to-date revenues were over budget by \$66,871. Expenditures for the month of December 2020 were under budget by \$161,803 and the year-to-date expenditures were under budget by \$288,570. Occupancy for December maintained at 99.2%. There were no questions regarding the December 2020 financial reports.

The Administrator presented the outstanding bills for January 20, 2021, along with the standard bills for February 1<sup>st</sup>, 2021. Cliff Miller inquired about the insurance claim and confirmation of reimbursement for the fire remediation expenses. Staff explained that along with the general ledger, a detailed spreadsheet was being kept and a copy would be provided. No other questions were presented.

**MOTION WAS MADE BY DANA MCBROOM, SECONDED BY HARRY ELLIS TO APPROVE THE 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 explained that Driftwood Arts and Design, LLC, and Thomas Companies, Inc, were current only owing for January. Southeast Custom Auto, LLC, has vacated the space and staff is in communication with the principal, who is also the principal of another tenant, Rhoades Construction Services, LLC. The Administrator is hopeful they will clear up the outstanding balance. The Administrator requested the write-off of 2<sup>nd</sup> Chance Automotive's outstanding balance. Discussion ensued.

**MOTION WAS MADE BY DANA MCBROOM, SECONDED BY HARRY ELLIS, TO WRITE-OFF 2<sup>ND</sup> CHANCE AUTOMOTIVE, LLC'S, OUTSTANDING BALANCE OF \$2,803.83 TO BAD DEBT.**

**MOTION CARRIED UNANIMOUSLY.**

#### **ATTORNEY'S REPORT**

SCOPA Attorney, Steve Coover, informed the Board he had nothing to report at this time.

#### **ADMINISTRATOR'S REPORT**

Project Updates - The Administrator updated the board on the current projects explaining that phase two of the stormwater improvement project was 99% complete. He explained that the banding, curbing, regrading, and sod were done. The Administrator asked the board to drive by the 1500 Dolgner site noting that the demolition project was complete, and the redevelopment planning would be commencing soon.

The Administrator presented to the board the request from the operator of the restaurant at the marina, Oasis, for a dog friendly dining permit. He explained that as the property owner, SCOPA is required to sign off on the permit application. It was the consensus of the board to approve the request as long as appropriate insurance coverages were in place.

#### **OLD BUSINESS**

No old business was presented.

## **NEW BUSINESS**

Leases – The Administrator presented the following list of Leases Agreements for approval:

1. Lease Termination (in conjunction with #2) – Florida Sealcoating, LLC; 1413 Dolgner Place; 1-year Lease; lease term Sept. 1, 2020 – Aug. 31, 2021; at the rate of \$850.00/month (1,500 sq. ft. warehouse w/office @ a blended rate of \$ 6.80/sq.ft./yr.) Personal guarantee.
2. New Lease (in conjunction with #1) – Florida Sealcoating, LLC; 1470 Kastner Place, Suite 100; 1-year Lease; lease term Feb. 1, 2021- Jan. 31, 2022; at the rate of \$850.00/month (1,500 sq. ft. warehouse w/office @ a blended rate of \$ 6.80/sq.ft./yr.) Personal guarantee.
3. New Lease (name change) – Back Country Customs, LLC; 4417 Schilke Way; 1-year Lease Addendum; term Feb. 1, 2021- Jan. 31, 2022; with the budgeted 5% rate increase to \$393.59/month (0.4553 acres more or less @ a rate of \$10,373.56/acre/yr.) Personal guarantee.
4. New Lease (name change) – Back Country Customs, LLC; 4421 Schilke Way, Suites 124-128; 1-year Lease Addendum; term Feb. 1, 2021- Jan. 31, 2022; with the budgeted 5% rate increase to \$1,695.10/month (4,000 sq. ft. warehouse @ a rate of \$5.08/sq.ft./yr.) Personal guarantee.
5. Lease Renewal – Lentec Machining, Inc., 1559 Dolgner Place; 1-year Lease Addendum; term Feb. 1, 2021- Jan. 31, 2022; at the budgeted rate of \$893.69/month (2,000 sq.ft. warehouse @ a rate of \$5.36/sq.ft./yr.) Personal guarantee.
6. Lease Renewal – Lentec Machining, Inc., 1563 Dolgner Place; 1-year Lease Addendum; term Feb. 1, 2021- Jan. 31, 2022; with the budgeted 5% rate increase to \$881.24/month (2,000 sq.ft. warehouse @ a rate of \$5.28/sq.ft./yr.) Personal guarantee.
7. Lease Renewal – Southern Aquatic Management, Inc.; 1980 Dolgner Place, Suite 1048; 1-year Lease Addendum; term Feb. 1, 2021- Jan. 31, 2022; with the budgeted 5% rate increase to \$1,052.63/month (1,212 sq.ft. warehouse w/ 288 sq.ft. office @ a rate of \$8.42/sq.ft./yr.) Personal guarantee.
8. Lease Renewal – Trident Weaponry, LLC; 1470 Kastner Place, Suite 104; 1-year Lease Addendum; term Feb. 1, 2021- Jan. 31, 2022; at the budgeted rate of \$983.99/month (1,500 sq.ft. warehouse @ a rate of \$7.87/sq.ft./yr.) Personal guarantee.

9. Lease Renewal - MGC Roofing of Florida, LLC; 1940 Dolgner Place; 1-year Lease Addendum; lease term Feb. 1, 2021 - Jan. 1, 2022; with requested stay in rent @ \$892.50/month (1,212 sq.ft. warehouse w/ 288 sq.ft. office @ a blended rate of \$7.14/sq.ft./yr.) Personal guarantee.
  
10. Lease Renewal – MGC Roofing of Florida, LLC; 1936 Dolgner Place; 1-year Lease Addendum; lease term Feb. 1, 2021 - Jan. 1, 2022; with requested stay in rent @ \$997.50/month (1,356 sq.ft. warehouse w/ 144 sq.ft. office @ a blended rate of \$7.98/sq.ft./yr.) Personal guarantee.
  
11. Lease Renewal – MGC Roofing of Florida, LLC; 1950 Dolgner Place; 1-year Lease Addendum; lease term Feb. 1, 2021 - Jan. 1, 2022; at the budgeted rate of @ \$845.00/month (1,212 sq.ft. warehouse w/ 288 sq.ft. office @ a blended rate of \$6.76/sq.ft./yr.) Personal guarantee.

Dana McBroom commented that she had received and reviewed financial statements for MGC Roofing, leases 9 and 10 above, regarding their request for a stay in rent. She noted for the board that she only received financial statements for the Orlando division, not for the larger company or other divisions. She opined that, based on what was received, she would recommend approving the stay in increase. Discussion ensued.

**MOTION WAS MADE BY HARRY ELLIS, SECONDED BY TO DANA MCBROOM TO APPROVE ALL THE LEASE AGREEMENTS, AS PRESENTED.**

**MOTION CARRIED UNANIMOUSLY.**

There being no further business, the meeting was adjourned at 4:41 p.m. by Chairman Criswell.

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Matthew Criswell, Chairman

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Susan Sherman, Secretary