

**SEMINOLE COUNTY PORT AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING
MARCH 17, 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 March 17, 2021.

Chairman Matthew Criswell called the meeting to order at 4:05 p.m. with the following Directors constituting a quorum: Matthew Criswell, Chairman; Cliff Miller, Treasurer; Susan Sherman, Secretary; Amy Guilfoyle, Member; and Bill Spivey, Member.

Members Absent: Dana McBroom, Vice-Chairwoman; Michael Caraway, Member; Harry Ellis, Member; and Andria Herr, BCC Member.

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

Also, present: Steve Coover, SCOPA Attorney; Joey Pozo Jr., Marinas, LLC; Jessica Davis, Marinas, LLC; Brady Lessard, CPH, Inc.

An invocation was given by Cliff Miller followed by the Pledge of Allegiance and introduction of guests.

The Administrator presented the Balance Sheet and Budget Statement for the month of February 2021. The Administrator reported that revenues for the month of February 2021 were over budget by \$20,916 and the year-to-date revenues were over budget by \$116,879. Expenditures for the month of February 2021 were over budget by \$171,185. The Administrator assured the board that the year-to-date expenditures are still under budget by \$169,993 and the year-to-date profit was 21.4%. Occupancy for February maintained at 99.2%. There were no questions regarding the February 2021 financial reports.

Chairman Criswell opened the floor for corrections or additions to the minutes of the February 17, 2021, meeting. None were presented.

MOTION WAS MADE BY SUSAN SHERMAN, SECONDED BY CLIFF MILLER TO APPROVE THE MINUTES OF THE FEBRUARY 17, 2021, BOARD MEETING, AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

The Administrator presented the outstanding bills for March 17, 2021, along with the standard bills for April 1st, 2021. He noted for the board that the \$4,075.00 payment to Greene, Dycus & Co., PA, represents the final billing for last year's audit. The \$2,400.00

payment to MGC Roofing & Construction, represents roof repairs at 1950 – 1970 Dolgner Place. The \$1,288.00 payment to R.L. Surfacing Corporation, represents the resurfacing and coating of the floor at 1413 Dolgner Place. The \$25,140.00 payment to Samsula Waste, Inc., represents the final draw on the demotion of the building at 1500 Dolgner Place. Finally, the Administrator presented the standard first of the month bills. Matthew Criswell inquired on the status of 1413 Dolgner Place and the Administrator confirmed that the unit was ready for lease. There were no other questions on the outstanding bills.

MOTION WAS MADE BY SUSAN SHERMAN, SECONDED BY CLIFF MILLER 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 the principal of Driftwood Arts and Design, LLC, is struggling to get caught up but staff is in contact with the principal. G&C Welding has promised a payment next week. Rhoades Construction has outstanding late fees. Southeast Custom Auto has the same principal as Rhoades Construction, they have closed and vacated and have promised to pay their outstanding debts. Thomas Companies is current with only a small balance from February. There were no questions on the aged receivables.

ATTORNEY'S REPORT

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

Mr. Coover informed the board of the passing of former member Jeff Triplet and asked that the record reflect his past service to the Port of Sanford.

NEW BUSINESS

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

1. New Lease (in conjunction with #2) – Fiberglass Plus Supplies and Restoration; 1543 & 1547 Dolgner Place; 1-year Lease; term Apr. 1, 2021 – Mar. 31, 2022; at the budgeted rate of \$1,543.50/month (4,000 sq.ft. warehouse @ a rate of \$4.63/sq.ft./yr.) Personal guarantee.
2. Lease Termination (in conjunction with #1) – Fiberglass Plus, Inc.; 1543 & 1547 Dolgner Place; 1-year lease addendum; term Dec. 1, 2020 – Nov. 30, 2021; at the budgeted rate of \$1,543.50/month (4,000 sq.ft. warehouse @ a rate of \$4.63/sq.ft./yr.) Guarantor deceased.

3. Lease Addendum – Freeport Fountains, LLC; 1510 Kastner Place, Suite 3; 1-year Lease Addendum; lease term Apr. 1, 2021 – Mar. 31, 2022; with the budgeted 5% rate increase to \$1,856.61/month (1,375 sq.ft. office @ a rate of \$16.20/sq.ft./yr.) Personal guarantee.
4. Lease Addendum – Bennett & Sons AC, LLC; 1962 Dolgner Place; 1-year Lease Addendum; lease term Apr. 1, 2021 – Mar. 31, 2022; at the budgeted rate of \$882.00/mo. (1,500 sq.ft. warehouse @ a rate of \$7.06/sq.ft./yr.) Personal guarantee.
5. Lease Addendum – R.C. Cabinets, Inc.; 4421 Schilke Way, Suite 108; 1-year Lease Addendum; lease term Apr. 1, 2021 – Mar. 31, 2022; with the budgeted 5% rate increase to \$1,031.96/month (1,928 sq.ft. warehouse w/ 72 office @ a rate of \$6.19/sq.ft./yr.) Personal guarantee
6. Lease Addendum – Rampart Gun Works, Inc; 1450 Kastner Place, Suite 104; 1-year Lease Addendum; lease term Apr. 1, 2021 – Mar. 31, 2022; at the budgeted rate of \$926.10/mo. (1,356 sq.ft. warehouse w/ 144 sq.ft. office @ a rate of \$7.40/sq.ft./yr.) Personal guarantee.
7. Lease Addendum – Seminole Fleet, LLC; 1481 Kastner Place, Suite 113; 1-year Lease Addendum; lease term Apr. 1, 2021 – Mar. 31, 2022; with the budgeted 5% rate increase to \$3,038.76/month (7,500 sq.ft. warehouse @ a rate of \$4.86/sq.ft./yr.) Personal guarantee
8. Lease Addendum – Marinas, LLC; 1690 Fitzpatrick Point; 3-year Lease Addendum; lease term Apr. 1, 2021 – Mar. 31, 2024; at the budgeted rate of \$6,352.67/ mo. with a 3% rate increase to \$6,543.25 applied beginning in the third year (Apr. 2023); (20,000 sq.ft. warehouse w/ 576 sq.ft. office @ a rate of \$3.81/sq.ft./yr.). Marinas, LLC, to assume costs associated with fire suppression system. Personal guarantee.
9. Lease Addendum – Marinas, LLC; 1681 Fitzpatrick Point; 3-year Lease Addendum; lease term Apr. 1, 2021 – Mar. 31, 2024; at the budgeted base rate of \$1,389.15/ mo., with a lump sum payment of \$4,040.00, variable rents at 3% of monthly revenue and a 5% base rate increase to \$1,458.61 applied beginning in the second year (Apr. 2022); (2.2 acres M.O.L. @ a rate of \$7,577.18/ac./yr.). Personal guarantee.

Mr. Coover advised staff to make sure that Fiberglass Plus Supplies and Restoration was incorporated prior to execution of the lease.

MOTION WAS MADE BY SUSAN SHERMAN, SECONDED BY TO CLIFF MILLER TO APPROVE ALL THE LEASE AGREEMENTS, AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

Chairman Criswell opened the floor for comments or questions for the representative of Marinas, LLC. Joey Pozo Jr. shared with the board that they had just obtained a highly favorable appraisal of their operations. He explained that Marinas, LLC, was committed to capital improvements. They are currently obtaining quotes to rehabilitate the docks and seeking grants through the State of Florida and Department of Environmental Protection's Clean Marina Program. Mr. Pozo also explained to the board that as part of the Clean Marina Program, they are required to regularly test the stormwater and they have consistently passed. He offered copies of the reports if a need arose. There were no other questions for Marina representative.

ADMINISTRATOR'S REPORT

Project Updates - The Administrator invited Brady Lessard of CPH, Inc., to update the board on the 1500 Dolgner Place site redevelopment. Mr. Lessard presented two proposed redevelopment draft layouts. He explained that the options are not something that needs decided on today, but options on how to redevelop what was an underutilized, problematic site. He stated that the Administrator has specified a need for diversity of product and customers to minimize risk. The Administrator explained that he has already been contacted by several customers including Millennium Luxury Coaches. Mr. Lessard explained to the board that the impervious credits were banked prior to demolition of the old building. The board discussed the financial aspects of building on the site and the impact on the capital improvement budget.

OLD BUSINESS

There was no old business.

There being no further business, the meeting was adjourned at 4:45 p.m. by Chairman Criswell.

Matthew Criswell, Chairman

Susan Sherman, Secretary