

**SEMINOLE COUNTY PORT AUTHORITY  
MINUTES OF THE REGULAR BOARD MEETING  
JANUARY 19, 2022**

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 19, 2022.

Chairwoman Dana McBroom called the meeting to order at 4:05 p.m. with the following Directors constituting a quorum: Dana McBroom, Chairwoman; Bill Spivey, Secretary; Michael Caraway, Treasurer; Matthew Criswell, Member; Cliff Miller, Member; and Andria Herr, BCC Member.

Members Absent: Amy Guilfoyle, Member; Susan Sherman, Member; and Harry Ellis, Member.

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

Also, present: Stephen H Coover, Esq.

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 December 15, 2021, meeting.

**MOTION WAS MADE BY CLIFF MILLER, SECONDED BY MICHAEL CARAWAY TO APPROVE THE MINUTES OF THE DECEMBER 15, 2021, BOARD MEETING, AS PRESENTED.**

**MOTION CARRIED UNANIMOUSLY.**

The Administrator presented the Balance Sheet and Budget Statement for the month of December 2021. The Administrator reported that revenues for December were over budget by \$24,234 and over budget by \$72,169 for the year-to-date. Expenditures for December were under budget by \$120,237 and remain underbudget by \$322,810 for the year-to-date. The Administrator reported that the occupancy for December maintained at 99.9%. He also pointed out that the zero balance notes had been removed from the financial reports as requested the prior month. There were no other questions or comments on the December 2021 financial statements.

The Administrator presented the Outstanding Bills list for January 19th and February 1<sup>st</sup>. He explained that item #10, the \$17,485.00 payment to Public Risk Management, represents the quarterly insurance premium. Item #15, The \$2,004.99 payment to MGC Roofing & Construction, represents skylight repairs at two locations. Item # 17, the \$1,190.00 payment to St. Johns River Management District, represents the permit

application fee for the 1500 Dolgner Place site redevelopment. There were no questions about the bills to be paid.

**MOTION WAS MADE BY MATTHEW CRISWELL, SECONDED BY CLIFF MILLER TO APPROVE THE JANUARY 19<sup>TH</sup> AND FEBRUARY 1<sup>ST</sup> 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 with three tenants having January balances and Driftwood Arts & Design with a two-month balance. Matthew Criswell inquired if staff had heard from Driftwood Arts about their balance. The Administrator confirmed that it is a seasonal business, and the principle was communicating with the office.

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

Mr. Coover had nothing to report.

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

The Administrator reported that there were ten tenants renewing their leases, which would be presented later. The 1500 Dolgner Place site redevelopment project was in St. Johns River Water Management District review. Seminole County has performed surveying on the Port side of Orange Boulevard in preparation for utility movement as needed for the Orange Boulevard project.

#### **NEW BUSINESS**

#### **DOLGNER PLACE PAVING CONTRACT PROPOSAL**

The Administrator reminded the board about the recent resurfacing of the south end of Dolgner Place and how that project was contracted by piggybacking on another County contract. He continued explaining that the Dolgner Place survey and sampling revealed that the north end of Dolgner Place requires full depth reclamation not just resurfacing. The Administrator presented a proposal from Asphalt Paving Systems, based off of the specs and scope of work but piggybacking pricing off another contract with Lake County. He noted that the cost was almost double the cost of previous south end contract, however, reminded the board that the scope of work was far more extensive. The Administrator verified that the SCOPA Purchasing Policy allows for piggybacking on other contracts and that SCOPA's consulting engineer has reviewed the proposal and quantities for accuracy. He presented the board with the option of the piggyback contract with Asphalt Paving Systems or going out to bid which would take approximately sixty to ninety

days to complete and requested a motion on how to proceed. Discussion ensued. The Administrator confirmed for Mrs. McBroom that the quote was not double the budget, just double the prior Dolgner Place project cost. He further clarified that the unit pricing was very similar to the previous project, however, the cost to remove and replace the base was not part of the prior project creating the price difference. Dana McBroom stated that due to the level of expense she would be more comfortable getting at least three quotes. Matthew Criswell agreed with Dana McBroom and explained that the construction industry appears to be loosening up a little so a better price might be available. The Administrator confirmed that the surveying and specification were already done, and he would ask CPH to go out to bid as soon as possible with the hopes of contracting in March before the spring rains. Commissioner Herr asked the Administrator to be sure the bid was listed on VendorLink. There was no other discussion on the Dolgner Place paving contract.

## LEASES

The Administrator presented the following Leases Agreements approval:

1. Lease Renewal – Back Country Customs, LLC; 4421 Schilke Way, Suite 124 and 128; 1-year Lease Addendum; term Feb. 1, 2022- Jan. 31, 2023; at the budgeted rate of \$1,695.10/month (4,000 sq.ft. warehouse @ a rate of \$5.42/sq.ft./yr.) Personal guarantee.
2. Lease Renewal – Back Country Customs, LLC; 4417 Schilke Way; 1-year Lease Addendum; term Feb. 1, 2022- Jan. 31, 2023; at the budgeted rate of \$393.59/month (0.4553 acres MOL @ a rate of \$11,935.889/ac./yr.) Personal guarantee.
3. Lease Renewal – Florida Sealcoating, LLC; 1470 Kastner Place, Suite 100; 1-year Lease Addendum; term Feb. 1, 2022- Jan. 31, 2023; at the budgeted rate of \$850.00/month (1,500 sq.ft. office @ a rate of \$7.30/sq.ft./yr.) Personal guarantee.
4. Lease Renewal – Lentec Machining, Inc.; 1559 Dolgner Place; 1-year Lease Addendum; term Feb. 1, 2022- Jan. 31, 2023; with the budgeted 5% rate increase to \$938.37/month (2,000 sq.ft. warehouse @ a rate of \$5.93/sq.ft./yr.) Personal guarantee.
5. Lease Renewal – Lentec Machining, Inc.; 1563 Dolgner Place; 1-year Lease Addendum; term Feb. 1, 2022- Jan. 31, 2023; at the budgeted rate of \$881.24/month (2,000 sq.ft. warehouse @ a rate of \$5.59/sq.ft./yr.) Personal guarantee.
6. Lease Renewal – MGC Roofing of Florida, LLC; 1936 Dolgner Place; 1-year Lease Addendum; term Feb. 1, 2022- Jan. 31, 2023; with the budgeted 5% rate increase to \$1,047.38/month (1,356 sq. ft. warehouse w/ 144 sq.ft. office @ a blended rate of \$8.80/sq.ft./yr.) Personal guarantee.

7. Lease Renewal – MGC Roofing of Florida, LLC; 1940 Dolgner Place; 1-year Lease Addendum; term Feb. 1, 2022- Jan. 31, 2023; with the budgeted 5% rate increase to \$937.13/month (1,212 sq.ft. warehouse w/ 288 sq.ft. office @ a blended rate of \$7.99/sq.ft./yr.) Personal guarantee.
8. Lease Renewal – MGC Roofing of Florida, LLC; 1950 Dolgner Place; 1-year Lease Addendum; term Feb. 1, 2022- Jan. 31, 2023; with the budgeted 5% rate increase to \$887.25/month (1,212 sq.ft. warehouse w/ 288 sq.ft. office @ a blended rate of \$7.70/sq.ft./yr.) Personal guarantee.
9. Lease Renewal – Southern Aquatic Management, Inc.; 1980 Dolgner Place, Suite 1048; 1-year Lease Addendum; term Feb. 1, 2022- Jan. 31, 2023; at the budgeted rate of \$1,052.63/month (1,212 sq.ft. warehouse w/ 288 sq.ft. office @ a blended rate of \$8.99/sq.ft./yr.) Personal guarantee.
10. Lease Renewal – Trident Weaponry, LLC; 1470 Kastner Place, Suite 104; 1-year Lease Addendum; term Feb. 1, 2022- Jan. 31, 2023, with an existing 90-day termination clause; with the budgeted 5% rate increase to \$1,033.19/month (1,500 sq.ft. office/warehouse @ a rate of \$8.66/sq.ft./yr.) Personal guarantee.

**MOTION WAS MADE BY CLIFF MILLER, SECONDED BY BILL SPIVEY TO APPROVE THE LIST OF LEASES AS PRESENTED.**

**MOTION CARRIED UNANIMOUSLY.**

#### **OLD BUSINESS**

Michael Caraway explained that he wanted to follow up on the December leasing policy discussion regarding the timing of rate increases. He presented the board with a spreadsheet analysis of affect of timing on changing the increase structure from bi-annually to a lower rate annually. After a brief discussion, it was confirmed that the board would revisit the issue after the first quarter of 2022.

There being no further business, the meeting was adjourned at 4:38 p.m. by the Chair.

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Dana McBroom, Chairwoman

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Bill Spivey, Secretary