

**SEMINOLE COUNTY PORT AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING
JUNE 21, 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 June 21, 2023.

The Chairman called the meeting to order at 4:00 p.m. with the following Directors constituting a quorum: Matthew Criswell, Chairman; Michael Caraway, Treasurer; Bill Spivey, Secretary; Cliff Miller, Member; Harry Ellis, Member; Amy Guilfoyle, Member; and Andria Herr, BCC Member.

Members Absent: Susan Sherman, Vice-Chair; and Dana McBroom, Member.

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

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 May 17, 2023.

MOTION WAS MADE BY HARRY ELLIS, SECONDED BY AMY GUILFOYLE TO APPROVE THE MINUTES OF THE MAY 17, 2023, BOARD MEETING.

MOTION CARRIED UNANIMOUSLY.

The Administrator presented the Balance Sheet and Budget Statement for the month of May 2023. Revenues for the month of May were over budget by \$37,798 Revenues for the year-to-date are over budget by \$492,060. Expenses for the month of May were over budget by \$446,921, but remain under budget by \$360,995 for the year-to-date. The Administrator reported that occupancy had remained at 100%. The Administrator pointed out the May account statements from FL Prime and FL SAFE reporting the over 5% return. He also reported that the Florida Legislature passed new guidelines regarding investments which would be reviewed for compliance. There were no questions on the May 2023 financial statements.

The Administrator then presented the Outstanding Bills for May and June 1st explaining several items. Item #6, the \$11,342.00 payment to CPH, Inc., represents payments for consulting services on the 1500 Dolgner Place redevelopment and 1601 Dolgner Place roof replacement project. Item #21, the \$107,027.00 payment to Cathcart Construction Company, represents the third draw on the 1500 Dolgner Place site redevelopment. The Administrator then noted the standard first of the month bills for July and invited questions. Matthew Criswell asked if there had been any issues with Cathcart or the 1500

Dolgner Place redevelopment project. The Administrator informed the board that there had been no problems with the contractor and no change orders proposed. The only issue was a permit issue on the retaining wall which was included on the approved site plan. There were no other questions about the bills to be paid.

MOTION WAS MADE BY CLIFF MILLER, SECONDED BY COMMISSIONER HERR TO APPROVE THE JUNE 21ST AND JULY 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 explained that the Writ was issued on F4W, Inc., yesterday and once served by the Sherriff the Port will have possession of the unit back. GC Welding is current, only owing for June. Dazzling Detailing has been unresponsive to collection efforts. The Administrator recommended not renewing the lease when it expires on July 31. He stated the leasehold consists of a small lot that would be more profitable if redeveloped. Commissioner Herr suggested not waiting until the leases were up to start planning. Matthew Criswell agreed stating that even if the lot was unleased for a few months, it would be beneficial in the long run. The Administrator stated that he would have the consulting engineers look at the site and propose some better more profitable uses of the land. The Administrator then explained that Ricardo Zayas pays by credit card and has promised payment soon.

OLD BUSINESS

No old business was presented.

NEW BUSINESS

Leases – The Administrator presented the following eleven leases, recommending approval:

1. Lease Renewal –Artik Enterprises, Inc.; 4421 Schilke Way, Suite 160; 1-year Lease Addendum; term 7/1/23-6/30/24; with a 5% rate increase to \$1,389.15/mo. (4,000 sq.ft. warehouse @ a rate of \$4.17/sq.ft./yr.) Personal guarantee.
2. Lease Renewal –Automotive Lift Experts, LLC; 1421 & 1425 Dolgner Place; 1-year Lease Addendum; term 7/1/23-6/30/24; at the budgeted rate of \$1,653.75/mo. (3,000 sq.ft. warehouse @ a rate of \$6.62/sq.ft./yr.) Personal guarantee.
3. Lease Renewal –Brand O’ Guitar Company; 1910 Dolgner Place; 1-year Lease Addendum; term 7/1/23-6/30/24; with a 5% rate increase to \$1,389.15/mo. (3,000 sq. ft. warehouse @ a rate of \$5.56/sq.ft./yr.) Personal guarantee.

4. Lease Renewal – Filtration Direct, Inc.; 1539 Dolgner Place; 1-year Lease Addendum; term 7/1/23-6/30/24, with existing 90-day termination clause; with a 5% rate increase to \$1,021.02/mo. (2,000 sq.ft. warehouse @ a rate of \$6.13/sq.ft./yr.) Personal guarantee.
5. Lease Renewal –GenStar Service, LLC; 1980 Dolgner Place, Suite 1024; 1-year Lease Addendum; term 7/1/23-6/30/24; with the annual 2.5% rate increase to \$1,127.50/mo. (1,212 sq.ft. warehouse w/ 288 sq.ft. office @ a blended rate of \$9.02/sq.ft./yr.) Personal guarantee.
6. Lease Renewal– HydroTech Solutions, LLC & Riken Construction, & Design, LLC; 1450 Kastner Place, Suite 112 & 116; 1-year Lease Addendum; term 7/1/23-6/30/24; with a 5% rate increase to \$1,504.91/mo. (3,000 sq.ft. warehouse @ a rate of \$6.02/sq.ft./yr.) Personal guarantee.
7. Lease Renewal –Maintenance Management Group, Inc.; 1471 Kastner Place, Suite 109; 1-year Lease Addendum; term 7/1/23-6/30/24; with a 5% rate increase to \$1,021.03/mo. (1,856 sq.ft. warehouse w/ 144 sq.ft. office @ a rate of \$6.13/sq.ft./yr.) Personal guarantee.
8. Lease Renewal – Polished Concrete Floors, LLC; 1401 & 1409 Dolgner Place; 1-year Lease Addendum; term 7/1/23-6/30/24; with a 5% rate increase to \$2,431.01/mo. (3,924 sq.ft. warehouse w/ 576 sq.ft. office @ a blended rate of \$6.48/sq.ft./yr.) Personal guarantee.
9. Lease Renewal – Rampart Gun Works, Inc.; 1450 Kastner Place, Suite 108; 1-year Lease Addendum; term 7/1/23-6/30/24; with a 5% rate increase to \$882.00/mo. (1,212 sq.ft. warehouse w/ 288 sq.ft. office @ a blended rate of \$7.06/sq.ft./yr.) Personal guarantee.
10. Lease Renewal – TCI Contracting, LLC; 1471 Kastner Place, Suite 113 & 117; 1-year Lease Addendum; term 7/1/23-6/30/24; with a 5% rate increase to \$1,543.50/mo. (3,712 sq.ft. warehouse w/ 288 sq.ft. office @ a blended rate of \$4.63/sq.ft./yr.) Corporate Guarantee approved with original lease.
11. Lease Renewal – TCI Contracting, LLC; 1980 Dolgner Place, Suites 1052, 1060 & 1068; 1-year Lease Addendum; term 7/1/23-6/30/24; with a 5% rate increase to \$4,558.16/mo. (6,542 sq.ft. warehouse w/ 958 sq.ft. office @ a blended rate of \$7.29/sq.ft./yr.) Corporate Guarantee approved with original lease.

MOTION WAS MADE BY HARRY ELLIS, SECONDED BY AMY GUILFOYLE TO APPROVE THE LEASES AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

ADMINISTRATOR'S REPORT

The Administrator updated the board that Vice-Chairman Susan Sherman has submitted her letter of resignation. He requested Commissioner Zembower appoint a replacement. Matthew Criswell asked staff to prepare a resolution honoring Ms. Sherman's faithful service to the Port for presentation at the July meeting. Commissioner Herr stated that the County Commissioners will also present a resolution when they make the new appointment.

The Administrator informed the board that he would be completing an eight-hour financial seminar on Saturday to meet the investment policy requirements.

The Administrator reported that the 1500 Dolgner Place site redevelopment was moving along nicely. He estimated it at approximately 50%-60% complete. Staff recently received the preliminary architectural plans. The plans consist of two six thousand square foot buildings and a twelve thousand square foot building with offices. They are designed with high ceilings, split block face, translucent wall panels rather than skylights, roll-up doors and store front features. Bill Spivey asked if the buildings were going to have fire suppression systems. The Administrator explained that only the twelve thousand square foot building may require fire suppression depending on the use. He stated that site would include the necessary connections for the addition of fire suppression if required. He confirmed that all three buildings would have three phase electric service to prevent tenants from adding services later. Bill Spivey inquired about the signage for the 1500 Dolgner Place site. The Administrator stated that there were no monument signs planned for the site. The signage would be designated and specified on the architectural plans.

The Administrator stated that the 1601 Dolgner Place re-roof was out for bid with the bid opening scheduled for July 14th. He informed the board that the bid was advertised in the Orlando Sentinel and posted on VendorLink. He explained that the bid calls for a specific roof-hugger roof-over system.

The Administrator reported that three responses were received on the Invitation for Negotiation for legal services. The sub-committee consisting of Matthew Criswell, Bill Spivey, Dana McBroom, and Cliff Miller will vet them before having them present to the board. He asked that the committee let staff know their availability to ensure that the meeting can be scheduled and properly advertised.

The Administrator informed the board that the fiscal year 2023-2024 budget, as approved in May, would be submitted to the County Finance Office by the end of the month. He also reminded the board that their financial disclosure forms were due July 3rd.

Harry Ellis asked about the accounting engagement letter discussed at the April meeting. The Administrator informed him that the board approved the engagement addendum portion required by the investment policy. However, the additional services were deemed unnecessary and voted down by the board in May.

There being no further business, the meeting was adjourned at 4:35 p.m. by Matthew Criswell.

Matthew Criswell, Chairman

Bill Spivey, Secretary