

F S T E D

Florida Seaport Transportation and
Economic Development Council

**Thursday, October 16, 2025
1:00 p.m.**

Teleconference via Microsoft Teams

[Join the meeting now](#)

Meeting ID: 237 160 401 442 3

Passcode: Hc6nR67v

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TAB 1
Call to Order



Florida Seaport Transportation and
Economic Development Council

AGENDA

Thursday, October 16, 2025

1:00 p.m. EST

Virtual via Microsoft Teams

1. Call to Order and Chairman's Welcome
2. Roll Call
3. Approval of the August 27, 2025, Annual Meeting Summary
4. Discussion of FSTED Administration
5. Other Business
6. Adjournment

TAB 2
Roll Call

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Florida Seaport Transportation and Economic Development Council

Roll Call

Thursday, October 16, 2025

Representative	Organization	Designee
Capt. John Murray	Port Canaveral	
Steve Baham	Port Citrus	
Joesph Morris (Vice Chair)	Port Everglades	
Scott Moore	Port Fernandina	
Joshua Revord (Chair)	Port of Fort Pierce	
Eric Green	Jacksonville Port Authority	
Steven McAlearney	Port of Key West	
Carlos Buqueras	SeaPort Manatee	
Hydi Webb	PortMiami	
Michael Meekins	Port of Palm Beach	
Alex King	Panama City Port Authority	
Lance Scott (Treasurer)	Port of Pensacola	
Guerry Magidson	Port of Port St. Joe	
Sam Sullivan	Port Putnam	
David Wirth	Port St. Petersburg	
Paul Anderson	Tampa Port Authority	
Secretary J. Alex Kelly	FloridaCommerce	
Secretary Jared Perdue	Florida Department of Transportation	

TAB 3
Approval of August 27, 2025, Annual
Meeting Summary

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Florida Seaport Transportation and Economic Development Council

ANNUAL MEETING SUMMARY

FLORIDA SEAPORT TRANSPORTATION AND ECONOMIC DEVELOPMENT COUNCIL

Zota Beach Resort, Longboat Key, FL
Wednesday, August 27, 2025

1. Call to Order, Chairman's Welcome and Opening Comments: The annual meeting of the Florida Seaport Transportation and Economic Development (FSTED) Council was held on August 27, 2025, in Longboat Key, Florida. Port Panama City Port Director, and FSTED Chairman, Alex King called the meeting to order at 9:00 a.m. EST.

2. Roll Call: Emily Fisher called the roll. A quorum was present. The FSTED members present were:

Port Canaveral: Captain John Murray
Port Citrus: Steven Baham
Port Everglades: Joesph Morris
Port of Fernandina: *Excused*
Port of Fort Pierce: Joshua Revord
JAXPORT: Eric Green
Port of Key West: Steve McAlearney
SeaPort Manatee: Carlos Buqueras
PortMiami: Hydi Webb
Port of Palm Beach: Michael Meekins

Port Panama City: Alex King, Chair
Port of Pensacola: Lance Scott
Port of Port St. Joe: *Excused*
Port Putnam: Sam Sullivan
Port of St. Petersburg: David Wirth
Port Tampa Bay: Michael Poole, on behalf of Paul Anderson
Florida Department of Transportation (FDOT): State Seaport Manager Lauren Rand
FloridaCommerce: Deputy Secretary Jason Mahon

3. Administrative Issues: Chairman King moved onto discussion of administrative issues.

a. Approval of the March 26, 2025, Legislative Meeting Summary: Chairman King requested a motion for the approval of the March 26, 2025, FSTED legislative meeting minutes. A motion was made by Joshua Revord, seconded by Sam Sullivan, and passed unanimously.

b. Report on Seaport Environmental Management Committee (SEMC) Meeting: Chairman King recognized Joshua Revord, Port Director of the Port of Fort Pierce and Chairman of the Seaport Environmental Management Committee (SEMC). Revord reported on agency participation with updates on regulatory developments. Revord mentioned that whale-related regulatory issues have diminished; NEPA compliance emerged as primary concern. Ports expressed frustration with lengthy permitting processes that delay federally funded projects by years, increasing costs. SEMC will consolidate comments from all ports and submit them to regulators with assistance from consultant Jeff Littlejohn.

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- c. **Report on FSTED Security Committee:** Chairman King recognized Peter Bergeron, Senior Director of Public Safety & Security at Port Canaveral and Chairman of the FSTED Security Committee. Bergeron reported on new Florida legislation allowing commercial drones to fly over critical infrastructure, raising major security concerns. Bergeron emphasized need for federal mitigation authority (non-lethal counter-drone tech, drone seizure). Bergeron discussed AI integration: Miami piloting facial recognition access systems; and Port Canaveral deploying AI-enabled FLIR cameras for early fire detection in lumber storage. Also, Bergeron detailed that ten ports requested \$1.381M in security funds; \$1M available. The FSTED Security Committee agreed upon a split to each port as follows: Palm Beach (\$56,250) and Pensacola (\$44,593) funded fully; remaining balance evenly split among eight other ports (\$112,394 each).
 - d. **Report on Florida Ports Financing Commission (FPFC) Meeting:** Chairman King recognized Emily Fisher, Vice President of Programs & Government Relations at the Florida Ports Council, to provide an update. Fisher reported that the 2024 FPFC audit was approved. Fisher said that an additional meeting will be scheduled in September or October to review operating budget, including bookkeeping and auditor costs. Fisher mentioned that the 1996 bond is nearing maturity; expected reduction in overhead.
4. **Agency Reports:** Chairman King transitioned to agency reports.
- a. **FloridaCommerce:** Chairman King recognized Deputy Secretary Jason Mahon to provide a brief update on behalf of the Department of Commerce. Deputy Mahon highlighted that Florida is ranked #1 in GDP growth, nearly \$1.8T economy, and 3.7M new businesses since 2019. Deputy Mahon gave the legislative budget outcomes: \$50M Job Growth Grant Fund, \$22M Rural Infrastructure Fund, \$150M Community Development Block Grants for disaster recovery, also a repeal of business rent tax (\$1.5B savings) and extension of data center tax exemption to 2037. Deputy Mahon mentioned that Select Florida supported 1,700 small businesses via 14 trade shows/missions, generating \$1.9B in sales and have gone on key trade missions including Argentina (successful), upcoming missions to Italy, Taiwan/Japan, Netherlands, South Africa, Dubai, Brazil, and Korea. During one trade mission, they signed MOU with Italian Ports and logistics associations. Deputy Mahan also highlighted upcoming Maritime Prosperity Zones under federal executive order, modeled after Opportunity Zones. He detailed that guidance is unclear, but zones could include coastal and inland ports.
 - b. **Florida Department of Transportation (FDOT):** Chairman King recognized state seaport office manager, Lauren Rand, to provide a brief update from the FDOT. Rand detailed the FY25/26 FDOT budget, which is \$15.1B total; \$120M for seaports. Rand detailed that each \$1 in seaport investment returns \$7.47 in economic benefits. Rand stated legislative accomplishments which included that the FDOT bill was among 13% of bills passed; reinforced support for seaport shipbuilding, manufacturing, and space-related industries. Rand advised that there was a transition from SeaCIP to SeaHUB for project applications and hurricane reporting this year. FDOT has developed GIS layer mapping fuel terminals, pipelines, and seaport buffer zones. Rand mentioned they delivered a report on supply chain disruption preparedness on July 1, follow-up detailed report in progress. Also, Rand introduced

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the Kraken Report (annual data collection/Seaport Mission Plan) launching Oct 31, which includes capacity and supply chain resilience measures. Rand also mentioned two programs still available to apply for: the FDOT aggregate program (\$20M/year available for construction aggregates) and the ILC Infrastructure Support Program (\$15M/year rolling applications). Lastly, Rand mentioned the upcoming Fuel Supply & Disaster Readiness Workshop: Nov 3–4, 2025 at Port Everglades.

5. **Contracts:** Chairman King recognized Lauren Rand to give an update regarding both contracts.
 - a. **PIERS:** Rand detailed that we completed our five-year PIERS contract renewal that includes Global Trade Analytics Suite (GTAS), unlimited analyst access, quarterly themed trainings, quarterly newsletters, and one-on-one dashboard setup for ports.
 - b. **Seaport Mission Plan:** Rand stated that the Seaport Mission Plan contract has been incorporated into the FDOT continuing services contract. The consultant Bermello Ajamil has been retained. The Florida Ports Council is part of the team. Rand mentioned the annual plan is due Feb 1, 2026, and data collection will take place from Oct 31–Dec 1, 2025.
6. **Legislative Report:** Chairman King recognized Mike Rubin, President and CEO, of the Florida Ports Council, to provide the legislative report. Rubin began by commending both agencies for their thorough briefings, noting that they had already covered much of the legislative activity that directly affected the FSTED Council and Florida's seaports. Rubin explained that the 2025 legislative session was among the most difficult in recent years due to competing demands across infrastructure, housing, and transportation programs. He emphasized that the Job Growth Grant Fund, a crucial funding source for port and regional logistics projects, had been in jeopardy for much of the session. Through persistent engagement by the Florida Ports Council, FDOT, and FloridaCommerce, the fund was ultimately restored and approved at \$50 million, but only in the final hours of budget negotiations. Rubin also highlighted that the Florida Transportation Trust Fund was fully funded at the Governor's recommended level. Rubin explained that early in the session, there were proposals to reallocate or limit portions of the Trust Fund to offset other state expenses, but these were successfully resisted thanks to coordinated advocacy from the ports, FDOT, and FloridaCommerce. Rubin further noted positively that no documentary stamp tax legislation passed; he cautioned that proposed changes could have redirected revenue away from transportation and economic development priorities, and their failure ensured continued support for infrastructure financing. Rubin closed by thanking all Council members, FDOT, and FloridaCommerce for their collaboration and that maintaining consistent communication between agencies is vital for protecting Florida's ports and sustaining funding in future sessions.
7. **Program Funding:** Chairman King moved onto the program funding discussion.
 - a. **Discussion and Review of Seaport Funding Spend Downs:** Chairman King addressed the council and opened the floor for a roundtable discussion. Chairman King advised that the goal is to ensure that state funding is being effectively used and to identify any potential delays or reallocations needed. Each port provided a status update on their ongoing projects and fund utilization.
 - b. **Approval of FSTED Program Fund Reallocations:** Two ports requested FSTED fund reallocations to better align existing funding with current project needs. Chairman King recognized the following ports: SeaPort Manatee and Port of Pensacola to go through their reallocation requests.
 - **SeaPort Manatee:** Carlos Buqueras requested reallocation of the balance of remaining state

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fiscal year 2021 FSTED Program funds from application PFS0002649 ("Warehouse 6 Modernization - Upland Cargo Improvements") to application FLEX0000414 ("Berth Rehabilitation"). Funds allocated to application PFS0002649 were for the modernization of Warehouse 6. The Port has completed the work. There is a remaining grant balance of approximately \$87,105.97. The Port respectfully requests the use of remaining allocated funds to complete berth rehabilitation activities.

- **Port of Pensacola:** Lance Scott requested two reallocations totaling \$828,000: \$200,000 originally assigned for a defunct warehouse crane project (Warehouse 10) 41377529402 (G2883) and moved to the Maritime Center of Excellence Dock Complex to grant 453937319401 (G3B51). Next, \$628,000 previously tied to Berth Six rehabilitation grant 44554919403 (G2867) redirected to the same dock complex to fill funding gaps but grant 453937319401 (G3B51). Scott explained the reallocation will enable near-term contracting and bid initiation for the active dock complex.

After discussion, Chairman King requested a motion for the approval of all three program fund reallocations. A motion was made by David Wirth, seconded by Hydi Webb, and passed unanimously.

- c. **Agency Reports on Consistency Review of FY 26/27 FSTED Project Applications:** Chairman King stated there were 56 total projects put through the SeaHUB project application database; FPC found these projects to be consistent with F.S. 311.07. Lauren Rand, FDOT, reported that 56 FY26/27 applications were reviewed for consistency with the Florida Transportation Plan, Statewide Seaport and Waterway System Plan, and FDOT's work program; all deemed consistent. Deputy Secretary of FloridaCommerce, Jason Mahon, flagged two roadway projects by Port Canaveral for additional review regarding aerospace. Deputy Mahon read Secretary Kelly's letter stating all projects were economically consistent with state goals, except for clarification needed on Port Canaveral Projects #298 (West George King Blvd widening) and #301 (East George King Blvd widening). Mahon clarified that the concern was not opposition but the need to confirm that these roadway projects supported Florida's target industries, including aerospace, as required under Section 311.09, Florida Statutes. Captain John Murray, Port Canaveral, questioned why aerospace relevance was being applied, explaining that the projects directly support traffic flow and access for cruise terminal expansion on the south side of the port, essential for accommodating future passenger growth. Murray noted that these road improvements would relieve congestion and prevent interference with existing aerospace-related operations on the north side of the port (Kennedy Space Center). Deputy Mahon acknowledged the explanation and agreed that additional written information could clarify consistency. Further discussion to occur jointly with FDOT to close out the question. Chairman King requested a motion for the approval of all consistent FSTED project applications in the 2026/2027 application cycle. A motion was made by Sam Sullivan, seconded by Carlos Buqueras, and passed unanimously.
- d. **Recommendations and Approval of FY 26/27 Program Allocations:** Chairman King recognized Mike Rubin to discuss the 2026/2027 FSTED program allocation recommendations. The FSTED Program Allocation Recommendations were as follows:

Port Canaveral - \$3,000,000 FSTED allocation for Maintenance Dredging.

Port Everglades - \$3,000,000 FSTED allocation for New Public Works Facility Building Cruise Terminal 29 Improvements Expansion.

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Port of Fernandina - \$200,000 FSTED allocation for Crane Acquisition and \$150,000 FSTED allocation for Customs and Border Protection Facility

Port of Fort Pierce - \$816,621 FSTED allocation for Harbour Pointe Road Development – Additional Funding

JAXPORT - \$3,000,000 FSTED allocation for Terminal Development and Expansion

SeaPort Manatee - \$2,500,000 FSTED allocation for Berth Rehabilitation

PortMiami - \$3,000,000 FSTED allocation for Cruise Terminal Improvements

Port of Panama City - \$1,500,000 FSTED allocation for West Terminal Maintenance Dredging

Port Pensacola - \$1,000,000 FSTED allocation for Berth #6 Rehabilitation

Port Putnam - \$578,543 FSTED allocation for Bulkhead and Docking Area Construction Phase 2 (\$551,153 from FSTED and \$27,390 from the 1996 and 1999 Bond Interest)

Port Tampa Bay - \$3,000,000 FSTED allocation for Metroport Phase 2 - Berth 266 2027-28

Chairman King requested a motion for the approval of the FY 2026/2027 FSTED Program Allocation recommendations as stated. A motion was made by Michael Meekins, seconded by Joshua Revord, and passed unanimously.

- e. **Recommendations and Approval of FY 25/26 FSTED Security Grant Allocations:** Chairman King recognized Peter Bergeron, Chair of the FSTED Security Committee, to discuss the security projects for 25/26. Bergeron detailed that ten ports requested \$1.381M in security funds; \$1M available. Palm Beach (\$56,250) and Pensacola (\$44,593) funded fully; balance evenly split among eight other ports (\$112,394 each). Chairman King requested a motion for the approval of the FSTED Security Grant Allocation recommendations made for FY 2025/2026. A motion was made by Hydi Webb, seconded by Michael Meekins, and passed unanimously.
 - f. **Federal Funding Opportunities:** Chairman King recognized Mike Rubin to give a federal funding update. Rubin encouraged ports to pursue congressional “member project” earmarks. Next, the council welcomed Thomas Morkan from the U.S. Department of Maritime Administration (MARAD) to introduce himself and provide an update from D.C. Morkan introduced himself as new South Atlantic Gateway Director, which covers FL, GA, SC, PR, VI, MS, and AL. Morkan shared updates on leadership transitions at MARAD (awaiting confirmation of Administrator Stephen Carmel). He noted staff shortages in PIDP grant office, delays expected until Oct 2025 hires. Morkan also highlighted new unified NEPA procedures under USDOT and urged ports to prepare for maritime action plan under federal EO. Morkan is committed to support ports with grants, marine highway programs, and shipyard outreach.
8. **FSTED Officer Nominations & Election:** Chairman King opened the floor for FSTED officer nominations (October 1, 2025 – September 30, 2027). After discussion, a slate was submitted for consideration as follows: Chairman, Joshua Revord (Port of Fort Pierce); Vice Chair, Joseph Morris (Port Everglades); Secretary-Treasurer, Lance Scott (Port of Pensacola). A motion for the approval of the slate of officers as stated was made by Eric Green, was seconded by Captain John Murray, and passed unanimously. Also during this discussion there was a nomination by Joshua Revord to have Becky Hope (PortMiami) become the new SEMC chair. FSTED Chairman King appointed Becky Hope as chair.
9. **New Business & Public Comment:** Lauren Rand (FDOT Seaport Office Manager) raised new business

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regarding the Administrative Services Contract for the FSTED Council, which is set to expire December 6, 2025. Rand explained that, according to the FSTED Council's bylaws (Article 7, Section D), the Council must periodically review and evaluate the performance of the administrative services provider — currently the Florida Ports Council — before renewing or re-advertising the contract. Rand noted that because the next regular FSTED meeting is not scheduled until February 2026, the Council risked missing the opportunity to complete this evaluation and decide on next steps before expiration. She proposed that members schedule a special meeting within 30 days to allow time for a full review of the existing contract, discussion of renewal versus competitive procurement, and consideration of possible adjustments to the scope of work. The floor then opened for discussion. Eric Green (JAXPORT) asked whether the review meeting would need to be held in person or could be conducted virtually. Mike Rubin (Florida Ports Council) confirmed that a virtual meeting is permissible as long as it is properly noticed under Florida public meeting laws. Chairman King stated he had also intended to raise the issue and agreed additional time was necessary for members to review materials and consider options. David Wirth (Port St. Pete) and Eric Green both recommended allowing 45 days instead of 30, noting multiple international trade missions scheduled in September and October that would affect members' availability. Rand explained that if the contract lapsed before a decision, FDOT could provide interim administrative support to ensure business continuity. Jason Mahon (FloridaCommerce) and Mike Rubin both clarified potential procedural options: The Council could authorize a short-term extension of the existing contract while conducting the review. Alternatively, the Council could issue a new procurement or continue under FDOT administration on a temporary basis. Chairman King summarized the discussion and called for a motion. Motion (by Eric Green): That the FSTED Council schedule a virtual meeting within 45 days to review the Administrative Services Contract and determine whether to extend, reprocure, or modify the existing agreement. Second (by John Murray). Vote: Passed unanimously. Chairman King confirmed that FDOT and the Florida Ports Council would coordinate on scheduling and distributing contract documents for review prior to the special meeting.

- 10. Adjournment:** Chairman King reflected on his tenure, emphasizing the council's achievements during and after the pandemic and expressing gratitude for collaboration among Florida's ports and state partners. The meeting was adjourned at 11:05 a.m.

TAB 4
Discussion of FSTED Administration

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BY-LAWS

ARTICLE I **NAME, LOCATION**

The name of this organization shall be the Florida Seaport Transportation and Economic Development Council, hereinafter referred in these By-Laws, as “the Council.” The principal office of the Council shall be located in Tallahassee, Florida.

ARTICLE II **OBJECTIVES**

The primary objectives of the Council are as provided by state law, including those statutory requirements contained in Chapter 311, Chapter 315, section 163.3178(2)(k), section 339.135(4), section 341.053, section 320.20, and section 403.061, Florida Statutes. These statutory objectives include, but are not limited to, the requirement that the Council, the Department of Transportation, and the Department of Economic Opportunity work in cooperation to review projects and allocate state funds to finance port transportation or port facilities projects that will improve the movement and intermodal transportation of cargo or passengers in commerce and trade and support the interests, purposes, and requirements of all ports.

ARTICLE III **MEMBERSHIP**

The membership of the Council shall be the port director, or the port director’s designee, of each of the ports of Jacksonville, Port Canaveral, Port Citrus, Fort Pierce, Palm Beach, Port Everglades, Miami, Port Manatee, St. Petersburg, Tampa, Port St. Joe, Panama City, Pensacola, Key West, and Fernandina; the secretary of the Department of Transportation or his or her designee; and the director of the Department of Economic Opportunity or his or her designee.

ARTICLE IV **FSTED ORGANIZATION**

- A) Governing and Policy-Making Body – The members of the Council are the governing and policy-making body of the Florida Seaport Transportation and Economic Development and other statutorily associated programs shall have full power to do any and all things necessary or desirable in carrying out the objectives of said Programs, within the limitations provided in law.
- B) Officers- A Nominating Committee selected by the Chair shall prepare officer

- nominations and make recommendations to the Council. The Nominating Committee shall be comprised of the immediate past Chair of the Council (if available) and at least two other members selected by the Chair. The election of officers shall be determined by a majority of voting members present at the appropriate general meeting. All officers shall take office on the first date of the new fiscal year beginning October 1 and serve for a term of 1 year until their successor assumes the duties of the office. The term of officers can be renewed for one consecutive term.
- C) Chair – The Chair of the Council will be elected by the members of the Council on an annual basis. The election shall be determined by a majority of voting members present at the meeting. He or she shall preside at all meetings of the Council, and at the discretion of the Council, the Chair may be an ex officio member of any committees of the Council. He or she shall, at his or her own discretion or by decision of the Council, establish all ad hoc committees and task forces and appoint the members thereof. He or she shall perform such other duties as may be provided for in law, these By-Laws, or by vote of the Council. The Chair must be an active port director from one of the eligible ports listed in section 311.09(1), Florida Statutes.
- D) Vice Chair – The Vice Chair of the Council will be elected in the same manner as the Chair. The Vice Chair is empowered to act, in the absence or disability of the Chair, on behalf of the Chair in all of the Council matters and may, at the discretion of the Council, be an ex officio member of any committees of the Council. The Vice Chair must be an active port director from one of the eligible ports listed in section 311.09(1), Florida Statutes.
- E) Treasurer/Secretary – If desired, the Council may elect a joint Treasurer/Secretary of the Council in the same manner as the Chair. The Treasurer/Secretary shall examine the expenditures of the Council and, if necessary, present a report of the financial condition of the Council at each regular meeting of the Council. The Chair may also create a Ways and Means Committee to examine such issues and report to the Council. The Treasurer/Secretary, if elected, shall serve as the Chair of the Ways and Means Committee. The Treasurer/Secretary must be an active port director from one of the eligible ports listed in section 311.09(1), Florida Statutes.
- F) Ad hoc Project Review Committee – If desired, the Council may create a standing ad hoc project review committee composed of one representative from the Department of Economic Opportunity, one representative from the Department of Transportation, and two representatives from the seaports appointed by the Chair. The members of the Council may delegate to the ad hoc project review committee any powers necessary for project evaluation or other related issues. If directed by the Chair, the ad hoc project review committee shall review and approve or disapprove emergency project applications or approved projects that have a major change requiring the submission of an emergency application or new application after the Florida Seaport Transportation and Economic Development Program Fiscal Year funding cycle application period has expired.
- G) Certification of Instruments – Each officer of the Council shall have the authority, when necessary or appropriate, to certify the records, proceedings, rules and regulations and other instruments of the Council and to attest to the records and

proceedings of the Council.

ARTICLE V **MEETINGS**

- A) General Meetings – Meetings of the Council shall be held a minimum of two (2) times a year at a location to be determined by the Chair of the Council. Additional meetings of the membership may be held at the call of the Chair or shall be called by the Chair at the written request of a majority of the membership.
- B) Monthly Meetings – The Council may hold monthly meetings with representatives from the Department of Economic Opportunity and the Department of Transportation to facilitate the project evaluation process and other related issues.
- C) Emergency Meetings – Emergency meetings of the Council may be held at the call of the Chair or shall be called by the Chair at the written request of a majority of the membership. Emergency meetings shall be conducted pursuant to section 120.525, Florida Statutes.
- D) Quorum – A majority of the members, or their designees, shall constitute a quorum for the purpose of transacting the business of the Council. The withdrawal of any voting members or their designees after the commencement of a meeting shall have no effect on the existence of a quorum after a quorum has been established at such a meeting. A vote of the majority of the voting members present is sufficient for action of the Council unless these By-Laws require a greater vote for a particular action.
- E) Robert's Rules – “Robert's Rules of Order,” as revised, shall govern the conduct of all meetings of the Council whenever specific provisions of the By-Laws are not applicable.
- F) Privilege of the Floor – Privilege of the floor at meetings of the Council shall be governed by these By-Laws, but the presiding officer, at their discretion, may allow any person the courtesy of the floor.
- G) Order of Business at Membership Meetings – The order of business at the Council meetings shall be stated in advance of the meetings and materials shall be prepared and made available to all delegates representing members prior to the time of said meeting. Exceptions to the order may be made to accommodate sudden new business or other scheduling issues.
- H) Public Meetings – All meetings of the Council and committees shall be scheduled pursuant to the provisions of Chapters 120 and 286, Florida Statutes.

ARTICLE VI **COMMITTEES**

The Chair of the Council may establish any committee or task force they deem important to the

management of the Council and its programs and shall determine the process and requirements for participation and the selection of members. The Chair of the Council may periodically request reports on the purpose, member composition, and status of all active committees or task forces. The Chair or Council can also abolish any such committee or task force so established.

ARTICLE VII

ADMINISTRATIVE STAFFING & PROFESSIONAL SERVICES

- A) Staff Services for Council Administration Administrative Staffing Services for Council Administration– Pursuant to section 311.09(11), the Council may elect to provide an administrative staff or to contract with an entity to provide administrative services to the Council on matters relating to the business of the Council. The staff, if provided, shall perform duties or perform such administrative services as specified by the Council by resolution or written agreement for a specified period not exceeding a five-year period prior. Subject to review and approval of the Council, this resolution or written agreement may be extended ad infinitum for additional five-year periods. The cost of such administrative services shall be paid by seaport members with funds derived in accordance with section 311.09(11), Florida Statutes.

In addition to the duties and administrative services specified by the Council in the resolution or written agreement, Administrative staff elected by the Council shall record all the votes and the minutes of the Council, attend to the serving of notices of all meetings when required, and keep in safe custody all records of the Council. The Chair also may direct administrative staff to perform other ministerial functions as assigned by the Council.

- B) Selection, Retention of Professional Service Providers – The Council shall select the most competent and qualified providers of professional services which best meets the needs of the Council, in the most economical and efficient manner. The Council shall comply with the provisions of section 287.057, Florida Statutes and Florida Administrative Code 60-A1 for the purchase of any services. If required by Florida law, the Chair shall establish a selection committee to ensure the selection of the most competent and qualified providers of professional services as approved and directed by the Council.
- C) Contracts with Professional Service Providers – Except as otherwise exempted by law, moneys derived from the Florida Seaport Transportation and Economic Development Program shall be expended in accordance with the provisions of Chapter 311, Florida Statutes and Florida Administrative Code 60A-1. Providers of professional services shall be engaged by written agreement for a specified period not exceeding a five-year period. These services, contracts, and agreements are subject to audits and review by the Department of Transportation and the Department of Financial Services in addition to an external audit by the FSTED Council.
- D) Length of Professional Service Contracts – Services may be renewed for additional specified periods, not exceeding a five-year period, subject to a review and evaluation at least once every five years. A majority of the Council members may request the

Council Chair to initiate a review and evaluation at any time during the engagement period with a professional service provider. The professional services listed herein may be secured on an ongoing basis or secured solely on an as-needed basis as applicable.

- E) External Audit Services – The Council may elect to contract with an entity to provide auditing services to the Council on matters relating to the business of the Council. The cost of such services shall be paid by seaport members with fees collected pursuant to Article VIII, Fees.
- F) Other Professional Services – Such other professional services shall be retained as required and may be included as part of the services enumerated herein. Such services may be retained for periods and terms as required by the Council subject to the other requirements contained in this Article. The cost for data and analysis services that will assist the Florida Seaport Transportation and Economic Development Program and international trade may be spent in accordance with section 311.07, Florida Statutes.

ARTICLE VIII

FEES

- A) Schedule – The schedule and payment by the seaport members of any fees and expenses incurred by the Council shall be determined by the Chair and approved by an action of the Council. Such fees and expenses shall be incurred in connection with the business of the Council.
- B) Compensation – Members of the Council shall serve without compensation but are entitled to receive reimbursement from their respective governing entity for per diem and traveling expenses as provided in section 112.061, Florida Statutes.

ARTICLE IX

AMENDMENTS

Any and all references to Statute or Administrative Code shall mean the specified Statute or Administrative Code, as amended or revised from time-to-time, or any successor thereto. These By-Laws may be amended by a two-thirds vote of the members present at any meeting provided a quorum of members is present and the proposed changes have been submitted to the membership in writing at least seven (7) days prior to the meeting.

Florida Seaport Transportation and Economic Development Council

Management/Administration Agreement

This Agreement entered into this 6th day of December, 2022, by and between the Florida Seaports Council, Inc., a non-profit Florida corporation whose address is 502 East Jefferson Street, Tallahassee, Florida 32301, doing businesses as the Florida Ports Council (which hereinafter may be referred to as the “FPC”); and the Florida Seaport Transportation and Economic Development Council, a statutory entity created by the Florida Legislature in section 311.09, Florida Statutes (which hereinafter may be referred to as the “FSTED Council”).

WHEREAS, the Florida Legislature created the FSTED Council in 1990 to oversee the operations and administration of the Florida Seaport Transportation and Economic Development Program created within the Department of Transportation with the statutory purpose to “finance port transportation or port facilities projects that will improve the movement and intermodal transportation of cargo or passengers in commerce and trade and that will support the interests, purposes, and requirements of ports located in this state.”

WHEREAS, the Florida Legislature authorized the FSTED Council in section 311.09(11), Florida Statutes, to contract with an “administrative staff to provide services to the council on matters relating to the Florida Seaport Transportation and Economic Development program and the council.” Further, section 311.09(11), Florida Statutes, directed that such services “shall be paid by all ports that receive funding from the Florida Seaport Transportation and Economic Development program, based upon a pro rata formula measured by each recipient’s share of the funds as compared to the total funds disbursed to all recipients during the year.”

WHEREAS, the Board of Directors of the FPC has authorized a Management Agreement with the FSTED Council for the purpose of managing and administering the Florida Seaport Transportation and Economic Development Program created in Chapter 311, Florida Statutes.

Now, Therefore, It is agreed:

1. That the FSTED Council hereby enters into a Management Agreement with the FPC for the purpose of having the FPC manage and administer the Florida Seaport Transportation and Economic Development program created by Chapter 311, Florida Statutes.
2. That the FPC hereby agrees to provide administrative services to member ports in the projects application process of the Florida Seaport Transportation and Economic Development program.
3. That the FPC hereby agrees to provide any necessary Executive Branch or Legislative Branch representation on behalf of the members of the FPC and the FSTED Council as required.
4. That the FPC represents that it can manage and provide for the services included in the Administrative Services Agreements which have been executed between the various seaports and the FPC.
5. That the parties agree that the term of this agreement shall be for a period of 3 years.
6. That the FPC shall receive payment for providing services as described herein according to section 311.09(11), Florida Statutes. Such payments and costs shall be approved by those seaports providing payment for such services.
7. That this Agreement is not assignable without the written consent of both parties.

8. That any notice which either party is required to send to the other shall be in writing and may be served personally or sent to:

Michael Rubin, President & CEO
Florida Ports Council
502 East Jefferson Street
Tallahassee, FL 32301

9. That the laws of Florida shall govern all matters related to this Agreement.
10. That the Parties shall have the right to cancel this Agreement upon thirty (30) days written notice.

IN WITNESS WHEREOF, the parties have executed this Agreement on this 6th day of December, 2022.

FSTED COUNCIL

By: 

Paul Anderson, Chairman

FLORIDA PORTS COUNCIL

By: 

Michael Rubin, President & CEO



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

October 9, 2025

Joshua Revord
Chairman
FSTED Council
2300 Virginia Avenue
Fort Pierce, FL 34982

ATTN: Notice of expiring administrative staffing services agreement and guidelines for future procurements

Dear Chairman Revord:

The Florida Department of Transportation (Department) respectfully requests that the Florida Seaport Transportation and Economic Development (FSTED) Council include a copy of this notice in the board package for consideration at the Council's next scheduled meeting.

The FSTED Council's [Administrative Services Agreement](#) dated December 6, 2022, will expire on December 5, 2025. As summarized below, the expiring contract cannot be renewed or extended. Because the Council is a division of the Department, the Department offers the following procurement guidelines and procurement alternatives to consider when selecting a new vendor.

Procurement Guidelines

These following points outline the Department's findings from an analysis of applicable laws, authorities, and FSTED Council specific procurement needs.

- **Applicable procurement laws.** Pursuant to Section [311.09\(1\)](#), Florida Statutes (F.S.), the FSTED Council is created within the Florida Department of Transportation. The FSTED Council, as a division of a state agency, must adhere to state procurement laws and procedures. It is important to note that Florida Laws supersede language found in any statutorily authorized by-laws.
- **Authority for administrative services.** Section [311.09\(11\)](#), F.S., states that "...[t]he council may elect to provide an administrative staff to provide services to the council on matters relating to the Florida Seaport Transportation and Economic Development Program."
- **Scope of Services.** Administrative staffing services are listed in Section 311.09(11), F.S., Florida Administrative Code ([Rule 14B-1](#)), and the FSTED Council's [By-Laws](#) (Article VII). Services include meeting and committee facilitation, grant coordination, plan preparation or

coordination, data collection, and data analysis. Services may also be specified by the Council through resolution.

- **Cost analysis for service agreements.** Attachment 1 illustrates the scope of these services and provides an example budget estimate for one year of contracted services. For illustrative purposes, the total estimated value of a new one-year contract is \$119,262, or for a three-year contract is \$357,786.
- **Competitive solicitation of new services is required.** Based on the cost analysis and historical FSTED Council service agreements, the total cost of a new service agreement is expected to exceed purchasing Category Two, as defined in Section 287.017, F.S.
- **Expiring agreement cannot be renewed or extended.** The expiring agreement was entered into on December 6, 2022. The term of the expiring agreement is three years. The total value of the expiring agreement is estimated at \$1,349,250, which exceeds purchasing Category Two. The Department does not have any records documenting the following: the services were competitively procured pursuant to Section 287.057, F.S.; the statutorily required steps were completed to enter into a single-source contract; or, the agreement was noticed, exchanged, or considered by the Council during a public meeting.

Procurement Alternatives

As described above, the FSTED Council has the statutory authority to use administrative staff to provide support services to carry out the necessary or assigned tasks of the Council. The FSTED Council, as a division of a state agency, has two main pathways to consider for the selection of a new vendor.

Alternative 1. Procurement of a new contract for administrative services

Following Section 287.057, F.S., a new contract for administrative services can be procured by the FSTED Council. The Department's procurement procedure calls for the development of a scope of work for needed services, public competitive solicitation of services, and evaluation of proposals by a technical advisory committee composed of at least three members. A cost analysis is conducted of individual cost elements from submitted vendor budget(s) for allowability, reasonableness, and necessity. Scopes of work and cost analysis are developed by subject matter experts.

As provided for in FSTED Council' By-Laws Article VI, Committees, the Chair of the Council may establish any committee or task force they deem important to the management of the Council. If the FSTED Council elects at a meeting of the Council to provide administrative staff, the Chair should establish a selection committee, as described in the FSTED Council's By-Laws. The names and contact information for committee members can be provided to the Department's Procurement Office.

The Department's Seaport Office can serve as subject matter expert(s) and coordinate with the selection committee to finalize the scope of work. The Department's Procurement Office can provide guidance to the selection committee, and the offices can

facilitate the completion of required steps to solicit and award services. The standard selection process typically takes five months, during which period, an existing FDOT Continuing Services contract, can be used to ensure there are no gaps in service for the Council.

Once awarded, the contract can be overseen by the FSTED Council's Officers, with daily management and coordination services provided by the Department's Seaport Office.

Alternative 2. Use of existing services contracts already issued by the Department

The Department has existing Continuing Services (CS) contracts which have been procured in accordance with state procurement laws and are immediately available for use by the FSTED Council. The FSTED Council can select a professional services firm from a vendor list (Attachment 2), and those services (outlined in Attachment 1) will immediately commence on December 6, 2025, for a multi-year comprehensive contract term. The cost of these services will be paid by the Department, and the services will be free to the Council and individual seaport members.

For questions about this notice or available resources, FSTED Council members are welcome to contact the Department's Seaport Office by email Lauren.Rand@dot.state.fl.us or (850) 414-4551.

Sincerely,

Signed by:

EBCEDD8913E6488...

Dan Fitz-Patrick
Chief Strategy Officer, Assistant Secretary

cc. FSTED Council Members
Lauren Rand, FDOT, Manager, Seaport Office

Enclosures: Attachment 1, Example Budget Estimate
Attachment 2, List of Available CS Service providers

Attachment 1 – Example Budget Estimate, FSTED Council Administrative Staffing Services

Task #	Activity	Senior Consultant	Consultant	Junior Consultant	Admin Support	Materials	Total
<i>Average Loaded FL DMS Rate</i>		\$207.92	\$164.38	\$123.75	\$63.87	N/A	
Meeting Prep & Facilitation Tasks	1 <i>Annual Meeting Prep & Facilitation - 16 Hours of Travel</i>	Total Hours 25	0	60	50		
		Total Cost \$5,198	\$0	\$7,425	\$3,194	\$100	\$15,917
	2 <i>Spring Meeting Prep & Facilitation - No Travel Included (e.g., Tallahassee)</i>	Total Hours 20	0	40	40		
		Total Cost \$4,158	\$0	\$4,950	\$2,555	\$100	\$11,763
Grant Program Admin	3 <i>FSTED Council, Seaport Environmental Management Committee (SEMC) Meetings Preparation & Facilitation - No Travel Included</i>	Total Hours 10	0	40	30		
		Total Cost \$2,079	\$0	\$4,950	\$1,916	\$100	\$9,045
	4 <i>FSTED Council, Security Committee Meetings Preparation & Facilitation - No Travel Included</i>	Annual Cost					\$18,091
		Total Hours 10	0	40	30		
Mission Plan Work	5 <i>FSTED Council, Security Committee Seaport Security Grant Program (311.12, F.S.) - Administration</i>	Total Hours 15	0	15	0		
		Total Cost \$3,119	\$0	\$1,856	\$0	\$100	\$5,075
	6 <i>FSTED Council FSTED Grant Program (311.07, F.S.) - Application Assistance & Reviews</i>	Total Hours 10	0	110	0		
		Total Cost \$2,079	\$0	\$13,613	\$0	\$100	\$15,792
Other work	7 <i>FSTED Council FSTED Grant Program (311.07, F.S.) - Administration</i>	Total Hours 20	0	20	0		
		Total Cost \$4,158	\$0	\$2,475	\$0	\$100	\$6,733
	8 <i>FSTED Council 5-year Florida Seaport Mission Plan - Review draft(s) and Comment</i>	Total Hours 20	0	40	15		
		Total Cost \$4,158	\$0	\$4,950	\$958	\$100	\$10,166
Other work	9 <i>FSTED Council Other work assigned in writing by Resolution of FSTED Council</i>	Total Hours 30	0	50	80		
		Total Cost \$6,238	\$0	\$6,188	\$5,110	\$100	\$17,635
Estimated Annual Budget for Services							\$119,262

**Attachment 2 –
List of Administrative Service Providers available through
Continuing Services (CS) Contracts**

Atkins Realis USA, Inc.
Bermello Ajamil and Partners
CDM Smith
CTS Engineering, Inc.
Fehr & Peers Corporation
GFT (formerly Gannett Fleming, Inc., TranSystems Corporation)
HDR
HNTB
H.W. Lochner Inc.
Jacobs Engineering Group, Inc.
Kimley-Horn and Associates, Inc.
Kittelson & Associates, Inc.
Marlin Engineering, Inc
Renaissance Planning Group, Inc.
Scalar Consulting Group, Inc.
Strong Port Strategies, LLC.
Vanasse Hangen Brustlin, Inc.

TAB 5
Other Business

TAB 6
Adjournment