



## OFFICE OF THE COMMISSION AUDITOR

### MEMORANDUM

**TO:** Honorable Chairman Oliver G. Gilbert, III  
and Members, Board of County Commissioners

**FROM:** Adeyinka Majekodunmi, CPA  
Commission Auditor

A handwritten signature in blue ink, appearing to read "Adeyinka Majekodunmi", with a large circular flourish underneath.

**DATE:** November 14, 2023

**SUBJECT:** Resolution Declaring Property Surplus and Approving, Pursuant to Section 125.045, Florida Statutes, a Development Lease Agreement Between the County and BTZ Operations, LLC for an Approximately 14-Acre Parcel at Miami Executive Airport, for the Development of an Automobile Dealership with a Minimum Investment of \$15,000,000.00, for an Initial Term of 30 Years with Two 5-Year Renewal Option Terms, at an Estimated \$77,871,000.00 in Total Rent and Other Revenue for the Initial Term; Authorizing the County Mayor or County Mayor's Designee to Execute the Lease, to Take All Actions Necessary to Effectuate Same, and to Exercise All Rights Conferred Therein, Including the Termination Rights; and Directing the County Mayor or County Mayor's Designee to Provide an Executed Copy of the Lease to the Property Appraiser's Office Within 30 Days of Lease Execution

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Pursuant to [Resolution No. R-129-22](#), adopted on February 1, 2022, and the new requirements per Implementing Order (I.O.) 8-4, the Office of the Commission Auditor (OCA) is directed to independently and simultaneously review and comment on the proposed leasing and conveyance of County property prior to the submission of an agenda item to the Board of County Commissioners (BCC). The OCA is providing this report as a Supplement to BCC Agenda File Item No. 232214.

#### **Commission Auditor's Observations:**

The OCA completed a comprehensive review of the intended recipient of the lease agreement, "BTZ Operations, LLC." This review extended to the entity's principal, Craig M. Zinn, key personnel of the entity, and the subcontractors and consultants of the lease recipient. The results yielded the following:

- A. Background research performed on BTZ Operations, LLC, the entity's principal, key personnel of the entity, subcontractors, and consultants yielded no material findings.
- B. BTZ Operations, LLC, the entity's principal, and key personnel, were not previously leased or conveyed County properties for Infill, Affordable, or Workforce Housing, as authorized through BCC resolution.

Scope of Review:

The OCA's review of the subject lease agreement is based on information provided by the Miami-Dade County Aviation Department (MDAD), which includes the documents listed under the *Source Documents* section below.

As part of OCA's due diligence procedures, OCA identifies all entities and persons having a disclosed or observed interest in the BCC approval of the lease, such as the recipient, the entity's principal, key personnel, subcontractors, and consultants (see Exhibit 1).

Methodology:

OCA's review of the individuals and entities listed included the following procedures:

- A. A review of Board-approved conveyances to external parties for Infill, Affordable, and Workforce Housing as authorized through BCC resolution.
- B. A search of the Miami-Dade Property Appraiser's records to ascertain any evidence of risk factors, including entities with a history of previously conveyed or leased County-owned property that was later the subject of an involuntary reverter or lease termination by the County.
- C. A search of the Miami-Dade County Commission Legislation and Miami-Dade Clerk of the Courts (COC) database for previous leases and sales.
- D. A search of Miami-Dade County internal procurement applications and past County contracts for the lease recipient and principals.
- E. Background research into corporate records, business affiliations, and registrations.

Source Documents:

The documents listed below were used during our review:

1. March 3, 2023, BTZ Operations, LLC, *Economic Development Package Proposal*
2. April 27, 2023, WASD Memorandum, *Request for Water and Sewer Infrastructure Information for Potential Subaru Dealership within Miami Executive Airport*
3. May 1, 2023, ISD Memorandum, *Findings, and Recommendations for the Proposal Received for BTZ Operations, LLC for Lease of a Portion of Folio Number 30-5915-000-0010*
4. July 6, 2023, ISD Memorandum, *Responsible Entity Due Diligence*
5. October 6, 2023, Miami-Dade Aviation Department, *Development Site Lease Agreement*
6. November 1, 2023, Mayoral Memorandum, *Resolution Approving a Development Lease Agreement Between Miami-Dade County and BTZ Operations, LLC to Finance, Construct, Operate, and Maintain an Automobile Dealership at Miami Executive Airport*



**Exhibit 1: BTZ Operations, LLC Principal, Key Personnel, Subcontractors, and Consultants**

#	Entity/Individual Name	Relation to BTZ Operations, LLC
1	Craig M. Zinn	Principal and President
2	Anthony D. Stampone	Vice President
3	Patricia A. Parke	Secretary
4	Brittany Zinn	Vice President of Corporate Relations & Business Development
5	Alan Jockers	In-House General Counsel
6	Marc Adler	Vice President of Corporate Development and Government Relations
7	KTMB Acquisitions, LLC	Developer
8	Stiles Corporation	Contractor
9	Atlas Technical Consultants, LLC	Consultant
10	ATC Group Services, LLC	Consultant

This report will be placed on the corresponding BCC meeting agenda. Should you have any questions or need additional information, please contact me at (305) 375-4354.

cc: Honorable Mayor Daniella Levine Cava  
Geri Bonzon-Keenan, County Attorney  
Gerald K. Sanchez, First Assistant County Attorney  
Jess McCarty, Executive Assistant County Attorney  
Carladenise Edwards, Chief Administrative Officer  
Jimmy Morales, Chief Operations Officer  
Morris Copeland, Chief Community Services Officer  
Felix Jimenez, Inspector General, Office of the Inspector General  
Ofelia Tamayo, Director, Audit and Management Services  
Basia Pruna, Director, Clerk of the Board  
Jennifer Moon, Chief, Office of Policy and Budgetary Affairs  
Ralph Cutié, Director and Chief Executive Officer, Aviation Department  
Eugene Love, Agenda Coordinator  
OCA Staff