

**NORTH BREVARD ECONOMIC DEVELOPMENT ZONE (NBEDZ)
SPECIAL DISTRICT BOARD, GOVERNING BODY OF THE SPACEPORT
COMMERCE PARK AUTHORITY MINUTES**

January 8, 2016 @ 8:30 a.m.
Parrish Health Village West/Heritage Hall
931 N. Washington Avenue
Titusville, Florida 32780

Board Members:

In Attendance: Paula Cardwell, Brenda Fettrow, Robert Jordan, George Mikitarian, Donn Mount, Stan Retz, and Louis Sanders

Telephone: Dan Aton

Absent: Micah Loyd

Call to Order: Meeting was called to order at 8:30 a.m. by Brenda Fettrow, Vice Chair.

Pledge of Allegiance: Brenda Fettrow, Vice Chair, led the assembly in the Pledge of Allegiance.

I. Approval of Agenda:

Motion by Robert Jordan, seconded by Paula Cardwell, to approve deleting the Report on Expenditures to Budget Section off the Agenda due to waiting for an update of financials from the Budget Office for expenditures of Embraer site work and the Spaceport Commerce Park (SCP) sign refurbishment. Motion carried and ordered unanimously.

Review and Approval of Board Minutes:

Motion by Paula Cardwell, seconded by Donn Mount, to approve the meeting minutes of September 25, 2015, as presented. Motion carried and ordered unanimously.

Motion by Robert Jordan, seconded by Stan Retz, to approve the meeting minutes of October 9, 2015, as presented. Motion carried and ordered unanimously.

Motion by Robert Jordan, seconded by Paula Cardwell, to approve the meeting minutes of October 27, 2015, as presented. Motion carried and ordered unanimously.

III. Staff and Partnership Reports:

NBEDZ Executive Director Report

Troy Post, CEcD, NBEDZ Executive Director, stated he would like to meet individually with each Zone board member to discuss goals and challenges for the region and the Zone, and significant accomplishments; he met the new CEO of Embraer Aero Seating

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Technology and they have an aggressive schedule to be in office by the end of September; at a future meeting discussion will take place about the extension of fiber cable to lots at Spaceport Commerce Park (SCP); and he invited the Zone board to attend the Board of County Commissioners budget Workshop on January 14 at 1:00 p.m. He stated he worked on updating the annual economic assessment report, to include recent development announcements and latest demographic stats on the area; he plans to address the electronic distribution list for updates to the website; he met with Ryan Marks, Florida Department of Transportation, about the establishment of freight logistics zones; and he joined the City of Titusville officials in a meeting with Susan Moore of Wells Fargo, and members of the bank's real estate division in Orlando, to discuss the future use of the former Publix location at Knox McRae Drive. He went on to say he worked with the Titus Landing developers, who are trying to recruit nationally-known restaurant chains for the site; and in March the budget cycle calls for an initial draft to be presented at a Zone board meeting, with budget approval to be considered at the April meeting; and the proposed budget then goes to the City of Titusville, then on to the County Manager for concurrence of any suggested changes, and then being considered by the Zone board in June. He stated he joined Cathy Musselman for a follow-up meeting with weVENTURE; he attended the TEDxFloridaTech event to examine whether such an event could be staged in North Brevard; and he participated in a webinar by the International Council of Economic Development (IEDC) on how others are using non-traditional metrics to gauge program effectiveness.

George Mikitarian's presence is noted at 8:45 a.m.

Mr. Post added, he attended a meeting in December with Economic Development Commission of Florida's Space Coast about creating a County version for certifying sites, based upon models used by other national site consultants; and he stated he had been asked to serve on the 2016 EDC Task Force comprised of Countywide realtors, bankers, and city development officials to oversee effort and to implement program by year's end.

Greater Titusville Renaissance Executive Director Report

Cathy Musselman, Greater Titusville Renaissance (GTR) Executive Director, stated she continues to work with the Zone with the development of the Cowork Space; a name was developed called COlaunch; and she has worked with local marketing expert to create a design logo. She stated she put together an Advisory council and it held its first meeting in December; the Advisory council consists of Lisa Earnhardt, Dan Aton, Ina Brown, Jack Gould, and Beth Gitlin; and they will be reviewing applications for COlaunch membership. She went on to say that she selected furniture at IDEA and she has submitted the purchase order; she spoke with a few copier representatives who are preparing bids on a copier/fax machine; and she worked on signage visibility. She stated she continues to work with Keep Brevard Beautiful for a beautification project located at Sand Point Park; she is continuing to work with the North Brevard County Parks and Recreation Department for Movies in the Park season; she is continuing to write and distribute weekly events; and she is continuing to work with the Youth Volunteer Development program by recruiting new committee members.

IV. Discussion and Direction:

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Troy Post, CEcD, NBEDZ Executive Director, stated he received general public comments regarding some discussions that are starting to take place with the Advisory council about membership categories; and he provided the Zone board with an application with membership levels the Advisory council came up with for some additional revenue.

Paula Cardwell stated she has received numerous calls about the Cowork Space being private and eventually going to public entity; and there needs to clarification for the public that until this is divested into private hands, there is some type of procedure that puts it out for bid. Mr. Post stated this is a program of the Zone; the Zone is going to be subsidizing this; all expenses will have to flow and be tracked through the Zone; the lease is for a two-year term; and through the term of the lease it will be an experiment, and he does not know what is going to happen at the end of the lease term. Ms. Cardwell stated she thinks there should be a process voted on right now that at the end of the term, it goes out for bid. Mr. Post stated he does not disagree, but he does not know what the protocol would be for County procedures.

Motion by Paula Cardwell, seconded by Stan Retz, to allow Paula Cardwell to provide the Zone board with two matrixes for the COlaunch discussion. Motion carried and ordered with Robert Jordan voting Nay.

Ms. Cardwell stated the balance sheet provided is a matrix for the Zone to monitor on a monthly basis for assets of cash and short-term investments, accounts receivable, total members, new members, members leaving, total revenue received, outstanding revenue, administrative costs, cost of business, other, and total liabilities.

Mr. Post stated County Finance has Internal Order Numbers set up, which is any expense incurred by the COlaunch gives a separate summary showing the same type of information; the assets are the copier and some equipment items; and there are no liabilities other than the rent being due.

Cathy Musselman, Greater Titusville Renaissance (GTR) Executive Director, advised using what County Finance has to track; and she plans to track the income.

Mr. Retz advised the Zone board that County Finance produces financial income statements, because the money is running through a County account.

Commissioner Fisher stated a County financial statement has more detail than Ms. Cardwell's handout has.

Mr. Post advised Ms. Musselman will report on what the membership is doing.

Motion by Brenda Fettrow, seconded by Robert Jordan, to approve following the County's process of monthly accounting reporting for the Project of COlaunch. Motion carried and ordered unanimously.

Dan Aton's absence is noted at 9:15 a.m.

V. Business Items

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Old Business

Revised Lease Terms on Cowork Space

Troy Post, CEcD, NBEDZ Executive Director, stated he is providing the Zone board with a handout of additional space available at the COlaunch location; it is an additional 400 feet with an additional of \$600 in rent; and he recommended for the additional space to be leased.

Motion by Robert Jordan, seconded by Stan Retz, to approve adding the additional 400 square feet to the rental lease for COlaunch.

Commissioner Fisher suggested adding first right of refusal to the agreement.

Robert Jordan agreed with Commissioner Fisher; and stated he will amend his Motion.

Mr. Retz agreed.

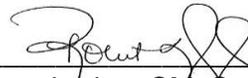
Motion by Robert Jordan, seconded by Stan Retz, to approve adding the additional 400 square feet space available to the rental lease of the COlaunch; and approved adding the first right of refusal to the agreement for Troy Post, CEcD, NBEDZ Executive Director, to negotiate the pricing of the additional 400 square feet available space. Motion carried and ordered unanimously.

Public Comments

Scott Larese, City of Titusville City Manager, stated on Saturday, January 9 between 9:00 a.m. and 10:30 a.m., is Coffee with the Cops at the Garden Street McDonalds location to address any concerns; and on Saturday, January 23 at 8:30 a.m., is a community input workshop at City Hall for the budget.

Jim Tulley, City of Titusville Mayor, stated Keep Brevard Beautiful (KBB) needs North Brevard representation on its board; and he asked the Zone board to provide him with anyone who may be interested in being on the KBB board. He went on to say that whatever matrix is provided for COlaunch is important, to provide performance-based measures.

Upon consensus, the meeting adjourned at 9:40 a.m.



Robert Jordan, CM, Secretary/Treasurer

Approved on March 11, 2016