

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

May 9, 2014 @ 8:30 a.m.
Parrish Health Village West/Heritage Hall
931 N. Washington Avenue
Titusville, Florida 32780

Board Members:

In Attendance: Dan Aton, Paula Cardwell, Brenda Fettrow, Robert Jordan, Micah Loyd, Donn Mount, Stan Retz, and Louis Sanders

Absent: George Mikitarian

Call to Order: Meeting was called to order at 8:36 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 Donn Mount, seconded by Robert Jordan, to approve the NBEDZ Agenda as presented. Motion carried and ordered unanimously.

II. Review and Approval of Board Minutes:

Motion by Robert Jordan, seconded by Donn Mount, to approve the NBEDZ Meeting Minutes of April 11, 2014. Motion carried and ordered unanimously.

III. Financial Summary – 2nd Quarter:

Troy Post, CEcD, NBEDZ Executive Director, provided the NBEDZ Board with the 2nd Quarter Report of budget versus actual; the Operating Expenses line item is tracking a little bit under the actual; the Compensation and Benefits line item is way under the actual; the Reserve amount is \$84,000; and the Principal and Interest line items are for payment of the Interagency note allowed for operational funding. He pointed out the Promotional Activities line item reflects the environmental services done by Lisa Toland, Ecologist and President of Toland Environmental Consulting (TEC) at the Spaceport Commerce Park (SCP); and he will be moving that line item total to the Other Contracted Services line item.

IV. Executive Director Report

Troy Post, CEcD, NBEDZ Executive Director, advised he attended the 'Retailer One-on-One' event in Orlando, hosted by *Retail Live!*; he distributed demographic information on the trade area, aided the Miracle City Towne Centre development group with

presentations to prospective tenants, and networked with other commercial real estate broker who have property listings in the City of Titusville area. He advised the statistical website www.NorthBrevard.biz is complete; and he anticipates rolling out the information of the statistical website at the annual Greater Titusville Renaissance (GTR) meeting. He provided the Zone with a copy of the Spring Edition of the North Brevard Business Review newsletter. He stated he met with an investment group and the Canaveral Port Authority Cargo Team consisting of Alberto Cabrera, Senior Director of Cargo Business Development, and Shannon Feeley, Assistant Director of Cargo Business Development, to discuss logistic potential of a Spaceport Commerce site. He went on to say he met with *Florida TODAY's* marketing and communications division about its marketing tools available for connections with joint-marketing opportunities between the NBEDZ and the Spacecoast Economic Development Commission (SEDC). He participated in a meeting with Peggy Busacca, Titusville Planning and Growth Management Director, and L.V. "Woody" Rice, P.E. and City Engineer, about the proposed 'Spaceport Commerce Park/Ponce de Leon Industrial Overlay District' to maximize some opportunity with less restriction, to be more accommodating for a lot of industrial uses. He advised that he and a County intern Corey McMillen met with the City of Titusville to discuss hotelier interests of a downtown lodging and meeting space project; and that a 1999 study was done by the consulting group Hunter Interests that was commissioned by the Community Redevelopment Agency (CRA). He stated there are a couple of projects he is working on with the Economic Development Commission (EDC); there could be a need for the Zone to weigh in on an incentive package at the next meeting; and the Request for Information (RFI) for the data center project at SCP has been submitted.

V. Discussion and Direction:

Troy Post, CEcD, NBEDZ Executive Director, provided the Zone with a draft of the NBEDZ proposed operations budget for Fiscal Year 2014-2015; and he advised he budgeted \$630,000 for the Mall Project in case things start to move along faster than anticipated; and he carried over that same amount for the future years. He advised Rocket Crafters is no longer an obligation for the Zone; the two obligations for the Zone are North American Surveillance Systems (NASS) and the Mall Project; if there is no bill coming in for the Mall Project, the amount listed would be carried over to the next Fiscal Year; and he added \$60,000 for the possibility of needing support staff, as future activity increases in Fiscal Year 2016-2017, which does not include any benefit package.

Stan Retz advised he does not see the repayment in Fiscal Years 2014-2015 and 2015-2016 of the proceeds from the Interagency loan of \$158,311. Mr. Post advised that he will adjust the budget with the intent to pay off that note; and he will bring back the adjusted budget at the June meeting.

Brenda Fettrow, Vice Chair, inquired if Board of County Commissioners (BOCC) approval is required to move money out of Reserves. Mr. Post responded affirmatively, but up to a certain dollar amount.

Robert Jordan, Secretary, suggested removing the line item for Rocket Crafters; and he inquired if the additional offer of \$50,000 from the City of Titusville is reflected on the budget. Mr. Post responded no; and he stated for the Zone to receive the offer of \$50,000 from the City of Titusville, it will still necessitate a Budget Change Request (BCR).

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Motion by Robert Jordan, seconded by Micah Loyd, to approve the Fiscal Year 2014-2015 NBEDZ proposed operations budget reflecting conversation with the County Manager for the pay off of the Interagency loan, to provide the Zone with the updated version of the proposed operations budget electronically; and to approve the revised proposed operations budget at the June 13, 2014, NBEDZ meeting.

Mr. Post provided the Zone with Gantt charts for project updates of the spec-building and the Business Incubation Program.

George Mikitarian's presence is noted at 9:20 a.m.

Mr. Post advised the City of Titusville City Council suggested having an interlocal agreement between the City of Titusville and the NBEDZ to provide transfer of funding for 38-acre parcel economic development project in the SCP of \$50,000; and he suggested if the interlocal is approved, to expend the money when a lot is sold in SCP, to have a return on the investment by keeping the proceeds, and expending the \$50,000 on another idea. He stated Section 12, has if the property is sold the City shall be reimbursed from the proceeds of the sale; and he asked the Zone for feedback about the language being proposed by the City.

Ms. Fettrow pointed out Section 9, has appropriated for an industrial, distribution, or high technology tenant; and she advised ensuring that those words are broad enough.

Richard Broome, Titusville City Attorney, advised the drafted interlocal agreement is based off a report to City Council by Laura Canady, City of Titusville Economic Development Director, Mr. Post, and the Rodney Honeycutt & Associates, Inc. proposal.

Ms. Canady explained there is a lot of concern for the way this money will be spent, because it cannot be used for anything other than economic development.

Mr. Broome added, it has to stay consistent with the Economic Development Plan for the NBEDZ.

Ms. Fettrow stated Section 10, has any work performed without the approval of the City; and she inquired as to what level of approval is required. Mr. Post advised by approval of the City Manager.

Ms. Fettrow stated Section 11, has the district agrees that the City may commission an audit for the purposes of determining how the funds were expended; and she suggested for the Zone to think about who is going to pay for that audit.

Micah Loyd recommended having \$50,000 worth of credit with the City of Titusville for permitting costs.

Mr. Broome advised this scope of this work does not get the project to the grating point; and does get it to the permitting point that grating could begin, but is not pad ready.

Mr. Jordan agreed that Section 12a, needs to be changed.

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Mr. Broome went on to say the perspective of the City Council is when the offer of the money was made, it was to help make a project happen; he advised that once the project happens and there are proceeds from a sale; and he inquired why the City would not get its invested cost back and allow for another to profit from those costs.

Ms. Fettrow recommended having a fall-back position to consider, if the City Council keeps a. in Section 12; and she advised the Zone could propose rather than reimbursing the City, perhaps the \$50,000 could remain as seed money, for a subsequent project.

Paula Cardwell suggested looking into gain sharing.

Don Mount inquired who is going to get the net proceeds from the sale of the property.

Mr. Loyd replied he thinks the way the industrial park was set up is some of that money would go back to the industrial park.

Mr. Post added, there may be a need to go before the BOCC before going further with permitting activities at SCP, to ask for the title to be placed in the name of the Zone; and he stated if the County says no, then the County would get the proceeds from the sale.

Mr. Mount stated it seems to him that the City is right to request their funds be reimbursed; the City will be benefiting from the taxes of the investment made, which is a return on investment; and the City may want to invest again in projects down-the-road.

Dan Aton stated the SCP is owned by the County; the Zone is the administrating Board for SCP and as the Zone, it may want an item a. in Section 12, as well as in relationship to SCP, is because if the Zone is investing money as the Zone, and if there is a profit that money should go back to the Zone.

San Retz's absence is noted at 9:55 a.m.

Mr. Post noted there may be a need to have an interlocal agreement with the County.

Mr. Broome advised it is an agreement between the Zone and the City that the City will invest \$50,000 to help with the permitting cost as opposed to the County agreeing to the Zone having title to the SCP; and he suggested for Scott Knox, County Attorney, to ensure that all the authorizations from the County are there to do it.

Jim Tulley, City of Titusville Mayor, stated this \$50,000 is an accelerator transfer to get permitting started for the spec-building project; and at such time as money becomes available, the Zone would reimburse the City, so it can go back into the City's economic development fund

V. Business Items:

New Business:

Troy Post, CEcD, NBEDZ Executive Director, advised action on the FY 2014/2015 budget will be discussed in June.


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Public Comments:

Robert Jordan, Secretary, advised the Parrish Medical Center (PMC) board has agreed to build a three-story 50,000 square foot building, right where the old Morrison's Cafeteria was located; he stated he is very proud of PMC for stepping up and doing its portion for economic development; PMC was accepted by the Mayo Clinic, as being a one of its partners; and now, the people who are using the facility in Jacksonville, Florida, will have the opportunity to come to Titusville. He expressed his thanks to George Mikitarian, Chairman, for focusing on economic development; and stated when it comes to safety and quality, PMC is ranked number one.

Adjournment:

By consensus of the Board, the meeting adjourned at 10:10 a.m.


Robert Jordan, CM, Secretary

Approved by the Board June 13, 2014.