

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

February 12, 2016 @ 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, George Mikitarian, Donn Mount, Stan Retz, and Louis Sanders

**Absent:** Micah Loyd

**Call to Order:** Meeting was called to order at 8:42 a.m. by George Mikitarian, Chairman.

**Pledge of Allegiance:** George Mikitarian, Chairman, led the assembly in the Pledge of Allegiance.

**I. Approval of Agenda:**

Troy Post, CEcD, NBEDZ Executive Director, inquired if the New Business Item for the Proposal for Qualified Target Industry (QTI) can be moved to Discussion and Direction.

Motion by Brenda Fettrow, seconded by Robert Jordan, to approve moving New Business Item Proposal for QTI to Discussion and Direction. Motion carried and ordered unanimously.

Motion by Brenda Fettrow, seconded by Robert Jordan, to approve the Agenda as amended. Motion carried and ordered unanimously.

**Review and Approval of Board Minutes:**

Motion by Brenda Fettrow, seconded by Robert Jordan, to approve the Executive Committee meeting minutes of November 12, 2015, as presented. Motion carried and ordered unanimously.

Motion by Robert Jordan, seconded by Brenda Fettrow, to approve the meeting minutes of November 13, 2015, as presented. Motion carried and ordered unanimously.

**IV. Discussion and Direction:**

Troy Post, CEcD, NBEDZ Executive Director, stated this Economic Development Commission of Florida's Space Coast (EDC) Project 201602-385 has been in the works for quite some time; each Zone board member has been met with one on one to share some details under the Non-disclosure Agreement (NDA); not a lot will be disclosed

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today; the dollar amount of the Zone's incentive is up to \$250,000, if the forecasted number of jobs are met; and he introduced Greg Weiner, CEcD, Senior Director Business Development at Economic Development Commission of Florida's Space Coast, to the Zone board.

Paul Cardwell's presence is noted at 8:45 a.m.

Mr. Weiner advised that he does not have a lot to add; this is a good Project as Brevard was chosen for the Project's location; it has worked out well with an adjusted timeline; the EDC is fortunate to win this very competitive Project; he has been working on this Project for about one year; and he must keep the information as generic as possible.

Motion by Robert Jordan, seconded by Donn Mount, to approve Economic Incentive of up to \$250,000, for EDC Project No. 201602-385. Motion carried and order unanimously.

**II. Report on Expenditures to Budget:**

Robert Jordan, Secretary/Treasurer, stated there is nothing of significance to report.

Motion by Paula Cardwell, seconded by Brenda Fettrow, to approve the Report on Expenditures as presented.

**III. Staff and Partnership Reports:**

**NBEDZ Executive Director Report**

Troy Post, CEcD, NBEDZ Executive Director, stated he met with a local architect Allen Kiesel about potential projects the firm is working on throughout the County; he discussed with Lynda Weatherman, President and CEO of Economic Development Commission of Florida's Space Coast, some Brevard Workforce initiatives and a possible proposal; he completed the draft of the 2016 Economic Assessment Report and he is hopeful to be sending it out later in the month, and posting it on the NBEDZ website; and the winter issue of the North Brevard Business Review quarterly newsletter will be out by late February. He went on to say he spoke with Scott Adair from Phillips Edison & Company, owner of the Port St. John Plaza, who is looking to do a redevelopment of that Plaza for attracting tenants to the vacant spaces; he participated in a meeting with Vince Lopresti, Small Business Administration (SBA), who expressed interest in the micro-lending program; and was interested in space on the second floor of the Titusville Chamber, part of the City of Titusville's attempt to create one-stop-shop for economic development service providers. He stated he worked on updating the grant application materials for another funding opportunity from the U.S. Department of Agriculture through its Community Food Competitive Grants Program for Wild Ocean's interest in developing a community garden and commercial kitchen; and he is currently working with EDC on a couple of projects. He updated the Zone board about Percision Shapes, Inc. (PSI) doing well; he met with North American Surveillance System (NASS) accounting division, which plans to submit documentation this month to access the Qualified Targeted Industry (QTI) program; Blue Origin (Project Panther) is still in the engineering phase proceedings and

the site work element may take several months to complete; the Embraer Aero Seating Technologies (Project Eagle) site has been turned over to the company's contractor in late January and footings are being poured for the manufacturing facility and the administration building; BRIX has completed interior demolition of existing building and are framing for interior improvements; and the Titusville Logistics Center on US 1 is anticipating a July completion date, which the Port has leased the building and they are courting several prospects for portion of space.

Vice Chair Fettrow pointed out this is a tremendous impact on North Brevard by using local companies, meaning local sub-contractors and local vendors.

#### **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 COlaunch; she is working with marketing expert to develop COlaunch website and social media platforms; she is working with sign company for building signage; and she is meeting with community business experts and potential COlaunch members and TECh presenters. She went on to say GTR held it Hula-licious Food Truck Culinary Cook Off event in January, which drew approximately 7,000 people to the downtown area of Titusville; and she met with *Delta Sky Magazine* about it doing a series in North Brevard on the Space Coast targeting Titusville in July, focusing on redevelopment.

#### **IV. Discussion and Direction:**

Troy Post, CEcD, NBEDZ Executive Director, stated since Spaceport Commerce Park (SCP) has not seen a lot of activity in recent years the roadways are not lighted, there is a lot of trash in the area; he provided a photo of burnouts on the asphalt that makes the area not look very appealing; and he stated concerns were expressed if those issue would be taken care of. He went on to say Ordinance No. 2013-08 allows the Zone to be the agent for the SCP, but net proceeds can go into an account that the Zone manages; when to do some of the improvements is the question; and he asked if the Zone should go ahead and budget in a dollar amount in the Fiscal Year 2016-2017 budget.

Paula Cardwell suggested for companies in SCP to participate in cost-sharing to keep the costs down and to prioritize some of efforts of potential work.

Motion by Brenda Fettrow, seconded by Stan Retz, to authorize Troy Post, CEcD, NBEDZ Executive Director, to provide a menu of potential work estimates, and to bring back to the Zone board for prioritization and dollar amount to consider be added in the FY 2016-2017 budget.

Stan Retz inquired if there is any Common Area Maintenance (CAM) in SCP. Mr. Post responded there is not.

Dan Aton suggested amending the motion to adding current tenants list of priorities for potential work done at SCP.

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Ms. Fettrow agreed to amend her motion adding to consult with existing tenants and/or new tenants, and for Mr. Post to create items of potential work and cost estimates to be brought back at a future Zone board meeting.

Mr. Retz concurred.

Motion by Brenda Fettrow, seconded by Stan Retz, to authorize Troy Post, CEcD, NBEDZ Executive Director, to consult with existing and/or new tenants in Spaceport Commerce Park (SCP) for a list of priorities for potential work; to provide a menu of potential work estimates; and to bring back to the Zone board for prioritization and dollar amount considered to be added in the Fiscal Year 2016-2017 budget for funding SCP improvements. Motion carried and ordered unanimously.

## **V. Business Items**

### **New Business**

#### **Change Order – EAST Project**

Troy Post, CEcD, NBEDZ Executive Director, provided the Zone board with a handout of the grading and clearing site plan for Embraer Aero Seating Technology in Spaceport Commerce Park (SCP); he stated the site is a multi-building campus; there were a couple of changes made to the original site plan by having to carve out a wetland section, leaving a slight reduction in money set aside; and the Road and Bridge Department was asked to provide services through a Change Order by adding \$11,700. He went on to say no commitment has been made to Embraer, but a crew could be in place in the next few weeks, allowing the Zone to be complete with the site.

Motion by Robert Jordan, seconded by Brenda Fettrow, to approve the additional expenditure cost of \$11,700 from the budgeted allocation for Embraer Aero Seating Technologies site clearing and grading costs. Motion carried and ordered unanimously.

### **Public Comments**

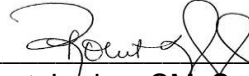
Holly Carver, Legislative Aide to Commissioner Fisher, stated Commissioner Fisher asked her to express his congratulations to Parrish Medical Center for its Integrated Care Network Award.

Donn Mount stated he is a Rotary Club Member; he invited the Zone board to its annual chili cook-off on February 22; and he invited the Zone board to its Caribbean Night fund raiser on Max Brewer Bridge March 19 with funds going towards the Splash Pad.

Louis Sanders suggested sending a letter of thanks to the County for a job well done with the Embraer site.

Upon consensus, the meeting adjourned at 9:20 a.m.

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Robert Jordan, CM, Secretary/Treasurer

Approved on April 8, 2016