

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

January 9, 2015 @ 8:30 a.m.  
Parrish Health Village West/Heritage Hall  
931 N. Washington Avenue  
Titusville, Florida 32780

**Board Members:**

In Attendance: Dan Aton, Robert Jordan, Micah Loyd, George Mikitarian, Donn Mount, Stan Retz, and Louis Sanders

Telephone: Paula Cardwell and Brenda Fettrow

**Call to Order:** Meeting was called to order at 8:36 a.m. by George Mikitarian, Chairman.

**Pledge of Allegiance:** Louis Sanders led the assembly in the Pledge of Allegiance.

**I. Approval of Agenda:**

Troy Post, CEcD, NBEDZ Executive Director, stated Item III., Financial Report, has changed to Staff and Partnership Reports, because the Budget Office was not able to produce the first quarter report; the financial report will be presented at the February meeting; and he confirmed through the Tax Collector that Florida Power & Light Company proceeds were received; and the Budget Office ensures appropriation is transferred over to the Zone.

The Board reached consensus to accept the Agenda change.

**II. Review and Approval of Board Minutes:**

Motion by Robert Jordan, Secretary/Treasurer, seconded by Donn Mount, to approve October 10, 2014, November 14, 2014, and December 12, 2014, meeting minutes. Motion carried and ordered unanimously.

**III. Staff and Partnership Reports:**

Troy Post, CEcD, NBEDZ Executive Director, stated he updated the Economic Assessment Report for 2015, incorporating the latest developments in the commercial space industry and at Port Canaveral; and later in the month he will send a revised report out to those on the newsletter electronic distribution list, and he will post it at [www.NorthBrevard.biz](http://www.NorthBrevard.biz). He advised he discussed the cowork space concept with the County Attorney; he created a draft application form and a draft membership agreement form, which will be reviewed by the County Attorney Office for compliance with State law; and he started working with the Greater Titusville Renaissance (GTR) on an operations manual. He stated he created a preliminary marketing plan for the Zone, and he met with Christina Brown, Stina Bee Marketing and Events, about aiding in the social medial aspects of the plan for promoting the Celebrate Space Facebook page, with the

Zone being the administrator; and the new cowork environment project Downtown, and branding of the North Brevard area. He stated he has been working with Michael Gaich to develop a target industry strategy for promoting an available building at 8855 Grissom Parkway using Zone incentives to the attract medical equipment firms and related suppliers currently located in Central Florida market; and he worked on an economic impact analysis report for the proposed spec-building project in anticipation of capital expenditures during the current Fiscal Year, necessitating approvals from the Titusville City Council and the Board of County Commissioners (BOCC). He advised he will lead a planning committee discussion at a small business seminar in February, involving the City of Titusville, GTR, NAACP local chapter, and St. James AME Church. He added, he participated in two site visits from business prospects, both initiated by the EDC and Enterprise Florida; he is continuing to track an active listing of prospects, including four local firms that are considering expansion projects; and he made contact with two national site selection firms McCallum & Sweeney, and Deloitte Consulting, for site certification programs that are conducted for municipalities, counties, and the State. He advised Cathy Musselman, Executive Director of Greater Titusville Renaissance, had another meeting today and she could not attend today's Zone meeting; she did provide her Executive Director's Report; and number five is some of things GTR is doing in business development. He talked about scheduling to meet individually with each Zone board member to have lunch and to talk about some of the things going on.

**IV. Discussion and Direction:**

Troy Post, CEcD, NBEDZ Executive Director, stated the Economic Development Commission (EDC) has been working with an out of state client for a couple of months; the client is interested in the 11-acre lot located at the corner of Shepard Drive and S.R. 407; the client will be making its decision in April/May; however, the Zone needs to ensure the location remains viable to be a candidate for the end goal; in order for the Zone to be in competition to get this client, the Zone will essentially have to provide them with a site that is ready for construction; if the Zone has the permitting in-hand, the clearing and grading would not be done yet, to ensure the site is surely the chosen site; and then in knowing, moving forward with clearing and grading activities. He provided the Zone board with a scope of work quote from Honeycutt & Associates, Inc., for professional services of boundary and topographic survey, and site construction plans to prepare and submit applications to the City of Titusville and to the St. Johns River Water Management District (SJRWMD) for estimated clearing and grading of the 11-acre lot located on the southeast corner of S.R. 407 and Shepard Drive in the Spaceport Commerce Park (SCP) for \$29,850; he provided a quote from a separate firm called Ardaman & Associates, Inc., who is in charge of subsurface soil exploration and geotechnical engineering evaluation; and he provided a quote from Toland Environmental Consulting, who is in charge of the field verifications of wetland jurisdictional lines, gopher tortoise burrow locations, gopher tortoise relocation, and scrub jay survey to present to the regulatory bodies; and he stated this permitting process has to be started or the window of opportunity may be eliminated.

Donn Mount inquired what the threshold for bid procurement purchasing is. Mr. Post responded as a Special Dependent District of the County, the Zone is under all of the County's procurement procedures on purchasing processes; he explained there is a list of different things he is authorized to do as a Director; and if it is below a threshold of \$35,000 then this body may adopt a proposal without going through the Request for Proposals (RFP) process.

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Brenda Fettrow, Vice Chair, absence is noted at 9:10 a.m.

Motion by Robert Jordan, Secretary/Treasurer, seconded by Micah Loyd, to approve estimate submitted by Honeycutt & Associates, Inc., for professional services of boundary and topographic survey, and site construction plans to prepare and submit applications to the City of Titusville and to the St. Johns River Water Management District (SJRWMD) for estimated clearing and grading of the 11-acre lot located on the southeast corner of S.R. 407 and Shepard Drive in the Spaceport Commerce Park (SCP) for an estimated cost of \$29,850. Motion carried and ordered unanimously.

Motion by Robert Jordan, Secretary/Treasurer, seconded by Micah Loyd, to approve estimate submitted by Ardaman & Associates, Inc., for subsurface soil exploration and geotechnical engineering evaluation for an estimated cost of \$5,250. Motion carried and ordered unanimously.

Motion by Robert Jordan, Secretary/Treasurer, seconded by Micah Loyd, to approve estimate submitted by Toland Environmental Consulting, for field verifications of wetland jurisdictional lines, gopher tortoise burrow locations, gopher tortoise relocation, and scrub jay survey submittance for an estimated cost of \$5,150. Motion carried and ordered unanimously.

Robert Jordan, Secretary/Treasurer, suggested utilizing the Local Vendor Preference.

Micah Loyd suggested having the timeframe for which the work is being done meets the EDC requirements, and ensuring the Zone's objection.

**V. Business Items:**

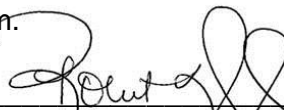
**New Business:**

**Old Business:**

Robert Jordan, Secretary/Treasurer, inquired if the Liquefied Natural Gas facility made inquiry about incentive package. Troy Post, CEcD, NBEDZ Executive Director, responded he had conversations with the facility about their project, but he has not received a formal application for assistance at this point; he stated the facility will be a nice investment for the area, but it does not have huge numbers of jobs tied to the area; and the Job Opportunity Assistance provided through the Zone has many different metrics that can be looked at

**Public Comments:**

Upon consensus, the meeting adjourned at 9:25 a.m.



Robert Jordan, CM, Secretary/Treasurer

Approved by the Board on February 13, 2015