

**Leon County Research and Development Authority**  
**Board of Governors Meeting**  
Collins Building  
2051 East Paul Dirac Drive  
Tallahassee, FL 32310

December 1, 2020  
11:00am to 1:30pm

**DRAFT Minutes**

**Members in Attendance:** Kimberly Moore, Tom Allen, Kristin Dozier, Sonjoy Goswami, Kevin Graham, Eric Holmes (in person), Ray Bye, John Dailey, Shawnta Friday-Stroud, Anne Longman, Dave Ramsay.

**Members Not in Attendance:** None.

**Guests:** Melissa VanSickle, Nelson Mullins Broad & Cassel; Stephanie Shoulet, NAI Talcor; Ron Miller, Michael Tentnowski, Naomi Molina, Peggy Bielby, LCRDA Staff.

**1. Call to Order**

The meeting was called to order at 11:03am.

**2. Introduction of Guests**

None.

**3. Modifications to the Agenda**

Ron Miller requested a vote for approval to participate via Electronic Means for the non-present Board of Governors members.

*Kevin Graham offered a motion to approve participation by electronic means by Board members attending via teleconference. Kristin Dozier sectioned the motion which passed unanimously.*

Ron Miller also requested that the Board consider approving the purchase of an advertisement in an 850 Magazine Supplement to the Tallahassee Magazine. This discussion and vote were added as Agenda Item 9.

**4. Public Comment**

None.

**5. Approval of Draft Meeting Minutes, October 1, 2020**

*Kevin Graham offered a motion to approve the October 1, 2020 meeting minutes. Kristin Dozier seconded the motion which passed unanimously.*

**6. Consent Agenda**

- a. Treasurer's Report
- b. Monthly Financial Reports
  - i. September 2020
  - ii. October 2020
- c. Investment Reports

- i. September 2020
  - ii. October 2020
- d. Audit Committee Meeting Report, November 9, 2020
- e. Executive Committee Meeting Report, November 17, 2020
- f. Audit Engagement Letter
 

The Executive Committee requests ratification of its approval of the Audit Engagement Letter executed by the Audit Committee Chair and acknowledged by the Executive Director.
- g. TechGrant Award Agreements
 

The Executive Committee requests ratification of its approval of 2020 Technology Commercialization Grant Program Letters of Agreement with WeatherTiger, LLC for \$15,000, and Nhu Energy, Inc. for \$10,000.

The awards were determined based on the TechGrant application and judging process by 5 independent judges and final pitches made during the Elevator Pitch Event held on October 21, 2020.
- h. Incubator Project Architectural/Engineering Professional Services RFQ 2020-01
 

The Executive Committee requests ratification of its approval of RFQ 2020-01 for the procurement of Architectural/Engineering Professional Services for the design and other services related to the construction of the new North Florida Innovation Labs building.

*Kevin Graham offered a motion to approve the Consent Agenda items. Ray Bye seconded the motion which passed unanimously.*

**7. Tech Grant 2021**

Staff requests Board’s guidance regarding its desire to proceed with 2021 Tech Grant funding of \$25,000 given current budget constraints. Options to consider include:

- a. Host as planned in May 2021
- b. Delay payout until October 2021 with application process beginning in March 2021.
- c. Cancel program for 2021
- d. Other Board ideas

After discussion, the Board agreed that the preferred option was Option b.: “Delay payout until October 2021 with application process beginning in March 2021.” Staff noted that the current plan was for an in-person event held at Goodwood, as has been done in the past, with the option to shift to a virtual event as was done successfully in 2020, if needed.

*Dave Ramsay offered a motion to approve the plan as discussed. Anne Longman seconded the motion which passed unanimously.*

**8. Florida Department of Transportation (FDOT)-Phipps Building Lease Extension Modification Proposal**

The lease between the Authority and FDOT expires September 30, 2022 with an option for FDOT to extend the lease for 5 years at \$2.00 per square foot resulting in a loss of approximately \$100,000 per year in rent for 5 years. The extension would require FDOT to assume maintenance expenses and pay CAM fees. See the attached analysis for details.

The Executive Director requests approval of a proposal, effective at the end of the current term, to change the lease extension to 15 years, adjust the rate to \$7.15257 per square foot, and keep all other terms as exist during the current term with the Authority responsible for some maintenance costs and

FDOT not responsible for paying CAM charges. Final terms of the lease amendment will be presented to the Board for approval.

*Kristin Dozier offered a motion to approve the proposal as described. Kevin Graham seconded the motion which passed unanimously.*

#### **9. 850 Magazine Supplement Advertisement**

Ron Miller explained that the March/April 2021 issue of Tallahassee Magazine will include a separate 850 Magazine supplement focused on local technology: resources, business successes, including a detailed story on the new Innovation Park incubator, and a story about Innovation Park resident Eric Graban. A full-page ad costs \$5000, and staff requests approval to purchase and design the ad with the assistance of OEV.

*Kristin Dozier offered a motion to approve the advertisement and expenditure. Kevin Graham seconded the motion which passed unanimously.*

#### **10. Airport Gateway Project Update**

Kevin Graham reviewed the current status of the FSU Master Plan and the Blueprint Airport Gateway project, explaining the plan to enhance the connectivity between the three campuses of higher learning and the airport. The plan includes improvements to entrances and gateways, tying together separate uses, creating a sense of place, making the area a desirable place to live-work-play, build off unique assets, and provide missing amenities.

#### **11. North Florida Innovation Labs Building Update**

Ron Miller reported on the Request for Qualifications (RFQ 2020-01) for an architect/engineer for the project. Statements of qualifications have been received from 10 firms, and he reviewed the timeline for evaluation and award, and noted the March 17, 2022 deadline for breaking ground on the incubator.

#### **12. Chair's Report**

Kim Moore noted she added that Research on Investment site selection firm will provide a presentation at a Board of Governors meeting in the near future.

#### **13. Staff Reports**

##### **a. Executive Director**

Ron Miller reported he is in conversations with an early-stage company that is a potential user for the Eisenhower property. Kevin Graham reported on the meeting between Ron Miller, David Pollard - Director of Aviation at the Tallahassee International Airport, and himself. The meetings will recur in the future to assure information sharing and infrastructure and project updates.

##### **b. Director of Entrepreneurship**

Michael Tentnowski reported on his review of Customer Resource Management programs and noted he has narrowed it down to three leading contenders. He is finalizing a \$40,000 grant NASA subcontract with FAMU, two more SBIR grants with FAMU for the Airforce and Department of Agriculture, and two NSF project pitches with two companies.

##### **c. Director of Marketing & Engagement**

Naomi Molina reported that Tech Topics on Nov. 17, 2020 featured a virtual open house with three incubator tenants and was featured in a report on WTXL. TechGrant, held virtually on October 21, 2020 was a success with very positive feedback. Ron, Michael, and Kim appeared on WFSU Perspectives with Tom Flanigan on Oct. 20, 2020.

d. Property Manager

Stephanie Shoulet provided an update on the deferred maintenance items completed, and the Fuqua elevator RFP planned for February 2020.

**14. New Business**

Kristin Dozier noted that Dr. Gary Ostrander will be honored with a proclamation at the Dec. 8, 2020 Board of County Commissioners meetings. Because of his integral relationship with the Innovation Park, the Park will feature prominently in the presentation.

**15. Adjourn**

The meeting adjourned at 12:36pm.

**UPCOMING MEETINGS AND EVENTS**

**RFQ 2020-01**  
**Evaluation Committee Short-List Meeting**  
Thursday, December 10, 2020  
Time: TBD

**RFQ 2020-01**  
**Evaluation Committee Interview Meeting**  
Thursday, December 17, 2020  
Time: TBD

**Executive Committee Meeting**  
Tuesday, January 19, 2021  
11:00am – 1:00pm

**Board of Governors Meeting**  
Thursday, February 4, 2021  
11:00am – 1:30pm