

## **Executive Committee Meeting**

Collins Building  
2051 East Paul Dirac Drive  
Tallahassee, FL 32310  
Monday, July 17, 2023  
11:00am – 1:00pm

### **Agenda**

*Anyone wishing to address the Committee may appear in person or submit written comments by 9:00am the day before the scheduled meeting date so that the comments can be distributed to the Committee members. Comments submitted after this time (up to the time of the meeting) will be accepted and included in the official record of the meeting. Email comments to: [publicinput@inn-park.com](mailto:publicinput@inn-park.com) and reference the meeting title and date in the subject line. Include your name and contact information.*

#### **1. Call to Order**

#### **2. Introduction of Guests**

#### **3. Approval of Participation by Electronic Means (if needed)**

*In accordance with the Bylaws, there being a quorum of members present in person, the members of the Committee present in person are required to approve participation by those participating via Electronic Means acknowledging that the absence is due extraordinary circumstances.*

#### **4. Modifications to the Agenda**

#### **5. Public Comment**

*Any public comment received prior to the meeting will be provided to the Committee members in addition to any in-person public comment.*

#### **6. Approval of Draft Meeting Minutes – May 12, 2023 (Attachment A)**

#### **7. Treasury Report**

- a. YTD Financial Summary
- b. 2023-2024 Budgets

#### **8. IPTLH/NFIL**

- a. Construction
- b. Funding
- c. FF&E
- d. Sponsorships

**9. LCRDA**

- a. Leasing
- b. Facilities

**10. DRC Update**

- a. Danfoss Sign

**11. FAMU/FSU Updates**

- a. July 20, 2023 Bus Trip
- b. October Trip

**12. New Business**

**13. Adjourn**

UPCOMING MEETINGS AND  
EVENTS

<p><b>Tech Topics</b> Wednesday, July 19, 2023 11:00am – 12:00pm MagLab</p>	
<p><b>Board of Governors Meeting</b> Thursday, August 3, 2023 11:00am – 1:00pm</p>	<p><b>Executive Committee Meeting</b> Thursday, September 21, 2023 11:00am – 1:00pm</p>

**Executive Committee Meeting**

Collins Building  
2051 East Paul Dirac Drive  
Tallahassee, FL 32310

Friday, May 12, 2023  
10:00am – 12:00pm

DRAFT Minutes

**Members in Attendance:** Chair Kevin Graham, Vice Chair Tom Allen, Kimberly Moore, Dave Ramsay.

**Members Not in Attendance:** None.

**Guests:** Michael Kramer, Bill Lickson, Ayne Markos, Christian Wnuk, Julia Holly, Peggy Bielby, LCRDA Staff.

**1. Call to Order**

Chair Kevin Graham called the meeting to order at 10:00am.

**2. Introduction of Guests**

All present introduced themselves.

**3. Approval of Participation by Electronic Means (if needed)**

As all members of the committee were present in-person no approval was needed.

**4. Modifications to the Agenda**

Dave Ramsay offered two additions to Agenda Item 10:

1. Reopening discussion of the postponed community trip to Sid Martin Biotech.
2. Discussion of a contingency plan in case of federal government default.

Michael Kramer offered two additions to Agenda Item 9:

1. Property management contract which expires this year.
2. Discussions with FSU and FAMU leadership.

**5. Public Comment**

None.

**6. Approval of Draft Meeting Minutes – March 23, 2023**

*Without objection Kevin Graham approved the meeting minutes.*

**7. Items for Consent Agenda at Board of Governors Meeting – June 1, 2023**

- a. ACH Process Expanded.
- b. Authorization to Add Change Orders to Previously Approved Activities of Executive Director for NFIL Construction.
- c. HVAC for Johnson Building.

Kevin Graham noted that the Board should consider a Facilities Maintenance Plan in light of the likelihood of additional maintenance needs, particularly related to HVAC units, given the age of the Park infrastructure.

*Tom Allen offered a motion to approve the consent agenda items. Dave Ramsay seconded the motion which passed unanimously.*

## **8. IPTLH – Michael Kramer and Bill Lickson**

- a. Sponsorships and Potential Board Members.
- b. IPTLH Structure, Resignations and Appointments.
- c. IPTLH Draft Documents - Lease, Support Letter, Sponsorships, Membership, etc.
- d. FF&E – Pricing, Funding & Timing.

Michael Kramer reviewed the IPTLH Board of Director changes. Bill Lickson has started working on the FF&E lists. Bio Safety level 2 (BSL-2) labs will be the most in demand. The Board of Governors has not yet provided any suggestions for the IPTLH Board of Directors.

## **9. Operations – Michael Kramer**

- a. Leasing Idea Lab.
- b. Legislative Request Update.
- c. OEV Request/Status.
- d. Funding and Cash Flow.
- e. TechGrant Recap.
- f. Property Management Discussion.
- g. FSU and FAMU Leadership Meeting.

Michael Kramer reported that Idea Lab leasing has slowed. The legislative request will not be confirmed until July 1, 2023. OEV has agreed to accelerate the Juggernaut payment schedule and we have invoiced them for the second payment of \$268,500, which will help fund the Fuqua elevator renovations and other Park Asset Readiness initiatives. Funding and cash flow will be tight in the next 12-18 months, making a “Going Concern” opinion possible. TechGrant 2023 was highly successful and received excellent feedback. NAI Talcor property management contract renewal is due in August. The committee acknowledged that now is not a good time to consider bringing in a new property management team.

*Dave Ramsay offered a motion that LCRDA renew its contract with NAI Talcor at the current price for another year. Tom Allen seconded the motion which passed unanimously.*

Kevin Graham reported that he and Michael Kramer met with FSU VP for Research Stacey Patterson and Senior VP for Finance and Administration Kyle Clark, and FAMU VP for Research Charles Weatherford and VP for Finance and Administration Rebecca Brown. They briefed them on the current financial state of the Authority so both institutions appreciate the mission and critical needs going forward. Michael Kramer will discuss with Shawnta Friday-Stroud the most effective role she can play to further facilitate these conversations with her organization.

## **10. New Business**

- a. Community Trip to Sid Martin Biotech.

After discussion the committee agreed that September or October would be a good time to reschedule the trip. Sonja Carter and others from the VPR office are hoping to take a trip in advance, and a larger

group trip would be better subsequent to that visit. After further discussions with FSU and FAMU, we should start planning, secure a sponsor, and set the agenda for such a trip.

b. Federal Government Default Discussion.

To minimize any disruption associated with a potential government shutdown, the Authority plans to pay Culpepper in early June and request immediate reimbursement from EDA. The next payment would not be due until late July or early August. The rapid pace of construction has resulted in larger amounts due earlier than originally budgeted.

**11. Adjourn**

The meeting adjourned at 11:00am.