

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

August 3, 2023  
11:00am to 1:00pm

**Minutes**

**Members in Attendance In-Person:** Kevin Graham, Tom Allen, Dave Ramsay, Brian Bautista, Ray Bye, John Dailey, Jessica Griffin, Eric Holmes, Anne Longman, Rick Minor.

**Members in Attendance by Electronic Means:** None.

**Members Not in Attendance:** Shawnta Friday-Stroud.

**Guests:** Stephanie Shoulet, NAI Talcor; Doug McLeod, Signs by Design of North Florida, Inc.; Chris Neal, Danfoss; Michael Kramer, Bill Lickson, Ayne Markos, Christian Wnuk, Peggy Bielby, LCRDA Staff.

**1. Call to Order**

Chair Kevin Graham called the meeting to order at 11:00am.

**2. Introduction of Guests**

All present introduced themselves.

**3. Approval of Participation by Electronic Means**

As no members were in attendance by electronic means, no approval was necessary.

**4. Modifications to the Agenda**

Item 8, Development Review Committee Recommendation re: Danfoss Variance Application will be addressed at 12:15 pm to accommodate the applicant's representatives' schedules.

Dave Ramsay offered two modifications: Election of officers for FY 2023-2024 as Item 7.a., and an update and discussion of the trip to Sid Martin Biotechnology Incubator on October 19, 2023 as Item 10.b.

*Tom Allen offered a motion to approve the modification. Anne Longman seconded the motion which passed unanimously.*

**5. Public Comment**

None.

**6. Approval of Draft Meeting Minutes, June 1, 2023**

*Dave Ramsay offered a motion to approve the draft minutes. Jessica Griffin seconded the motion which passed unanimously.*

**7. Consent Agenda**

- a. Executive Committee Report – July 17, 2023

- b. IPTLH Board of Directors Report – July 25, 2023
- c. Investment Reports
  - i. May 2023
  - ii. June 2023

~END OF CONSENT AGENDA~

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

**7.a. Election of Officers for FY 2023-2024**

*Dave Ramsay offered a motion that Kevin Graham continue to serve as chair for FY 2023-2024. Tom Allen seconded the motion. Brain Bautista offered a friendly amendment that Tom Allen continue to serve as Vice Chair and that Dave Ramsay continue to serve as Treasurer. Dave Ramsay accepted the amendment. The amended motion passed unanimously.*

John Dailey joined the meeting at 11:48am.

**8. Development Review Committee Recommendation re: Danfoss Variance Application**

The Development Review Committee recommends denial of the variance application as presented, finding that denial would not work an undue hardship upon the applicant, and that the grant of the variance would not be in harmony with the general intent and purpose of the Innovation Park covenants and restrictions. A Memorandum to the Board of Governors was provided by the Committee on July 11, 2023.

*After Danfoss representatives provided an explanation for the variance request, and after discussion, John Dailey offered a motion to approve the variance application. Rick Minor seconded the motion which passed with Tom Allen and Jessica Griffin voting to deny the application.*

**9. Treasurer’s Report—David Ramsay**

- a. Treasurer’s Summary Report
- b. Monthly Financial Reports:
  - i. May 2023
  - ii. June 2023

Treasurer David Ramsay presented his report to the Board and reviewed the supporting financial reports.

*Eric Holmes offered a motion to accept the Treasurer’s Reports. Ray Bye seconded the motion which passed unanimously.*

**10. Fiscal Year 2023-2024 Draft Budgets – Michael Kramer**

Staff prepared draft budgets for FY23-24 for both Leon County R&D Authority and for North Florida Innovation Labs and shared them with the Budget Committee. Staff requested to recommend their adoption to the Board of Governors without a Budget Committee meeting being convened unless the Budget Committee preferred to hold a meeting. Budget Committee did not request a meeting. Staff requests the Board adopt the draft budgets.

*After Michael Kramer reviewed the projections and assumptions upon which the budgets are based, Dave Ramsay offered a motion to adopt both budgets. Jessica Griffin seconded the motion which passed unanimously.*

After further discussion, Kevin Graham requested that the Board consider authorizing Michael Kramer to pursue discussions with both Florida State University and Florida A&M University about a possible

addendum to the 2013 Memorandum of Understanding or other means by which the universities could assume control of additional LCRDA land and buildings beyond what was effected in 2013.

#### **10.a Board of Governors Fact Finding Trip to Sid Martin**

Dave Ramsay explained that the purpose of the trip to Sid Martin is to take local leaders, the public, and community stakeholders to help them understand the value and potential of the new lab (NFIL) and the critical role the lab can play to support the mission of the LCRDA. He suggested following the trip with a strategic planning session and encouraged every Board member to attend both.

#### **11. NFIL and IPTLH Discussion – Michael Kramer and Bill Lickson**

- a. Amended & Restated bylaws of IPTLH
- b. Construction Status
- c. FF&E – Pricing, Process, Timing, Funding
- d. Potential Directors & Sponsorships
- e. Potential Tenants

Michael Kramer reviewed the changes to the IPTLH Bylaws and construction progress, which is progressing timely. Bill Lickson discussed the progress on FF&E and guidance he's receiving from Sid Martin staff and other advisors and coordinating purchasing equipment with FSU as it finalizes the IRCB. Directors and sponsorship will depend on the structural decisions made, but funding will always be needed and are being pursued. Interest in wet labs, in particular, from potential tenants is ongoing.

#### **12. Operational Updates – Michael Kramer**

- a. LCRDA Leasing
- b. Infrastructure

It was noted that leasing was slow but there are several genuine prospects in the pipeline. In addition, the age of some of the HVAC equipment was detailed as the Board was reminded that the 2023-2024 cash flow budget included an assumption of only \$200,000 in capital expenditures for the fiscal year.

#### **13. Chair's Report – Kevin Graham**

- a. FAMU & FSU Update

Kevin Graham noted that most of his report had already been covered in the budget discussion under Item 10. He asked for a motion to authorize Michael Kramer to move forward, with the Authority's General Counsel, to confirm the interest of and to develop preliminary agreements with FAMU and FSU to transfer control of certain LCRDA land and buildings, either by amending the 2013 Memorandum of Understanding, or by other means, as soon as practicable. To further clarify, the objective being a more formal commitment from the universities such that the Board could vote to advance such an amendment or other agreement at the next Board Meeting in October 2023. The Board recognized that executing any potential transaction would still require final documentation and review by all parties to effect any such transfer, if successful, the Board acknowledged that further discussions regarding the role of the unencumbered LCRDA with no rental property and how it could best serve our community would be in order.

*John Dailey offered a motion as described by Chair Graham. Ray Bye seconded the motion which passed unanimously.*

#### **14. Adjourn**

The meeting adjourned at 12:51pm.

