

**Leon County Research & Development Authority**

**Executive Committee Meeting**

Collins Building  
2051 East Paul Dirac Drive  
Tallahassee, FL 32310  
Thursday, January 18, 2024  
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 – November 16, 2023 (Attachment A)**

**7. Treasury Report**

**8. IPTLH/NFIL**

- a. Estimated Completion Date & Change Orders
- b. Appropriation / FF&E
- c. Leasing Updates
- d. Website

**9. LCRDA**

- a. FAMU/FSU Updates – MOU, Updated Legal Descriptions & Maps, EDA
- b. Eisenhower
- c. LCRDA Long Term
- d. CareerSource Lease
- e. SPIA Liquidation Policy
- b. OEV
- a. TechGrant

**10. New Business**

**11. Adjourn**

UPCOMING  
Board of Governors and Executive Committee  
MEETINGS

<b>Board of Governors Meeting</b> Thursday, February 1, 2024 11:00am – 1:00pm	<b>Board of Governors Special Meeting (if needed)</b> Thursday, February 15, 2024 11:00am – 1:00pm
<b>Board of Governors Special Meeting (if needed)</b> Thursday, March 7, 2024 11:00am – 1:00pm	<b>Board of Governors Special Meeting (if needed)</b> Thursday, March 21, 2024 11:00am – 1:00pm
<b>Executive Committee Meeting</b> Thursday, March 21, 2024 11:00am – 1:00pm	<b>Board of Governors Meeting</b> Thursday, April 4, 2024 11:00am – 1:00pm
<b>Board of Governors Special Meeting (if needed)</b> Thursday, April 18, 2024 11:00am – 1:00pm	<b>Executive Committee Meeting</b> Thursday, May 23, 2024 11:00am – 1:00pm
<b>Board of Governors Meeting</b> Thursday, June 6, 2024 11:00am – 1:00pm	<b>Executive Committee Meeting</b> Thursday, July 25, 2024 11:00am – 1:00pm
<b>Board of Governors Meeting</b> Thursday, August 1, 2024 11:00am – 1:00pm	<b>Executive Committee Meeting</b> Thursday, September 19, 2024 11:00am – 1:00pm

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**Executive Committee Meeting**

Collins Building  
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Thursday, November 16, 2023  
11:00am – 1:00pm

**DRAFT Minutes**

**Members in Attendance:** Chair Kevin Graham, Tom Allen.

**Members in Attendance by Electronic Means:** David Ramsay.

**Members Not in Attendance:** None.

**Guests:** Michael Kramer, Bill Lickson, Ayne Markos, Peggy Bielby, LCRDA Staff.

**1. Call to Order**

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**

*Tom Allen offered a motion to approve participation by electronic means. Kevin Graham seconded the motion which passed unanimously with Dave Ramsay not voting.*

**4. Modifications to the Agenda**

None.

**5. Public Comment**

None.

**6. Approval of Draft Meeting Minutes – September 21, 2023**

*Without objection Kevin Graham approved the draft minutes.*

**7. Treasury Report**

Dave Ramsay reviewed the financials through September 30, 2023 and noted that the LCRDA lost \$325,000 for the FY versus a budgeted loss of \$667,000.

## **8. IPTLH/NFIL**

- a. Estimated Completion Date & Change Orders
- b. Appropriation
- c. FF&E
- d. Leasing Updates
- e. Website

Michael Kramer reported that, at this time, lab completion is expected sometime late December or early January 2024. Changes orders are expected to total +/- \$230,000 which includes the window shades. We anticipate a lengthy punch list and multiple issues that will need to be addressed even after the lab is turned over. Once Substantial Completion is determined, the insurance and utilities may shift from Culpepper to us. TCC appropriation has not been received but should happen very soon. Once the funds are available, it will be used for the required deposits on FF&E, AV, access control, and IT. A few changes in the AV options have yielded reduced bids. Bill Lickson reported that there is a lot of interest, primarily in wet lab spaces. The EDA has yet to approve the membership agreements and rates as required. There is a clear need for graduation space. Website upgrades continue.

## **9. LCRDA**

- a. FAMU/FSU Updates – MOU, Updated Legal Descriptions & Maps, EDA
- b. Elevator Status

We are working on the MOU; FSU has reviewed a very rough draft and provided feedback. Once our counsel reviews, we will share with FAMU and FSU for additional comment. Kevin Graham noted that the initial review was conducted by Dustin Dailey, FSU Office of General Counsel, who has professional experience with the Florida Department of Environmental Protection. DEP's Division of State Lands serves as staff to the Board of Trustees of the Internal Improvement Trust Fund. Michael Kramer reported that SAM (formerly Allen Nobles) is clarifying the properties and assets being reassigned and affirming the parcel descriptions map and legal descriptions so that it is clear which parts of the 208 acres total were conveyed previously in 1991 (MagLab 23.5 acres), in 2013 (FSU/FAMU +/-80 acres), and the remainder, including common areas, roads, ponds, etc. Bill Lickson explained that EDA will have to review the plan as it relates to NFIL, as well as any modifications to the Build to Scale grant. Michael Kramer reported the Morgan Building elevator work is complete and the Johnson elevator work is beginning in December.

## **10. New Business**

Dave Ramsay reported he is working on setting up tours for key community members to tour the lab. Bill Lickson is working with him on scheduling.

Kevin Graham noted the next Board of Governors meeting is Dec. 7, 2023 and is hopeful to have the MOU ready for Board approval.

## **11. Adjourn**

The meeting adjourned at 11:28am.