

**MEETING AGENDA – Wednesday, December 12<sup>th</sup>, 2018 1:30 PM**  
**FloridaWest Economic Development Alliance – Board of Director’s Meeting**  
**Co:Lab, 3rd Floor Conference Room**  
**418 W Garden Street - Pensacola, Florida 32502**

- |   |                     |
|---|---------------------|
| 1. <b>Call to Order</b>                             | Donnie McMahon      |
| 2. <b>Meeting publicly noticed – 11/28/2018</b>     | Donnie McMahon      |
| 3. <b>Public Comment</b>                            | Donnie McMahon      |
| 4. <b>Action Items</b>                              | Donnie McMahon      |
| a. Approve November 14 <sup>th</sup> , 2018 Minutes |                     |
| b. Approval of November 2018 Financials             |                     |
| c. Approval of FloridaWest Audit                    |                     |
| 5. <b>Discussion Items</b>                          |                     |
| a. Bluffs Update                                    | Baskerville Donovan |
| b. Sunshine Briefing                                | Margaret Stopp      |
| c. FloridaWest Office Space                         | Scott Luth          |
| d. ED Project Updates                               | Scott Luth          |
| i. Cybersecurity Implementation Update              |                     |
| ii. Co:Lab  |                     |
| iii. Business Development                           |                     |
| iv. Marketing/Workforce                             |                     |
| e. ED Calendar Review                               | Sena Maddison       |
| f. Triumph/Legislative Funding Requests             | Scott Luth          |
| g. Other Business                                   |                     |
| i. Membership                                       | Donnie McMahon      |
| ii. Local Marketing                                 | Karen Sindel        |
| iii. Workforce Development                          | Rebecca Ferguson    |
| iv. PEDC Bylaw Review Update                        | Scott Luth          |
| 6. <b>Adjourn</b>                                   | Donnie McMahon      |

Next Meeting: Wednesday, January 9<sup>th</sup> 1:30 pm

**Fiscal Year Meeting Schedule**

- Wednesday, January 9<sup>th</sup> 1:30 pm
- Wednesday, February 13<sup>th</sup> 1:30 pm
- Wednesday, March 13<sup>th</sup> 1:30 pm
- Wednesday, April 10<sup>th</sup> 1:30 pm
- Wednesday, May 8<sup>th</sup> 1:30 pm
- Wednesday, June 12<sup>th</sup> 1:30 pm
- Wednesday, July 10<sup>th</sup> 1:30 pm
- Wednesday, August 14<sup>th</sup> 1:30 pm
- Wednesday, September 11<sup>th</sup> 1:30 pm

**MINUTES – November 14<sup>th</sup>, 2018 1:30 PM**  
**FloridaWest Economic Development Alliance – Board of Director’s Meeting**  
**Co: Lab- 418 W Garden Street - 3rd Floor Conference Room**

**Members Present:** Donnie McMahon, Jim Waite, Tim Haag, Lewis Bear, Rebecca Ferguson, Karen Sindel, Verdell Hawkins, Bonita Player

**Associate Members Present:** Jonathan Tucker

**Staff Present:** Scott Luth, Melissa Stoker, Danita Andrews, Kelly Reeser, Sena Maddison, Margaret Stopp

**Members/Associate Members Not Present:** Wendell Smith, Bonita Player, Jonathan Tucker

**Public Citizens Present:** John Hutchinson, Bob David, Dave Hoxeng

1. **Call to Order:** The meeting was called to order by Donnie McMahon at 1:30 PM
2. **Public Notice:** This meeting was publicly noticed on November 1, 2018
3. **Public Comment:** Donnie McMahon asked if there was any public comment. There were none.
4. **Action Items**
  - a. **Approve October 17th, 2018 Meeting Minutes:**

No modifications needed.  
Lewis Bear motioned to approve.  
Karen Sindell seconded.  
Approved unanimously.
  - b. **Approve October Financials:**

No modifications needed.  
Lewis Bear motioned to approve.  
Karen Sindell seconded.  
Approved unanimously.
  - c. **Approval of FloridaWest Office Lease:**

The Board expressed desire for an exploration of multiyear lease options in the current office space as well as an exploration for other spaces available throughout the community.
  - d. **Approval of Misc Appropriations Agreement**

Karen Sindell motion to approve.  
Lewis Bear seconded.  
Approved unanimously.
5. **Discussion Items:**
  - a. **ED Project Updates:**
    - i. Cybersecurity Implementation Update – Bob David shared a recap of the November 13<sup>th</sup> Cybersecurity Stakeholder Planning Meeting. There is a shared interest in pursuing additional discussion, with a follow up meeting scheduled for December 14<sup>th</sup>.
    - ii. Co:Lab – Renovations are ongoing on the first floor with a tentative completion date of December 1<sup>st</sup>.

**FloridaWest (CEDA)**  
**Profit & Loss Budget Performance**  
 October through November 2018

	<u>Oct - Nov 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
4200 · Associate Membership Dues	1,666.66	40,000.00	-38,333.34	4.17%
4000 · Membership Dues	33,333.33	280,000.00	-246,666.67	11.91%
4410 · Non-Dues Income	22,000.00	50,000.00	-28,000.00	44.0%
4420 · Government Income	25,000.00	150,000.00	-125,000.00	16.67%
4430 · PEDC	100,000.00	650,000.00	-550,000.00	15.39%
4500 · CIE - Rent	14,891.94	179,000.00	-164,108.06	8.32%
4512 · Miscellaneous Income	0.00	1,000.00	-1,000.00	0.0%
<b>Total Income</b>	<u>196,891.93</u>	<u>1,350,000.00</u>	<u>-1,153,108.07</u>	<u>14.59%</u>
<b>Gross Profit</b>	196,891.93	1,350,000.00	-1,153,108.07	14.59%
<b>Expense</b>				
5005 · Bank & Credit Card Fees	2.50	1,000.00	-997.50	0.25%
5060 · Marketing, Adv & Promo/Investor	14,715.39	125,000.00	-110,284.61	11.77%
5066 · Database/Research	1,687.50	20,000.00	-18,312.50	8.44%
5100 · Audit Expense	12,100.00	35,000.00	-22,900.00	34.57%
5105 · Legal Fees	810.00	10,000.00	-9,190.00	8.1%
5120 · Auto Travel	494.99	15,000.00	-14,505.01	3.3%
5140 · Business Travel	11,036.41	60,000.00	-48,963.59	18.39%
5190 · Depreciation Expense	0.00	15,000.00	-15,000.00	0.0%
5200 · Dues & Subscriptions	1,912.00	10,000.00	-8,088.00	19.12%
5310 · Insur-D&O/Liab/Umbrella/EPLI	4,106.88	6,000.00	-1,893.12	68.45%
5410 · Maint & Repair- Computers	1,596.56	15,000.00	-13,403.44	10.64%
5440 · Meeting Expense	1,068.76	2,500.00	-1,431.24	42.75%
5500 · CoLab Expenses	4,524.23	148,000.00	-143,475.77	3.06%
5559 · Workforce Marketing	517.72	20,000.00	-19,482.28	2.59%
5600 · Miscellaneous Expense	117.90	1,000.00	-882.10	11.79%
5610 · Postage	1.42	500.00	-498.58	0.28%
5680 · High Growth Companies	389.25	20,000.00	-19,610.75	1.95%
57000 · Employee Wages & Benefits	92,483.54	785,000.00	-692,516.46	11.78%
5800 · Supplies	763.56	2,000.00	-1,236.44	38.18%
5915 · Telephone	559.52	3,000.00	-2,440.48	18.65%
5925 · Cell Phones	1,693.71	6,000.00	-4,306.29	28.23%
5954 · Copier Expense	0.00	2,000.00	-2,000.00	0.0%
5980 · Rent Expense	7,535.94	48,000.00	-40,464.06	15.7%
<b>Total Expense</b>	<u>158,117.78</u>	<u>1,350,000.00</u>	<u>-1,191,882.22</u>	<u>11.71%</u>
<b>Net Income</b>	<u><u>38,774.15</u></u>	<u><u>0.00</u></u>	<u><u>38,774.15</u></u>	<u><u>100.0%</u></u>

**FloridaWest (CEDA)**

**Balance Sheet**

As of November 30, 2018

Nov 30, 18

**ASSETS**

**Current Assets**

**Checking/Savings**

1000 · Checking- Private Hancock -363 474,749.19

1010 · Checking - Public Hancock- 355 137,323.47

**Total Checking/Savings** 612,072.66

**Accounts Receivable**

11000 · Accounts Receivable 53,333.33

**Total Accounts Receivable** 53,333.33

**Total Current Assets** 665,405.99

**Fixed Assets**

1750 · Construction in Progress 61,576.10

1702 · Accum Depr-Leasehold Improvemen -4,070.00

1655 · Leasehold Improvements 61,050.00

1600 · Furniture and Fixtures 42,086.60

1650 · Computers 25,754.22

1700 · Accum Depreciation Computers -7,798.31

1701 · Accum Depreciation Furn & Fix -8,447.41

**Total Fixed Assets** 170,151.20

**Other Assets**

1800 · Security Deposit 1,000.00

**Total Other Assets** 1,000.00

**TOTAL ASSETS** 836,557.19

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

2300 · Other Payables

2350 · Christmas Club Payable 375.00

**Total 2300 · Other Payables** 375.00

2400 · Payroll Liabilities 3,677.00

**Total Other Current Liabilities** 4,052.00

**Total Current Liabilities** 4,052.00

**Total Liabilities** 4,052.00

**Equity**

3200 · Unrestricted Net Assets 793,731.04

**Net Income** 38,774.15

**Total Equity** 832,505.19

**TOTAL LIABILITIES & EQUITY** 836,557.19

- iii. Business Development – We have started the fiscal year with 5 RFPs, 3 site visits, and we are expecting a site visit in the coming week.
- iv. Marketing/Workforce – The ST Engineering job fair is on November 16<sup>th</sup>, and the Northwest Florida Construction Job Fair is coming up at PSC on December 4<sup>th</sup>. Thank you for joining us at the Manufacturer’s Breakfast at Custom Control solutions. It was a successful event.

**b. ED Calendar Review**

**c. Triumph/Legislative Funding Requests**

**d. Other Business:**

- i. Membership
- ii. Local Marketing
- iii. Workforce Development
- iv. PEDC Bylaw Review Update

**6. Adjourn:** The board adjourned at 2:43 pm by Donnie McMahon.

**The next FloridaWest Board of Director’s Meeting will take place on December 12th, 2018 at 1:30pm.**

**Respectfully Submitted By:**

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**Rebecca Ferguson, Secretary/Treasurer  
FloridaWest EDA**

# FloridaWest

economic development alliance



## BUSINESS DEVELOPMENT REPORT

Year to Date

October 1, 2018 – December 5, 2018

**DANITA ANDREWS**

Director of Business Development



FloridaWest

economic development alliance



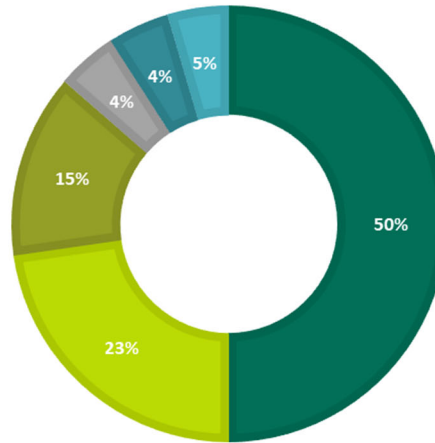
Year to Date

**BUSINESS DEVELOPMENT SUMMARY**

Total Pipeline		22
Active Projects		17
	Existing	6
	New	11
Site Visits		4
Business Retention Visits		4

**Pipeline by Sector**

■ Manufacturing 50%	■ Aviation/Aerospace Mfg 23%
■ Warehouse/Distribution 14%	■ Headquarters 5%
■ Business Services 5%	■ MRO 5%



**Economic Development Pipeline - Project Rating**

Indicates individual project rating/status with varied location decision factors and highly competitive environment:

- (1) Inquiry/Suspect - initial or early stage of activity (example: response for proposal (RFP), presentation of potential site/buildings, demographics, customized package supporting client's needs)
- (2) Prospect - client actively engaged (example: site visit, narrowing location options/short-listed)
- (3) Project - regular client interaction (example: multiple visits, site or building identified, or incentive process initiated)
- (4) Imminent - client decision forthcoming (example: moving toward incentive application approval and local support)
- (5) Announced - project approved, client location formally public

## Economic Development Pipeline

Project Code	# Jobs	Industry Sector	Status	Space Required	Lead	Project Rating
A08312016_WD	5	Warehouse/Distribution	Active	150,000	Direct	3
B12282016_MFG	35	Manufacturing	Active	60,000	Direct	4
A02202017_MFG	20	Manufacturing	Active	0	Direct	3
P07062017_MFG	15	Manufacturing	Active	0	Direct	3
T07172017_AAM	1325	Aviation	Active	200,000	Direct	3
F10012017_BSVC	5	Business Services	Active	20,000	Direct	3
V10302017_MFG	75	Manufacturing	Active	60,000	Direct	2
I02052018_MFG	75	Manufacturing	Active	155,000	Direct	4
D02202018_AAM	30	Aviation	Active	173,000	Direct	3
H004012018_MFG	140	Manufacturing	Active	200,000	Direct	2
A04162018_MFG	50	Manufacturing	Active	30 AC	Consultant	3
E07112018_MFG	40	Warehouse/Distribution	Active	200,000	Direct	2
V07132018_HQ	24	Headquarters	Active	10,000	Direct	2
C08022108_WD	200	Warehouse/Distribution	Active	100 AC	FGNW	2
B08102018_MRO	30	MRO	Active	TBD	Direct	2
M09182018_AAM	50	Aviation	Active	TBD	FGNW	2
F09242018_MFG	15	Manufacturing	Active	20 Acres	FGNW	1
C10022018_AAM	16	Aviation	Active	30,000	EFI	1
E10/04/2018_AAM	60	Aviation	Active	85,000	FGNW	1
S10052018_MFG	15	Manufacturing	Active	20 Acres	FGNW	1
L10152018_MFG	12	Manufacturing	Active	40,000	Direct	2
N101918_MFG	45	Manufacturing	Active	10,000	FGNW	2
# Jobs	2,282		Total Space	1,393,000		

### LEAD SOURCE:

Enterprise Florida, Inc. (1)  
 Florida's Great Northwest (5)  
 Site Consultant (1)  
 Direct (14)

### TYPE:

Existing   
 New 

### STATUS:

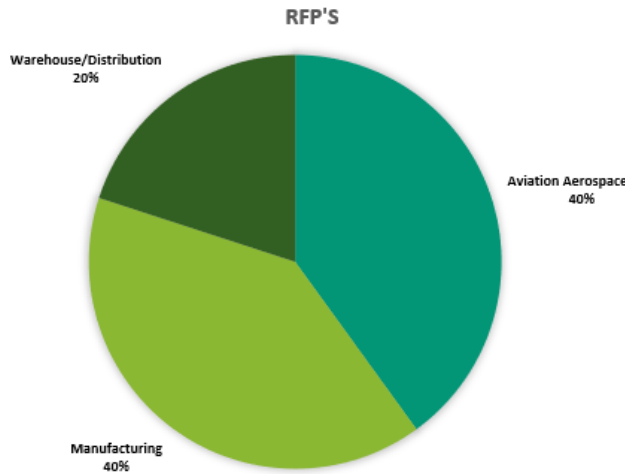
Active (21)  
 Inactive  
 Hold  
 Dead  
 Announced

### RATING:

1 Inquiry/Suspect  
 2 Prospect  
 3 Project  
 4 Imminent  
 5 Announced



## Total Request For Proposal (RFP) by Sector 5

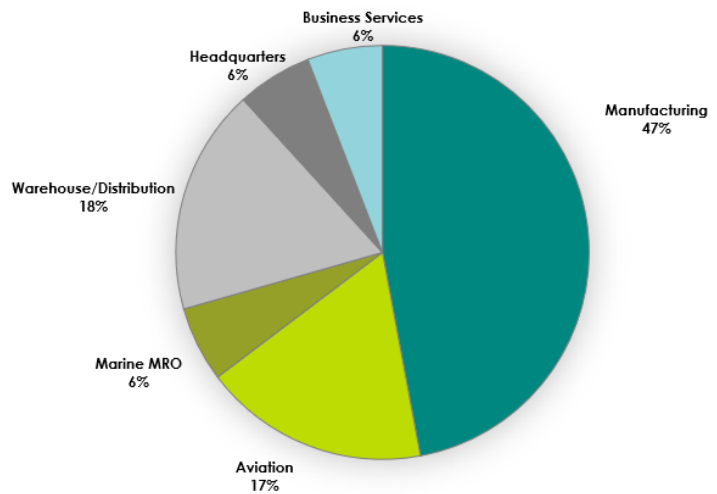


### Site Visits 4

M09182018_AAM	ACTIVE	Sept. 18, 2018, Nov.13, 2018
L10152018_MFG	ACTIVE	Oct. 18, 2018
N101918_MFG	ACTIVE	Dec. 2, 2018

### Total Active Projects 17

11 RECRUITMENT  
6 EXPANSIONS  
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2131 Jobs



### Business Retention-Expansion 4 Visits

Existing Industry Visits 2018-2019

Date	Visit	# Employees	Sector
10/23/18	Vivid Bridge	5	Business Services
11/02/18	IHMC	100	R&D
11/06/18	Ascend Performance Materia	888	Manufacturing
11/09/18	Custom Control	50	Manufacturing