

COLUMBIA COUNTY ECONOMIC DEVELOPMENT ADVISORY BOARD

**259 NE Franklin, Suite 101
Lake City, FL 32055**

**MEETING LOCATION: LAKE SHORE HOSPITAL AUTHORITY
259 NE Franklin, Suite 102, Lake City, FL 32055**

**MEETING DATE & TIME: OCTOBER 5, 2016
8:30 A.M.**

AGENDA

- 1. Call to Order: Commissioner Bucky Nash**
- 2. Pledge to U.S. Flag**
- 3. Roll Call**
- 4. Request Guest to Sign In**
- 5. *Approve Minutes from Board Meeting Held September 7, 2016**
- 6. *Accept the Financials for the Month Ending August 2016**
- 7. Old Business**
 - a. Finalize incentive guideline profile**
- 8. New Business**
 - a. Present RIF Grant**
 - b. Present USDA Grant**
- 9. Next Advertised Meeting: November 2, 2016**
- 10. Adjournment**



***DENOTES BOARD ACTION REQUIRED**

Economic Development Advisory Board

September 7, 2016

The Economic Development Advisory Board ("EDAB") met in a regularly scheduled meeting. The meeting came to order at 8:30 a.m. at the Lake Shore Hospital Authority Building.

Committee Members Present:

Bucky Nash, Terry Dicks, Stephen Douglas, Wendell Johnson, Glenn Owens, Gus Rentz, Jeff Simmons and Scott Ward.

Committee Members Absent: Marc Vann

Others Present:

EBAD Director Glenn Hunter, Office Manager Debbie Motes and Deputy Clerk Katrina Vercher.

Minutes

MOTION and second to approve the EDAB minutes of August 3, 2016. The motion carried unanimously.

Financial Reports

MOTION and second to accept the Financial Reports for the month ending July 2016. The motion carried unanimously. The report is attached to the original minutes.

Old Business

Incentive Criteris

Director Hunter gave a brief overview of the sample scorecard that is attached to the original minutes. He asked the Board members to study the sample and bring back additions or deletions for discussion.

Discussion ensued.

Brand Acceleration

Director Hunter gave a brief update on the progress of the website.

New Business

Institute of Government Agreement

Director Hunter presented the Board with a proposed agreement with the Florida Institute of Government. The agreement is for professional services that includes help with obtaining grants from the

State of Florida. The agreement is for one year at a cost of \$10,000. A copy of the proposed agreement is attached to the original minutes and outlines the Scope of Work.

Discussion ensued.

MOTION by Board Member Terry Dicks to enter into an agreement for one year starting October 1 on a trial basis, this is not an automatic renewal. At the end of that year we do an ROI and go from there. SECOND by Board Member Simmons.

County Attorney Foreman advised that the motion should be amended to include the scope of work and the \$10,000 cost and allow him to "clean up" come of the language of the agreement.

Amended MOTION BY Board Member Terry Dicks to take the County Attorney's advice. Amended SECOND by Board Member Simmons. The motion CARRIED 7 to 1 with Board Member Douglas voting in opposition.

Meeting with Haeco

Director Hunter reported that the meeting in Greensboro, N.C. with Haeco was very successful.

Project 15-12

Director Hunter reported that the project appears to be moving forward.

Next Meeting

The next meeting will be held on August 3, 2016 at 8:30 a.m.

Adjournment

There being no further business, the meeting adjourned at 9:00 a.m.

Bucky Nash, Chairman
Economic Development Board

Attest:

P. DeWitt Cason,
Clerk of Circuit Court

Expense Account Transactions

Printed: 09-28-2016

Showing all transactions recorded between: 8/1/2016 and 8/1/2016

<u>PO NMB.</u>	<u>ACCT PER.</u>	<u>VENDOR/DESC</u>	<u>DATE</u>	<u>CD</u>	<u>ENC.</u>	<u>TRANS AMOUNT</u>	<u>ACCRUING BALANCE</u>
ECONOMIC DEVELOPMENT							
304-2000-552.10-12 ECONOMIC DEVELOPMENT / SALARIES							
		BEGINNING BALANCE	9/14/2015	BB	0.00		115,851.00
		PAYROLL SUMMARY	8/4/2016	AJ	0.00	-4,417.37	20,418.57
		PAYROLL SUMMARY	8/18/2016	AJ	0.00	-4,417.36	16,001.21
		PAYROLL SUMMARY	8/31/2016	AJ	0.00	-4,417.36	11,583.85
304-2000-552.10-21 ECONOMIC DEVELOPMENT / FICA TAXES							
		BEGINNING BALANCE	9/14/2015	BB	0.00		8,863.00
		PAYROLL SUMMARY	8/4/2016	AJ	0.00	-308.63	2,174.75
		PAYROLL SUMMARY	8/18/2016	AJ	0.00	-308.63	1,866.12
		PAYROLL SUMMARY	8/31/2016	AJ	0.00	-337.92	1,528.20
304-2000-552.10-22 ECONOMIC DEVELOPMENT / RETIREMENT							
		BEGINNING BALANCE	9/14/2015	BB	0.00		20,597.00
		PAYROLL SUMMARY	8/4/2016	AJ	0.00	-798.05	3,677.56
		PAYROLL SUMMARY	8/18/2016	AJ	0.00	-798.05	2,879.51
		PAYROLL SUMMARY	8/31/2016	AJ	0.00	-798.05	2,081.46
304-2000-552.10-23 ECONOMIC DEVELOPMENT / HEALTH & LIFE INSURANCE							
		BEGINNING BALANCE	9/14/2015	BB	0.00		13,300.00
		PAYROLL SUMMARY	8/4/2016	AJ	0.00	-554.18	1,662.22
		PAYROLL SUMMARY	8/18/2016	AJ	0.00	-554.18	1,108.04
304-2000-552.30-40 ECONOMIC DEVELOPMENT / TRAVEL & PER DIEM							
		BEGINNING BALANCE	9/14/2015	BB	0.00		10,000.00
F77767	CREDIT	BANK OF AMERICA	8/31/2016	AP	-40.80	40.80	6,570.03
F77767		BANK OF AMERICA CREDIT	8/31/2016	EN	-40.80	0.00	6,610.83
304-2000-552.30-41 ECONOMIC DEVELOPMENT / COMMUNICATIONS							
		BEGINNING BALANCE	9/14/2015	BB	0.00		2,500.00
	VERIZON	VERIZON WIRELESS	8/23/2016	AP	0.00	-81.26	759.78
	DEPT. MANG SERV	DEPT. OF MANAGEMENT SERVICES	8/29/2016	AP	0.00	-76.60	683.18
304-2000-552.30-44 ECONOMIC DEVELOPMENT / RENTAL & LEASES							
		BEGINNING BALANCE	9/14/2015	BB	0.00		15,000.00

<u>PO NMB.</u>	<u>ACCT PER.</u>	<u>VENDOR/DESC</u>	<u>DATE</u>	<u>CD</u>	<u>ENC.</u>	<u>TRANS AMOUNT</u>	<u>ACCRUING BALANCE</u>
024195	RENT AUG 2016	LAKE SHORE AUTHORITY	8/1/2016	AP	1,000.00	-1,000.00	-255.12
F77521	COPIER LEASE AGREEMENT	GREAT AMERICA FINANCIAL SVCS	8/16/2016	AP	126.23	-126.23	-255.12
F77521		GREAT AMERICA FINANCIAL SVCS COPIER LEASE AGREEMENT	8/16/2016	EN	126.23	0.00	-381.35
F77774	COMMERCIAL SOLID WASTE 09	WASTE PRO - LAKE CITY	8/20/2016	AP	12.19	-12.19	-381.35
F77774		WASTE PRO - LAKE CITY COMMERCIAL SOLID WASTE 09	8/20/2016	EN	12.19	0.00	-393.54
F77601	COPIER USAGE FEES	MCCRIMON'S OFFICE SUPPLY	8/22/2016	AP	87.44	-87.44	-393.54
F77601		MCCRIMON'S OFFICE SUPPLY COPIER USAGE FEES	8/22/2016	EN	87.44	0.00	-480.98
304-2000-552.30-49 ECONOMIC DEVELOPMENT / OTHER CHARGES							
	BEGINNING BALANCE		9/14/2015	BB	0.00		500.00
	CHAMBER OF COMMERCE		8/16/2016	CR	0.00	198.21	698.21
F77767	PUBLIX	BANK OF AMERICA	8/31/2016	AP	198.21	-198.21	698.21
F77767		BANK OF AMERICA PUBLIX	8/31/2016	EN	198.21	0.00	500.00
304-2000-552.30-51 ECONOMIC DEVELOPMENT / OFFICE SUPPLIES							
	BEGINNING BALANCE		9/14/2015	BB	0.00		1,500.00
F77212	OFFICE COPY PAPER	OFFICE DEPOT	8/1/2016	AP	68.76	-68.76	226.52
F77212		OFFICE DEPOT OFFICE COPY PAPER	8/1/2016	EN	68.76	0.00	157.76
F77872	OFFICE SUPPLIES	OFFICE DEPOT	8/29/2016	AP	50.32	-50.32	157.76
F77872		OFFICE DEPOT OFFICE SUPPLIES	8/29/2016	EN	50.32	0.00	107.44
304-2000-552.30-54 ECONOMIC DEVELOPMENT / DUES & SUBSCRIPTIONS							
	BEGINNING BALANCE		9/14/2015	BB	0.00		12,500.00
024446	PO ENTRY	NORTH FLORIDA ECONOMIC FIELD PURCHASE	8/16/2016	EN	6,900.30	0.00	-8,237.00
	INVOICE POSTED TWICE	FLORIDA CHAMBER OF COMMERCE	8/23/2016	AP	0.00	575.00	-7,662.00
304-2000-552.30-55 ECONOMIC DEVELOPMENT / TRAINING							
	BEGINNING BALANCE		9/14/2015	BB	0.00		500.00
F77767	TRAINING G. HUNTER	BANK OF AMERICA	8/31/2016	AP	170.00	-170.00	-285.00
F77767		BANK OF AMERICA TRAINING G. HUNTER	8/31/2016	EN	170.00	0.00	-455.00
304-8400-584.90-85 RESERVES / PROJECT RES. GWAY CROSS							
	BEGINNING BALANCE		8/5/2016	BB	0.00		0.00

Rick Scott
GOVERNOR



Cissy Proctor
EXECUTIVE DIRECTOR

August 23, 2016

Roland C. Luster, Airport Manager
City of Lake City Gateway Airport - LCQ
3524 U.S. Hwy 90 East
Lake City, Florida 32055

Re: City of Lake City Gateway Airport - LCQ, Rural Infrastructure Application

Dear Mr. Luster:

It is my pleasure to inform you that the City of Lake City Airport application for a Rural Infrastructure Fund grant in the amount of \$820,050.00, has been approved.

This approval is based on a thorough review of the application and recommendation of the Infrastructure Fund Review committee established pursuant to Section 288.0655(3), F.S. The \$820,050.00 in proceeds from this grant will be used to cover the cost of construction improvements to hanger four and hanger nine, construction of a new aircraft wash rack, and construction of a new employee parking lot.

Please be advised that funds for this award may not be disbursed prior to the complete execution of the agreement.

If you have any questions about this award or the grant agreement, please contact Connie Norman in the Bureau of Economic Development by phone at (850) 717-8532 or by email at connie.norman@deo.myflorida.com.

Sincerely,

Taylor Teepell, Director
Division of Community Development

TT/cn

USDA Rural Business Development Grant

Application Toolkit

SECTION 3: PROJECT ELIGIBILITY

Application Type – Please Check One:

☒ Enterprise Grant

☐ Opportunity Grant

All Applicants:

- **Demonstration of Need:**

Columbia, Baker, Union and Hamilton Counties have been recognized by the State of Florida as an Economically Distressed Rural County and as part of a Rural Areas of Opportunity. According to the US Census, each County faces stagnant or declining population. When compared to the nation and state of Florida, these Counties have a lower percentage of persons with High School or Bachelors level education, a higher percentage of persons living in poverty, and a lower median income. The US Bureau of Labor Statistics lists the 2014 unemployment rate for Baker County at 6.3%, Columbia County at 6.5%, Hamilton County at 7.8% and Union County at 6.0%.

These Counties are located near the Florida Georgia border at the crossroads for north/south and east/west transportation -- where I-10 and I-75 and the Norfolk Southern and CSX railways meet. The City of Lake City operates an airport with an 8,003 foot runway adjacent to Florida Gateway College and centrally located to several industrial parks including the North Florida Mega Industrial Park. The North Florida Mega Industrial Park provides rail and Interstate to nearby JAXPORT ocean facilities that support import and export businesses. This provides opportunities for small, emerging supporting businesses.

As such, the Columbia County School District has partnered with the surrounding counties to develop vocational training programs such as the Global Logistics Career Academy and the Aviation Academy. Columbia County is requesting USDA RBEG funding to expand the ability of the Aviation Academy by providing job related training in skill sets that are not currently offered. This RBEG grant would purchase the additional job training modules necessary to teach new job related skills in aviation mechanics (and related fields) at the Aviation Academy for up to 40 additional adult students. These new skills will focus on the hydraulics are used in the aviation, logistics, and marine industries. The Aviation Academy is located on the Lake City Municipal Airport property adjacent to Florida Gateway College and aviation businesses such as HAECO.

The region has begun to attract distribution centers, such as Target Distribution and Cold Storage as well as aviation related industries. The airport is home to HAECO, a major aircraft refurbishing firm with plans to expand. The area has several smaller private airports throughout the four counties without aviation mechanics. Even the Lake City Airport does not have an on-site aviation maintenance business. All of these industries are having difficulties finding a trained workforce. This has limited these companies ability to expand and the regions ability to attract similar supporting businesses.

USDA Rural Business Development Grant

Application Toolkit

- **Suggested Performance Criteria:**

Suggest one or more relevant criterion to be used to evaluate the performance of the grant project during its operational phase post award, as benchmarks to assess whether or not the primary goals and objectives proposed in the scope of work are accomplished during the project period. These criteria should relate to the overall project goal of financing and/or assisting small and emerging businesses or conducting business opportunity projects, with a resulting creation or saving of jobs.

currently provides training for up to 20 students. With the RBEG grant, the Aviation Academy will:

1. Train an additional 10 new students in year 1, increasing to 20 new students in year 2.
2. Success will be measured by a 90% job placement rate for the additional students.

Enterprise Grant Applicants Only:

- **Development or Financing of Small & Emerging Private Businesses**

Business Enterprise Projects fund the development of small and emerging businesses in rural areas and include projects that include the “establishment, expansion, and operation of Rural distance learning networks or development of Rural learning programs that provide educational instruction or job training instruction related to potential employment or job advancement for adult students”.

(Section 4280.417(a)(2)(vi)) The RBEG funds will be used to purchase training equipment or modules that will provide hands on job related training in aviation hydraulics, HVAC and electrical systems that is currently unavailable in this region. Skills they learn will directly translate into jobs in the aviation, logistics, and marine industries as well as the skills translating into the automotive sector. RBEG funding will allow the Columbia County School District to direct students from their adult education programs into training directly related to job skills and advancement.

Opportunity Grant Applicants Only:

- **Economic Development Result**
- **Local and Area Strategic Plans**

USDA Rural Business Development Grant

Application Toolkit

SECTION 4: WRITTEN NARRATIVE

4.1 Project Need

Columbia, Baker, Union and Hamilton Counties have been recognized by the State of Florida as an Economically Distressed Rural County and as part of a Rural Areas of Opportunity. According to the US Census, each County faces stagnant or declining population. When compared to the nation and state of Florida, these Counties have a lower percentage of persons with High School or Bachelors level education, a higher percentage of persons living in poverty, and a lower median income. The US Bureau of Labor Statistics lists the 2014 unemployment rate for Baker County at 6.3%, Columbia County at 6.5%, Hamilton County at 7.8% and Union County at 6.0%. The US Bureau of Labor Statistics lists the 2014 unemployment rate for Baker County at 6.3%, Columbia County at 6.5%, Hamilton County at 7.8% and Union County at 6.0%. The area's median income of \$37,321 falls below the State median income of \$44,299. Sixty percent of the students at the High Schools qualify for the free and reduced lunch program. Seventeen and one half (17.5%) of the residents live in poverty. Twenty five and three tenths percent (25.3%) of the residents 25 years or older do not have a high school diploma.

These Counties are located near the Florida/Georgia border at the crossroads for north south and east west transportation -- where I-10 and I-75 and the Norfolk Southern and CSX railways meet. The City of Lake City operates an airport with an 8,003 foot runway adjacent to Florida Gateway College and centrally located to several industrial parks including the North Florida Mega Industrial Park. The North Florida Mega Industrial Park provides rail and Interstate to nearby JAXPORT ocean facilities that support import and export businesses. This provides opportunities for small, emerging supporting businesses.

As such, the Columbia County School District has partnered with the surrounding counties to develop vocational training programs such as the Global Logistics Career Academy and the Aviation Academy. Columbia County is requesting USDA RBEIG funding to expand the ability of the Aviation Academy by providing job related training in skill sets that are not currently offered. This RBEIG grant would purchase the additional job training modules necessary to teach new job related skills in aviation mechanics (and related fields) at the Aviation Academy for up to 40 additional adult students. These new skills will focus on the hydraulics are used in the aviation, logistics, and marine industries. The Aviation Academy is located on the Lake City Municipal Airport property adjacent to Florida Gateway College and aviation businesses such as HAECO.

The region has begun to attract distribution centers, such as Target Distribution and Cold Storage as well as aviation related industries. The airport is home to HAECO, a major aircraft refurbishing firm with plans to expand. The region is home to Flight Star, Command, Embraer, Boeing, LSI and other repair facilities like NAS JAX. The area has several smaller private airparks throughout the four counties without aviation mechanics. Even the Lake City Airport does not have an on-site aviation maintenance business. All of these industries are having difficulties finding a trained workforce. In addition, many warehouses, factories and theme parks hire employees trained in aviation mechanics to maintain their equipment. A lack of a skilled workforce has limited these companies ability to expand and the regions ability to attract similar supporting businesses.

USDA Rural Business Development Grant

Application Toolkit

4.5 Coordination with Area Economic Development Activities

The USDA funding the additional training module equipment at the Aviation Academy will allow students to learn potential employment and job advancement skills not currently taught in this area. These skills are directly related to current economic development efforts in the area. Both the City and the County operate industrial parks adjacent to the Lake City Airport for smaller emerging businesses to locate. Additionally, the City of Lake City has airport outparcels available. Current tenants at the airport include a medical helicopter service and small aviation services, but no mechanics.

In addition, the State of Florida, Columbia County and Plum Creek Weyerhaeuser are participating in the development of the North Florida Mega Industrial Park within one mile of the Academy. The 2,622-acre park offers sites from a single acre to 410 acres. The park's location provides a solid transportation backbone that connects our region to all of Florida, the Southeast, and even the nation and world. That backbone allows same-day service to consumer markets totaling more than 60 million people, as well as other manufacturing facilities in those markets, making it easier to obtain subassemblies or supply others' production lines. The North Florida Mega Industrial Park provides rail and Interstate to nearby JAXPORT ocean facilities that support import and export businesses.

The County Economic Development Department, the City of Lake City, and HAFCO are working on funding the construction of additional airport hangars that would allow for the maintenance of larger airplanes and more modern aircraft. Recently, the nearby Cold Storage firm expanded their refrigerated facilities which use conveyers and hydraulics. Additionally, Columbia County's Economic Development Director, Glenn Hunter, is coordinating this RBEG effort with his ongoing business recruitment efforts.

4.6 Businesses to be Assisted and Economic Development to be Accomplished

The USDA funding the additional training module equipment at the Aviation Academy will allow students to learn potential employment and job advancement skills not currently taught in this area. These skills are directly related to current economic development efforts in the area.

The region has begun to attract distribution centers, such as Target Distribution and Cold Storage as well as aviation related industries. The airport is home to HAFCO, a major aircraft refurbishing firm with plans to expand. The region is home to Flight Star, Command, Embraer, Boeing, LSI and other repair facilities like NAS JAX. The area has several smaller private airparks throughout the four counties without aviation mechanics. Even the Lake City Airport does not have an on-site aviation maintenance business. All of these industries are having difficulties finding a trained workforce. In addition, many warehouses, factories and theme parks hire employees trained in aviation mechanics to maintain their equipment. A lack of a skilled workforce has limited these companies ability to expand and the regions ability to attract similar supporting businesses.

USDA Rural Business Development Grant

Application Toolkit

4.7 Jobs Created/Saved

The airport is home to HAE/CO, a major aircraft refurbishing firm with plans to expand. The region is home to Flight Star, Command, Embraer, Boeing, ISI and other repair facilities like NAS JAX. The area has several smaller private airparks throughout the four counties without aviation mechanics. Even the Lake City Airport does not have an on-site aviation maintenance business. All of these industries are having difficulties finding a trained workforce. In addition, many warehouses, factories and theme parks hire employees trained in aviation mechanics to maintain their equipment.

Number of jobs expected to be created 15 per annum or saved _____

4.8 Applicant Expertise

The RBEG grant will be administered by Columbia County staff with direct hands on experience in administering HUD Community Development Block Grants and Neighborhood Stabilization Program grants, three current FEMA Hazard Mitigation Grants, State Economic Development grants, Florida Recreation Development Grants, etc.

The Aviation Academy opened in August of 2015 with 28 students and have grown to approximately 40 students. Currently three adult students have accepted local internships with HAE/CO in the field of aircraft maintenance. The Coordinator of the Aviation Academy provides the hands on training and the position requires a Bachelor's degree and Aviation Certifications. Additionally, the Coordinator is required to have a minimum of 3 years of classroom instruction and 2 years of experience delivering hands on educational services to professionals through workshops, train the trainer and/or curriculum resources. The Coordinator of the Aviation Academy is employed and supervised by the Columbia County School District

4.9 Method and Rationale to Select Service Recipients

The Columbia County School District has partnered with Baker, Union and Hamilton counties to develop vocational training programs and the Aviation Academy. The Aviation Academy is located on the Lake City Municipal Airport property adjacent to Florida Gateway. Students selected for the Academy will come from the adult education and student populations of the four school districts and focus on adult aged students. The Academy will work with all related local businesses to develop internships to develop the skill learned from the program.

4.10 Work Plan Narrative

The Columbia County will administer the grant as well as purchase and own all of the equipment acquired under this grant. The County will lease the equipment to the School District for use in the Aviation Academy. The Columbia County School District will provide the instructors and the City of Lake City will provide the land and facilities located at the Lake City Gateway Airport.

Qty	Tool Discription	Supplier	Part #	Est. Cost	Total Cost	Curriculum
1	12 Volt Electrical Trainer	Avotek	AE42-12A	\$18,500.00	\$18,500.00	Basic Electric
21	Multi-Meter	Sears Craftsman	03482023000P	\$54.00	\$1,134.00	Basic Electric
21	Bread boards and Components			\$50.00	\$1,050.00	Basic Electric
21	Wire strippers				\$0.00	Basic Electric
21	crimping tools				\$0.00	Basic Electric
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
1	Vapor Cycle AC and Heating	Avotek	AS66	\$25,000.00	\$25,000.00	Air Conditioning
2	Manifold guages	Grainger	38D864	\$190.00	\$380.00	Air Conditioning
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
1	Haydraulic System Trainer	Avotek	H86	\$6,900.00	\$6,900.00	Hydraulics
1	Fluid Lines and Fittings Triner	Avotek	H90	\$4,500.00	\$4,500.00	Hydraulics
1	Hydraulic Test Bench	Avotek	S35	\$7,500.00	\$7,500.00	Hydraulics
25	Aeroquip Tools #4	Avotek	S40	\$55.00	\$1,375.00	Hydraulics
25	Aeroquip Tools #6	Avotek	S41	\$56.00	\$1,400.00	Hydraulics
25	Aeroquip Tool #8	Avotek	S42	\$42.00	\$1,050.00	Hydraulics
20	Parker 37 flaring tool	ATS	212FB	\$90.00	\$1,800.00	Hydraulics
20	Imeprial flaring tool	ATS	507FB	\$85.00	\$1,700.00	Hydraulics
					\$0.00	
					\$0.00	
20	Safety Wire Starter kits	Avotek	S33	\$228.00	\$4,560.00	Rigging
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
	Magnuflux Traing				\$0.00	NDT
					\$0.00	
					\$0.00	
					\$0.00	
Total					\$76,849.00	