

**DRAFT Meeting Minutes  
Triumph Gulf Coast, Inc.  
Conference Call Meeting  
877-309-2073  
ID: 725-830-261  
June 18, 2020  
1:30 p.m. CT**

**Members Present:**

Lewis Bear, Jr. – Vice Chair  
Allan Bense  
Pam Dana, Ph. D  
Don Gaetz – Chair  
Ben Lee – Assistant Treasurer  
Stephen Riggs, IV – Treasurer  
Matt Terry

Chair Don Gaetz called the meeting to order at 1:41 p.m. CT

Executive Director Susan Skelton called the roll and announced the presence of a quorum with all members on the call.

**Mr. Stephen Riggs, IV made a motion to approve the April 30, 2020 Meeting Minutes. Dr. Pam Dana seconded the motion. The minutes were approved without objection.**

Mr. Jamal Sowell, Secretary of Commerce and President and CEO, Enterprise Florida made a Presentation on State Plan for post - COVID-19 Economic Recovery. Secretary Sowell noted that Triumph Gulf Coast has been available to assist Northwest Florida, not just in the recovery from the BP Oil Spill, but with the recovery from Hurricane Michael, and now with the recovery from COVID-19. While not its intended purpose, Triumph has been willing and able to provide this additional assistance in support of the state's recovery efforts. He said that the state response to COVID-19 will include Enterprise Florida ramping up existing economic development initiatives in the coming weeks, continuing to engage partners on a daily basis, and redirecting budget priorities to assure Florida will be on an aggressive footing going forward. Secretary Sowell said that the Enterprise Florida marketing team is beginning to re-focus its marketing strategy knowing that there is a new interest in keeping high-tech, well-paying companies operating through and after this crisis. He noted that telecommuting is now considered more normal and Florida is ideal for companies to consider as they adjust their business models due to low taxes and good quality of life. Enterprise Florida is working with Florida Trend magazine to produce a special issue of the magazine's Small Business Guide focused on Florida's small businesses and their COVID-19 recovery efforts. The micro-loan program for small businesses can assist in getting loans to the smallest businesses in the state to help them remain open. Enterprise Florida is working with their local Economic Development partners to assist in getting these loan programs out to businesses that are in need across the state. He noted that the Qualified Target Initiative (QTI) program was not funded by the 2020

Legislature, so Enterprise Florida will have to work harder to bring in new businesses from out of state.

The state is advocating for federal assistance from the US Department of Commerce through CARES Act funding to facilitate two strategic plans. The first strategy is focus on reshoring of production lines located outside of the United States. The second is to maximize opportunities to increase production of companies already located in our state across all sectors. Secretary Sowell noted that Florida is the second largest medical device producer in the entire nation. He said there is no better place for companies looking to expand or relocate that Florida due to our low taxes and available workforce.

Enterprise Florida is spearheading a “Virtual Trade Grant Program” to assist Florida companies with outreach to overseas companies during this period of reduced international travel. This tool allows businesses across the state to work together with Enterprise Florida’s international offices to develop trade leads virtually. Traditional International Trade Shows have been temporarily replaced with virtual opportunities to engage offshore companies. Last week the State of Florida, through Enterprise Florida, launched a “Virtual Trade Show” program to allow companies to identify international clients and generate new opportunities to showcase Florida’s business benefits. Secretary Sowell said that Enterprise Florida wants producers in every part of our state to have an opportunity to make global connections even with the constrictions of the COVID-19 pandemic. One of the state’s key economic drivers is to increase Florida made exports and to create Florida made jobs.

Secretary Sowell noted that the military plays a vital role in our economy. He said that Dr. Medina and the Enterprise Florida military team have not missed a beat through the pandemic. They are working with Space Florida on efforts to bring the United States Space Command Headquarters to Florida. The team is also working hand in glove with local and military officials on the Tyndall Air Force Base rebuild and is coordinating with our Congressional delegation and the Florida Defense Alliance to extend the moratorium on oil drilling in the eastern Gulf of Mexico due to the importance of maintaining the training range and capabilities of our military bases. The Governor is fully supportive of this effort. Secretary Sowell said that the Florida Defense Alliance recently awarded an out of cycle grant to Bay County to continue work on the Tyndall rebuild.

Finally, Secretary Sowell said that while the Governor and all state agencies are working to protect the state and its citizens throughout the pandemic, they are equally committed to keeping the economy going and to the recovery of businesses and industries across all parts of Florida. Chair Gaetz asked if there have been any estimates of the amount of funding coming into the state from federal support, such as the PPP and CARES Act. Secretary Sowell responded that the amount of funding has been significant, but that there would be better numbers regarding the exact amounts of that funding at the end of this month. Chair Gaetz thanked him for his presentation and reiterated that Triumph Gulf Coast considers itself as a full, active partner with the state in moving forward with the recovery and looks forward to working with the Secretary, the Governor and Enterprise Florida in the months and years ahead.

Due to the technical difficulties with the conference call audio, Ms. Jennifer Conoley, President and CEO, Florida’s Great Northwest volunteered to postpone her comments on Regional post – COVID-19 Economic Recovery Strategies until a future meeting. The Chair thanked Ms. Conoley for her patience and indicated that the Board would look forward to her presentation.

## **Treasurer’s Report**

Mr. Riggs presented the April 2020 and May 2020 Financial Reports. **He made a motion to adopt the April 2020 Financial Report that was seconded by Mr. Matt Terry. The motion passed without objection. Mr. Riggs then made a motion to adopt the May 2020 Financial Report. The motion was seconded by Mr. Lewis Bear, Jr. and passed without objection.**

Mr. Riggs presented the 2019 Annual Financial Audit by Warren Averett, CPAs. He noted that the audit did not find any deficiencies in Triumph Gulf Coast, Inc., financial documentation. **Mr. Riggs made a motion to accept the audit as presented. Mr. Allan Bense seconded the motion. The motion passed without objection.**

### **Staff Report**

Ms. Skelton noted that staff is finalizing the Draft June 2020 Semi-Annual Report to Governor and Legislature and will be updating the draft once the Board takes action on several items on this meeting's agenda. She asked the Board for permission to allow staff, with final approval of the Chair, to complete and deliver the report no later than June 30. **Mr. Bear made a motion to allow the completion and delivery of the report in a timely fashion. Mr. Bense seconded the motion which passed without objection.**

Ms. Skelton told the Board that the annual operational audit by the Florida Auditor General is now underway and that staff will be working to provide all requested information as required.

### **Legal Report**

Mr. Alan Manning, Legal Counsel, presented reviews of a series of eight Grant Award Agreement recommendations for Board consideration:

Grant Award Agreement Recommendation for Proposal #210 – Gulf Coast State College – UAS Pilot Boot Camp for Exiting Military for \$2,259,063. He noted that there was no material difference between this agreement and the previously approved Term Sheet. Chair Gaetz asked Dr. John Holdnak, President of Gulf Coast State College, if there are any indirect, overhead costs of the college that are being used as matching funds. Dr. Holdnak responded that there were none. Chair Gaetz asked if any members of the public had comments on this proposal. No one spoke. **Mr. Terry made a motion to approve the Grant Award Agreement. Mr. Bear seconded the motion. The motion was approved by a unanimous vote (7-0.)**

Grant Award Agreement Recommendation for Proposal #216 – Northwest Florida State College Airframe & Powerplant Certificate Program for \$7,064,665. He indicated that there were no material differences between this agreement and the previously approved Term Sheet. Dr. Devin Stephenson, President of Northwest Florida State College, said that the college is truly pleased to partner with Triumph Gulf Coast on this Aviation Center of Excellence project that will have a positive impact across the entire region. He thanked the Board and staff for its support. Chair Gaetz asked if there are any indirect or overhead costs being used as part of the match for the program. Dr. Stephenson responded that there were none. Chair Gaetz asked if any member of the public had comments on this proposal. No one spoke. **Dr. Dana made a motion to approve the Grant Award Agreement. Mr. Ben Lee seconded the motion. The motion was approved by a unanimous vote (7-0.)**

Grant Award Agreement Recommendation for Proposal #221 – Santa Rosa County Schools / Locklin Technical College – Hurricane Michael Skilled Labor Recovery Fund for up to \$182,000. Mr. Manning indicated that there was no term sheet, but it is acceptable from a legal standpoint. Dr. Frank Fuller, Education Advisor, said that this proposal will provide expedited training opportunities for HVAC and pipefitting which are high demand skills. He noted that all of the “Fast Track” training programs on today’s agenda are similar and conform to a template with an expedited time frame. Chair Gaetz asked if any member of the public had comments on the proposal. No one spoke. **Mr. Bear made a motion to approve the Grant Award Agreement. Mr. Terry seconded the motion. The motion was approved by a unanimous vote (7-0.)**

Grant Award Agreement Recommendation for Proposal #222 – Okaloosa County Schools / Okaloosa Technical College – Hurricane Michael Skilled Labor Recovery Fund for up to \$200,000. The agreement is prepared on the standard Triumph Gulf Coast Fast Track template, complies with the score sheet and is acceptable from a legal standpoint. Dr. Fuller said that this proposal will allow for expedited training of HVAC, Electricians and Plumbing. Chair Gaetz asked if any member of the public wished to make a comment on this proposal. No one spoke. **Mr. Lee made a motion to approve the Grant Award Agreement. The motion was seconded by Mr. Terry and passed unanimously (7-0.)**

Grant Award Agreement Recommendation for Proposal #223 – Walton County Schools / Emerald Coast Technical College – Hurricane Michael Skilled Labor Recovery Fund for up to \$200,000. The agreement is prepared on the standard Triumph Gulf Coast Fast Track template, complies with the score sheet and is acceptable from a legal standpoint. Dr. Fuller said that this proposal will allow for expedited training for Electricians. Chair Gaetz asked if there was any public comment. No one spoke. **Mr. Bear made a motion to approve the Grant Award Agreement. Mr. Lee seconded the motion. The motion passed unanimously (7-0.)**

Grant Award Agreement Recommendation for Proposal #224 - Wakulla County Schools / Lively Technical College – Hurricane Michael Skilled Labor Recovery Fund for up to \$200,000. The agreement is prepared on the standard Triumph Gulf Coast Fast Track template, complies with the score sheet and is acceptable from a legal standpoint. Dr. Fuller said this proposal will be for pipefitting and will create 40 training seats. Chair Gaetz asked if there was anyone from the public that wished to comment on the proposal. No one spoke. **Mr. Terry made a motion to approve the Grant Award Agreement. The motion was seconded by Mr. Bear and passed by a unanimous vote (7-0.)**

Grant Award Agreement Recommendation for Proposal #228 – Pensacola State College – Infrastructure and Logistics Training Fast Track Program for up to \$74,000. The agreement is prepared on the standard Triumph Gulf Coast Fast Track template, complies with the score sheet and is acceptable from a legal standpoint. Dr. Fuller said that this proposal will produce CDL drivers which are in high demand. Mr. Bear asked the school to provide information about who provides certification for the CDL after completion of the training. Chair Gaetz indicated that a motion could be made contingent on the school providing a satisfactory answer to the question. (Prior to the completion of the meeting, Dr. Deborah Douma, Dean of Grants and Federal Programs at Pensacola State College, indicated that before the COVID-19 closures, students were getting certified at Buffalo Rock, but going forward certifications will be issued at Panhandle Technical College in Chipley.) Chair Gaetz asked if there was any public comment on the program. No one spoke. **Upon completion of the discussion, Mr. Bear made a motion to approve the Grant Award Agreement. The motion was seconded by Mr. Bense and passed by a unanimous vote (7-0.)** \*The original motion was contingent on the College

providing information regarding location of certification sites. Dr. Douma provided that information prior to the end of the meeting, so contingent language is not included in the motion above.

Grant Award Agreement Recommendation for Proposal #229 – Tallahassee Community College – Infrastructure and Logistics Training Fast Track Program for up to \$276,500. The agreement is prepared on the standard Triumph Gulf Coast Fast Track template, complies with the score sheet and is acceptable from a legal standpoint. Dr. Fuller said that this proposal will training in Masonry Level I and Level II. Ms. Kimberly Moore, Vice President for Workforce Development at Tallahassee Community College, thanked the Board for its support and said that TCC looks forward to working as a partner with Triumph Gulf Coast in promoting economic recovery across our region. Chair Gaetz asked if there was any public comment. No one spoke. **Mr. Terry made a motion to approve the Grant Award Agreement. Mr. Lee seconded the motion, which passed on a unanimous vote (7-0.)**

Mr. Manning then presented a review of Term Sheet Negotiations for Proposal #202 – Gulf Coast State College – Gulf / Franklin Campus – Technical Center for Emergency Response and Communications for \$5,094,750. He said that the Term Sheet is consistent with the applicant's score sheet, includes metrics developed by Triumph Gulf Coast staff in consultation with the applicant and is acceptable from a legal standpoint. Dr. Fuller said that the program outcome is to provide 750 FAA or related certifications with a focus on emergency response capabilities over five years. Mr. Lee recommended adding an additional \$53,000 for the purchase of life safety equipment for additional training based on his previous request to Gulf Coast State College to find ways to incorporate life safety training for area agencies. Dr. John Holdnak, President of Gulf Coast State College, said that the college has reached out to area agencies that might want training on enhanced lifesaving capabilities along the area's beaches. He said that there was interest from the Bay County Sheriff's Office. The college has done research on techniques and equipment needed to develop this type of life safety training and is prepared to move forward. Mr. Holdnak asked to clarify that the grant award would be for six years, as indicated in the term sheet. Chair Gaetz asked if there was any member of the public that wished to speak on this proposal. No one spoke. **Mr. Lee made a motion to increase the amount of the original grant request to \$5,147,750 and to direct staff to move to Grant Award Agreement negotiations with GCSC. The motion was seconded by Mr. Terry and passed on a unanimous vote (7-0.)**

Next, Mr. Manning reviewed Term Sheet Negotiations for Proposal #191 – Franklin County – Apalachicola Regional Airport Fuel System Upgrade for \$1,059,000. He said that the Term Sheet is consistent with the applicant's score sheet, includes metrics developed by Triumph Gulf Coast staff in consultation with the applicant and is acceptable from a legal standpoint. Ms. Skelton said that this proposal was discussed extensively at the prior meeting and that the match funding is made up of additional improvement projects being done at the airfield by the Florida Department of Transportation. She noted that the airfield is a strategic location for military operations and training and was used extensively by emergency response aircraft during and after Hurricane Michael. Improvements to the airfield and support systems will increase economic development opportunities in this rural area. Mr. Alan Pierce, Franklin County RESTORE Grants Coordinator, thanked Triumph Gulf Coast for its support on this important project. Chair Gaetz asked if there was any public comment on the proposal. No one spoke. **Mr. Terry made a motion to direct staff to move to Grant Award Agreement negotiations with Franklin County. Mr. Lee seconded the motion. The motion passed unanimously (7-0.)**

Finally, Mr. Manning provided a review of Term Sheet Negotiations for Proposal #215 – Wakulla / Lively Tech A&P Cert Program for \$3,250,000. He said that the Term Sheet is consistent with the applicant's score sheet, includes metrics developed by Triumph Gulf Coast staff in consultation with the applicant and is acceptable from a legal standpoint. Dr. Fuller said that the project is the final step in getting training availability for the region ramped up to meet current needs and is built for further expansion as needed when new companies needing this skilled workforce move into Northwest Florida. He said that the best way to move ahead is, after initial investment in needed equipment, to pay for certifications up to a certain amount which creates a scalable model that can expand to meet future needs. This training is very expensive since it requires two full years of classroom training to complete the certification process. He said that Lively Technical College will provide \$400,000 in cash match to assist in payment of salaries over the course of the training period. Wakulla County Schools will cover the cost of transportation of students to the training facility at the Tallahassee International Airport. Mr. Riggs said that he wants to ensure that the certifications and workforce that we are investing in are staying in our region. Dr. Fuller said that Triumph is working closely with the employers to assure that the workforce being trained in our region will find high-paying jobs with good benefits with offers coming even before the end of training. Students are happy to be able to stay in the region with employment at the end of their classes. He noted that separating military personnel are not FAA certified when they leave service, so this provides them an opportunity to stay in the area, as well. Mr. Riggs said that our investments are meeting the needs of the region based on data being developed and considered going forward. Dr. Fuller indicated that the current numbers being produced are aligned with known needs. Ms. Skelton noted that Triumph Gulf Coast is partnering with Florida's Great Northwest to provide the data-models that Mr. Riggs is requesting. Mr. Riggs said that it is important for our educators to understand the importance of placing students in real jobs as they finish certification programs. Dr. Fuller agreed and said that Triumph Gulf Coast is already working to assure such placements. Ms. Sunny Chancy, Chief Academic Officer, Wakulla County School District, Ms. Shelly Bell, Director, Lively Technical College and Sean Friend, CTE Coordinator, Lively Technical College, indicated appreciation for the support of Triumph in assistance with placing students. Ms. Chancey indicated that this program currently has a 98% placement rate. Chair Gaetz asked if any member of the public had comments. No one spoke. **Mr. Riggs made a motion to direct staff to move to Grant Award Agreement negotiations with the Wakulla County School District. Dr. Dana seconded the motion which passed unanimously (7-0.)**

## **Program Administration**

### **Program Administrator's Report**

Ms. Cori Henderson, Program Administrator, presented her report, which included staff recommendations for approval of thirteen Covid-19 Grant Award Extensions for up to six months to allow for minimal interruption of activities on programs and projects already awarded by the Board. **Dr. Dana made a motion to adopt the Program Administrator's Report. The motion was seconded by Mr. Lee and passed without objection.**

### **Economic Advisor's Report and Recommendations**

Recommendation on Proposal #227 - Panama City Port Authority – Intermodal Distribution Center Expansion for \$3,000,000. Ms. Henderson said that Dr. Harper has completed the applicant's economic score sheet and awarded the proposal a score of "A." The applicant will create up to 375 new jobs at the port's Intermodal Distribution

Center. Wayne Stubbs, Port Director, thanked Triumph Gulf Coast for its support and said that the first Triumph supported project at the port should be completed in about three months. He said that the port was approximately halfway to meeting its performance metric of new job creation for that project. Mr. Stubbs said that the expansion will allow for continued collaboration with regional economic development efforts to provide the intermodal transportation hub needed for growth of existing industries and creation of new industry opportunities in a central location north of Panama City on Highway 231. The site is supported by local and state government agencies and the first phase of the site is being fully used by companies such as FedEx, Trane, and a new company that will use the location as its national distribution hub for cabinets. Triumph funds would be used to improve infrastructure at the site to allow for the construction of additional warehouse and distribution space. He said that the timing of this proposal is great because the infrastructure improvements will take approximately 18 months to complete which will hopefully coincide with a strong economic recovery after the pandemic. There is already interest in expansion at the site even with the current economic conditions.

Mr. Bense said that over the last thirty or forty years the port has been a great contributor to the Bay County community and a great business driver. Mr. Riggs agreed with Mr. Bense's comments. Chair Gaetz asked if there was any public comment on the proposal. No one spoke. **Dr. Dana made a motion to direct staff to move to Term Sheet negotiations with the Panama City Port Authority. Mr. Riggs seconded the motion, which passed on a unanimous vote (7-0.)**

*\*Due to a technical problem with Chair Gaetz' phone connection he passed the gavel to Vice Chair Bear for the following items:*

Recommendation on Proposal # 217 - AMIKids Pensacola, Inc. – AMIKids Pensacola Workforce Development Program for \$408,000. Dr. Fuller noted that the proposal was scored an "A" by Dr. Rick Harper, Triumph Gulf Coast Economic Advisor, based on its rate of return on investment of \$25 for every Triumph dollar invested, and its focus on providing youth currently in the criminal justice system with real job skills and training to enter the workforce. The program is an extension of a program already funded in part by the U.S. Department of Labor and will provide carpentry and CDL driver's training. Mr. Bear said that the program is very well received in the community and is supportive of this proposal. Ms. Cheri Williams, Executive Director and Mr. Ryan Prattler, current Chair of AMIKids Pensacola, thanked Triumph Gulf Coast for the opportunity to apply for funds and said that many lives will be affected by this funding. Mr. Prattler said that in addition to the programs funded by Triumph Gulf Coast, the organization reaches out in other ways to the served community, including providing meal programs and transportation for their clients. Vice Chair Bear asked if anyone from the public wished to comment on the proposal. No one spoke. **Mr. Riggs made a motion to direct staff to move to Term Sheet negotiations with AMIKids, Pensacola. The motion was seconded by Mr. Bense and passed on a unanimous vote (7-0.)**

Ms. Skelton noted that staff is continuing to work with the University of West Florida to bring Proposal #70 – University of West Florida – Innovation Network Project back to the Board for consideration.

Mr. Scott Remington, Legal Counsel notified the Board that the Apalachee Regional Planning Council (ARPC) had sent a letter to Chair Gaetz offering support for COVID-19 relief funding in the form of direct grants to its member counties: Franklin, Gulf and Wakulla. The letter does not appear to be a specific grant request pre-application nor application. Neither does it support any specific grant pre-application nor application. Triumph is limited to making grants for specific projects or programs. It is counsel's opinion that the Board does not have authority to make general grants to governments for their independent, discretionary use. He said that counsel would be glad to participate with the ARPC and or their above-listed member counties to discuss ways in which applications for use of the funds could be made within the confines of the statutes governing Triumph Gulf Coast, Inc. Vice Chair Bear said that he thought it would be appropriate for our counsel to discuss our limitations with the ARPC counsel. Chair Gaetz said that he wanted to be sure that all Board members had an opportunity to be heard on this subject. Mr. Terry said that he had an opportunity to speak with Franklin County Commissioner Rick Jones about this matter and Mr. Jones indicated that the Franklin County Commission had not discussed this issue brought on its behalf by the ARPC. He said that even though the ARPC represents some of our counties, the county commission in Franklin County has not even discussed it at this point.

### **Public Comment**

No one from the public spoke.

There being no further business, the meeting was adjourned at 3:50 p.m. CT.