

**AGENDA**  
**ST. JOHNS COUNTY**  
**INDUSTRIAL DEVELOPMENT AUTHORITY**

**May 8, 2023**  
**3 p.m.**

**Executive Board Conference Room**  
**County Commission Office of the Administration Building**  
**500 San Sebastian View**  
**St. Augustine, FL 32084**

**\*\*Regular Meeting\*\***

**1. Roll Call**

**2. Public Comment**

*Each person addressing the Board shall state their name and address for the public record and limit comments to three (3) minutes. Public comment will also be provided for each item containing a proposition (other than ministerial acts) before the Board.*

**3. Additions and/or Deletions to Agenda**

**4. Approval of Minutes**

**5. Treasurer's Report**

*Review and Approve Financials*

**6. New Business**

- Northrop Grumman Update

*Orville Dothage, Sector Manager, Aeronautics Quality Standardization*

- St. Johns County Brand Launch Presentation

*Tera Meeks, Tourism and Cultural Development Director*

**7. Reports**

*IDA Members*

**8. Adjournment (Next Meeting on June 12, 2023)**

**MINUTES OF MEETING  
INDUSTRIAL DEVELOPMENT AUTHORITY  
OF ST. JOHNS COUNTY  
February 13, 2023 3:00 PM  
at  
500 San Sabastian View, St. Augustine FL**

**Members Present:** Melissa Churchwell, Chet Firth and Geoff Litchney,

**Call In:**

**Members Absent:** Vivian Helwig and Kevin Kennedy

**Guests Present:** See attached sign-in sheet.

Mr. Firth brings the meeting to order at 3 p.m.

Ms. Firth asks for roll call. Mr. Firth, Ms. Churchwell and Mr. Litchney are present. Mr. Helwig and Mr. Kennedy are absent.

Mr. Firth asks for public comment.

No public comment.

Mr. Firth asks for additions and deletions to today's agenda.

None.

Mr. Firth moves the meeting to the approval of the minutes from the December 12, 2022, meeting.

Motion Mr. Litchney, second Ms. Churchwell to approve the minutes of the December 12, 2022, meeting as presented.

Vote unanimous.

Mr. Firth moves the meeting to review and approval of the financials.

Mr. O'Connell presents the financial statements and one check written to W. H. O'Connell & Associates, PA \$351.00 for accounting services.

Discussion.

Motion Mr. Churchwell, second Mr. Litchney to approve the financials and the check for \$351 payable to W. H. O'Connell & Associates, PA.

Vote unanimous.

Mr. Firth moves the meeting to new business.

2023 Prioritization

Discussion.

Motion Mr. Litchney, second Ms. Churchwell to table this item until the March meeting.

Vote unanimous

TPC Tickets Distribution

Mr. Maynard from the Chamber stated that 40 invites were sent out.

Discussion on the invitees and recipients of the tickets

Mr. Firth moves the meeting to reports

Members.

None noted

Other Reports.

Ms. Zuberer states that all Authority Board members need to submit their financial disclosures. She also states that Chauncey Lever is retiring from public practice.

Mr. Firth states the next meeting is 3/13/23 at 3PM and asks for a motion to adjourn.

Motion Mr. Litchney, second Ms. Churchwell to adjourn the meeting at 3:12 p.m.

Vote unanimous.

# IDA

## SIGN IN SHEET

### IDA BOARD MEMBERS

1	Geoff Litchney
2	Chet Frith
3	Melissa Churchwell
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### IDA MEETING

DATE: 2/13/23

### VISITORS / GUESTS

### Who do you represent?

	VISITORS / GUESTS	Who do you represent?
1	Chair Christian Whitehurst	BCC
2	Scott Maynard	SJC Chamber of Commerce
3	Henry O'Connell	IDA CPA
4	Jennifer Zuberer	SJC Economic Development
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**MINUTES OF MEETING  
INDUSTRIAL DEVELOPMENT AUTHORITY  
OF ST. JOHNS COUNTY  
March 13, 2023 3:00 PM  
at  
500 San Sabastian View, St. Augustine FL**

**Members Present:** Kevin Kennedy, Chet Firth, and Geoff Litchney

**Call In:**

**Members Absent:** Vivian Helwig and Melissa Churchwell

**Guests Present:** See attached sign-in sheet.

Mr. Kennedy brings the meeting to order at 3 p.m.

Ms. Kennedy asks for roll call. Mr. Kennedy, Mr. Firth and Mr. Litchney are present. Mr. Helwig and Ms. Churchwell are absent.

Mr. Kennedy asks for public comment.

No public comment.

Mr. Kennedy asks for additions and deletions to today's agenda.

None.

Mr. Kennedy moves the meeting to review and approval of the financials.

Mr. O'Connell presents the financial statements and four checks for payment 2 for W. H. O'Connell & Associates, PA \$125 and \$180.00 for accounting services, check to Craft Trophies & Awards \$75 plaque for Geoff Dobson, and a check to St. Johns County \$50,000 for first installment for branding.

Discussion.

Motion Mr. Firth, second Mr. Litchney to approve the financials and the checks presented.

Vote unanimous.

Mr. Kennedy moves the meeting to new business.

2023 Prioritization

Mr. Kennedy gives update on the IDA's prioritization for fiscal year 2023.

Discussion on all five bullet points.

Branding update

Ms. Meeks from St. Johns County presents the logo chosen and gives an update on the project in general. She presents the formal invoice for the \$50,000 installment payment per the contract.

Discussion

Motion Mr. Litchney, second Mr. Firth to approve phase II of the branding project.

Vote unanimous.

TPC recap.

Mr. Maynard of the Chamber stated that 28 different organizations received the tickets.

Discussion on the event

Mr. Maynard thanks the Authority for their participation on this event.

Mr. Kennedy moves the meeting to reports.

Members.

No reports

Commissioner Whitehurst no report.

Chamber Mr. Maynard no report.

Mr. Kennedy states next meeting is at 3pm on 4/10/23, and asks for a motion to adjourn.

Motion Mr. Litchney, second Mr. Firth Churchwell to adjourn the meeting at 3:21 p.m.

Vote unanimous.

# IDA

## SIGN IN SHEET

### IDA BOARD MEMBERS

1	Kevin Kennedy
2	Chet Frith
3	Geoff Litchney
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### IDA MEETING

DATE: 3/13/23

### VISITORS / GUESTS

### Who do you represent?

	VISITORS / GUESTS	Who do you represent?
1	Chair Christian Whitehurst	BCC
2	Scott Maynard	SJC Chamber of Commerce
3	Henry O'Connell	IDA CPA
4	Tera Meeks	SJC Tourism
5	Jennifer Zuberer	SJC Economic Development
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**MINUTES OF MEETING  
INDUSTRIAL DEVELOPMENT AUTHORITY  
OF ST. JOHNS COUNTY  
April 10, 2023 3:00 PM  
at  
500 San Sabastian View, St. Augustine FL**

**Members Present:** Kevin Kennedy, Chet Firth, and Ms. Churchwell

**Call In:**

**Members Absent:** Vivian Helwig and Geoff Litchney

**Guests Present:** See attached sign-in sheet

Mr. Kennedy brings the meeting to order at 3 p.m.

Ms. Kennedy asks for roll call. Mr. Kennedy, Mr. Firth and Ms. Churchwell present. Mr. Helwig and Mr. Litchney are absent.

Mr. Kennedy asks for public comment.

No public comment.

Mr. Kennedy asks for additions and deletions to today's agenda.

None.

Mr. Kennedy moves the meeting to St Johns County Airport Authority and introduces Robert Olsen of the Airport Authority.

Mr. Olsen goes over what the Airport Authority does. He states he is one of 5 members and what he says today represents his opinion and not necessarily the Airport Authority as a whole. Gives history of the Airport Authority, reviews current and future expansion of services and operations. States the Airport Authority makes money off of auto rental, car parking and fuel. Airport Authority has an 800 acre site west of Highway US 1 and there are plans to develop the site in a cluster that will support the airport and the businesses located there. States Northrup has an extensive supply chain and those vendors would make great candidates for tenants of the new site.

Discussion

Mr. Kennedy moves the meeting to review and approval of the financials.

Mr. O'Connell presents the financial statements.

Discussion.

Motion Mr. Firth, second Mr. Ms. Churchwell to approve the financials.

Vote unanimous.

Mr. Kennedy moves the meeting to new business.



## Guest Speakers for Future Meeting Discussion

Mr. Kennedy asks for comment.

Discussion on potential invitees.

Mr. Kennedy moves the meeting to reports.

Members.

No reports

Commissioner Whitehurst no report.

Chamber Mr. Maynard no report

Ms. Zuberer introduces Angela Cuzzo a new addition to the County to help with the IDA . She continues by stating the County will send out a press release on the new branding in early May.

Mr. Kennedy states next meeting is at 3pm on 5/8/23, and asks for a motion to adjourn.

Motion Mr. Firth, second Ms. Churchwell to adjourn the meeting at 3:37 p.m.

Vote unanimous.



8:58 AM  
05/04/23  
Accrual Basis

Industrial Development Authority  
**Balance Sheet**  
As of April 30, 2023

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	<u>Apr 30, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1002 · Ameris Bank	4,071.04
1004 · Ameris CD 2	604,834.15
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<b>Total Checking/Savings</b>	608,905.19
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<b>Total Current Assets</b>	608,905.19
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<b>TOTAL ASSETS</b>	<b><u>608,905.19</u></b>
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<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	225.00
	<hr/>
<b>Total Accounts Payable</b>	225.00
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<b>Total Current Liabilities</b>	225.00
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<b>Total Liabilities</b>	225.00
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<b>Equity</b>	
32000 · Net Position - Unrestricted	670,662.92
Net Income	(61,982.73)
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<b>Total Equity</b>	608,680.19
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>608,905.19</u></b>

8:58 AM  
05/04/23  
Accrual Basis

Industrial Development Authority  
Profit & Loss  
October 2022 through April 2023

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	<u>Oct '22 - Apr 23</u>
<b>Income</b>	
3013 · Prosperity Bank Interest Income	149.56
3015 · Prosperity CD Interest	6,973.71
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<b>Total Income</b>	7,123.27
<b>Expense</b>	
5010 · Accounting	1,756.00
5016 · Contractual Services	67,100.00
5090 · Office Supplies	75.00
5710 · DCA Special Fees	175.00
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<b>Total Expense</b>	69,106.00
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<b>Net Income</b>	<b><u>(61,982.73)</u></b>