



ECONOMIC DEVELOPMENT OFFICE

FLAGLER COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY

THURSDAY | AUGUST 21, 2025 | 2:00 PM

MINUTES

TOURISM DEVELOPMENT CONFERENCE ROOM | 120 AIRPORT ROAD, SUITE 3 | PALM COAST, FL 32164

Attendance

Present: Silas Grinstead, Richard Mielbye, Bruce Parker, Chad Raymond, Shawn Rhoton, Ray Ricchi, Don Turlington.

Absent: None

Staff: Dolores Key

1. Call to Order: Meeting was called to order by Ray Ricchi, Chair
2. Pledge to the Flag & Moment of Silence: Led by Ray Ricchi, Chair
3. Consent Agenda
 - a. Meeting Minutes from July 23, 2025
 - i. Moved to approve by Chad Raymond; Seconded by Richard Mielbye
 - ii. Approved 7-0
 - b. Financial Report – None
4. Presentations - None
5. General Business
 - a. Discussion of Industrial Development By-Laws
 - o Seal of the Authority is being worked on by Chad Raymond and Shawn Rhoton
 - o Question if meetings may be attended via “teams”
 - o Some members expressed the desire to re-work Article II of the By-Laws to expand the scope of work of the IDA in addition to making recommendations on the issuance of Industrial Development Revenue Bonds. The thought was to include other economic development initiatives such as recruitment, solicitation, marketing, collateral development, and incentives to have a greater influence on economic development in Flagler County.
 - o There were mixed feelings expressed among board members regarding this tactic due to the specific FL statutory intent of the IDA and the resolution adopted by the BOCC when the IDA was established.
 - o The IDA has specific and limited scope of work as outlined in FS 159.
 - o All members share a mutual motivation for improving and expanding economic development in Flagler County and are advocates for such.
 - o Additional guidance, instruction, and approval is needed from County staff and the County Attorney on how/if the IDA may deviate from the limitations and guidelines of FS 159 and the spirit of the law regarding the business conducted by the IDA.
 - o Request that County Staff and Attorney be made aware of IDA's thoughts regarding expanded scope of work and if possible, join the September meeting to provide feedback and guidance.

- Questions concerning re-imbursement of expenses. Who approves? Prior Approval?
 - Questions about the Oath of Office. Should it be taken or should that language be removed?
 - Chair Ray Ricchi asked the Secretary Chad Raymond to draft a memorandum requesting guidance of the aforementioned items from County Staff and Attorney.
 - Move meeting days / times to third Tuesdays @ 1pm starting in September.
 - Request joint meetings through the chain of command (Economic Development Dept; Administration; other entities).
 - Additional Scribner items were corrected in the By-Laws.
- b. Application Form
- Staff suggested board utilize the standardized Florida Commerce application incentive forms and augment with Flagler County “cover” sheet. This will simplify the process in event company wishes to apply for incentives from State of Florida.
 - Board has opted to use Florida Commerce application as a template and edit it to client needs. Staff will meet with potential client and Board Secretary to edit application for further board consideration. Need to add a field of the dollar amount being requested for the bond.
- c. Collateral Development (Marketing Materials)
- Board believes printed collateral needs to be enhanced so that they may recruit companies to Flagler County.
 - Board wants a timeline for marketing materials as opposed to IDRb materials.
 - Currently, they do not think the eight panel brochure is sufficient
 - Next area of opportunity is the marketing for airport – needs to show the length of the runway
- d. Department Updates
- Staff member, Dolores Key, thanked Rick Gil for attending meeting and will set up an appointment to work with him to revamp the IDRb application form. Dolores will work with Roy Sieger to set up a presentation followed by a tour of Flagler Executive Airport. She also announced her impending retirement in September.
6. Community Outreach: Thirty-minute time-period allocated at the end of the meeting for public comment. Each speaker will be allowed up to three minutes to address the Board on items not on the agenda.
- Greg Davis – Suggested that staff be tasked to develop a timeline to accomplish the stated goals.
 - Commissioner Pam Richardson – Will speak with the County Attorney regarding some of the questions presented by the board.
7. Board Member Comments
- None
8. Adjournment
- Motion to Adjourn Richard Mielbye Seconded by Don Turlington
- Meeting Adjourned at 3:30pm