

MINUTES
ECONOMIC DEVELOPMENT AUTHORITY
| THURSDAY, AUGUST 4, 2016 |

A meeting of the Frederick County Economic Development Authority was held on Thursday, August 4, 2016, at 8:00A.M. in the County Administration Building, First Floor Conference Room, 107 North Kent Street, Winchester, Virginia.

PRESENT: Stan Crockett, Doug Rinker, Robert Claytor, Dennis McNutt, James Longerbeam, John Riley and Gary Lofton

STAFF: Patrick Barker and Donna Mclilwee, Frederick County Economic Development Authority, and Michael Bryan, Attorney

MEETING CALLED TO ORDER: Chairman Crockett called the meeting to order at 8:00 a.m.

APPROVAL OF MINUTES - APPROVED

The minutes from the July 7, 2016, meeting were presented.

Upon a motion duly made by Mr. Lofton and seconded by Mr. Rinker, the minutes from the July 7, 2016, meeting were approved.

J. Stanley Crockett	Aye
Robert Claytor	Aye
Gary Lofton	Aye
James Longerbeam	Aye
Dennis McNutt	Aye
John Riley	Aye
Doug Rinker	Aye

TREASURER'S REPORT - APPROVED

Mr. Barker submitted the following report:

Checking Account - Bank of Clarke County as of July 31, 2016 - \$4,768.44.

Savings Account - Scott & Stringfellow as of July 31, 2016 - \$209,392.36.

The Treasurer's Report was approved as submitted by the following recorded vote:

J. Stanley Crockett	Aye
Robert Claytor	Aye
Gary Lofton	Aye
James Longerbeam	Aye
Dennis McNutt	Aye
John Riley	Aye
Doug Rinker	Aye

BUSINESS READY SITES PROGRAM

Mr. Barker gave an update on the Virginia Business Ready Sites Program developed by the Virginia Economic Development Partnership, which was reviewed at the July meeting. At that meeting, the EDA was directed to identify tier sites within the Comprehensive Plan, check sites with the Planning Department and the Frederick County Sanitation Authority, and obtain civil engineering costs.

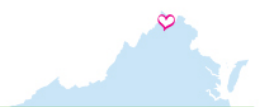
Mr. Barker reported that 2 sites had been identified for Tier 5, Whitehall Commerce Center and Carroll Industrial Park; 2 were classified for Tier 4, Governor's Hill and Graystone Industrial Park; and 10 other sites were ranked as Tier 1 or 2. No sites were identified for Tier 3. He stated that staff needs to ascertain from the Board what steps to take next.

Mr. Lofton inquired if getting sites in Tiers 3, 4 and 5 into the program was more involved than those in Tiers 1 and 2. Mr. Barker stated that the State wants a 3rd party review of all sites, even though those in Tiers 1 and 2 have been rezoned.

Mr. Lofton remarked that getting sites into the Program was a way to alleviate some of the expenses for those who might purchase a site.

Mr. Crockett asked if there would be a cost for a civil engineer to look at every site or just those in the higher tiers. Mr. Barker stated that sites in Tiers 1, 2 and 3 could be reviewed internally but ranking those in Tiers 4 and 5 must be done by a licensed civil engineer. To offset the costs, the EDA could apply for a State site characterization grant that would cover 50% of the cost, up to \$5,000, per site.

On motion of Mr. Riley, seconded by Mr. Rinker, the Board voted to obtain a firm cost estimate and timeframe for sites in Tiers 4 and 5 from a licensed civil engineer and submit an application for a site characterization grant.



J. Stanley Crockett	Aye
Robert Claytor	Aye
Gary Lofton	Aye
James Longerbeam	Aye
Dennis McNutt	Aye
John Riley	Aye
Doug Rinker	Aye

WINCHESTER REGIONAL AIRPORT PROMOTION CONVERSATION

Renny Manuel, Manager, reported that the Winchester Regional Airport Authority has contracted with Delta Airport Consultants, Inc. to develop a Strategic/Marketing/Business Plan within six months.

Mr. Claytor asked what her vision for the airport in 5 years is. Ms. Manuel stated she would like to see commuter service. The airport has applied for a construction grant for a northside connector and partial parallel taxiway for larger corporate hangars for jets. She also would like the airport to be incorporated some way with the EDA to attract business, more revenue and larger aircraft. Her “wish list” includes air freight, commuter service and hangars.

STAFF PROJECT UPDATES

Mr. Barker updated the Board on EDA activities in business attraction, business retention and workforce development.

Mr. Riley stated he is glad that agribusiness is now part of our efforts.

Mr. Lofton inquired if businesses have identified specific or basic skills they are looking for in employees. Mr. Barker stated they are looking for well-rounded individuals rather than one specific trade, i.e, show up on time, communication skills, teamwork, pass a drug test. They can train someone in the skill set needed for a job.

CALL TEAM DATA ANALYSIS

Mr. Barker reviewed data collected from Call Team visits which is entered into our retention software, E-Sync. Information garnered from this database aids the EDA in making policy, program and resource allocation decisions.

CLOSED SESSION IN ACCORDANCE WITH SECTION 2.2-3711(A)(3) OF THE CODE OF VIRGINIA (1950, AS AMENDED) FOR THE DISCUSSION AND CONSIDERATION OF THE ACQUISITION OF REAL PROPERTY FOR A



PUBLIC PURPOSE, OR OF THE DISPOSITION OF PUBLICLY HELD REAL PROPERTY, WHERE DISCUSSION IN AN OPEN MEETING WOULD ADVERSELY AFFECT THE BARGAINING POSITION OR NEGOTIATING STRATEGY OF THE AUTHORITY

Upon Motion duly made by Mr. Lofton, seconded by Mr. Rinker, the Authority unanimously RESOLVED to go into a closed meeting in accordance with Section 2.2-3711(A)(3) of the Code of Virginia (1950, as amended) for the discussion and consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Authority.

RETURN TO OPEN SESSION

At the conclusion of the closed meeting concerning the discussion or consideration of the acquisition of real property for a public purpose, or the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Authority, the following Resolution was unanimously adopted upon roll call vote as set forth below:

WHEREAS, the Frederick County Economic Development Authority has concluded its “closed meeting” at a meeting held on August 4, 2016, and desires return to an “open meeting”; and

WHEREAS, the adoption of this Resolution is intended to serve as the “Certificate” described in Section 2.2-3712(D) of the Code of Virginia (1950, as amended).

NOW THEREFORE, BE IT RESOLVED that the Frederick County Economic Development Authority does hereby reconvene in an “open meeting” at its meeting held on August 4, 2016; and

BE IT FURTHER RESOLVED that each and every Member of said Authority who votes in the affirmative for this Resolution does thereby certify to the best of each Member’s knowledge that only public business matters lawfully exempted from open meeting requirements of the Virginia Freedom of Information Act were heard, discussed or considered during the closed meeting, and that only such public business matters as were identified in the Motion which convened the closed meeting were heard, discussed or considered during the course of said closed meeting by the Authority:

J. Stanley Crockett	Aye
Robert Claytor	Aye
Gary Lofton	Aye
James Longerbeam	Aye
Dennis McNutt	Aye



John Riley Aye
Doug Rinker Aye

SUCH OTHER BUSINESS AS MAY COME BEFORE THE AUTHORITY

Mr. Crockett announced that the County's Finance Committee and BOS had approved compensation for EDA Board members in the amount of \$200 per month for regular and committee meetings. Direct Deposit and tax forms will be emailed to each Board member to complete.

ADJOURN

There being no further business to come before this Authority, the meeting was adjourned. (9:10 A.M.)

Stan Crockett
Chairman

Brenda Garton
Secretary

