

MINUTES
ECONOMIC DEVELOPMENT AUTHORITY
| THURSDAY, JULY 7, 2016 |

A meeting of the Frederick County Economic Development Authority was held on Thursday, July 7, 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, and Gary Lofton

STAFF: Patrick Barker, Frederick County Economic Development Authority, Kris Tierney, Deputy County Administrator for Community Development, 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 May 5, 2016, meeting were presented.

Upon a motion duly made and seconded, the minutes from the May 5, 2016, meeting were approved.

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

TREASURER'S REPORT - APPROVED

Mr. Barker submitted the following report:

Checking Account - Bank of Clarke County as of June 30, 2016 - \$7028.25.

Savings Account - Scott & Stringfellow as of April 28, 2016 - \$209,386.88.

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	Absent
Dennis McNutt	Absent
John Riley	Absent
Doug Rinker	Aye

PERFORMANCE AGREEMENT FOR KINGSPAN

Mr. Barker presented a Performance Agreement for Kingspan Insulation LLC concerning County funds only and requested Board ratification of the process.

On motion of Mr. Rinker and seconded by Mr. Claytor, the Board approved the Performance Agreement by the following recorded vote:

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

PROACTIVE RETAIL MARKETING UPDATE

Mr. Barker presented an update on his work with Buxton. They have added an additional staff person to work on obtaining contacts for us.

Mr. Crockett requested that, prior to October, some type of audit of their performance to date be prepared

Mr. Claytor inquired if there are other choices as to consultants who perform this same type of work—someone else may have a different and better market approach.



Mr. Lofton asked what Buxton's strong points are. Mr. Barker stated they are data focused, and very good at it, but their contact level and communication with those contacts are their weak points.

Mr. Lofton further asked if their data favors one sector over another. Mr. Barker stated they are only giving us targets who highly match their data. Many are franchises. If we had a way to find franchisees, the EDA would be interested in this group.

BUSINESS READY SITES PROGRAM

Mr. Barker reviewed the Virginia Business Ready Sites Program developed by the Virginia Economic Development Partnership. He stated the State is finding it challenging to provide site ready sites for prospects looking to locate in Virginia. The program will assess strengths and weaknesses of development sites and help pave the way to improving them and making them more attractive to developers. Eligible sites must be appropriate for industrial or commercial use and contain at least 250 acres, although the size requirement may be scaled back to 100 acres. Sites will be ranked in 5 tiers, with those in Tier 5 being the most desirable. The application process requires a civil engineer to determine under which tier selected sites would be classified. Final classification would be determined by the Program. VEDP would request funding from the VA General Assembly for site issues. The General Assembly allocated \$750,000 for this fiscal year and \$1.25 million for FY18 for sites suitable through this Program.

Mr. Crockett inquired who would be responsible for paying the civil engineering fees. Mr. Barker stated the EDA would bear the cost.

Mr. Claytor stated there could be some great sites not ready for consideration because the County has not rezoned the property. Mr. Lofton said there are landowners who would be interested but do not have the money required to go through a rezoning of their property.

Mr. Rinker asked if the County has ever divided local sites into these kind of tiers and, if we would go this way, would that be in conflict of County planning efforts.

Mr. Lofton asked Mr. Barker his recommendation how to proceed. Mr. Barker recommended that the EDA obtain bids from local civil engineers for larger sites so the cost associated with applying for inclusion in this Program would be known.

Mr. Lofton suggested the Planning Dept. be asked to identify sites. Mr. Barker stated EDA staff would do this and then check with Planning to be sure the sites are classified correctly and none have been missed.



In summary, the EDA will identify tier sites within the Comprehensive Plan; check sites with the Planning Department and the Frederick County Sanitation Authority; obtain civil engineering costs; and bring information back to the Board in August.

Deadline for submitting applications for the Program is September 1.

WINCHESTER REGIONAL AIRPORT PROMOTION CONVERSATION

Mr. Barker provided a recap of the meeting held involving the City and County EDAs, Convention & Visitors Bureau, airport personnel and Public Information Officers on how to promote the local airport. Delta is now developing a Strategic Plan for the airport.

Mr. Crockett stated the airport is a regional asset and economic tool for the EDA. We need to remain involved and the process should be a collaborative effort.

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 July 7, 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 July 7, 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	Absent
Dennis McNutt	Absent
John Riley	Absent
Doug Rinker	Aye

SUCH OTHER BUSINESS AS MAY COME BEFORE THE AUTHORITY

In an effort to maintain continuity, Mr. Crockett asked Board members to direct all inquiries from the press to either Mr. Barker or himself.

ADJOURN

There being no further business to come before this Authority, the meeting was adjourned. (8:58 A.M.)

Stan Crockett
Chairman

Brenda Garton
Secretary

