

MINUTES  
ECONOMIC DEVELOPMENT AUTHORITY  
| THURSDAY, JULY 12, 2018 |

A meeting of the Frederick County Economic Development Authority was held on Thursday, July 12, 2018, at 8:00A.M. in the County Administration Building, First Floor Conference Room, 107 North Kent Street, Winchester, Virginia.

**PRESENT:** Stan Crockett, Doug Rinker, Gary Lofton, Bryan Fairbanks, and Heather McKay

**STAFF:** Patrick Barker and Donna McIlwee, Frederick County Economic Development Authority, Jay Tibbs, Deputy County Administrator, and Michael Bryan, Attorney

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

**APPROVAL OF MINUTES**

The minutes from the May 10, 2018, meeting were presented.

Upon a motion duly made by Mr. Lofton and seconded by Mr. Rinker, the minutes from the May 10, 2018 meeting were approved.

J. Stanley Crockett	Aye
Robert Claytor	Absent
Bryan Fairbanks	Aye
Gary Lofton	Aye
Heather McKay	Aye
John Riley	Absent
Doug Rinker	Aye

**TREASURER'S REPORT**

Mr. Barker submitted the following report:

Checking Account - Bank of Clarke County as of June 30, 2018 - \$177,182.67.  
Savings Account - Scott & Stringfellow as of June 30, 2018 - \$1,043,124.73.

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

J. Stanley Crockett	Aye
Robert Claytor	Absent
Bryan Fairbanks	Aye
Gary Lofton	Aye
Heather McKay	Aye
John Riley	Absent
Doug Rinker	Aye

### **TARGET BUSINESS UPDATE**

Mr. Barker reviewed the purpose of this update, which analytically identifies the County's best fits relative to traded sector industries. It centers the County's economic development strategy, helps community partners understand where EDO efforts will be targeted, and provides a list of targeted businesses to site selectors, corporate real estate leaders and VEDP staff to show a strategic direction and proactive nature to business. He also explained the process used to identify target businesses. After going through this process this year, it suggests retaining the overall industry targets from last year with the addition of BioScience to the Advanced Manufacturing section. Staff is seeking approval.

Mr. Lofton asked if BioScience includes pharmaceutical companies. Mr. Barker stated this sector would be comparable to Fisher Scientific---are not pill makers.

Mr. Crockett suggested Mr. Barker provide examples of BioScience companies to Board members.

On motion of Mr. Rinker and seconded by Mr. Fairbanks, the Board approved the proposed business targets update.

J. Stanley Crockett	Aye
Robert Claytor	Absent
Bryan Fairbanks	Aye
Gary Lofton	Aye
Heather McKay	Aye
John Riley	Absent
Doug Rinker	Aye

### **VIRGINIA BUSINESS READY SITES PROGRAM RESULTS**

Mr. Barker explained this topic was one of the planned activities from the April joint meeting with the Board of Supervisors. Available land remains a top factor in site selection by corporations. For a community to succeed, they need ready to go sites.



In recognition of this top factor, a site assessment of 4 business sites in Frederick County (Graystone Business Park, Carroll Industrial Park, Artillery Business Park, and Carbaugh Business Center) was conducted following the guidelines of the Virginia Business Ready Sites Program. Draper Aden Associates, a licensed civil engineering firm, conducted the evaluation to determine each site’s current tier level and what additional development would be needed to move each to the next tier.

Mr. Barker then introduced Deborah Flippo, Draper Aden Associates, who presented their findings as shown below:

Business Site	Tier	Needed to Next Tier (Tier #)	Costs for Next Tier
Graystone Business Park	2	Cultural Resources Study (4) Waters of the US delineation from the Army Corps of Engineers, geotechnical borings, cultural resources	\$3,000
Carroll Industrial Park	2	review, and endangered species review (3)	\$30,000
Artillery Business Park	2	Master Development Plan, Phase 1 Environmental (3) Phase 1 Environmental Site Assessment Report, Waters of the US survey with Army Corps of Engineers, geotechnical borings, boundary and topographic survey, cultural resources review, endangered species review, and an estimate of	\$150,000
Carbaugh Business Center	2	development costs (3)	\$120,000

In summary, all of the studied business sites were categorized as Tier 2 and were very close to being a Tier 3 or higher, pending the completion of a variety of studies. Mr. Barker stated staff is seeking the Board’s acceptance of the report and discussion on potential ways to partner with landowners to reach the next Tier.

Mr. Rinker asked how long it takes to go from Tier 2 to Tier 4. Ms. Flippo stated that to go from a 3 to 4 normally takes 3 months on the public side and 6-9 months on the engineering side.

Mr. Fairbanks asked why property owners don’t continue to take steps to get their land to the next tier. Ms. Flippo replied it is a lack of willingness to put more money into the process.

Ms. Flippo stated the reason to get sites to a Tier 4 is because VEDP now highlights those sites on their Virginia Scan, which site selectors use. Funding for development could come from VBRS Development Grants (applications due September 28), GO Virginia (must be regional) or PPEA but she believes self-funding is best way to go.

Mr. Barker stated the next step is to determine what to do next with the information. He reviewed 2 possible options for collaboration with landowners: Option #1 is to create a program to incentivize landowners to move the site to the next Tier using a matching system of



75% EDA and 25% property owner, with the EDA portion returned after the site is sold or developed; and Option #2 is to create a program to tier additional sites using a matching system of 75% EDA and 25% property owner, with the EDA portion returned after the site is sold or developed. He stated he feels the property owners have to be financially involved in moving to the next Tier.

Mr. Lofton asked if other sites could be included. Mr. Barker stated it costs approximately \$2000 per site to get the site tiered.

Mr. Rinker stated he feels the EDA should allocate an X amount of money to tier other known sites. Mr. Fairbanks agreed, stating it would pay off in the long run.

After discussion, Mr. Barker was asked to start working on a draft document giving the specifics of a 25/75 incentive program for review at the next meeting. He was also asked to develop a pool of possible sites to get to Tier 1 status.

Mr. Rinker stated he would like to know what 4 sites would be available next to get to Tier 4.

#### **SUCH OTHER BUSINESS AS MAY COME BEFORE THIS AUTHORITY**

Mr. Barker distributed an infographic from our recent Employer Expo. He also stated the yearly College Night at the Apple Blossom Mall will become a College/Career Fair with participation by the EDA's Career Pathways program.

#### **ADJOURN**

There being no further business to come before this Authority, the meeting was adjourned. (8:50 a.m.)

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Stan Crockett  
Chairman

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Kris Tierney  
Secretary

