

MINUTES
ECONOMIC DEVELOPMENT AUTHORITY
| THURSDAY, SEPTEMBER 6, 2018 |

A meeting of the Frederick County Economic Development Authority was held on Thursday, September 6, 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, Robert Claytor, 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 July 12, 2018, meeting were presented.

Upon a motion duly made by Mr. Lofton and seconded by Mr. Rinker, the minutes from the July 12, 2018 meeting were approved.

J. Stanley Crockett	Aye
Robert Claytor	Aye
Bryan Fairbanks	Absent
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 August 31, 2018 - \$15,970.17.
Savings Account - Scott & Stringfellow as of August 31, 2018 - \$1,030,052.08.

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

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

VIRGINIA BUSINESS READY SITES PROGRAM - NEXT TIER

Mr. Barker reviewed the proposed guidelines developed by a work group for a 25/75 incentive program for landowners to move their site to the next tier.

Proposed guidelines are as follows:

- Eligible properties must currently be zoned industrial.
- Eligible properties must currently be ranked at least Tier II in the Virginia Business Ready Sites Program.
- Eligible properties must contain at least 25 contiguous acres.
- Owner must secure a Letter of Credit issued by a banking institution duly licensed in the Commonwealth of Virginia. The landowner will be responsible for any Letter of Credit fees.
- EDA will cover 75% of necessary costs to achieve a Tier IV status, with the landowner providing 25%.
- Landowners will be able to select two different repayment terms, both of which will carry an interest rate.
 - 3 years @ 4.5%
 - 5 years @ 5.5%
- Landowners will be required to repay EDA funds if one of the following activities occur on the property.
 - Building permit issuance
 - Property sale/transfer of some or all of the property
- All EDA dispersals will come as a dual payee check after the receipt of an invoice.
- EDA staff will monitor process and expenditures throughout the entire process.

Mr. Tibbs reminded Board members that the EDA has a limited amount of money it can expend for this purpose.

Mr. Lofton asked if the minimum of 25 contiguous acres in the guidelines would be too limiting. Mr. Barker stated there must be limits or there will be countless sites. Mr. Lofton



suggested a change in the wording from “must contain” to “should contain.” Mr. Claytor stated that the wording does not mean someone with a smaller site cannot contact the EDA.

On motion of Mr. Claytor, seconded by Mr. Rinker, the proposed guidelines as presented were approved by the following recorded vote:

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

Mr. Bryan was asked to draft a legal agreement outlining the approved guidelines.

VIRGINIA BUSINESS READY SITES PROGRAM – NEXT SITES TO TIER

Mr. Barker stated that, at the July meeting, the EDA Board expressed a willingness to tier additional sites following the Virginia Business Ready Sites Program. A review of zoned industrial sites with at least 25 contiguous acres yielded two sites---Airport Business Parc and Bluestone Industrial Development. Draper Aden Associates were requested to provide a quote to characterize these sites to provide a tier ranking and description of what would be required to bring each site to Tier IV status. Their proposal quotes a price of \$5000.

Mr. Rinker noted that a correction needs to be made on page 2, Item II of their proposal, as that section quotes \$7000.

Mr. Rinker then made a motion to approve the contract, with the needed change to page 2, Item II, from \$7000 to \$5000. Ms. McKay seconded the motion, which was approved by the following recorded vote.

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



EDA STRATEGY FY20

Mr. Barker asked Board members to review the EDA Strategy document previously distributed and send comments/suggestions to him. A final draft will then be presented at the October meeting.

MANUFACTURING WEEK

Mr. Barker distributed a schedule of events planned for Manufacturing Week and asked Board members to participate in some of the activities.

SUCH OTHER BUSINESS AS MAY COME BEFORE THIS AUTHORITY

The date of the October Board meeting may have to be changed to October 11 due to a scheduling conflict. Mr. Barker will advise Board members if this is necessary.

Mr. Barker stated that the I-81 study to identify where improvements are needed stopped at exit 315. Exit 317, where there is lots of industrial traffic, was not included. The EDA has been asked to join other County entities in sending a letter to VDOT supporting the expansion of VDOT's scope to include this exit.

John Bishop, Frederick County's Assistant Director, Transportation, explained that the only improvement recommended in our area was the construction of auxiliary lanes between Exits 313 and 315. The County's greatest concern is that Exit 317 was completely left out. He is asking local government officials to send letters to VDOT requesting that improvements to Exit 317 be included in the list of possible I-81 improvements.

Mr. Rinker made a motion that the EDA staff prepare a letter of support to VDOT asking for the inclusion of improvements to Exit 317. Motion was seconded by Ms. McKay and agreed to by all present.

ADJOURN

There being no further business to come before this Authority, the meeting was adjourned. (8:45 a.m.)

Stan Crockett
Chairman

Kris Tierney
Secretary

