

MINUTES  
ECONOMIC DEVELOPMENT AUTHORITY  
| THURSDAY, AUGUST 1, 2019 |

A meeting of the Frederick County Economic Development Authority was held on Thursday, August 1, 2019, at 8:00A.M. in the County Administration Building, First Floor Conference Room, 107 North Kent Street, Winchester, Virginia.

**PRESENT:** Stan Crockett, Gary Lofton, John Riley, Bryan Fairbanks, and Bob Claytor

**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 June 4, 2019, meeting were presented.

On motion duly made by Mr. Claytor and seconded by Mr. Fairbanks, the minutes were approved by the following recorded vote:

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

**TREASURER'S REPORT**

Mr. Barker submitted the following report:

Checking Account - Bank of Clarke County as of June 30, 2019 - \$8593.77.  
Savings Account - Scott & Stringfellow as of June 30, 2019 - \$1,205,094.13.

On motion of Mr. Lofton, seconded by Mr. Fairbanks, the Treasurer's Report was approved as submitted by the following recorded vote:

J. Stanley Crockett	Aye
Robert Claytor	Aye

Bryan Fairbanks	Aye
Gary Lofton	Aye
Heather McKay	Absent
John Riley	Aye
Doug Rinker	Absent

### **TARGET BUSINESS UPDATE**

Mr. Barker gave an overview of the methodology used to identify target business sectors, explaining that local industry clusters are identified, along with Frederick County's average wage, then compared to the State's high growth sectors and the region's labor availability to arrive at the selected targeted industries. This year's analysis suggests retaining the overall industry targets from last year with minor additions of specific targeted sectors. For example, medical laboratories is recommended for inclusion within Bio Science to accompany In-Vitro Diagnostic Substance Manufacturing. Staff does not recommend any changes to the previous year's list, with the exception of including medical laboratories, and is seeking authority approval of the 2019-20 targeted industry list for Frederick County.

He further stated that per Board direction, staff analyzed the aerospace sector for inclusion as a business target. Analytically speaking, the aerospace sector did not perform well. Statewide it holds a very low location quotient value and demonstrates a very low new job growth projection.

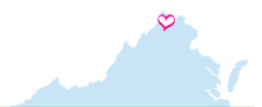
Mr. Lofton asked if any change in our targets due to the current trend of ordering online is foreseeable. Mr. Barker stated that the bulk of our manufacturing is not conducive to e-commerce.

Mr. Lofton made a motion to approve the list as presented. Motion was seconded by Mr. Riley and approved by the following recorded vote:

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

### **LEGISLATIVE EVENT**

Mr. Barker reported that, as directed by the Board at the June meeting, State elected officials were contacted as to their availability for this event on Friday, October 11. Two out of 4 elected officials contacted indicated they could attend.



Mr. Riley stated those not able to attend could have someone from their office present to represent them so his opinion was to continue with planning for the event.

The consensus of all Board members present was to proceed with the event as discussed.

### **REGIONAL ECONOMIC DEVELOPMENT ORGANIZATION**

Mr. Barker reported that all localities involved in the creation of a regional economic development organization (RDO) have approved the resolution and charter. The EDA directors will select a date for the first meeting of the RDO.

VEDP is having a one-day inbound site selection consultant familiarization tour on September 27. Regional economic development organizations in Virginia will invite the consultants to visit their area that day. The site selectors will choose what they want to attend. Our newly created RDO will submit an invitation to visit our region. Our WoW event is being held that day and it is hoped it will be a “hook” to get consultants here. Also, Trex has committed to conducting a tour of their facility. Will have to wait and see if any consultant selects our area to visit. Mr. Barker will keep the Board updated.

### **2<sup>nd</sup> QUARTER PERFORMANCE MEASURES**

Mr. Barker reported most of the performance measure are tracking favorability. The total acreage available of business sites requires some attention after decreasing from 1,526 acres to 933 acres. Staff is currently working with the County to identify industrial zoned or comprehensive plan tracts greater than 25 acres not currently within property database. After which, staff will contact property owners.

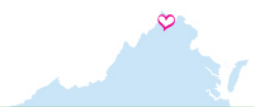
Mr. Riley asked what was established as the criteria for property to be considered for the EDA incentive program (business ready sites program). Mr. Barker stated it must be a Tier 2 or above and zoning in place.

Mr. Riley stated our inventory is worse because there are potential sites not zoned yet.

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

Mr. Barker reported that Christine Kriz, Director of the Small Business Development Center, is engaged in discussions with Virginia Community Capital about possibly setting up a revolving loan fund program and micro loan program. Under this program, Virginia Community Capital would all the financial background research and provide to the EDA to decide whether to provide the loan. The question is do we have unallocated funds to do this type of program.

Mr. Crockett stated what limited funds we have are committed.



Mr. Barker stated he would look at the properties in the Business Ready Sites program to determine if any funds committed there will be needed.

**ADJOURN**

There being no further business to come before this Authority, the meeting was adjourned at 8:40 a.m.

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Stan Crockett  
Chairman

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Jay Tibbs  
Secretary

