

MINUTES
ECONOMIC DEVELOPMENT AUTHORITY
| THURSDAY, MARCH 7, 2019 |

A meeting of the Frederick County Economic Development Authority was held on Thursday, March 7, 2019, 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, John Riley, Bob 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 January 3, 2019, meeting were presented.

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

J. Stanley Crockett	Aye
Robert Claytor	Aye
Bryan Fairbanks	Absent
Gary Lofton	Aye
Heather McKay	Aye
John Riley	Abstain (not present at that meeting)
Doug Rinker	Aye

TREASURER'S REPORT

Mr. Barker submitted the following report:

Checking Account - Bank of Clarke County as of February 28, 2019 - \$54,400.27.
Savings Account - Scott & Stringfellow as of February 28, 2019 - \$1,204,252.79.

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	Aye
Doug Rinker	Aye

BUSINESS RETENTION MANAGER PROJECT UPDATE

Sally Michaels, Business Retention Manager, gave an overview of projects under her supervision.

INCENTIVE POLICY

Mr. Barker explained this document governs all aspects of the local incentive process (i.e., who qualifies, process for approval, who conducts the audit of a company's performance, and who reviews performance agreements). Staff suggests the Board review this document annually. Building upon the approved 2017 Policy, staff has updated it to reflect current business targets and the average wage for the County. A copy of the proposed revised Policy was distributed to each Board member prior to this meeting.

Mr. Tibbs asked which business target had changed.

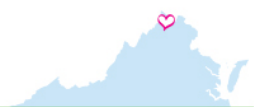
Mr. Lofton inquired if aerospace could be added to our targets. Mr. Barker stated the targets on the list are our first priority but that does not mean that others outside those parameters would not be considered. Business targets are revised annually based on where job growth is projected to occur and if the State does not forecast a large number of jobs for a specific business target, it is not included.

Mr. Riley made a motion to accept the revised Incentive Policy. Mr. Rinker 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	Aye
Doug Rinker	Aye

JOINT MEETING WITH FREDERICK COUNTY BOARD OF SUPERVISORS

Mr. Barker explained that the 2014 MOU between the EDA and Board of Supervisors calls for an annual discussion and review of the BOS's expectations for economic development.



Staff recommends structuring an agenda for this year's joint meeting to provide updates to the chief planned activities discussed at last year's meeting, as outlined below:

- Planned activity #1 – Maintain awareness of current and projected workforce needs and partner with appropriate local and regional partners to create solutions.
- Planned activity #2 – Encourage development of product, including “ready to go” business sites.

Examples of progress made and the next steps for each Activity will be given.

Mr. Barker said he would welcome any other ideas or suggestions for the meeting agenda.

Mr. Lofton stated he has received no feedback from other BOS members as to what subjects should be included in the agenda. Mr. Tibbs has not received any direction, either.

Mr. Barker stated that 2 possible meeting dates were given to the BOS and their preference is April 24 at 5:30 p.m. Once the date and time are confirmed, Board members will be notified.

1st QUARTER PERFORMANCE MEASURES

Mr. Barker reviewed the 2018 performance measures report which had been distributed to Board members.

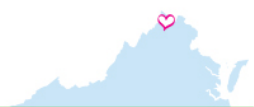
Mr. Claytor remarked that property views for the 1st quarter increased significantly. Mr. Barker stated that client interest ebbs and tides and the report counts each view whether from the same client or a different one.

SUCH OTHER BUSINESS AS MAY COME BEFORE THIS AUTHORITY

Mr. Crockett welcomed Mr. Wiley, a member of Winchester City Council.

Mr. Riley inquired if there were any plans to organize something locally later this year for our legislative group. Mr. Barker stated there has been some conversation about dovetailing on the BOS Transportation Forum. Mr. Lofton said he had no concerns about the EDA having a separate event.

Mr. Riley stated he prefers an event to focus on the County and such things as agribusiness and its growth and new industries here since the last time we sponsored a tour of the area for our legislators. He suggested including lunch at an agribusiness site.



Mr. Crockett said we need to develop an agenda to make it interesting for everyone. He also cited the need to maintain a relationship with legislators.

Mr. Lofton stated we need to arrange something early before proposed legislation for the next year has to be submitted.

Mr. Barker will submit ideas at the next meeting.

ADJOURN

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

Stan Crockett
Chairman

Jay Tibbs
Secretary

