

MINUTES  
ECONOMIC DEVELOPMENT AUTHORITY  
| THURSDAY, JANUARY 3, 2019 |

A meeting of the Frederick County Economic Development Authority was held on Thursday, January 3, 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, Bryan Fairbanks, 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 November 11, 2018, meeting were presented.

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

J. Stanley Crockett	Aye
Robert Claytor	Aye
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 December 28, 2018 - \$6,936.17.  
Savings Account - Scott & Stringfellow as of December 28, 2018 - \$1,201,575.95.

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	Aye
John Riley	Absent
Doug Rinker	Aye

### **ANNUAL MEETING**

Mr. Barker stated that, according to the EDA By-Laws, there is to be an annual meeting prior to March 1 for the purpose of electing officers. It is the Board's choice whether to hold this election at this meeting or the February meeting.

Mr. Rinker made a motion to nominate Stan Crockett for Chairman; John Riley for Vice Chairman; and Jay Tibbs, Secretary-Treasurer.

Mr. Fairbanks seconded the motion, which was approved by the following recorded vote:

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

Per Mr. Tibbs, the By-Laws designate the days and time EDA Board meetings are to be held so no action on that subject is needed.

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

Mr. Barker explained this subject was discussed at the Authority's September meeting and the Board approved authorizing Drapen Aden Associates to characterize two additional sites—Airport Business Parc and Bluestone Industrial Park. This has been completed and the results were reviewed. He reported that after discussion with the owner of the Bluestone Industrial Park, she has decided to proceed with the steps to get the property to a Tier 4 at her own expense. Staff is seeking acceptance of the latest Drapen Aden report.

Mr. Fairbanks inquired how many property owners of the sites characterized to date have been contacted. Mr. Barker stated that conversations with all 3 property owners haven occurred---1 is not interested and 2 others are interested and exploring the option further.

Mrs. McKay made a motion to accept the latest report. Mr. Rinker seconded the motion which was approved by the following recorded vote:



J. Stanley Crockett	Aye
Robert Claytor	Aye
Bryan Fairbanks	Aye
Gary Lofton	Aye
Heather McKay	Aye
John Riley	Absent
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. He reviewed details from last year's meeting and the two chief planned activities produced at that meeting. Staff is seeking the Authority's authorization to acquire a date for this year's meeting and soliciting ideas for agenda items.

Chairman Crockett asked Jay Tibbs to obtain possible meeting dates from the BOS.

Mr. Lofton stated he would poll several members of the BOS to determine if there are any subjects they would like addressed at the joint meeting.

### **LEGISLATIVE POLICY**

Mr. Barker stated that at the November meeting, staff was requested to draft a legislative policy for the upcoming General Assembly session which would be unique to the EDA but complementary to that of Frederick County, the Virginia Association of Counties and the Virginia Economic Developers Association. A draft policy has been distributed to Board members for review.

Mr. Fairbanks asked if the draft policy is the agenda for 2019 or years to come. Mr. Barker stated the policy is a foundation but we will react as bills affecting economic development are submitted, just as the Virginia Economic Developers Association does.

Mr. Lofton stated that, in the past, the BOS had met with legislators in October as it is important to get legislative issues before them prior to the start of their session in January. He suggested the EDA Board should be included in that meeting.

Mr. Rinker made a motion to adopt the legislative policy draft as presented. This was seconded by Mr. Fairbanks and approved by the following recorded vote:

J. Stanley Crockett	Aye
Robert Claytor	Aye
Bryan Fairbanks	Aye



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

### **MARKETING MANAGER PROJECT UPDATE**

Wendy May, Marketing Manager, presented an overview of areas of focus in 2018 and then reviewed the 2019 areas of focus.

### **PROJECT UPDATES**

Mr. Barker gave the following updates on various projects:

#### Widget Cup Trademark:

- Staff was notified in early December that our trademark application would be published in the Official Gazette on December 25. Official issuance is expected within 60 days. Staff is currently working on a marketing plan for offering Widget Cup franchises. A chief focus is managing staff hours associated with this effort.

#### Shenandoah Valley Talent Solutions:

- Staff was notified on December 11 that the GO Virginia State Board approved the funding for this project. Next steps include development of the RFP and the contract between EDOs and Go Virginia. This application will produce a strategy for talent attraction and retention and the EDA Board voted to invest \$6500 into the project.

#### Tier Up Loan Program:

- The EDA has characterized 3 sites under the Virginia Business Ready Sites Program. These owners have been contacted to gauge interest in collaborating with the EDA to obtain Tier IV status. Two owners expressed a desire to continue collaboration discussion. VEDP has made marketing Tier IV sites and above a marketing priority.

### **1st QUARTER PERFORMANCE MEASURES**

Mr. Barker reported he is waiting for measures from outside agencies and will distribute to the Board when received.

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

Mr. Barker reported that, due to conflicts, the legislative reception scheduled for January 10 in Richmond has been cancelled.



Chairman Crockett stated he has a conflict with our April meeting date. Mr. Barker is to check with the Vice Chairman, Mr. Riley, to see if he can preside.

**ADJOURN**

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

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Stan Crockett  
Chairman

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Jay Tibbs  
Secretary

