

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

A meeting of the Frederick County Economic Development Authority was held on Thursday, November 7, 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, Doug Rinker, and Heather McKay

STAFF: Patrick Barker, Wendy May 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 October 10, 2019, meeting were presented.

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

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

TREASURER'S REPORT

Mr. Barker submitted the following report:

Checking Account - Bank of Clarke County as of October 31, 2019 - \$6590.77.
Savings Account - Scott & Stringfellow as of October 31, 2019 - \$1,311,892.82.

On motion of Mr. Riley, seconded by Mr. Rinker, 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	Aye
Doug Rinker	Aye

WEBSITE UPDATE

Wendy May, EDA Marketing Manager, presented an overview of our website redesign for YesFrederickVA.com, the EDA's principle website for economic development, and ExploreFrederickCareers.com, an EDA sub-site and home of the EDA's Career Pathways program. The sites are anticipated to launch in late November 2019.

Mr. Riley stated the update displays graphically and visually what the EDA has accomplished, how we recruit businesses and what our goals are and feels the website update could be used as the focal point at our next work session with the BOS.

All present agreed to this idea.

EDA BUDGET FY21

Mr. Barker reviewed the EDA's draft budget for FY21. The request is consistent with past budget appropriations, except for requesting an additional full-time position (Research Manager/Project Manager). Most of the funding for this position would come from the part-time Project Specialist position.

Mr. Rinker asked if a job description for the new position exists.

Mr. Lofton stated he would also like to see the job description, as did Mr. Crockett.

In response to the request, Mr. Barker stated he would send the job description to Board members.

Mr. Riley then made a motion to receive the budget request as information. Motion was seconded by Mr. Rinker and approved by the following recorded vote:

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



Doug Rinker

Aye

HOPE DRIVE EXTENSION UPDATE

Mr. Barker provided an update on this project for information purposes.

Mr. Bryan stated that all necessary paperwork has been completed and they are waiting for CSX to return a crossing agreement, the last piece of paperwork needed so that construction can begin.

Mr. Barker stated it is hoped that construction will start in early 2020.

SUCH OTHER BUSINESS AS MAY COME BEFORE THIS AUTHORITY

Board members were reminded that, due to a conflict, the date of the December Board meeting has been changed to Thursday, December 12, 2019.

ADJOURN

There being no further business to come before this Authority, the meeting was adjourned at 8:35 a.m.

Stan Crockett
Chairman

Jay Tibbs
Secretary

