

MINUTES OF THE REGULAR MEETING OF THE
ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF NEWPORT NEWS,
VIRGINIA AND THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE
CITY OF NEWPORT NEWS, VIRGINIA

Mr. Herbert called the meeting to order at 8:00 a.m. on Friday, March 6, 2015, in the EDA/IDA Board Room at Two City Center, 11820 Fountain Way, Suite 301, Newport News, Virginia.

Those members present were:

Thomas P. Herbert, Chair
Cary Epes
Cassandra P. Greene
Arthur P. Henderson, Jr.
C. Gary Minter
Florence G. Kingston, Secretary/Treasurer, ex-officio
James M. Bourey, City Manager, ex-officio

Those members absent were:

Wendy C. Drucker, Vice Chair, Excused
Jennifer Smith, Excused

Legal Counsel:

Raymond H. Suttle, Jr., Esquire
Conway Shield, Esquire

Staff:

Cherry Croushore, Assistant Secretary
Janice Jones, Recording Secretary

Also present:

Alonzo R. Bell, Jr., Former EDA/IDA Board Member
Collins Owens, City Attorney
Robert Pealo, Assistant City Attorney

Mr. Herbert opened the meeting by welcoming everyone.

Presentation of Resolution of Appreciation - Alonzo R. Bell, Jr.

Mr. Herbert stated that the first item on the agenda was the presentation of a Resolution of Appreciation to Alonzo Bell, Jr. for his service on the Board of Directors of the Economic Development Authority/Industrial Development Authority of the City of Newport News, Virginia, from January 2007 through December 2014, as well as his service as Chair from January 2010 to January 2012. Mr. Herbert read the Resolution of Appreciation, previously approved by the Board at its January meeting, before formally presenting it to Mr. Bell. The Board, staff and meeting attendees gave Mr. Bell a round of applause. Mr. Bell greeted the Board and stated that the Development Department was one of the finest departments in the State. He stated that after serving on the Board, he had a greater appreciation for all the accomplishments of the EDA/IDA. He said that it was a pleasure to serve on the Board with such a professional group and wished the Board and staff all the best.

Secretary/Treasurer's Report

Mr. Herbert asked for the Secretary/Treasurer's Report. Mrs. Kingston told the Board the March 16th edition of the Inside Business publication would feature an insert promoting the new 2014 EDA/IDA Annual Report microsite, and that a copy of the insert had been provided to the Board at their seats. She explained that this edition would be especially popular, because it would also feature highlights of the 2015 ODU Hampton Roads Real Estate Market Review event. Mrs. Kingston noted that Robin would email a link to the Board so that they could view the new microsite.

Mrs. Kingston informed the Board that at the end of this month, she would be serving as a guest presenter for a CNU Urban Economics course. She stated that she would be discussing the many factors that contribute to a thriving community and the efforts the Board takes to make Newport News a special place. She explained that community involvement remains an integral part of our efforts as the department works to communicate our accomplishments.

Mrs. Kingston advised that on April 16th, the Peninsula Council for Workforce Development would once again host the Disney Institute, a highly successful and very popular one-day training session centered on excellent customer service. She noted that the Board had detailed information about the event at their places and that the EDA would be sponsoring a break for the event, which included two complimentary participants for the day. She stated that if any of the Board members would be interested in attending, to let Janice know and she would take care of the registration.

Mrs. Kingston told the Board that the Monthly Financial Statements were in their packages. She noted a few highlights, and then answered questions.

Mrs. Kingston stated that she would like to give the City Manager an opportunity to comment. Mr. Bourey commented that he would like to compliment Mrs. Kingston and the Economic Development staff for such a good job on the 2014 Annual Report. He noted numerous events that were in progress, including preparation of the FY 2015-2016 Operating Budget for the coming fiscal year and the One City Marathon. He said the Marathon would be March 15th, with 2,400 participants anticipated, many registrants from out of town. Mr. Bourey next informed the Board that he would propose a reduction in the City of Newport News' airline tax, which would help the City to attract more businesses to the airport. Lastly, he informed the Board that they would soon receive an invitation to a Jefferson Lab Information Session to be held on March 31st at 9:00 a.m.

Assistant Secretary's Report

Mr. Herbert asked for the Assistant Secretary's Report. Ms. Croushore advised the Board that the Committee Meeting Schedule was in their package and noted relevant details.

Madison Government Affairs Consultant Report

Mr. Herbert advised the Board that the Madison Government Affairs Report was in written format and asked if there were any comments or questions. There were no comments or questions.

At 8:19 a.m., Mr. Henderson moved for the Authority to go into a closed meeting pursuant to VA Code Section §2.2-3711.A: Prospective Business (5), for the following purpose and subjects: (5) Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business or industry's interest in locating or expanding its facilities in the community, the subject of which is a prospective business interested in locating in the southern section of the City, and prospective businesses interested in locating in the central section of the City. Ms. Greene seconded the motion, which passed unanimously on a roll call vote.

At 9:27 a.m., the EDA/IDA Board returned to open session following a certification motion by Mr. Henderson in accordance with VA Code Section §2.2-3712(D) that to the best of each member's knowledge: (D) (i) only public business matters lawfully exempted from open meeting requirements under this chapter; and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard discussed or considered in the meeting by the public body. Mr. Minter seconded the motion, which passed unanimously on a roll call vote.

Brooks Crossing Grocery Store

Mrs. Kingston stated that staff and the grocery store team are making tremendous progress in advancing the Brooks Crossing grocery store in the Southeast Community on a very aggressive schedule. She said that the project continued to move forward in stages and that she was seeking today two actions from the Board to fully accomplish the design stage. She stated that the first action requested was to engage SuperValu to complete the design of the grocery store building, including refrigeration and all components that go into the building from the 31% stage to 100% completion, and serve as the owner's representative for project coordination and oversight. She said this work would be in concert with Armada Hoffler who had been contracted to design to the 30% stage. Mrs. Kingston said that the second action would be to contract with Armada Hoffler, who in concert with VHB, would complete the civil design work for the grocery store pad, the site and parking field. She informed the Board that the target schedule was to get to substantial completion by the end of 2015 and have the opening in early 2016.

Mr. Herbert called for a motion to enter into a contract with SuperValu for the design of the remainder of construction documents – from 31% to 100% completion, as well as provide owner's representation, project coordination and oversight and construction management services on the 28,000-square-foot grocery store facility at the Brooks Crossing development project, in an amount not to exceed \$403,000; this amount would employ SuperValu to utilize their professional support and technical expertise. Contract documents would be subject to legal counsel review and approval. Mr. Minter so moved and Mr. Epes seconded the motion, which passed unanimously on a roll call vote.

Mr. Herbert called for a motion to enter into a contract with Armada Hoffler for the project engineering firm Vanasse Hangen Brustlin (VHB) to complete design services on the civil/sitework/pad for the Brooks Crossing grocery store site, in an amount not to exceed \$102,099. Contract documents would be subject to legal counsel review and approval. Mr. Henderson so moved and Mr. Minter seconded the motion, which passed unanimously on a roll call vote.

Committee Chair's Reports

Mr. Epes presented the Design Review Committee Report, which was ratified by the Board and passed unanimously on a roll call vote. Chair Herbert presented the Executive Committee Report, which did not require Board ratification. Mr. Minter presented the Marketing Committee Report, which did not require Board ratification. Ms. Greene presented the Revolving Loan Fund Committee Report, which was ratified by the Board and passed unanimously on a roll call vote.

Approval of Minutes of the Regular Meeting of February 6, 2015

Mr. Herbert asked for a Motion that the Minutes of the Regular Meeting of February 6, 2015 be approved. Mr. Minter so moved and Mr. Epes seconded the motion, which passed unanimously on a roll call vote.

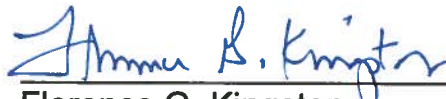
Unfinished Business

Mr. Herbert asked for any unfinished business. Mrs. Kingston stated there was no unfinished business.

New Business

Mr. Herbert asked for any new business. Mrs. Kingston stated there was no new business.

There being no further business to come before the Board, Mr. Herbert adjourned the meeting at 9:40 a.m.



Florence G. Kingston
Secretary/Treasurer

**ECONOMIC DEVELOPMENT AUTHORITY
INDUSTRIAL DEVELOPMENT AUTHORITY**

TO: Board of Directors
FROM: Chair, Design Review Committee
SUBJECT: Chair's Report
DATE: March 6, 2015

The Design Review Committee met on Thursday, February 19, 2015. The first item considered was a request by Short & Company, PC for approval of a scaled color rendering and digitally enhanced photograph of a proposed internally illuminated, building-mounted sign at 734 Thimble Shoals Boulevard in Oyster Point of Newport News. Upon review, the Committee voted 7-0, with one abstention, to recommend approval of the request, subject to all applicable City codes and regulations.

The second item considered was a request by NPN Building LLC (Onelife Fitness) for approval of a scaled color rendering and digitally enhanced photograph of a proposed modification to an existing monument sign at 815 City Center Boulevard in Oyster Point of Newport News. Upon review, the Committee voted unanimously to recommend approval of the request, subject to all applicable City codes and regulations.

The committee received a report from staff about one administrative approval granted in December by the Secretary/Treasurer. The administrative approval was for exterior first floor tenant signage for Luxury Tress at 701 Mariners Row, Suite 102 in City Center at Oyster Point.

The items detailed in this report which were voted upon by the committee require Board ratification today.



Cary B. Epes, Chair

CBE:dep

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Date, Time and Location: February 19, 2015, at 8:00 a.m., Two City Center, 11820 Fountain Way, Suite 301, Newport News, VA

Members Present: Cary B. Epes, Thomas P. Herbert, Jennifer S. Smith, Randy Camell, Teresa Nettles, Bryan Trainum, Sylvia Weinstein, Elizabeth Willis

Members Absent: Alonzo R. Bell, Jr., Robb Mann



ECONOMIC DEVELOPMENT AUTHORITY
INDUSTRIAL DEVELOPMENT AUTHORITY

TO: Board of Directors
FROM: Chair, Executive Committee
SUBJECT: Chair's Report
DATE: March 6, 2015

The Executive Committee met on February 23rd. The Committee's items were handled in Closed Session.



Wendy Drucker, Chair

WD:clc

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Date, Time and Location: February 23, 2015 at 12:30 p.m. at 11820 Fountain Way, Suite 301, Newport News, VA

Members Present: Tom Herbert, Arthur Henderson, Gary Minter

Members Absent: Wendy Drucker



ECONOMIC DEVELOPMENT AUTHORITY
INDUSTRIAL DEVELOPMENT AUTHORITY

TO: Board of Directors
FROM: Chair, Marketing Committee
SUBJECT: Chair's Report
DATE: March 6, 2015

The Marketing Committee met on February 19, 2015. Staff distributed and reviewed the 2014 EDA/IDA Annual Report. Committee members were complimentary of the design, photographs and content, and all agreed that it serves as an ideal marketing tool. A pdf version of the book is available on the website, and a promotional insert highlighting the new interactive microsite will be featured in the March 16th edition of Inside Business.

Staff gave an update on the planning progress of the Newport News One City Marathon, registrants, and the many opportunities available to volunteer.

Oyster Point businesses located along the newly-renamed City Center Boulevard are encouraged to apply for the new Consumables Transitioning Grant (CTG) Program. The program covers up to \$500 for replacement of stationery, business cards and other consumable items due to the Middle Ground Boulevard name change.

Howell Creative Group discussed keywords and phrases to be used in an upcoming Google AdWords campaign. The goal is to drive new and repeat traffic to the EDA website.

This report does not require Board ratification.



Gary Minter, Chair

GM:rn

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Date, Time and Location: February 19, 2015 at 10:30 a.m., 11820 Fountain Way, Suite 301, Newport News, VA 23606

Members Present: Mary Aldrich, Don Blankenship, Wendy Drucker, Cassandra Greene, Gary Hunter, and Gary Minter

Members Absent: Faye Gargiulo and John Miller



ECONOMIC DEVELOPMENT AUTHORITY
INDUSTRIAL DEVELOPMENT AUTHORITY

TO: Board of Directors
FROM: Chair, Revolving Loan Fund Committee
SUBJECT: Chair's Report
DATE: March 6, 2015

The Revolving Loan Fund Committee met on Tuesday, March 3, 2015.

Staff presented four (4) Façade Improvement Grant (FIG) requests:

- The FIG request for \$30,000 from CNU Hiden Shopping Center, LLC (Robert Brown & Associates, Inc.) for windows/doors (storefront) at 2 Hiden Boulevard was recommended for approval with a unanimous vote.
- The FIG request for \$30,000 from Robert L. Lambert, Jr. (OEM Panels) for exterior finishes and materials, exterior lighting, painting, roofing and windows/doors at 212 Main Street was recommended for approval with a unanimous vote.
- The FIG request for \$10,218.50 from BNT Enterprises, LLC (Oyster Point Car Wash) for canopy/awning, paving and windows/doors at 519 Oyster Point Road was recommended for approval with a unanimous vote.
- The FIG request for \$30,000 from Villanueva, LLC (Nationwide Insurance) for exterior finishes and materials, painting, fencing, hardscape improvements, landscaping, roofing and windows/doors at 11024 Warwick Boulevard was recommended for approval with a unanimous vote.

The Committee is asking the Board to ratify Committee action relating to the four (4) FIG approvals.



Cassandra Green, Chair

GM:mb

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Date, Time and Location: March 3, 2015 at 12:30 PM at 11820 Fountain Way, Suite 301, Newport News, VA

Members Present: Cary Epes, Cassandra Greene, George Knight and Susan Harris

Members Absent: Arthur Henderson