

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. Minter called the meeting to order at 8:00 a.m. on Friday, September 1, 2017, in the EDA/IDA Board Room at Two City Center, 11820 Fountain Way, Suite 301, Newport News, Virginia.

Those members present were:

C. Gary Minter, Chair  
Cassandra P. Greene, Vice Chair  
Mary Aldrich  
Alonzo R. Bell, Jr.  
Jennifer Smith-Brown  
Cynthia D. Rohlf, City Manager, ex-officio  
Florence G. Kingston, Secretary/Treasurer, ex-officio

Absent:

Cary B. Epes, Excused  
Jeffrey Verhoef, Excused

Legal Counsel:

Raymond H. Suttle, Jr.

Staff:

Kearston Milburn, Recording Secretary  
Cherry Croushore, Assistant Secretary

Also present:

Doreen Kopacz, Port Development Administrator  
Collins Owens, City Attorney  
Robert Pealo, Senior Assistant City Attorney  
Jerri Wilson, Management & Legislative Program Analyst, City Manager's Office

Mr. Minter opened the meeting by welcoming everyone.

#### Seafood Industrial Park West Bulkhead Project Presentation

Mr. Minter called on Ms. Kopacz for the Seafood Industrial Park West Bulkhead Project Presentation. Ms. Kopacz provided a powerpoint presentation, describing how the Virginia Port Authority's FY2016 Commonwealth Port Fund Grant award of \$638,292, coupled with \$617,299 of City funds, was used to refurbish the Seafood Industrial Park's (SIP's) aging and damaged West Bulkhead. Ms. Kopacz explained that 1,376 linear feet of old, damaged, and unsafe wooden fender commercial mooring along the west side of the SIP had been completely replaced with new concrete pilings, raised to compensate for higher water levels, and fitted with other features to improve its safety, security, and overall appearance. Ms. Kopacz stated that these improvements added capacity and had already gained high praise from the local seafood businesses. Ms. Kopacz informed the Board that SIP had been selected by the Virginia Port Authority to receive FY2018 Grant funding in the amount of \$404,627 for a new project to include refurbishment and modifications to the Outer Harbor Pier and Dolphins.

Mr. Minter asked if there were any questions for Ms. Kopacz and there were none. Mr. Minter thanked Ms. Kopacz for her report.

#### Secretary/Treasurer's Report

Mr. Minter asked for the Secretary/Treasurer's Report. Mrs. Kingston congratulated Marc Rodgers, who was awarded an MBA on August 27<sup>th</sup> from William and Mary. Mrs. Kingston stated that Marc had completed William and Mary's 18-month Executive MBA Program. She commended his ambition and effort to further his education and professional development.

Mrs. Kingston stated she was excited about the recent groundbreaking for Building One @ Tech Center. She extended appreciation to those who were able to attend the event. Mrs. Kingston stated that, Karen Jackson, Virginia's Secretary of Technology, had shared comments at the event, noting Building One @ Tech Center represented the first step in creating the newest technology and innovation center in the Commonwealth – one that will attract new, high-growth businesses and young, talented workers to Newport News. Mrs. Kingston told the Board that she looked forward to the continued development of Tech Center Research Park and the possibilities for collaboration it would bring to the City. She thanked staff for the many hours spent in preparation for this important event.

Mrs. Kingston said that she was pleased to report that the annual Newport News State of the City luncheon would be held on Tuesday, October 3<sup>rd</sup> at noon at the Marriott. She stated that this year's theme was "Building Our Future, One Block at a Time". Mrs. Kingston noted that the EDA would again serve as a table sponsor for the event and that Board Members should inform Kearston if they would like to attend.

Mrs. Kingston advised that also on Tuesday, October 3<sup>rd</sup>, the Department of Development would be sponsoring a small business seminar featuring Marc Willson, Retail/Restaurant Consultant for the Virginia Small Business Development Center. She stated Mr. Willson had conducted seminars several times in Newport News and the emphasis of his visit this time would be helping small retailers prepare for the Christmas holiday shopping season. She noted that Staff would publicize the seminar through our business Constant Contact list and through our various business resource partners. She recognized our local Small Business Development Center, headed by Jim Carroll, who had helped to facilitate and coordinate Mr. Willson's visits.

Mrs. Kingston informed the Board that the Monthly Financial Statements were in their packages, noting a few highlights and offering to answer questions. There were no questions.

Mrs. Kingston offered the City Manager an opportunity to comment. Ms. Rohlf expressed her excitement for the annual Newport News State of the City luncheon and encouraged Board Members to participate.

Ms. Rohlf stated that a Federal Notice of Funding Availability for \$130,000,000 had recently posted for which participants in the Choice Neighborhoods Initiative (CNI) could apply. Ms. Rohlf explained that she was pleased that this additional funding was going to be available for CNI, particularly at the federal level, and advised that the City would be putting together an application to request \$30,000,000 of the available implementation grant funds. She noted that in terms of timing, this would be an accelerated approach to seeking implementation funding, as the City is still completing its Transformation Plan under the CNI planning grant previously awarded, but that she felt the City would develop a very competitive application. Ms. Rohlf noted that the application due date of November 22<sup>nd</sup> would provide a tight timeframe for submission, but that staff was working diligently to meet the deadline. Ms. Rohlf also stated that the EDA's collaborative role would be significant in the application process. Mr. Minter asked Ms. Rohlf how long it would take for HUD to notify applicants of an award for the implementation grant, and Ms. Rohlf responded that in the past it has taken approximately 5-6 months for a decision to be made.

Ms. Rohlf concluded her comments by thanking Mrs. Kingston and her staff for being in the forefront of some important efforts, not only for the City, but regionally as well.

Mr. Minter asked if there were any questions for Mrs. Kingston or Ms. Rohlf, and there were none.

#### Assistant Secretary's Report

Mr. Minter 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. Minter advised the Board that the Madison Government Affairs Report was in written format and asked if there were any comments or questions. There were none.

At 8:26 a.m., Ms. Greene moved for the Authority to go into a closed meeting pursuant to VA Code Section §2.2-3711.A: Real Estate (3), Prospective Business (5), for the following purposes and subjects: (3) Discussion or consideration of the acquisition of real property for a public purpose or of the disposition of publicly held real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, the subject of which is proposed property dispositions located in the central section of the City; and (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 an unannounced expansion of an existing business located in the southern section of the City and unannounced prospective businesses interested in locating in the central section of the City. Mr. Bell seconded the motion which passed unanimously on a roll call vote.

At 9:05 a.m., the EDA/IDA Board returned to open session following a certification motion by Ms. Greene, 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. Ms. Aldrich seconded the motion, which passed unanimously on a roll call vote.

Committee Chair's Reports

Mr. Minter called for the Committee Reports. Ms. Aldrich presented the Design Review Committee Report, which passed unanimously on a roll call vote. Ms. Greene presented the Executive Committee Report, which passed unanimously on a roll call vote. Ms. Aldrich presented the Marketing Committee Report, which passed unanimously on a roll call vote. Ms. Smith-Brown presented the Revolving Loan Fund Committee Report, which passed unanimously on a roll call vote.

Approval of Minutes of the Regular Meeting of August 4, 2017

Mr. Minter asked for a motion that the Minutes of the Regular Meeting of August 4, 2017 be approved. Mr. Bell so moved and Ms. Smith-Brown seconded the motion, which passed unanimously on a roll call vote.

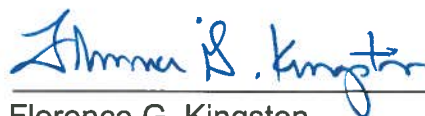
Unfinished Business

Mr. Minter asked for any unfinished business. There was none.

New Business

Mr. Minter asked for any new business. There was none.

There being no further business to come before the Board, Mr. Minter adjourned the meeting at 9:17 a.m.



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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: September 1, 2017

The Design Review Committee met on August 17<sup>th</sup>. The Committee considered a request by Bloch Enterprises, Inc., on behalf of Manfred D. & Sonya H. Bloch, Trustees, for approval of a landscape plan for proposed exterior improvements at 720 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 next item considered was a request by Harvey Lindsay Commercial Real Estate and Chandler Signs, on behalf of CCOP Thimble Shoals One, LLC, for approval of digital renderings and digitally-enhanced photographs of a proposed internally illuminated, building-mounted signage package at 11810 Fountain Way in City Center at Oyster Point. Upon review, the Committee voted unanimously to recommend approval of the request, subject to all applicable City codes and regulations.

This Report requires Board ratification.

  
Mary C. Aldrich

MCA:mej

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Date, Time and Location: August 17, 2017, at 8:00 a.m. at 11820 Fountain Way, Suite 301, Newport News, VA

Members Present: Mary C. Aldrich, Thomas Herbert, Robert Mann, Teresa Nettles, Bryan Trainum, Sylvia Weinstein, Elizabeth Willis

Members Absent: Cary B. Epes, Jeffrey C. Verhoef, Alex Delgado



ECONOMIC DEVELOPMENT AUTHORITY  
INDUSTRIAL DEVELOPMENT AUTHORITY

TO: Board of Directors

FROM: Chair, Executive Committee

SUBJECT: Chair's Report

DATE: September 1, 2017

The Executive Committee met on August 15<sup>th</sup>. The Committee was briefed on proposed revisions to the Façade Improvement Grant (FIG) Program Guidelines. After discussion, the Committee approved revision of the FIG Program Guidelines to: 1) increase the minimum age of eligible properties to 15 years; 2) decrease the maximum grant amount to \$20,000; 3) remove signage as an eligible improvement; and 4) increase the time period for reapplication for a FIG to 3 years following the completion of the preceding FIG project. The Committee was advised that the approved revisions would be shared with the Revolving Loan Fund Committee as well.

The Executive Committee also approved a financial commitment of \$50,000 to be used as matching funds for an application to the U.S. Department of Commerce Economic Development Administration prepared by 757 Angels and ReInvent Hampton Roads to create 757 Accelerate, a regional business accelerator, subject to the grant application being successful. It was noted that five localities in Hampton Roads are committing the same level of grant match funding to support this application and initiative.

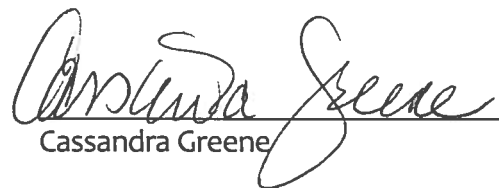
The Committee was briefed on EDA/IDA staff's monitoring and compliance practices with respect to loans, leases and performance agreements, and provided an EDA/IDA portfolio report. Periodic updates on a semi-annual basis will continue to be provided.

Committee Members also engaged in a discussion related to opportunities and means by which the City/EDA can play a supportive role and assist in leveraging resources to foster retail development and entrepreneurship in the Brooks Crossing Project and Southeast Community, particularly related to the recently presented findings of the

Executive Committee Chair's Report  
September 1, 2017  
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CNI Market Study, as well as Citywide. The Committee's discussion was a prelude to, and in support of, a presentation on Small Business Initiatives and Outreach to be provided to City Council at its September 12<sup>th</sup> Work Session.

The Committee's remaining items were handled in Closed Session. The item in this report related to the revision of the FIG Program Guidelines requires Board ratification.



Cassandra Greene

CG:clc

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Date, Time and Location: August 15, 2017, at 12:00 p.m. at 11820 Fountain Way, Suite 301, Newport News, VA

Members Present: Cassandra Greene, Gary Minter, Jennifer Smith-Brown

Members Absent: Jeff Verhoef





ECONOMIC DEVELOPMENT AUTHORITY  
INDUSTRIAL DEVELOPMENT AUTHORITY

TO: Board of Directors  
FROM: Chair, Marketing Committee  
SUBJECT: Chair's Report  
DATE: September 1, 2017

The Marketing Committee met on August 17<sup>th</sup>. Howell Creative Group gave an update on enhancements to the EDA website and strategy for social media.

Staff presented the 2017-2018 Marketing Plan and Budget. Overall goals of the plan include traditional and digital marketing initiatives, increased website traffic, entrepreneurial and educational outreach, business development and business retention. Committee members voted unanimously to approve the Plan and Budget.

This report requires Board ratification.

  
Mary Aldrich, Chair

MA:sdj

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Date, Time and Location: August 17, 2017, at 10:30 a.m., 11820 Fountain Way, Suite 301, Newport News, VA 23606

Members Present: Mary Aldrich, Cassandra Greene, Gary Minter, Gary Hunter, Faye Gargiulo

Members Absent: Wendy Drucker, Don Blankenship



ECONOMIC DEVELOPMENT AUTHORITY  
INDUSTRIAL DEVELOPMENT AUTHORITY

TO: Board of Directors  
FROM: Chair, Revolving Loan Fund Committee  
SUBJECT: Chair's Report  
DATE: September 1, 2017

The Revolving Loan Fund Committee met on August 25<sup>th</sup>. Committee members were provided financial statements for the Newport News Capital Fund (NNCF) for the period ending June 30, 2017. Staff presented three Façade Improvement Grant (FIG) Program requests:

- FIG request for \$29,459.23 from Manfred & Sonya Bloch for exterior painting, including prep, canopy/awning, landscaping improvements, paving and roofing at 720 City Center Boulevard;
- FIG request for \$30,000 from 230 Enterprise, LLC for exterior lighting, paving, roofing and windows/doors at 230 Enterprise Drive; and
- FIG request for \$30,000 from Noah Company for exterior finishes and materials, exterior lighting, hardscape improvements, signage and windows/doors at 12484-A Warwick Boulevard.

These FIG requests were unanimously approved.

Additionally, staff advised the Committee of the proposed revisions to the FIG Program Guidelines that were approved at the Executive Committee meeting on August 15<sup>th</sup>. Staff explained that the revisions were necessary in order to address the issue of limited program funding.

Revolving Loan Fund Committee Chair's Report  
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After discussion, Committee Members concurred with the revisions related to the FIG Program Guidelines approved by the Executive Committee, but expressed reservations regarding removing signage as an eligible improvement. Committee Members requested that staff monitor the impact of the signage change going forward, so that if necessary it could be revisited during the next budget planning cycle.

This report requires Board ratification.



Jennifer Smith-Brown

JSB:tfw

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Date, Time and Location: August 25, 2017, at 10:00 a.m. at 11820 Fountain Way, Suite 301, Newport News, VA

Members Present: Jennifer Smith-Brown, Alonzo Bell, Jr., Susan Harris, Arthur Henderson

Members Absent: Jeffrey Verhoef, George Knight and John Lunsford