

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

Ms. Drucker called the meeting to order at 8:00 a.m. on Friday, October 7, 2016, in the EDA/IDA Board Room at Two City Center, 11820 Fountain Way, Suite 301, Newport News, Virginia.

Those members present were:

Wendy C. Drucker, Chair
C. Gary Minter, Vice Chair
Cary B. Epes
Thomas P. Herbert
James M. Bourey, City Manager, ex-officio
Florence G. Kingston, Secretary/Treasurer, ex-officio

Absent:

Cassandra P. Greene
Arthur P. Henderson
Jennifer S. Smith-Brown

Legal Counsel:

Raymond H. Suttle, Jr.
Conway H. Sheild, III

Staff:

Janice Jones, Recording Secretary
Shakir Johnson, Business Retention Coordinator
Sam Workman, Assistant Director of Development

Also present:

Rick Weddle, President, HREDA
Matthew James, President and CEO, PCFWD
Collins Owens, City Attorney
Robert Pealo, Senior Assistant City Attorney

Ms. Drucker opened the meeting by welcoming everyone.

Quarterly Hampton Roads Economic Development Alliance Report

Ms. Drucker asked for the Quarterly Hampton Roads Economic Development Alliance (HREDA) Report. Mr. Weddle greeted the Board and advised that from July to September 2016, HREDA had hosted five marketing prospects with two visiting Newport News, sponsored three marketing activities resulting in 35 face-to-face meetings, and opened 11 new project files. Six of the new project files resulted from the Virginia Economic Development Partnership (VEDP), and five from direct outreach. He noted that HREDA was planning missions to southern California October 31st – November 4th, and the United Kingdom the week of November 28th.

Mr. Weddle stated that HREDA officers and the Executive Committee would meet the week of October 10th. He said that an important current focus of HREDA was rebuilding its team, with three openings to fill – Executive Vice President for Business Development, Senior Business Development Officer and Investor Relations Director. He noted that the 2017 Strategic Business Plan was also in process and would be presented to the HREDA Board for approval at its December 8th meeting.

Mr. Weddle described three important insights he had gained during his first six months in Hampton Roads: first, that job creation would need to be enhanced by clarifying and selling Hampton Roads' product offerings and developing its brand; second, that both expanding and newly locating companies had significant workforce demand and needed access to a trained and qualified workforce; and third, that the market is being driven by e-commerce, which is creating a heavy demand for same and next-day deliveries, resulting in a strong demand for distribution centers to be located close to their customers.

Mr. Weddle answered questions from the Board, and Ms. Drucker thanked him for his report.

Quarterly Workforce Development Report

Ms. Drucker asked for the Quarterly Workforce Development Report. Mr. James advised that he had provided Board Members the Peninsula Council for Workforce Development's (PCFWD) 2015-2016 Annual Report, comparing it to a report card where the return on investment performance could be measured. He noted the continued strength of the youth development initiative, having over 8,000 individuals pass through the Youth Career Café,

the Youth Career Expo and the STEP program. He noted that visitation had been slightly down in 2016, and that over 7,000 people had been served, exceeding the Workforce Innovation and Opportunity Act (WIOA) goals for the year. He informed the Board that PCFWD assisted with the interviewing of employees for Jim's Local Market through its One Stop program and noted that two-thirds of those individuals they recommended for hire lived within walking distance of the store.

Mr. James told the Board that he agreed with Mr. Weddle's assessment that developing talent would be crucial to employment growth in the region. He stated that in an effort to ensure that we have a workforce that is ready to supplement and enhance the region, PCFWD was partnering with HREDA and Opportunity Inc. to conduct a Skills-Gap Analysis and Study. He stated that through the Study's process, PCFWD would be working with localities and calling on companies to determine if the proposed employment growth plan would meet their companies' needs. He reported that focus group meetings would begin on October 25th to include local schools, business owners and Economic Development Authorities to discuss the plan for future economic and employment growth.

Mr. James answered questions and Ms. Drucker thanked him for his report.

Quarterly Business Retention Report

Ms. Drucker asked for the Quarterly Business Retention Report. Mr. Johnson reported that during the third quarter, we had provided weekly business articles for the City's "Newport News Now," in a section devoted to businesses labeled "Newport News Business Now." He noted that staff had highlighted 12 businesses since this section had been added to the newsletter, with excellent feedback from the business community and from citizens.

Mr. Johnson stated that he had visited 31 businesses during the quarter. He told the Board that he had participated in the Youth Leadership Alliance of the Virginia Peninsula Chamber of Commerce, which was a week-long crash course for high school students to learn what the Peninsula business community had to offer in retail, transportation, technology, government and public policy. He stated that the students had toured a variety of local businesses and spoken with community partners to discuss local employment opportunities. He advised that during their visit at City Center, the students toured the Marriott, where they discussed the role of operating a hotel in a business district and what requirements would be necessary to set regional goals, and the Daily Press, where they discussed careers in media and how technology had changed the way they do business.

Mr. Johnson noted that he had also attended the Denbigh-Warwick Business Association meeting and the Newport News Merchant's and Neighbors Association meeting, which serve as great resources for information sharing and networking.

Ms. Drucker asked if there were any questions. There were none and she thanked Mr. Johnson for his report.

Secretary/Treasurer's Report

Ms. Drucker asked for the Secretary/Treasurer's Report. Mrs. Kingston reported that she had good news concerning leasing of the Downtown Engineering Center (DEC) retail. She advised that Subway, a longstanding tenant, had requested an amendment to its existing lease with the EDA, and would exercise its remaining five-year renewal extension and add another five-year renewal option, expiring on May 31, 2027. She said that the existing five-year option term, commencing on June 1, 2017, would incorporate a 1% annual escalation rate and the additional five-year option, if exercised, would incorporate a 2% annual escalation rate. She noted that Subway had been a long-time excellent tenant and planned to invest approximately \$40,000 in early 2017 to update and improve its leased space within the DEC. She stated that she would be seeking a Motion to authorize the lease amendment, subject to EDA Legal Counsel review and approval.

Mrs. Kingston advised that the City, Housing Authority and several community partners involved with the Choice Neighborhoods Initiative (CNI) Planning Grant had a very successful visit with HUD representatives who were in town on September 20th & 21st. She noted that on September 20th, staff and partners familiarized HUD with the City and the Marshall/Ridley neighborhood history and characteristics, and toured the neighborhood and surrounding community, including detailed discussions on the people, housing and neighborhood planning process. She stated that in the evening community stakeholders meeting, held at Dunbar-Erwin Elementary School, staff shared information on the grant and plans for the next 18 months, as well as received community feedback and commitment from the attendees to stay involved during the entire planning process. She said that on the second day of HUD's visit, a wrap-up of the previous day was presented, with HUD providing some general observations and recommendations. She told the Board that the visit was very positive and that HUD expressed that there were many successful efforts underway and encouraged us to build on those and create more. She stated that the RFP for the CNI market study, funded by the EDA, had been advertised, with proposals due September 23rd and that ten proposals had been received and the evaluation process was underway with proposal selection expected within the next 30 – 60 days.

Mrs. Kingston noted that on September 21st the EDA hosted the Virginia Velocity Tour Kickoff Breakfast at the Whole Foods Market in Tech Center. She said that the breakfast served as the opening event for the Virginia Velocity Tour's arrival here in the Hampton Roads region, an event designed to promote entrepreneurship. She advised that a group of 70 business leaders were invited, along with entrepreneurs and our State and local allies, who attended to engage in discussions promoting the Hampton Roads entrepreneurial ecosystem. She told the Board that Jeff Johnson moderated a panel discussion about ongoing activities to support and connect the Hampton Roads entrepreneurial ecosystem and the importance of its development. She noted that participating panelists included two Newport News businesses, Roy Whitney, CEO of BNNT, and Joe Weaver, founder of Ario, which recently located in the Applied Research Center. She stated that the Tour had made four other stops in the Hampton Roads region, where the day ended with the Hampton Roads Pitch Competition held at the Virginia Aquarium in Virginia Beach. She explained that the breakfast event had been very well-received and created a great deal of positive synergy among the participants.

Mrs. Kingston told the Board that the Commonwealth's Secretary of Technology, Karen Jackson, advised that Virginia computer systems get attacked about every four seconds, amounting to at least 200,000 "incurable" attacks per day. Mrs. Kingston noted that on September 20th – 22nd, the Commonwealth's Cyber Physical Systems Summit, hosted by Governor Terry McAuliffe and the National Governors Association was held at Jefferson Lab. She stated that experts, industry leaders, elected officials and others gathered for the three-day summit that featured speakers and roundtable discussions highlighting Cyber-Autonomy, Cyber-Internet of Things and Cyber-Critical Infrastructure. She said they also explored insight and possible solutions to help educate and protect against future security threats. She advised that during Governor McAuliffe's keynote address, he noted that the keys to battling cyber threats were education and jobs, with his goal to make Virginia the Cybersecurity capital of the U.S.

Mrs. Kingston reported that on September 21st – 23rd, several Development staff members attended the Virginia Economic Developers Association's Fall Conference. She stated that the theme of the conference was utilizing the importance of place in demonstrating the value proposition for state and local economic development efforts. She noted that as technology continued to grow and work tasks became increasingly easy to perform from anywhere that has broadband access, where individuals choose to live and work becomes less driven by business location and more influenced by quality of life. She said that this theme interfaced well with our efforts to attract and retain engineering talent and young professionals, and reinforced the need to continually emphasize the many amenities and attractions within

Newport News when interacting with businesses, site selection consultants and citizens. She noted that among the many presentations on the importance of place was one by Jeff Johnson which focused on the Tech Center project in Newport News and the importance of bringing together multiple market forces – scientific research, commercial, retail, housing and R&D, in a single space designed to capitalize upon the “creative collisions” that occur when individuals from these groups interact on a daily basis.

Mrs. Kingston said that the relationship Newport News had developed with our academic partners at the UVA/Virginia Tech Center continued to pay dividends. She told the Board that back in the spring, Lesa Hanlin, who is now Director of Virginia Tech’s Newport News, Richmond and Virginia Beach Centers, contacted our team to arrange visits between some of our local manufacturers and Virginia Tech’s Director for the Center for High Performance Manufacturing in Blacksburg, and that as a result of one of these meetings, Virginia Tech placed two, four-student teams at High Liner Foods to perform their Senior Design Projects, in the areas of “Facility Pack-Out Area Design” and “Maintenance Planning Scheduling Tools”. She noted that last month the Virginia Tech Newport News Center began providing specialized training for a group of 25 High Liner employees and that Staff was pleased to see these partnerships continue to grow and provide benefit for both our educational partners and members of our business community.

Mrs. Kingston advised that the Annual Port Warwick Art & Sculpture Festival was scheduled at Port Warwick’s Styron Square Saturday, October 8th and Sunday, October 9th. She stated that guests would have the chance to enjoy world-class art, an array of gourmet food and vast selection of fine wines that would showcase the works of more than 80 artists. She noted that the festival drew art enthusiasts and decorators with any budget, as many artists offer a wide range of price points to choose from. She said that there would also be live acoustic music and exciting activities for the entire family beginning from 10:00 a.m. – 6:00 p.m. on Saturday and from 10:00 a.m. – 5:00 p.m. on Sunday.

Mrs. Kingston also told the Board that the 5th Annual City Center at Oyster Point Fall Festival would take place on Saturday, October 15th, from 11:00 a.m. to 5:00 p.m. and that guests would have the opportunity to shop at over 40 different vendors featuring regional artists as well as local fresh farm produce. She noted that new this year would be craft beer and hard cider tastings offered along Mariners Row as well as live entertainment on the Market stage. She said that the free, family-friendly event would also offer hayrides, a kids craft area, face painting and door prizes and that a flyer had been provided.

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

Mrs. Kingston offered the City Manager an opportunity to comment. Mr. Bourey encouraged Board Members to attend the State of the City Luncheon on Tuesday, October 18th, at the Newport News Marriott. He noted that staff had been working very hard on the Capital Improvements Plan (CIP) that would be discussed with City Council at its Work Session on Tuesday, October 11th. He noted the CIP process would be challenging with all the many important projects vying for funding.

Mr. Bourey said that he continued to work with Hampton Roads Transit on the Peninsula Transit Corridor Study which offers transformational opportunities including an option proposed for a 25-mile route through Newport News connecting businesses to residents and linking back to Hampton. He stated that because regional transportation was so important to the growth of Newport News, he and the Mayor have been fully engaged in the meetings of the Hampton Roads Transportation Planning Organization, focusing on the Hampton Roads Crossing Study, and emphasizing the importance of a transit component. He stated that the very important decisions made this year by the various transportation organizations would direct the actual transportation projects to be implemented over the next 20 to 40 years.

Mr. Bourey stated he was also following closely the transatlantic fiber project being sponsored by Facebook and Microsoft which would essentially double internet capacity between the US and Europe and beyond, and which would have a transformational impact on information technology advancement opportunities in Hampton Roads.

Ms. Drucker asked if there were any questions. There were none and she thanked Mr. Bourey for his comments.

Ms. Drucker asked for a motion to authorize an amendment to the EDA's existing lease with Subway Real Estate, LLC for space in the Downtown Engineering Center exercising Subway's existing five-year renewal option commencing on June 1, 2017, adding another five-year renewal option, effective June 1, 2022, with a 1% annual rent escalation during the existing five-year renewal term and a 2% annual rent escalation during the additional five-year renewal term. All other terms and conditions of the existing Lease will remain the same, with all documentation related to the lease amendment subject to EDA Legal Counsel

review and approval. Mr. Herbert so moved and Mr. Minter seconded the motion, which passed unanimously on a roll call vote.

Assistant Secretary's Report

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

Madison Government Affairs Consultant Report

Ms. Drucker 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 8:57 a.m., Mr. Herbert 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: 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 and southern sections of the City and proposed property acquisition located in the southern 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 prospective businesses interested in locating in the central and southern sections of the City. Mr. Minter seconded the motion, which passed unanimously on a roll call vote.

At 10:05 a.m., the EDA/IDA Board returned to open session following a certification motion by Mr. Herbert 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.

Memorandum of Understanding by and between the EDA and W. M. Jordan Development, LLC Related to Tech Center Corporate Research Center

Mrs. Kingston advised that in order to continue moving forward with development of the Tech Center Corporate Research Center, the EDA and Developer needed to enter into an MOU, which would serve as the precursor to a full Development Agreement. She said that the MOU was structured to provide the framework for three main component areas – acquisition of land, design and construction of certain public infrastructure improvements, and management of certain public infrastructure improvements. She reminded the Board that in September, the IDA and City Council both took action to transfer parcels in their names to the EDA for the EDA to be able to control all the property outside of the School Board property, including the City property that the EDA will identify what would be preserved for growth at Jefferson Lab. She advised that under the terms stated in the MOU, the land acquisition details will be more fully-defined in the Development Agreement. She noted that as infrastructure improvements would be critical to the success of the Tech Center Corporate Research Center, the EDA will work with the Developer in the design of those improvements, including the common areas for collaboration space that is viewed as being essential to the long-term success of the research park events, public roads and utilities, landscaping, and future parking structures. She stated that operation, maintenance and repair of these certain infrastructure improvements would be anticipated initially to be the responsibility of the Developer, either directly or through a Property Owner's Association, until the EDA and Developer jointly agree on the level of detail in the Development Agreement. She stated that the Developer would initially manage and maintain the EDA-owned "Drill Field," with both parties entering into a Common Use Agreement. She noted that the MOU was a precursor control of the relationship before a formal Development Agreement is put into place.

Ms. Drucker thanked Mrs. Kingston for the overview and asked for a motion to authorize a Memorandum of Understanding by and between the EDA and W.M. Jordan Development, LLC, related to development of the Tech Center Corporate Research Center, subject to review and approval by EDA Legal Counsel. Mr. Minter so moved and Mr. Herbert seconded the motion, which passed unanimously on a roll call vote.

Brooks Crossing Project Phase 3 Infrastructure

Mrs. Kingston advised that she was seeking authorization for the final component of public infrastructure to be installed at the Brooks Crossing development project. She stated that the Phase 3 infrastructure work would include the area of 29th Street from Jefferson Avenue

to the new Terminal Avenue at the rear of the site, as well as an extension of the Jefferson Avenue parallel roadway, Brooks Crossing Way, connecting 30th and 29th Streets. She said that based on the Master Plan prepared by VHB and approved for the entire project prior to commencement of the initial phase of public infrastructure, staff had received notification from the Developer that bids had been received for the construction of the Phase 3 infrastructure and that based on these bids, and incorporating a contingency, funding in the amount of \$1,350,000 would be needed. She noted that she was seeking a motion for the EDA to authorize a contract and funding for Phase 3 Infrastructure for the Brooks Crossing Project.

Ms. Drucker asked for a motion for EDA authorization of a contract and funding for Phase 3 Infrastructure for the Brooks Crossing Project in the Southeast Community, with funding, including contingencies, in an amount not to exceed \$1,350,000, subject to all necessary documentation being reviewed and approved by EDA Legal Counsel. Mr. Minter so moved and Mr. Herbert seconded the motion, which passed unanimously on a roll call vote.

Committee Chair's Reports

Ms. Drucker called for the Committee Reports. Mr. Herbert presented the Design Review Committee Report, which passed unanimously on a roll call vote. Mr. Minter presented the Executive Committee Report, which did not require Board ratification. Mr. Minter presented the Marketing Committee Report, which did not require Board ratification. Mr. Epes presented the Revolving Loan Fund Committee Report, which passed unanimously on a roll call vote.

Approval of Minutes of the Regular Meeting of September 2, 2016

Ms. Drucker asked for a motion that the Minutes of the Regular Meeting of September 2, 2016 be approved. Mr. Herbert so moved and Mr. Minter seconded the motion, which passed unanimously on a roll call vote.

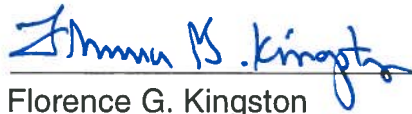
Unfinished Business

Ms. Drucker asked for any unfinished business. There was none.

New Business

Ms. Drucker asked for any new business. Mrs. Kingston noted several highlights in the Virginia Business Magazine that had been provided to Board Members. She said that the magazine included an example of Newport News' new ad, an article about the reorganization of VEDP, and a Community Profile featuring Newport News containing a picture of Jim Scanlon from Jim's Local Market.

There being no further business to come before the Board, Ms. Drucker adjourned the meeting at 10:16 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: October 7, 2016

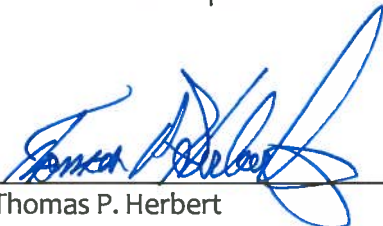
The Design Review Committee met on September 15th. The Committee considered a request by PMA Architecture/Paragon Entertainment, on behalf of CCOP Thimble Shoals One, LLC, for approval of scaled renderings and digitally-enhanced photographs of a proposed externally-illuminated building sign and exterior modifications for Cask and Shaker restaurant 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.

The next item considered was a request by ARCI Architects, on behalf of CARS, LLC, for approval of a site and landscape plan, scaled building elevations and digital renderings of proposed exterior modifications for the Governor's Inn at 741 Thimble Shoals Boulevard in Oyster Point of Newport News. Upon review, the request passed on a majority vote, with one abstention, subject to all applicable City codes and regulations.

The third item considered was a request by Advanced Design Fabrication Corp., on behalf of Printpack, Inc., for approval of scaled renderings and digitally-enhanced photographs of proposed building-mounted signs and a freestanding monument sign face change, as well as a single-faced directional/informational sign package at 270 Pickett's Line in Oakland Industrial Park. Upon review, the Committee voted unanimously to recommend approval of the request, subject to all applicable City codes and regulations.

Under unfinished business, the Committee was briefed on results of a traffic intersection study performed by the Department of Engineering for the intersection of Rock Landing Drive and Omni Boulevard. The study was initiated at the request of Design Review Committee staff based on prior comments from Committee members. As a result of the study, the City's Engineering Department is looking at both long-term and near-term solutions to address traffic issues at the intersection.

The items in this report on which the Committee took action require Board ratification today.



Thomas P. Herbert

TPH:kpw

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Date, Time and Location: September 15, 2016, at 8:00 a.m. at 11820 Fountain Way, Suite 301, Newport News, VA

Members Present: Thomas P. Herbert, Cary B. Epes, Jennifer S. Smith-Brown, Alonzo Bell, Jr., Teresa Nettles, Elizabeth Willis, Bryan Trainum

Members Absent: Alex Delgado, Sylvia Weinstein, Robert Mann



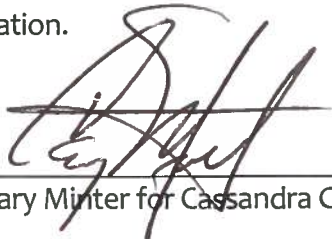
ECONOMIC DEVELOPMENT AUTHORITY
INDUSTRIAL DEVELOPMENT AUTHORITY

TO: Board of Directors
FROM: Chair, Marketing Committee
SUBJECT: Chair's Report
DATE: October 7, 2016

The Marketing Committee met on September 15th. The majority of the meeting was dedicated to a website development exercise, facilitated by Howell Creative Group, to generate ideas and discussion for the redevelopment of the EDA/IDA website.

The exercise consisted of a demonstration of economic development websites with desirable traits such as an authentic message, a sense of place, photography, story/news-driven content and search-driven home page design. Thoughts and feedback collected from members will be used to create the design of the new site.

This report does not require Board ratification.



Gary Minter for Cassandra Greene

GM:rnb

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Date, Time and Location: September 15, 2016, at 10:30 a.m., 11820 Fountain Way, Suite 301, Newport News, VA 23606

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

Members Absent: Wendy Drucker, Don Blankenship, Faye Gargiulo



ECONOMIC DEVELOPMENT AUTHORITY
INDUSTRIAL DEVELOPMENT AUTHORITY

TO: Board of Directors
FROM: Chair, Executive Committee
SUBJECT: Chair's Report
DATE: October 7, 2016

The Executive Committee met on September 19th. The Committee's items were handled in Closed Session. This report does not require Board ratification.



Gary Minter

GM:clc

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Date, Time and Location: September 19, 2016, at 10:30 a.m. at 11820 Fountain Way, Suite 301, Newport News, VA

Members Present: Wendy Drucker, Cassandra Greene, Tom Herbert, Gary Minter

Members Absent: None



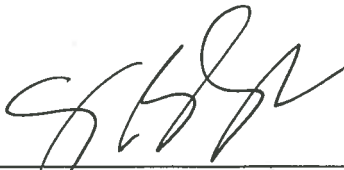
ECONOMIC DEVELOPMENT AUTHORITY
INDUSTRIAL DEVELOPMENT AUTHORITY

TO: Board of Directors
FROM: Chair, Revolving Loan Fund Committee
SUBJECT: Chair's Report
DATE: October 7, 2016

The Revolving Loan Fund Committee met on September 28th. Staff presented three Façade Improvement Grant (FIG) Program requests:

- FIG request for \$30,000 from 1008 Jefferson Avenue, LLC for exterior finishes and materials, exterior lighting, exterior painting including prep, paving and windows/doors at 1008 Jefferson Avenue; and
- FIG request for \$30,000 from Davis Boat Works dba Fairlead Boatworks for exterior lighting, windows/doors, window and cornice flashing, gutter replacement and roofing at 99 Jefferson Avenue; and
- FIG request for \$30,000 from Jamestown Metal Marine Sales, Inc. for replacement windows and doors at 3200 Huntington Avenue.

These FIG requests were each unanimously approved. This report requires Board ratification.



Cary Epes

CE:tlc

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Date, Time and Location: September 28, 2016, at 12:30 p.m. at 11820 Fountain Way, Suite 301, Newport News, VA

Members Present: Cary Epes, Susan Harris, John Lunsford, George Knight, Jennifer Smith-Brown

Members Absent: Arthur Henderson