

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, February 7, 2014 in the EDA/IDA Board Room at Two City Center, 11820 Fountain Way, Suite 301, Newport News, Virginia.

Those members present were:

Tom Herbert, Chair
Wendy C. Drucker, Vice-Chair
Alonzo R. Bell, Jr.
Cary B. 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

Legal Counsel:

Raymond H. Suttle, Jr., Esquire

Staff:

Cherry Croushore, Assistant Secretary
Sharon Baker, Recording Secretary

Also present:

Paul Hirsch, Madison Government Affairs
Collie Owens, City Attorney
Robert Pealo, Assistant City Attorney

Mr. Herbert opened the meeting by welcoming everyone.

Secretary/Treasurer's Report

Mr. Herbert asked for the Secretary/Treasurer's Report. Mrs. Kingston stated she was pleased to deliver to Board members copies of the final bound FY2013 EDA/IDA Audit, which had been placed at their seats.

Mrs. Kingston stated she was also happy to announce the delivery of the newly-published 2013 EDA/IDA Annual Report. She noted that City Council is required to receive copies of the Report by its first Tuesday meeting in February, which is February 11th. She advised Council members would receive their copies in today's mail package via the City Clerk's Office and electronically in pdf format.

Mrs. Kingston reported that we received good news related to Eastern Machine remaining in Newport News. She noted the company had been searching for a smaller space to meet its current needs as a result of the Target Flavors purchase of Eastern Machine's 39,000 square-foot building in Oakland Industrial Park. The company will be moving to 713 Industrial Park Drive. Mrs. Kingston reported that the company will occupy approximately 9,000 square feet of space at the Industrial Park Drive location, sharing the building with a woodworking company currently located there.

Mrs. Kingston reported that the Hampton Roads Economic Development Alliance held its 2013 Annual Meeting on February 5th, highlighted by guest speaker Larry Pope, Chief Executive Officer of Smithfield Foods. She noted there were more than 300 people in attendance who heard about successes, opportunities, and challenges in 2013 and moving forward, as well as timely and well-received remarks from Mr. Pope. Mrs. Kingston thanked those Board members who attended, and the City Manager for his attendance and support.

Mrs. Kingston noted that on February 6th, Newport News hosted ULI Hampton Roads' quarterly ULI in the Community Breakfast at the Newport News Marriott at City Center. She reported that she had given a presentation on the use and benefits of Tourism Zones in Newport News, noting that the event was well-attended, and thanking those Board members who were able to attend.

Mrs. Kingston advised the Board that she had been asked to give an informal general presentation on February 12th to the Local Affairs Committee of the Hampton Roads Association for Commercial Realtors. She stated that this working committee of HRACRE, sought to stay current on development activities within each Hampton Roads locality by having Development Directors provide periodic updates.

Mrs. Kingston advised the Board that the Monthly Financial Statements were in their package. She noted a few highlights, and then stated she would be happy to answer any questions. There were no questions.

Assistant Secretary's Report

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

Madison Government Affairs Consultant Report

Mr. Herbert asked for the Madison Government Affairs Consultant Report. Mr. Hirsch reported that on January 15th the House and Senate had signed off on a \$1.01 trillion omnibus-appropriations bill that would fund the federal government through the remainder of FY2014. He noted that the bill provides an overall 2.6% increase in discretionary spending from FY2013 and suspends sequestration for two years.

Mr. Hirsch reported that the omnibus provided \$3.03 billion for the Community Development Block Grant (CDBG) program and \$1 billion for the HOME Investment Partnerships program. He noted that the City uses HOME to complement funding for critical housing programs for extremely low-income families.

Mr. Hirsch reported that the House and Senate had passed a National Defense Authorization Act (NDAA) in December, and that it authorized funding of a \$51M Barracks to include Brigade Operation and a Dining Hall at Fort Eustis.

At 8:15 a.m. Ms. Drucker moved that the EDA/IDA Board go into closed session in accordance with VA Code Section §2.2-3711.A: Real Estate (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; (5) discussion concerning a prospective business or industry for 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; and/or (7) consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. The motion was seconded by Mr. Minter and it passed unanimously on a roll call vote.

At 9:20 a.m. the EDA/IDA Board returned to open session following a certification motion by Ms. Drucker in accordance with VA Code Section §2.2-3712(D) at the conclusion of any meeting, the public body holding such meeting shall immediately reconvene in an open meeting and shall take a roll call or other recorded vote to be included in the minutes of that body. The motion was seconded by Mr. Epes and it passed unanimously on a roll call vote.

Mr. Herbert asked for a motion to authorize a Contribution Agreement between the EDA and W.M. Jordan Company, Incorporated, related to transportation improvements and a new regional sewer pump station in the vicinity of the new Tech Center at Oyster Point Project near the intersection of Jefferson Avenue and Oyster Point Road, with all documentation associated with the Contribution Agreement subject to review and approval by EDA legal counsel. Mr. Epes so moved and Mr. Bell seconded the motion, which passed on a roll call vote with one abstention.

Mr. Herbert asked for a motion to authorize a lease between the EDA and Washington Avenue Apartments, LLC for 5,411 square feet of first floor Liberty Center office/retail space, in the mixed-use building at 3201 Washington Avenue, a component of the Apprentice School Mixed-Use Development Project, to facilitate the City's Department of Parks, Recreation & Tourism's and others' provision of recreational and program services Downtown. The proposed lease provides an initial base rental rate of \$17.50 per square foot, an annual rental rate escalation of 2%, a term of 7 years commencing on delivery of the premises, and an option for one 5-year renewal, with all documentation associated with the lease subject to review and approval of EDA legal counsel. Mr. Bell so moved and Mr. Minter seconded the motion, which passed on a roll call vote with one abstention.

Committee Chair's Reports

Mr. Minter presented the Conference Center Marketing Committee Chair's Report, which required no ratification by the Board. Mr. Epes presented the Design Review Committee Chair's Report, which was ratified by the Board and passed unanimously on a roll call vote. Ms. Drucker presented the Executive Committee Chair's Report, which was ratified by the Board and passed unanimously on a roll call vote. Ms. Drucker presented the Marketing Committee Chair's Report, which required no ratification by the Board. Mr. Henderson presented the Parking Committee Chair's Report, which required no ratification by the Board. Ms. Greene presented the Revolving Loan Fund Committee Chair's Report, which was ratified by the Board and passed unanimously on a roll call vote.

Presentation and Approval of FY2015 EDA/IDA Budget

Mr. Herbert asked for the Presentation of the FY2015 EDA/IDA Budget. Mrs. Kingston provided an overview of the FY2015 EDA/IDA Budget. She noted salient points of the Budget spreadsheet provided to Board members in their package. She also advised that the Budget had previously been presented to the Executive Committee at its January 21st meeting, with the Committee supporting approval of the budget being presented to the Board today. She provided the Board with a timeline on the adoption of the budget by City Council. Mrs. Kingston offered to answer any questions. There were no questions. Ms. Drucker moved approval of the FY2015 EDA/IDA Budget as presented for submission to the City Manager and Mr. Epes seconded the motion, which passed unanimously on a roll call vote.

Approval of Minutes of the Regular Meeting of January 10, 2014

Mr. Herbert asked for a motion that the Minutes of the Regular Meeting of January 10, 2014 be approved. Mr. Minter so moved and Mr. Henderson seconded the motion, which passed on a roll call vote with one abstention.

Unfinished Business

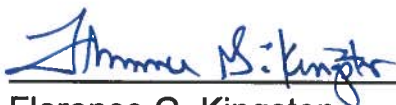
Mr. Herbert asked for any unfinished business. Mrs. Kingston stated there was no unfinished business.

New Business

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

Mr. Herbert asked if there were any other matters to be considered today. There were no other matters.

There being no further business to come before the Board, Mr. Herbert adjourned the meeting at 9:43 am.




Florence G. Kingston
Secretary/Treasurer

**ECONOMIC DEVELOPMENT AUTHORITY
INDUSTRIAL DEVELOPMENT AUTHORITY**

TO: Board of Directors
FROM: Chair, Conference Center Marketing Committee
SUBJECT: Chair's Report
DATE: February 7, 2014

The Conference Center Marketing Committee met at 8:00 am on Wednesday, January 15, 2014 in the Economic Development Authority Board Room. Tim Bailey was introduced as the new General Manager. Connie Brewer, Newport News Marriott Director of Sales and Marketing, reviewed conference center marketing efforts for the prior quarter and described a number of new Marriott initiatives that have been incorporated into conference center operations. The Committee reviewed completed large group events and received a briefing on upcoming large events.

The next meeting for the committee is scheduled for Wednesday, April 16, 2014.



C. Gary Minter, Chair

CGM:cum

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Date, Time and Location: January 15, 2014 at 8:00 a.m., EDA Board Room, Two City Center, Suite 301

Members Present: Gary Minter, Tim Bailey, Bill Hudgins, Cindy Brouillard, Neil Burns, Maureen Coon

Members Absent: none

**ECONOMIC DEVELOPMENT AUTHORITY
INDUSTRIAL DEVELOPMENT AUTHORITY**

TO: Board of Directors
FROM: Chair, Design Review Committee
SUBJECT: Chair's Report
DATE: February 7, 2014


The Design Review Committee met on Thursday, January 16, 2014. The Committee considered a request by LandTech Resources, Inc., on behalf of property owner Advanced Technologies, Inc., for approval of a site and landscape plan for the expansion of facilities at 875 Middle Ground 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 also considered a request by The Sign Shop, Inc., for Roberts Home Medical, on behalf of Goldfarb Family Virginia Virby, for approval of scaled colored renderings for one proposed non-illuminated building mounted tenant sign at 700 Thimble Shoals Boulevard, Suite 105, 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.

Staff informed the committee about an administrative approval issued in January by the Secretary/Treasurer for the refacing of a non-illuminated ground monument sign for BEI Window Coverings & Audio Visual Products at 720 Middle Ground Boulevard.

Finally, under unfinished business, the Committee received a presentation from staff on the history of the Oyster Point landscape buffer zone along Jefferson Avenue.

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


Cary B. Epes, Chair

CBE:sch

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Date, Time and Location: January 16th, 2014, at 8:00 a.m., Two City Center, 11820 Fountain Way, Suite 301, Newport News, VA

Members Present: Cary B. Epes, Alonzo R. Bell, Jr., Thomas P. Herbert , Michael Carpenter, Robb Mann, Teresa Nettles, , Sylvia Weinstein, Elizabeth Willis

Members Absent: None.

**ECONOMIC DEVELOPMENT AUTHORITY
INDUSTRIAL DEVELOPMENT AUTHORITY**

TO: Board of Directors
FROM: Chair, Executive Committee
SUBJECT: Chair's Report
DATE: February 7, 2014

The Executive Committee met on January 21st. Pursuant to the authority delegated to it by the Board, the Committee approved the EDA/IDA 2013 Annual Report. You received a copy of the final printed version at your places this morning. Additional copies will be provided to City Council by its required deadline of February 11.

The Committee received a presentation on the EDA/IDA FY 2015 Budget, which the Board will receive later in today's Agenda. Based on the presentation received, the Executive Committee is recommending approval of the Budget. Formal action on the Budget by the Board, however, will follow presentation of the Budget to the Board, rather than take the form of ratification of this item in the Executive Committee Report.

The Executive Committee was briefed on an amendment to the Protective Covenants and Conditions for Oakland Industrial Park as applicable to property at 281 Pickett's Line. The Committee authorized execution of a First Amendment to the Protective Covenants and Conditions for Oakland Industrial Park, subject to IDA legal counsel review and approval, for the purpose of clarifying and defining the IDA as the sole enforcement agency with respect to both previously recorded and existing Protective Covenants and Conditions for Parcels 17 and Parcel 17A, as well as ratifying prior IDA actions in connection with both the conveyance of these parcels and the related expansion of Plymkraft, Inc.

The Committee also authorized a subdivision of approximately 0.21 acres of a larger 23.05-acre EDA-owned property addressed as 690 Oyster Point Road, adjacent to Hogan Drive, to facilitate construction of a sanitary sewer pump station to serve properties and future development in the vicinity of Oyster Point Road and Jefferson Avenue.

The Committee's remaining items were handled in Closed Session. Items in this report require Board ratification.



Wendy Drucker, Chair

WD:clc

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Date, Time and Location: January 21, 2014 at 11:00 a.m. at Two City Center, 11820 Fountain Way, Suite 301, Newport News, VA

Members Present: Wendy Drucker, Arthur Henderson, Tom Herbert

Members Absent: Gary Minter

**ECONOMIC DEVELOPMENT AUTHORITY
INDUSTRIAL DEVELOPMENT AUTHORITY**

TO: Board of Directors
FROM: Chair, Marketing Committee
SUBJECT: Chair's Report
DATE: February 7, 2014

The Marketing Committee met on January 23, 2014. Staff led a discussion to elicit Committee members' experience regarding types of promotional items which are most useful and provide the best value for top-of-mind awareness.

Upcoming outreach and business appreciation events were announced, including the Virginia Arts Festival luncheon (in support of the Memorial Day Air Force band concert at City Center), Green Beans Coffee Osteria ribbon cutting and 2014 Kingsmill LPGA tournament.

Staff gave an update on the progress of the 2013 EDA/IDA Annual Report. Copies will be distributed at the February Committee meeting.

The Committee stressed the need for stronger branding efforts City-wide. Members expressed the desire to see the "Where Great Things Are Happening" logo used consistently across City departments.

This report does not require Board ratification.


Wendy Drucker, Acting Chair

WD:rnb

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Date, Time and Location: January 23, 2014 at 10:30 a.m. at 11824 Fishing Point Drive, Newport News, VA 23606

Members Present: Wendy Drucker, Cassandra Greene, Don Blankenship, Faye Gargiulo,

Members Absent: Gary Minter, Mary Aldrich, Gary Hunter, John Miller



ECONOMIC DEVELOPMENT AUTHORITY
INDUSTRIAL DEVELOPMENT AUTHORITY

TO: Board of Directors
FROM: Chair, Parking Committee
SUBJECT: Chair's Report
DATE: February 7, 2014

The Parking Committee met on Monday, January 27, 2014. The Committee received a staff report on Downtown parking assets and management responsibilities, and an update on vacancy rates and vehicular tows. The Committee also reviewed fiscal summaries for the six months ended December 31, 2013, and reviewed the proposed EDA Parking Fund FY 2015 budget. The Board will receive a presentation on the FY 2015 EDA/IDA Budget later in today's meeting.

This report does not require ratification by the Board.


Arthur P. Henderson, Chair

CBE:cam

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Date, Time and Location: January 27, 2014 at 12:00 p.m. at Two City Center, 11820 Fountain Way, Suite 301, Newport News, VA

Members Present: Arthur P. Henderson, Alonzo R. Bell, Jr., Cary B. Epes, John M. Lunsford, James D. MacDougall

Members Absent: Eugene S. Soud



ECONOMIC DEVELOPMENT AUTHORITY
INDUSTRIAL DEVELOPMENT AUTHORITY

TO: Board of Directors
FROM: Chair, Revolving Loan Fund Committee
SUBJECT: Chair's Report
DATE: February 7, 2014

The Revolving Loan Fund Committee met on Tuesday, February 4, 2014.

Financials for the Newport News Capital Fund were reviewed.

The Committee was provided with an overall program status including funding sources and grant commitments from the program's inception to the current date.

Staff presented one (1) FIG request:

- The FIG request for \$30,000 from Colony Properties & Investments, LLC for exterior finishes and materials, canopy/awning, fencing, hardscape, landscape, roofing, windows, doors and signage at 13181 Warwick Boulevard was recommended for approval with a unanimous vote.

The Committee is asking the Board to ratify Committee action relating to the FIG approval.



Cassandra Greene, Chair

CG:tw

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Date, Time and Location: February 4, 2014 at 12:30 PM at Two City Center, 11820 Fountain Way, Suite 301, Newport News, VA

Members Present: Cassandra Greene, Cary Epes, Arthur Henderson and Susan Harris

Members Absent: none