

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, April 4, 2014 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  
Wendy C. Drucker, Vice Chair  
Alonzo R. Bell, Jr.  
Cary B. Epes  
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:

Cassandra P. Greene, Excused

Legal Counsel:

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

Staff:

Cherry Croushore, Assistant Secretary  
Sharon Baker, Recording Secretary  
Matt Johnson, Business Retention Coordinator,  
Department of Development

Also present:

Steve Cook, Hampton Roads Economic Development Alliance  
Shawn Avery, Peninsula Council for Workforce Development  
Collie Owens, City Attorney  
Robert Pealo, Assistant City Attorney

Mr. Herbert opened the meeting by welcoming everyone.

Quarterly Hampton Roads Economic Development Alliance Report

Mr. Herbert asked for the Quarterly Hampton Roads Economic Development Alliance (HREDA) Report. Mr. Cook reported that during the 1<sup>st</sup> quarter, HREDA conducted 8 marketing missions resulting in 21 appointments with corporate executives and 27 appointments with site selection consultants. He reported that Newport News staff had participated in three of the marketing missions. Mr. Cook reported that during the U.K. marketing mission they hosted a seminar, with 30 participants in attendance. The seminar participants were very engaged and provided a highly interesting exchange of information.

Mr. Cook reported that in February, Darryl Gosnell and Rick Bagley met with the Newport News City Council and presented a 2013 update on HREDA activities, highlighting successes, challenges, and future plans.

Mr. Herbert asked if there were any questions. There were no questions.

Quarterly Peninsula Council for Workforce Development Report

Mr. Herbert asked for the Quarterly Peninsula Council for Workforce Development (PCFWD) Report. Mr. Avery reported that PCFWD recently hosted its annual Youth Career Expo with over 2,300 students in attendance, of which 1,000 were from Newport News. He also reported that 70 businesses and over 300 mock interviewers participated this year. Mr. Avery reported that Senator Warner was in attendance and spoke with students about workforce development.

Mr. Avery reported that PCFWD hosted the popular Disney Institute last month at the Hampton Roads Convention Center, and noted that Mr. Bell was in attendance. He reported there were a wide range of businesses in attendance, not only from the Peninsula but from around the country.

Mr. Avery noted that in January, the Virginia Association of Career and Technical Education presented an award to PCFWD for the Statewide Business Partner of the Year for its work with the school divisions.

Mr. Avery stated that on April 29<sup>th</sup>, PCFWD will host its State of The Workforce event at the Marriott at City Center. He noted the Secretary of Commerce and Trade would be speaking at this event.



Mr. Avery reported that PCFWD, in partnership with Opportunity Inc. and HREDA, would be conducting a comprehensive employer survey with over 5000 employers throughout the region to determine workforce needs and issues.

Mr. Avery reported that PCFWD would be providing an opportunity for 80 to 100 disadvantaged youth, ages 16 to 24, who reside in the youth and gang violence target areas in the Southeast Community by implementing a summer youth employment program.

Finally, Mr. Avery reported that PCFWD continued to support economic development in Newport News and would be assisting Newport News staff with recruitment efforts for the new Paragon City Center Theater and restaurants and Travinia Italian Kitchen and Wine Bar.

#### Quarterly Business Retention Report

Mr. Herbert asked for the Quarterly Business Retention Report. Mr. Johnson greeted the Board and reported that preparation for this year's Business Appreciation events was in the final stages. He reported that over 900 invitations had gone out to members of our business community, federal, state and local elected officials, staff from key business-related departments within the City of Newport News and members of the partner agencies we work with on both the state and local levels. Mr. Johnson stated that we anticipated having a full house once again, with approximately 300 people in attendance for this year's luncheon, and a full slate of 144 golfers for the golf tournament.

Mr. Johnson reported that in addition to the luncheon and golf tournament, Mayor Price would be joining his colleagues on City Council to declare the month of May as "Business Appreciation Month" in Newport News. He reported that several Newport News business representatives would accept the proclamation at the April 22<sup>nd</sup> City Council meeting.

Mr. Johnson noted an upswing in growth activity from within our existing business community based on recent activity and communications.

Mr. Johnson reported that in March we had hosted the first of four business roundtables scheduled to take place this year. Mr. Johnson stated the discussion included an overview of projects underway and programs and services offered by the Department of Development to assist businesses, followed by a question and answer period.



He reminded the Board that if any of them were members of a professional group or organization that utilizes guest speakers, our staff would be glad to present about the great things happening in Newport News, and the different ways the City and EDA can assist our local businesses. He offered to answer any questions. There were no questions.

#### Secretary/Treasurer's Report

Mr. Herbert asked for the Secretary/Treasurer's Report. Mrs. Kingston reported that Chris Morello had served on a panel in Richmond on "UVA's Relationship to Government and Society" where 24 representatives from universities from China, were in attendance. Discussions included information about opportunities for business in the United States, and education regarding how universities stay connected with local economic development as a way of continuing our international outreach.

Mrs. Kingston reported that a request had been received from Maritime Square L.L.C., current owner of the Maritime Square Building (formerly 2600 Building) Downtown, for approval of the assignment of its existing Lease with the EDA for 52 parking spaces in the RiverPark Towers Parking Garage. She reported that the request is based on the prospective purchase of the Maritime Square Building by TSO Newport Maritime, LP, or its assigns, which is anticipated to occur on April 7, 2014, and may include a collateral assignment to the prospective purchaser's lender. Mrs. Kingston reported that the assignment approval would be subject to closing of the proposed transaction and EDA receipt of acceptable fully-executed documentation evidencing the assignment. Mrs. Kingston stated she was requesting a motion to authorize assignment of the EDA's existing Lease with Maritime Square L.L.C. for parking spaces in the RiverPark Towers Parking Garage to TSO Newport Maritime, LP, or its assigns, and a collateral assignment to its lender, subject to closing on the acquisition of the Maritime Square Building by TSO Newport Maritime, LP, or its assigns, and receipt by the EDA of acceptable fully-executed documentation evidencing the assignment, with all necessary documentation subject to the review and approval of EDA Legal Counsel.

Mrs. Kingston noted that in relation to the Tech Center construction currently underway, to help with public information and relations as the project continues, W.M. Jordan had established a toll-free telephone number (844) 431-3704. She also reported that two signs, one on Oyster Point and one on Jefferson, display the information and phone number as well.



Mrs. Kingston reported that on March 12<sup>th</sup>, Carol Meredith served as guest lecturer at an Urban Economics class at the request of the Director of the Center for Economics Education at CNU. She noted Ms. Meredith covered topics including how municipalities attract and retain businesses and employers, and how sustainable developments such as City Center at Oyster Point can provide more jobs and taxable income through higher density development.

Mrs. Kingston reported that on March 14<sup>th</sup>, ECPI's Culinary Institute of Virginia celebrated the well-attended grand opening of its Newport News location in City Center. Guests were given information about the programs offered through Culinary Institute of Virginia, toured the instructional facilities and also sampled dishes prepared by 5 Culinary Institute of Virginia teams, each of which included a local "Celebrity" chef. She noted that she had the opportunity to participate as one of the "Celebrity" chefs and thoroughly enjoyed the experience.

Mrs. Kingston reported that the Color Me Rad 5K running event would take place on April 26<sup>th</sup> from 9-11 am around City Center at Oyster Point. Mrs. Kingston noted that last year's event at City Center included 5,000 participants. She reported that based upon that success, this year's field had been increased to 7,500 registered participants and was a complete sell-out. Mrs. Kingston noted that a portion of the event proceeds will go to the Newport News Green Foundation and advised Board members that a photo of last year's race was at their places to provide a visual of this colorful event.

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.

Mrs. Kingston stated she would like to give the City Manager an opportunity to make comments.

Mr. Bourey noted that he had attended a Child Abuse Wellness Fair at Salsa's restaurant in City Center on Thursday, April 3<sup>rd</sup>.

Mr. Bourey reported he was pleased to inform the Board that on March 15, 2015 the City would be hosting its first marathon to promote the City and bring citizens together, noting preliminary details of the event planning.

Mr. Bourey noted that the City would be holding budget public hearings April 8<sup>th</sup> through April 15<sup>th</sup>.



Mr. Bourey noted that he, Mrs. Kingston and other City management team members would be going to New York to meet with bond rating agencies and would be planning an advocacy trip to Washington DC to meet with our Congressional Delegation to discuss important items relative to Newport News.

Mr. Bourey reported that he had a meeting scheduled with the Director of the Department of Rail and Public Transportation (DRPT), Jennifer Mitchell, to discuss additional funding for key projects.

Mr. Herbert asked for a motion to authorize assignment of the EDA's existing Lease with Maritime Square L.L.C. for parking spaces in the RiverPark Towers Parking Garage to TSO Newport Maritime, LP, or its assigns, and a collateral assignment to its lender, subject to closing on the acquisition of the Maritime Square Building by TSO Newport Maritime, LP, or its assigns, and receipt by the EDA of acceptable fully-executed documentation evidencing the assignment, subject to the review and approval of EDA Legal Counsel. Mr. Henderson so moved and Mr. Minter seconded the motion which passed unanimously on a roll call vote.

#### 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. She reported to the Board that George Knight had been appointed by the Chair to fill the vacant seat on the Revolving Loan Fund Committee.

#### Madison Government Affairs Consultant Report

Mr. Herbert asked for the Madison Government Affairs Consultant Report. Mrs. Kingston advised the Board that a copy of the Madison Government Affairs Report had been provided at their places.

At 8:40 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 9:13 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. Minter and it passed unanimously on a roll call vote.

#### Committee Chair's Reports

Mr. Epes presented the Design Review Committee Chair's Report, which was ratified by the Board and passed unanimously on a roll call vote. Mr. Herbert presented the Executive Committee Chair's Report, which required no ratification by the Board. Mr. Minter presented the Marketing Committee Chair's Report, which required no ratification by the Board. Mr. Henderson presented the Revolving Loan Fund Committee Chair's Report, which was ratified by the Board and passed unanimously on a roll call vote. Mr. Bell presented the South Newport News Committee Chair's Report, which required no ratification by the Board.

#### Approval of Minutes of the Regular Meeting of March 7, 2014

Mr. Herbert asked for a motion that the Minutes of the Regular Meeting of March 7, 2014 be approved. Mr. Bell so moved and Mr. Minter 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.

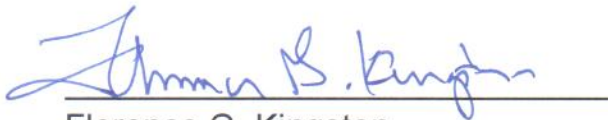
#### New Business

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



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 9:20 am.



Florence G. Kingston  
Secretary/Treasurer





**ECONOMIC DEVELOPMENT AUTHORITY  
INDUSTRIAL DEVELOPMENT AUTHORITY**

TO: Board of Directors

FROM: Chair, Design Review Committee

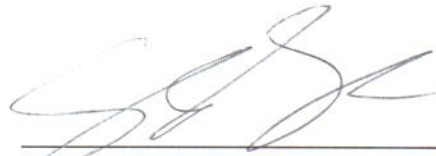
SUBJECT: Chair's Report

DATE: April 4, 2014

The Design Review Committee met on Thursday, March 20, 2014. The Committee considered a request by ATKINS, on behalf of property owner Patrick Henry Commons, LLC, for approval of a site plan, landscape plan, and scaled color elevation of a proposed medical office building at 12705 McManus Boulevard in Patrick Henry CommerCenter. 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 W.M. Jordan Company, Inc., on behalf of property owners Newport News Economic Development Authority and City of Newport News, for approval of a site plan, landscape plan, and scaled building and fence elevation diagrams for Pump Station #188 at 699 Hogan Drive. Upon review, the Committee voted 4-0, with three abstentions, to recommend approval of the request, subject to all applicable City codes and regulations.

The items in this report require Board ratification today.

  
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Cary B. Epes, Chair

CBE:dep

Date, Time and Location: March 20<sup>th</sup>, 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, Robb Mann, Teresa Nettles, Sylvia Weinstein, Elizabeth Willis

Members Absent: Michael Carpenter



**ECONOMIC DEVELOPMENT AUTHORITY  
INDUSTRIAL DEVELOPMENT AUTHORITY**

TO: Board of Directors

FROM: Chair, Executive Committee

SUBJECT: Chair's Report

DATE: April 4, 2014

The Executive Committee met on March 18<sup>th</sup>. The Committee authorized funding, in an amount not to exceed \$25,000, for SIGNMedia, under its existing maintenance contract with the EDA, to repair and refurbish the gateway signage at City Center at Oyster Point.

The Committee was also advised that \$10,000 budgeted in support of NAST was being provided for FY 2015.

The Committee's remaining items were handled in Closed Session.



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Wendy Drucker, Chair

WD:clc

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Date, Time and Location: March 18, 2014 at 12:00 p.m. at Two City Center, 11820 Fountain Way, Suite 301, Newport News, VA

Members Present: Arthur Henderson, Tom Herbert, 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: April 4, 2014

The Marketing Committee met on March 20, 2014. Committee members were given a presentation on the new Annual Report microsite, developed by Howell Creative Group. This site provides all of the content from this year's annual report in an easy-to-use online format. In conjunction with the microsite, an insert is being designed for an upcoming edition of *Inside Business*, which will direct readers to the microsite to learn more about the great things happening in Newport News.

Staff provided an overview of a recent business roundtable event, as well as an update on other presentations given by staff throughout the preceding month.

This report does not require Board ratification.

  
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Gary Minter, Chair

GM:maj

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Date, Time and Location: March 20, 2014 at 10:30 a.m. at 11824 Fishing Point Drive, Newport News, VA 23606

Members Present: Gary Minter, Faye Gargiulo, Gary Hunter, John Miller

Members Absent: Mary Aldrich, Don Blankenship, Wendy Drucker, Cassandra Greene





ECONOMIC DEVELOPMENT AUTHORITY  
INDUSTRIAL DEVELOPMENT AUTHORITY

TO: Board of Directors

FROM: Chair, Revolving Loan Fund Committee

SUBJECT: Chair's Report

DATE: April 4, 2014

The Revolving Loan Fund Committee met on Wednesday, March 26, 2014.

The Committee reviewed and recommended approval of the 2013 Annual Plan Certification Resolution stating that the Newport News Capital Fund (NNCF) is operating in accordance with established policies and procedures

Staff presented one (1) FIG request:

- The FIG request for \$25,680 from Kingfish L. P. for exterior painting, roof work, paving and landscaping at 11832 Fishing Point Drive was recommended for approval with a unanimous vote.

The Committee is asking the Board to ratify Committee actions relating to the NNCF Annual Plan Certification and the FIG approval.

  
Cassandra Greene, Chair

CG:tw

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Date, Time and Location: March 26, 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

ECONOMIC DEVELOPMENT AUTHORITY  
INDUSTRIAL DEVELOPMENT AUTHORITY

TO: Board of Directors

FROM: Chair, South Newport News Committee

SUBJECT: Chair's Report

DATE: April 4, 2014

The South Newport News Committee met on Tuesday, April 1, 2014. The Committee was provided a unique and interesting tour of one of the three readiness support auxiliary crane ships, the SS Flickertail State (North Dakota), moored at the 23<sup>rd</sup> Street Pier, which the City leases to the United States Maritime Administration (MARAD). The tour was conducted by the Ship's Chief Engineer, who took Committee Members and staff throughout the vessel, including the Ship's bridge control room, container storage hold areas and engine rooms. Committee members received a thorough workout climbing the gangway onto and off of the military vessel, as well as up and down the various narrow and steep stairways throughout the ship, all while keeping their heads low and learning about the Ship's operational capacity, functions and capabilities.

This Report does not require Board ratification.

  
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Alonzo R. Bell, Jr.

ARB:mar

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Date, Time and Location: April 1, 2014, 4:00 PM, 23<sup>rd</sup> Street Pier, Flickertail State

Members Present: Alonzo R. Bell, Jr., C. Gary Minter, Carl Burt, Richard Coleman, Troy Smith, Jr.

Members Absent: Effie Ashe, Cassandra P. Greene