

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 Thursday, January 11, 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
Mary Aldrich
Alonzo R. Bell, Jr.
Jonathan Skinner
Jennifer Smith-Brown
Jeffrey Verhoef
Florence G. Kingston, Secretary/Treasurer, ex-officio

Absent:

Cassandra P. Greene, Vice Chair, Excused
Cynthia D. Rohlf, City Manager, ex-officio, Excused

Legal Counsel:

Raymond H. Suttle, Jr.
Conway Sheild

Staff:

Kearston Milburn, Recording Secretary
Cherry Croushore, Assistant Secretary

Also present:

Arthur P. Henderson, Jr., Former EDA/IDA Board Member
Thomas P. Herbert, Former EDA/IDA Board Member
Eric Miller, Executive Vice President of Business Development, Hampton Roads Economic
Development Alliance
Lisa Wornom-Zahraiddin, Assistant Vice President for Private/Public Partnerships,
Peninsula Council for Workforce Development
Collins Owens, City Attorney
Robert Pealo, Senior Assistant City Attorney

Mr. Minter opened the meeting by welcoming everyone.

Presentation of Resolution of Appreciation – Arthur P. Henderson, Jr.

Mr. Minter presented a Resolution of Appreciation to Arthur P. Henderson, Jr. for his service on the Board of Directors and as Chair of the Economic Development Authority/Industrial Development Authority of the City of Newport News. Mr. Henderson joined Mr. Minter as he read the Resolution of Appreciation before formally presenting it to Mr. Henderson. Mr. Henderson greeted the Board and stated he was very appreciative of the EDA/IDA Board's recognition.

Presentation of Resolution of Appreciation – Thomas P. Herbert

Mr. Minter presented a Resolution of Appreciation to Thomas P. Herbert for his service on the Board of Directors and as Chair of the Economic Development Authority/Industrial Development Authority of the City of Newport News. Mr. Herbert joined Mr. Minter as he read the Resolution of Appreciation before formally presenting it to Mr. Herbert. Mr. Herbert greeted the Board and stated he was very appreciative of the EDA/IDA Board's recognition.

Both Mr. Henderson and Mr. Herbert received applause from all present.

Quarterly Hampton Roads Economic Development Alliance Report

Mr. Minter called on Mr. Miller for the Quarterly Hampton Roads Economic Development Alliance (HREDA) Report. Mr. Miller stated that he was pleased to provide a summary of 2017 activities. He announced that there were 36 new projects last year, of which 23 were generated from the Virginia Economic Development Partnership (VEDP) and 13 generated by HREDA. He said businesses invested \$18,840,000, announced 836 new jobs and consumed 507,108 square feet during 2017 in Hampton Roads.

Mr. Minter asked how this information compared to prior years. Mr. Miller responded that in 2016 the total capital investment was \$107,750,000, with 2,020 jobs created and 485,800 square feet consumed, and that in 2015 the total capital investment was \$64,100,000, with 246 jobs created and 112,000 square feet consumed.

Mr. Miller invited Board Members to the Hampton Roads Economic Development Alliance's Annual Meeting to be held on January 25th at The Main in Norfolk. He stated that this year's Annual Meeting would feature a site location consultants' panel consisting of Jay Garner

with Garner Economics, Michael Bennett with Avenue Advisory Group and Dennis Donovan with Wadley Donovan Gutshaw Consulting.

Mr. Miller reported that HREDA was in the final stages of compiling its marketing calendar for the first half of 2018 and that they anticipated approximately five Marketing Missions through June, which will include locality representatives. He stated that more details regarding these missions would be sent out by the end of the week. He explained that revised Target Industry Sectors would be utilized in planning the missions, based on results of the IBM Competitiveness Assessment study completed late last year in conjunction with VEDP.

Mr. Miller noted that the HREDA Annual Report would be forthcoming soon, with a focus on the individual communities that comprise the region.

Mr. Minter asked if there were any questions and there were none. Mr. Minter thanked Mr. Miller for his report.

Quarterly Workforce Development Report

Mr. Minter called on Ms. Wornom-Zahraiddin for the Quarterly Workforce Development Report. Ms. Wornom-Zahraiddin stated that the Peninsula Council for Workforce Development (PCFWD) was working diligently with several potential partners for the Brooks Crossing collaboration space and noted that they had conducted discussions with representatives of aerospace, trades and manufacturing industries.

Ms. Wornom-Zahraiddin reported that the Youth Program Coordinator for PCFWD had been working on a seven-week Workplace Readiness Program with Newport News Juvenile Services, and that PCFWD had also been working with Newport News Shipyard to fill several hundred positions and assist with tools that may help applicants prepare for the Career Readiness Certificate. She stated that PCFWD would begin recruiting from all local high schools to help promote employment opportunities at the Shipyard.

Ms. Wornom-Zahraiddin announced that Bay Electric had committed to hiring two trainees from a recent WIRED training program. She stated that PCFWD would be duplicating that method with both Ferguson Enterprises and W.M. Jordan and using it to support the employment needs in the plumbing field, noting that New Horizons would be used as an extension to this program.

Ms. Wornom-Zahraiddin informed the Board that PCFWD hosted a Regional Registered Apprenticeship Open House with 25 employers participating in October. She also expressed appreciation for Mrs. Kingston being a part of the speaker panel at the PCFWD Annual Luncheon at the Williamsburg Winery in October.

Ms. Wornom-Zahraiddin indicated that PCFWD worked closely with the Newport News Tourism and Hospitality Association to deliver the Semi-Annual Customer Service Program, provided briefings to the Newport News Department of Human Services and worked with the Newport News Redevelopment & Housing Authority on various job fair opportunities. Ms. Wornom-Zahraiddin advised that PCFWD promoted the Virginia Employment Commission's Veterans Week in November, which was supported by Huntington Ingalls, AMSEC, Jefferson Lab and other Newport News businesses. In addition, PCFWD worked with Councilwoman Sharon Scott for the One City Celebration Job Fair in Denbigh, at which there were 778 participants and 74 businesses. Finally, she noted that PCFWD worked with the Virginia Space Grant Consortium and held a STEM Industry Internship Program Business Symposium in early December at the Workforce Development Center, including promotion of recruitment events for Canon.

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

Quarterly Business Retention Report

Mr. Minter asked for the Quarterly Business Retention Report. Mr. Johnson provided a brief summary of business retention activities for the final quarter of 2017. He stated that he made visitations and contact with 28 businesses during the quarter. He noted that work continued in providing articles for the popular weekly Newport News Business Now e-newsletter, with a total of 48 articles produced in 2017 highlighting local businesses.

Mr. Johnson stated he had recently served as a guest panelist at the 2017 Hampton Roads DevFest Conference held at the Chesapeake Conference Center, a local technology conference that focuses on providing software engineers exposure to new innovations and best practices. He noted that other panel members were Ray White from the City of Virginia Beach Department of Economic Development, Kevin Boger from Ferguson Enterprises, Inc., Amber Boehnlein from Jefferson Lab and Drew Lumpkin from Senator Warner's Office. Mr. Johnson reported that he shared with the Hampton Roads DevFest audience the importance that Newport News places on creating an environment that embraces technology and encourages innovation through partnerships and efforts with local businesses.

Mr. Johnson stated he met with a representative from the Williamsburg Chapter of SCORE, a nonprofit association dedicated to helping businesses begin, grow and achieve their goals through mentorship. Mr. Johnson indicated SCORE could serve as a additional resource to offer the business community, and that he would be exploring ways to partner with SCORE this year.

In closing his report, Mr. Johnson stated that the fourth quarter of 2017 also provided him the opportunity to collaborate with Cheryl Tan of CherylTanMedia.com. He said that Ms. Tan serves as the host of Hampton Roads Weekly, a television show airing on Channel 13 which focuses on the entrepreneurial journey. He stated that we hope to secure exposure for Newport News entrepreneurs on this year's programming, including coverage of START 2018.

Mr. Minter asked if there were any questions for Mr. Johnson and there were none. Mr. Minter thanked Mr. Johnson for his report.

Secretary/Treasurer's Report

Mrs. Kingston wished everyone a Happy New Year, and stated she was confident that 2018 will be another successful year. She expressed the City Manager's regrets for not being in attendance, due to a scheduling conflict.

Mrs. Kingston advised that Staff had been working to complete the EDA/IDA's 2017 Annual Report. She noted that this year's publication would have a fresh new look and feel, and would be used as a marketing tool in strategic communications with our partners, allies and both existing and prospective new businesses. Mrs. Kingston requested that the Board delegate authority to the Executive Committee to approve the EDA/IDA 2017 Annual Report at its January meeting, which would allow printing and delivery to City Council no later than its first February meeting, as required. She advised that a draft of the Annual Report would be delivered to all Board members prior to the Executive Committee meeting.

Mrs. Kingston also noted that the FY2017 EDA/IDA Audit was provided to Board Members electronically and that hard copies were available should anyone like one.

Mrs. Kingston reported that on January 9th, the Virginia Department of Housing & Community Development conducted a free workshop at the Slover Library in Downtown Norfolk on "How to Qualify & Apply" for state Enterprise Zone incentives. She reminded the Board that the City contains two Enterprise Zones and continues to be among the top users in the state, consistently leveraging a significant share of grant dollars set aside to support

private sector investment, job creation and growth of qualifying businesses. She stated that all of the City's business parks were within these Zones, which included many Newport News businesses. She reported that in 2016, 24 Newport News businesses and/or property owners had received \$1,326,602 in state grants through the Enterprise Zone program. She noted that the City promoted the workshop through *Newport News Now*, and that Mallory Butler, our new Enterprise Zone Administrator, and several Newport News businesses and CPAs attended.

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.

Mr. Minter asked for a Motion to delegate authority to the Executive Committee to approve the EDA/IDA 2017 Annual Report at its January Executive Committee meeting. Mr. Bell so moved and Ms. Aldrich seconded the motion, which passed unanimously on a roll call vote.

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 8:30 a.m., Mr. Verhoef moved for the Authority to go into a closed meeting pursuant to VA Code Section §2.2-3711.A: Real Estate (3) and 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 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 unannounced prospective businesses interested in locating in the southern section of the City. Mr. Bell seconded the motion, which passed unanimously on a roll call vote.

At 8:47 a.m., the EDA/IDA Board returned to open session following a certification motion by Mr. Verhoef, 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. Bell seconded the motion, which passed unanimously on a roll call vote.

Committee Reports

Mr. Minter called for the Committee Reports. Mr. Verhoef presented the Design Review Committee Report, which passed unanimously on a roll call vote. Mr. Minter presented the Executive 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.

Board Appointments to Committees

Mr. Minter advised that the Board Appointments to Committees for 2018 had been provided to Board Members.

Approval of Minutes of the Regular Meeting of December 8, 2017

Mr. Minter asked for a motion that the Minutes of the Regular Meeting of December 8, 2017 be approved. Mr. Bell so moved and Ms. Aldrich seconded the motion, which passed unanimously on a roll call vote.

Unfinished Business

Mr. Minter asked for any unfinished business. Mrs. Kingston noted that she had received preliminary documents relative to the \$500,000 environmental grant from the Virginia Economic Development Partnership associated with the former Chase Packaging property, and anticipated that she would be seeking Board approval of the agreement between the Commonwealth and EDA when it is in final form.

New Business

Mr. Minter asked for any new business. Mrs. Kingston informed Board Members that Muhlbauer had completed its 50,000-square-foot expansion project and that they should

expect an invitation to Muhlbauer's Open House on February 20th. She highlighted that Mr. Muhlbauer will be in attendance.

There being no further business to come before the Board, Mr. Minter adjourned the meeting at 9:00 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: January 11, 2018

The Design Review Committee met on December 14th. The Committee considered a request by Cardinal Sign Corporation on behalf of Rock Landing Commons, LLC for approval of a site plan and digital rendering of a proposed monument sign at 11760 Rock Landing Drive in Oyster Point of Newport News. This request was submitted as an alternative to the building-mounted signage facing Rock Landing Drive that was approved by the EDA Board on August 4th.

Upon review, the Committee voted unanimously to recommend approval of the request, subject to all applicable City codes and regulations, and to rescind approval of the building-mounted signage facing Rock Landing Drive previously approved by the EDA Board on August 4th.

This report requires Board ratification.



Jeffrey C. Verhoef, Chair

JCV:kpw

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Date, Time and Location: December 14, 2017, at 8:00 a.m. at 11820 Fountain Way, Suite 301, Newport News, VA

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

Members Absent: Alex Delgado

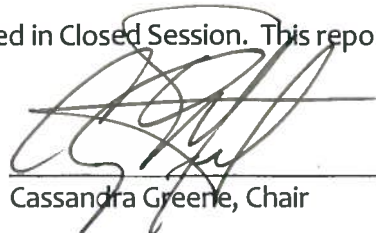
ECONOMIC DEVELOPMENT AUTHORITY
INDUSTRIAL DEVELOPMENT AUTHORITY

TO: Board of Directors
FROM: Chair, Executive Committee
SUBJECT: Chair's Report
DATE: January 11, 2018

The Executive Committee met on December 19th. After being briefed, the Committee authorized an Artist Agreement with Asa Jackson, and funding, in the amount of \$20,000, for the creation of two heritage recognitions murals depicting Pearl Bailey and W. Hale Thompson, subject to review and approval by EDA Legal Counsel; funding, in the amount of \$15,500, to the Virginia Maritime Association in support of a comprehensive Port Study which will define opportunities and implementation strategies for the Hampton Roads region; and a proposal and contract from Wizard Software Solutions for the upgrading and data migration from Version 6 to Version 9 of REportfolio Lease and Site Administration Software, and funding, in the amount of \$29,950, subject to review and approval by EDA Legal Counsel.

The Executive Committee also received preliminary briefings on potential co-working space in Tech Center and the City's Request for Proposals related to the creation of a Denbigh Area Plan focusing on the Upper Warwick Boulevard Corridor.

The Committee's remaining items were handled in Closed Session. This report requires Board ratification.



Cassandra Greene, Chair

CG:clc

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Date, Time and Location: December 19, 2017, at 12:00 p.m. at 11820 Fountain Way, Suite 301, Newport News, VA

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

Members Absent: None



ECONOMIC DEVELOPMENT AUTHORITY
INDUSTRIAL DEVELOPMENT AUTHORITY


TO: Board of Directors
FROM: Chair, Revolving Loan Fund Committee
SUBJECT: Chair's Report
DATE: January 11, 2018

The Revolving Loan Fund Committee met on December 20th. Staff presented twelve (12) Façade Improvement Grant (FIG) Program requests:

- FIG request for \$30,000 from Petitto Properties, LLC for canopy/awning at 711 Brick Kiln Boulevard;
- FIG request for \$30,000 from World Class Solutions, Inc. for canopy/awning, exterior painting, including prep, paving and windows/doors at 2815 Huntington Avenue;
- FIG request for \$19,315.47 from Southeastern Virginia, LLC for installing/replacing LED lighting and paving at 759 J. Clyde Morris Boulevard;
- FIG request for \$24,033 from Colony Investment Property, LLC for canopy/awning, exterior finishes and materials, exterior painting, including prep and paving at 11715 Jefferson Avenue;
- FIG request for \$30,000 from Canavos Holdings, LLC for exterior painting, including prep, paving and roofing at 11721 Jefferson Avenue;
- FIG request for \$30,000 from Troy Smith, Jr. for exterior finishes and materials, exterior painting, including prep, roof, windows/doors and framing at 1703 - 27th Street;

- FIG request for \$30,000 from Troy Smith, Jr. for exterior finishes and materials, exterior lighting, exterior painting, including prep and windows/doors at 2712 Chestnut Avenue;
- FIG request for \$30,000 from Troy Smith, Jr. for exterior finishes and materials, exterior painting, including prep and windows/doors at 1711 Jefferson Avenue;
- FIG request for \$30,000 from Rock Landing Partners I, LLC for exterior finishes and materials, exterior lighting, landscaping improvements, tree removal and trimming at 11832 Rock Landing Drive;
- FIG request for \$8,249.14 from Rock Landing Partners II, LLC for exterior lighting, landscaping improvements, tree removal and trimming at 11838 Rock Landing Drive;
- FIG request for \$28,759 from Rock Landing Partners III, LLC for exterior lighting, hardscape improvements, landscaping improvements, paving, tree removal and trimming at 11844 Rock Landing Drive; and
- FIG request for \$24,801 from Rock Landing Partners IV, LLC for exterior lighting, hardscape improvements, paving, tree removal and trimming at 11846 Rock Landing Drive.

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



Jennifer Smith-Brown, Chair

JSB:tfw

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Date, Time and Location: December 20, 2017, at 12:30 p.m. at 11820 Fountain Way, Suite 301, Newport News, VA

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

Members Absent: Jeffrey Verhoef, George Knight