

MINUTES OF THE REGULAR MEETING OF THE
ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF NEWPORT NEWS,
VIRGINIA AND THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE
CITY OF NEWPORT NEWS, VIRGINIA

Mr. Minter called the meeting to order at 8:00 a.m. on Friday, March 2, 2018, in the EDA/IDA Board Room at Two City Center, 11820 Fountain Way, Suite 301, Newport News, Virginia.

Those members present were:

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

Absent:

None

Legal Counsel:

Raymond H. Suttle, Jr.
Conway Sheild

Staff:

Kearston Milburn, Recording Secretary
Cherry Croushore, Assistant Secretary

Also present:

Michael Giardino, Executive Director, Newport News/Williamsburg International Airport
Collins Owens, City Attorney
Robert Pealo, Senior Assistant City Attorney

Mr. Minter opened the meeting by welcoming everyone.

Airport Executive Director Introduction and Briefing

Mr. Minter called for the Airport Executive Director Introduction and Briefing. Mrs. Kingston introduced Mr. Giardino to the Board. Mr. Giardino thanked the Board for inviting him to the meeting.

Mr. Giardino provided a brief summary of his background, noting that he had a 26-year career in the U.S. Navy, retiring in 2011. He stated that as a helicopter pilot, he regularly flew out of Fort Eustis' Felker Army Air Field and was very familiar with the Newport News/Williamsburg International Airport (NNWIA). He explained that following his final military assignment he transitioned to airport management, accepting a position at his hometown airport in Rochester, New York. He stated that since his first day in his new position in Newport News, he had been greatly impressed with the Airport Commission, the staff and the potential of the Airport. Mr. Giardino stated that he was working with all the airlines, especially the major carriers, to grow and sustain air service, noting that NNWIA had been one of 23 U.S. airports that had been significantly impacted by Southwest's acquisition of AirTran.

Mr. Giardino reported that he and former interim director, Sandy Wanner, had met with over 40 community leaders to share thoughts on the air service needs of the region.

Mr. Giardino answered several questions and Mr. Minter thanked him for his briefing.

Secretary/Treasurer's Report

Mrs. Kingston stated she was pleased to report that copies of the 2017 EDA/IDA Annual Report were at Board Members' places. She said she was proud of the fresh, new look and bold direction taken with the content and visuals. She stated that a pdf was posted on the EDA website, and that a promotional insert would run in Inside Business' "Power" issue in May.

Mrs. Kingston thanked those who were able to attend the recent series of back-to-back events – the W. Hale Thompson mural unveiling, groundbreaking for the Newport News Shipyard office complex at Brooks Crossing and grand opening of Muhlbauer's expansion ("Smart Factory Competence Center"). She said that there was an excellent crowd for all of the events, and she was excited for future initiatives as a result of these endeavors.

Mrs. Kingston announced that staff had attended a business mixer event on February 27th, which was held at Celebrations and hosted by School Board Member John Eley. She stated that over 60 attendees were provided an opportunity to ask questions of a panel comprised of Development's Tricia Wilson, Commissioner of Revenue Tiffany Boyle, and realtor and business owner Carla Carney. She noted that it was a great opportunity to share our services with small businesses and meet with individuals looking to start businesses here in Newport News.

Mrs. Kingston asked the Board to mark their calendars for the upcoming mural unveiling and dedication event honoring Pearl Bailey on Thursday, March 29th. She announced that the celebration, on what would have been Pearl Bailey's 100th birthday, would take place outside of the Pearl Bailey Library located at 2510 Wickham Avenue. She stated that Asa Jackson, who created both the Ella Fitzgerald and W. Hale Thompson murals, would be creating the mural to honor the actress and singer born in Newport News. She said a reception would be held in the W. Hale Thompson Community Room of the Pearl Bailey Library immediately following the unveiling, and that Board Members would be notified as soon as the time and additional details were confirmed.

Mrs. Kingston reported that the current class of LEAD Hampton Roads spent a day visiting Newport News last month, with stops at Newport News Shipbuilding and The Mariners Museum. She stated she had the pleasure of speaking with the group about the importance of the City's maritime assets – the Shipyard, Seafood Industrial Park and the waterfront, in the historical development of Newport News, current economic development throughout the City and future redevelopment efforts proposed for the Downtown area. She said that the group was especially interested in the Downtown Reimagined video that was displayed during the presentation and asked a number of good questions related to the City's economic development and redevelopment efforts. She noted that at times the water serves as "the great divide" in our area and opportunities like this are very beneficial as it helps create better awareness and better connections across the region.

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

Mrs. Kingston offered the City Manager an opportunity to comment. Ms. Rohlf stated that at the February 27th City Council meeting, City Council members took action to approve the Comprehensive Agreement for the Relocation and Construction of the Newport News School Board's SCOT Center. She thanked staff for their hard work in getting this project to this crucial point and noted that she should be able to sign the agreement in approximately

30 days. She stated that in the interim she would be working with NNPS staff to complete details. Ms. Rohlf also stated she was hopeful that in the next 4-6 weeks staff would be notified of the finalists for the Choice Neighborhood Initiative (CNI) Implementation Grant, noting work is underway on early initiatives to keep the project moving, as we intend to proceed with or without the grant. Ms. Rohlf shared that she was working on identifying a consultant for the Denbigh Area Plan to develop a vision for Warwick Boulevard from Oyster Point Road to the Fort Eustis/Lee Hall area. She said she would also like to develop a similar plan for the Hilton area.

Ms. Rohlf announced that the Atkinson Boulevard Project was underway. She advised that the One City Marathon would occur the upcoming weekend, and noted that there were still opportunities to participate. She stated that tickets were still available for PFAC's Artini that evening at 6:00 p.m. at Boathouse Live.

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

Assistant Secretary's Report

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

Madison Government Affairs' Consultant Report

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

At 8:36 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 an unannounced expansion of an existing business located in the southern section of the City and unannounced prospective

businesses interested in locating in the central and southern sections of the City. Mr. Bell seconded the motion, which passed unanimously on a roll call vote.

At 9:18 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.

Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund Site Remediation Grant Related to 1300 Marshall Avenue (Former Chase Packaging Site)

Mrs. Kingston advised the Board that the EDA was recently awarded a competitive grant in the amount of \$500,000 from the Virginia Brownfield Assistance Fund (VBAF) to support the continuation of environmental remediation work at 1300 Marshall Avenue, the former Chase Packaging site. She stated that since the grant award notification, staff had been working with the Virginia Economic Development Partnership Authority, the granting agency, on the terms and conditions of the Performance Agreement required for the grant.

She reported that the EDA's grant application and budget outlined a number of needed and reimbursable environmental remediation activities including enrollment of the site in, and satisfactory completion of, the State's Voluntary Remediation Program (VRP) managed by the Department of Environmental Quality. She highlighted that successful completion of the VRP was an important tool in providing future property owners a level of comfort about the environmental condition of the site and redevelopment potential.

Mrs. Kingston stated that as an initial step of undertaking the remediation work covered by the VBAF Grant, and in accordance with the Performance Agreement, a scope of services under the City's Annual Services Contract with Arcadis US, Inc. had been procured, with the scope of services structured in two phases. Phase 1 services would include assistance with enrolling the site in the VRP, demolition work plans required by the VRP, oversight of demolition activities, UST and underground utility survey and oversight and development of a work plan for environmental site characterization necessary for the VRP. Phase 2 services would pick-up with site characterization field activities, site characterization report, risk assessment, remedial action plan and demonstration of completion of VRP requirements to obtain a Certificate of Satisfactory Completion. She said that Phase 2 services would be refined and tailored based on the results of Phase 1 services and

activities. She advised that only Phase 1 services were being recommended for approval and funding at this time.

Mrs. Kingston informed the Board that they had two motions before them, one to authorize the Performance Agreement and the other to authorize the scope of services with Arcadis for Phase 1 services and funding in an amount not to exceed \$44,000.

Mr. Minter asked for a motion to authorize that certain Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund Site Remediation Grant Performance Agreement by and between the Virginia Economic Development Partnership Authority and the EDA, in connection with the award of \$500,000 for the environmental remediation of 1300 Marshall Avenue (former Chase Packaging site), subject to review and approval by EDA Legal Counsel. Ms. Greene so moved and Mr. Bell seconded the motion, which passed unanimously on a roll call vote.

Mr. Minter then asked for a motion to authorize a scope of services under City of Newport News Annual Services Contract #2017-2613-01 with Arcadis U.S., Inc., for the first phase of environmental and oversight services in connection with site remediation at 1300 Marshall Avenue (former Chase Packaging Site), and funding, in an amount not to exceed \$44,000, which includes a small contingency, subject to review and approval by EDA Legal Counsel. Ms. Greene so moved and Mr. Bell seconded the motion, which passed unanimously on a roll call vote.

EDA Resolution Related to Industrial Revitalization Fund Grant Application Associated with Renovation of 2506 Jefferson Avenue (Former Taylor Building)

Mrs. Kingston stated that the City and EDA committed through the Choice Neighborhood Initiative application to establish a coworking space within the Marshall-Ridley Choice Neighborhood. She said that the coworking space was also referenced in the draft transformation plan that was submitted at the end of 2017 for review by HUD. She advised that the EDA and City committed \$525,000 and \$658,520, respectively, to establish and operate the coworking space.

Mrs. Kingston advised that the former Taylor Building, located at 2506 Jefferson Avenue, had been identified as the location for the coworking space, and that it was a two-story, 5,419-square-foot building currently owned by the Newport News Redevelopment and Housing Authority, who had authorized the transfer of the property to the EDA. She stated that the building was overdue for renovation and improvement and that staff had identified a potential grant opportunity to assist with the rehabilitation of the property. She reported that

the Industrial Revitalization Fund (IRF) was a grant program available from the Virginia Department of Housing and Community Development to improve and rehabilitate blighted and aged properties. Mrs. Kingston stated that the IRF provides matching funds up to \$600,000 and requires at least a 1:1 match. She noted that the application was due March 2nd.

Mrs. Kingston stated that she believed that the Taylor Building was an excellent candidate for the program and that the desired end use to establish a coworking space and physical hub for business assistance-related service delivery was consistent with the objective of the program. She advised that staff had prepared an application and was requesting the maximum grant amount of \$600,000 as project costs will exceed \$1.4 million, meeting the required minimum 1:1 local match. She stated that the rehabilitation will include a complete overhaul of the property, including a roof replacement and new building systems, new interior buildout and preservation of the building façade.

She explained that funds for this project had already been appropriated by the City from the Community Development Category of its FY 2017 Bond Authorization, and that \$1 million was on hand and available to implement this project. She stated that a decision on the application would be announced late summer 2018. Mrs. Kingston informed the Board that the application requires a resolution and requested authorization of EDA Resolution 18-1, which had been provided in their Board packages, to be submitted with the application.

Mr. Minter asked for a motion to authorize EDA Resolution 18-1 as presented. Mr. Bell so moved and Ms. Greene 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 did not require Board ratification. Ms. Smith-Brown presented the Marketing Committee Report, which did not require Board ratification. Mr. Bell presented the Revolving Loan Fund Committee Report, which passed unanimously on a roll call vote.

Approval of Minutes of the Regular Meeting of February 2, 2018

Mr. Minter asked for a motion that the Minutes of the Regular Meeting of February 2, 2018 be approved. Mr. Bell so moved and Ms. Smith-Brown seconded the motion, which passed unanimously on a roll call vote.

Unfinished Business

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

New Business

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

There being no further business to come before the Board, Mr. Minter adjourned the meeting at 9:38 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: March 2, 2018

The Design Review Committee met on February 15th. The Committee considered a request by SRS Distribution, on behalf of Eagle Leasing, Inc., for approval of a site plan and digital renderings of proposed fencing at 810 Bluecrab Road 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.

Next, the Committee considered a request from ARCI Architects, on behalf of CARS, LLC, for approval of digital renderings and material samples of proposed awnings at 741 Thimble Shoals Boulevard in Oyster Point of Newport News. Upon review, the Committee voted to recommend approval of the request, with one abstention, subject to all applicable City codes and regulations.

The Committee also considered a request from The Sign Shop, on behalf of DF Fishing Point, LLC, for approval of site plan and digital renderings of a proposed monument sign at 11828 Fishing Point Drive 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 final agenda item was a request from the Economic Development Authority of the City of Newport News, Virginia, for approval of a digital rendering of proposed building-mounted signage at 11805 Fountain Way in City Center at Oyster Point. Upon review, the Committee voted 8-1 to recommend approval of the request, subject to all applicable City codes and regulations.

Design Review Committee Chair's Report
March 2, 2018
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This Report requires Board ratification.



Jeffrey C. Verhoef, Chair

JCV:kpw

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Date, Time and Location: February 15, 2018, at 8:00 a.m. at 11820 Fountain Way, Suite 301, Newport News, VA

Members Present: Jeffrey Verhoef, Alonzo Bell, Jr., Carl Breiner, Thomas Herbert, Robert Mann, Teresa Nettles, Bryan Trainum, Sylvia Weinstein, Elizabeth Willis

Members Absent: Jonathan Skinner


ECONOMIC DEVELOPMENT AUTHORITY
INDUSTRIAL DEVELOPMENT AUTHORITY

TO: Board of Directors
FROM: Chair, Executive Committee
SUBJECT: Chair's Report
DATE: March 2, 2018

The Executive Committee met on February 20th. The Committee received a preliminary briefing related to a proposed Industrial Revitalization Fund Grant application associated with renovation of the former Taylor Building at 2506 Jefferson Avenue to create co-working space. The Board was briefed, and took action on a Resolution supporting the Industrial Revitalization Fund Grant application earlier in today's Agenda.

Committee Members were also briefed on a planned staff outreach initiative to conduct workshops and "office hours" in the community to provide additional opportunities for interaction with citizens, small business owners and home-based businesses. To help shape service delivery that is responsive to community needs, initially, three open house-styled outreach sessions, one in each district, will be held to garner feedback from community members as to what information and assistance they would find most useful, what partner agencies they would be interested in hearing from and how outreach activities can be best structured to be most accessible. Additional details on the outreach sessions and subsequent workshops and "office hours" will continue to be provided.

The Committee's remaining items were handled in Closed Session. This report does not require Board ratification.



Cassandra Greene

CG:clc

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Date, Time and Location: February 20, 2018, at 12:00 p.m. at 11820 Fountain Way, Suite 301, Newport News, VA

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

Members Absent: Cassandra Greene



ECONOMIC DEVELOPMENT AUTHORITY
INDUSTRIAL DEVELOPMENT AUTHORITY

TO: Board of Directors
FROM: Chair, Marketing Committee
SUBJECT: Chair's Report
DATE: March 2, 2018

The Marketing Committee met on February 15th. Following the introduction of new members, the Committee congratulated Howell Creative Group on successfully being chosen to continue serving as the EDA's creative partner.

Howell staff offered summary results of a recent six-week nationwide ad campaign on the social media site, LinkedIn, and was happy to report that over the course of the campaign, ads and promoted content were seen 17,000 times, users clicked on material 165 times and shared with colleagues five times.

The Committee received copies of the 2017 EDA/IDA Annual Report. Members complimented the new design and visual presentation of content. Staff also briefed the Committee on how the EDA's accomplishments contributed to the development of Hampton Roads Economic Development Alliance's new Annual Report.

This report does not require Board ratification.



Jennifer Smith-Brown, Chair

JSB:mb

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Date, Time and Location: February 15, 2018, at 10:30 a.m., 11820 Fountain Way, Suite 301, Newport News, VA 23606

Members Present: Don Blankenship, Cassandra Greene, Gary Hunter, Dan Powell, Jennifer Smith-Brown

Members Absent: Mary Aldrich, Faye Gargiulo



ECONOMIC DEVELOPMENT AUTHORITY
INDUSTRIAL DEVELOPMENT AUTHORITY

TO: Board of Directors
FROM: Chair, Revolving Loan Fund Committee
SUBJECT: Chair's Report
DATE: March 2, 2018

The Revolving Loan Fund Committee met on February 28th. Staff shared some history and background on the original purpose of the Committee for the benefit of new members. Staff also provided new members history and statistics of the Façade Improvement Grant (FIG) Program and reviewed new changes to the program that went into effect at the end of 2017.

Committee members were provided financial statements and the loan compliance status report for the Newport News Capital Fund (NNCF). The Committee unanimously approved an IDA resolution to approve the Annual Plan Certification for the NNCF for the period ending December 31, 2017.

Staff presented three (3) Façade Improvement Grant (FIG) Program requests:

- FIG request for \$20,000 from SSBL, LLC for exterior finishes and materials at 724 Thimble Shoals Boulevard;
- FIG request for \$20,000 from Richard F. Abbitt Investments, LC & Mountain Park LLC for exterior finishes and materials at 10253 Warwick Boulevard; and
- FIG request for \$20,000 from TDMJ Company LP exterior painting, including prep and paving at 13269 Warwick Boulevard.

These FIG requests were each unanimously approved.

Revolving Loan Fund Committee Chair's Report
March 2, 2018
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This report requires Board ratification, which includes approval of the attached resolution.



Alonzo R. Bell, Jr.

ARB:tfw

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Date, Time and Location: February 28, 2018, at 12:30 p.m. at 11820 Fountain Way, Suite 301, Newport News, VA

Members Present: Alonzo R. Bell, Jr., C. Gary Minter, Jonathan Skinner, Susan Harris, George B. Knight, John Lunsford, and Sharon D. Owens

Members Absent: None

RESOLUTION NO. 18-2

A RESOLUTION OF THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE CITY OF NEWPORT NEWS, VIRGINIA APPROVING AN ANNUAL PLAN CERTIFICATION FOR THE NEWPORT NEWS CAPITAL FUND

WHEREAS, the Newport News Capital Fund (NNCF) was originally capitalized with funds from the Economic Development Administration (EDA), United States Department of Commerce, for the purpose of making economic development loans within the City of Newport News, Virginia, and as such carries certain program requirements; and

WHEREAS, the City of Newport News (City) is Grantee for the EDA funding and the Industrial Development Authority of the City of Newport News, Virginia (IDA) serves as Sub-Grantee; and

WHEREAS, the IDA administers said NNCF program on behalf of the City; and

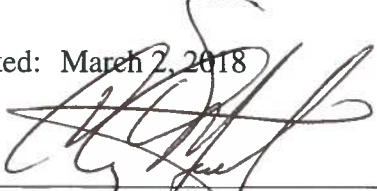
WHEREAS, one of the EDA program requirements is an annual certification that all loan activity for the preceding year is consistent with the area's comprehensive economic development strategy and the NNCF administrative plan (NNCF Plan).

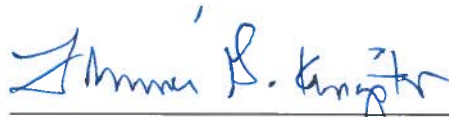
NOW, THEREFORE, BE IT RESOLVED by the Industrial Development Authority of the City of Newport News, Virginia that for the twelve month period ending December 31, 2017, the following is true:

1. The NNCF Plan is consistent with and supportive of the current comprehensive economic development strategy for the City of Newport News, Virginia.
2. The NNCF is being operated in accordance with the policies and procedures contained in the NNCF Plan, and the loan portfolio meets the standards contained therein.

The undersigned hereby certifies that the above resolution was duly approved by a majority of the directors of the Industrial Development Authority of the City of Newport News, Virginia, at a meeting duly called and held on March 2, 2018 and that such resolution is in full force and effect on the date hereof.

Dated: March 2, 2018


C. Gary Minter, Chair
Industrial Development Authority of
the City of Newport News, Virginia


Florence G. Kingston, Secretary/Treasurer
Industrial Development Authority of
the City of Newport News, Virginia