

### THE ECONOMIC DEVELOPMENT AUTHORITY OF STAFFORD COUNTY, VIRGINIA

SPECIAL MEETING MINUTES  
August 12, 2016

#### 1. CALL TO ORDER

The regular meeting of The Economic Development Authority (“EDA”), of Stafford County, Virginia was held on March 11, 2016 in the Board Chambers located at 1300 Courthouse Road Stafford, Virginia at 1:30 P.M. A quorum was present

##### Members Present

Don Newlin	Vice-Chairman
Jack Rowley	
Jo Knight	Late (Item 6B)
Heather Hagerman	
Mark Safferstone	Late (Item 4A)
Howard Owen	

##### Members Absent

Joel Griffin	Chairman
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##### Also Present:

Charlie Payne	Counsel
Brad Johnson	Treasurer
Kelly Copley	Analyst

#### 2. APPROVAL OF MINUTES

##### A. Regular Meeting Minutes – May 13, 2016

Motion for approval of the May 13, 2016 Regular Meeting Minutes was made by Mr. Rowley. Mr. Owen seconded.

**VOTE** 4-0 Approved

**3. PUBLIC PRESENTATIONS**

**4. TREASURER'S REPORT**

A. May 2016 –Unencumbered fund balance \$ 38,172.72

B. June 2016 –Unencumbered fund balance \$ 1,548,149.77

C. July 2016 – Unencumbered fund balance \$1,543,507.00

Mr. Rowley moved to adopt Treasurer's reports. Mr. Owen seconded.

**VOTE** 5-0 Approved

**5. SECRETARY'S REPORT**

**6. CHAIRMAN'S REPORT**

A. Reappointments (Ms. Hagerman and Mr. Owen)

Ms. Hagerman and Mr. Owen were reappointed to the EDA by their respective Board of Supervisors members.

B. Election of Officers

Mr. Rowley nominated Mr. Griffin for Chairman.

**VOTE** 5-0 Approved

Mr. Rowley nominated Mr. Newlin as Vice-Chairman.

**VOTE** 5-0 Approved

Mr. Newlin nominated Ms. Copley as Secretary.

**VOTE** 6-0 Approved (Ms. Knight Present)

Mr. Rowley nominated Mr. Johnson as Treasurer.

VOTE

6-0 Approved

C. Technology and Research Park Update –

Ms. Copley informed the EDA that the first installment of the County's \$500,000 Grant has been received for \$125,000. Interviews for the Office Manager and Executive Director are in process.

D. Joint EDA/STRP Marketing –

**Closed Session**

Mr. Newlin moved to go into closed session, Ms. Knight seconded.

VOTE: 6-0 approved

Thereafter, the EDA Board went into closed session in accordance with Section 2.2-3711.A.3 and 5 of the Code of Virginia 1950, as amended.

Items 6D, 6E and 9C were discussed in Closed Session

Mr. Safferstone motions to come out of closed session. Mr. Newlin seconded.

VOTE: 6-0 approved

No Votes were taken while in closed session. All Members of the EDA and Economic Development staff present at the meeting were in the closed session.

E. EDA Grant Writer –

**Closed Session**

7. **COMMITTEE REPORTS**

A. US Route1 Property Committee Report

Mr. Johnson informed the EDA that the property is currently actively listed and the listing broker sent word there has been some interest in the property; no offers yet however.

This property will go the Board of Supervisors for rezoning on Tuesday August 16, 2016.

B. Chatham Square Update

Mr. Johnson reported that the property has closed and conveyed to the new owner.

C. Germanna Committee Report –

HH Hunt has conveyed the 25 ac. to the County for a Germanna Campus. The target for Germanna’s temporary space of 10-15K sf to be open is 2017.

Mr. Rowley would like to have a special event when the land is conveyed to Germanna and funds from the EDA is Granted.

D. Aquia Town Center Committee Report –

Mr. Johnson informed the EDA that Mosaic now has an application in for their site plan and they are in the process of purchasing the final commercial building from Ramco. Mosaic would like to break ground fall of 2016.

8. **OLD BUSINESS**

A. Greencore AFID Grant Update

The state agreed to extend Greencore’s employment qualification for the AFID Grant.

B. 2016 Quarterly Roundtables

Mr. Cobert informed the EDA that the next quarterly roundtable will be in October with a minority emphasis.

C. I-95 Airport Billboard Update

Ms. Copley informed the EDA that the Airport has expressed their desire to begin marketing the Billboard for \$4,000/month but would allow the EDA to continue its use for \$2,000/month. No decision was made.

9. **NEW BUSINESS**

A. 6 Bears & a Goat Brewing Company Grant Request

Moved to September Meeting

B. Conflict of Interests Act Disclosure Changes

Mr. Payne updated the EDA on the new Conflict of Interest Act Disclosure Changes. All EDA members are currently up to date.

C. Incentives –

**Closed Session**

D. Stafford Hospital Tomosynthesis System Support –

Ms. Knight informed the EDA of the importance of keeping the woman's health facilities and equipment at Stafford Hospital up to date.

**10. ATTORNEY'S REPORT**

None

**11. ADJOURNMENT**

A. There being no further business brought before the Economic Development Authority, Mr. Newlin adjourned the meeting at 2:53 P.M. The next Regular Meeting is scheduled for Friday, September 9, 2016.

**MINUTES SUBMITTED BY:**

  
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Kelly Copley  
EDA Secretary

**MINUTES APPROVED BY:**

  
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Joel Griffin  
EDA Chairman