

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

**REGULAR MEETING MINUTES
August 9, 2019**

1. CALL TO ORDER

The regular meeting of The Economic Development Authority (“EDA”), of Stafford County, Virginia was held on August 9, 2019, in the County Chambers of the George L. Gordon, Jr. Administration Center, located at 1300 Courthouse Road Stafford, Virginia at 9:03 A.M. A quorum was present.

Members Present

Joel Griffin	Chairman
Howard Owen	Treasurer
Jack Rowley	
Danielle Davis (9:08)	
Skip Causey	

Members Absent

Don Newlin
Heather Hagerman

Also Present

Kristin Shields	Counsel
John Holden	Secretary, Director ED&T

ED&T Staff

Marc Smith
Shyrah Moran

Fred Presley, Deputy County Administrator
Andrew Gordon, ACE Flight Solutions (guests)

2. **APPROVAL OF MINUTES**

A. July, 2019

Mr. Causey motioned for approval of the July, 2019 minutes. Mr. Rowley seconded.

VOTE: 4-0 Approved

3. **TREASURER'S REPORT**

A. As of June 30, 2019

Mr. Smith reported that two payments on 204 Thompson have been made, on time by check as direct deposit was not activated. Mr. Causey asked for details on the payment schedule and term of balloon payment. Staff will share that as follow up. Mr. Owen noted that the principle and interest payments should be shared with finance for accurate financials.

Mr. Causey moved to accept the June treasurer report. Mr. Rowley seconded.

VOTE: 5-0 Approved

Chairman moved the discussion on Broadband to accommodate Mr. Presley's time. See Old Business 8B.

4. **PUBLIC PRESENTATIONS**

Andrew Gordon from ACE Flight Solutions was present. ACE has requested a grant of \$50,000 from EDA and Mr. Gordon took questions. Mr. Gordon noted that a letter arrived yesterday from a flight training school intending to use ACE services. He also expects a contract for servicing a twin engine.

Mr. Rowley noted and asked for clarification on the amount of funds being put into the business by the owners. Mr. Rowley expressed concern that the amount was small. Mr. Gordon clarified that the owners are putting \$30,000 of cash and another \$20,000 of value in used equipment into the startup. Mr. Rowley noted that still seemed like a small amount.

Mr. Owen asked how much time each owner was putting into the business. Mr. Gordon noted that he is spending 100% of his time on the business. The other two owners have other employment and are spending part time seeking contracts.

5. **CHAIRMAN'S REPORT**

Mr. Griffin reminded the Board of the August 14 meeting with the Planning Commission. Also he noted that a joint meeting with the BOS is being planned in September or October. On that agenda will be discussion of Stafford incentives, the EDA work and loan program, and discussion of EDA securing excess County property for development.

In response, Mr. Causey noted that in the future the BOS may consider a line item in its budget to support EDA efforts. Mr. Griffin noted that was the case in the past and perhaps in 2-3 years with continued EDA efforts that subject may be worth visiting. Mr. Griffin stated that the redevelopment of property may be the first effort to expand and continue to demonstrate EDA role and EDA financial sustainability.

6. **SECRETARY'S REPORT**

A. ED&T Update

Mr. Holden's monthly update was provided as part of Agenda package and incorporated into these Minutes.

Mr. Holden reminded the Board that the EDA sponsored Boot to Business seminar is scheduled for October 16 at 8:00 AM at UMW Stafford. The first hour is being used as a kind of "coffee reception" and may include, at this session, Congressman Wittman.

Mr. Holden noted that there has been an inquiry regarding the EDA micro-loan program announced after the last Board meeting.

7. **WORKING GROUP REPORTS**

A. Germanna Update

Mr. Rowley asked to defer Germanna update to Closed Session.

B. Property Group

(1) 204 Thompson

A summary report from the Property Manager was provided. Mr. Smith reviewed the report with the Board.

8. **OLD BUSINESS**

A. **Broadband**

Mr. Presley, Deputy Administrator briefed the Board on the status of the VATI grant to provide broadband to the Widewater and Marlboro point areas. Mr. Holden handed out a current draft budget for the project. The County will be the applicant along with the private support of KGI (provider). The grant budget (draft at this time) is incorporated here as part of these minutes. The grant deadline is September 3 and the County is requesting EDA to provide \$50,000 in cash to the grant. The intent is that the cash support will help bolster the application's success.

The Board discussed a number of questions about the grant including use of EDA funds—specifically towards the marina and Wide Water State Park. Mr. Rowley wanted to be sure there would be mechanism to track the progress of the grant and EDA funds toward success of the project. Mr. Owen asked about the background of KGI. KGI had been vetted in last year's grant application by the County and by state in review of the application. The project, once the grant was awarded and contracts finalized would take about 12 months to complete. Ms. Davis, although explicitly expressing support for the grant, raised concern regarding the precedent of this grant and the needs in other parts of the County. Mr. Presley noted that the County will hire consultants to look at those needs and how to address broadband need across the County.

CLOSED SESSION

The EDA Board went into closed session in accordance with Section 2.2-3711.A.3 and 5, et al. of the Code of Virginia 1950, as amended. No Votes were taken while in closed session. Members of the EDA and Economic Development staff present at the meeting were in the closed session.

Mr. Griffin motioned to move into closed session. Mr. Rowley seconded

VOTE 5-0 Approved

Mr. Rowley motioned to come out of closed session. Mr. Griffin seconded.

VOTE 5-0 Approved

Upon existing Closed Session, Mr. Causey made a motion to support the County's Broadband grant application in an amount of \$50,000 specifically to fund the private business support infrastructure at the Marina and in support of home-based business.

VOTE 5-0 Approved

Mr. Griffin nominated Mr. Causey and Mr. Owen to serve on the EDA Loan Committee. With no objections, they accepted.

VOTE 5-0 Approved

9. **ATTORNEY'S REPORT**

NONE

10. **ADJOURNMENT**

There being no further business brought before the Economic Development Authority, Mr. Griffin adjourned the meeting at 11:17 A.M. The next Regular Meeting is scheduled for Friday, September 13, 2019.

MINUTES SUBMITTED BY:



John Holden
EDA Secretary

MINUTES APPROVED BY:



Joel Griffin
EDA Chairman