

**STAFFORD COUNTY ECONOMIC DEVELOPMENT AUTHORITY**  
**REGULAR MEETING MINUTES**  
**July 9, 2021**

The regular meeting of The Economic Development Authority (“EDA”), of Stafford County, Virginia was held (and advertised as such) on July 9, 2021 at Stafford Regional Airport, located at 95 Aviation Way, Fredericksburg, VA.

**1. CALL TO ORDER**

This meeting was called to order by Don Newlin at 9:10 AM. A quorum was present and accounted for.

Members Present

Joel Griffin	Chairman (joined at 10 via phone)
Don Newlin	Vice Chairman
Howard Owen	Treasurer
Danielle Davis	(via phone)
Jack Rowley	(via phone)
Marlon Wilson	(via phone)

Member Absent

Heather Hagerman

ED&T/EDA Staff

John Holden	Secretary, EDA; Director, ED&T
Tammy Guseman	Administrative Assistant, ED&T
Dale Hendon	Specialist, ED&T
Josh Summits	Business Development Officer, ED&T
Rick Cobert	Economic Development Manager, ED&T

Also Present

Charlie Payne	Counsel
Fillmore McPherson	Stafford County Planning Commission (via phone)
Ed Wallis	Stafford Regional Airport Manager
Samar Shalaby	Stafford Regional Airport Authority Chairman
Kim Young	Executive Director of Continuing & Professional Studies, UMW (via phone) Presenting Inclusive Excellence Leadership Academy

**2. APPROVAL OF MINUTES**

A. June 11, 2021 Regular Meeting Minutes

Mr. Owen motioned to approve the June Regular Meeting Minutes. Ms. Davis seconded.

**VOTE: 6-0 Approved**

### **3. PUBLIC PRESENTATIONS**

A. Mr. Holden introduced Mr. Rick Cobert who gave an update on recent activities around the Stafford Regional Airport (SRA). Mr. Cobert noted that new tax regulations in Stafford County made the area around the airport more conducive to business. Mr. Cobert reviewed parcels that are being built on and buildings that have been built near the airport:

- 60-acre parcel that is Stafford Industrial Park
- Centreport 95 Distribution Center comprising 487,000 sq. ft.
- Project Package (currently under construction) will provide 200,000 sq. ft. of additional distribution space and bring 125 new jobs
- Project Clover will be 2,000,000 sq. ft. of distribution/logistics space once completed
- Moncure/Oakenwold Project – a 230-acre parcel; use to be determined

Mr. Cobert noted that as these projects are completed and buildings leased, Stafford County anticipates 1,500 new jobs, \$5 million yearly in property tax revenue, and another \$5 million in business personal property tax. Mr. Rowley asked for copy of the map Rick Cobert will provide this for EDA members not present at meeting.

B. Mr. Holden introduced Mr. Ed Wallis to give an update on the airport itself. Mr. Wallis gave the airport's background and reported the following:

- SRA came out of last fiscal year \$156,000 below budget
- Several of their loans will be paid off within the next six years
- Background for the Stafford Airport Authority
- Fuel sales make up a large portion of the airport's income
- SRA's plan and readiness to build 9 more hangars (rent for \$425/month) each with attached 1 jet pod (rent for \$900/month)
- Plan to extend the runway 6,000 ft (this project will be completely financed by federal grant and should be completed by summer 2022)
- SRA currently has 4 T-hangars which house, collectively, 36 small or 4 large aircraft – all of which are currently leased

Mr. Wallis noted that the runway extension will open up many new possibilities for insurance purposes and also the ability to run longer flights out of the airport. Mr. Wallis stated that SRA is ranked #8 out of 58 for producing generational revenue and has generated \$23.3 million in the local economy. Mr. Owen asked what the EDA could do to help the airport secure the #1 ranking. Mr. Shalaby replied that improving the airport's facilities (more hangars, pods) will increase revenue even more. Mr. Owen asked if the EDA could bond some funding for the Airport Authority. Mr. Payne stated that he would look into this.

### **4. TREASURER'S REPORT**

A. Current Financials

Mr. Owen reviewed the current financials and shared that the fiscal year ended in June 2020 and the current reports are one month shy of the full year. Mr. Owen noted that he and Mr. Holden are currently working on a 5-year projected forecast and noted desire to codify and note on the Balance Sheet EDA's \$150,000 grant (per year for five years) to Germanna College.

Mr. Holden shared that EDA will be receiving some American Rescue Plan Act funds allocated by the Board of Supervisors to continue to assist businesses impacted by the Pandemic.

B. EDA Budget

Mr. Owen noted that they will be moving forward with the EDA audit soon. Mr. Holden shared that EDA will be receiving some American Rescue Plan Act (ARPA) funds which could complicate the upcoming audit. Mr. Owen stated the EDA's need for properties that may be available for sale/development and asked members to contact their Supervisor for suggestions as this is how revenue is produced for the County. Mr. Owen stated the need for a survey of CARES Act grant recipients and report to gauge EDA's impact in the community during the pandemic over the last eighteen months. Mr. Holden said that ED&T staff may be able to help with this survey.

Mr. Wilson moved to accept the Treasurer's Report. Mr. Griffin seconded.

**VOTE: 6-0 Approved**

5. **CHAIRMAN'S REPORT**

None

6. **SECRETARY'S REPORT**

A. American Recovery and Plan Act (ARPA)

Mr. Holden noted that the County has been awarded \$29 million of ARPA funds and the county recommendation is for ten percent of these funds go to "economic development." Mr. Holden said that ARPA funding has a longer window of use and is focused on hospitality, water/sewer, and broadband expansion and that ED&T suggests focusing their funds on:

- Market Stafford businesses
- Tourism
- Grant loan program

Mr. Holden asked for any member suggestions to be emailed to him. Mr. Rowley asked for more specifics on the range of ARPA guidelines and Mr. Holden stated that he would send out website links which should provide more information.

B. Inclusive Excellence Leadership Academy

Mr. Holden introduced Kimberly Young of the University of Mary Washington (on phone). Ms. Young gave an overview of the Diversity, Equity & Inclusion (DEI) program developed and presented as part of an entrepreneurial development program. The program presented seeks to reflect said principles into learning environments. It was presented to Kaiser Permanente for collaboration and partnership. Kaiser is seeking an educational partner to develop these kinds of programs. Mr. Newlin asked if this program is a duplicate of the Fredericksburg Chamber Leadership program. Ms. Young said it is different in that it focuses on diversity along with leadership. Mr. Holden noted that such training is being instituted for Virginia State Agencies and it seems likely diversity training will eventually be mandated for other government institutions and perhaps contractors.

C. Resurgence Grant

Mr. Holden stated summarized a new state grant that provides up to \$100,000 that must be expended by June 30, 2022. Mr. Holden noted these funds could be used for Smart City technology consulting fees for the Fountain Park and County properties or for additional

outreach to our business community to inform them of how the JPI and county properties, with smart technology, could benefit them. Funds could also cover additional services from RiOT and Ms. Browne's contract. Mr. Holden requested permission to apply for this Grant and noted that there will be no additional cash match coming out of the EDA budget for this.

Mr. Rowley motioned to apply for the grant. Mr. Owen seconded.

**VOTE: 6-0 Approved**

D. Go VA Grant

Mr. Holden stated that the final report and closeout is almost completed and that the remaining \$25,000 of this grant will be reimbursed to EDA in the next fiscal year. Mr. Holden noted there will be a meeting soon to finalize the contract for the second Go VA grant which will help fund the Accelerator program with RiOT, portion of Ms. Browne's contract, and other Testbed activities. Mr. Holden reminded members to encourage business owners to attend the Lunch and Learn monthly events at the Testbed.

Mr. Holden also shared the date of the next Beer & Business event – August 11 at 6 Bears and a Goat and that these B&B events will be held quarterly.

E. EDA Members E-mail Contact

Mr. Holden reminded members that they are subject to FOIA and that a recent request was made to list the EDA members' official emails on the website. Mr. Holden asked if the members would prefer the e-mails be listed on the site or have emails go directly to an ED&T staff. The preference is to have a staff member review incoming emails and forward to the appropriate EDA member.

**7. WORKING GROUP REPORTS**

A. Loan Committee (*H Owen, D Davis, J Summits*)

Mr. Summits shared that the loan to Ace Flight Solutions (approved by the EDA last month) was just closed.

B. Germanna Group (*J Rowley*)

Mr. Rowley shared that enrollment is up, the campus will open in September, and the college is still looking for additional classroom space to purchase or rent.

C. Property Group (*H Hagerman, J Rowley*)

No Report

D. Broadband Expansion (*J Holden, M Wilson*)

Mr. Holden shared that with ARPA funding, the County will be extending broadband to all county facilities in addition to water/sewer as needed.

**8. OLD BUSINESS**

A. Downtown Stafford

Mr. Holden stated that the Board of Supervisors approved the rezoning of JPI and County properties for Downtown Stafford and that the search for a developer will begin soon.

B. County Support to Patawomeck Tribe

Mr. Holden shared that ARPA funding will be used to extend water and improve the driveway at the Duff McDuff Park where the Patawomeck tribe leases a building. Mr. Holden noted that the EDA will be asked to contribute to an ecological project that will also be a tourism asset.

**9. NEW BUSINESS**

None

**10. CLOSED SESSION**

None

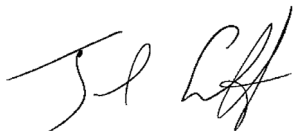
**11. ATTORNEY'S REPORT**

None

**12. ADJOURNMENT**

There being no further business brought before the Economic Development Authority, Mr. Newlin adjourned the meeting at 10:20 AM. The next Regular Meeting will be held at the ABC Conference Room and is scheduled for August 13, 2021.

**MINUTES APPROVED BY:**



Joel Griffin  
EDA Chairman

**MINUTES SUBMITTED BY:**



John Holden  
EDA Secretary