



**Directors**  
James Taylor  
Ray Tuck  
Tommy Loflin  
Eric Johnsen  
Steve Baffuto

*Norman Winstead*  
**Chairman**  
*John Tuttle*  
**Vice-Chairman**  
*Brian T. Hamilton*  
**Secretary/Treasurer**  
*Martin M. McMahon*  
**Attorney**

Minutes  
Tuesday, July 10, 2018 – 11:30 A.M.  
Board of Directors Regular Meeting  
Economic Development Authority of Montgomery County, Virginia  
Montgomery County Government Center  
755 Roanoke Street, Suite 2H, Christiansburg, VA  
Doug Winstead - Chair, Presiding

The Economic Development Authority of Montgomery County, Virginia held a regular meeting on Tuesday, July 10, 2018 at the Montgomery County Government Center, Christiansburg, VA. Those in attendance were Chair Norman Winstead; Vice-Chair John Tuttle; and Directors: Tommy Loflin, Eric Johnsen, Tay Taylor, and Ray Tuck. Also in attendance were: Craig Meadows, County Administrator; Marty McMahon, County Attorney; Brian Hamilton, Economic Development Director; Nancy Turner, Program Assistant; Brenda Rigney, Project Manager; Ashlyn Shrewsbury, Project Manager; and Rachel Cline, Economic Development Assistant. Absent was Director: Steve Baffuto. Also absent: Angie Hill, Finance Director.

**OPENING REMARKS**

**Declaration of Quorum**

Chair Winstead declared a quorum was present, and called the meeting to order at 11:35 A.M.

**Approval of Agenda**

On a motion by Vice-Chair Tuttle, seconded by Director Johnsen, and carried unanimously, the agenda was approved.

**Introduction of Guests**

There were no guests present.

**CONSENT AGENDA**

**Approval of Minutes of the May 15, 2018 and June 12, 2018 meetings- Exhibit Tab 1**

On a motion by Vice-Chair Tuttle, seconded by Director Loflin, and carried unanimously, the minutes dated May 15, 2018 and June 12, 2018 were approved as presented.

### **Review and Acceptance of the Treasurer's Report – Exhibit Tab 2**

Mr. Hamilton presented the financial statement dated May 31, 2018, included in the agenda packet. He pointed out that under operating revenues on page two, the Christiansburg contribution was an incentive for Backcountry that came through the EDA and was immediately paid back to the company. Under operating expenses, he said that sponsorships were just under \$8,000, as the Economic Development Department had transferred around \$6,325 in at the end of the last fiscal year to cover the line item, and he mentioned that utilities and maintenance are low. Mr. Hamilton also said that the decrease in cash flow was because of the stormwater design and the TMB control unit, as monies are being spent down on both as the projects progress.

On a motion by Director Loflin, seconded by Director Johnsen, and carried unanimously, the Treasurer's Report dated May 31, 2018 was accepted as presented.

### **Fiscal Year 2019 Budget – Exhibit Tab 3**

Mr. Hamilton presented the budget for fiscal year 2019 included in the agenda packet. He said that the lease revenue is the same amount as last year. The utility reimbursement is completely from InMotion, and they installed variable frequency drives on the AC that helped the electric bill a great deal. He explained that marketing will come out of the department budget and transferred to the EDA, and that in terms of bank payments, they are good until 2020 on their current loan.

Mr. Hamilton said that all other costs are known expenses coming up in the next fiscal year. Travel went up, while repairs and maintenance is lower because it was under budget last fiscal year. He said that all in all, it is essentially a "maintained" budget to take care of known and expected expenses, not accounting for new items such as potentially installing a new roof.

On a motion by Director Taylor, seconded by Vice-Chair Tuttle, and carried unanimously, the budget for fiscal year 2019 was approved.

### **INTO CLOSED MEETING**

On a motion by Vice-Chair Tuttle, seconded by Director Tuck, and carried unanimously, BE IT RESOLVED, The Economic Development Authority hereby enters into Closed Meeting for the purpose of discussing the following:

§2.2-3711

(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 businesses or industries interest in locating or expanding its facilities in the Community

1. Project 2018013
2. Project 2018021
3. Project 2018022

4. Project 2018024 – **Exhibit Tab 4**

**OUT OF CLOSED MEETING**

On a motion by Director Tuck, seconded by Director Johnsen, and carried unanimously,

BE IT RESOLVED, The Economic Development Authority hereby ends its Closed Meeting and returns to Regular Session.

**CERTIFICATION OF CLOSED MEETING**

On a motion by Director Tuck, seconded by Director Johnsen, and carried unanimously,

WHEREAS, The Economic Development Authority of Montgomery County, Virginia has convened a closed meeting on this date in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires certification by the Economic Development Authority of Montgomery County, Virginia that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED, That the Economic Development Authority of Montgomery County, Virginia hereby certifies that, to the best of each Director’s knowledge, (I) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and (ii) only such public business matters as were identified in the motion conveying the closed meeting were heard, discussed, or considered by the Economic Development Authority of Montgomery County, Virginia.

The vote on the foregoing motion was as follows:

<u>Aye</u>	<u>Nay</u>	<u>Absent During Vote</u>	<u>Absent During Meeting</u>
Tommy Loflin		Steve Baffuto	Steve Baffuto
Norman Winstead			
John Tuttle			
Eric Johnsen			
James Taylor			
Ray Tuck			

## **ACTION FROM CLOSED SESSION**

Following discussion in closed session, on a motion by Director Taylor, seconded by Vice-Chair Tuttle, and unanimously carried, the Economic Development Authority approved the sale of Lot 7 of the Falling Branch Corporate Park at the price of \$147,600, provided that the buyer's building plans meet the covenants laid out for the park.

## **GENERAL BUSINESS**

### **VEDP Site Characterization Contract – Exhibit Tab 5**

Mr. Hamilton briefly recapped the process of having the former Cox property evaluated for its site characterization ranking, reminding the directors that VEDP awarded a grant to cover half the cost of the engineering work. He presented the executed contract and said that the last piece of information that Hurt & Proffitt needed was coming from the Town of Christiansburg, meaning the engineering part of the process should be wrapped up soon. The next step will be to submit the results to VEDP and find out how the property ranks in terms of site readiness, which he believes will be a three out of five on their scale.

### **Technology Manufacturing Building**

#### **LED Lighting – Exhibit Tab 6**

Mr. Hamilton informed the directors that Luna had contacted their office requesting a quote on installing LED lights in their portion of the TMB. He reminded the group that Luna has a higher lease rate than InMotion and that they pay Luna's portion of the electric bill each month, which typically averages between \$4,500 and \$7,000.

Mr. Hamilton explained that a study from Jamison Electric puts the cost at installing LED lights at about \$185,000 with a return of about one and a half to two years. If they installed the lights, the money would have to come from the Board of Supervisors and would require the work to be put out for bid, and they would also have to hire Tom Koontz to look at the specifics. Mr. Hamilton said that while the eventual energy savings and being environmentally friendly are important ideas, there are more pressing concerns at the TMB, such as the HVAC and the roof.

The consensus from the directors was that the HVAC system and maintaining the exterior of the TMB take precedent for the time being, although Luna would be welcome to pursue LED lighting at their own expense.

### **Falling Branch Corporate Park**

#### **Stormwater Pond**

Mr. Hamilton said that bids on the stormwater repair work in the FBCP are due later that afternoon. He said that there is currently \$93,000 available in the reserves, but that there will be more money available subject to appropriation by the BOS, and asked the directors to preapprove the lowest bid on the project.

**Covenants – Exhibit Tab 8**

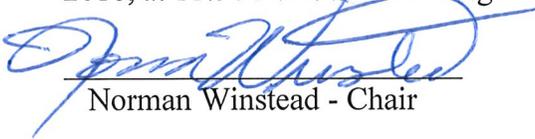
Mr. Hamilton explained to the group that the current FBCP covenants do not extend to FBCP Phase II. He asked the directors to review the current covenants and bring any comments to the following month's EDA meeting so that they can begin adapting them for the new property. Mr. McMahon also suggested pulling the covenants for other parks to see what people are asking for today to bring the covenants more up to date than when they were originally written for Phase I.

**ECONOMIC DEVELOPMENT DIRECTOR'S REPORT**

Mr. Hamilton said that VEDP sent out their marketing calendar for the next year. There are very few trade shows and a lot of marketing missions to states such as New Jersey and California. He said they were awarded the one item they really insist on getting each year, AUVSI, and that they are alternates on two others. They can still choose to go on their own to other events, but they will have no one to partner with for those dates.

**ADJOURNMENT**

The meeting was adjourned at 1:09 P.M. The next meeting will be held Tuesday, August 21, 2018, at 11:30 A.M. at the Montgomery County Government Center in Christiansburg, VA.



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Norman Winstead - Chair



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Brian T. Hamilton, Secretary/Treasurer