



MINUTES

Board of Directors Meeting
Development Authority Conference Room
August 14, 2019, at 9:30 a.m.

Helen Harris, President	Dan Dulyea
Abe Ashton, Vice President	Amanda Giangola
Tony Lewis, Secretary	Amy Orndoff
Montie Hicks, Treasurer	P.J. Orsini (via conference phone)
Bob Butler	Brandon Smith
Brad Close	Hunter Wilson

ABSENT: George Karos

OTHERS PRESENT: Ken Barton, Steptoe & Johnson, Legal Counsel; Mike Bush, Real Property Solutions; Sandy Hamilton, Executive Director; Tara Price, Administrative Services Coordinator; and Jennifer Smith, Economic Development Coordinator.

GUESTS: Breanna Francis, The Journal; and Matthew Umstead, The Herald-Mail.

- I. Call to order—President Harris called the meeting to order at 9:31 a.m. in the Authority Board Room.
- II. Determination of Members Present and the Existence of a Quorum—President Harris reported that a quorum was present.
- III. Proof and Filing by Secretary the Notice of Meeting— Secretary Lewis confirmed the meeting agenda was posted to the public on Friday, June 6, 2019.
- IV. Reading and Disposal of Prior Unapproved Minutes of the Board and Executive Committee— The Board reviewed the minutes of the last Board Meeting on July 10, 2019. No corrections to the minutes were requested.
- V. Public Comments— President Harris welcomed guests from the public and asked them to introduce themselves. Attending today's meeting was Breanna Francis, The Journal, and Matthew Umstead, the Herald-Mail.
- VI. Report of President —President Harris reported that the Executive Committee will be meeting soon and the adjustments to some committee that need members may be updated.

VII. Finance/Audit Committee Reports—

A. Financial Reports - Mr. Hicks reported the Finance/Audit Committee met and reviewed the June 2019 financials.

Motion made by Mr. Wilson to approve the financial statements, subject to audit. Seconded by Mr. Butler. Motion carried.

B. FY2020 Budget – The committee will discuss the budget at the September committee meeting and make revisions as needed.

C. Development Authority Vehicle – Sandy brief the Board on the status of the 2017 Ford Explorer owned by the Development Authority and due to the valuation of the asset and recent recall service needs. The Finance Audit Committee recommended it be brought to Board if now is the time to replace the vehicle.

Mr. Hicks made a motion to replace the vehicle, Mr. Butler seconded. Ms. Giangola opposed it. Motion carried.

VIII. Report of Chairperson of Standing Committees—

A. Executive Committee— President Harris had no report since the committee did not meet.

B. Business Development Committee –Mr. Orsini reported the committee met and discussed considering strategic planning services to marketing the Authority's properties and a Request for Qualifications (RFQ) for real estate service needs.

C. Marketing Committee – Ms. Giangola reported still working on building a committee and then plan a meeting. President Harris requested any interested members who wish to join a committee to let her know.

D. Government Affairs and Infrastructure Committee – Mr. Lewis reported the committee met and discussed fiber, working with the Business Development in a joint committee, and website development.

1. Harold Drive – Ms. Hamilton reported she received word the official notice of the BUILD grant award is pending. An RFQ for the engineering plans will be contingent on the award of this grant.

2. Marc Train Funding – a Letter of Support (LOS) from the Authority has been drafted and to be sent to the city for their next meeting. Shane Farthing provided a draft for reference purposes.

Hunter made a motion to send a letter of support to the city. Seconded by Ms. Giangola. Motion carried.

E. Property Management Committee – Mr. Wilson distributed the Property Management Report from Mike Bush to the Board.

IX. Executive Session—

Mr. Wilson made a motion to go into Executive Session to discuss real estate matters; seconded by Giangola. Action is expected to be taken.

The Board entered into executive session at 10:11 a.m. The Board returned to open session at 10:32 a.m.

Mr. Close made a motion for an RFQ with two scopes for site planning services on Harold Drive and open property on Foxcroft Avenue owned by The Authority.

X. Report of Staff

- a. Executive Director—Ms. Hamilton reviewed her distributed monthly report with the Board. She reported the addition to the staff since the last meeting of Jennifer Smith, as the Economic Development Coordinator.
- b. Economic Development Coordinator—Ms. Smith reviewed her monthly report.
- c. Administrative Services Coordinator—Ms. Price reviewed her distributed monthly report.

XI. Member Informational Reports and Announcements—Two community events were announced to the Board: 10th annual Inside the Huddle, a fundraiser for the Eastern Panhandle Boys and Girls Club on August 16, 2019, and Community Play Day, at the Eastern West Virginia Regional Airport Authority on August 17, 2019.

XII. Adjournment—There being no further business, the meeting was adjourned at 10:45 a.m.

Respectfully submitted,

Anthony Lewis
Secretary

Helen Harris
President