

**JOINT INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Minutes of Meeting**  
**December 8, 2022**

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a joint November/December meeting on Thursday, December 8, at 3:00 p.m., in the Conference Room at the Mountain Empire Airport at 8223 Lee Hwy, Rural Retreat, Virginia.

**MEMBERS PRESENT**

David Kause, Chairman  
Wes Mabe, Vice Chairman  
David Carpenter, Treasurer  
Matt Clarke  
Dicky Morgan  
Michael Cole

**MEMBERS ABSENT**

Jeff Lucas

**EX-OFFICIO MEMBERS PRESENT**

Brian Freeman, Wytheville Town Manager

**EX-OFFICIO MEMBERS ABSENT**

Stephen Bear, Wythe County Administrator  
Jason Childers, Rural Retreat Town Manager

**JOINT IDA STAFF PRESENT**

David Manley, Executive Director  
John Matthews, Deputy Director  
Jessica DeHart, Administrative Assistant

**JOINT IDA STAFF ABSENT**

None

## **DETERMINATION OF QUORUM**

Chairman Kause called the meeting to order and determined a quorum to be present. He then offered the invocation and led the Pledge of Allegiance.

## **CITIZENS' TIME**

Chairman Kause welcomed Matt Hankins, Assistant County Administrator, Wythe County, Brian Freeman, Town Manager, Town of Wytheville, Alison Pollard, Wytheville-Wythe-Bland Chamber of Commerce Executive Director, Nichole Hair, Mount Rogers Regional Partnership Executive Director, and Rebecca Fisher, Mount Rogers Regional Partnership Talent Solutions Manager. Chairman Kause asked if anyone would like to address the Board. Mr. Manley welcomed Nichole Hair and introduced her to the Board in her new position of Executive Director of the Mount Rogers Regional Partnership.

Nichole mentioned that she is excited in her new role and looks forward to collaborating with the Joint IDA moving forward. Nichole has an extensive background in local government, community development, and economic development. Nichole introduced Rebecca Fisher who is the Talent Solutions Manager for Mount Rogers Regional Partnership. Mr. Manley stated that the Joint IDA staff was very excited to have her in her new role and that they very much looked forward to working with her in the future.

Dr. Beth Taylor entered the meeting at 3:10 pm.

## **FY 21-22 AUDIT PRESENTATION- CORBIN STONE OF ROBINSON FARMER COX**

Mr. Manley introduced Mr. Corbin Stone of Robinson Farmer Cox Associates which is the Joint IDA's audit firm to the Board to present the audit FY 2021-2022. The audit letter and report were distributed to the Board, and Mr. Stone mentioned that the audit went very well with an unqualified opinion with very few adjusting journal entries and made it clear that Mrs. DeHart did a great job keeping the books for the organization. Mr. Stone summarized the report, noting key numbers and asked if there were any questions. All questions were answered by Mr. Stone. Mr. Carpenter made motion to accept the audit FY 2021-2022 as presented which was seconded by Mr. Mabe. With no further discussion, the motion passed unanimously.

## **MOUNTAIN EMPIRE AIRPORT- A BRIEF OVERVIEW BY BRIAN BURKETT, AIRPORT MANAGER**

Mr. Manley introduced Brian Burkett to the Board, the airport manager for the Mountain Empire Airport. Mr. Burkett spoke about the inner workings of the airport and future projects including military prospects, corporate opportunities, upgrades, and expansions. Mr. Burkett answered all questions from the Board, and Chairman Kause thanked him for his time and the use of the conference room for the meeting.

## APPROVAL OF MINUTES— October 27, 2022

Chairman Kause asked if there were any questions or concerns regarding the minutes from October 27<sup>th</sup>, 2022. There being none, he asked for a motion to approve the minutes as presented. Mr. Carpenter made the motion, which was seconded by Mr. Clarke. With no further discussion, the motion passed unanimously.

## FINANCIAL REPORTS AND APPROVAL OF INVOICES

Chairman Kause entertained a motion to approve the financial statements for October 28<sup>th</sup>, 2022, through December 8<sup>th</sup>, 2022, as presented. Mr. Morgan made the motion to approve the financial statements as presented, which was seconded by Mr. Cole. Upon no further discussion, the motion passed unanimously.

### Joint IDA of Wythe County Check Register October 28, 2022, through December 8, 2022

Check #	Date	Payee	Amount
EFT	11/30/22	Brightspeed/CenturyLink	\$ 163.92
EFT	11/30/22	Xerox Corporation	\$ 54.75
EFT	11/30/22	Robert G. Moore	\$ 1,100.00
EFT	11/30/22	First Bank- MasterCard	\$ 731.31
EFT	12/08/22	Verizon	\$ 79.92
EFT	11/30/22	Appalachian Power Company	\$ 87.13
EFT	12/08/22	Verizon	\$ 79.92
EFT	12/08/22	Robert G. Moore	\$ 1,100.00
EFT	12/08/22	Appalachian Power Company	\$ 176.76
EFT	12/08/22	Xerox Corporation	\$ 39.24
8016	12/08/22	CowanPerry PC	\$ 1,237.50
8017	12/08/22	Robinson Farmer Cox Associates, PLLC	\$ 7,250.00
8018	12/08/22	Town of Wytheville	\$ 47,769.85
8019	12/08/22	VOID	\$ 0.00
8020	12/08/22	VOID	\$ 0.00
8021	12/08/22	Wytheville Meeting Center	\$ 687.15
8022	12/08/22	David Manley- Reimbursement	\$ 809.75
8023	12/08/22	John Matthews- Reimbursement	\$ 355.75
8024	12/08/22	Wytheville Meeting Center	\$ 366.75
8025	12/08/22	IEDC	\$ 455.00
<b>Total</b>			<b>\$ 62,544.70</b>

## STAFF REPORTS

### STAFF REPORT – DEPUTY DIRECTOR

#### Activity

APEX Center – Press Conference

Business Solutions Unit (Chair) –  
    Partner Service Matrix Review  
    Water & Wastewater facility tours  
Department of Housing and Community Development (DHCD) –  
    Rebecca Rowe: Mentorship  
    Enterprise Zone Webinar  
Freedom of Information Act (FOIA) Response  
Housing Meetings – Housing Summit  
    HOPE, Inc  
    Mount Rogers Planning District Commission (PDC)  
    Virginia Housing  
Millwald Theatre Ribbon Cutting  
Mount Rogers Regional Partnership – Planning Meeting  
Performance Agreement Compliance  
Properties-      Database Update  
                  Property Search  
                  Property Owners  
Small Business Assistance  
Strategic Planning  
Virginia Department of Agriculture and Consumer Services (VDACS)  
Virginia Economic Developers Association (VEDA) –  
    Winter Membership Meeting- Richmond, VA  
    ImpactED – Housing Programs  
    Public Policy Network (Co-Chair)  
    Rising Star Award Committee  
Virginia Rural Leadership Institute – Staunton, VA Graduation  
Wytheville-Wythe-Bland Chamber of Commerce – Planning Meeting  
Young Professionals Wytheville – November Mixer

Mr. Matthews commended Mr. Manley on his last year as President of Virginia Economic Developers Association where he will now step into the role of Immediate Past President.

Mr. Manley congratulated Mr. Matthews on graduating from the inaugural class of the Virginia Rural Leadership Institute where he was nominated to participate in the program by economic developers and leaders throughout the state.

## **STAFF REPORT – EXECUTIVE DIRECTOR**

### **Business Activity**

Mr. Manley mentioned that his time as President of VEDA has been very rewarding and has enjoyed leading the organization of economic development professionals where he has had many educational opportunities. He continued to mention that many housing discussions have ensued with developers that are interested in building in the area. He also stated project inquiries have been low which is typical during this time of the year.

## **PROJECT BRIEFINGS**

Mr. Manley said the structure for the chemical facilities for Blue Star has been largely completed and would likely be capable of production in the first quarter of the coming year. Mr. Hankins mentioned that rail is being built on both sides of the line for the Blue Star project.

## **LOAN UPDATES**

Mr. Manley mentioned the active Revolving Loan Fund borrowers are all current.

## **OLD OR ONGOING BUSINESS**

### **VIRGINIA BUSINESS READY SITES**

Mr. Manley stated the Joint IDA participated in a virtual site visit with a team of consultants from KPMG and staff from VEDP where there was positive feedback about site preparation for Progress Park. He continued that an entirely different team of consultants came for an in-person site visit on Lot 1. Mr. Manley mentioned he had concerns about the Virginia Business Ready Sites program after the visit with this consultant making the recommendations and would be reaching out to VEDP with those concerns.

Mr. Manley said Governor Youngkin recently announced at the Virginia Chamber's Business Summit that there will be \$350 million in additional business ready sites funding if passed by the General Assembly for the next biannual budget.

Mr. Manley stated the Joint IDA received a grant of \$16,500 from Appalachian Power to do preliminary engineering for Lot 10.

## **STRATEGIC PLAN ADOPTION**

The final strategic plan was circulated to the Board for adoption which had been presented to local officials, partners, and board members previously in November by Liz Povar of RiverLink Group and David Denny of Sanford Holshouser Economic Development Consulting. After a brief discussion on how to incorporate the strategic plan recommendations into the Joint IDA workplan, Mr. Mabe made the motion to adopt the strategic plan as presented, which was seconded by Mr. Cole. With no further discussion, the motion passed unanimously.

## **HOLIDAY OPEN HOUSE**

Mr. Manley mentioned invitations for the Holiday Open House have been sent out which is Thursday, December 15<sup>th</sup>, 2022, from 4:00 pm to 6:00 pm.

**OTHER**

None

**NEW BUSINESS**

**OTHER**

None

**Closed Session as permitted by Code of Virginia sections: §2.2-3711 (A)(3) [Acquisition or disposition of real property], §2.2-3711 (A)(5) [Discussion of prospective business], and §2.2-3711(A)(7) [Briefing by staff on RLF-related litigation].**

Mr. Mabe moved that the Board of Directors of the Joint IDA of Wythe County enter closed session as permitted by the CODE OF VIRGINIA sections: §2.2-3711 (A)(3) [Acquisition or disposition of real property], §2.2-3711 (A)(5) [Discussion of prospective business], and §2.2-3711(A)(7) [Briefing by staff on RLF-related litigation].

The motion was seconded by Mr. Morgan.

Roll Call Vote:

Yea – David Kause, Chairman  
Wes Mabe, Vice Chairman  
David Carpenter, Treasurer  
Matt Clarke  
Dicky Morgan  
Michael Cole

Nay – None

Absent during vote: Jeff Lucas

The board entered a closed session discussion at 4:30 PM.

At 4:50 PM, Mr. Mabe then moved that the Board of Directors of the Joint IDA of Wythe County re-enter open session and that the board further certifies that the only matters discussed in closed session were matters permitted by law and properly identified.

The motion was seconded by Mr. Carpenter.

Roll Call Vote:

Yea – David Kause, Chairman  
Wes Mabe, Vice Chairman  
David Carpenter, Treasurer

Matt Clarke  
Dicky Morgan  
Michael Cole

Nay – None

Absent during vote: Jeff Lucas

**ADJOURNMENT**

There being no other business, Chairman Kause adjourned the meeting at 4:51 PM.

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David Kause, Chairman

Attest:

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Jessica E. DeHart, Secretary