

ECONOMIC DEVELOPMENT AUTHORITY
OF THE
CITY OF MANASSAS
REGULAR MEETING MINUTES
April 17, 2018

DETERMINATION OF QUORUM

MEMBERS PRESENT: John T. Intihar, II, Chairman
Miguel Pires, Vice-Chairman
Scott Hepburn, Secretary/Treasurer
Gary Jones, II
Thomas O. Murphy
Mark T. Olsen
Holmes Steele Smith

Sheryl Bass, Vice-Mayor, *ex-officio*
Patrick J. Small, ED Director, *ex-officio*

Martin Crim, EDA Attorney

MEMBERS ABSENT: None

OTHERS PRESENT: None

Chairman Intihar called the meeting to order at 7:30PM. The meeting opened with an Invocation and the Pledge of Allegiance. A quorum was present.

MINUTES

Secretary/Treasurer Hepburn presented the Minutes of the February 20 Meeting and asked if there were any comments. Gary Jones noted that the minutes reflected a request by Mark Olsen for copies of all emails sent by and between individual members regarding Holmes Smith's communication with the City Manager about legal counsel. He asked if all emails had been sent. Chairman Intihar stated he believed one email had been omitted because he was unable to find it. After some discussion, Patrick Small stated he would determine if any emails had not been released and, if so, he would make sure the members received copies. There being no further discussion, Chairman Intihar requested a motion to approve the minutes. Gary Jones made a motion to approve the minutes of February 20 which was seconded by Scott Hepburn. There being no further discussion Chairman Intihar asked the Secretary to call the roll.

Smith – AYE
Murphy – AYE

Intihar – AYE
Jones – AYE
Olsen – AYE
Hepburn - AYE

The motion passed 6-0 with Miguel Pires being absent for the vote.

FINANCIAL REPORTS

Scott Hepburn presented the City Treasurer's Report and bank statement for February. He noted the only activity was an interest credit for \$149.93. Gary Jones made a motion to accept the January City Treasurer's Report which was seconded by Scott Hepburn.

Chairman Intihar asked the Secretary to call the roll on the motion.

Smith – AYE
Murphy – AYE
Intihar – AYE
Jones – AYE
Olsen – AYE
Pires – AYE
Hepburn - AYE

The motion passed 7-0 with Miguel Pires being present for the vote.

Scott Hepburn presented the City Treasurer's Report and bank statement for March. He noted an interest credit for \$171.14 and total deposits of \$380,370.83; the balance being a quarterly payment from Buchanan Properties. He noted debits of \$402,930.63 representing the remittance of the quarterly payment by Buchanan and a payment of \$22,574.80 to the City as approved at the February meeting. Miguel Pires made a motion to accept the March City Treasurer's Report which was seconded by Scott Hepburn.

Chairman Intihar asked the Secretary to call the roll on the motion.

Smith – AYE
Murphy – AYE
Intihar – AYE
Jones – AYE
Olsen – AYE
Pires – AYE
Hepburn – AYE

The motion passed 7-0.

ADMISTRATIVE AGENDA

Mr. Small reminded the members of the upcoming VIDA conference and the procedures for travel expenses and reimbursements.

NEW BUSINESS

Patrick Small presented the Second Amendment to Purchase and Sale Agreement with Gateway Hotel, LLC (Holladay Properties) noting the amendment extended the deadlines for the due diligence period and Closing. He stated that City Council had reviewed the amendment and recommended it to the EDA for approval. Mark Olsen made a motion to approve the Amendment which was seconded by Gary Jones.

Chairman Intihar asked the Secretary to call the roll on the motion.

Smith – AYE
Murphy – AYE
Intihar – AYE
Jones – AYE
Olsen – AYE
Pires – AYE
Hepburn – AYE

The motion passed 7-0.

OLD BUSINESS

Chairman Intihar noted that the members had not reached consensus on a meeting date for strategic planning. After discussion the body agreed to organize the session earlier on the same evening as one of the regularly scheduled meetings after the VIDA conference in May.

EXECUTIVE SESSION

None

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:50 pm.