



New River Valley Commerce Park Participation Committee

6580 Valley Center Drive, Suite 124

Radford, VA 24141

Phone (540) 639-1524 FAX (540) 831-6093

Bland County

John C. Thompson

Henry M. Blessing

Craig County

*Jay Polen

Giles County

*Chris McKlarney, Chair

Richard McCoy

Montgomery County

Bob Isner

*Clay Goodman

Pulaski County

*Peter M. Huber

Shawn Utt

Roanoke County

Charlotte Moore

*Doug Chittum

City of Radford

Bruce Brown

*Basil Edwards

City of Roanoke

*Brian Townsend

Court G. Rosen

Town of Dublin

William H. Parker

*Doug Irvin

Town of Pearisburg

*Kenneth F. Vittum

Brad Jones

Town of Pulaski

*Morgan Welker

John Hawley

* denotes primary member
of the Participation
Committee

MEMORANDUM

DATE: February 4, 2009
TO: NRV Commerce Park Participation Committee
FROM: Dave Rundgren and Joe Morgan
SUBJECT: February 11, 2009 Meeting

A meeting of the New River Valley Commerce Park Participation Committee will be held on **February 11, 2009**, at 4:30 p.m. at the New River Valley Competitiveness Center in Fairlawn.

Please mark your calendar and contact us to your plans for attendance.

Virginia's First Regional Industrial Facility Authority
New River Valley Commerce Park Participation Committee
Agenda
February 11, 2009, at 4:30 P.M.
New River Valley Competitiveness Center

- 1. Roll Call**
- 2. Approval of the December 10, 2008 meeting minutes (attached)**
- 3. Engineering Report**
- 4. Administrative Staff Report**
 - **Administrative Team Transition Scope of Services Review and Approval (attached)**
 - Old Business**
 - a) Update on Water and Sewer Project**
 - b) Strategic Development Plan Proposal**
 - c) Acceptance of Pulaski County Offer re Real Estate Tax Sharing**
 - d) Confirmation of Terms for Listing of Surplus Property for Sale with Woltz and Associates**
- 6. New Business**
 - a) Marketing Staff Report**
 - b) Establishing an Executive Committee**
 - c) Nominating Committee Report**
- 7. Closed Session (if needed)**
- 8. Other Business**
- 9. Adjournment**

Next scheduled meeting: April 8, 2009

Virginia's **FIRST REGIONAL INDUSTRIAL FACILITY AUTHORITY**
New River Valley Commerce Park Participation Committee
Meeting Minutes
December 10, 2008

1. Roll Call

Chairman McKlarney opened the meeting by welcoming all those present. Roll call was taken and a quorum determined (see attached).

2. Approval of the October 8, 2008 meeting minutes

Motion: Mr. Chittum moved approval of the October 8, 2008 meeting minutes. Mr. Vittum seconded the motion.

Action: The motion carried.

3. Engineering Report

The board was advised of change in staffing at Anderson & Associates; Mr. Barrineau was introduced to the group. Mr. di Salvo commented on the need to procure engineering services soon to meet the schedule required by EDA. Mr. Huber stated the county is proceeding negotiations with Radford and the RFP is being developed and will be going out.

Mr. McKlarney asked what the engineering design time would be. Mr. di Salvo stated design would require 4 months and then time for review and bidding.

4. Administrative Staff Report

Mr. Rundgren provided a staff report on the items provided in handouts. On review of the surplus property sale, several parcel formats were presented to gain board input on a suitable configuration. The board consensus was to follow the advice provided by the realtor and to comply with Pulaski County's requirements on setbacks and other zoning requirements.

5. Old Business

a. Agreement for Water and Sewer project with Pulaski County PSA

This item is still ongoing, no new report.

b. Leak and Goforth proposals

Mr. Utt reviewed the proposal provided to the board. Mr. Goodman asked if the marketing team had reviewed the proposal. They had not, but it was proposed that the Alliance Prospect Team could review it at their Friday meeting and provide a recommendation to the board. This item was tabled until their review and recommendation could be presented to the board.

6. New Business

a. Marketing Staff Report

Mr. Bopp reported one weak suspect for a data center. Not a lot of information is available, but it is known the prospect is also looking at Roanoke County and Wythe County.

7. Closed Session

No closed session was held.

8. Other Business

No other business was brought before the committee.

9. Adjournment

With no further business to discuss the meeting was adjourned at 5:02 pm. The next meeting to be held on January 14, 2009.

Respectfully Submitted,

David W. Rundgren

Approved by,

A handwritten signature in black ink, appearing to read 'B. Helms' or similar, written over a horizontal line.

Barry Helms

**New River Valley Commerce Park
Participation Committee
Attendance**

December 10, 2008
New River Valley Competitiveness Center
Radford, VA

Jurisdiction	Member	Alternate
Bland County	() John C. Thompson () Henry M. Blessing	() Jonathan Sweet
Craig County	() *(x) Jay Polen	
Giles County	*(x) Chris McKlarney () Richard McCoy	
Montgomery	() Mary Biggs *(x) Clay Goodman	() Bob Isner () Carol Edmonds
Pulaski County	(x) Shawn Utt *(x) Peter Huber	() Joe Sheffey (x) Ronnie Coake
Roanoke County	() Charlotte Moore *(x) Douglas Chittum	() Jill Loope
City of Radford	*() Bruce Brown (x) Basil Edwards	
City of Roanoke	() <i>Court Rosen</i> *(x) Brian Townsend	() Anita Price
Town of Dublin	(x) Bill Parker *(x) Doug Irvin	
Town of Pearisburg	() Brad Jones *(x) Ken Vittum	
Town of Pulaski	*(x) Morgan Welker (x) John Hawley	

* denotes primary member of the Participation Committee

Others Present: Therron Barrineau, Rick DiSalvo, Aric Bopp, John White, Jeff Worrell

Staff Present: Dave Rundgren, Christy Straight



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DATE: February 4, 2009
TO: NRV Commerce Park Participation Committee
FROM: Dave Rundgren and Joe Morgan
SUBJECT: February 11, 2009 Meeting Administrative Staff Report

- **Engineering Report** – No new report is expected.
- **Administrative Team Transition Scope of Services Review and Approval** – The Scope of Services which will guide the staff activity through the April 8 Committee meeting is attached. Attention is called to the attachment regarding the February 5 meeting with VEDP staff re: site criteria. Committee members are encouraged to suggest additional items that should be reviewed in preparing a Program of Work for 2009-10.
- **Update on Water and Sewer Project** – Pulaski County has received proposals for engineering services. The PDC has submitted an agreement for EDA grant administration services to Pulaski County. Pulaski County representatives may have additional information to share.
- **Strategic Development Plan Proposal** – The Marketing Committee's recommendation to accept the Leake/Goforth/Bruce proposal should consider whether sole source procurement is in order. To finance the proposal, it is suggested a loan from the Authority to the Participation Committee be considered, offering equity in the Commerce Park surplus real estate as collateral.
- **Acceptance of Pulaski County Offer re Real Estate Tax Sharing** – Formal acceptance should be recommended to the VA 1st Authority.
- **Confirmation of Terms for Listing of Surplus Property for Sale with Woltz and Associates** – Update on the recommended acreage, buildings and values from Quinn Thomas can be reported. A final recommendation is in order to the Authority.
- **Establishing an Executive Committee** - It is recommended an Executive Committee composed of the Committee Officers and two other member locality representatives be appointed on a trial basis for 6 months, after which the specific duties can be made a part of the Commerce Park Participation Committee By-Laws. During the 6 month trial period, the Executive Committee can meet at least bi-monthly and give direction to the staff on any administrative action and recommend policy decisions for confirmation by the full Participation Committee.
- **Nominating Committee Report**– Chairman McKlarney appointed the following Nominating Committee, which may have a report on a slate of officers: Doug Chittum; Bob Isner; John Hawley; and Ken Vittum. The nominating committee will meet at 3:30 p.m. on February 11 at the Competitiveness Center.

Virginia First - Scope of Review January - March 2009

Current Recommendation

Status

Items regarding the optimum support services from the Planning District for both the Authority and the Committee:

Transfer of executive director status authorized January 20, 1999 from PDC Executive Director;	started	decide on transfer 4-8-09
<i>Continued use of PDC support for:</i>		
Financial record keeping		
Administrative support, including clerical, phone and point of contact	started	combination of PDC staff and Blackberry
Maintenance support		
Technical support, including files and webpage	started	
Office and telecommunication logistics	started	Local office in Workforce Investment Board suite at Competitiveness Center with PDC local phone and voice mail

Items regarding professional services for both the Authority and Committee:

Engineering		establish a procurement schedule
Legal Services		establish a procurement schedule
Auditing		establish a procurement schedule

Items regarding optimum Authority and Committee communications / member relations

Nomination of 2008-10 officers	Chairman to appoint a Nominating Committee	Select separate slate for Va 1st and each Participating Committee
Confirmation of 2008-09 Annual Meeting	schedule for 2-11-00	
Use of an executive committee (Authorized by the Authority Creation Agreement, but powers not enumerated.)	review on 2-11-09	Establish early in 2009 and amend by-laws after 6 months trial to reflect procedural preferences
Frequency of meetings	under review	quarterly Va 1st meetings and variable participation committee meetings
Reporting to member local governments	preferences to be surveyed	
Use of e-mail communications	started	designate as primary format from staff to members
Website enhancement	under review	include in FY 10 budget
Adequacy and frequency of strategic planning	preferences to be surveyed	at least biennial

Virginia First - Scope of Review January - March 2009

Items regarding the Commerce Park:

<u>Items regarding the Commerce Park:</u>	<u>Status</u>	<u>Current Recommendation</u>
Pending Business Plan from August 2007 update and adoption	under review	adopt 4-8-09
Acceptance of Pulaski County Revenue Sharing Offer regarding real estate taxes		adopt 2-11-09
<i>Coordination with Pulaski County PSA of EDA grant for water and sewer extension, including:</i>		
environmental studies (archeological and endangered species)	underway by NRVPMC	assist with meeting deadlines
easement acquisition	underway by Pulaski Co PSA	assist with meeting deadlines
engineering design procurement	underway by Pulaski Co PSA	assist with meeting deadlines
Virginia First / Pulaski County PSA grant agreement documentation	under consideration by PCPSA	to be administered by NRVPMC
Other infrastructure enhancements, including electrical power upgrade and roadway extensions	under review	review AEP / Radford cooperative installation
Land leases (agricultural) extension	due for renewal	cooperative procurement with Pulaski County or NRV Airport
Surplus real estate listing configuration	under review	execute with Woltz and Associates
Environmental hazards mitigation, including underground storage tank removal	under review	
Overall site maintenance	under review	
Site development staffing between NRVPMC and planned contract site coordinator	scheduling meeting with Brian Carroll	proposal
Marketing through local, regional and state-wide economic development entities;	scheduling meetings with entities	include in Scope of Work to be drafted by 3-4-09
Strategic Development Plan procurement (Leak - Goforth / Bruce Facility Planning proposal and / or others)	Prospect / Marketing Committee recommends	Review with committee on 2-11 & check procurement
Clarification of VEPD Perspective on Commerce Park, particularly listing of Right Now Sites (<i><u>See attached listings of Right Now Sites and Commerce Park gaps.</u></i>)		include in Scope of Work to be drafted by 3-4-09
Inventory of large acreage sites in Virginia and the southeast	2-7-09 VEDP Staff Briefing	
<i>Items regarding possible additional participation committees</i>	started	

Support for Virginia Nanotechnology Park initiative	met with Shawn Utt - scheduling meeting with John White and John Hawley	
Support for NRV Competitiveness Center	under review	
Other potential participation committees	under review	

Right Now Sites

<u>VEDP Categories</u>	<u>NRV Commerce Park</u>	<u>Number Certified</u>	<u>Regional Certifications</u>
Light Manufacturing	Yes	50	Wythe Progress Park, Montgomery Falling Branch, NRV Commerce Park, Radford Internet Site, Floyd Regional Commerce Center, Carroll County Industrial Park, Blacksburg Industrial Park Extension, NRV Airpark
General Manufacturing	Yes	35	Wythe Progress Park, Montgomery Falling Branch, NRV Commerce Park, Carroll County Industrial Park, Blacksburg Industrial Park Extension, NRV Airpark
Heavy Manufacturing	No	10	Wythe Progress Park Montgomery Falling Branch Radford Internet Site
Business / Industrial Park	No	29	Wythe Progress Park, Montgomery Falling Branch
Megasite	No	3	None west of Route 360
Warehouse / Distribution	Yes - NRV Airpark (Change to Commerce Park)	29	Wythe Progress Park, Montgomery Falling Branch, NRV Airpark
Research and Development	Yes - NRV Airpark (Change to Commerce Park)	25	Montgomery Falling Branch, Floyd Regional Commerce Center, Carroll County Industrial Park, NRV Airpark
Office Park	Yes - NRV Airpark (Change to Commerce Park)	21	Wythe Progress Park, Floyd Regional Commerce Center, Blacksburg Industrial Park Extension, Carroll County Industrial Park, NRV Airpark
Motorsports	No	1	None
Virtual Buildings	Yes	19	NRV Commerce Park, Wythe Progress Park, Montgomery Falling Branch
Technology Zones	No	46	Roanoke City Century Business Center, Roanoke City Quibell Building,

VEDP Criteria

Commerce Park Characteristics (VEDP Right Now Site Deficiencies In Italics & Bold)

VEDP Heavy Manufacturing Criteria	NRV Com. Park	# Cert. filed	Regional Certifications	Zoning	Total Acres	Developable Acres	Water		Sewer Line Access	Sewer Capacity	Electric Service	Gas Service	Broadband Service	Highway Access	Rail Access	Airport
							Line	Capacity								
Wythe Progress Park Montgomery Falling Branch Radford Internet	No	10	Site	Industrial	25	25	12 Inch Line On-Site	600,000 GPD Within 180 Days	12 Inch Line On-Site	450,000 GPD Within 180 Days	3-Phase - 25,000kw	Available	T-1 Line On-Site	Interstate 4 - Lane Within 1 Miles & Ind Acc Rd	None	Commercial Airport Within 45 Miles & Port of Entry Adjacent
Commerce Park Rating				Planned Industrial District	25	793	12 Inch Line On-Site	100,000 GPD	Pump Station on Site	100,000 GPD	5,000 kW Within 6 - 8 weeks	4" at NRCC & 1" on RT 100 & at Entrance	Fiber at Site	At Site		
Planned Upgrades							1,000,000 GPD in 2011			1,000,000 GPD in 2011	138 kV within 18-24 months		Broad-band Onsite			

VEDP Business/Industrial Park Criteria	No	29	Wythe Progress Park, Montgomery Falling Branch	Business or Industrial	50	50 with 5 Acre Site Available	8 Inch On-Site	200,000 GPD	8 Inch On-Site	200,000 GPD	3-Phase - 14,000 kW		T-1 On-Site	Interstate or 4 Lane Within 10 Miles & Ind Acc Rd	None	Commercial Airport Within 90 Miles
Commerce Park Rating				Planned Industrial District	973	793 Acres with 2+ Acre Sites Available	12 Inch Line On-Site	100,000 GPD	Pump Station on Site	100,000 GPD	5,000 kW Within 6 - 8 weeks	4" at NRCC & 1" on RT 100 & at Entrance	Fiber at Site	At Site		Commercial Airport Within 45 Miles & Port of Entry Adjacent
Planned Upgrades							1,000,000 GPD in 2010			1,000,000 GPD in 2010	15,000 kW Within 6 - 9 Months		Broad-band Onsite			

VEDP Megawattsite Criteria	No	3	None west of Route 360	Agricultural or Rural	500 +	200	Within 3 Miles	250,000 GPD	Within 3 Miles	250,000 GPD	Transmission Line Within 3 Miles	Transmission Line Within 3 Miles	Fiber at Access Road	Interstate or 4 Lane Within 5 Miles	Rail Within 1 Mile	Commercial Airport Within 45 Miles & Port of Entry Adjacent
Commerce Park Rating				Planned Industrial District	973	729	On-Site	100,000 GPD	On-Site	100,000 GPD	Transmission Line Within 2 Miles	Transmission Line Within 1 Mile	Fiber at Site	At Site	Rail Within 1 Mile	Commercial Airport Within 45 Miles & Port of Entry Adjacent
Planned Upgrades							1,000,000 GPD			1,000,000 GPD	138 kV within 18-24 months		Broad-band Onsite			

Verizon has 11-22 Fiber Strands at Entrance & Citizens Wireless Has On-Site



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DATE: February 10, 2009

TO: NRV Commerce Park Participation Committee

FROM: Joe Morgan

**SUBJECT: Report on February 5 Visit with Virginia Economic
Development Partnership Staff**

NRV Economic Development Alliance Executive Director Aric Bopp and I met with representatives of the VEDP research and marketing divisions in Richmond last week. Attending were: Rob McClintock, Director of Research; John Loftus, Sites and Buildings Representative; Mike Lehmkuhler, Business Development Division Transportation Team Leader; Brent Sheffler, Business Development Division Advanced Manufacturing Team Leader; and Mike Carruth, Business Development Manager, Science and Research Team. Of interest from our visit:

- VEDP remains a willing partner in promoting the VA 1st region. VEDP staff members were encouraged by plans to upgrade water and sewer capacity available at the Commerce Park to one million gallons per day, as well as better definition of the electric power availability to the site.
- The planned Commerce Park infrastructure improvements should earn eligibility for VEDP Right Now Site Megasite status, which has been awarded to three other Virginia sites, all east of US Route 360. Electric power availability would still be short of both the Right Now Heavy Industry and Industrial / Business Park status. Acquisition of 138 kV transmission line easements and predictable timetables for electric upgrade was encouraged. It was noted the VEDP Right Now criteria is about a decade old, may be ripe for review and update, and may become more stringent.
- Key site marketability characteristics were listed:
 - Labor skills and availability
 - Utility availability and cost
 - Available large sites with infrastructure
 - Pro-forma example of manufacturing or distribution operating costs
 - Pro-forma example of employee living costs
 - Training availability (for which VEDP complimented NRCC.)
 - Transportation linkages, including freight and express service
 - Existing business positive testimony
- Regarding large site readiness, it was noted the most difficult criteria is for new auto assembly plants. At least two southside Virginia sites have received certification as auto assembly plants. Attached are the 23 site requirements for such certification.

- Suggested target industries were:
 - Solar equipment production, which requires about 20 megawatts
 - Major distribution centers (The Commerce Park was seen as second only in Southwest Virginia to I-77 Exit 19.)
 - Medical equipment
 - Micro-electronics
 - Public sector security and cyber-security equipment
- The key posture of higher education facilities in the VA 1st region, particularly Virginia Tech, was emphasized. Reservation of a portion of the Commerce Park for Virginia Tech initiated employers was suggested, as the Virginia Bio-Technology Research Park at the Medical College of Virginia, at Virginia Commonwealth University, in Richmond has done on 48+ acres at Meadowville Technology Park in Chesterfield County.
- Use of consultants for strategic site development planning was endorsed. Consultants recommended included:
 - Leake / Goforth / Bruce;
 - CH2M Hill regarding alternative energy and solar related projects;
 - Wadley-Donovan;
 - Buzz Canup at Flour Corporation;
 - McCallum-Sweeny;
 - Urban Land Institute
 - The Austin Company; and
 - Mike Mullis.

We were referred to Rick Richardson, Director, VEDP Communications and Promotions Division for suggestions on public relations marketing emphasis.

- Giving equal or higher emphasis to workforce skills and availability, as is given site infrastructure, was recommended in strategic planning. Use of VEDP resources was offered in preparation for strategic planning and for partial elements of the strategic planning approach.
- Considering a VA 1st region-wide labor market analysis was suggested as an alternative to a site specific strategic plan.
- Specialized dollar enhanced value marketing opportunities may also be available for the Commerce Park from VEDP.

Automotive Assembly Plant Requirements

In order to be competitive for an automotive assembly plant, a site must be able to meet all of the following requirements

- be a minimum of 1,000 acres in size (1,500 to 2,000 acres is preferred)
- have 100% of property under control (either through the use of options or outright ownership by a single party)
- minimal or no cost site preparation (i.e. free, graded site with access roads)
- have two interstate access points within 2 miles of the site (interstate visibility preferred)
- be a rectangular or square shaped layout to offer maximum site plan flexibility
- have a 250 acre pad area with less than 2% slope (for plant footprint)
- be completely zoned for heavy industrial use
- provide buffer of a 1/4 mile or more from residential and commercial areas
- be a maximum of one hour away from a commercial airport
- have access to quality residential areas within 15-20 miles
- have access to a labor pool of at least 500,000 people within a 50-60 mile radius
- not be in relatively close proximity to another assembly plant operation (especially one that has a unionized workforce)
- have access to at least one main rail line within 1 mile of the site (access by two competing railroads is preferred)
- have a transmission voltage line within 3 miles of the site and no right of way issues
- have capability for dual feed, uninterruptible electric service
- have a major natural gas line within 3 miles of the site and no right of way issues
- have 2 million gallons per day water and sewer service available less than 2 miles from the site
- have proximity to containerized port or intermodal facility
- have completed environmental studies indicating no issues
- have wetlands delineated and approved environmental permits/mitigation plan
- be located in an EPA designated attainment area
- not be located in or near a floodplain
- not be located near quarries, other blasting activity or neighboring industrial facilities with cooling towers



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DATE: February 11, 2009
TO: NRV Commerce Park Participation Committee
FROM: Dave Rundgren and Joe Morgan
SUBJECT: Surplus Real Estate Listing

A recommendation on the terms of real estate listing was received from Woltz and Associates on February 3.

The recommendation meets the previous requests of the Committee and is submitted for approval with the following requirements or conditions:

1. The Committee authorize preparation of a boundary survey for the parcels with residences and the perimeter of all parcels to be listed;
2. The Committee approve the lot sale sequence cumulative from 1 to 4 as described in the Woltz correspondence;
3. The Committee authorize removal of a large unsightly tree as requested by Woltz;
4. Confirmation that subdivision of the four parcels to be listed is permitted by Pulaski County;
5. Setting covenants for the land transfer that implement the restrictions on future development consistent with the Commerce Park mission and past commitments;
6. The term of the listing be for six months, estimated to begin by March 2009;
7. The listing be conditioned on confirmation from the Commerce Park site lenders that no net loss will result as a result of redemption of collateral pledged for outstanding debt on the Commerce Park;
8. The listing include transfer along with the primary house parcel of water access, water use rights and water system maintenance responsibility for the existing spring, water storage, pump house and water distribution system, which serves the properties to be listed for sale, but will remain on the Commerce Park site.
9. The listing may also include portions of the 62 acres southeast of Route 617 that is deemed surplus by the Commerce Park Participation Committee Chairman and staff.



WOLTZ
& ASSOCIATES
 INC.
 BROKERS & AUCTIONEERS

RECEIVED
 FEB 4 2009
 NRVPDC

February 3, 2009

Ms. Christy Straight, Regional Planner
 Virginia's First Regional Industrial Facility Authority
 6580 Valley Center Drive, Suite 124
 Radford, VA 24141

Dear Christy:

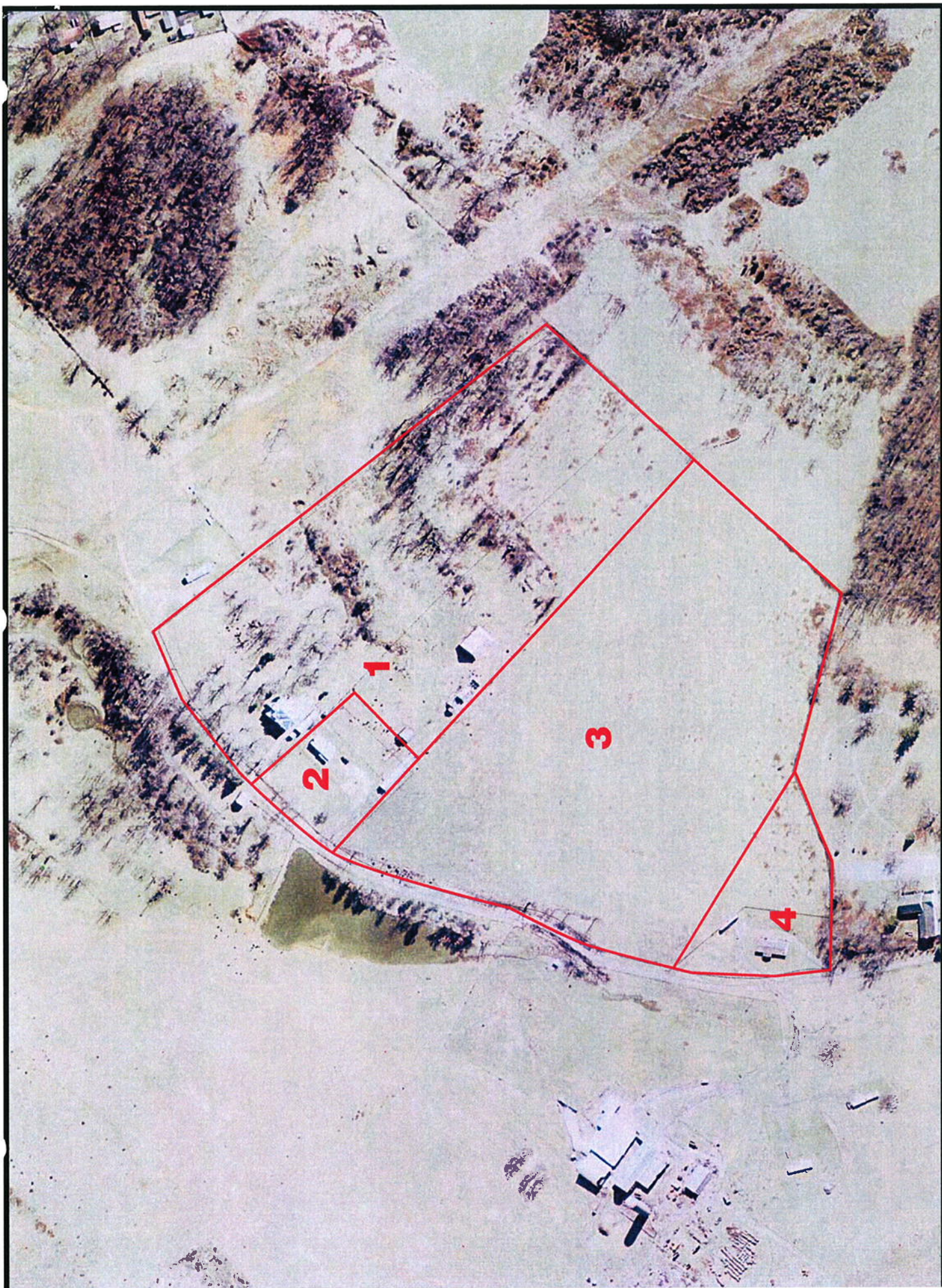
As a result of our most recent telephone conversation, I have revised the table as outlined in my memo of January 22, to reflect the increased assessed value for the property adjacent to the NRV Commerce Park.

ASSESSED VALUES

<u>Tract</u>	<u>Est. Ac+/-</u>	<u>Land</u>	<u>Price/Acre</u>	<u>Improvements</u>	<u>Total</u>
1	12	\$ 87,859	\$7,321	\$204,300	\$292,159
2	2	14,641	7,321	71,000	85,641
3	18.5	135,420	7,320		135,420
4	4	29,280	7,320	120,000	149,280
Total	36.5	\$267,200	\$7,321	\$395,300	\$662,500

SELLING PRICES

<u>Tract</u>	<u>Selling Price</u>	<u>+5%</u>	<u>Ac+/-</u>	<u>Land</u>	<u>Price/Acre</u>	<u>Improvements</u>
1	\$370,000	\$388,500	11	\$185,000	\$15,708	\$203,500
2	118,275	124,500	2	53,000	26,500	71,500
3	121,725	127,500	17	127,500	7,500	
4	165,000	173,250	4	53,250	13,312	120,000
Total	\$775,000	\$813,750	34	\$418,750	\$11,279	\$395,000



VEDP Large Acreage Sites

<u>Size</u>	<u>Number Sites Statewide</u>	<u>Central Shenandoah, Roanoke, New River Valleys and southwest</u>	<u>Size</u>	<u>Largest Contiguous Parcel</u>	<u>Locality</u>
500+ Acres	24	New River Valley Industrial Park	2,830	500	Pulaski
		Leatherwood Site	1,343	852	Tazewell
		Wythe County Progress Park	1,210	500	Wythe
		NRV Commerce Park	973	729	Pulaski
200+ Acres	84	Above listed sites			
		Wildwood Property	1,380	260	Carroll
		Botetourt Center at Greenfield	756	200	Botetourt
		Southern Gap	3,000	200	Buchanan
		Blue Mountain Properties	523	195	Augusta
		Holland Property	631	471	Rockbridge
		Martin Site	800	200	Augusta
		Constitutional Oaks Business Park	289	210	Lee
		York Property	250	250	Lee
		Rockingham Center for Research and Technology	365	365	Rockingham
50+ Acres	270	Above listed sites			
		Bluestone Regional Business & Technology Park	681	50	Tazewell
		Roanoke Center for Industry and Technology	440	50	Roanoke City
		Dublin Industrial Park	270	85	Pulaski
		Lonesome Pine Business and Technology Park	214	50	Wise
		North County Business Center	190	190	Roanoke
		Loving Field Business Park	160	160	Pulaski
		Hollins College Site	156	150	Botetourt
		Alleghany Innovation Park	140	140	Alleghany
		Blackwood Industrial Park	125	80	Wise
		MarBal Industrial Park	120	120	Pulaski
		ShaeDawn Park	112.5	63	Pulaski
		Alleghany Regional Commerce Center	108	81	Alleghany
		Intermet Site	100	100	Radford
		Shadwell Industrial Site	95	50	Roanoke
		Green Valley Property	90	90	Russell
		Hull Property	86	86	Smyth
		Ivanhoe Industrial Park	80	72	Wythe
		Hansonville Property	80	80	Russell
		Cougar Park	75	60	Pulaski
		Beahm Site	50	50	Roanoke
		H. Paul Buskill & Associates	50	50	Tazewell

Items regarding the optimum support services from the Planning District for both the Authority and the Committee:

Transfer of executive director status authorized January 20, 1999 from PDC Executive Director;	started	decide on transfer 4-8-09
Communicate current status with VA 1st Executive Director candidates	needs follow up	
Continued use of PDC support for:		
Financial record keeping		
Administrative support, including clerical, phone and point of contact	started	combination of PDC staff and Blackberry
Maintenance support		
Technical support, including files and webpage	started	
Office and telecommunication logistics	started	Local office in Workforce Investment Board suite at Competitiveness Center with PDC local phone and voice mail

Items regarding professional services for both the Authority and Committee:

Engineering		establish a procurement schedule
Legal Services		establish a procurement schedule
Auditing		establish a procurement schedule

Items regarding optimum Authority and Committee communications / member relations

Nomination of 2008-10 officers	Chairman to appoint a Nominating Committee	Select separate slate for Va 1st and each Participating Committee
Confirmation of 2008-09 Annual Meeting	schedule for 2-11-00	
Use of an executive committee (Authorized by the Authority Creation Agreement, but powers not enumerated.)	review on 2-11-09	Establish early in 2009 and amend by-laws after 6 months trial to reflect procedural preferences
Frequency of meetings	under review	quarterly Va 1st meetings and variable participation committee meetings
Reporting to member local governments	preferences to be surveyed	
Use of e-mail communications	started	designate as primary format from staff to members
Website enhancement	under review	include in FY 10 budget
Adequacy and frequency of strategic planning	preferences to be surveyed	at least biennial
FY 10 Authority and Participation Committees detail budget proposals		
Member / Investor additions and withdrawals		

Virginia First - Scope of Review January - March 2009

Current Recommendation

Status

Items regarding the Commerce Park:

Pending Business Plan from August 2007 update and adoption	under review	adopt 4-8-09
Acceptance of Pulaski County Revenue Sharing Offer regarding real estate taxes		adopt 2-11-09
<i>Coordination with Pulaski County PSA of EDA grant for water and sewer extension, including:</i>		
environmental studies (archeological and endangered species)	underway by NRVPCD	assist with meeting deadlines
easement acquisition	underway by Pulaski Co PSA	assist with meeting deadlines
engineering design procurement	underway by Pulaski Co PSA	assist with meeting deadlines
Virginia First / Pulaski County PSA grant agreement documentation	under consideration by PCPSA	to be administered by NRVPCD
Pulaski County PSA / City of Radford water capacity agreement		
Member sharing of water capacity increase debt service		
Other infrastructure enhancements, including electrical power upgrade and roadway extensions	under review	review AEP / Radford cooperative installation
Land leases (agricultural) extension	due for renewal	cooperative procurement with Pulaski County or NRV Airport
Surplus real estate listing configuration	under review	execute with Woltz and Associates
Environmental hazards mitigation, including underground storage tank removal	under review	
Overall site maintenance	under review	
Site development staffing between NRVPCD and planned contract site coordinator	scheduling meeting with Brian Carroll	proposal
Marketing through local, regional and state-wide economic development entities	scheduling meetings with entities	include in Scope of Work to be drafted by 3-4-09
Marketing through existing businesses		
Strategic Development Plan procurement (Leak - Goforth / Bruce Facility Planning proposal and / or others)	Prospect / Marketing Committee recommends	Review with committee on 2-11 & check procurement
Labor Market Analysis		
Megasite Certification		
Return on investment expectation update		
Multiple site mapping review and update		
Presentation mapping update	Ken Anderson offered to update	
Review of recent prospect information presentations		
Clarification of VEPD Perspective on Commerce Park, particularly listing of Right Now Sites (<u>See attached listings of Right Now Sites and Commerce Park gaps.</u>)	2-5-09 VEDP Staff Briefing	include in Scope of Work to be drafted by 3-4-09

<u>Virginia First - Scope of Review January - March 2009</u>	<u>Status</u>	<u>Current Recommendation</u>
<u>Items regarding the Commerce Park:</u>		
<u>Update of Commerce Park Protective Covenants</u>		
<u>Coordination of grounds maintenance with NRV Airport</u>		
<u>Confirmation of lot swap and boundary with NRV Airport</u>		
<u>Inventory of large acreage sites in Virginia and the southeast</u>	started	
<u>Items regarding possible additional participation committees</u>		
Support for Virginia Nanotechnology Park initiative	met with Shawn Utt - scheduling meeting with John White and John Hawley	
Support for NRV Competitiveness Center	under review	
Other potential participation committees	under review	

