

Virginia Port Authority Board of Commissioners
Growth Committee Meeting Minutes
January 27, 2014

The Virginia Port Authority (“VPA”) Growth Committee (“Committee”) met, in Open Session, at 3:50 p.m., on January 27, 2014, in the VPA’s Conference Room, 600 World Trade Center, Norfolk, Virginia; John N. Pullen, Chair, presided.

The following were then in attendance:

Growth Committee Members:

John N. Pullen, Committee Chair
Juliann J. Clemente, Committee Vice Chair
Jennifer D. Aument
Martin J. Briley
Frank E. Laughon, Jr.
Kim Scheeler (non-voting member)
Robert M. Stanton

VPA Board Members:

Scott R. Bergeron, Vice Chairman
Craig P. Coy, Chairman, Finance Committee
Manju S. Ganeriwala, State Treasurer

VPA Staff:

Rodney W. Oliver, Interim Executive Director
Cathie France, Chief Public Affairs Officer
Russell Held, Senior Vice President, Business Development
Nina Malone, Vice President, Business Analysis & Strategy
Russell Young, Vice President, Economic Development
Wendy King, Vice President, Finance
Gregory Edwards, Vice President, Marketing
Stephanie Allman, Economic Development Manager
Carla Welsh, Director of Creative Services
Debra J. McNulty, Clerk to the Board

VIT Staff:

Thomas D. Capozzi, Chief Commercial Officer
Cary Hagen, Vice President, Cargo Sales
Jim Wade, Director, Breakbulk Sales

Guests:

James W. Noel, III, Assistant Attorney General, Transportation Section, Virginia Attorney General’s Office

Mr. Oliver conducted the safety briefing.

1. Commercial Division Reorganization

Mr. Capozzi reviewed the Commercial Division reorganization chart and announced that all commercial related activity at the port is now organized within one group. He explained that a Customer Service Group was formed to address customer inquiries and contacts and allows for tracking of satisfaction and response metrics.

2. Status Report on Vision Forward

Mr. Capozzi presented a list of discussion items for Growth Committee goals relating to commercial activity in accordance with the Vision Forward metrics for the areas of increased volume, economic development, and marketing strategies. At the request of Mr. Pullen, Mr. Capozzi explained the business relationship between the VPA and the Virginia Economic Development Partnership (VEDP) and he mentioned the Memorandum of Understanding that was signed by both entities.

Mr. Pullen mentioned that the port is substantially behind on financial goals and expressed the need to focus on short-term needs in order to regain financial sustainability. He advised that the Growth Committee should not put metrics in place until they have had an opportunity to meet with the new CEO/Executive Director for his input and feedback.

Mr. Capozzi reported that the VPA had issued a Request for Proposals (RFP) for web design and development, and a maintenance services position, and bids are due by February 7, 2014.

Mr. Pullen mentioned that Mr. Scheeler, the new VPA Board member, would be integral in assisting VPA with metrics and goals for operations at the Port of Richmond.

Mr. Capozzi introduced Ms. France at this time and she mentioned the need to prioritize projects that fall under the Vision Forward initiatives in the areas of capacity (roads/rail/equipment) and access (channels) when working with legislators. Ms. France advised that additional information would be provided at the March meeting.

(Ms. Aument arrived at this time.)

Mr. Pullen mentioned that he intended to receive input from Mr. Reinhart in order to produce a “Growth Scorecard” to present at the March meeting.

A discussion ensued between Mr. Briley and Mr. Capozzi with regard to percentage of market share vs. percentage of general trade growth as metrics, and the economic development formula that is generally accepted in the industry whereby 100,000 square-feet = 1,000 TEUs (twenty-foot equivalent units).

Mr. Pullen asked for a motion to go into closed session at this time.

Motion for Closed Session

At 4:20 p.m., the Growth Committee went into closed session and Ms. Clemente read the following motion:

“I move that the Growth Committee convene a closed meeting in accordance with the Virginia Freedom of Information Act, Code §2.2-3711(A)(5), to discuss prospective businesses or industries or the expansion of an existing business or industry; and pursuant to §2.2-3711(A)(6) to discuss the

investment of public funds where competition is involved; and pursuant to §2.2-3711(A)(38) and the provisions of §62.1-132.4, to discuss proprietary information furnished to the VPA in confidence, as the above relates to the Growth Committee's Vision Forward metrics plan (five-year growth matrix prioritization)."

The motion was seconded by Mr. Coy.

End of Closed Session

At 7:15 p.m., the Growth Committee came out of closed session and the following resolution was read by Mr. Wassmer:

"Whereas, the Virginia Port Authority Growth Committee had convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

Whereas, Section 2.2-3712 of the Code of Virginia requires a certification by the Committee members that such closed meeting was conducted in conformity with Virginia law;

Now, therefore be it resolved, that the Growth Committee hereby certifies that, to the best of each member'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 convening the closed meeting were heard, discussed or considered by the Committee."

The resolution was seconded by Mr. Bergeron and passed by a roll call vote of the Growth Committee members, Chairman, and Vice Chairman, as follows:

Ayes: 7 (Wassmer, Bergeron, Pullen, Clemente, Aument, Briley, Laughon)

Nays: 0

Absent During Vote: 3 (Boyd, Stanton, Xu)

Absent During Meeting: 2 (Boyd, Xu)

There were no public comments and the meeting adjourned at 7:16 p.m.

Respectfully submitted,


Debra J. McNulty
Clerk to the Board