

MINUTES OF THE REGULAR MEETING OF THE  
ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF NEWPORT NEWS,  
VIRGINIA AND THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE  
CITY OF NEWPORT NEWS, VIRGINIA

Mr. Bell called the meeting to order at 8:00 a.m. on Friday, October 9, 2020, in the Pearl Ballroom of the Newport News Marriott Conference Center at 740 Town Center Drive, Newport News, Virginia.

Those members present were:

Alonzo R. Bell, Jr., Chair  
Jennifer Smith-Brown, Vice Chair  
Mary C. Aldrich  
Howard H. Hoege, III  
Jonathan P. Skinner  
Cynthia D. Rohlf, City Manager, ex-officio  
Florence G. Kingston, Secretary/Treasurer, ex-officio

Absent:

Cassandra P. Greene (excused)  
Jeffrey Verhoef (excused)

Legal Counsel:

Conway Shield  
Raymond H. Suttle, Jr.

Staff:

Cherry Croushore, Assistant Secretary  
Jameson LeClair, Recording Secretary  
Carol Meredith, Assistant Director  
Derek Perry, Economic Development Manager (Fiscal & Economic)

Call to Order

Mr. Bell opened the meeting by welcoming everyone.

Secretary/Treasurer's Report

Mrs. Kingston reported that Jameson LeClair had been promoted to Administrative Coordinator, and had taken on the distinguished role of Recording Secretary of the EDA/IDA. She congratulated Mr. LeClair and expressed that staff was proud of how quickly and eagerly he took on and was mastering the additional duties associated with administering the Board and Committees, and that we were glad he had the title and promotion to match his efforts.

Mrs. Kingston reminded the Board that Ferguson Enterprises, Inc. had two leases with the EDA for space in the Sherwood complex – one for its Shared Services group, which occupied the space known as the Kazis property, at 13785 Warwick Boulevard, and the other for its Tech Center group, which occupied space in Sherwood Shopping Center in what was originally 13733 Warwick Boulevard and currently 13771 Warwick Boulevard. She stated that the Shared Services lease was renewed in September 2018, with a term of July 15, 2019 to July 14, 2022, that the Tech Center lease was renewed at the same time with a term of February 1, 2019 to January 31, 2024, and that both leases had a 120-day notification requirement for early termination.

Mrs. Kingston previously shared Ferguson's intention to exercise their early termination provisions as of January 31, 2021. She explained that there was a possibility Ferguson would request to move the termination dates for both Sherwood leases forward one month to December 31, 2020, and that this timing could work well and allow the City, and/or other organizations, to occupy the vacated spaces in a manner that would help advance the Denbigh-Warwick Area Plan and assist in meeting City space requirements. She added that Ferguson planned to leave behind a substantial amount of high-quality office furniture which could be utilized by the EDA to help fulfill office furniture needs at other City and partner organization sites, such as the Hampton Roads Community Action Program and Lift and Connect EnVision Center.

Mrs. Kingston stated that she would be seeking a motion at the end of her report to acknowledge the early termination of the leases as of January 31, 2021 and authorize her, as Secretary/Treasurer, to further modify the termination dates of the leases as mutually agreeable to Ferguson and the EDA. After questions regarding the monthly lease payment

amount and the value of the furnishings to remain upon termination, there was discussion and consensus to proceed.

Mrs. Kingston expressed that she was excited to share that the EDA was facilitating a naming contest for the coworking space at 2506 Jefferson Avenue. She noted that the submission period was from September 28<sup>th</sup> through October 30<sup>th</sup>, and that the contest was open to those that live or own a business in the 23607 zip code. Mrs. Kingston explained that the submissions would be evaluated by a committee, comprised of Ms. Smith-Brown, Mr. Hoege, a representative from Point Management Group, two community members and herself, which would make a recommendation to the EDA Board at its November meeting. She stated that she hoped to receive a number of good entries and encouraged the Board to direct anyone interested in submitting a name to the website "namethespace.com."

Mrs. Kingston stated that the Monthly Financial Statements were in Board Members' packages and noted a few highlights. She asked if there were any questions and there were none.

Mrs. Kingston offered Ms. Rohlf the opportunity to provide updates and/or comments. Ms. Rohlf stated that the City was working to allocate the total of more than \$31 million in federal CARES Act funding received, and that the funds were being used for various activities, including business relief, assistance to non-profits, Supplemental Assistance Funding for Emergencies (SAFE) to help citizens impacted by the pandemic with mortgage, rent, and utility payments, City technology and funding for public schools. She stated that she was pleased with how effectively it had been used to assist both businesses and citizens. Ms. Rohlf reported that the process of drafting the Operating Budget and Capital Improvement Plan (CIP) had begun for fiscal year 2022 and that she was cautiously optimistic of the City's financial position going into the next year. She noted that there was some financial strain caused by the pandemic which would be addressed by prioritizing projects in the CIP, and she anticipated a substantial amount of investment would be made in the Choice Neighborhoods Initiative (CNI) Marshall-Ridley project area in the Southeast Community, as well as in the Denbigh-Warwick Plan area.

Mr. Bell asked if there were any questions or comments for Ms. Rohlf, and Mr. Hoege commented that he was excited that the City was making what he believed were substantial long-term and strategic investments that would provide infrastructure and other improvements to support future initiatives. Ms. Rohlf affirmed the importance that project funding remained flexible, so that various needs in the community could be addressed.

Mr. Bell thanked Ms. Rolhf, and took an opportunity to reiterate Mrs. Kingston's earlier congratulations to Mr. LeClair. Mr. LeClair expressed that he was grateful for the opportunity to serve the Board and honored to be promoted to the position of Administrative Coordinator and Recording Secretary of the EDA/IDA.

Mr. Bell requested that language in the previously referred to motion to authorize early termination of the Ferguson leases be added to state that the termination date of the leases shall not be prior to December 31, 2020. Mrs. Kingston concurred with the additional language, and Mr. Bell stated that he was seeking a motion to acknowledge early termination of the leases between the EDA and Ferguson Enterprises, Inc., for 13733 Warwick Boulevard, and 13785 Warwick Boulevard, as of January 31, 2021, and delegate authority to the Secretary/Treasurer to further modify the termination dates of the referenced leases as mutually agreeable to the EDA and Ferguson, which date shall not be prior to December 31, 2020, subject to review and approval of EDA Legal Counsel. Ms. Smith-Brown so moved and Mr. Hoege seconded the motion, which passed unanimously on a roll call vote.

#### Assistant Secretary's Report

Mr. Bell asked for the Assistant Secretary's Report, and Ms. Croushore advised the Board that the Committee Meeting Schedule was in their package and noted relevant details.

#### Madison Government Affairs' Consultant Report

Mr. Bell advised the Board that the Madison Government Affairs Report was in written format and asked if there were any comments or questions. There were none.

At 8:21 a.m., Mr. Skinner moved for the Authority to go into a closed meeting pursuant to VA Code Section §2.2-3711.A: Real Estate (3) and Prospective Business (5) for the following purposes and subjects: (3) Discussion or consideration of the acquisition of real property for a public purpose or of the disposition of publicly held real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, the subject of which was proposed property acquisitions in the southern section of the City, proposed property dispositions in the southern section of the City, and proposed property dispositions in the northern section of the City; and (5) Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement had been made of the business or industry's interest in locating or expanding its facilities in the community, the subject of which was prospective businesses

interested in locating in the southern section of the City. Ms. Smith-Brown seconded the motion, which passed unanimously on a roll call vote.

At 9:17 a.m., the EDA/IDA Board returned to open session following a certification motion by Mr. Skinner, in accordance with VA Code Section §2.2-3712(D) that to the best of each member's knowledge: (D) (i) only public business matters lawfully exempted from open meeting requirements under this chapter; and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. Ms. Smith-Brown seconded the motion, which passed unanimously on a roll call vote.

#### Action(s) Coming Out of Closed Session

Mr. Bell stated that there was an action coming out of Closed Session and introduced a motion to authorize the acquisition of 2403 Wickham Avenue at an agreed-upon purchase price of \$51,600, from record owner Sycamore Property, LLC, to support strategic redevelopment efforts in the Southeast Community, subject to the review and approval of all documentation by EDA Legal Counsel. Ms. Smith-Brown so moved and Ms. Aldrich seconded the motion, which passed unanimously on a roll call vote.

#### Subrecipient Agreement Between the City and EDA for Program Year 2020-2021 Community Development Block Grant (CDBG) Activities

Mrs. Kingston stated that she would be requesting approval of a subrecipient agreement between the City and EDA to undertake certain activities using Community Development Block Grant (CDBG) funds during the 2020-2021 Program Year, and reminded the Board that CDBG was a federally-funded program, administered by the U.S. Department of Housing and Urban Development (HUD) and had been utilized primarily in lower-to-moderate income communities or to assist low-to moderate income persons, and could be used to eliminate blighting conditions in such neighborhoods. She explained that historically, CDBG funds received by the City of Newport News had been subgranted to the Newport News Redevelopment and Housing Authority for uses such as assistance to new and existing businesses through loan programs, rehabilitation of older homes for lower-income residents to include emergency repair and handicap accessibility, demolition of blighted properties through the City's Codes Compliance Department, and to support various local non-profits.

Mrs. Kingston noted that the EDA had always been supportive of the City and Housing Authority's efforts in the Southeast Community, and increasingly so since the award of the

CNI grant, and that making the use of CDBG funds available to the EDA was an additional way to continue and supplement existing EDA activities and funding commitments. She advised that with the CDBG funding, the EDA would undertake projects solely, or in conjunction with the City and/or Housing Authority, to further economic and redevelopment efforts, and that some of the proposed activities under the agreement between the City and EDA would include providing Micro-Enterprise Grants to new or existing businesses for expenses and activities such as purchase of machinery and equipment, training and certifications and initial inventory, as well as acquisition and demolition of real property, and rehabilitation and preservation of commercial properties.

Mrs. Kingston stated that the subrecipient agreement with the City would allow for EDA use of CDBG funding, up to an amount of \$457,500, to support such economic and redevelopment activities, and that EDA efforts under this agreement would complement, and not replace, the Housing Authority's current initiatives, expanding options for funding towards qualifying projects. She advised that she was recommending the EDA authorize a subrecipient agreement with the City of Newport News for the period July 1, 2020 through June 30, 2021 for CDBG activities, and that the ongoing efforts and partnership was anticipated to continue on an annual basis. Mr. Bell expressed his approval of the subrecipient agreement and offered the opportunity for other Board Members to ask questions. Mr. Hoege asked Mrs. Kingston if his understanding was correct that the item in question for approval was for the EDA to utilize the CDBG as the financial vehicle to allow access to the funds for the described purposes, which she confirmed.

Mr. Bell presented a motion to authorize execution of a Subrecipient Agreement between the City of Newport News, Virginia and the EDA for Program Year 2020-2021 Community Development Block Grant (CDBG) Activities, subject to review and approval by EDA Legal Counsel. Ms. Smith-Brown so moved and Ms. Aldrich seconded the motion, which passed unanimously on a roll call vote.

Memorandum of Agreement Between the EDA and Hampton Roads Workforce Council  
Related to Space and Operations at the Brooks Crossing Innovation and Opportunity Center  
(BCIOC)

Mrs. Kingston advised that she would be requesting Board approval of a memorandum of agreement (MOA) with Hampton Roads Workforce Council related to space at BCIOC to support the establishment of a financial opportunity center. She informed the Board that the Hampton Roads Workforce Council was responsible for developing and administering workforce development initiatives in southeastern Virginia and worked closely with the Greater Peninsula Workforce Board. Mrs. Kingston explained that earlier in the year,

Hampton Roads Workforce Council had partnered with the Urban League of Hampton Roads to successfully obtain approval and funding to create and establish two financial opportunity centers (FOCs) in Hampton Roads through the Local Initiatives Support Corporation (LISC), which operates a network of FOCs across the nation. She reported that LISC was a non-profit community development financial institution established by the Ford Foundation seeking to provide low-income individuals with personal career coaching and job placement programs, financial and credit literacy training and access to public benefits.

Mrs. Kingston noted that an FOC location at BCIOC was an excellent fit. She stated that Hampton Roads Workforce Council would make monthly payments of \$515, or \$6,180 annually, for its use of two offices at BCIOC, and that the proposed MOA would run through June 30, 2023, with an early termination provision with three months written notice.

Mrs. Kingston advised that she was recommending approval of the MOA with Hampton Roads Workforce Council to support the establishment and operation of an FOC at BCIOC, and emphasized that it presented a promising opportunity to partner with the Hampton Roads Workforce Council and its partnerships with LISC and the Urban League of Hampton Roads as efforts were made to expand and enhance service delivery out of BCIOC. Mr. Bell asked if the office spaces were in need of furnishing, and Mrs. Kingston replied that they were move-in ready. Mr. Bell inquired as to whether a date had been proposed as the start date for the agreement, and Mr. Perry explained that the agreement would be effective upon full execution, which was intended to happen before the end of the year.

Mr. Bell presented a motion to authorize execution of a Memorandum of Agreement between the EDA and Hampton Roads Workforce Council, in connection with the establishment and operation of a financial opportunity center at the Brooks Crossing Innovation and Opportunity Center, subject to review and approval by EDA Legal Counsel. Mr. Hoege so moved and Mr. Skinner seconded the motion, which passed unanimously on a roll call vote.

### Committee Reports

Mr. Bell called for the Committee Reports, and presented the August Design Review Committee Report, which passed unanimously on a roll call vote. Mr. Skinner presented the September Design Review Committee Report, which passed unanimously on a roll call vote. Ms. Smith-Brown presented the August Executive Committee Report, which did not require Board ratification, followed by the September Executive Committee Report, which passed unanimously on a roll call vote. Ms. Meredith presented the September Revolving Loan Fund Committee report, which passed unanimously on a roll call vote.

Approval of Minutes of the Regular Meeting of August 7, 2020

Mr. Bell asked for approval of the Minutes of the Regular Meeting of August 7, 2020, which passed unanimously on a roll call vote.

Unfinished Business

Mr. Bell asked for any unfinished business. Ms. Meredith stated that, as was presented in the previously ratified September Revolving Loan Fund Committee Chair's Report, a Façade Improvement Grant (FIG) was approved in the amount of \$15,524.50 for improvements to property located at 11818 Rock Landing Drive. She noted that she wanted to provide relevant background information to the Board, and outlined the first step of the FIG process as being the meeting of the FIG Team, comprised of members from the departments of Planning, Engineering and Development, which met on September 21<sup>st</sup> and recommended approval of the subject application contingent upon the addition of further work in the landscape islands.

Ms. Meredith informed the Board that the second step of the FIG process was approval by the Revolving Loan Fund Committee, which met on September 23<sup>rd</sup> and approved the original FIG application with the grant amount of \$15,524.50. She stated that on September 29<sup>th</sup>, the applicant forwarded a revised FIG application which included landscaping of parking lot islands, thereby satisfying the contingency required by the FIG Team. Ms. Meredith explained that EDA Board ratification of the Revolving Loan Fund Committee Chair's Report was the third, and often the final, step in the FIG process, and that given that the revised FIG application was received after the Revolving Loan Fund Committee meeting—at which the originally-requested \$15,524.50 grant amount was approved—it was now being requested that the Board approve an additional amount of \$4,475.50, which represented 50% of the additional costs up to the FIG maximum of \$20,000.

Ms. Meredith stated that she was requesting a motion by the Board to approve an additional \$4,475.50 of FIG funds for required parking lot island improvements to property located at 11818 Rock Landing Drive, with the additional funds to be combined with the original \$15,524.50 FIG funding as previously ratified for the property. Mr. Bell asked if the combined total would have been approved originally had the business met all of the program contingencies at the time, and Ms. Meredith confirmed that it would have. Mr. Bell introduced a motion to approve an additional \$4,475.50 of Façade Improvement Grant funds for required parking lot island improvements to property located at 11818 Rock Landing Drive, with such additional funding to be combined with the original \$15,524.50 Façade



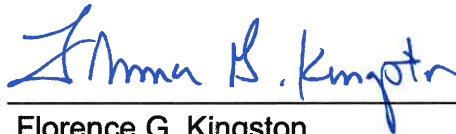
Improvement Grant funds previously ratified for said property. Mr. Skinner so moved and Mr. Hoege seconded the motion, which passed unanimously on a roll call vote.

New Business

Mr. Bell asked for any new business. There was none.

Mr. Bell asked if there were any questions for Mrs. Kingston. There were none.

There being no further business to come before the Board, Mr. Bell adjourned the meeting at 9:42 a.m.



---

Florence G. Kingston  
Secretary/Treasurer



**ECONOMIC DEVELOPMENT AUTHORITY  
INDUSTRIAL DEVELOPMENT AUTHORITY**

**TO:** Board of Directors

**FROM:** Chair, Design Review Committee

**SUBJECT:** Chair's Report

**DATE:** October 9, 2020

The Design Review Committee met electronically on August 20<sup>th</sup> via Zoom Videoconferencing, in accordance with the budget bill of the Commonwealth of Virginia (the "Commonwealth") for the biennium ending June 30, 2020, as adopted by the reconvened session of the 2020 Virginia General Assembly, and with the public health emergency declared by Governor Northam in his Executive Order dated March 12, 2020.

The Committee considered a request by SignMedia, on behalf of BayPort Way, LLC, for approval of a site layout and digital rendering of a proposed internally-illuminated, directional monument sign, located at 1 BayPort Way, in Jefferson Center for Research and Technology. Upon review, the Committee voted unanimously, with one abstention, to recommend approval of the request, subject to all applicable City codes and regulations.

Next the Committee considered a request by Jefferson Science Associates, on behalf of the United States Federal Government, for approval of a digital rendering for proposed internally-illuminated, monument sign, located at 12000 Jefferson Avenue, in Jefferson Center for Research and Technology. Upon review, the Committee voted unanimously to recommend approval of the request, subject to all applicable City codes and regulations.

Design Review Committee Chair's Report  
October 9, 2020  
Page 2

Lastly, the Committee considered a request by Venture Newport News, LLC, for approval of a site layout and digital elevations for proposed cellular data nodes, located at 677 Tech Center Parkway, in Jefferson Center for Research and Technology/Tech Center Research Park. Upon review, the Committee voted unanimously to recommend approval of the request, subject to all applicable City codes and regulations.

This Report requires Board ratification.

  
\_\_\_\_\_  
Alonzo R. Bell, Jr.

ARB:mej

P:\IDA\IDA20-21\Board Meetings 20-21\October 2020\Chair Reports\DesignReviewChair'sReport1002020(August).docx

Date, Time and Location: August 20, 2020, at 8:00 a.m. at 11820 Fountain Way, Suite 301, Newport News, VA

Members Present: Alonzo Bell, Carl Breiner, Thomas Herbert, Robert Mann, Teresa Nettles, Bryan Trainum, Sylvia Weinstein

Members Absent: Mary C. Aldrich, Jonathan Skinner, Elizabeth Willis



**ECONOMIC DEVELOPMENT AUTHORITY  
INDUSTRIAL DEVELOPMENT AUTHORITY**

**TO:** Board of Directors

**FROM:** Chair, Design Review Committee

**SUBJECT:** Chair's Report

**DATE:** October 2, 2020

The Design Review Committee met electronically on September 17<sup>th</sup> via Zoom Videoconferencing, in accordance with the budget bill of the Commonwealth of Virginia (the "Commonwealth") for the biennium ending June 30, 2020, as adopted by the reconvened session of the 2020 Virginia General Assembly, and with the public health emergency declared by Governor Northam in his Executive Order dated March 12, 2020.

The Committee considered a request by Scotty Signs, on behalf of GCM Commercial Properties, LLC, for approval of a site layout and digital renderings of a proposed sign package, including two internally-illuminated, monument signs and internally-illuminated, building-mounted signs, located at 11864 Canon Boulevard, in Oyster Point of Newport News. This request does require an exception to the limitation of one project identification sign per development within Oyster Point of Newport News. Upon review, the Committee voted unanimously to recommend approval of the request, subject to all applicable City codes and regulations.

Next the Committee considered a request by AGI, on behalf of T-Mobile and 601 Partners, LLC, for approval of digital renderings for proposed internally-illuminated, building-mounted signs, located at 601 Thimble Shoals Boulevard, in Oyster Point of Newport News. Upon review, the Committee voted unanimously to recommend approval of the request, subject to all applicable City codes and regulations.

Design Review Committee Chair's Report  
October 2, 2020  
Page 2

Under unfinished business, the Committee was briefed on an administrative approval for a tenant panel change on an existing freestanding sign located at 11742 Jefferson Avenue, in Oyster Point of Newport News.

This Report requires Board ratification.

  
Jonathan P. Skinner

JPS:mej

P:\IDA\DA20-21\Board Meetings 20-21\October 2020\Chair Reports\DesignReviewChair'sReport10022020(September).docx

Date, Time and Location: September 17, 2020, at 8:00 a.m. at 11820 Fountain Way, Suite 301, Newport News, VA

Members Present: Jonathan P. Skinner, Alonzo R. Bell, Jr., Carl Breiner, Bryan Trainum, Sylvia Weinstein, Elizabeth Willis

Members Absent: Mary C. Aldrich, Thomas Herbert, Robert Mann, Teresa Nettles




**ECONOMIC DEVELOPMENT AUTHORITY  
INDUSTRIAL DEVELOPMENT AUTHORITY**

**TO:** Board of Directors  
**FROM:** Chair, Executive Committee  
**SUBJECT:** Chair's Report  
**DATE:** October 9, 2020

The Executive Committee met electronically on August 18<sup>th</sup> via Zoom Videoconferencing, in accordance with the public health emergency declared by Governor Northam in his Executive Order dated March 12, 2020.

The Committee was provided an update on a request received from the attorney for the owners of the Popeye's Chicken franchise located in the EDA-owned Sherwood Shopping Center site for approval of an amendment to its existing Ground Lease with the EDA to allow Popeye's Chicken to collocate a ZIPS Drycleaning business within its existing building. Committee Members were advised that EDA Legal Counsel and Popeye's Legal Counsel had been in communication regarding negotiated terms of an amendment to the existing Ground Lease, as well as opening discussion as to whether the owners of Zips may have interest in a second location in the Southeast Community, specifically Brooks Crossing.

The Committee's remaining items were handled in Closed Session. This Report does not require Board ratification.



Jennifer Smith-Brown

**JSB:clc**

P:\IDA\DA20-21\Board Meetings 20-21\October 2020\Chair Reports\ExecutiveCommitteeChair'sReport10092020(August).docx

Date, Time and Location: August 18, 2020, at 12:00 p.m. at 11820 Fountain Way, Suite 301, Newport News, VA

Members Present: Alonzo Bell, Jennifer Smith-Brown, Jeff Verhoef

Members Absent: Mary Aldrich



**ECONOMIC DEVELOPMENT AUTHORITY  
INDUSTRIAL DEVELOPMENT AUTHORITY**

**TO:** Board of Directors

**FROM:** Chair, Executive Committee

**SUBJECT:** Chair's Report

**DATE:** October 9, 2020

The Executive Committee met electronically on September 11<sup>th</sup> via Zoom Videoconferencing, in accordance with the public health emergency declared by Governor Northam in his Executive Order dated March 12, 2020.

The Committee was advised that the EDA's existing Lease with Jefferson Science Associates (JSA) for space in the ARC Building was due to expire September 30<sup>th</sup>, and that JSA had requested a six-month extension, through March 31, 2021, to continue its occupancy during the time needed to consummate the planned conveyance of the property to the Department of Energy. The Committee authorized the extension of the EDA's existing Lease to Jefferson Science Associates for space in the ARC Building for a six-month term, October 1, 2020 through March 31, 2021, with a 30-day notice requirement for termination of the Lease, and all other terms and conditions remaining the same, subject to review and approval of EDA Legal Counsel.

Committee Members were advised that City Council had funded to date the three EDA-established small business grants to help businesses recover from financial losses due to COVID-19 and to expand and enhance their E-Commerce capabilities: the Newport News COVID-19 Small Business Resiliency Grant, the Back to Business Grant and the Grow Your eBusiness Grant, appropriating \$632,000 to fund the Newport News COVID-19 Small Business Resiliency Grant, \$750,000 to fund the Back to Business Grant Program and \$100,000 to fund the Grow Your e-Business grant program. Staff reported that with the success of these programs, the City had approved an additional allocation of up to \$675,000 to the EDA in support of our assistance to Newport News businesses, allowing us to fund all eligible applications received. The Committee authorized additional

Executive Committee Chair's Report  
October 9, 2020  
Page 2

funding in the amount of up to \$675,000, as appropriated by Newport News City Council, to further fund the COVID-19-related Back to Business Grant and Grow Your eBusiness Programs.

The Executive Committee was provided an update on the EDA's contract with The Workplace for the Brooks Crossing Innovation and Opportunity Center (BCIOC) that is being continued into year two of the three-year contract, with the same terms and conditions. Members were reminded that the contract had allocations previously approved for an Administrative support position and Center Manager, and were advised that since neither position was filled permanently in the first year, only \$17,919 of the \$154,815 contract amount was spent. Staff noted that the first year was very busy with implementing partner agreements, programs, services, adapting to virtual programming, ensuring COVID regulations compliance, and handling many moving parts, and that we are now looking forward to filling the positions.

The Committee's remaining items were handled in Closed Session. This Report requires Board ratification.

  
Jennifer Smith-Brown

JSB:clc

P:\|DA\|DA20-21\Board Meetings 20-21\October 2020\Chair Reports\ExecutiveCommitteeChair'sReport10092020(September).docx

Date, Time and Location: September 11, 2020, at 8:30 a.m. at 11820 Fountain Way, Suite 301, Newport News, VA

Members Present: Alonzo Bell, Jennifer Smith-Brown, Jeff Verhoef

Members Absent: Mary Aldrich





**ECONOMIC DEVELOPMENT AUTHORITY  
INDUSTRIAL DEVELOPMENT AUTHORITY**

**TO:** Board of Directors  
**FROM:** Chair, Revolving Loan Fund Committee  
**SUBJECT:** Chair's Report  
**DATE:** October 9, 2020

The Revolving Loan Fund Committee met electronically on September 23<sup>rd</sup> via Zoom Videoconferencing, in accordance with the public health emergency declared by Governor Northam in his Executive Order dated March 12, 2020.

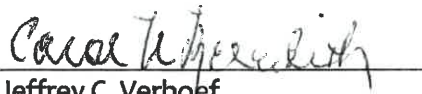
Committee members were provided financial statements as of June 30, 2020. Staff presented a loan request through the Newport News Micro Loan Program in the amount of \$25,000 from Kyle Fowlkes to establish a food truck and catering business called 'Sate'. The requested loan funds would be utilized to assist with the expenses associated with the start-up mobile food service business. After a brief discussion, the Committee voted unanimously to approve the loan on the terms and conditions recommended by staff. Per the established program description, the Committee has the authority to provide final approval for loans through this program.

Staff presented a Façade Improvement Grant (FIG) Program request:

- FIG request for \$15,524.50 from Peninsula Partners, LLC for landscape improvements and paving at 11818 Rock Landing Drive.

The FIG request was unanimously approved.

This Report requires Board ratification.

  
for Jeffrey C. Verhoef

JCV:tfw

P:\IDA\DA20-21\Board Meetings 20-21\October 2020\Chair Reports\RevolvingLoanFundChair'sReport10092020.docx

Date, Time and Location: September 23, 2020, at 12:30 p.m. at 11820 Fountain Way, Suite 301, Newport News, VA

Members Present: Jeffrey Verhoef, Susan Harris, John Lunsford and Sharon D. Owens

Members Absent: Cassandra Greene, Jonathan Skinner and George Knight



**ECONOMIC DEVELOPMENT AUTHORITY  
INDUSTRIAL DEVELOPMENT AUTHORITY**

**TO:** Board of Directors

**FROM:** Chair, Design Review Committee

**SUBJECT:** Chair's Report

**DATE:** October 9, 2020


The Design Review Committee met electronically on August 20<sup>th</sup> via Zoom Videoconferencing, in accordance with the budget bill of the Commonwealth of Virginia (the "Commonwealth") for the biennium ending June 30, 2020, as adopted by the reconvened session of the 2020 Virginia General Assembly, and with the public health emergency declared by Governor Northam in his Executive Order dated March 12, 2020.

The Committee considered a request by SignMedia, on behalf of BayPort Way, LLC, for approval of a site layout and digital rendering of a proposed internally-illuminated, directional monument sign, located at 1 BayPort Way, in Jefferson Center for Research and Technology. Upon review, the Committee voted unanimously, with one abstention, to recommend approval of the request, subject to all applicable City codes and regulations.

Next the Committee considered a request by Jefferson Science Associates, on behalf of the United States Federal Government, for approval of a digital rendering for proposed internally-illuminated, monument sign, located at 12000 Jefferson Avenue, in Jefferson Center for Research and Technology. Upon review, the Committee voted unanimously to recommend approval of the request, subject to all applicable City codes and regulations.

Lastly, the Committee considered a request by Venture Newport News, LLC, for approval of a site layout and digital elevations for proposed cellular data nodes, located at 677 Tech Center Parkway, in Jefferson Center for Research and Technology/Tech Center Research Park. Upon review, the Committee voted unanimously to recommend approval of the request, subject to all applicable City codes and regulations.

This Report requires Board ratification.

---

Alonzo R. Bell, Jr.

ARB:mej

P:\IDA\IDA20-21\Board Meetings 20-21\October 2020\Chair Reports\DesignReviewChair'sReport1002020(August).docx

Date, Time and Location: August 20, 2020, at 8:00 a.m. at 11820 Fountain Way, Suite 301, Newport News, VA

Members Present: Alonzo Bell, Carl Breiner, Thomas Herbert, Robert Mann, Teresa Nettles, Bryan Trainum, Sylvia Weinstein

Members Absent: Mary C. Aldrich, Jonathan Skinner, Elizabeth Willis



**ECONOMIC DEVELOPMENT AUTHORITY  
INDUSTRIAL DEVELOPMENT AUTHORITY**

**TO:** Board of Directors

**FROM:** Chair, Design Review Committee

**SUBJECT:** Chair's Report

**DATE:** October 2, 2020

The Design Review Committee met electronically on September 17<sup>th</sup> via Zoom Videoconferencing, in accordance with the budget bill of the Commonwealth of Virginia (the "Commonwealth") for the biennium ending June 30, 2020, as adopted by the reconvened session of the 2020 Virginia General Assembly, and with the public health emergency declared by Governor Northam in his Executive Order dated March 12, 2020.

The Committee considered a request by Scotty Signs, on behalf of GCM Commercial Properties, LLC, for approval of a site layout and digital renderings of a proposed sign package, including two internally-illuminated, monument signs and internally-illuminated, building-mounted signs, located at 11864 Canon Boulevard, in Oyster Point of Newport News. This request does require an exception to the limitation of one project identification sign per development within Oyster Point of Newport News. Upon review, the Committee voted unanimously to recommend approval of the request, subject to all applicable City codes and regulations.

Next the Committee considered a request by AGI, on behalf of T-Mobile and 601 Partners, LLC, for approval of digital renderings for proposed internally-illuminated, building-mounted signs, located at 601 Thimble Shoals Boulevard, in Oyster Point of Newport News. Upon review, the Committee voted unanimously to recommend approval of the request, subject to all applicable City codes and regulations.

Design Review Committee Chair's Report  
October 2, 2020  
Page 2

Under unfinished business, the Committee was briefed on an administrative approval for a tenant panel change on an existing freestanding sign located at 11742 Jefferson Avenue, in Oyster Point of Newport News.

This Report requires Board ratification.



---

JPS:mej

P:\IDA\IDA20-21\Board Meetings 20-21\October 2020\Chair Reports\DesignReviewChair'sReport10022020(September).docx

Date, Time and Location: September 17, 2020, at 8:00 a.m. at 11820 Fountain Way, Suite 301, Newport News, VA

Members Present: Jonathan P. Skinner, Alonzo R. Bell, Jr., Carl Breiner, Bryan Trainum, Sylvia Weinstein, Elizabeth Willis

Members Absent: Mary C. Aldrich, Thomas Herbert, Robert Mann, Teresa Nettles



ECONOMIC DEVELOPMENT AUTHORITY  
INDUSTRIAL DEVELOPMENT AUTHORITY

TO: Board of Directors

FROM: Chair, Revolving Loan Fund Committee

SUBJECT: Chair's Report

DATE: October 9, 2020

The Revolving Loan Fund Committee met electronically on September 23<sup>rd</sup> via Zoom Videoconferencing, in accordance with the public health emergency declared by Governor Northam in his Executive Order dated March 12, 2020.

Committee members were provided financial statements as of June 30, 2020. Staff presented a loan request through the Newport News Micro Loan Program in the amount of \$25,000 from Kyle Fowlkes to establish a food truck and catering business called *Sate'*. The requested loan funds would be utilized to assist with the expenses associated with the start-up mobile food service business. After a brief discussion, the Committee voted unanimously to approve the loan on the terms and conditions recommended by staff. Per the established program description, the Committee has the authority to provide final approval for loans through this program.

Staff presented a Façade Improvement Grant (FIG) Program request:

- FIG request for \$15,524.50 from Peninsula Partners, LLC for landscape improvements and paving at 11818 Rock Landing Drive.

The FIG request was unanimously approved.

This Report requires Board ratification.

  
for Jeffrey C. Verhoef

JCV:tfw

P:\IDA\IDA20-21\Board Meetings 20-21\October 2020\Chair Reports\RevolvingLoanFundChair'sReport10092020.docx

Date, Time and Location: September 23, 2020, at 12:30 p.m. at 11820 Fountain Way, Suite 301, Newport News, VA

Members Present: Jeffrey Verhoef, Susan Harris, John Lunsford and Sharon D. Owens

Members Absent: Cassandra Greene, Jonathan Skinner and George Knight



**ECONOMIC DEVELOPMENT AUTHORITY  
INDUSTRIAL DEVELOPMENT AUTHORITY**

**TO:** Board of Directors

**FROM:** Chair, Executive Committee

**SUBJECT:** Chair's Report

**DATE:** October 9, 2020

The Executive Committee met electronically on September 11<sup>th</sup> via Zoom Videoconferencing, in accordance with the public health emergency declared by Governor Northam in his Executive Order dated March 12, 2020.

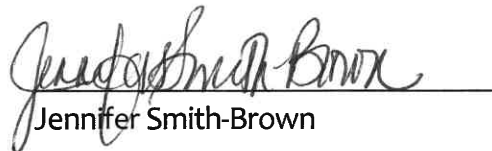
The Committee was advised that the EDA's existing Lease with Jefferson Science Associates (JSA) for space in the ARC Building was due to expire September 30<sup>th</sup>, and that JSA had requested a six-month extension, through March 31, 2021, to continue its occupancy during the time needed to consummate the planned conveyance of the property to the Department of Energy. The Committee authorized the extension of the EDA's existing Lease to Jefferson Science Associates for space in the ARC Building for a six-month term, October 1, 2020 through March 31, 2021, with a 30-day notice requirement for termination of the Lease, and all other terms and conditions remaining the same, subject to review and approval of EDA Legal Counsel.

Committee Members were advised that City Council had funded to date the three EDA-established small business grants to help businesses recover from financial losses due to COVID-19 and to expand and enhance their E-Commerce capabilities: the Newport News COVID-19 Small Business Resiliency Grant, the Back to Business Grant and the Grow Your eBusiness Grant, appropriating \$632,000 to fund the Newport News COVID-19 Small Business Resiliency Grant, \$750,000 to fund the Back to Business Grant Program and \$100,000 to fund the Grow Your e-Business grant program. Staff reported that with the success of these programs, the City had approved an additional allocation of up to \$675,000 to the EDA in support of our assistance to Newport News businesses, allowing us to fund all eligible applications received. The Committee authorized additional

funding in the amount of up to \$675,000, as appropriated by Newport News City Council, to further fund the COVID-19-related Back to Business Grant and Grow Your eBusiness Programs.

The Executive Committee was provided an update on the EDA's contract with The Workplace for the Brooks Crossing Innovation and Opportunity Center (BCIOC) that is being continued into year two of the three-year contract, with the same terms and conditions. Members were reminded that the contract had allocations previously approved for an Administrative support position and Center Manager, and were advised that since neither position was filled permanently in the first year, only \$17,919 of the \$154,815 contract amount was spent. Staff noted that the first year was very busy with implementing partner agreements, programs, services, adapting to virtual programming, ensuring COVID regulations compliance, and handling many moving parts, and that we are now looking forward to filling the positions.

The Committee's remaining items were handled in Closed Session. This Report requires Board ratification.



Jennifer Smith-Brown

JSB:clc

P:\IDA\DA20-21\Board Meetings 20-21\October 2020\Chair Reports\ExecutiveCommitteeChair'sReport10092020(September).docx

Date, Time and Location: September 11, 2020, at 8:30 a.m. at 11820 Fountain Way, Suite 301, Newport News, VA

Members Present: Alonzo Bell, Jennifer Smith-Brown, Jeff Verhoef

Members Absent: Mary Aldrich





**ECONOMIC DEVELOPMENT AUTHORITY  
INDUSTRIAL DEVELOPMENT AUTHORITY**

**TO:** Board of Directors  
**FROM:** Chair, Executive Committee  
**SUBJECT:** Chair's Report  
**DATE:** October 9, 2020

The Executive Committee met electronically on August 18<sup>th</sup> via Zoom Videoconferencing, in accordance with the public health emergency declared by Governor Northam in his Executive Order dated March 12, 2020.

The Committee was provided an update on a request received from the attorney for the owners of the Popeye's Chicken franchise located in the EDA-owned Sherwood Shopping Center site for approval of an amendment to its existing Ground Lease with the EDA to allow Popeye's Chicken to collocate a ZIPS Drycleaning business within its existing building. Committee Members were advised that EDA Legal Counsel and Popeye's Legal Counsel had been in communication regarding negotiated terms of an amendment to the existing Ground Lease, as well as opening discussion as to whether the owners of Zips may have interest in a second location in the Southeast Community, specifically Brooks Crossing.

The Committee's remaining items were handled in Closed Session. This Report does not require Board ratification.



Jennifer Smith-Brown

JSB:clc

P:\IDA\DA20-21\Board Meetings 20-21\October 2020\Chair Reports\ExecutiveCommitteeChair'sReport10092020(August).docx

Date, Time and Location: August 18, 2020, at 12:00 p.m. at 11820 Fountain Way, Suite 301, Newport News, VA

Members Present: Alonzo Bell, Jennifer Smith-Brown, Jeff Verhoef

Members Absent: Mary Aldrich