

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 9:00 a.m. on September 11, 2023, in the EDA/IDA Board Room at 11820 Fountain Way, Suite 301, Newport News, Virginia.

Those members present were:

Alonzo R. Bell, Jr.
Faye P. Gargiulo
Jameka R. Johnson
R.C. Miller
Florence G. Kingston, Secretary/Treasurer, ex-officio
Bo Clayton, Assistant City Manager, ex-officio

Absent:

Howard H. Hoege, III, Chair, excused
Jonathan P. Skinner, excused
Cathy T. Williams, excused

Legal Counsel:

Raymond H. Suttle, Jr.

Staff:

Joy Robison, Assistant Secretary
Jessica Jacobs, Recording Secretary

Also present:

Mark Butcher, General Manager, Newport News Marriott at City Center
Bob Pealo, Deputy City Attorney

Call to Order

Mr. Bell opened the meeting and welcomed everyone. He called for a moment of silence to recognize the lives lost on September 11, 2001.

Newport News Marriott at City Center, Conference Center Marketing 2022 Expense Review and Conference Center 2022 Activity Review

Mrs. Kingston reminded the Board that when the Newport News Marriott and Conference Center was developed in 2005, the EDA entered into a Joint Marketing Agreement (JMA) with the developer to contribute to the cost of marketing the conference center in a variety of ways to promote City Center, Newport News and the Peninsula as a desirable destination for meetings, conferences, and events. She noted that through the JMA, the EDA contributes \$300,000 per year to this effort, for expenses that include advertising for the hotel and conference center and expenses for meeting event coordinators. Mrs. Kingston stated that each year, the Board receives a report of the Conference Center's accomplishments and activities for the previous year from the hotel's management, and learns how the EDA's contribution benefited tourism to the area. She further informed the Board that at the same time, we receive a report from an independent certified public accounting firm, Brown Edwards & Company, to review the expenditures to ensure conformance with the Joint Marketing Agreement. Mrs. Kingston said that since Ms. Leslie Roberts with Brown Edwards was having surgery on her foot that morning, her report was pre-recorded.

Ms. Roberts reported that Brown, Edwards & Company, L.L.P. had performed a review under an Agreed-Upon Procedures Agreement of the marketing transactions of Oyster Point Hotel Associates (OPHA) for the Marriott Conference Center for the year ending December 31, 2022, to ensure compliance with the Joint Marketing Agreement between the EDA, OPHA and the City. She said that they reviewed supporting documentation for approximately 95% of the total expenditures and upon review agreed that the expenses were for the qualified marketing expenses under the Joint Marketing Agreement. Ms. Roberts stated that no exceptions were found and there were no findings to report.

Mr. Bell asked if there were any questions. Ms. Johnson asked how often the marketing support agreement was renewed or if it was a longstanding agreement. Mrs. Kingston stated that it is longstanding, however, she and staff do periodic reviews to make sure the expenses are related to the conference center. She further stated that the agreement is subject to City Council appropriating funding annually.

Mr. Butcher greeted and thanked the Board. He stated that the Marriott at City Center continued to be the only full-service Marriott on the Peninsula, which hosted an array of events throughout 2022. Mr. Butcher shared that travelling dignitaries from both the U.S. and abroad have chosen to stay at the Newport News Marriott while visiting the local region. He stated that there were currently 85 full and part-time employees, and that employment continues to grow.

Mr. Butcher shared that guest satisfaction has created repeat visitors while hosting events in Newport News. He added that through guest survey results, guest stay and event satisfaction has continued to improve annually, adding that the City Center location was currently rated higher than the Virginia Beach Marriott in several key measures. Mr. Butcher said that the hotel has enjoyed a significant increase in revenue over the prior year. He added that the fiscal impact, which includes payroll for employees and service workers, shows growth as well as an improved tax revenue for the City.

Mr. Butcher stated that social events and reunions were very strong throughout 2022 due to pent-up demand caused by the Covid-19 pandemic and that sporting events continued to experience strong recovery from teams travelling from surrounding localities. Mr. Butcher informed the Board that this location was the sponsor for Christopher Newport Athletics as well as the hotel sponsor for USTA events in Hampton Roads.

Mr. Butcher shared that the Newport News Marriott at City Center has also positively impacted the Newport News economy through employment and income generated through local businesses who supply goods and services to the hotel. Mr. Butcher stated that surrounding hotels continued to be beneficial partners in times of need while fully committed, to both group and single guests. He shared that the Ferguson Center for the Arts additionally has created a need for guest rooms, for both performers and guests alike.

Mr. Butcher informed that Board that hotel ownership was currently coordinating a total renovation for both the Conference Center and Hotel, which would relicense the Marriott for an additional 20 years. He stated that 75% of the guest room bathrooms would be upgraded with walk-in showers and would feature Ferguson products to showcase the local partnership. Mr. Butcher added that the gym and hotel restaurant would develop fresh concepts and that he was excited for the businesses the EDA and Murphy Group were bringing to City Center.

Mr. Butcher asked if there were any questions. Ms. Gargiulo asked if 2019 was still the benchmark for success, and Mr. Butcher stated that yes, it was, but given the trajectory of

late, that future years were expected to surpass 2019's numbers. Ms. Gargiulo additionally asked if the One City Marathon was beneficial to the hotel. Mr. Butcher stated that it was and that it also provided great exposure to City Center as well. Mr. Bell thanked Mr. Butcher and expressed gratitude that the Marriott had safely hosted the Board's Meetings and events during the Covid years.

Tech Center Drillfield Funding Contribution Agreement

Mrs. Kingston reminded the Board that during the July meeting, W.M. Jordan Development (WMJ) provided an update on Tech Center Research Park. She recounted that under the Memo of Understanding (MOU) with WMJ for the development of the Tech Center Research Park, that the EDA was responsible for coordinating the delivery of public infrastructure improvements, like the roadways, but also improvements like the drillfield and gateways to the Tech Center Research Park. Mrs. Kingston stated that the planned improvements include a sculpture plaza, hookups for food trucks as well as an event stage, and gateways signage and plaza enhancements. She said that this work would complement enhancements being made elsewhere in the City, and will be a location for events and gatherings open to the public. Mrs. Kingston shared that the last estimate for the improvements provided by WMJ in early summer was approximately \$3.4M, but that the amount still needs to be finalized based on final approved plans and construction drawings. She stated that in addition to the EDA's costs, WMJ had committed to fund the art and landscaping installation, as well as the installation of public restrooms serving the drillfield in Buildings 3 and 5, at an estimated cost just over \$1M.

Mrs. Kingston stated staff was particularly excited about these improvements, and that it was City Council's desire to generate more creative spaces for events within the City. She shared that at its meeting on July 25th, City Council conveyed the land for the drillfield to the EDA, and appropriated \$3.7M for the drillfield and placemaking amenity improvements. Mrs. Kingston stated she was requesting authorization of an agreement with W.M. Jordan Development, LLC connected with a funding contribution for the drillfield and placemaking amenities supporting the Tech Center Research Park and funding in an amount not to exceed \$3.7M to support the improvements.

Mr. Bell asked if this was being done in accordance with the agreement that was already in place and Mrs. Kingston stated that was correct. Ms. Johnson asked for the estimated timeline, and Mrs. Kingston stated that it would be approximately 12 months.

Mr. Bell introduced a Motion to authorize an Agreement by and between the EDA and W.M. Jordan Development, LLC, connected with a funding contribution for the drillfield and placemaking amenities supporting the Tech Center Research Park, and funding, in an amount not to exceed \$3,700,000, subject to the review and approval of all documentation by EDA Legal Counsel. Ms. Johnson so moved and Ms. Gargiulo seconded the motion, which passed unanimously on a roll call vote.

Business Retention Quarterly Report

Mr. Bell asked Mr. Johnson for the Business Retention Quarterly Report. Mr. Johnson greeted the Board.

Mr. Johnson reminded the Board that START Peninsula hosts Pitch Perfect events to help individuals learn to successfully pitch their businesses to investors. He stated that there have been three Pitch Perfect events this year, adding that the most recent event had 50 registrants. Mr. Johnson stated that the 3rd Micro Pitch event being held on September 13th had been sold out for two weeks. He informed the Board that there would be an additional event for both Pitch Perfect and Micro Pitch prior to the finals on November 8th.

Mr. Johnson shared that he has started working with the Police Department to continue the EDA's efforts to create thriving communities. He additionally shared the importance of having conversations with businesses and community stakeholders for physical protection resources. Mr. Johnson explained that this allows existing businesses to rethink their practices, and demonstrates to new businesses ways to prepare their businesses for the future.

Mr. Johnson announced that since inception, Development has showcased 175 local businesses in the *Newport News Now* daily email newsletter. He noted recent submissions, such as ACR Technical Services which has been based out of Newport News since 1999 when the owner, Bob Rowe, relocated from Fredericksburg. Mr. Johnson stated that ACR Technical Services specializes in calibration services for equipment and instruments. He highlighted the Hampton Roads Event Center, which has been open for a year in Newport News, and was the second business that owners Bruce and Robin Gaerey have operated in Newport News since 2018. He noted another NNN feature, SoLash'd, which specializes in high-end eyelash extensions, and stated that the owner, Kaitlyn Reposa, has operated this business since 2019 and has needed to relocate three times due to her growing clientele.

Mr. Johnson shared his ongoing work with Burlington Medical, located near Lee Hall -- a company which creates customizable protection apparel, and holds a patent on the lightest personal protective equipment. Mr. Johnson shared that he has met with the Vice-President of Global Operations to discuss the future of the company in the City and was pleased to report that with the help of Robin Boyd, Milissa Story and Mallory Butler, Burlington Medical has expanded their footprint in Newport News by signing a lease for additional space.

Mr. Johnson stated that he and Tricia Wilson have been working with the Virginia Peninsula Chamber of Commerce on ways to partner with other business providers on how to add value to businesses to the Peninsula.

Mr. Bell thanked Mr. Johnson for his presentation and acknowledged the good work he continues to provide the City and the business community.

Secretary/Treasurer's Report

Mrs. Kingston introduced Kathrina Turner, Development's new Economic Analyst. She shared that Ms. Turner has over 15 years of experience in banking and local government, in addition to having significant experience promoting Development-related programs and services to businesses, especially SWaM businesses. Mrs. Kingston stated that most recently, Ms. Turner worked for the City of Hampton with roles in the Commissioner of the Revenue's Office and in Hampton's Economic Development Department. She shared that some Board Members may remember Ms. Turner worked with us as a temp during COVID to assist with administering the USED CARES loans by analyzing applications and credit reports to prepare recommendations for loans. Mrs. Kingston announced that Ms. Turner would be working out of our Marketing office and stated she was excited to have her as a new addition to the team

Mrs. Kingston reminded the Board that the EDA previously purchased three parcels totaling 22 acres on Oriana Road, known as the former Kmart Site, adding that these were strategic property acquisitions supporting redevelopment in Denbigh. She stated that to support positioning for future redevelopment, JMT Engineering was asked to prepare a detailed site analysis, with tasks to include boundary, topographic and utility surveys, an ALTA survey, as well as environmental and geotechnical assessments. Mrs. Kingston shared that this information would be important to include with a future solicitation for private sector development interest, which will reduce the risk associated with preparing detailed developmental proposals, and would be extremely helpful in attracting a broad range of

development interest. She said that JMT, who is on the City's Annual Services Contract, has provided a proposal for these services in the amount of \$90,000, and that she would seek a motion at the end of her report for funding in the amount of \$100,000, which included a small contingency.

Mrs. Kingston shared that since the previous Board Meeting, staff received a request for approval of an additional use from First Baptist Church Morrison, the owner of the property at 12720 Patrick Henry Drive in Patrick Henry Commerce Center. She stated that the church desires to add a licensed childcare function to the current church and Sunday school operations, which would be operated within the existing building. Mrs. Kingston stated that the new use complies with the Protective Covenants and Conditions for Patrick Henry Commerce Center and is subject to all applicable City codes and regulations, to include a required Conditional Use Permit. She announced that, after consultation with and concurrence of Chair Hoege, the request for approval of the additional use for the property was approved.

Mrs. Kingston stated that Board Members may have seen a press release from the Governor last week announcing that the City was awarded \$100,000 from the FY24 Virginia Business District Resurgence Grant. She added that our funding application had focused around business support in the Southeast Community and removing some of the barriers businesses face in accessing programs and in starting up. Mrs. Kingston stated that the proposed use of funds contemplated were to expand the Modified Façade Improvement Grant program implemented for CNI to the full Southeast Community; to provide the required private match for our existing e-commerce grant program to induce broader participation in the program; and to create a rent credit program to help fill some of the vacant storefronts in the Southeast Community. She stated that she would come back to the Board at future meetings for actions on the required MOU with DHCD as well as on modifications to the programs, and wanted to be sure Board Members knew about this exciting grant award.

Mrs. Kingston informed the Board that there would be information included in the Executive Committee's Chair's Report, but that staff had been making progress with Virginia Peninsula Community College (VPCC) staff on their Workforce Training Center contemplated for 520 21st Street. She stated that VPCC is nearing completion of its coordination with the BlueForge Alliance for the funding contribution coming from the Navy to support the project. She noted that, in parallel, staff has been collaborating with VPCC on an MOU outlining our mutual participation and roles in the project and on a request for qualifications soliciting a design-build team for the design and construction of the facility.

Mrs. Kingston shared that staff anticipated posting the RFQ in September and are targeting to bring the MOU to the Board for action at the October board meeting.

Mrs. Kingston said that while driving through the City recently, she hoped Board Members had seen examples of an exciting new arts project dubbed the "Newport News Street Museum." She stated that the City had collaborated with the Contemporary Arts Network (CAN) to paint murals on buildings throughout Newport News, and that a diverse portfolio of artwork was on display at 11 locations around the City including three Downtown. She said the Downtown mural locations included the former Warwick Hotel with a work titled "The Listener," one on the parking deck at 2501 Washington Avenue called "Good News," and another on a building adjacent to City Hall on 25th Street called "Best Life." She said that these works are contributing to the lively aesthetic emerging Downtown with The Yard District and the James River Strand.

Mrs. Kingston stated that August 13th through 15th, Virginia hosted the annual conference of the Southern Economic Development Council in Williamsburg, and that Mallory Butler and Tom O'Grady attended the conference which featured site selection consultants from firms such as JLL, Ernst & Young, Global Location Strategies, and McGuire Woods. She shared that through the conference, staff had the opportunity to connect with the new business development manager at CSX and to take an hour away from the conference to give him a tour of our Carleton site. Mrs. Kingston stated that the development manager was impressed with the property and is excited to work with us to market the property to advanced manufacturers. She noted that Mr. O'Grady is now working with CSX personnel to have the Carleton site added to their new "Select Site" certification program.

Mrs. Kingston stated that on Friday, August 18th, she was pleased to be a part of a group to welcome the US Acting Secretary of Labor, Julie Su and Congressman Bobby Scott to the Brooks Crossing Innovation + Opportunity Center. She stated that the dignitaries were impressed with the collaborative efforts within the region, and that Ms. Su expressed her admiration for the workforce development initiatives taking place at the Center, and with the partnerships that the City has established with community colleges, universities, employers, and nonprofit organizations.

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. There were none.

Mrs. Kingston offered Mr. Clayton the opportunity to provide comments. Mr. Clayton shared that Acting City Manager Alan Archer was attending the 9/11 Commemorative Ceremony at City Hall. He stated that on August 22nd, the City partnered with the School System to host the Huntington School Commemoration in anticipation of the upcoming demolition. Mr. Clayton shared that the demolition of the Doris Miller Community Center was well underway. He shared that staff would reach out to the Board to inquire if they would like any commemorative bricks from the demolition site.

Mr. Clayton shared that on August 22nd, a forum on homelessness was hosted by Acting City Manager Alan Archer at the request of Councilman Long. He shared that the intent of the forum was to provide an update on the state of homelessness in the nation, state and region, as well as providing resources for those experiencing homelessness in Newport News, in addition to responding to the community's questions and concerns as well as ascertaining suggestions. Mr. Clayton stated that the event was well attended by approximately 175 citizens, in addition to state and local elected officials.

Mr. Clayton informed the Board that the City was reapplying for the Reconnected Communities Grant. He stated that the purpose was to assess the area surrounding the 28th Street bridge that connects the Southeast Community and Downtown areas and to reconnect these communities long separated by rail and highway.

Mr. Bell introduced a motion to authorize a contract with Johnson, Mirmiran & Thompson, Inc., for initial surveys, environmental assessment and geotechnical assessment, and other related civil design work, for EDA-owned property at 401, 413 and 429 Oriana Road, and to authorize associated funding in an amount not to exceed \$100,000, which includes a small contingency, subject to review and approval by EDA Legal Counsel. Mr. Miller so moved and Ms. Johnson seconded the motion, which passed unanimously on a roll call vote.

Assistant Secretary's Report

Mr. Bell asked for the Assistant Secretary's Report. Ms. Robison advised the Board that the Committee Meeting Schedule was in their packages 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 9:51 a.m. Mr. Bell moved for the Authority to go into a closed meeting pursuant to VA Code Section §2.2-3711.A: Real Estate and Prospective Business 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 is a proposed property disposition in the central 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 has been made of the business or industry's interest in locating or expanding its facilities in the community, the subject of which is an unannounced prospective business interested in locating in the central section of the City.

At 10:09 a.m., the EDA/IDA Board returned to open session following a certification motion by Mr. Bell, 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.

Action(s) Coming Out of Closed Session

There were no motions coming out of closed session.

Committee Reports

Mr. Bell called for the Committee Reports. Mr. Bell presented the Design Review Committee report, which passed unanimously on a roll call vote. Mr. Bell presented the Executive Committee report, which did not require Board ratification. Ms. Gargiulo presented the Marketing Committee report, which did not require Board ratification. Ms. Johnson presented the Revolving Loan Fund Committee report, which passed unanimously on a roll call vote.

Approval of Minutes of the Regular Meeting of August 4, 2023

Mr. Bell asked for approval of the Minutes of the Regular Meeting of August 4, 2023. Ms. Johnson so moved and Ms. Gargiulo seconded the motion, which passed unanimously on a roll call vote.

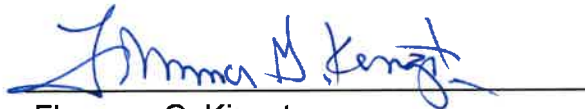
Unfinished Business

Mr. Bell asked if there was any unfinished business. There was none.

New Business

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

There being no further business to come before the Board, Mr. Bell adjourned the meeting at 10:16 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: September 11, 2023

The Design Review Committee met on August 17th. The Committee considered a request by W.M. Jordan Development, LLC, on behalf of the Economic Development Authority of the City of Newport News, Virginia (EDA) and the City of Newport News, Virginia for approval of site plans, landscape plans, digital renderings and elevations of proposed internally-illuminated entrance and directional monument signs and sign plaza enhancements at 730 Oyster Point Road, 801 Tech Center Parkway, 401 Innovation Parkway, and 12005 Canon Boulevard, located in Jefferson Center for Research and Technology / Tech Center Research Park. Upon review, the Committee voted 4-0 to recommend approval of the request, subject to all applicable City codes and regulations, with the two EDA Board Members abstaining, as well as one citizen member whose firm was involved in the design of the project.

This Report requires Board ratification.



Alonzo Bell, Jr.

ACB:jrl

P:\IDA\DA23-24\Board Meetings 23-24\09.2023 - September 2023\Chair Reports\DesignReviewChair'sReport09112023.docx

Date, Time and Location: August 17, 2023, at 8:00 a.m. at 11820 Fountain Way, Suite 301, Newport News, VA

Members Present: Alonzo Bell, Jr., Faye Gargiulo, Carl Briner, Thomas Herbert, Robert Mann, Teresa Nettles, Sylvia Weinstein

Members Absent: Jameka Johnson, Bryan Trainum, Beth Willis



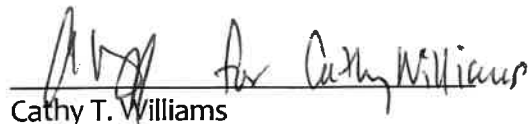
ECONOMIC DEVELOPMENT AUTHORITY
INDUSTRIAL DEVELOPMENT AUTHORITY

TO: Board of Directors
FROM: Chair, Executive Committee
SUBJECT: Chair's Report
DATE: September 11, 2023

The Executive Committee met on August 28th. The Committee received an update on the progress of Virginia Peninsula Community College's (VPCC's) proposed Workforce Training Center project to be located in the Southeast Community at 520 21st Street and 2200 Terminal Avenue. The Committee was reminded that the EDA is serving as the development entity for the project which is envisioned to be an approximately 15,000 sf building for VPCC to establish the marine trades training and skills development programs. VPCC will be receiving Navy funding to support the project. Staff informed the Committee that a Request for Qualifications has been drafted for issuance in September to solicit proposals from design-build teams, and that a Memorandum of Understanding (MOU) between the EDA and VPCC was being developed to detail roles and responsibilities for the parties as well as outline the financing strategy for the project. Action on the MOU is being targeted for the EDA's October Board meeting.

The Committee was reminded that September is when City Council appoints EDA Board Members, and that Howard Hoegel's first term would expire on December 31st of this year. Committee members were provided with a list of eligible Board Bank applicants. Mr. Hoegel expressed his desire to continue on the Board for a second term, for which he is eligible, and the other Committee members indicated support for the reappointment of Mr. Hoegel.

The Committee's remaining items were handled in closed session. This report does not require Board ratification.


Cathy T. Williams

CTW:jer

P:\IDA\IDA23-24\Board Meetings 23-24\09.2023 - September 2023\Chair Reports\ExecutiveCommitteeChair'sReport09112023.docx

Date, Time and Location: August 28, 2023, at 10:00 am at 11820 Fountain Way, Suite 301, Newport News, VA

Members Present: Alonzo Bell, Howard Hoegel, Cathy Williams

Members Absent: Jonathan Skinner

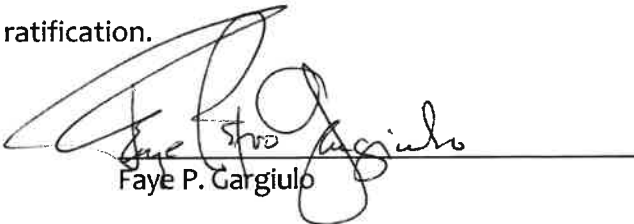


ECONOMIC DEVELOPMENT AUTHORITY
INDUSTRIAL DEVELOPMENT AUTHORITY

TO: Board of Directors
FROM: Chair, Marketing Committee
SUBJECT: Chair's Report
DATE: September 11, 2023

The Marketing Committee met on August 17th. JB Crowley, Executive Director of Hilton Village Main Street, presented an overview of Hilton Village, the Main Street program and the intentional efforts to increase historic preservation, placemaking and economic development in the area. The information gave Committee members a better understanding of the driving forces behind the Main Street Program and its potential application in other historic area of Newport News.

This Report does not require Board ratification.



Faye P. Gargiulo

FPG:rnb

P:\IDA\IDA23-24\Board Meetings 23-24\09.2023 - September 2023\Chair Reports\MarketingChair'sReport091123.docx

Date, Time and Location: August 17, 2023 at 10:30 a.m. at 11820 Fountain Way, Suite 301, Newport News, VA

Members Present: Faye Gargiulo, R.C. Miller, Gary Hunter

Members Absent: Cathy Williams, Don Blankenship, Dan Powell



ECONOMIC DEVELOPMENT AUTHORITY
INDUSTRIAL DEVELOPMENT AUTHORITY

TO: Board of Directors

FROM: Chair, Revolving Loan Fund Committee

SUBJECT: Chair's Report

DATE: September 11, 2023

The Revolving Loan Fund Committee met on August 23rd. Committee members were provided the Loan Compliance Status Report as of 6/30/2023, which reflected the NNCF is out of compliance with US EDA regulations, due to limited loan activity. Staff shared that defederalization of the NNCF is being pursued and should that be approved, this regulation would no longer apply. The Committee suggested to staff various marketing methods for the NNCF program, to include promotion of the program via local community and professional organizations.

Staff provided the Committee members with an update on the status of the Boathouse Live loan. Staff informed the Committee that a demand letter had been sent to the owner of Boathouse Live, with no response received by the deadline outlined in the letter. Attorney Steven Meade has been instructed to proceed with all legal remedies available to collect the outstanding debt.

Staff presented three (3) Façade Improvement Grant (FIG) Program requests and two (2) Modified Façade Improvement Grant (FIG) Program requests:

- FIG request for \$20,000 from Mark Turner Construction, LLC to include roofing, updated windows/doors, exterior lighting and exterior painting at 91 29th St.
- FIG request for \$17,783 from NHC Holdings LLC to include paving, updated windows/doors, exterior lighting and exterior painting at 12562 Warwick Blvd.
- Modified FIG request for \$9,895 from Nguyen Phuoc Tan & Lan Thi Le to include metal roof paneling, updated windows/doors and exterior painting at 2106 Jefferson Ave.

Revolving Loan Fund Committee Chair's Report
September 11, 2023
Page 2

- Modified FIG request for \$10,000 from John S. Kim & Hui Suk Kim to include removal and replacement of windows/doors at 2115 Jefferson Ave.
- FIG request for \$8,407 from John S. Kim & Hui Suk Kim to include removal and replacement of windows/doors at 2115 Jefferson Ave.

All FIG requests were unanimously approved.

This Report requires Board ratification.



Jameka R. Johnson

JRJ:tfw

P:\IDA\IDA23-24\Board Meetings 23-24\09.2023 - September 2023\Chair Reports\RevolvingLoanFundCommitteeChair'sReport09112023.docx

Date, Time and Location: August 23, 2023, at 12:30 p.m. at 11820 Fountain Way, Suite 301, Newport News, VA

Members Present: Howard Hoega, R.C. Miller, George Knight, John Lunsford and Sharon Owens-Clark

Members Absent: Jameka Johnson