

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

Ms. Williams called the meeting to order at 9:00 a.m. on July 11, 2025, in the EDA/IDA Board Room at 11820 Fountain Way, Suite 300, Newport News, Virginia.

Those members present were:

Cathy T. Williams, Chair
Daniel L. Chenoweth
Faye P. Gargiulo
Nicole R. Guajardo, Ph.D.
Alan Archer, City Manager, ex-officio
Florence G. Kingston, Secretary/Treasurer, ex-officio

Absent:

Jonathan P. Skinner, Vice Chair (Excused)
Xavier Beale (Excused)
R.C. Miller (Excused)

Legal Counsel:

Conway H. Sheild, III

Staff

Joy Robison, Assistant Secretary
Jessica Jacobs, Recording Secretary

Also present:

Mayor Phillip D. Jones, City Council Liaison
Ralph "Bo" Clayton, Assistant City Manager
Bob Pealo, City Attorney
Adriana Jimenez, Assistant City Attorney
Jody Saunders, Director of Communications
Jerri Wilson, Legislative Analyst

Call to Order

Ms. Williams opened the meeting and welcomed everyone.

Chase Packaging Site, Voluntary Remediation Program Update

Mrs. Kingston provided an update on the 26.7-acre waterfront Chase Packaging site at 1300 Marshall Avenue, which is owned by the EDA, noting that new milestones have been reached with the Voluntary Remediation Program. She reminded the Board that the EDA purchased the property at auction in 2017 for \$1.1M, as a strategic acquisition in the Southeast Community. She said that vision for this property has been new development that complements and supports the ongoing redevelopment in the Southeast Community and that, while this acquisition pre-dated award of the Choice Neighborhood Initiative (CNI) Implementation Grant, the Chase property has become an increasingly important part of sustaining the momentum achieved through CNI.

Mrs. Kingston stated that the property formerly served as an industrial manufacturing property – including Dodge Boatworks and Chase Packaging. She said that in connection with its prior industrial use, there were a number of environmental issues on the site including above and below ground storage tanks, building foundations and contaminated soils. Mrs. Kingston stated that while there were and are environmental challenges on the site, the challenges are manageable and consistent with the historical industrial use.

Mrs. Kingston shared that following the EDA's acquisition, the site was successfully enrolled in the Voluntary Remediation Program (VRP) managed by the Virginia Department of Environmental Quality (DEQ). She noted that in connection with the VRP participation, a significant amount of remediation work was completed, including removal of five underground tanks and two 10,000-gallon above-ground tanks containing fuel, oil and laminating asphalt; removal of 25 tons of impacted soils, 34 tons of laminating asphalt and over 4,400 gallons of petroleum and petroleum-impacted liquids; as well as removal of the 200,000 SF concrete slab. Mrs. Kingston said that the site was restored with clean top-soil and graded and re-seeded. She said that following that work, a site characterization for the property was completed.

Mrs. Kingston said that the site characterization report and risk analysis was submitted to DEQ, and that there remain two areas on the site where the former incinerator impacted soils, leaving contaminant levels exceeding thresholds for multi-family or commercial development. Mrs. Kingston said that for future development to occur, additional soil will need to be excavated over a small area adjacent to the former incinerator and that a larger

area along the southeastern edge of the property will need to be covered with clean soil. She stated that completion of this work, along with completion and closeout through the VRP program will support future redevelopment of this site by providing documentation required by lenders and reducing remediation costs and barriers to development. Mrs. Kingston said that since the beginning of enrollment with VRP, staff have been working with Arcadis who has supported the testing, development of bid specifications and creation of reports required by DEQ and VRP.

Mrs. Kingston shared that to finalize the remaining work in VRP, staff has asked Arcadis for a scope of work to develop the remedial action plan and documentation required to secure a Certification of Satisfactory Completion of Remediation and closeout of VRP, to include design plans and specification for the remedial activities identified in the remedial action plan, noting that the cost is just below \$60,000. She stated that once the plans and specifications for the remedial work are developed, that work would be separately bid in coordination with the City's Purchasing Office. Mrs. Kingston said that this work is timely, as Chase will be a featured site at the upcoming EDGE Summit and there is growing interest in this property, especially with all the surrounding work being completed as part of CNI. She said that a lot of time and funds have been invested in getting the Chase site to this point and we are glad to be continuing to make progress.

Ms. Williams asked if there were any questions, and there were none.

Ms. Williams introduced a Motion to authorize a scope of work with Arcadis U.S., Inc., in connection with Voluntary Remediation Program-related activities for the Chase Packaging Site at 1300 Marshall Avenue, and funding in the amount of \$67,500, which includes contingency, subject to review and approval by EDA Legal Counsel. Ms. Garguilo so moved, and Dr. Guajardo seconded the motion which passed unanimously on a roll call vote.

Secretary/Treasurer's Report

Mrs. Kingston said she is always proud to recognize the achievements of staff – especially when they demonstrate a strong commitment to leadership, growth, and a deeper understanding of City operations and community. She congratulated Jessica Jacobs for her successful completion of the City's Leadership Development Academy II (LDA) program, noting that LDA II is the second level of the City's internal leadership program, designed for employees who have shown strong leadership potential and a desire to expand their impact. Mrs. Kingston said that this 12-month program builds on the foundational skills developed in LDA I, with a focus on strategic thinking, cross-department

collaboration, and organizational effectiveness, noting that participants engage in targeted workshops and peer learning opportunities throughout the year.

Mrs. Kingston said that she was also pleased to announce that Brittany Thompson completed participation in the LEAD Peninsula Program. She said that LEAD is a year-long immersion program hosted by the Virginia Peninsula Chamber of Commerce that fosters opportunities for engagement among participants who are representatives of the Peninsula's private, public, and nonprofit industries. She stated that the Chamber held a commencement ceremony on June 18th, celebrating the 2025 program graduates.

Mrs. Kingston shared good news on insurance-related cost savings achieved by Property Manager Andy Wilks. She said that property, general commercial liability and umbrella coverage on the four (4) EDA-owned garages in City Center has been carried by Hanover Insurance, with premium payments handled as part of the operations and management arrangement with Colliers International. Mrs. Kingston stated that three weeks before the coverage was to be renewed, staff received an alert from Colliers that the premium would be increasing significantly over the current year's, triggering Mr. Wilks to quickly obtain a quote from the current insurance provider for all other EDA/IDA-owned properties, the Virginia Risk Sharing Association (VRSA), which is the self-insurance pool connected with the Virginia Municipal League. With equivalent coverages and a deductible equivalent to all EDA/IDA property coverage, the VRSA annual premium for FY2026 is \$114,509 – a savings of \$69,467 over the Hanover quote of \$183,976. She informed the Board that staff has already made this switch and she appreciated Mr. Wilks' quick work.

Mrs. Kingston said that there would be an update in the Executive Committee Chair's report, but she wanted to highlight that that site work started this week for the 16,000-square-foot VPCC Workforce Development Center near the intersection of 21st Street and Jefferson Avenue. She stated that staff anticipates a groundbreaking ceremony in mid-August or early September, noting that construction will move quickly, with VPCC anticipating occupying the facility at the beginning of the new year.

Mrs. Kingston said that staff has been coordinating closely with the Virginia Department of Environmental Quality (DEQ) on available funding to support brownfields remediation, blight removal, and reuse planning in the City. She said that through discussions with staff, DEQ has identified the West Avenue Library and 1535 Jefferson Avenue as two properties of interest, adding that the library has been vacant since 2013. Mrs. Kingston said that the Jefferson Avenue parcel is a portion of the southernmost block of properties that the City acquired from Newport News Redevelopment & Housing Authority after demolition of the Dickerson Courts and Harbor Homes housing communities. Mrs. Kingston stated that DEQ

has contracted Norfolk-based landscape architecture and urban design firm, Stromberg Garrigan & Associates (SGA), to facilitate technical assistance activities for these selected sites. She shared that SGA's technical assistance work will support future redevelopment and development of these properties and is a direct cost avoidance for the City and EDA.

Mrs. Kingston said that SGA will hold public envisioning workshops to garner community input for the redevelopment of both properties, noting that the workshops are scheduled for Wednesday, July 30th. She stated that the library workshop will be held on-site from 2:30 to 4:00 p.m., and the Jefferson Avenue property workshop will be held at the Peake Childhood Center from 5:30 to 7:00 p.m. Mrs. Kingston said that these events are being publicized through City and EDA media outlets and copies of the event flyer have been provided for each Board member.

Mrs. Kingston reminded the Board that she has shared previously about several projects underway Downtown and wanted to update that several are now coming online. She stated that St. Vincent Apartments at 332 34th Street, formerly the Youth Challenge Men's Shelter, has been redeveloped by Provost Construction into 39 unique apartments and are all now leasing. Mrs. Kingston said that additionally, The Monument Companies is near completion of its renovation of the former Montgomery Ward building at 2800 Washington Avenue, a project facilitated by the EDA. She announced that the property is also leasing and features 87 new market-rate apartment units. Mrs. Kingston said that she and staff are excited to see the new residential options Downtown and in The Yard District.

Mrs. Kingston informed the Board that on July 15th, Madison Hool will submit Newport News' Annual Enterprise Zone Reports to the Virginia Department of Housing & Community Development (DHCD). She said that Newport News continues to remain among the top communities with the most active zones, noting that in 2024, 15 Newport News property owners and businesses applied for the state's Real Property Investment Grant and Job Creation Grant. She said that our applicants received \$1.7 million in state grants, or 12.4% of all state grants awarded, and that these applicants invested over \$36 million and hired nearly 500 people.

Mrs. Kingston announced that staff has continued to proactively market Newport News through lead generation activities. She said that in early June, Mallory Butler attended Area Development Magazine's Consultants Forum in Savannah. The three-day event was limited to just 200 economic developers and featured presentations, panel discussions, and round table conversations with 25 of the country's most experienced and well-regarded site selection consultants representing clients in the advanced manufacturing, aviation and aerospace, food & beverage processing, and technology industries.

Additionally, she said that on June 16-18, Tom O'Grady attended the International Paris Air Show with the VEDP Europe Office and the Hampton Roads Alliance. She reported that the VEDP Europe Office set up 20 well-qualified appointments over the three days, both at the Paris Air Show and at company offices across Paris. In addition, VEDP hosted a Virginia Reception in the USA Pavilion for aviation companies with existing operations in the state and for new business prospects. Mrs. Kingston said staff is in the process of following up with several new business leads that will be visiting Virginia over the coming months.

Mrs. Kingston asked Board Members to mark their calendars for August 6th and 13th, noting that staff, under the guidance and leadership of the EDA Chair, are planning a series of Small Business Roundtables. She said that these events are designed to stimulate two-way feedback with businesses around the City, stating that staff's goal is to create awareness of the programs and services offered and to learn more about the interests and concerns of the community. Mrs. Kingston shared that a small, intimate audience has been curated for both sessions.

Mrs. Kingston additionally noted that there has been conversation over the past several months about a developer forum to highlight development opportunities in Newport News. She said she was excited to share that the Newport News Economic Development Growth & Expansion [EDGE] Summit will be held October 1st and 2nd, noting that save-the-dates were distributed earlier during the week to local, regional and national developers. Mrs. Kingston said that additional details will be forthcoming as the event gets closer, but this will be a key opportunity to showcase Newport News and economic development opportunities to a wide audience.

Ms. Williams expressed her excitement and optimism for each of the events. Mr. Archer also shared his excitement and noted that the uniquely marketed EDGE summit is planned to attract diverse, nationwide talent. Mayor Jones echoed the previous sentiments and said that this will be one the most important events for Newport News this year.

Mrs. Kingston stated that in early June, the IDA received a request to waive its right of first refusal for repurchase in connection with the sale of property located within Patrick Henry CommerCenter at 12725 Patrick Henry Drive. She said that the 0.37-acre property is being sold by the current owner, James F. Dollar Properties LLC, to TPO Properties, LLC for a purchase price of \$495,000. Mrs. Kingston shared that the current use as a dentist office will continue under the new owner. She announced that, after receiving the concurrence of Chair Williams, the request to waive the right of repurchase for the property was approved.

Mrs. Kingston said that the Monthly Financial Statements were in Board Members' packages, noted a few details and offered to answer any questions. Mrs. Williams thanked Mrs. Kingston for her report and asked if there were any questions. There were none.

Mr. Archer shared that City Council held a retreat on July 8th, noting that this was the second retreat of the year, with a focus on strategic and operational issues. He shared that the retreat held in January had a wider focus on City and staff operational issues ahead of preparation of the annual operating budget. Mr. Archer said that City Council discussed a new approach to the City Strategic Plan planning process, which will be changing from a five-year plan to a three-year plan to allow for the plan to be more focused and adapt better to the evolving priorities of City Council.

Assistant Secretary's Report

Ms. Williams 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 Associates' Consultant Report

Ms. Williams advised the Board that the Madison Government Associates Report was in written format and asked if Board members had any comments or questions. There were none.

Closed Session

At 9:54 a.m., Dr. Guajardo moved for the Authority to go into a closed meeting pursuant to VA Code Section §2.2-3711.A: Real Estate (3), Prospective Business (5), and Investment of Public Funds (6) 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 are proposed property acquisitions in the northern section of the City, and a proposed property disposition 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 has been made of the business or industry's interest in locating or expanding its facilities in the community, the subject of which is a prospective business considering locations in the northern and central sections of the City; and (6) Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely

affected, the subject of which are negotiations in the southern section of the City. Mr. Chenoweth seconded the motion which passed unanimously on a roll call vote.

At 10:32 a.m., the EDA/IDA Board returned to open session following a certification motion by Mr. Chenoweth, 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. Dr. Guajardo seconded the motion which passed unanimously on a roll call vote.

Action(s) Coming Out of Closed Session

Ms. Williams introduced a Motion to authorize the acquisition of 224 Dozier Road at an agreed-upon purchase price of \$20,000, from the heirs of the estate of Stanton H. Brown, Sr., as a strategic acquisition supporting encroachment mitigation around Fort Eustis, subject to the review and approval of all documentation by EDA Legal Counsel. Ms. Garguilo so moved, and Dr. Guajardo seconded the motion which passed unanimously on a roll call vote.

Committee Reports

Ms. Williams called for the Committee Reports. Dr. Guajardo presented the Design Review Committee report, which passed unanimously on a roll call vote. Ms. Williams presented the Executive Committee report which did not require Board ratification. Mr. Chenoweth presented the Revolving Loan Fund Committee report, which passed unanimously on a roll call vote.

Approval of Minutes of the Regular Meeting of May 2, 2025

Ms. Williams asked for approval of the Minutes of the Regular Meeting of May 2, 2025. Mr. Chenoweth so moved, and Ms. Garguilo seconded the motion which passed unanimously on a roll call vote.

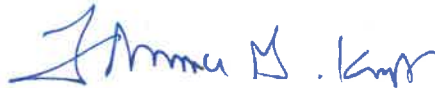
Unfinished Business

Ms. Williams asked for any unfinished business, and there was none.

New Business

Ms. Williams asked for any unfinished business, and there was none.

There being no further business to come before the Board, Ms. Williams adjourned the meeting at 10:42 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: July 11, 2025

The Design Review Committee met on June 18th to consider a request by Kimley-Horn and GuernseyTingle on behalf of the City of Newport News Engineering Department (City), for approval of site plans depicting the proposed construction of a new Fire Station #11 at 680 Turnberry Boulevard in the Patrick Henry CommerCenter. The submission also entails approval of two waiver requests.

The *Protective Covenants and Conditions* for the Patrick Henry CommerCenter require building lot coverage to be between 10% and 40% of the total lot acreage. The City is requesting a waiver because the proposed construction would not meet the minimum lot coverage. The Committee recommends approval of the waiver as the Fire Department plans for construction of an additional building in the future, bringing the lot coverage within the required range.

The second waiver request seeks approval for downspouts on the proposed fire station. The *Covenants and Conditions* do not permit external gutters and downspouts for buildings over 3,000 square feet. The Committee recommends approval of the waiver request as the proposed drainage system is most compatible with the building's roof design and for the overall function and longevity of the facility. The Committee also acknowledged the significance of

Design Review Committee Chair's Report

July 11, 2025

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the project as a public good and necessity for the community. The Committee voted to recommend approval of the request and waivers, subject to all applicable City codes and regulations.

The Committee also considered a request for approval of an elevation depicting a proposed monument sign for Fire Station #11 at 680 Turnberry Boulevard. The committee voted to recommend approval of the request, subject to all applicable City codes and regulations.

This Report requires Board ratification.



Nicole R. Guajardo

NRG:brt

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Date, Time, and Location: June 18, 2025, at 8:00 a.m. at 11820 Fountain Way, Suite 300, Newport News, VA 23606

Members Present: Nicole Guajardo, Daniel Chenoweth, Thomas P. Herbert, Teresa Nettles, Bryan Trainum, Robert D. Mann, George Schraudt

Members Absent: Xavier Beale, Sylvia S. Weinstein Craft, Elizabeth W. Willis



**ECONOMIC DEVELOPMENT AUTHORITY
INDUSTRIAL DEVELOPMENT AUTHORITY**

TO: Board of Directors

FROM: Chair, Executive Committee

SUBJECT: Chair's Report

DATE: July 11, 2025

The Executive Committee met on June 17th. Mrs. Kingston reported that staff continues to collaborate closely with the VPCC Educational Foundation (VPCC) and W.M. Jordan's design/build team to initiate the construction of the 16,000-square-foot Workforce Development Center near the intersection of 21st Street and Jefferson Avenue in the Southeast Community. The Class 1 Site Plan for the facility and surrounding improvements has been approved, and W.M. Jordan is currently navigating the Land Disturbance Permit process. Staff is coordinating with VPCC and W.M. Jordan to schedule a groundbreaking ceremony.

Mrs. Kingston noted that the contractor anticipates a 6-month construction period, allowing VPCC to occupy the facility at the beginning of the new year. During construction, the EDA will be responsible for the site and building, while VPCC will assume responsibility for all site and building maintenance after the Certificate of Occupancy is issued.

Under Unfinished Business, Mrs. Kingston provided an update on the Costco relocation project. The Conditional Use Permit (CUP) required to allow gas pumps at Costco's proposed new site was approved by City Council on June 10th. With this milestone achieved, the Participation Agreement will be signed and forwarded to Costco after the meeting.

Executive Committee Chair's Report

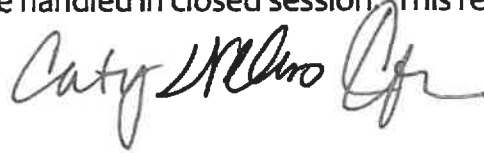
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Mrs. Kingston also discussed the funding structure for the project's infrastructure improvements, which is part of the EDA's Agreement with Costco. Instead of a discrete appropriation, City Council will be asked to authorize an amendment to the current FY2025 budget to allocate surplus revenue for this purpose, among others. This budget amendment is scheduled for approval at the June 24th City Council meeting. The funds will be provided to the EDA before the FY2025 year-end closing, and an EDA escrow account will be established to hold them until all work is complete. Closing on the Ferguson properties is still planned to occur before July 31st.

Mrs. Kingston noted that the Design Review Committee will soon receive site and landscaping plans, as well as architectural elevations to review in parallel with the required City reviews.

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



Jonathan Skinner

JS:jer

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Date, Time and Location: June 17, 2025, at 12:00 pm at 11820 Fountain Way, Suite 300, Newport News, VA

Members Present: Jonathan Skinner, Faye Gargiulo, R.C. Miller, Cathy Williams

Members Absent: None



**ECONOMIC DEVELOPMENT AUTHORITY
INDUSTRIAL DEVELOPMENT AUTHORITY**

TO: Board of Directors

FROM: Chair, Revolving Loan Fund Committee

SUBJECT: Chair's Report

DATE: July 11, 2025

The Revolving Loan Fund Committee met on July 1st for its rescheduled June meeting. Staff presented two (2) Façade Improvement Grant (FIG) Program requests:

- FIG request for \$19,382 from Covington Properties, LLC, to include repair of decking boards on ADA ramp, exterior light upgrades, exterior pressure wash and painting, landscaping, door and gutter replacement at 550 14th Street.
- FIG request for \$20,000 from CKUG Holding, LLC, to include installation of concrete siding on exterior of building, pressure wash and painting of exterior of building, replacement of existing windows with aluminum storefront windows and replacement of gable roof louvers at 13193 Warwick Boulevard.

Both FIG requests were unanimously approved.

Staff presented two (2) loan requests through the Newport News Micro Loan Program.

Revolving Loan Fund Committee Chair's Report

July 11, 2025

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The first was in the amount of \$25,000 for East End Cafe, LLC. The loan proceeds are to be utilized to assist with the purchase of furniture, fixtures, equipment, inventory and working capital for a small startup coffee shop establishment. The shop is located in the Southeast Community at 2510 Jefferson Avenue and will occupy approximately 452 sq. ft. on the first floor of the EDA-owned and newly renovated building adjacent to our co-working space. The Committee voted unanimously to approve the loan on the terms and conditions recommended by staff.

The second loan request was in the amount of \$15,000 for Village Studio Arts, LLC. The loan proceeds are to be utilized for minor leasehold improvements and working capital for the relocation of an existing arts studio. The studio, which also is set up for pottery work, is located at 10842 Warwick Boulevard inside of the Warwick Center Shopping Center in the Hilton Village area of the City. The relocation is inside the same shopping center but allows the studio to expand its operational space from 1,000 sq. ft. to 2,600 sq. ft. 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 the Micro Loan Program.

This Report requires Board ratification.


For Xavier Beale

XB:tw

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Date, Time and Location: July 1, 2025, at 12:30 p.m. at 11820 Fountain Way, Suite 301, Newport News, VA

Members Present: Xavier Beale, Dan Chenoweth, George Knight, John Lunsford and Sharon Owens-Clark

Members Absent: Jonathan Skinner