

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 August 1, 2025, in the EDA/IDA Board Room at 11820 Fountain Way, Suite 300, Newport News, Virginia.

Those members present were:

Cathy T. Williams, Chair  
Xavier Beale  
Faye P. Gargiulo  
Nicole R. Guajardo, Ph.D.  
R.C. Miller  
Jonathan P. Skinner, Vice Chair  
Alan Archer, City Manager, ex-officio  
Florence G. Kingston, Secretary/Treasurer, ex-officio

Absent:

Daniel L. Chenoweth (Excused)

Legal Counsel:

Raymond H. Suttle, Jr.

Staff

Joy Robison, Assistant Secretary  
Jessica Jacobs, Recording Secretary

Also present:

Katie Babb, Manager, Brown, Edwards & Company, L.L.P.  
Mark Butcher, General Manager, Newport News Marriott at City Center  
Mayor Phillip D. Jones, City Council Liaison  
Ralph "Bo" Clayton, Assistant City Manager  
Adriana Jimenez, Assistant City Attorney  
Jody Saunders, Director of Communications  
Jerri Wilson, Intergovernmental Affairs Manager

Call to Order

Ms. Williams opened the meeting and welcomed everyone.

Newport News Marriott at City Center

Mrs. Kingston provided background for the most recent Board members and a reminder for existing Board members, stating 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 stated that the EDA contributes \$300,000 per year to this effort, and that funds can be used for expenses including print and digital advertising for the hotel and conference center and for promotional items and payment of salaries for meeting event coordinators. Mrs. Kingston said that each year, we receive a report of conference center accomplishments and activities for the previous year from the hotel's management. She added that at the same time we receive from an independent certified public accounting firm, Brown Edwards, a report reviewing the expenditures and ensuring conformance with the JMA. Mrs. Kingston stated that, today, Ms. Katie Babb with Brown Edwards would provide the expense review report and Mr. Mark Butcher from the Marriott would provide the 2024 activity review.

Ms. Babb 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, 2023, to ensure compliance with the Joint Marketing Agreement between the EDA, OPHA and the City. She said that they reviewed supporting documentation for approximately 97% of the total expenditures and, upon review, agreed that the expenses were for the qualified marketing expenses under the Joint Marketing Agreement. Ms. Babb stated that no exceptions were found and there were no findings to report.

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 2024. Mr. Butcher shared that travelling celebrities and dignitaries from both the U.S. and abroad have chosen to stay at the Newport News Marriott while visiting the local region. He shared that since the inception of the Newport News Marriott at City Center 20 years ago, 2024 was the conference center's most profitable year. Mr. Butcher stated that there were currently over 160 full and part-time employees, and that employment continues to grow.

Mr. Butcher said that the Newport News Marriott at City Center has positively impacted the Newport News economy through employment and experienced a significant increase in taxable revenue against prior years. Mr. Butcher shared that guest satisfaction and event satisfaction has created repeat visitors and has continued to improve year over year, adding that through event survey results, the hotel and conference center have achieved excellence in all Marriott key metrics, ranking in the top third of all hotels worldwide.

Mr. Butcher informed the Board that the hotel's ownership was currently coordinating a total renovation for both the conference center and hotel including a refresh of the gym and restaurant, which would relicense the Marriott brand 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.

Ms. Williams asked if there were any questions. There was discussion surrounding how the EDA could further support the conference center. Mr. Butcher expressed his delight in City sponsored events within City Center, and surrounding areas, highlighting the fiscal impact provided by the concert series by the fountain.

#### The Offices @ Two Five & J – Operator Solicitation Award

Mrs. Kingston reminded the Board that earlier this year she shared that the original 5-year contract for the operation and management of The Offices @ Two Five & J was coming to an end. She stated that Point Management Group was instrumental in the initial standing up and opening of the facility, and has performed well in the subsequent daily management of the space.

Mrs. Kingston said that with the pending end of contract, staff worked with the City's Purchasing Office to issue an RFP for a new five-year contract, noting that the RFP was issued in mid-March with responses due in mid-April. She informed the Board that the RFP Evaluation Committee, comprised of Derek Perry, Darius Turner, Tricia Wilson, Vanessa Rigaud (i-team Civic Designer, Bloomberg American Sustainable Cities) and LaTonya Abys Denson (CAC Member), reviewed the RFP submissions.

Mrs. Kingston stated that five submissions were received and the recommendation from the RFP Evaluation Committee is to award to TruPoint Solutions LLC, which is the successor entity to Point Management Group, the current operator. She shared that based on the interviews, the evaluation committee finds that TruPoint Solutions is the best fit for facility operation and management, noting their \$172,770 annual fee request, strong experience with coworking space and facility management, experience with business networking and

support for disadvantaged business enterprises, and existing track record in the space and in the community. Mrs. Kingston shared that, in addition to the direct operation and management of the facility itself, TruPoint will provide business coaching and technical assistance to entrepreneurs, facilitate a mentorship program, conduct monthly workshops and webinars on business assistance topics and maintain a resource library for entrepreneurs.

Mrs. Kingston stated that performance targets have been integrated into the contract with TruPoint Solutions LLC that include the following:

- Average monthly businesses utilizing and occupying the facility – 28
- Average monthly business assistance workshops – 2
- Average monthly consultations with entrepreneurs – 5
- Yearly community engagement events – 3

She said that this facility has been an important part of CNI implementation and continues to be a resource for the community, noting that staff are excited for the continued impact this facility will have over the next five years.

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

Ms. Williams introduced a Motion to authorize execution of a contract with TruPoint Solutions LLC, and funding in the amount of \$172,770, in connection with RFP No. 25-3572-3625 for the operation and management of The Offices @ Two Five & J, subject to review and approval by EDA Legal Counsel. Mr. Skinner so moved, and Mr. Miller seconded the motion which passed unanimously on a roll call vote.

#### Conflict of Interest Disclosure Documentation

Mrs. Kingston shared that to protect the EDA/IDA Board members from any potential conflicts of interest, staff felt it would be appropriate to adopt a similar approach to City Council's conflict of interest documentation, and she had asked Mr. Suttle to provide them with the practical tools necessary to do so.

Mr. Suttle reminded the Board that Virginia law requires elected officials and appointed board members to disclose any conflict or potential conflicts of interest. He stated that pursuant to Sections 2.2-3112 and 2.2-3114 of the Virginia Code, a Board member who has a personal interest in a transaction shall disqualify himself from participating in the transaction, to include not participating in any board discussions or votes. The



disqualification shall be recorded in the public records and shall state the reason for the disqualification.

Mr. Suttle explained that in the past, Board members have properly disqualified themselves when appropriate; however, to better provide transparency and comply with the applicable statutes, it is appropriate for the board to adopt a formal procedure. He said that he and Mrs. Kingston conferred with the City Attorney's office to utilize the procedure City Council members use in such situations. Mr. Suttle shared that Council members affirmatively set forth in writing the conflict and recuse themselves from participating in any discussions, meetings, and voting when appropriate. He provided copies of the relevant statutes as well as templates of the written declarations that, depending on the circumstances, would be signed by the Board member and filed with the Secretary.

Mr. Suttle explained that there are certain situations where a board member has a potential or perceived conflict but can participate in the transaction, for instance when the Board member's employer has a client before the Board, but the member does not share a direct relationship with the client, nor does he/she directly benefit from the relationship.

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

#### Secretary/Treasurer's Report

Mrs. Kingston said she is always proud to recognize the achievements of staff, including interns. She reminded the Board that each summer, Development's student interns participate in the Hampton Roads Association for Commercial Real Estate's (HRACRE) six-week education and networking program. She said that these workshops showcase the real estate industry's overlapping disciplines and give participants the chance to dive into topics in finance, development, and civil engineering. Mrs. Kingston stated that at the closing luncheon on July 23<sup>rd</sup>, one of Development's interns, Bennett Keene, was awarded the program's top scholarship of \$1,000. She congratulated Mr. Keene on this accomplishment and thanked the interns and young professionals, including Megan Rinald and Madison Hool, for their dedicated participation in the 2025 HRACRE program.

Mrs. Kingston said that in preparation for the redevelopment of the Sherwood Site, and with Quinn Evans progressing on the design for the new Grissom library and the site, staff have been coordinating with Engineering and Building Services for the demolition of the main shopping center buildings at 13771 and 13779 Warwick Boulevard. She said that since the Voter Registrar has vacated Sherwood to relocate to the Brentwood Shopping Center and that most of the required pre-demolition evaluations were completed, the demolition

work could be bid soon. Mrs. Kingston noted that demolition expenses will be paid for by the City as part of its work to prepare the site for the new Grissom Library. Mrs. Kingston informed that Board that she would be seeking a Motion to authorize the demolition at the end of her report.

Mrs. Kingston shared that the EDA has leased 940 square feet of space at 320 29<sup>th</sup> Street (Downtown Engineering Center) for a barbershop operation since 2012. She informed the Board that Cyrenia D. Johnson has been the operator since 2017, and that she is currently leasing on a month-to-month basis. Mrs. Kingston noted that Ms. Johnson is committed to continuing to operate the barbershop business long-term and is requesting that the EDA authorize a lease renewal with Shear Genius LLC, which Ms. Johnson is the sole member.

Mrs. Kingston said that staff has worked to prepare a lease amendment with an initial three-year term commencing September 1, 2025, which includes three one-year renewal options, with an initial rental rate of \$16 per square foot and an annual rent escalation of 3%. She noted that the rental rate equates to a monthly rent of \$1,253.33 and an annual rent of \$15,040. Mrs. Kingston stated that in addition to the new term, the amendment also clarifies language around HVAC responsibility, making the tenant responsible for servicing and maintaining the system and the EDA responsible if replacement of the system is required. She said she would seek a Motion at the end of her report to authorize the lease amendment.

Mrs. Kingston said that on Wednesday, July 30<sup>th</sup>, staff worked with the Virginia Department of Environmental Quality and its consultant Stromberg-Garrigan & Associates (SGA) to host visioning sessions for the West Avenue Library and the vacant lot at 1535 Jefferson Avenue. She noted that the visioning sessions complement the technical analysis work underway for the building and property assessments. Mrs. Kingston reported that a number of participants attended the sessions and were able to provide input that will support SGA's final reports, which will support future development at these two properties.

Mrs. Kingston reminded the Board that site work is now underway at the Virginia Peninsula Community College's Newport News Trades Center in the Southeast Community. She stated that the groundbreaking ceremony was scheduled for Tuesday, August 12<sup>th</sup>, and extended an invitation to the EDA Board, noting their vital role in bringing this exciting project to life.

Mrs. Kingston additionally reminded the Board that the Small Business Roundtables events are scheduled for August 6<sup>th</sup> and 13<sup>th</sup> and encouraged Board Members to attend at least one session to hear directly from businesses across the City, noting that these roundtables

are designed to foster two-way communication – raising awareness of the programs and services the EDA offer while also gaining insight into the interests and concerns of our local business community. Mrs. Kingston stated that staff are looking forward to the dialogue and better understanding the challenges they are facing and how we can best support their continued growth and success in the City.

Mrs. Kingston announced that the Newport News Economic Development Growth and Expansion (EDGE) Summit is scheduled for October 1–2 and will serve as a key opportunity to showcase Newport News and its economic development potential to a broad audience. She noted that following the Save-the-Dates emails, staff has had additional inquiries from firms reaching out to express interest in attending and shared the excitement to see that there is a growing buzz. Mrs. Kingston said that staff is working closely with the Communications team on planning and an event landing page is currently in development, with formal invitations to be distributed this month. She stated that she will provide another update at the September Board meeting as work ramps up on event planning and logistics, in addition to the development of deliverables for the showcased properties.

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.

The Mayor expressed his excitement and optimism for the Small Business Roundtables and the EDGE Summit. Ms. Williams echoed the Mayor's sentiments. Mayor Jones congratulated Mr. Morello on his appointment as Interim Director of the Newport News/Williamsburg International Airport. He reaffirmed the City's commitment to ensuring the airport's long-term success and expressed his enthusiasm that residents can now clearly see the City's dedication and determination to support the airport's continued growth.

Mr. Archer shared that City Council has provided the airport with \$4 million in funding, which includes \$1 million for capital improvements and \$3 million for operating expenses. He said that this funding was important to support operations for the current fiscal year in addition to laying the groundwork for future investments and projects. Mr. Archer stated that the largest investment that the City is providing the airport is the appointment of Chris Morello as Interim Executive Director and stated that the City is committed to helping the airport in their search for a permanent Executive Director that can help the airport thrive.

Ms. Williams introduced a Motion to authorize the demolition of the buildings located at the Sherwood Site on 13771 and 13779 Warwick Boulevard, in connection with the planned

City development of the future Grissom Library site, 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.

Ms. Williams introduced a Motion to authorize a lease amendment, between the EDA and Shear Genius LLC, guaranteed by Cyrenia D. Johnson, for 940 square feet of space in the Downtown Engineering Center, to operate a barbershop, for an initial three-year term with three, one-year renewal options, at an initial rental rate of \$16 per square foot, with a 3% annual rent escalation, subject to all documentation being reviewed and approved by EDA Legal Counsel. Mr. Skinner so moved, and Dr. Guajardo seconded the motion which passed unanimously on a roll call vote.

#### 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 9:48 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), 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 is are proposed property acquisitions 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 locating in the central section of the City. Mr. Miller seconded the motion which passed unanimously on a roll call vote.



At 10:20 a.m., the EDA/IDA Board returned to open session following a certification motion by Mr. Beale, 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. Mr. Miller 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 1, 200 and 220 Dozier Road at an agreed-upon purchase price of \$1,500,000, from Petros D. Papadakos and Rhonda L. Papadakos, as a strategic acquisition supporting encroachment mitigation around Fort Eustis, subject to the review and approval of all documentation by EDA Legal Counsel. Mr. Beale so moved, and Mr. Skinner 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. Mr. Skinner presented the Executive Committee report which did not require Board ratification. Mr. Miller presented the Marketing Committee report which did not require Board ratification.

#### Approval of Minutes of the Regular Meeting of July 11, 2025

Ms. Williams asked for approval of the Minutes of the Regular Meeting of July 11, 2025. Ms. Garguilo so moved, and Mr. Skinner seconded the motion which passed unanimously on a roll call vote.

#### Unfinished Business

Mrs. Kingston reminded the Board that staff has been providing updates on progress with the Virginia Peninsula Community College's (VPCC's) Newport News Trades Center, noting that there has been close communication with VPCC staff as well as the W.M. Jordan team on facility construction. She stated that, as the project has progressed, there are additional costs due to both client-directed needs, as well as unforeseen conditions that need to be addressed within the design-build contract.

Mrs. Kingston said that in order to suit their needs for the program, as well as facility monitoring and management, VPCC has requested additions to the scope of work with W.M. Jordan. She shared that these include installation of an enhanced fire alarm system, security system and an Argon-Carbon Dioxide system for welding, noting that this cost is estimated at \$177,714 and to be 100% paid for by VPCC.

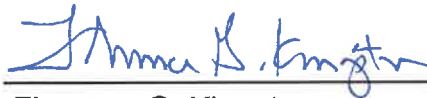
Mrs. Kingston added that separately, as excavation work has commenced, there is a significant amount of debris and organics in the soil including trash piles, broken cinder blocks and broken foundations – all residual from the former public housing use and demolition. She stated that this will require additional soil undercut for the building pad. Mrs. Kingston said that W.M. Jordan has prepared a change order for this expense which is \$165,468.37 and includes some additional contingency. Mrs. Kingston reminded the Board that part of the initial commitment to VPCC was that the City/EDA would provide the property and support for site development costs necessary to implement the project, making this additional work part of the EDA's responsibility. She shared that with these known added costs and recognizing that there may be other changes desired by VPCC, or warranted by unforeseen conditions, she is seeking EDA authorization for any change orders to the design-build that are directed by and 100% funded by VPCC, and authorization of an additional \$300,000 in contingency funding for unforeseen costs, which would support the additional undercutting and any similar costs that were not expected.

Ms. Williams introduced a Motion to authorize any change orders to the design-build contract with the W.M. Jordan for the VPCC Newport News Trades Center that are directed by and 100% funded by Virginia Peninsula Community College or its Educational Foundation, and to authorize additional funding in the amount of \$300,000 as contingency for unforeseen costs connected with the VPCC Newport News Trades Center project, all of which would be subject to the review and approval of all documentation by EDA Legal Counsel. Dr. Guajardo so moved and Ms. Garguilo seconded the motion, which passed 5-0-1 on a roll call vote, with Mr. Miller abstaining as he serves on the VPCC's Board of Directors.

New Business

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

There being no further business to come before the Board, Ms. Williams adjourned the meeting at 10:37 a.m.



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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 18<sup>th</sup> 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.

  
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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 17<sup>th</sup>. 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 10<sup>th</sup>. With this milestone achieved, the Participation Agreement will be signed and forwarded to Costco after the meeting.

## Executive Committee Chair's Report

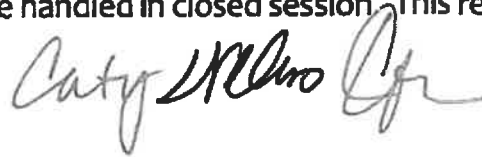
July 11, 2025

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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 24<sup>th</sup> 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 31<sup>st</sup>.

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.



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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 1<sup>st</sup> 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 14<sup>th</sup> 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.



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