

MEETING OF THE BOARD OF DIRECTORS OF THE ECONOMIC
DEVELOPMENT AUTHORITY OF THE COUNTY OF ISLE OF WIGHT
HELD ON THE NINTH OF SEPTEMBER
OF THE YEAR TWO THOUSAND AND TWENTY-FIVE

The Meeting of the Board of Directors of the Economic Development Authority (EDA Board) of the County of Isle of Wight was called to order by Vice-Chairman Ford, at 4:00 PM, on September 9, 2025, in the Board of Supervisors' Room – Isle of Wight, Virginia.

Members Present: James Ford, Vice- Chairman
 James Collins, Member
 Tim Hillegass, Member
 Michael Maddox, Member
 Sharon Stallings, Member
 Amber Wells, Member

Staff Present: Kristi Sutphin, Economic Development Director/Secretary-Treasurer
 Gloria Spratley, Administrative Assistant
 Nicole Talton, Economic Development Coordinator
 Katie Kelley, Business Development Analyst
 Robert W. Jones, Jr., EDA Counsel

Guests Present: Amy Parkhurst, Hampton Roads Alliance
 Stephen Faleski, The Smithfield Times

Mr. James Ford, Vice-Chairman of the EDA Board, asked for a roll call and thereafter announced a quorum.

Vice-Chairman Ford presented the minutes of the July 8, 2025, meeting. Member Hillegass made a motion to approve the minutes, which was seconded by Member Collins. The motion was adopted with Members Collins, Hillegass, Maddox, Stallings, Wells, and Vice-Chairman Ford voting in favor, and no members voting against.

Mrs. Sutphin introduced Mrs. Amy Parkhurst, Senior Vice President of Business Development, at the Hampton Roads Alliance. She delivered a presentation on the Hampton Roads Playbook, a plan that showcases the region's collective strengths and outlines a strategy for success centered on four key sectors: Defense, Energy, Aerospace and Logistics (DEAL). She concluded her presentation by providing the EDA Board with an invitation to an event officially launching the Hampton Roads Playbook on October 29, 2025.

Financial Reports – Mrs. Sutphin informed the EDA Board that Financial Reports are currently unavailable due to ongoing audit season. Once the FY-24 audit is complete, all outstanding Financial Reports will be presented.

For the Industrial Projects Update Mrs. Sutphin shared the following:

460 Commerce Center – Mrs. Sutphin provided an update on W.M. Jordan’s 460 project, stating that all construction activities are scheduled to be completed by the end of September. Final inspections are expected to take place shortly, thereafter, followed by the issuance of the Certificate of Occupancy. Once obtained, the building will be ready for immediate occupancy. W.M. Jordan has initiated construction on a separate area located at the rear of the building, referred to as the rear trailer lot. This portion of the project was not included in the original construction plans but was later added to the scope of work. Mrs. Sutphin concluded by presenting the latest drone aerial of the building construction, provided by W.M. Jordan.

Former Keurig Dr Pepper Facility – Mrs. Sutphin reported that decommissioning work at the property is ongoing. She noted that although the property was previously under contract, that agreement did not proceed to closing. As a result, the property has been re-listed for sale with CBRE. Staff are actively collaborating with the broker, the Virginia Economic Development Partnership (VEDP) and the Hampton Roads Alliance to support marketing efforts for the site.

Shirley T. Holland Intermodal Park Phase II – 40-AC Site – In order to rezone the 40-acre site from Rural Agricultural Conservation (RAC) to Conditional-Limited Industrial (C-LI), a requirement in the process is the completion of a Phase II Cultural Resource Evaluation. Work on this evaluation began on July 28th. The scope of the study includes the following components: Archaic Period Boundary Determination, Full Phase II Survey of the historic farmstead, Ground Penetrating Radar (GPR) Survey to locate unmarked cemetery sites, in addition to the known cemetery site. We are currently awaiting the final report. Once completed, the findings are expected to provide guidance on how the parcel may be developed.

Tidewater Logistics Center – Mrs. Sutphin reported that the subdivision plat for the Tidewater Logistics Center was approved on September 5, 2025. With the subdivision plat approval complete, the infrastructure construction plans which had been submitted previously will be reviewed by the County’s Community Development Department. The closing on the property is anticipated to take place in late November 2025.

Project Air Station – Project Air Station, formerly marketed as “Virginia Cold Distribution Terminal” has rebranded as “Virginia ColdDock 258”. On August 21, 2025, the developer submitted revised site plans to the County’s Community Development Department for review. Staff intend to pursue funding support through the “Go Virginia Site Readiness Grant” program. The developer is actively seeking tenants and is open to subdividing space with a minimum size of 20,000 square feet. Construction is planned to begin upon achieving 25-50 percent pre-leasing, with an estimated 18-month development timeline. Property closing and groundbreaking dates are to be determined.

Shirley T. Holland Phase II Signage – Mrs. Sutphin provided an update on the signage improvement project, noting that three estimates had been received for the fabrication and installation of the following: two new Wayfinding signs at Old Mill Road, four Driveway Signs at Gwaltney Way, one new monument sign at U.S. Route 460 and Old Mill Road, and refacing of three existing monument signs. She indicated that some lighting and landscape details are still pending finalization. The total project cost is not to exceed \$150,000. Staff are requesting

approval to proceed with contract execution for the selected vendor. After discussion, the EDA Board requested additional information regarding the scope of work to be included in the contract, contingent upon review by procurement and legal counsel. The EDA Board agreed to revisit the item at the next meeting.

ED Director's/Secretary-Treasurer's Report Mrs. Sutphin shared the following:

Shirley T. Holland Phase III 258 Gate - Mrs. Sutphin previously reported issues with the locks on the 258 gate. In response, the Marshall Hunt Club removed the unidentified key lock and replaced the existing combination locks. At the request of staff, the Marshall Hunt Club also temporarily installed their game camera to monitor gate activity. To date, no further issues have been reported. Upon reviewing footage from the camera, the Hunt Club noted only animal activity in the area. In response to Member Wells' inquiry regarding a more permanent solution, Mrs. Sutphin reported that the County's Information Technology Department visited the property and, due to the lack of electricity, recommended that the EDA Board purchase game cameras for ongoing monitoring. The cost for two cameras and accessories is estimated to be \$400. After discussion, the EDA Board agreed to postpone any action and revisit the matter should the issue arise again.

Shirley T. Holland Phase III Timbering – Mrs. Sutphin informed the EDA Board that the timbering activities started on the 131-acre portion of Tax Map Parcel 60-01-045 which was sold to Tree Top Timber in 2024. Mr. Matthew Johnson, Forestry Manager, will provide ongoing updates regarding the progress of the operation and will notify staff upon completion.

Mrs. Sutphin told the EDA Board that the updated "Fact Card" has been placed at each member's seat. She acknowledged and thanked Mrs. Kelley for her work on the new design and updated content.

Mrs. Sutphin concluded her report with an update on the proposed EDA Property Tour, noting that the topic has been under consideration for some time. She expressed a preference to delay scheduling the tour until construction activities are complete along Gwaltney Way. Mrs. Sutphin stated that she will check potential dates and distribute a scheduling poll to assess EDA Board Members' availability, after which a formal date for the tour will be confirmed.

Department Activity Report – For the months of July and August, staff participated in the following meetings and events: GMODS, VA Economic Development Housing Forum, Small Business Development Center, Chamber Board, Chamber Coffee Connect at Riverside Lifelong Health & Rehab, Chamber Business After Hours and attended Ribbon Cuttings for Q's Quisine, Isle Maritime Trades Academy (IMTA), The Pink Picket Fence and Green Jasper Wellness.

There were five prospects for the month of July and five prospects for the month of August. There were seven new business licenses issued in July: two for the County, four for the Town of Smithfield and one for the Town of Windsor. There were 16 new business licenses issued in August: four for the County, 10 for the Town of Smithfield and two for the Town of Windsor. Year-to-date, 120 new business licenses were issued compared to 191 at this time last year.

For the Newsletter Highlights/Marketing, Mrs. Sutphin informed the EDA Board that an advertisement was placed in the August edition of the *Virginia Business Site Locator Guide*. She

also reported on the State of the County Event and shared a video link of the presentation with the EDA Board.

Pursuant to Section 2.2-3711(A) of the Code of Virginia the Isle of Wight County Economic Development Authority Member Collins moved to enter closed session for the limited purpose of:

- (1) Consultation with legal counsel employed by the authority regarding specific legal matters requiring the provision of legal advice by such counsel, namely, potential construction litigation as it impacts authority projects, pursuant to subsection 8.

The motion was seconded by Member Wells, and all voting in favor (6-0), the Authority entered Closed Session.

Upon motion of Member Wells which was seconded by Member Stallings and all voting in favor (6-0), the Authority exited Closed Session and reconvened into open meeting.

Pursuant to Section 2.2-3712 of the Code of Virginia the Isle of Wight County Economic Development Authority Member Wells moved to certify that to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements and only such public business matters as identified in the motion to move to closed session were heard, discussed or considered during the closed session. The motion was seconded by Member Hillegass.

[Roll call vote]

Vice-Chairman Ford – AYE

Member Collins – AYE

Member Hillegass – AYE

Member Maddox – AYE

Member Stallings – AYE

Member Wells – AYE

There being no further business, Member Hillegass made a motion to adjourn, which was seconded by Member Wells.