

**ECONOMIC DEVELOPMENT AUTHORITY  
OF THE CITY OF CHESAPEAKE  
THURSDAY, January 18, 2024**

The regular meeting of the Economic Development Authority of the City of Chesapeake was held on Thursday, January 18, 2024, at 3:00 p.m. at Summit Pointe, 555 Belaire Avenue, Suite 310, Chesapeake, VA 23320.

**MEMBERS PRESENT:** Kevin J. Cosgrove, Chair; Julie Anderson, Vice Chair;  
Dawn Matheson, Treasurer/Asst. Secretary; M. Bradley Brickhouse, Secretary;  
Vonda W. Chappell, Member; Luis Jimenez, Member; Tonya Gill, Member;  
Michael Malone, Member; Jeffrey Ganthner, Member

**MEMBER(S) ABSENT:** None

**ALSO PRESENT:** Steven C. Wright, Executive Secretary

**COUNSEL PRESENT:** John Sawyer, WRG PC, EDA Counsel

**CED STAFF PRESENT:** Preston Wilhelm; Lloyd Jackson; Sherry Barnette; Tim Howlett; Curtis Cobert;  
Kerstin Plarr; Constantia Cobert; Austin Bussey

**GUESTS PRESENT:** Brian Solis, Deputy City Manager; Catherine Lindley, City Attorney; Toi Hunter,  
HR Alliance

**CALL TO ORDER:**

Mr. Kevin Cosgrove, Chair, declared a quorum present and called the meeting to order. Ms. Julie Anderson made a motion to adopt the Draft Agenda; seconded by Ms. Vonda Chappel. The motion was unanimously approved.

**MEETING MINUTES:**

After a review of the December 14, 2023 Meeting Minutes, Mr. Jeffrey Ganthner made a motion; seconded by Ms. Dawn Matheson, to accept the minutes from the December 14, 2023 meeting. The motion was unanimously approved.

**TREASURER'S REPORT:**

Ms. Constantia Cobert presented the treasurer's report for December 2023. No questions or concerns were expressed; therefore, Chair Kevin Cosgrove declared December 2023, Treasurer's Report filed for audit.

**INVOICES:**

All the invoices were approved budgeted invoices.

**ECONOMIC DEVELOPMENT UPDATE:**

Mr. Steven Wright highlighted the department's current focus on small business initiatives. Mr. Wright advised a new website for Economic Development is being created which will feature a Small Business section that is user-friendly for easy access to the many resources available to small businesses.

Ms. Kerstin Plarr, Small Business Development Manager, discussed upcoming events and workshops specifically for the small business community. These include a 504 Forum which is a financial product, and a tourism-related workshop in collaboration with the Virginia Tourism Corporation which will provide information on several grants available for tourism related businesses. Efforts are also underway to organize quarterly SWAM informational workshops with Ms. Angela Barber of the Virginia Department of SBSD (Small Business and Supplier Diversity) at the CED office. Ms. Plarr also reported that in conjunction with another City department, the Officer of Emergency Management, disaster preparedness sessions are being coordinated. Additionally, on February 13, 2024 CED will include this information at a City Council Work Session presentation.

**THREE OAKS AT GREENBRIER COMMERCE PARK:**

Will be discussed in Closed Session.

**OAKBROOK BUSINESS & TECHNOLOGY CENTER:**

Mr. Steven Wright reminded the Authority there are three remaining parcels, 12, 13A and 13B. Currently there is a potential buyer considering parcel 12 who was given a tour of the AVMAC facility which is located on the parcel to the north. Mr. Wright advised AVMAC has been a wonderful addition to the park and helps showcase what is possible on the lake front property in parcels 13A and 13B.

**COASTAL VIRGINIA COMMERCE PARK (CVCP):**

Mr. Wright provided an update on the application submitted to the Virginia Economic Development Partnership (VEDA) under the Virginia Business Ready Site Program (VBRSP). The application was submitted on January 11, 2024, and requests \$125 million to facilitate utilities extensions, particularly for water and sewer infrastructure. Mr. Wright advised the VBRSP initiative aims to address the scarcity of shovel ready sites available throughout the Commonwealth for business growth, expansion, and location. A decision on the award is anticipated in the April/May timeframe.

**NEW BUSINESS:**

Mr. Steven Wright presented the Resolution for a \$10,000 EDIP grant for Family Medicine Health Care located in Western Branch. Mr. Wright advised the property was redeveloped to a medical office building several years ago and the company is expanding to bring in new diagnostic equipment. The total project is approximately \$500,000 and will create six new jobs with an average salary of \$45,000. Mr. Jeffrey Ganthner made a motion to approve the \$10,000 EDIP grant to Family Medicine Health Care presented in the Resolution as written; seconded by Ms. Dawn Matheson. The motion was unanimously approved.

**NEW BUSINESS cont.:**

Mr. Steven Wright reported the Great Bridge Façade program was established to facilitate redevelopment and development in the Great Bridge Historic Gateway Overlay District, predominantly on South Battlefield Boulevard particularly along the canal. Mr. Wright presented a Resolution to approve a Great Bridge Façade Improvement grant in the amount of \$20,000 to JMA Battlefield, LLC. Mr. Tim Howlett provided a digital overview of the exact improvements being made. Ms. Julie Anderson made a motion to approve the Resolution for the Great Bridge Façade Grant as presented; seconded by Mr. Michael Malone. The motion was unanimously approved.

**EXECUTIVE SESSION:**

Mr. John Sawyer, EDA Counsel, stated the EDA may wish to consider a motion to conduct a closed meeting for discussion or consideration of the disposition of publicly held real property where discussion in an open meeting would adversely affect the bargaining or negotiating position of the Economic Development Authority (EDA), specifically as to Three Oaks; discussion or consideration of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining or negotiating position of the Economic Development Authority (EDA), and discussion of prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industries interest in locating or expanding its facilities in the City for the purposes of potential economic development opportunities all as permitted by Sections 2.2-3711(A) (3) and (A) (5) of the Code of Virginia.

Mr. Michael Malone made a motion, seconded by Ms. Dawn Matheson, to go into Executive Session. The motion was unanimously approved.

Mr. John Sawyer, EDA Counsel, stated the EDA may wish to consider a motion to certify that to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed and only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered. The certification was approved, and the Executive Session was closed unanimously via a roll call vote.

Mr. Steven Wright announced Mr. Preston Wilhelm has been promoted to Deputy Director of Economic Development. Mr. Wright advised Mr. Wilhelm has been with the CED for 15 years and done wonderful work.

**FOR YOUR INFORMATION:**

- **January 20, 2024 - Chesapeake Regional Hospital Foundation Gala**
  - Chesapeake Conference Center at 6 pm to 12 am
- **January 23, 2024 – HR Chamber Member Meetup hosted by iHeart Media**
  - Summit Pointe, 555 Belaire Ave., Suite 320 at 8 am – 9:30 am

**FOR YOUR INFORMATION cont.:**

- **January 31, 2024 - ODU Annual Economic Forecast**
  - The Big Blue Room – Chartway Arena *at* 11:30 am – 2 pm
- **February 1, 2023 – Statement of Economic Interest DUE**
  - **\$250 late filing penalty**
- **February 9, 2024 – EDAC monthly meeting**
  - Chesapeake Regional Lifestyle Center *at* 8 am – 9 am
  - Re: Schools and Career Technical Education Broadband
- **February 16, 2024 – C.P. Dean Ribbon Cutting**
  - 1244 Executive Blvd, Building B, Suite 111 *at* 4 pm

Mr. John Sawyer, EDA Counsel, briefed Authority members and CED staff on FOIA guidelines pursuant to what constitutes a public meeting and is subject to FOIA request for information.

**ADJOURNMENT:** There being no further business to discuss, Ms. Dawn Matheson made a motion to adjourn; no second being needed, it was the consensus to adjourn the meeting.



Steven C. Wright  
Executive Secretary

Minutes provided by Jude Jackson