

**ECONOMIC DEVELOPMENT AUTHORITY  
of the  
CITY OF HAMPTON, VIRGINIA**

Minutes – Regular Meeting

September 21, 2021 – 8:30 a.m.

Veteran’s Conference Room

CALL  
TO ORDER

Chair Ferebee called the meeting to order at 8:30 a.m.

DIRECTORS  
PRESENT

Richard M. Bagley, Jr., Michelle T. Ferebee, James A. “Pete” Peterson, Laura S. Sandford, L. Scott Seymour, Dianne B. Suber and George E. Wallace. Also present was Secretary/Treasurer Charles E. Rigney, Sr.

STAFF  
PRESENT

Brian DeProfio, Patricia Melochick, Thomas O’Grady, Daniel Girouard, Terri McCann, Denise Topping, Michael Yaskowsky, Erica Spencer, Trudy Clatterbaugh, Eric Sullivan, Heather Shipe and Teresa Hudgins

GUESTS  
PRESENT

Mayor Donnie Tuck  
Allison Moore, Moore Laughing  
Jim Franklin, Prodigy Capital Consulting Group  
Marco Sterk, Longbow Group, LLC  
Kenneth Dudley, Longbow Group, LLC

MINUTES

Chair Ferebee stated the Minutes from the August 17, 2021 Regular Meeting were distributed. A motion was made by Mr. Seymour and seconded by Mr. Wallace to approve the Minutes as presented. A roll call vote was taken which resulted as follows:

Ayes: Bagley, Peterson, Sandford, Suber, Wallace, Seymour and Ferebee

Nays: None

B-FORCE  
PROGRAM  
PRESENTATION

Ms. Moore and Mr. Franklin gave an overview of the economic and business development program services offered and proposed to increase business and economic growth, increase tax base and make Hampton an attractive small business location through its incubation process. Mr. Rigney asked about the percentage of their client base. Mr. Franklin said 95% were Black. Ms. Sandford asked if there was any client follow-up. Mr. Franklin said each client is assigned a consultant who works with them once they complete the program. Dr. Suber asked about the success/sustainability of the program. Mr. Franklin did not have that information but will gather the data and forward it to staff. Chair Ferebee recommended the Innovation & Technology Committee make a recommendation to the Board as to whether or not this program should be integrated to dovetail with the REaKTOR as we do not want to overlap services.

LOAN & GRANT  
REVIEW  
COMMITTEE

Chair Ferebee reported the Loan & Grant Review Committee did not meet in September. There were no questions or comments on the Loan Status Report dated August 25, 2021 or the EDA Loan/Grant Program Fund Balance Sheet as of August 31, 2021.

Mr. Rigney informed the Board that Steven Lynch was working with Unique Imaging Solutions on a potential \$50,000 payment to write off the existing debt. No action is requested at this time as conversations are still on-going.

Chair Ferebee recused herself from the upcoming matter and asked Vice Chair Seymour to take over the meeting proceedings. Mr. Seymour asked Mr. Yaskowsky to present the NASA Langley Research Center Technology Commercialization Grant for Longbow Group, LLC. Mr. Yaskowsky said the company is seeking a \$20,000 grant to purchase equipment for the Fort Monroe and Harbour Centre locations to support its drone missions. He added financial information regarding the company will be discussed during Closed Session and noted the EDA did provide a \$10,000 grant to the company in June of 2020. Staff is recommending approval subject to the standard five-year recapture provision.

Chair Ferebee thanked Vice Chair Seymour and she resumed with the meeting proceedings.

ECONOMIC  
DEVELOPMENT  
REPORT

Mr. Rigney stated the updated Status Report on EDA Actions was included in the package. Other items of interest:

- Prospect activity is very high now.
- We are 1 of 47 applicants competing for the Makerspace grant; should know something next month.
- Staff will be participating in City grant procedure training.
- Amazon is up and running; they will have a walk-up hiring event on site with two additional dates at the Hampton Roads Convention Center.
- The Virginia Economic Developers Association (VEDA) Fall Conference will be held in Norfolk next week.
- HREDA has scheduled several marketing trips but we are waiting to see if they actually take place due to the rise in COVID cases.
- The real estate commission due on the Doran tract was a little higher due to the boundary line adjustment; the site plan has been submitted for approval and they are waiting on a permit from the Virginia Marine Resources Commission (VMRC).
- Steven Lynch will be briefing City Council on the American Rescue Plan tomorrow.
- We hired Dominique DeBose as the new Business Development Coordinator for Phoebus; she will start on September 27, 2021.

CLOSED  
MEETING

Chair Ferebee stated a Closed Meeting will now be held pursuant to (1) Virginia Code §2.2-3711.A.3 for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property in Hampton Roads Center North and the Shell Road area of the City, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Authority and (2) Virginia Code §2.2-3711.A.4 for the protection of the privacy of individuals in personal matters not related to public business. A motion was made by Ms. Sandford and seconded by Mr. Wallace to go into the Closed Meeting. A roll call vote was taken which resulted as follows:

Ayes: Bagley, Peterson, Sandford, Suber, Wallace, Seymour and Ferebee

Nays: None

CERTIFICATION  
OF CLOSED  
MEETING

Chair Ferebee stated it was now appropriate to take a roll call vote and that to the best of our knowledge (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 Closed Meeting. Any member who believes there was a departure from the requirements of subdivisions (i) and (ii) shall so state prior to the roll call vote, indicating the substance of the departure that, in his/her judgment has taken place. Such statements shall be recorded in the Minutes. Chair Ferebee asked for any statements. There were none. A motion was made by Mr. Wallace and seconded by Ms. Sandford to conclude the Closed Meeting and return to the Meeting. A roll call vote was taken which resulted as follows:

Ayes: Peterson, Sandford, Suber, Wallace, Seymour and Ferebee

Nays: None

Note: Mr. Bagley left the meeting at 9:30 a.m. and was not present for the vote

NEW  
BUSINESS

A motion was made by Mr. Peterson and seconded by Mr. Wallace to approve a NASA Langley Research Center Technology Commercialization Grant to Longbow Group, LLC in the amount of \$20,000 subject to the standard five-year recapture provision. A roll call vote was taken which resulted as follows:

Ayes: Peterson, Sandford, Suber, Wallace and Seymour

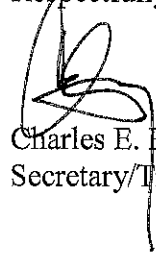
Nays: None

Abstain: Ferebee

Mr. Peterson asked the Loan & Grant Review Committee to review the existing program guidelines to ensure language is clear regarding applicants applying for multiple grants under the same grant program.

ADJOURNMENT      There being no further business, the meeting was adjourned at 10:15 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Charles E. Rigney, Sr.', written over a vertical line that extends downwards from the signature.

Charles E. Rigney, Sr.  
Secretary/Treasurer

CER/tbh