

# ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF NORFOLK

## Meeting Minutes

The Economic Development Authority of the City of Norfolk called, and held, its regular monthly meeting on Wednesday, December 3, 2025, at 12:01 P.M., 999 Waterside Drive, Suite 415, Norfolk, Virginia 23510.

### **DIRECTOR'S PRESENT:**

Jeff Brooke - Chairman  
Morgan Whayland – Vice Chairman  
Jaeson Dandalides  
John Garrett  
Michael Hull  
Richard Ottinger  
Henri Patten  
George Polizos  
Simon Scott (Remote from Chester, VA – Training Center) (12:42 P.M. Signed off)  
Carter Smith  
Keith Warren

### **STAFF PRESENT:**

Sean Washington - Executive Director  
Mike Paris - Secretary-Treasurer  
Robert Sharak – Assistant executive Director  
Dawn Ryan – Assistant Secretary-Treasurer

### **COUNSEL PRESENT:**

Barry Hunter – Kaufman & Canoles, P.C.

### **GUESTS:**

Kim Brown – Former Director  
Mike Roggow - Department of Finance  
Larry Pendleton – Planning Commission  
Mia Byrd - Department of Economic Development  
Delk Koolman - Department of Economic Development  
Britney Hatcher - Department of Economic Development  
Malijah Rubin- Department of Economic Development

## **MEETING CALLED TO ORDER**

Chairman Brooke called the meeting to order at 12:01 P.M. and thanked the Directors present for attending.

After confirming that the voice of Director Scott could be heard by all persons at the primary meeting location, Chairman Brooke entertained a motion to approve Director Scott participating in the meeting remotely from Chester, VA where he was attending a work conference. Director Ottinger moved to approve Director Scott's remote participation, which motion was seconded by Director Warren, and unanimously approved by all Directors present at the primary meeting location. (Vote: 10-0-0). This is the second time in calendar year 2025 that Director Scott has participated remotely due to a personal matter.

Then, at the request of Chairman Brooke, the newest Director Michael Hull, introduced himself to the Board. Director Hull is replacing Director Kim Brown, who served 14 years on the EDA Board.

Chairman Brooke asked the Directors to review the minutes of the November meeting and whether there were any corrections or questions. There being none, Chairman Brooke entertained a motion to approve the minutes. Director Warren moved to approve the minutes which was seconded by Director Smith. The motion to approve the minutes was passed with two abstentions, Director Polizos and Director Ottinger. (Vote: 9-0-2).

## **FINANCIAL UPDATE**

Chairman Brooke turned over the meeting to Mr. Paris who presented his financial update. (Attachment #1). Chairman Brooke thanked Mr. Paris for the update.

## **DIRECTORS REPORT**

Chairman Brooke continued with the agenda and asked Mr. Washington to present his report for the Board. Mr. Washington presented his report which is outlined in the attachment. (Attachment #2).

## **NEW BUSINESS**

Mr. Washinton introduced Delk Koolman to review the Revolving Loan Fund program and what is anticipated for the next year. After summarizing the program terms and purposes, Mr. Koolman

presented two resolutions which were considered individually by the Board. (Attachment #3 & #4). Director Scott logged off the call 12:42 P.M.

The first Resolution was for a \$50,000 loan to Lavacape Franchise Holdings of Virginia LLC d/b/a All Dry Services of Norfolk. Although the underwriter had recommended denial, the RLF Committee unanimously voted to recommend the EDA Board approve the loan. Director Garrett outlined the reasons the RLF Committee differed from the underwriter's recommendation, including the fact that the risk profile of a borrower from the EDA is different from that of a borrower from a financial institution. In response to Vice Chair Whayland's questions, Mr. Koolman said the business was a small operation with four (4) employees and was in compliance with, and current on, taxes, permits, and the like. Director Warren wanted to know if coverage of daily operations was an issue. Director Garrett said no. Director Ottinger moved to approve the Resolution, which was seconded by Director Patten, and unanimously approved. (Vote 10-0-0).

The next Resolution was for a \$50,000 loan to RD Wilhelm, LLC. Although the underwriter recommended approval with eight (8) conditions, the RLF Committee recommended denial on a vote of 2 to 1. Some of the reasons the RLF Committee recommended denial were: (i) missing mortgage payments, (ii) 2023 and 2024 tax returns not provided, (iii) no landlord approval, (iv) liquidity concerns generally, and (v) the indication that the company would proceed without the loan. Director Warren inquired as to whether the Board should defer the matter for later consideration. After Director Garrett emphasized that the underwriter's preconditions were material, Director Warren moved to table consideration of the Resolution, which was seconded by Director Smith, and unanimously approved. (Vote 10-0-0).

At this time, the Board was advised that both Hamilton Perkins and Bold Mariner had executed their amendatory loan documents, although Bold Mariner may be requesting additional relief. In addition, Tony Brothers had confirmed that he will continue to make payments on his loan.

Mr. Washington requested Mr. Koolman present the Neon District Resolution in the absence of Ms. Southall. Mr. Koolman reminded the Board of the business interruption grants that the City of Norfolk has funded through the EDA which are to be applied to businesses that qualify due to interruption of services resulting from the construction along Brambleton and Olney Avenues. The Resolution designated six businesses to receive \$10,000 in grants and one business to receive \$75,000. Director Warren said that the EDA's purpose is inducing businesses and not paying their losses. Director Ottinger pointed out that this is the City's money and that the EDA is simply acting as a conduit. Director Ottinger moved to approve the Resolution as presented, which was seconded by Director Whayland, and unanimously approved. (Vote 10-0-0) (Attachment #5).

#### **CLOSED SESSION**

Director Polizos presented the following motion for consideration by the Board, "Mr. Chairman, I move that the Directors of the Economic Development Authority of the City of Norfolk convene in a closed meeting pursuant to Section 2.2-3711.A.8 of the Code of Virginia for the purpose of consultation with the Authority's legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel." Roll Call Vote: Director Hull, Director Smith, Director Warren, Director Polizos, Director Ottinger, Director Brooke, Director Whayland, Director Patten, Director Dandalides, and Director Garrett, all aye (Vote: 10-0-0).

After reconvening in open meeting, the Directors of the Economic Development Authority of the City of Norfolk certify that to the best of their knowledge (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act 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 Directors of the Authority." Roll Call Vote:

Director Hull, Director Smith, Director Warren, Director Polizos, Director Ottinger, Director Brooke, Director Whayland, Director Patten, Director Dandalides, and Director Garrett, all aye (Vote: 10-0-0).

**CLOSING**

Chairman Brooke made a few comments about his last meeting and moved to elect Director Whayland as Chairman and Director Smith as the Vice Chairman. The motion was seconded by Director Ottinger and unanimously approved by the Directors. (Vote 10-0-0).

The meeting was adjourned at 1:52 P.M.

Approved by \_\_\_\_\_

**Attachments:**

1. Financial Report
2. Directors Report
3. Resolution Approved – All Dry Services
4. Resolution tabled – RD Wilhelm, LLC
5. Neon District Resolution