

MINUTES

The November meeting of the Western Virginia Regional Industrial Facility Authority (WVRIFA) Board was held on Friday, November 21, 2025 at 10:00 a.m. at the Signature Aviation ROA – Roanoke Regional Airport, 22 Waypoint Drive NW, Roanoke VA 24012.

Note: The November 21st meeting of the WVRIFA Board and WVRIFA Participation Committee were held simultaneously (jointly).

1. CALL MEETING TO ORDER

Chair Larrowe called the WVRIFA Board of Directors' Meeting to order at 10:00 a.m.

2. ROLL CALL

Chair Larrowe asked Ms. Sherry Dean to call the roll of the WVRIFA Board. Ms. Dean reported that a quorum was present.

Board Members Present: Richard Caywood, Roanoke County; Megan Baker, Roanoke County; Marc Nelson, City of Roanoke; Chris Dorsey, City of Salem; Richard "Pete" Peters, Town of Vinton, Cody Sexton, Town of Vinton, Tommy Miller (arrived late), City of Salem.

Staff Present: John Hull, WVRIFA Director; Tori Williams, Roanoke Regional Partnership; Bryce Hunter, WVRIFA Counsel; and Sherry Dean, WVRIFA Finance/Administrative Staff.

Others Present: Doug Blount, Roanoke County; Kyle Rosner, Botetourt County.

3. ACTION REQUESTED: APPROVAL OF THE CONSENT AGENDA ITEMS

The following consent agenda items were distributed earlier: (A) November 21, 2025 WVRIFA Board Agenda, (B) October 17, 2025 WVRIFA Board Minutes, and (C) Financial Reports Ending September 30, 2025.

Motion: by Richard Caywood to approve consent agenda items (A), (B) and (C). The motion was seconded by Chris Dorsey.

ADMINISTERED BY:

Roanoke Valley-Alleghany Regional Commission
313 Luck Avenue, SW, Roanoke, VA 24016
info@wvrifa.org / www.wvrifa.org

WVRIFA Board Action: Motion carried unanimously.

4. **PUBLIC COMMENT PERIOD**

There were no comments.

5. **ACTION REQUESTED: ELECTION OF OFFICERS (01/01/26 – 12/31/26 TERMS)**

Article VI, Section 6.2 of the WVRIFA Bylaws states that the officers of the Authority are elected for one-year terms for each calendar year by the Board (January 1 – December 31). Chair Larrowe opened the floor for nominations.

Motion: Mr. Chris Dorsey moved that the current officers of the Western Virginia Regional Industrial Facility Authority be re-elected for a one-year term, ending December 31, 2026:

- Gary Larrowe, Chair
- Richard Caywood, Vice Chair
- Richard "Pete" Peters, Secretary/Treasurer
- Jeremy Holmes, Assistant Treasurer

The motion was seconded by Richard Caywood.

No additional nominations from the floor were made.

Mr. Marc Nelson noted that Ms. Turner is currently out of town, and he lacks specific feedback on this matter. He asked if the decision could be delayed. The group acknowledged that if Ms. Turner is interested in taking on a role, they would be open to accommodating her in the future. However, they stressed the importance of voting today due to the possibility of canceling the December meeting because of its proximity to the Christmas holidays.

WVRIFA Board Action: Roll Call: Ayes - 7 (Larrowe, Caywood, Baker, Nelson, Dorsey, Sexton, Peters); Nays – 0; Abstained – 0. Motion carried unanimously.

6. **ACTION REQUESTED: FY27 WOOD HAVEN MAINTANANCE DUES APPROVAL**

Mr. Hull noted that the FY27 Wood Haven Maintenance Dues were distributed with the agenda packet.

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Motion: by Richard Caywood to approve the FY27 Wood Haven Maintenance Dues, as presented. The motion was seconded by Chris Dorsey.

WVRIFA Board Action: Motion carried unanimously.

7. **ACTION REQUESTED: FY27 OPERATING DUES APPROVAL**

Mr. Hull commented that a table with FY27 Operating dues was distributed with the agenda packet. The amounts are based on each locality's population and there is no significant change.

Motion: by Chris Dorsey to approve the FY27 Wood Haven Maintenance Dues, as presented. The motion was seconded by Richard Caywood.

WVRIFA Board Action: Motion carried unanimously.

8. **ANNUAL REPORT**

Mr. John Hull presented the annual report, highlighting the following key points:

- Completion of major projects under the Virginia Business Ready Sites Program with a total scope of \$504,149 for a drainage improvement project and stormwater basin maintenance.
- Projects were reported as substantially complete, with staff overseeing the bidding process and contract management.
- Continued efforts in promoting the property for new opportunities, with substantial progress noted.

9. **OTHER BUSINESS**

A. 2026 WVRIFA BOARD MEETING SCHEDULE

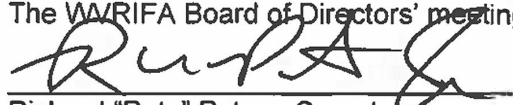
Chair Larrowe stated that the meeting schedule was included with the agenda packet. It was noted that the WVRIFA meeting initially planned for June 19th coincided with a federal holiday. Consequently, the decision was made to reschedule the meeting to June 5th.

10. **ADJOURNMENT OF THE WVRIFA BOARD OF DIRECTORS' MEETING**

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The WRIFA Board of Directors' meeting adjourned at 10:22 a.m.



Richard "Pete" Peters, Secretary
WRIFA Board of Directors



Attest

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