

WESTERN VIRGINIA REGIONAL INDUSTRIAL FACILITY AUTHORITY

PARTICIPATION COMMITTEE
Wood Haven Road Project

MINUTES

The November meeting of the WVRIFA Participation Committee for the Wood Haven Road Project 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 Participation Committee and WVRIFA Board were held simultaneously (jointly).

1. CALL MEETING TO ORDER

Chair Chris Dorsey called the meeting to order at 10:00 a.m.

2. ROLL CALL

Chair Dorsey welcomed those in attendance and asked Ms. Sherry Dean to call the roll. Ms. Dean noted that a quorum was present.

Participation Committee Members Present: Chris Dorsey, City of Salem; Marc Nelson (designee for Ms. Valmarie Turner), Roanoke City; and Richard Caywood, Roanoke County.

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

Others Present: Gary Larrowe, Botetourt County; Kyle Rosner, Botetourt County; Megan Baker, Roanoke County; Doug Blount, Roanoke County; Cody Sexton, Town of Vinton; Richard "Pete" Peters, Town of Vinton, Tommy Miller, City of Salem.

3. ACTION REQUESTED: APPROVAL OF CONSENT AGENDA ITEMS

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

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

WVRIFA Participation Committee Action: Motion carried.

4. PUBLIC COMMENT PERIOD

There were no comments.

ADMINISTERED BY:

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

5. **ACTION REQUESTED: APPROVAL OF FY27 WOOD HAVEN MAINTENANCE DUES**

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

Motion: by Richard Caywood to approve the FY27 Wood Haven Maintenance dues. The motion was seconded by Marc Nelson.

WVRIFA Participation Committee Action: Motion carried.

6. **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.

7. **OTHER BUSINESS**

It was noted that the WVRIFA Board meeting initially planned for June 19th coincided with a federal holiday. Consequently, the decision was made to reschedule the Board meeting to June 5th.

8. **ADJOURNMENT OF THE WVRIFA PARTICIPATION COMMITTEE**

The Participation Committee did not hold a closed meeting. The WVRIFA Participation Committee Meeting adjourned at 10:22 a.m.



Virginia Mullen, Recording Secretary
WVRIFA Participation Committee

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