

**MINUTES OF MEETING  
OF THE  
ECONOMIC DEVELOPMENT AUTHORITY  
OF THE CITY OF LYNCHBURG, VIRGINIA**

October 17, 2024

The meeting of the Board of Directors of the Economic Development Authority of the City of Lynchburg, Virginia, was held in the Conference Room of the Office of Economic Development & Tourism, 2<sup>nd</sup> Floor, City Hall, 900 Church Street, Lynchburg, Virginia, at 8:30 a.m. on Thursday, October 17, 2024, on call of the Chairman and upon written notice to all of the Directors. A copy of the notice of the meeting is filed with these minutes.

The following Directors were present:

Sean M. Huyett  
Patricia F. Mosby  
John M. Stone  
R. Sackett Wood

Absent:     Kimberly F. Soerensen  
              Richard J. Tugman

Also present were the following:

- Theodore J. Craddock of Caskie & Frost, P.C., counsel for the Authority;
- Marjette Upshur, Director, Office of Economic Development and Tourism;
- Keesha Simon of the Office of Economic Development and Tourism; and
- Cameron Lohr of the Office of Economic Development and Tourism.

John M. Stone, Chairman of the Authority, acted as Chairman of the meeting, and Patricia F. Mosby, Secretary/Treasurer of the Authority, acted as Secretary of the meeting.

The Chairman called the meeting to order and after the roll call declared a quorum present and the meeting open for business.

The Directors considered the minutes of the Authority's meeting held on September 26, 2024, which had previously been distributed to the Directors. Thereafter, on motion duly made by Mr. Huyett, seconded by Mr. Wood, the Directors present unanimously approved the minutes of the Authority's September 26, 2024 meeting as submitted, with the following voting:

Aye:             Sean M. Huyett  
                  Patricia F. Mosby  
                  John M. Stone  
                  R. Sackett Wood

**Nay:** None

**Absent:** Kimberly F. Soerensen  
Richard J. Tugman

Ms. Upshur advised the Directors that the Assistant Director, Ms. Galbraith, had resigned from the Office of Economic Development and Tourism.

The next order of business was a request from Boxley Block, one of the lot owners in the Ivy Creek Innovation Park, from Mr. Brent Gleason for an estoppel certificate. Mr. Craddock advised the Directors that the Authority would not execute an estoppel until the outside storage materials had been removed from the Authority's property.

Thereafter, on motion made by Ms. Mosby, seconded by Mr. Stone, the Board went into closed session pursuant to Section 2.2-3711(A)(3) of the Code of Virginia for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Authority.

The motion was adopted, with the following voting:

**Aye:** Sean M. Huyett  
Patricia F. Mosby  
John M. Stone  
R. Sackett Wood

**Nay:** None

**Absent:** Kimberly F. Soerensen  
Richard J. Tugman

Thereafter, the Board resumed in open session and Mr. Wood made the following motion, which was seconded by Mr. Huyett, and unanimously passed:

**WHEREAS**, the Board of Directors of the Economic Development Authority of the City of Lynchburg, Virginia has convened a closed meeting on this date, pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and,

**WHEREAS**, Section 2.2-3712 of the Code of Virginia requires a certification by the Authority that such closed meeting was conducted in conformity with Virginia law;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Economic Development Authority of the City of Lynchburg, Virginia certifies that, to the best of each member's knowledge (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification

resolution applies, and, (2) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board.

Aye: Sean M. Huyett  
Patricia F. Mosby  
John M. Stone  
R. Sackett Wood

Nay: None

Absent: Kimberly F. Soerensen  
Richard J. Tugman

The Directors took no action upon matters for which they entered closed session.

Ms. Upshur then advised that she would be out of town on the Authority's normal meeting date in November, and she requested that the next meeting of the Authority be held on November 7<sup>th</sup>.

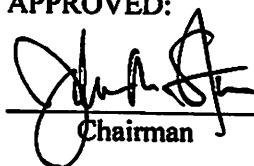
Ms. Upshur then reported that the EDA Handbook for 2025 is a good resource for the Directors, and it is in the Dropbox. The Chairman asked the Directors to review the EDA Handbook.

The Chairman asked the Directors to review the Staff Report from the Office of Economic Development & Tourism.

There being no further business to come before the meeting, the meeting was adjourned at 10:00 a.m.

  
Secretary

APPROVED:

  
Chairman