



## MINUTES

### ECONOMIC DEVELOPMENT AUTHORITY OF THE COUNTY OF BEDFORD, VA Bedford County Administration Ground Floor Training Room

122 E Main Street  
Bedford, VA 24523  
September 4, 2025  
5:30 p.m.

#### **Economic Development Authority:**

**Present:** Vicki Gardner (*District 2*), Wyatt Walton (*Vice Chairman, District 3*); Matthew Braud (*Chairman, District 4*), Kristy Milton (*District 5*), Jimmy Robertson (*District 6*), Jim Messier (*District 7: arrived at 5:57*); Charla Bansley, *Board of Supervisors, District 3*.

**Staff Present:** Pam Armstrong, *Economic Development Director*; Robert Hiss, *County Administrator*; Lauren Thurston, *Business Programs Coordinator*; Patrick Skelley, *County Attorney*; Niki Feazell, *Economic Development Administrative Assistant*, Whitney Greenway, *Assistant Finance Director*

**Absent:** David Wells (*District 1*); Doug Coffman, *Public Works Director*, Ashley Anderson, *Finance Director*, Mickey Johnson, *Board of Supervisors, District 1*.

#### **(1) CALL TO ORDER**

Chairman Braud called the meeting to order at 5:30 p.m.

#### **(2) APPROVAL OF AGENDA**

Chairman Braud asked for motion to approve agenda. Mr. Walton moved, seconded by Mr. Robertson. Adopted Unanimously by members present. Members, Mr. Wells and Mr. Messier not present at time of approval vote.

#### **(3) APPROVAL OF MEETING MINUTES – August 7, 2025**

Chairman Braud asked for motion to approve August meeting minutes as amended, spelling error indicated by Mr. Robertson. Ms. Gardner moved as amended, seconded by Mr. Robertson. Adopted Unanimously by members present. Mr. Wells and Mr. Messier, not present at time of approval vote.

#### **(4) REPORTS**

##### **A. Economic Development Director's Report**

- RA Tool's has recently been accepted into the VEDP's Regional Export Program that comes with a \$12,000 grant. It's a one-year grant that will work with the state to focus on pursuing opportunities in one or two international markets to grow international sales. They've also been accepted into the VEDP's Economic Gardening Program. Mrs. Armstrong announced last month that SML Packaging was accepted as well, making two Bedford County companies within the last two months, which allows for strategic

research and 36 hours of time for business strategies, market research, and competitive analysis.

- In October Mrs. Armstrong will be heading to the Site Selectors Guild Fall Forum in Indianapolis to meet with site selectors and share information on Bedford County.
- Bedford Chamber will be hosting their Annual Gala on Thursday September 25<sup>th</sup>.
- Mrs. Armstrong also provided an update on Beale's. She spoke with Mr. Dave McCormick. He is back in communication with the individuals who were previously interested in purchasing Beale's. The due diligence is between 70%-80% complete.

#### **B. Business Programs Report**

- The quarterly newsletter will be released in the coming days. Highlights of the new pad-ready sites, Bedford ONE tours, and upcoming local events will be included.
- Mrs. Thurston recently attended the ninth session of the SML Leadership Academy, which concludes in December.
- Childcare Grant files have been updated for the 2025-26 cycle and two committee members from last year will be returning.
- The final business roundtable of the year will take place in October at the Bedford Central Library; Mr. Hiss will be the guest speaker.

#### **C. Monthly Financial Report**

- Mrs. Greenway reported on the monthly financial report for new fiscal year. Finance is slightly behind, so a few line items were not available for this month's review, debt payments and interest revenue being a few. However, the total cash available at the end of July was \$2.8M, which includes \$2.1M from investments. Interest rates remain at around 4.4%.
- Auditors are on site this week for the EDA account audit, everything is moving smoothly, and finance will be wrapping up all finance statements in the next week to 10 days.

#### **D. Monthly Accounts Payable Report – (see August bills that have been paid)**

<b>EDA</b>	
EDA Mileage – (August) meeting	\$119.49
<b>Bedford Center</b>	
Town of Bedford Power – CVCC (August)	\$3,396.55
Peakview Landscaping – (August)	\$518.09
BRWA (August)	\$160.05
Johnson Controls (August-Fire Prevention Inspection)	\$476.25
Grit to Gloss Softwash Pros (August-Pressure Washing)	\$600.00
<b>New London</b>	
Southside Electric – (August)	\$620.26
Peakview Landscaping – (August)	\$1,575.00
<b>Washington Street</b>	

Peaksview Landscaping (August)	\$400.50
<b>TOTAL:</b>	<b>\$7,866.19</b>

**(5) TOWN OF BEDFORD**

- Mr. Walton asked for a follow-up on the hotel project for the Town of Bedford. Mrs. Armstrong reported nothing new being shared by the Town other than the permits being ready to pick up and those on site working with BRWA to have water and sewer connected, which will allow for the general contractor to start pouring the footers.

**(6) BEDFORD CENTER FOR BUSINESS**

- A. Approval of lease agreement amendment for East Coast Fabricators
- East Coast Fabricators entered into a lease agreement with the EDA in 2020. In August 2024, the EDA authorized an addendum to the lease for a one-year extension. In August of 2025, Divaris negotiated a new five-year lease to become the second lease amendment with the term beginning November 1, 2025, and expiring at midnight, October 31, 2030. The new monthly rent shall be \$4.65 per square foot, \$139,500 annually, at the facility located at 1635 Venture Blvd., in Bedford. New lease agreement will allow 15% increase. Mr. Walton moved with approval of second lease amendment as presented, seconded by Ms. Gardner. Adopted yes by members Mr. Braud, Mrs. Milton, Mr. Walton and Ms. Gardner. Voted no by Mr. Robertson. Members, Mr. Messier and Mr. Wells were not present at time of vote.

**(7) MONTVALE CENTER FOR COMMERCE**

- Site plan has been submitted for Air Filter Systems. BRWA and Montvale Water may cause delay during transition but unable to determine at this time.
- Montvale signage needs to be updated and replaced, where necessary. Pricing packets will be put together and sent out for estimates.

**(8) NEW LONDON BUSINESS AND TECHNOLOGY CENTER**

- A. Consideration of additional engineering services for Phase 2 project.
  - Lots 10A & 12A are completed. TRRC final paperwork for reimbursement is ready to be submitted. Total cost ended up over \$200k+. TRRC provided \$80k, County matched \$80k and the EDA \$55k.
  - Significant process has been made for the Phase 2 project (lots 15 & 16 clearing and grubbing). Pam recently went to Richmond and met with our partners at the Virginia Economic Development Partnership to talk about the site progress and potential additional work due to the project coming in significantly below budget. Wiley Wilson provided an estimate for additional engineering work that includes creating new drawings to make lots 15 & 16 pad ready. The VEDP asked what else could be included in that new scope for the project, including adding a sewer extension. They will issue a change order once additional information is provided. The EDA asked staff to request a reduced timeframe and cost adjustments to the scope of work from Wiley Wilson. No motion was made.

**(9) WASHINGTON STREET PROPERTY**

- Nothing new to report.

**(10) OTHER BUSINESS**

- A. Continue conversation regarding next steps for the EDA strategic plan
- Recently the EDA held a planning day. The EDA mission remains to sustain and improve the quality of life for all of Bedford County through a prudent and cost-effective economic development program that results in good quality jobs for all residents.
  - The Board and Staff participated in multiple workshops focusing on future strategies including people, infrastructure and assets, and operational processes.
  - Reviewing output from this session and comparing those to the current EDA strategic planning will be followed up at November's regular EDA meeting.

Motion made to adjourn by Mr. Walton, seconded by Ms. Gardner. Unanimous consent to adjourn.

Adjourned  
6:51 PM

  
Chairman

  
Secretary