

AGENDA
MIDDLESEX COUNTY
ECONOMIC DEVELOPMENT AUTHORITY
Boardroom of the Historic Courthouse, Saluda, Virginia
Monday, January 12, 2026
6:00 P.M.

1. Call to Order
2. Remote Participation in Meeting – Consideration of approval for any EDA members(s) to participate in meeting remotely via Zoom pursuant to §2.2-3708.2 and §2.2-3708.3 of the Code of Virginia
3. Annual Organizational Meeting
 - A. Election of Chair
 - B. Election of Vice-Chair
 - C. Election of Treasurer
 - D. Election of Secretary
 - E. Committee Appointments – Chair
 - F. Consideration of 2026 Meeting Calendar – Time, Dates and Place of Meetings
 - G. Consideration of By-Laws Amendments
 - H. Other Organizational Matters
4. Approval of Agenda
5. Approval of Minutes – November 10, 2025 Regular Meeting, November 12, 2025 Special Meeting (Project Access Public Information Meeting at Deltaville Community Center) and October 21, 2025 Joint Meeting with Board of Supervisors
6. Tourism/Marketing/Promotion Report – Ms. Law
7. Guest Speaker – None Scheduled
8. Treasurer’s Report – November and December
9. Old Business
 - A. Project Access – General Update & 11/12/25 Public Input Meeting - Mr. Heyman
 - B. Technical Advisory Committee - Mr. Anzivino
 - C. Marine/Business Park Advisory Committee - Mr. Anzivino
10. New Business
 - A. Broad Creek/Chesapeake Bay Access Project – BUILD Application - Mr. Webre
 - B. Project Access –Planning/Development Timeline – Mr. Funkhouser
 - C. EDA Office Lease – Consideration of Approval – Mr. Funkhouser
 - D. VA250 Event Sponsorship Requests – Speakers – Mr. Funkhouser
11. Reports/Information
 - A. BOS/EDA Steering Committee Meeting – No Meetings
 - B. BOS Budget Worksession – EDA & Airport – Mr. Anzivino
 - C. Committee Reports
 - i. Tourism – Mr. Heyman & Mr. Webre
 - ii. Aquaculture/Agriculture/Forestry Industries – Mr. Crittenden & Mr. McMinn
 - iii. Business & Community Development – Mr. Anzivino & Ms. Holmes
 - iv. Workforce Development – Mr. Reed & Mr. Webre
 - v. Infrastructure, Business & Industrial Sites – Mr. Crittenden & Mr. Heyman

D. Executive Director – Funkhouser

12. Chairman’s Comments

13. Board Member Comments

14. Public Comments

15. Closed Meeting

A. Personnel - Pursuant to §2.2-3711(A)(1) (Option #7 – Performance) of the Code of Virginia to consider the annual evaluation and performance of the Executive Director

16. Adjournment

Next Scheduled Meeting Date/Time: Monday, February 9, 2025 @ 6:00 P.M.

Economic Development

Trenton L. Funkhouser, AICP
Executive Director

877 General Puller Highway
P.O. Box 428
Saluda, Virginia 23149-0428
(804) 654-1363 (C)
t.funkhouser@co.middlesex.va.us



Economic Development Authority

John Anzivino, Chair
James Reed, Vice-Chair
Joe Heyman, Treasurer
Anton Webre, Secretary
Gerald Crittenden
Jean Hallie-Holmes
Doug McMinn

January 12, 2026

TO: Economic Development Authority
FROM: Trenton L. Funkhouser, Executive Director
SUBJECT: Annual Organizational Meeting of the EDA

The EDA typically conducts an annual organizational meeting at the beginning of its first meeting of a given year. During this organizational meeting, the EDA elects officers, the Chair addresses Committee Appointments, the EDA adopts a meeting calendar and the EDA considers any amendments of its Bylaws and any other organizational matters.

Election of Officers

EDA members may elect officers individually or as a “slate” (group) proposed on motion of a member for Chair, Vice-Chair, Treasurer and Secretary.

Committee Appointments

The Chairman will determine appointments to the five current committees of the EDA – 1) Tourism (Mr. Heyman & Mr. Webre), 2) Aquaculture/Agriculture/Forestry Industries (Mr. Crittenden & Mr. McMinn), 3) Business & Community Development (Mr. Anzivino & Ms. Holmes), 4) Workforce Development (Mr. Reed & Mr. Webre) and 5) Infrastructure, Business & Industrial Sites (Mr. Crittenden & Mr. Heyman).

The Chairman may wish to consider other committee appointments as part of this portion of agenda or other portions of this and future meetings.

Meeting Calendar

Attached for reference is a draft Meeting Date Calendar. Only known conflict is October 12th – Columbus Day and meeting is proposed to be moved to the following week on October 19th.

Other Organizational Matters

EDA members may identify other matters for consideration.

Middlesex County - Economic Development Authority Members

Effective 01/06/25

Name & Address	Contact	Title	Initial Appt	Term Expiration
John Anzivino P.O. Box 1119 Urbanna, VA 23175	Cell Phone: 804-381-8455 janzivino5269@gmail.com	Chairman	02/15/19	01/31/28
James (Michael) Reed 459 Old Virginia Street Urbanna, VA 23175	Phone: 804-758-1249 Cell Phone: 804-241-4548 ljjr1820@yahoo.com	Vice-Chairman	02/03/15	01/31/27
Joe Heyman P.O. Box 758 Urbanna, VA 23175	Cell Phone: 804-815-8627 allengroupeda@gmail.com	Treasurer	06/07/22	01/31/28
Anton Webre 97 Marina Drive Deltaville, VA 23043	(804) 776-9211 anton@nortonyachts.com	Secretary	01/06/25	01/31/29
Gerald F. Crittenden P.O. Box 112 Hardyville, VA 23070	Phone: 804-241-5630 emiinc.ic@gmail.com	Member	01/03/23	01/31/27
Doug McMinn P.O. Box 96 Wake, VA 23176	Cell Phone: 804-314-1085 doug@bayoyster.com	Member	05/07/24	01/31/26
Hallie Jean Holmes 492 Braxton Corr Road Saluda, VA 23149	Cell Phone: 804-854-5906 hallieholmes34@gmail.com	Member	12/07/21	01/31/26

Economic Development
Trenton L. Funkhouser, AICP
Executive Director

877 General Puller Highway
P.O. Box 428
Saluda, Virginia 23149-0428
(804) 758-8112 (O) (804) 654-1363 (C)
t.funkhouser@co.middlesex.va.us



Economic Development Authority
John Anzivino, Chairman
James Reed, Vice-Chairman
Joe Heyman, Treasurer
Anton Webre, Secretary
Gerald Crittenden
Jean Hallie-Holmes
Doug McMinn

2026 Meeting Calendar

Economic Development Authority Middlesex County, VA

EDA Meetings are typically held at 6:00 PM on the 2nd Monday of each month on the 2nd Floor of the Historic Courthouse located at 865 General Puller Highway, Saluda VA 23149

January 12, 2026

February 9, 2026

March 9, 2026

April 13, 2026

May 11, 2026

June 8, 2026

July 13, 2026

August 10, 2026

September 14, 2026

October 19, 2026 (Columbus Day 10/12/26)

November 9, 2026

December 14, 2026

Questions or Requests for Assistance during Meeting Attendance:

Contact Kelsey Briggs, EDA Office Manager at 804-758-8112 or
k.briggs@co.middlesex.va.us

Economic Development Authority
of
Middlesex County, Virginia
Bylaws

Revised January 16, 2025

ARTICLE I

Name, Purpose, and Powers

Section 1.1 Name: The name of this body shall be the Economic Development Authority of Middlesex County, Virginia (the “Authority.”)

Section 1.2 Purpose: The purpose of the Authority shall be to promote economic development, support business and develop trade by inducing manufacturing, service, governmental and commercial enterprises to expand, form, relocate from other areas or locate in Middlesex County, to further the use of its agricultural, aquaculture and forestry products and other natural resources, to promote tourism and tourism-related activities and enterprises and all other purposes as are now or may hereafter be set forth in the Industrial Development and Revenue Bond Act - §§15.2-4900 et. seq. of the Code of Virginia of 1950, as amended (the “Act”).

Section 1.3 Powers: The Authority shall be vested with all powers that may be necessary to enable its purposes, and all such powers shall be exercised for the benefit of the inhabitants of Middlesex County, either through the increase of their commerce or through the promotion of their safety, health, welfare, convenience or prosperity. The Authority may exercise all powers granted to it by the Act as may be in effect from time to time. The Authority shall be a separate and distinct legal entity from Middlesex County, Virginia, and shall be, in accordance with the Act, a political subdivision of the Commonwealth of Virginia.

ARTICLE II

Board of Directors and Officers

Section 2.1 Board of Directors: The Authority shall be governed by a Board of Directors in which all powers of the Authority shall be vested.

Section 2.2 Number, Appointment and Terms of Directors: There shall be seven Directors of the Authority who shall be appointed by the Board of Supervisors of Middlesex County, Virginia. Each Director, before entering upon his or her duties, shall take and subscribe the oath prescribed by §49-1 of the Code of Virginia of 1950, as amended. No director shall be an Officer or employee of Middlesex County, Virginia.

Section 2.3 Vacancies: The Board of Supervisors of Middlesex County, Virginia, shall make appointments necessary to fill any vacancy upon the Board of Directors, such appointments being for the unexpired term of any Director who shall have resigned or otherwise vacated his or her office. Any member of the Authority may be removed by the Board of Supervisors without limitation, for cause or in the event that a Director shall be absent from any three consecutive meetings of the Authority or from four meetings within a twelve-month period. The Chairman shall promptly advise the Board of

Supervisors of Middlesex County of such absences when they occur or of any vacancy on the Board of Directors.

Section 2.4 Officers of the Authority: The Directors shall elect from their membership a Chairman and a Vice-Chairman of the Authority. The Directors shall select from their membership a Secretary and a Treasurer. Officers shall be selected annually at the first regular meeting held in each year and shall commence their duties immediately upon election and shall continue in office thereafter until a successor shall have been elected. The Directors may elect at any regular or special meeting such officers as may be necessary, to fill any vacancy created by resignation, expiration of a term or appointment as a Director, or otherwise, for the remaining portion of such officer's unexpired term.

Section 2.5 Duties of Officers: The duties of Officers of the authority shall include, but shall not be limited, to the following:

A. The Chairman shall preside at all meetings of the Authority; shall be responsible for providing notice of meetings to the Directors and Officers of the Authority; shall be responsible for all correspondence; shall make committee appointments; may appoint members of the authority as liaison to any other governmental agencies, authorities, and commissions; shall act as signatory when authorized; and shall have overall responsibility for accomplishment of the Authority's goals and purposes.

B. The Vice-Chairman shall, in the absence of the Chairman, exercise all of the Chairman's powers and duties. In the event the office of Chairman shall become vacant, the Vice Chairman shall immediately become the Chairman until such time as there is an election for the offices of Chairman and Vice Chairman with such election generally occurring during the next regularly scheduled meeting of the Authority.

C. The Secretary shall be responsible for preparing or having prepared minutes of every meeting of the Authority, preparing, and distributing or having prepared and distributed such minutes to all persons as directed by the Board of Directors. The Secretary shall maintain or see that copies of all reports, correspondence, contracts, agreements, indentures, documents, audits, rules and regulations and any other records are maintained as may be directed by the Board of Directors. The Secretary shall call the roll at the beginning of each meeting in order to determine whether a quorum is present and shall take and record roll call votes, however the Secretary may delegate any of the above duties to another Director or a designated employee of the Authority or of the County of Middlesex.

D. The Treasurer shall be custodian of all funds of the Authority; shall keep and maintain suitable financial records as may be directed by the Board of Directors; shall arrange for an annual audit of the accounts of the Authority by an independent Certified Public Accountant and shall report to the Directors the results of such annual audit. The Chair and Treasurer of the Authority and County Administrator of the County shall have signature authority for all banking matters such as check/debit payment approvals, opening and closing accounts, establishing remote access to accounts and similar banking matters necessary to the exercise of powers of the Authority. The Chair or Treasurer may delegate authority for any of the above duties to a designated employee of the Authority or of the County of Middlesex.

E. In addition to the foregoing powers and duties, each officer of the Authority may exercise any powers conferred upon him by the Act as may be in effect from time to time and all other powers as are customarily exercised by such Officer in similar organizations or authorities as may be expedient, necessary, or proper to further the lawful purposes of the Authority. Specifically, any Officer may be chosen also as vice-chairman in addition to the duties of Treasurer or Secretary. During the absence of

any Officer, the Chairman may designate any member of the Authority to perform the duties of an absent Officer until his or her return.

Section 2.6 Quorum: Four members of the Board of Directors shall constitute a quorum of the Board for the purposes of conducting business and exercising its powers and for all other purposes, except that no facilities or property owned by the Authority shall be leased or disposed of in any manner without a majority vote of all the members of the Board of Directors. No vacancy in the membership of the Board of Directors shall impair the right of a quorum to exercise all the powers and perform all the duties of the Board of Directors.

Section 2.7 Voting: Except as otherwise required in these Bylaws or by the Act, voting shall be by a simple majority of those present at any duly constituted meeting of the Board of Directors. No Director shall be allowed to vote by proxy at any meeting of the Authority.

Section 2.8 Meetings and Notices: Regular meetings of the Board of Directors shall be held monthly on the second Monday of each month, at 6:00 p.m. or at a time designated by the Chairman, in the historic Courthouse in Saluda or at such time and place as may be fixed by resolution of the Board of Directors. If there shall be no business to be conducted at a regular meeting the Chairman shall cancel such meeting by giving notice to each Director in the manner specified for giving notice of a special meeting as set forth in the following paragraph.

Special meetings of the Board of Directors may be called by the Chairman or a majority of the Board of Directors. Notice specifying the time and place of any special meeting shall be given to each Director and Officer of the Authority at least 24 hours before such meeting by personally delivering such notice to him or her. The presence of any officer or Director at a special meeting shall be deemed an acknowledgment of the timely receipt of notice thereof or a waiver of any such notice. Special meetings may be held without notice if all of the Directors are present or those not present sign a written waiver of notice before or after the meeting. All meetings at which formal action is taken shall be open to the public.

Section 2.9 Minutes: The Secretary of the Authority shall see that minutes of all meetings and proceedings are kept and may delegate that responsibility to another Director or to an employee of the Authority or of the County of Middlesex. Such minutes shall be open to public inspection during normal business hours at the office of the Authority.

Section 2.10 Financial Transactions, Records and Fiscal Year: The Treasurer of the Authority shall keep suitable records of all financial transactions of the Authority and shall arrange to have the same audited following the end of each fiscal year, subject to the approval of the Board of Directors. Copies of each audit shall be furnished to all persons the Board of Directors may deem appropriate and shall be open to public inspection at the office of the Authority during normal business hours.

The fiscal year of the Authority shall begin on July 1 and end on the last day of June next following.

Section 2.11 Agenda of Meetings: The format of all regular meetings of the Board of Directors shall generally be as follows but may be modified as circumstances require for the exercise of the duties of the Authority:

- A. Call to Order and taking of the roll to determine that a quorum is present
- B. Approval of the agenda
- C. Approval of meeting minutes and reading, (if requested by any member) of the minutes of the prior regular meeting and any special meetings held after the last regular meeting, with corrections and approval thereof.
- D. Guest Speakers (if any)
- E. Treasurer's Report
- F. Old Business
- G. New Business
- H. Reports/Information including meetings attended by Authority members, committee reports, staff reports and reports from professional consultants
- I. Chairman's Comments
- J. Authority Member Comments
- K. Public Comments
- L. Closed Meeting (if any)
- M. Adjournment

Section 2.12 Remote Electronic Participation in Meetings: Pursuant to §2.2-3708.2 and §2.2-3708.3 of the Code of Virginia of 1950, as amended, the following policy is established for Directors' remote electronic participation in meetings due to declared state of emergency, personal matter or disability. A Director may participate in a meeting through electronic communication means from a remote location that is not open to the public only as follows:

1. On or before the day of the meeting, a member of the Authority notifies the chair that such member is unable to attend the meeting due to:
 - a) a temporary or permanent disability or other medical condition, or due to a family member's medical condition, that prevents the member's physical attendance; or
 - b) a personal matter and identifies with specificity the nature of the personal matter; or
 - c) there is a declared state of emergency; and

2. The Board approves the member's participation by electronic communication means by a majority vote of the members present at the primary or central meeting location.

Participation by a Board member by electronic communication means due to a personal matter is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

If participation by a Board member through electronic communication means is approved pursuant to subsections above, the Board shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public. If participation is approved due to a temporary or permanent disability or other medical condition of the member, or a medical condition of his or her family member, the minutes shall record that fact. If participation is approved due to a personal matter, the minutes shall include the specific nature of the personal matter cited by the member.

If a member's participation from a remote location due to a personal matter is disapproved, such disapproval shall be recorded in the minutes with specificity.

A Board member may participate in a meeting by electronic means pursuant to this section only when:

1. A quorum of the Board is physically assembled at the primary or central meeting location;
- and
2. The Board makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

Section 2.13 Required Training. Authority members shall complete training as may be required by the Code of Virginia. Training requirements may include, but are not limited to, FOIA (Freedom of Information Act) training once every two years and COIA (Conflict of Interests Act) training once every two years.

Section 2.14 Recommended Training. Authority members should attend and fulfill the requirements of the Virginia Institute for Economic Development (VIED) within two calendar years of their appointment and/or pursue comparable continuing education relative to their field of interest(s) and/or expertise.

ARTICLE III

Committees

Section 3.1 Executive Committees: The Board of Directors may designate, by resolution adopted by a majority, any two or more of the Directors to constitute an Executive Committee. The Executive Committee shall consider, on behalf of the Board of Directors, all matters brought to its attention when the Board of Directors is not in session. The Executive Committee shall act solely in an advisory capacity and may not exercise any of the powers granted to the Authority or its officers, pursuant to these Bylaws or the Act. The Executive Committee shall report to the members of the Authority at the Authority's next regularly scheduled meeting, all matters discussed by the Executive Committee.

Section 3.2 Economic Advisory Committee: The Board of Directors may appoint an Economic Advisory Committee to advise the Authority from time to time upon general or specific matters which

may come before the Board of Directors. The Economic Advisory Committee shall consist of any number of persons as the Board of Directors shall deem advisable and its members shall serve at the pleasure of the Board of Directors. Members of the Economic Advisory Committee may attend all regular meetings of the Board of Directors. Members of the Economic Advisory Committee shall not receive any compensation for their services but may be reimbursed for necessary traveling and other expenses incurred while on the business of the Authority. The actions of the Advisory Committee shall in no way bind members of the Board of Directors of the Authority.

Section 3.3 Special Committees: The Board of Directors may appoint from time to time such other committees as it may deem to be necessary and expedient to promote the purposes of the Authority. Such committees shall be advisory only and shall not be empowered to act by or on behalf of the Authority. Members of any special committee shall not be compensated for their services but may be reimbursed for necessary traveling and other expenses incurred while on the business of the Authority.

Special Committees established to date include: 1) Tourism, 2) Aquaculture/Agriculture/Forestry Industries Development, 3) Business & Community Development, 4) Workforce Development and 5) Infrastructure, Business & Industrial Sites.

ARTICLE VI

Compensation For Economic Development Authority Members

Section 4.1 Compensation: Except as permitted by the Act, Directors and Officers of the Authority, or any Members of any committee appointed by the Board of Directors, shall not receive any compensation for their services but may be reimbursed for necessary traveling and other expenses incurred in the performance of their duties, as may be directed from time to time by the Board of Directors.

ARTICLE V

Seal of the Authority

Section 5.1 Seal: The seal of the Authority shall be a flat-faced circular die with the name of the Authority engraved thereon and such other words and figures as may appear thereon, as evidenced by a sample of such seal which appears on the margin of these Bylaws opposite this section.

ARTICLE VI

Checks, Notes, Drafts and other Legal Documents

Section 6.1 Authorized Signature: Checks, notes, drafts and other legal documents shall be signed by such Directors and Officers as specified in the Act, these Bylaws, or as the Board of Directors may, from time to time, authorize. The signature of any such person may be by facsimile when authorized by the Board of Directors.

ARTICLE VII

Rules and Regulations

Section 7.1 Rules of Order: Roberts Rules of Order, newly revised or any subsequent edition thereof, shall govern all matters of procedure not specifically set forth in these Bylaws or the Act.

Section 7.2 Rules and Regulations: The Board of Directors may adopt, amend and alter from time to time such rules, regulations, or forms which it deems necessary or expedient for the management of the affairs of the Authority and which shall not be inconsistent with the Act. The Secretary of the Authority shall maintain or cause to be maintained by an employee of the County of Middlesex, current copies of all rules, regulations, and forms adopted by the Authority, which shall be available for public inspection during regular business hours at the office of the Economic Development Authority.

ARTICLE VIII

Amendments

Section 8.1 Amendments of Bylaws: These Bylaws may be amended by a majority of the Board of Directors present at any duly constituted meeting, provided that written or oral notice of such amendment shall have been given to the Directors and Officers at least 24 hours prior to any such meeting.

Revised:

January 16, 2025

March 14, 2023

January 27, 2022

**THE MINUTES OF THE NOVEMBER 10, 2025 MEETING
ECONOMIC DEVELOPMENT AUTHORITY OF MIDDLESEX COUNTY
IN THE BOARDROOM OF THE HISTORIC COURTHOUSE
SALUDA, VIRGINIA**

Present: John Anzivino, Chairman
Gerald Crittenden
Hallie Holmes
Doug McMinn

Absent: James Reed, Vice-Chairman
Joe Heyman, Treasurer
Anton Webre, Secretary

Staff: Trenton Funkhouser, Executive Director
Kelsey Briggs, Office Manager

CALL TO ORDER

The November 10, 2025 meeting of the Economic Development Authority of Middlesex County (the “EDA”) was called to order by Chairman Anzivino at 6:00 p.m. in the Boardroom of the Historic Courthouse, Saluda, Virginia.

APPROVAL OF AGENDA

The Chairman asked for any changes to the agenda. Motion to approve the agenda was made by Mr. McMinn, seconded by Mr. Crittenden and approved unanimously.

APPROVAL OF MINUTES

The Chairman noted minutes of the October meeting and asked for any discussion or a motion for approval. Minutes were approved unanimously on motion by Mr. Crittenden and seconded by Ms. Holmes.

TOURISM/MARKETING REPORT

Ms. Law shared an update on Tourism and Marketing. Ms. Law noted the re-branding of the Business Appreciation event. The name will now be The Rising Tide and will be geared towards a business networking appreciation event. She stated they were waiting for reservation confirmation for the Maritime Museum event room and she will have information to hand out at the event. Ms. Law stated there was not a lot of success with Shoptober and stated it will be moved to February 2026. Oyster Festival went well and the Large QR signs saw 575 scans throughout the weekend. There were roughly 304 App downloads throughout the weekend. She noted people were using the App to search the festival map. She stated she gained a lot of information that she could use for future events.

Ms. Law shared she submitted the spending report in October for the Drive Tourism VTC grant. Ms. Law noted she has been promoting the public information meeting at Deltaville Community Center on social media for Public Access. She stated most of the feedback has been positive and a press release has also been shared.

TREASURERS REPORT

Mr. Funkhouser reviewed the transactions and noted there was nothing out of the ordinary. He noted the Treasury bills were all in the process of renewing and he has corrected those dates on the monthly report. He noted Project Access property purchase closed and Dominion Power accounts for site have been transferred to the EDA. Mr. Funkhouser noted the monthly expenses and revenue but stated he has not updated Project Access Expenses.

Mr. Funkhouser noted the closing for project access went smoothly and he is working on getting grants needed for some of the projects they would like to do.

Mr. Anzivino questioned the year-to-date compensation figures. Mr. Funkhouser noted he needed to itemize insurance etc. rather than combine totals in salaries line item.

Mr. Anzivino asked for comments from the board. Hearing none, the Treasurer's report was accepted by acclamation.

OLD BUSINESS

- A. Project Access- Mr. Anzivino shared an update with the board. He stated everything went smoothly, all documents are signed and the property is owned by Middlesex EDA. He noted the public input meeting and shared the outline for the meeting.

Mr. Anzivino noted he will send the board additional information for the meeting.

Mr. Funkhouser noted he is waiting on a conceptual drawing from Ricky Wyatt. Mr. Anzivino stated Mr. Heyman was given permission to speak to Bay Design and they referred to Mr. Wyatt for a conceptual drawing.

Mr. Crittenden stated he has been asked when the EDA is breaking ground. He stated he shared groundbreaking will be this time next year.

Mr. Funkhouser noted there will be an audio recording and is not sure if there will be video at this time.

Mr. McMinn stated the board should mention the financials of project to make everyone aware of property costs, financing and development costs.

Mr. Anzivino stated Randy Crittenden let him know there is a District "Town Hall" meeting on November 13th at the Deltaville Community Center and he would like members of the EDA to attend to field possible questions regarding Project Access.

- B. BOS-EDA Work Session- October 21st- Mr. Anzivino shared the meeting went well and they are looking for the EDA to generate new forms of revenue as far as business development. He shared they spoke about the airport and the short-term reduction of personal property tax. He noted the BOS did not seem in favor of that and stated they lacked the letters of commitment from the airplane owners.

Mr. Anzivino shared with the BOS the importance of commercial docks and he thinks the BOS may endorse them. Mr. Anzivino shared they reviewed the Latimore property RFP that was submitted. He noted the BOS stated it is going to transfer the Battery Storage Property to the EDA and they want to see commercial development and job creation on that site. Mr. Anzivino noted he offered the EDA timbering services on surplus properties. They reviewed planned Blue Catfish Study and, overall, the BOS seemed impressed with the work the EDA is doing.

NEW BUSINESS

- A. Technical Advisory Committee- Mr. McMinn stated he spoke to Ms. Law, and she would like to be able to move things forward to the board for feedback. He shared she would like more access to the board and he would like this committee to be established. Mr. Anzivino shared he will develop a statement of purpose for approval at the next meeting.
- B. Marine Industries Advisory Committee- Mr. Anzivino stated he sent out a memo to the board. He noted this committee's purpose would be to broaden participation and would be considered part of the EDA and would have at least seven (7) members. Mr. Anzivino stated he received a call from the Head of the Regional Vocational Technical Alliance, and she would like to serve on the committee. Mr. Anzivino would like for the board to compile a list of candidates and bring them to the December meeting.
- C. Business Appreciation Event- Event is set for December 2nd. Mr. Anzivino would like to keep it in Deltaville at the Maritime Museum for advertising purposes. Date and location were accepted by acclimation.
- D. Events Sponsorship Inquires/Options- Mr. Funkhouser shared that Ms. Austin would like to speak to the board about some options for 2nd Saturdays and could not be present for this meeting. Mr. Funkhouser noted the VA250 committee would like to have a speaker at the schools. They do not have insurance, and the schools would need proof of insurance. He noted there are groups that are non-profit organizations and do not have assets or insurance. He stated no one is asking for assistance at this time but would like to know if it is appropriate for the EDA to align with them and sponsor them for different events. Mr. Anzivino shared that we have limited revenue sources and sponsorship events should be limited. The VA250 Committee is appointed by the BOS, and they should ask them first if the county is unwilling to provide a certificate of insurance the EDA may be able to assist. Mr. Anzivino would like a more defined list of issues and options at the February meeting.

REPORTS/INFORMATION

A. BOS/EDA Steering Committee – Mr. Anzivino shared there have been no meetings, none are scheduled and no additional comments.

B. Committee Reports –

- i. Tourism Committee- no updates currently.
- ii. Industries Committee- Mr. McMinn shared he received a call from Dave Kretz and was told they were getting ready to start the Wake Landing Dredge project.
- iii. Business and Community Development Committee- Ms. Holmes shared the signs for the Heritage Trail at Cook’s Corner will be installed on November 20th and November 22nd . There will be the St. Clare Walker High School Reunion at the Beacon Restaurant. The unveiling of the plaques will be at 12:00 pm on the 22nd .
- iv. Workforce Development Committee-. No update currently.
- v. Infrastructure, Business, and Industrial Sites Committee- No update currently.

C. Executive Director – Mr. Funkhouser stated he received a direct referral from the PDC - out-of-state industry prospect looking to specifically process blue catfish. There are a couple of Deltaville businesses that may have space but not sure if they are site ready. Mr. Funkhouser noted prospect is willing to build a building, would prefer an existing building they could expand and are most interested in sewer and three-phase power. No stated timeline/deadline by prospect.

Mr. Anzivino asked Mr. Funkhouser to keep the board updated.

CHAIRMAN’S COMMENTS

Mr. Anzivino shared with the board that the Executive Director’s evaluation and performance is due. He advised the board they will be receiving an email in the next couple of weeks with questions they will need to answer.

BOARD MEMBER COMMENTS

Mr. Crittenden shared it appears Rappahannock General Hospital may be losing their Medicare Accreditation. Ms. Holmes noted there was an announcement they would not be closing.

PUBLIC COMMENTS

None present.

ADJOURNMENT

Meeting was adjourned at 8:46 p.m. by acclamation of members.

John Anzivino, Chairman
Middlesex County Economic Development Authority

Anton Webre, Secretary
Middlesex County Economic Development Authority

**THE MINUTES OF THE NOVEMBER 12, 2025 SPECIAL MEETING
ECONOMIC DEVELOPMENT AUTHORITY OF MIDDLESEX COUNTY
AT THE DELATVILLE COMMUNITY CENTER
17147 GENERAL PULLER HIGHWAY DELTAVILLE, VIRGINIA**

Present: John Anzivino, Chairman
Gerald Crittenden
Joe Heyman
Hallie Holmes
Doug McMinn

Absent: James Reed, Vice-Chairman
Anton Webre, Secretary

Staff: Trenton Funkhouser, Executive Director

CALL TO ORDER

The November 12, 2025 special meeting of the Economic Development Authority of Middlesex County (the “EDA”) was called to order by Chairman Anzivino at 6:00 p.m. in the Deltaville Community Center in Deltaville, Virginia.

AGENDA REVIEW

The Chairman welcomed members of public and noted the handouts and other presentation materials available to attendees. He recognized members of the EDA, former EDA Chairman Gordon White, Supervisor Randy Crittenden, EDA Marketing Consultant Whitney Law and VHB Engineer Ricky Wiatt.

The Chairman noted the purposes of the meeting were to review what the EDA is considering for the approximately 21 acres adjacent to Norview Marina recently purchased by EDA and to get public insight on improvements to promote public access and marine-related industries. The Chairman briefly reviewed the history leading to purchase of the property and summarized points of the Fact Sheet (Appended) available as a handout.

Mr. Heyman reviewed screen presentations of an aerial photo illustrating the property boundaries and existing improvements and a preliminary sketch prepared by VHB illustrating boat ramps, piers and parking areas on the portion of the EDA’s property with existing floating docks.

PUBLIC COMMENT

Presentation comments and questions from the audience were addressed primarily by Mr. Heyman and Mr. Anzivino:

Ramp remaining at Norview Marina? – No, owners intend to remove ramp. Primary goal is development of ramps on EDA property adjacent to Norview’s Ramp. Additional Kayak/Small Boat Ramp/Launch is possible on eastern portion of property.

Existing Slip Plans? Continue to lease slips until ramp construction. 15-18 Months to start construction depending on grant options and awards. \$750,000 Minimum ramp facilities costs.

Norview Right-of-Way? – Norview Marina has an easement to use portion of existing road now located on EDA property.

Water/Sewage Disposal & Restrooms? – Use existing water service from Norview Marina until separate 1” water line installed by EDA. Boat Slips will continue to be served by existing sewage disposal provided by Norview Marina. No EDA plans to design or install sewage disposal until needed for future Marine Industries development. Restrooms for slip tenants will be provided by Norview Marina. No public restrooms planned for EDA property in short-term but portable toilets could be provided if deemed necessary. Existing sewage disposal systems are located wholly on Norview Marina property.

Norview Marina use of future Public Boat Ramps? - Yes. Norview Marina and its customers would be able to use any future ramp facilities on EDA property as the primary purpose is public access for commercial watermen, recreational boaters, marine contractors and any business needing water access.

Site Name? – Work efforts to date are referred to as “Project Access”. Name for site and planned facilities has not been determined.

Several citizens noted the need for boat ramps throughout Deltaville area as well as the need to pursue various creek dredging projects such as Wake Landing.

Grant Funding Options? - Nothing confirmed to-date but applications for funding from DCR’s Recreational Trails and the Federal “Raise/Build” grant programs will be submitted in early 2026.

Overnight Parking? None intended except through prior notice and approval for limited terms with specific business purposes. EDA does not want to compete in the vehicle storage business but does wish to consider marine industry needs on a case-by-case basis.

Marine Training Facilities – Mr. Anzivino referenced the Fact Sheet handout and commented on several successful examples in North Carolina – Wanchese and Morehead City – and the potential to work with Rappahannock Community College and the Bridging Communities technical training facility in New Kent County. He noted the need to provide a trained workforce for area businesses and the ability to apply for GO Virginia Planning and Implementation funds and assistance from the VA Economic Development Partnership (VEDP) to start such programs.

Beach Access? – Site is not considered practical for beach access. County is attempting to acquire one or more larger sites along the Rappahannock River to provide better beach access.

Closure/Operating Hours? – Several people noted no other County Ramps have closure regulations and are available 24/7. Mr. Heyman agreed noting three proposed ramps should be able to handle traffic, most people would be gone by 5:00 pm and most activity would be self-limiting but could be monitored.

Several citizens thanked the EDA for acquiring the property and pursuing ramp improvements. They also encouraged the EDA to pursue as many funding sources as possible.

Tackle Shop? No interest by the EDA in operating any business – the EDA can lease or sell to operators but has no plans to do so. Retail sales are better left to private sector and Norview Marina or others should handle any market needs.

Grant Reliance? – A citizen noted grants were referenced “a lot” and asked about the reliance of grants for construction and future operations. Some grants could provide 100% of construction costs while others might require matching funds and/or in-kind contributions of 20-50%. Operations and Maintenance (O&M) costs would be the responsibility of the EDA. Grant funds rarely provide funding for such costs. The EDA has reserved funds within its annual budget for O&M and will also receive slip rental revenue until such time as all or a portion of those slips are removed for ramp construction.

What Happens if Norview Marina Ownership Changes? – Any such sale would be a private sector matter. The EDA has no interest in purchasing the Marina and has no written option to purchase in future. The EDA hopes Norview Marina continues to be successful under any owner.

Slip Rental Competition? – Yes, technically the EDA is competing with other slip rentals. However, the rates for such slips are based on current leases and not intended to change other than typical escalation figures comparable to those used by other Marinas. EDA does not intend to undercut the market and could maintain rates above published rates of Middlesex businesses should anti-competitive concerns be raised.

Commercial Docking? – Overnight mooring of commercial vessels will need to be determined as part of overall operations at the site.

Tie-Up Areas? EDA intends to provide floating docks, mooring piles, ramps, driveways and parking areas capable of handling multiple users at one time.

ADJOURNMENT

With no additional questions or comments from the public, the meeting was adjourned at 7:00 p.m. by acclamation of members.

John Anzivino, Chairman
Middlesex County Economic Development Authority

Anton Webre, Secretary
Middlesex County Economic Development Authority

AT A MEETING OF THE MIDDLESEX COUNTY BOARD OF SUPERVISORS
HELD ON TUESDAY, OCTOBER 21, 2025, IN THE BOARD ROOM OF THE
HISTORIC COURTHOUSE, SALUDA, VIRGINIA:

Present: Don R. Harris, Saluda District
Reginald A. Williams, Sr., Harmony Village District
William A. Harris, Hartfield District
Randy Crittenden, Pinetop District
Wayne H. Jessie, Sr., Jamaica District

Matthew L. Walker, County Administrator
Ann Marie Ricardi, Assistant County Administrator
Heather W. Lewis, County Attorney
Shanae Hammond, Executive Assistant /Deputy Clerk

CALL TO ORDER

Chairman Don Harris called the meeting to order at 5:06 p.m.

ROLL CALL - BOS

Mrs. Hammond took attendance, with the following roll call: Supervisor Williams—present; Supervisor Bill Harris—present; Supervisor Crittenden—present; Supervisor Jessie—present; and Chairman Don Harris—present. There was a quorum. Supervisor Williams led the group in prayer; Mrs. Hammond led in the Pledge of Allegiance.

ROLL CALL - EDA

Mrs. Hammond took attendance, with the following roll call: Mr. McMinn – absent; Mr. Heyman – present; Mr. Reed – absent; Mr. Crittenden – present; Ms. Holmes – absent; Mr. Webre – present; and Chairman Anzivino – present. There was a quorum.

WORK SESSION DISCUSSION

The members of the Board of Supervisors and the Economic Development Authority held a joint work session, in which the EDA provided the Board with information and updates on the following topics:

- Project Access – The EDA has: closed on the purchase of the property (October 15; has begun development of schematics for development of boat launch/commercial dock/ parking lot; is investigating grant opportunities for property takedown; have initiated discussions with GO Virginia Region 6 for acquisition of a planning grant for design/development of unused property and is considering appointment of an advisory committee consisting of local businesses, community college system representatives, watermen and other potential beneficiaries to obtain input for development/usage of the site as a marine industrial park/training facility.

- Latimore Property Responses to RFP Prior investigation (discussions with residential/commercial real estate brokers obtained by EDA members indicate that there is limited interest/opportunity for site development by residential/commercial developers at this time.

- Transfer of Battery Storage Property (Harmony Grove intersection at Routes 3/33) –The EDA has not discussed acquisition of this property in detail as a Board since 2023 but sees potential opportunities for beneficial development with appropriate planning for the highest and best use.

OTHER BOARD DISCUSSION

- Airplane Tax Rate (EDA Support Letter Supporting Tax Rate Reduction as an Incentive) The EDA has met with the Airport Committee to discuss the benefits of personal

property rate reduction as an incentive for hangar/taxiway construction as it relates to a private developer. The EDA Director has prepared a brief financial analysis demonstrating a net positive outcome at optimization for the County tax revenues at full build-out of hangars and location of aircraft.

- Working Waterfront/Raise Sites (Existing Landing/Ramp Improvements) – The EDA has previously endorsed the three (3) sites identified in the VHB report commissioned by the Middle Peninsula Planning District Commission. The EDA considers potential development/redevelopment of these sites at an appropriate and practical level as a contributor to preservation and enhancement, benefiting watermen and marine-related industries, as well as recreational users who all contribute significantly to the culture and economic base of the County.

- Timber Harvesting County-Owned Surplus Property – The EDA, as part of the EDA's analysis of County-owned surplus property, requested by the Board of Supervisors in 2023, believes harvesting mature timber is a beneficial one-time benefit to the County. The EDA is willing to offer services from EDA Board members experienced in timber valuation to assist in valuing the existing timber stands and develop a practical process, which conforms to Virginia's procurement practices, to maximize the sale process.

- Disposition of County-Owned Surplus Property – The EDA, as requested by the Board of Supervisors, completed an analysis of County-owned surplus property in 2023 and provided numerous recommendations for use or disposition of County-owned property identified as 'surplus'. To date, there are nominal discussions/action on the recommendations. The EDA continues to believe that the report and its recommendations have merit and are the product of a considerable investment of time by EDA's Executive Director and the EDA Board.

- Blue Catfish Planning Grant -Middlesex County is serving as the regional leader for facilitation of a study to identify marketability, challenges to blue catfish harvesting and processing, with the intent to locate a processing facility in Middlesex, possibly on the EDA's recently acquired marine industrial site located in Deltaville.

The board took a ten-minute break.

QUESTIONS/COMMENTS/DISCUSSION

Chairman Don Harris discussed the potential of the Deltaville property and noted the need to better promote related opportunities to students. He also mentioned the blue catfish initiative, suggesting that the freezer facility at Barnhart Farms, owned by Shep Miller, could be a potential resource if the project grows. Chairman Harris stated he would research the matter further before any action is taken.

Mr. Webre expressed appreciation for the discussion and stated that the Board is open to assisting and taking on additional responsibilities as needed.

Mr. Heyman mentioned that he received a call about Broad Creek in Deltaville that was damaged during the recent storm and asked if there were any plans to have it repaired. It was noted that the damages are currently being assessed.

ADJOURNMENT

A motion to adjourn was made by Supervisor Jessie and seconded by Supervisor Crittenden. The motion was carried by the following roll call: Supervisor Bill Harris – Aye; Supervisor Crittenden – Aye; Supervisor Jessie – Aye; Supervisor Williams – Aye, and Chairman Don Harris – Aye.

Don R. Harris, Chairman
Board of Supervisors

Executive Summary**1. Rising Tide - Business Appreciation & Networking Event**

The Rising Tide Business Appreciation & Networking Event has been rescheduled for March 10, 2026 at the Deltaville Maritime Museum. Originally planned for December, the new date was selected to avoid the disruptions and competing priorities of the holiday season, ensuring stronger participation.

2. Restaurant Week 2026 - January 16-25

We're excited to kick off **Restaurant Week** from **January 16–25**, and are very pleased with the level of participation from Middlesex County. **11 of the 30 participating restaurants are from Middlesex**, including:

- Big Oak Cafe
- DeltaPie
- Merroir
- Prime Mediterranean Grill
- Mi Jalisco
- Small Town Burger
- Something Different
- The Table
- The Wooden Pickle
- Urbanna Pearl
- Virginia Street Cafe

We strongly encourage **EDA members to support and patronize these businesses** during the promotional period.

3. Drive Tourism+ Grant

The Drive Tourism+ grant has been officially approved. We are attaching the executed agreement and spending plan to this report.

The grant project centers around the Urbanna Kayak Trail and will include the purchase of self-serve loaner kayaks and a printable brochure to support trail use and wayfinding. These efforts will enhance outdoor recreation access and build on the momentum of the Drive 2.0 workshop.

4. Where the Wild Things Are

We've begun working with Jeff Wright and Maeve Coker of Friends of the Dragon Run (FODR) on a concept for a seasonal print guide to the flora and fauna of the area, which will serve as the cornerstone for this campaign.

We also plan to invite back Jessica Bowser of the Virginia Outdoor Adventures podcast for a second episode, following the continued success of her first appearance featuring Middlesex.

A digital version of the guide will be created and hosted on virginiasriverealm.com, supported by social, radio, and Google ads, and print distribution through lodging partners and visitor centers in our target markets.

5. Rising Tide Stories/Video Series

We launched the first Rising Tide Stories video featuring Stephen Blue, which aligned perfectly with the holiday season and his well-known Deltaville light display. The video has performed well on Facebook with:

- Over 7,000 views
- 22 shares
- 75+ reactions (plus more via shared posts)

The second video, featuring Clint and Lisa Almarode of The Wooden Pickle, is expected to be released by the time of the meeting. This episode highlights their business story and includes mention of EDA's support through a grant used to purchase equipment.

This series is designed to celebrate entrepreneurship and small business success in Middlesex while inspiring others to build their own story here.

6. TBEX Sponsorship Exploration with Middle Peninsula Localities

We were invited to join a regional partnership discussion with Gloucester and Mathews counties regarding a potential joint sponsorship at the upcoming TBEX Conference (Travel Bloggers Exchange) in June. This opportunity "aligns with the MPPDC's DMO efforts" and would allow for two representatives from our region to participate in scheduled meetings with travel bloggers in a "speed-dating" format to encourage future promotional collaborations. The sponsorship would also include the creation of a joint Middle Peninsula itinerary, which selected bloggers could experience during their "visitation days," with a requirement to share content from their trip. A final decision on participation is still pending.

6. SAIL250 Tall Ships Event in Deltaville

Planning is underway for a new tourism event on June 23, 2026 in Deltaville, where the community will host a crew party and public celebration for the tall ships traveling north from the SAIL250 event in Norfolk.

Highlights will include:

Opportunity for the public to step aboard the ships

Live music and entertainment

Beer sales, food trucks, and local exhibitors

Free admission, but ticketed for crowd management

This event has been officially approved as a VA250 celebration for Middlesex County. Organizers are seeking EDA support for marketing and potential funding. More information will be shared as logistics are finalized.

Key Metrics (Full Year 2025)

VisitWidget App	Gained 107 Downloads this year (Many Local) -We didn't run any advertising like we had in the past, but as we move forward with the app it is going to become an all-encompassing business directory rather than tourism-centric.
VisitWidget Online	1,791 Users - Most Popular Items Viewed Middlesex County Historical Marker Trail & Urbanna Creek Kayak Trail
Website Traffic	Homepage - 14,690 Visitors Restaurant Week - 5,406 Visitors Events Page - 7,467 Visitors Things to Do - 5,062 Visitors Ways to Stay - 3,955 Visitors Touch Down & Take Off - 2,664 Visitors Urbanna Oyster Festival - 2,442 Visitors Middlesex County - 1,774 Visitors Business Directory - 1,640 Visitors

Social Media Performance
(Explore Middlesex)

Facebook

337, 924 Views on All Content
11,522 3-second+ views on our Reels
5,058 Reactions to content
845 Shares of content
1,469 Followers

Instagram

116,401 views of content
21,837 People Reached
4,233 Content Interactions
1,478 Profile Visits
379 New Followers - 1,802 Total Followers

Project/Initiative Matrix & Timeline

Current Projects & Initiatives

Category	Project/Initiative	Timing/Launch Window	Objective/Description	Notes
Tourism	Restaurant Week	January 2026	Highlight diverse dining options; drive visitation	Outreach and collateral underway
Tourism	Where the Wild Things Are (WTWTA)	Jan–July 2026	Promote wildlife & nature-based tourism in Middlesex	Grant-funded VRR campaign
ED	Explore Middlesex App Expansion	Jan - March 2026	Include <i>all</i> Middlesex businesses and events for wider use	Moving beyond tourism-only focus
ED	Rising Tide Stories/Video Series	Oct2025 – July 2026	Tell local business stories; promote business climate	Season 1 = 3+ videos
ED	EDA Web Presence	Nov 2025 – July 2026	Launch a standalone EDA site or microsite	Mirrors models like YesNewKent.com
ED	Rising Tide Networking & Appreciation Event	March 10, 202	Bring business community together; launch comms strategy	Quarterly cadence under consideration
ED	Business Welcome Packets	Q1 2026	Onboard and support new or relocating businesses	Resource-rich and EDA-branded
ED	Paid Marketing Campaign	Q2 2026	Promote EDA visibility and MIM series more widely	Targeted social and search ads

2026 Timeline

January to March

Tourism Initiatives

- **Where The Wild Things Are** – finalize campaign and marketing details; begin print guide production with FODR
- **Restaurant Week** – launch and promote; conduct post-event follow-up with Middlesex participants
- **VTC 2026 Grant** – opens Feb 10; meet with VRR to plan strategy; assist with Deltaville event grant if needed
- **Deltaville Tall Ships Event** – continue event planning and early promotion

Economic Development Initiatives

- **Rising Tide Video Series** – release 2nd and 3rd videos; plan next filming wave
- **Rising Tide Business Appreciation** – promote March 10 event; showcase updated app/business directory; gather attendee contacts
- **Explore Middlesex App** – expand listings to include all businesses and community events
- **EDA Site/Microsite** – map content and begin development

April to June

Tourism Initiatives

- **Where The Wild Things Are** – launch campaign elements; record podcast episode; print and distribute guides
- **VTC 2026 Grant** – finalize submission; await award announcement
- **Drive Tourism+** – begin kayak trail brochure production and execute equipment purchases
- **Deltaville Tall Ships Event** – promote and execute June 23 event

Economic Development Initiatives

- **Rising Tide Video Series** – film and release second wave of videos
- **EDA Site/Microsite** – launch site
- **Explore Middlesex App** – shift messaging to promote app as guide for residents and visitors

July to Sept

Tourism Initiatives

- **Where The Wild Things Are** – continue campaign promotion
- **Drive Tourism+** – launch promotion of print guide and loaner program

Economic Development Initiatives

- **EDA Site & Explore Middlesex App** – maintain and promote tools; integrate seasonal content and feedback

Introduction	State Summary - Visitor Spending	State Economic Impact Summary	County/City Spending and Economic Impacts	Region Summary	Aggregate Geographies	Comparison Maps	Total Economic Impact Table
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Middlesex County - Spending and Economic Impact

Year
2024

Geography
Middlesex County



\$30.8M
Visitor Spending
YOY: ▲ 2.4%



6.5% is the share of all county jobs sustained by tourism



Visitors generated **\$1.4M** in state and local taxes

Spending



Employment



Labor Income



State Taxes

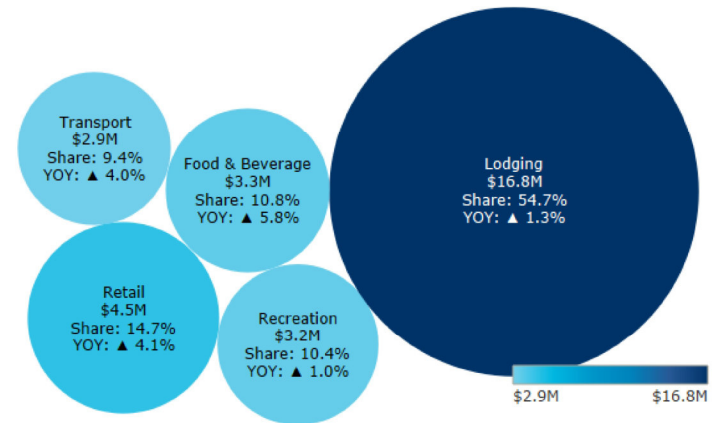


Local Taxes



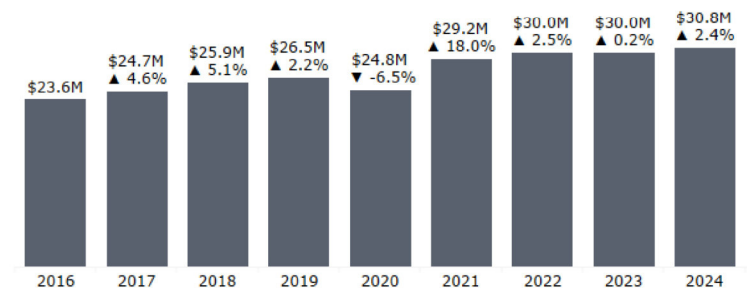
Visitor Spending by Category in 2024

Actual, share & % change YOY



Visitor Spending

Actual & % change YOY



Memorandum

To: Middlesex EDA Board members

From: John Anzivino, Chair

Subject: proposed Marine/Business Park Advisory Committee

Date: November 10,2025

As discussed at the Board's October 14 meeting please find an outline for appointment of an advisory committee to provide advice, support and broader involvement in planning, design and development of the EDA's recently acquired and undeveloped acreage located adjacent to the 'boat ramp' parcel. The following serves as my 'first thoughts' for your consideration. I welcome any insight the Board may have.

Committee Purpose/Intent as Directed by the EDA - The Committee shall provide advice and recommendations to the Middlesex EDA Board which promotes a well-rounded balance of uses for the EDA's undeveloped Project Access property. The Committee focus will be dedicated to maintaining and enhancing the primary and supporting marine industrial base of Middlesex County and the Middle Peninsula and include investigation of opportunities for expansion of marine workforce training, expansion and creation of marine related job opportunities primarily for Middlesex residents and expansion of the County's tax base.

Committee Make-Up -The EDA shall strive to appoint a committee comprised of the following types of individuals and professions:

- Boat building Industry
- Marine Tech related businesses
- Local Vocational Technical Training (high School) Programs
- Rappahannock Community College
- Middlesex/Deltaville residents (2)
- EDA Board member
- EDA Executive Director (ex officio and support staff)

Additional Thoughts: It would also be wise to involve, in some fashion, our member of the House of Delegates (Keith Hodges) and State Senate (Richard Stuart) to gain statewide support.

With the Board's approval this item will be placed on the agenda for the December meeting for formal appointment of the committee and if the concept is approved I would hope that Board members would recommend individuals for appointment. If multiple individuals for the same position are recommended I would suggest we discuss these in closed session.

Economic Development

Trenton L. Funkhouser, AICP
Executive Director

877 General Puller Highway
P.O. Box 428
Saluda, Virginia 23149-0428
(804) 654-1363 (C)
t.funkhouser@co.middlesex.va.us



Economic Development Authority

John Anzivino, Chair
James Reed, Vice-Chair
Joe Heyman, Treasurer
Anton Webre, Secretary
Gerald Crittenden
Jean Hallie-Holmes
Doug McMinn

January 12, 2026

TO: Economic Development Authority

FROM: Trenton L. Funkhouser, Executive Director

SUBJECT: Timelines – Build Application – Broad Creek/Chesapeake Bay Access Project & Project Access Generally (Marine Business Park)

Chairman Anzivino has asked that a prepare project timelines for the Build Application Broad Creek/Chesapeake Bay Access Project & Project Access generally. The following information is provided as an initial start on these lists and will be revised based on EDA actions and direction on the Build Application and the associated work to establish an advisory committee for the Marine/Business Park.

Build Application – Broad Creek/Chesapeake Bay Access Project

Several meetings with MPPDC staff led by Chairman Anzivino and Mr. Webre. Mr. Webre is point of contact for application. Need to determine whether a Planning or Capital (construction) grant application will be submitted. Priority is obtaining construction funds with companion goal of recouping land costs where practical to do so without unnecessarily encumbering property.

Key Application Dates – 02/24/26 Deadline. Awards 06/28/26. Funds Obligated by 09/30/30 and funds expended by 09/30/35.

Meeting Dates (for any required actions of EDA or BOS) – 01/15 BOS Budget Worksession, 02/03 BOS Meeting, 02/05 BOS Budget Worksession, 02/09 EDA Meeting.

Project Access (Marine Business Park)

This work includes the BUILD effort and any other efforts to develop ramp facilities, the Marine Business Park and development of a smaller recreational user boat ramp area at the eastern edge of EDA properties.

Initial steps include establishment of Advisory Committee proposed by Chairman (see attachment) and listing specific dates to apply for known funding availability such as GO Virginia and Recreational Trails Program (DCR) and identifying other funding sources for the various facilities to be identified for respective portions of the site.

EDA

RE: Timelines – Build Application – Broad Creek/Chesapeake Bay Access Project & Project Access
Generally (Marine Business Park)

January 12, 2026

Page 2 of 2

Recommended Action(s)

The Executive Director can prepare more detailed/task-specific items with due/deadline dates for respective projects based on EDA direction on next steps.

C:\EDA\Package 260112\Timelines Build Project Access meda 260112.docx

OWNER'S CONSENT: _____

THE BOUNDARY LINE ADJUSTMENT, AS IT APPEARS ON THIS PLAT, IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNER(S), PROPRIETORS AND TRUSTEES, IF ANY.

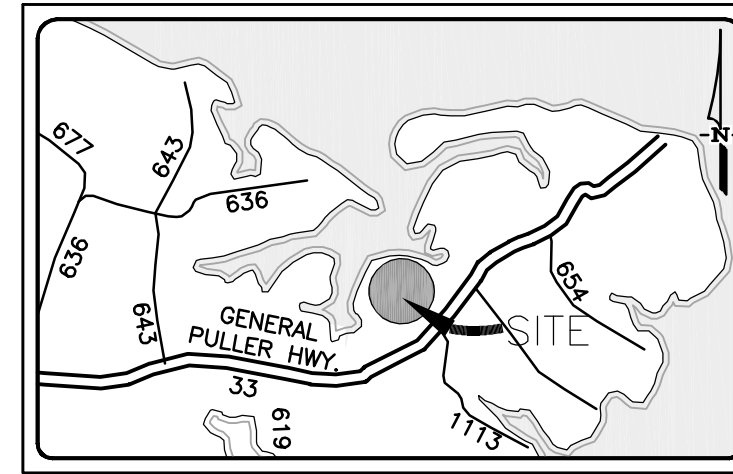
XXXXXXX
CHESAPEAKE MARINA
PARTNERS NORVIEW, LLC

DATE

COMMONWEALTH OF VIRGINIA
COUNTY OF MIDDLESEX, TO-WIT:
THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME
THIS _____ DAY OF _____, 2025.

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____



VICINITY MAP NO SCALE

CERTIFICATE OF APPROVAL: _____

THIS PLAT IS APPROVED BY THE UNDERSIGNED IN ACCORDANCE WITH EXISTING SUBDIVISION REGULATIONS, INCLUDING THE MIDDLESEX COUNTY SUBDIVISION AND ZONING ORDINANCES, AND MAY BE COMMITTED TO RECORD.

DATE

SUBDIVISION AGENT OF MIDDLESEX COUNTY, VIRGINIA

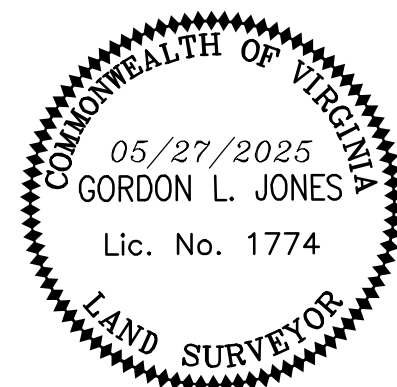
GENERAL NOTES: _____

1. THIS PLAT WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND DOES NOT NECESSARILY SHOW ALL EASEMENTS, SERVITUDES AND COVENANTS OF RECORD.
2. THE LAND DELINEATED HEREON IS LOCATED ON COUNTY TAX MAP NO. 41 PARCEL 167 (FORMERLY PARCEL A & B PER P.B. 10 @ PG. 303) TAX MAP NO. 41(59) PARCEL 4 (FORMERLY PARCEL C PER P.B. 10 @ PG. 303) TAX MAP NO. 41(67) PARCEL 1
3. PROPERTY REFERENCES: INST. #22-0207; INST. #22-0016 P.B. 10 @ PG. 303; P.B. 5 @ PG. 50; D.B. 143 @ PG. 451 D.B. 59 @ PG. 417 (PLAT); D.B. 90 @ PG. 228 (PLAT) D.B. 53 @ PG. 61 (PLAT); D.B. 233 @ PG. 119 (PLAT) D.B. 90 @ PG. 77 (PLAT); D.B. 133 @ PG. 447 (PLAT)
4. EDGE OF WATER SHOWN HEREON IS AS OF TIME OF SURVEY AND NO EFFORT IS MADE BY THIS PLAT TO ESTABLISH OWNERSHIP OR ANY OTHER RIGHTS BEYOND THIS LINE.
5. THIS PARCEL LIES IN ZONE X, AREA DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN, ZONE X, AREAS OF 0.2% ANNUAL CHANCE FLOOD AND ZONE AE (EL. 5) AREA DETERMINED TO HAVE BASE FLOOD ELEVATIONS, AS DEFINED ON THE NATIONAL FLOOD INSURANCE RATE MAP PANEL NO. 510098 0240 F AND 510098 0245 F, DATED MAY 17, 2022. THE ZONE LINES SHOWN ARE APPROXIMATE AND SCALED FROM SAID MAP.
6. BOUNDARY LINE INFORMATION SHOWN HEREON WAS TAKEN FROM P.B. 10 @ PG. 303 AND ALTA SURVEY DATED MARCH 31, 2017 BY BAY DESIGN GROUP.
7. NOT ALL STRUCTURES & UTILITIES HAVE BEEN SHOWN ON THIS SURVEY. IMPROVEMENTS SHOWN ON PARCEL A HAVE BEEN LOCATED AND/OR VERIFIED BY THIS SURVEY.
8. PROPERTY LINES SHOWN HEREON AS (A) TO (B) AND (C) TO (D) ARE HEREBY VACATED UPON RECORDATION OF THIS PLAT.
9. SITE IS ZONED: WATERFRONT COMMERCIAL

CERTIFICATE OF CERTIFIED LAND SURVEYOR: _____

THE BOUNDARY LINE ADJUSTMENT AS SHOWN ON THIS PLAT, CONTAINING 36.59 ACRES, MORE OR LESS, SITUATED IN THE PINETOP MAGISTERIAL DISTRICT, IN THE COUNTY OF MIDDLESEX, VIRGINIA, HAVING BEEN CONVEYED TO CHESAPEAKE MARINA PARTNERS NORVIEW, LLC BY DEED DATED DECEMBER 2, 2021 AND OF RECORD IN THE CLERK'S OFFICE OF THE CIRCUIT COURT OF MIDDLESEX COUNTY, VIRGINIA IN INST. #22-0207.

I, THE UNDERSIGNED, HEREBY CERTIFY THAT THIS PLAT IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND IS BASED ON A CURRENT FIELD SURVEY.



PLAT
SHOWING A BOUNDARY LINE ADJUSTMENT
ON THE LAND OF
**CHESAPEAKE MARINA
PARTNERS NORVIEW, LLC**
LOCATED IN THE PINETOP DISTRICT OF
MIDDLESEX COUNTY, VIRGINIA
DATE: MAY 27, 2025

COMP: BDG
CAD: HDC
CHECKED: GLJ
JN: 98102-08
FILED: 98102-08BLA



Economic Development

Trenton L. Funkhouser, AICP
Executive Director

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Economic Development Authority

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Anton Webre, Secretary
Gerald Crittenden
Jean Hallie-Holmes
Doug McMinn

January 12, 2026

TO: Economic Development Authority
FROM: Trenton L. Funkhouser, Executive Director
SUBJECT: Lease of EDA Offices

The attached draft lease document is provided for initial review and comment by the EDA. The lease language is similar to language of the Memorandum of Understanding between County and EDA (attached) regarding support of the EDA through office space and other services.

A lease is proposed as a method to establish a physical address for purposes of applying for a System for Awards Management (SAM) federal identification number. Such number is in addition to EDA's IRS Employer Identification Number (EIN). When I previously applied, there was no physical address or presence (utility bill, etc.) I could list that proved existence for SAM purposes.

The draft lease should be revised to specifically reference the office location of 44 Oakes Landing Road, modify the floor space reference to reflect "1/2" shared usage with the Middlesex Water Authority and include language specifically authorizing the EDA to apply for any SAMs or similar identification necessary to conduct business as permitted by the Code of VA. EDA members may identify other modifications.

Recommended Action(s)

Please advise the Director of any further edits to the draft lease and I will revise document in consultation with County Attorney and return a document for consideration of EDA approval.

LEASE BETWEEN MIDDLESEX COUNTY, VIRGINIA AND ECONOMIC DEVELOPMENT AUTHORITY OF MIDDLESEX COUNTY, VIRGINIA

This Lease, entered into this ____ day of _____, 2025, by and between **Middlesex County, Virginia (COUNTY)**, a political subdivision of the Commonwealth of Virginia (hereinafter referred to as "Landlord"), and **Economic Development Authority of Middlesex County, Virginia (EDA)**, (hereinafter referred to as "Tenant"), provides as follows:

WITNESSETH:

That for and in consideration of the premises and the covenants and conditions hereinafter set forth, the Landlord does hereby lease, demise and set over unto the Tenant and the Tenant does hereby rent and lease from the Landlord, all of the following described property, to-wit:

Landlord shall provide Tenant with approximately 384 square feet of office space in a County-owned facility with two computers and provide printer access and IT support which will include email support.

1. This Lease shall commence on the ____ day of _____, 2025 and shall be for a term of TWO (2) years but shall continue in full force and effect for additional terms of ONE (1) year each thereafter until terminated by either the Landlord or the Tenant upon the giving of at least sixty (60) days' written notice thereof.
2. The Tenant hereby covenants and agrees to pay to the Landlord the rent of TEN DOLLARS and 00/100 DOLLARS (\$10.00) per annum, in advance.
3. The Tenant shall not assign this Lease or underlet the demised premises or any part thereof or make alterations, additions or improvements to the premises either inside or outside without the written consent of the Landlord, nor permit or suffer upon the premises any act or thing deemed extra hazardous on account of fire. Any such permissible alterations, additions and improvements to the property shall become part of the property and so remain upon the termination of this Lease.

4. The Landlord covenants and agrees to provide and pay for office cleaning, all lights, electricity, and heat to the premises, and all inside and outside maintenance and repair. The Tenant shall maintain hazard and liability insurance on the property it leases from Landlord.
5. It is further agreed that the Landlord has the right to visit and inspect the premises at reasonable times upon giving reasonable notice to the Tenant and to show the premises to prospective renters when and if the situation arises.
6. This Lease constitutes the entire agreement among the parties and may not be modified or changed except by written agreement executed by all of the parties.
7. The receipt of rent by the Landlord with knowledge of any default or breach of this Lease by the Tenant shall not be deemed to be a waiver of any provision, covenant, or condition of this Lease, and no waiver or failure of Landlord to enforce any other provision, covenant or condition, shall affect the right of the Landlord to enforce the same in the event of any subsequent default or breach.
8. This Lease shall be construed, interpreted and applied according to the laws of the Commonwealth of Virginia, and shall be binding upon and inure to the benefit of the heirs, personal representatives, successors and assigns of the parties.
9. The Landlord shall not be responsible in any manner for any damage done to the property or person of tenant, their employees, invitees or customers from any cause whatsoever.
10. The parties hereby acknowledge and consent to the representation of BOS and EDA by Heather Lewis, as County Attorney and Authority Attorney, and waive any conflicts of interests to her dual representation, if there should be any. The parties further understand that communications and information which might otherwise qualify as client-confidential as to one party may be shared by Mrs. Lewis with the other party; and the parties waive any claim to the confidentiality of such communications and information.

WITNESS the following signatures and seals:

LANDLORD:

Middlesex County Board of Supervisors

Date: _____

By: _____

Name: Don R. Harris

Title: Chairman, Middlesex County
Board of Supervisors

TENANT:

Economic Development Authority

Date: _____

By: _____

Name: John Anzivino

Title: Chairman, Economic Development
Authority of Middlesex County

Approved as to form: _____
Heather Lewis, County Attorney

Economic Development

Trenton L. Funkhouser, AICP
Executive Director

877 General Puller Highway
P.O. Box 428
Saluda, Virginia 23149-0428
(804) 654-1363 (C)
t.funkhouser@co.middlesex.va.us



Economic Development Authority

John Anzivino, Chair
James Reed, Vice-Chair
Joe Heyman, Treasurer
Anton Webre, Secretary
Gerald Crittenden
Jean Hallie-Holmes
Doug McMinn

January 12, 2026

TO: Economic Development Authority

FROM: Trenton L. Funkhouser, Executive Director

SUBJECT: VA250 Committee Event Sponsorship Requests - Speakers

The VA250 Committee is requesting sponsorship of two events involving guest speakers at a public event followed by school assemblies for students the following day. Lodging, Meals, Travel and small honorariums (\$500 and \$1,000) for each speaker are not expected to exceed a total of \$5,000.

Unfortunately, staff has not been able to obtain funding from the few state sources available such the VA Humanities Foundation (VHF) or VA Commission for the Arts. Virginia Tourism Corporation funding is not available for such events except for publicity purposes which is minimal in these cases and can be covered through existing resources such as Ms. Whitney Law and Virginia's River Realm as well the VA250 website where all events are typically listed.

Two proposed speakers are: 1) Adrienne Whaley (see attached text from Information from VHF grant) and Andrew Lawler a noted historian and author most recently of [A Perfect Frenzy: A Royal Governor, His Black Allies, and the Crisis That Spurred the American Revolution.](#) Both speakers are very familiar with Virginia and Middlesex history.

The VA250 Committee requests EDA support for one or both of the speakers and will be submitting a separate request to the Board of Supervisors for funding.

The EDA's FY 25-26 Budget includes an Expense line item for Event Sponsorships of \$10,000. No expenditures to-date and none anticipated other than current requests. The VA250 Committee recognizes the EDA maintains a typical 30 day or longer period for review and discussion following initial applications for funding.

Recommended Action(s)

Please advise the Director how the EDA wishes to proceed in consideration of the requests for funding.

Mission Statement

The Middlesex County Economic Development Authority (EDA), an independent, seven-member authority, appointed by the Middlesex County Board of Supervisors, is charged with the responsibility of improving the economic conditions of Middlesex County through an active tourism promotion program and implementation of a strategic plan focused on business retention, expansion, formation and attraction.

Adrienne Whaley BIO

Adrienne G. Whaley is an educator and history-lover who currently serves as Director of Education and Community Engagement at the Museum of the American Revolution in Philadelphia.

Whaley earned her Bachelor’s degree in African American Studies from Harvard University and her Master’s in Education from the University of Pennsylvania, and previously served as Curator of Education and Public Programming at the African American Museum in Philadelphia. She has worked in both art and history museums and loves the potential for objects, artifacts and primary source documents to enrich student learning experiences. She carries her love of history and for uncovering the stories of common people into her spare time as an avid genealogist researching her own family history.

Program Topic Description

Finding Freedom

On the eve of the American Revolution, people of African descent made up almost one fifth of British North America’s population. Almost half of them lived in Virginia. They loved, worked, worshipped, and strove to build lives and protect their families and communities despite the hardships they faced. Join Adrienne Whaley, Director of Education and Community Engagement at the Museum of the American Revolution, to learn about some of these Virginians' dynamic stories in an age of Revolution, from those who sought their freedom with the British to those who felt the hope for a brighter future lay with the Revolutionary cause. Hear their names, discover their bravery, and consider their difficult decisions in Revolutionary Virginia and beyond as we think about what it means to be American on the 250th anniversary of our nation’s daring founding.

Relation to EDA Mission

As part of its annual work program, the EDA members, EDA Executive Director and Office Manager support specific initiatives such the County's VA250 Committee (commemorating

Declaration of Independence). Members of the County's VA250 Committee represent the various museums of County and regularly provide special exhibitions and speakers. The local VA250 committee has worked over the past two years to schedule many events that have increased tourism throughout the County.

Tourism is a vital component of the County's economy and historic tourism provides a significant portion of annual sales, meals and transient occupancy tax revenues. The EDA strongly supports and promotes the County's museums and historic sites through an active tourism program via EDA staff and a professional marketing firm with regular participation in VA Tourism programs and Virginia's River Realm (joint marketing alliance with Lancaster County).

Relation to Humanities

Humanities (Application Criteria – Excerpt from VA Humanities Website)

- History, philosophy, ethics, diverse heritage language, traditions
- diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life.”
- The humanities are the stories, ideas, and words that help us understand our lives and the experience of being human. They introduce us to people we have never met and take us to places we have never been.
- the humanities help us better understand people whose lived experiences are different from our own. Put simply, the humanities are anything that helps us understand and interpret the human experience.

Text for Humanities section of Application

The Finding Freedom lecture and discussion focuses on a unique aspect of the Revolutionary period in Middlesex and the surrounding Middle Peninsula and Northern Neck regions. As a local VA250 sponsored event, this would be one of many the group has worked on to address a goal of the various Declaration of Independence commemoration efforts shared by Virginia Humanities - our, diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life.

Further, this event focuses on the deeper questions of how those revolutionary times resulted in hopes, dreams and promises that have been a challenge to achieve. One objective of the VA250 effort is to explore lesser- known historical events and people of the time. Consistent with the objectives of Virginia Humanities, VA250 events typically address history, philosophy, ethics, diverse heritages and language (e.g. tory loyalist, revolutionary, traitor). Of course, these types also reflect , "... the stories, ideas, and words that help us

understand our lives and the experience of being human. They introduce us to people we have never met and take us to places we have never been." These types of events definitely "help us better understand people whose lived experiences are different from our own" and "helps us understand and interpret the human experience".

Budget

\$2,000 Application Request

Cost Estimates

Honorarium - \$500

Round trip train fare - \$200

Housing (2 nights) - \$350

Food, ground transportation, etc, \$300

Cost of event: space rental, insurance, printing, graphic design, AV tech, photography, refreshments, etc.- \$_____

MIDDLESEX COUNTY BOARD OF SUPERVISORS

AGENDA Work Session January 8, 2026 9:00 a.m.

Board Room in the Historic Courthouse, Saluda, Virginia

CALL TO ORDER and ROLL CALL	9:00 A.M.
1. County Administrator – Brief Introduction to Budget Process	9:05 A.M.
2. Economic Development Authority EDA Chairman – John Anzivino Economic Development Director – Trent Funkhouser	9:20 A.M.
3. Airport Update – Richard Lewis, Airport Manager	10:05 A.M.
Break	10:50 A.M.
4. Middlesex Water Authority Updates MWA Chairman – Greg Chambers Executive Director – Chip England	11:00 A.M.
5. LUNCH	12:00 P.M.
6. Bay Aging – Workforce Housing project (Cooks Corner)	12:30 P.M.
7. Middlesex Broadband Project Update – Kevin Gentry	1:15 P.M.
8. Board of Supervisors – Establish Strategic Goals & Discussion	1:30 P.M.

ADJOURN

Upcoming Meetings: (meetings subject to change)

- Thursday, January 15, 2026, at 9:00 a.m. – Work Session – Budget Kick-Off
- Tuesday, February 3, 2026, at 3:00 p.m. – BOS Regular Meeting
- Thursday, February 5, 2026, at 9:00 a.m. – Agency and Department Budget Presentations Meeting

(Meetings to be held in the Board Room of the Historic Courthouse, unless otherwise noted)
All times listed are intended as guides only.
Items scheduled for the afternoon session may be moved to the evening session if one is scheduled.

BOS Budget Worksession 01/08/26

9:20 – 10:05 A.M. (45 Minutes)

Introductory Remarks

I thank the members of the Board of Supervisors for the opportunity to discuss past and current efforts of the EDA as the County starts its annual budget process. Meetings such as this and the October 21st joint BOS-EDA worksession are very much appreciated as we continue our work with the County and our many partners and service providers to expand and improve the economy of Middlesex.

Summary of the EDA – Who we are and What we do

- Seven (7) members appointed by the BOS responsible for Economic Development and Tourism in the County
- Information on current EDA members, the Code of VA, BOS/EDA MOU governing our relationship, the EDA Strategic Plan revised and adopted 12/22 and the current and proposed EDA Budgets are available as part of the separate budget submission to County Administrator and the County's website pages devoted to the EDA
- The Authority's work is driven by our strategic plan (previously provided to the Board of Supervisors and included on our webpage), adopted in 2022,
- The EDA hired a new Executive Director in 05/22, retained a contracted Marketing Consultant, start small Think Big (ssTB), in 10/22, hired apart-time (50%) Office Manager in 09/23 (Shared with MWA) and maintains a major marketing partnership with Virginia's River Realm (VRR) promoting the Towns of Tappahannock, Kilmarnock, Urbanna and Lancaster, and Middlesex County's tourism.
- The Middlesex County EDA has a responsibility to promote expansion of the tax base in all of Middlesex County as defined in state enabling legislation (Title 15.2-4901 of the Code of Virginia), in cooperation with the Board of Supervisors (which created the Authority) and within available funding generated by the Authority and provided by the Board of Supervisors.

As an independent Authority, the EDA's annual operating budget primarily consists of general (real estate/ personal property) tax revenues (\$49,000) and County 3/5ths portion of Transient Occupancy tax revenues (\$140,000), declining revenues generated by previous sales of industrial revenue bonds and grants and investment income to meet annual budgetary needs.

The EDA is very appreciative of the Board's previous and continued support of the EDA's Annual Work Program.

What We've Been up to in FY 2025

In accordance with the EDA's adopted Strategic Plan (adopted in December 2022) and our annual work plan the EDA continues to promote tourism and economic development opportunities which expand the Middlesex County tax base. The EDA's approved Strategic Plan initiatives are included as Pages 9 and 10.

1. Small Business Development

Creation of a low interest loan program (\$5,000) to serve as gap or last mile financing for small businesses wishing to locate in Middlesex County. The plan is capitalized via an allocation of EDA reserve funds.

2. Tourism Promotion

The EDA participated in bringing the County's Tourism Action Plan, which serves as a guide for improving visitor experiences in the County, to completion with the assistance of the Virginia Tourism Corporation, continued as a founding member of Virginia's Rivers Realm and has independently built and continues to build a variety of electronic platforms and tools to promote tourism and economic development opportunities in the County. The EDA Board tracks these apps and platforms for developing trends and discusses ways to improve visitorship to the County on a monthly basis. Some of the most popular Items viewed include the Middlesex County Historical Marker Trail & Urbanna Creek Kayak Trail

A complete list is included in the information provided and includes:

VisitWidget - 1,791 Users

Virginiariverrealm.com

- Homepage - 14,690 Visitors
- Restaurant Week - 5,406 Visitors
- Events Page - 7,467 Visitors
- Things to Do - 5,062 Visitors
- Ways to Stay - 3,955 Visitors
- Touch Down & Take Off - 2,664 Visitors
- Urbanna Oyster Festival - 2,442 Visitors
- Middlesex County - 1,774 Visitors
- Business Directory - 1,640 Visitors

Explore Middlesex Facebook

- 337, 924 Views on All Content
- 11,522 3-second+ views on our Reels
- 5,058 Reactions to content
- 845 Shares of content
- 1,469 Followers

Explore Middlesex Instagram

- 116,401 views of content
- 21,837 People Reached
- 4,233 Content Interactions
- 1,478 Profile Visits
- 379 New Followers - 1,802 Total Followers

The efforts above we believe have led to an increase in County Meals Tax, Sales Tax and Transient Occupancy Tax revenues. While the EDA and our emphasis on tourism promotion can't take all credit for tourism related revenue increases Authority members believe the EDA's Annual Work Program and efforts in this area makes a positive difference in tourism and community development results.

3. Partnership Developments

Working collaboratively with other agencies and groups is an important component of the EDA's work. Some major examples of coloration in 2025 include work with:

Town of Urbanna

This past Summer, as EDA Chair, I had the opportunity to share some information with the Urbanna's Mayor and members of Council in response to some questions regarding EDA activities in support of the County's only incorporated town.

The information shared with Town Council summarized many of the typical EDA activities each year, while focusing on the Urbanna area, helps illustrate how the EDA works on a regular basis, with a variety of partners and other service providers throughout the County, to improve our economy.

These activities include:

- Participation in development of the town's Tourism Action Plan (TAP), developed in concert with the Virginia Tourism Corporation which serves as a 'bottoms up' blueprint for the town to foster increased growth of a major economic driver.
- Marketing of identified business sites through the Virginia Economic Development Partnership (VEDP)
- Holding a business appreciation reception for all town and County businesses. The first event of this type was held in town using local providers for services and the second event was held at Deltaville Maritime Museum. The EDA plans to hold two networking events each year to continue work on connecting local businesses and supporting efforts to improve the County's economy.
- Providing business facade grants (\$5,000 each) for two Urbanna businesses
- Providing a business development grant (\$5,000) for one Urbanna business
- The Authority's Executive Director's advisory support for initiation of the town's Main Street program
- Serving as the conduit for Arts in the Middle Grant - The EDA provides the \$4,500 match for a Virginia Commission for the Arts grant resulting in a \$9,000 grant to AIM's annual festival. While the festival is located just outside of the town many local businesses are benefitted by increased traffic during the festival.
- As part of Virginia's preparation for celebration of the 250th anniversary of the nation's founding the EDA staff meets monthly with County Museum representatives, including Urbanna, which results in publicity for the town.
- The EDA's Executive Director includes the Town Manager in the monthly list for all EDA Agenda Packages and has a standing invitation to attend the bi-weekly VRR Team Meetings on Google Meet.
- The EDA regularly supports Urbanna Business Association (UBA) events in the town through Virginia River Realm and Middlesex social media channels and EDA staff packs "SWAG bags" or otherwise provides support for the town's Restaurant Week, Wine Stroll, Christmas Events, etc. EDA staff coordinates with "leaders" of those events.
- The EDA, through an independent contractor (Whitney Law) paid by the EDA, works to ensure dedicated focus on both tourism and general economic development promotion for Urbanna and the remainder of the County through general marketing and event publicity managed through all Virginia Tourism Corporation and Virginia's River Realm platforms and publications.

- The EDA provides an annual payment (\$25,000) as a founding member of Virginia's River Realm (VRR), a regional tourism marketing program for Northern Neck and Middle Peninsula communities fronting on the Rappahannock. The Town also provides a \$5,000 annual contribution to VRR, [the town of Tappahannock recently joined at the annual rate of \$25,000].
- Development of an 'Explore Middlesex' App which features County and town events at no cost to the town.

One of the results of the information exchange was designation by the Town of a liaison from the Town Council to communicate with on a regular basis to help ensure the EDA better understands the Town's needs relative to the approved economic goals, objectives, strategies and projects of the Town, County and EDA.

Building a Stronger Relationship with the Board of Supervisors

BOS-EDA Work session – 10/21/25

The EDA thanks the Board again for the discussions which transpired during what we feel was a very productive work session. The topics addressed many of the items in the EDA's Strategic Plan and Annual Work Program and the EDA looks forward to Board actions in support of continued joint work on these projects.

The EDA has taken on several of these items and our progress to date includes:

- Project Access – The EDA closed on the purchase of the property in mid -October 2025, with support of the Board of Supervisors and has
 - Held a public meeting which was attended by approximately 50 participants in Deltaville to discuss the proposed project.
 - Actively investigated grant and funding opportunities for development of the site. To date Authority members have reached out and held initial discussions with five (5) agencies/organizations related to developing the commercial docks/ public boat ramp facility and kayak launch area and one agency for developing a plan for development of the marine industrial park/ training facility.
 - In relation to the boat ramp the Authority has begun development of schematics for development of boat launch/commercial dock/ parking lot. A BUILD Grant application is in process and due 02/24/26.
 - Begun investigating grant opportunities for property takedown. And as of yesterday, EDA Board members working on the project informed me of an additional grant opportunity to assist in defraying the original project cost with a grant application deadline in late Spring and an award later in the year.

- have initiated discussions with GO Virginia Region 6 for a planning grant for design/development of the largest undeveloped parcel and is in the process of appointment of an advisory committee consisting of local businesses, community college system representatives, watermen and other potential beneficiaries to obtain input for development/usage of the site as a marine industrial park/training facility.
- Transfer of Battery Storage Property (Harmony Grove intersection at Routes 3/33) – The EDA has not discussed acquisition of this property in detail as a Board since 2023 but sees potential opportunities for beneficial development with appropriate planning for the highest and best use. “Shovel-Ready” sites [or as close as practical] are always a goal.
- Airplane Tax Rate - The EDA continues to support reduction of personal property rate, as suggested by the County’s Airport Committee, as an incentive for hangar/taxiway construction as it relates to a private developer. As provided in prior communications we believe this will result in a net positive outcome for County tax revenues at full build out of hangars and location of aircraft.
- Working Waterfront/Raise Sites (Existing Landing/Ramp Improvements) – The EDA has previously endorsed the three (3) sites identified in the VHB report commissioned by the Middle Peninsula Planning District Commission. The EDA considers potential development/redevelopment of these sites at an appropriate and practical level as a contributor to preservation and enhancement benefiting watermen and marine related industries as well as recreational users who all contribute significantly to the culture and economic base of the County.
- Timber Harvesting County Owned Surplus Property – The EDA as part of the EDA’s analysis of County owned surplus property, requested by the Board of Supervisors in 2023, believes harvesting mature timber is a beneficial one-time benefit to the County. The EDA is willing to offer services from EDA Board members experienced in timber valuation to assist in valuing the existing timber stands and develop plans to maximize the sale process.
- Disposition of County Owned Surplus Property – The EDA, as requested by the Board of Supervisors, completed an analysis of County owned surplus property in 2023 and provided numerous recommendations for use or disposition of County owned property identified as ‘surplus’. The EDA continues to believe that the report and its recommendations have merit and looks forward to continued Board action on these properties.
- Blue Catfish Planning Grant -Middlesex County is serving as regional leader for facilitation of a one-year study to identify marketability, challenges to blue catfish harvesting and processing with the intent to locate a processing facility in Middlesex possibly on the EDA’s recently acquired marine industrial site located in Deltaville.

- Workforce Development – The EDA’s Executive Director regularly participates in Bay Consortium Workforce Development Board subcommittee meetings in an attempt to expand workforce development opportunities.

4. Unfinished Business/Work Program Goals for FY 2026/2027

The EDA is looking forward to continued work with the Board to address a variety of issues both parties have identified over the past 3-4 years that remain to be completed. These include:

- Completion of the Terminal and Fuel Farm redevelopment at Hummel Field and determination of any available surplus land that could be provided to the EDA and used for aviation or non-aviation purposes and subsequent expansion of the County’s tax base.
- Dredging Projects/Plans – With completion of the Broad Creek dredging project there remains a need for development of a plan for the timing and funding of future projects to provide property owners and recreational and commercial boaters with reliable information on when they can expect initial and maintenance dredging to occur. Status of Regional Dredging project and County’s participation?
- Zoning Ordinance Amendments to recognize existing and future water service areas potential and address other regulations that may unnecessarily inhibit economic development (SUP Process, Airport Overlay District, Data Centers)
- Exploration of potential Riverfront Beach Park Purchase
- Identification of gap funding sources for the Workforce Housing Project and Cook’s Corner Area Planning
- Update of the Comprehensive Plan to more effectively guide the location of various business and industrial uses while incorporating the recommendations of the County’s Tourism Action Plan.
- Approval of Solar Facilities at Closed Landfill. Excellent re-use of property and revenue source for County

5. The Coming Year

In addition to a continuing focus on the unfinished and ongoing projects just noted the EDA will focus on continued implementation of specific projects (updates to the EDA's website to expand information related to economic development data and processes so that we convey a more business friendly environment, development of facility improvements suggested in the Tourism Action Plan) in support of its adopted Strategic Plan and looks forward to continued work with the Board of Supervisors on economic and community development matters.

The EDA also looks forward to any guidance on the list of Strategic priorities the Board of Supervisors will develop as part these and similar meetings with the intent of asking

- How can the EDA assist?
- What would the Board like to see the EDA Do, Do More of or Do Differently?

Thank you again for this and similar meetings and your support and partnership.

EDA Economic Objectives as Identified in the Strategic Plan

Upon analysis of the County's past and recent development and the discussion of County economic development needs by current EDA members, the following objectives have been identified to assist in strengthening the County's assets and overcoming identified weaknesses.

During the next five (5) years the Middlesex EDA will work on:

- Maintaining and building upon a reasonably mature tourism program which continues to focus on the County's water resources (boating, existing watermen, aquaculture, etc.) and rural nature (agriculture, equestrian, etc.) to enhance tourism growth and capture a larger share of the market (and tax revenues) using available local, state, and federal resources.
- Supporting increases in the current boating tourism efforts by the County by working with the County, and participate in, and support specific efforts to find good locations, acceptable, as far as possible, to adjoining property owners for new boat launch sites.
- Recognizing numerous businesses are currently under-staffed and the County has a high out-commuter rate, the EDA will initiate a focus on the need for enhanced workforce training and begin discussions with local businesses to identify the types of training, needed, presenting the findings to the County School Board, Board of Supervisors, Rappahannock Community College and related workforce training agencies while serving as an advocate for training programs that better meet the County's needs.
- Identify and improve, where practical, development of industrial, marine and commercial sites, consistent with standards established by the Virginia Economic Development Partnership (VEDP) to recruit smaller industrial/business or maritime related users appropriate to Middlesex County and matching workforce development program outputs. In carrying out this objective the EDA will create an inventory of existing VEDP identified properties and all County-owned property, including unused property under the control of the School Board, assessing its possibility for development; and developing a descriptive inventory with

current zoning, comprehensive plan designation, traffic counts, nearby amenities, etc.

- Reaching out to all existing businesses in the County, the EDA will serve as a resource for businesses looking to relocate or expand, and work to improve their competitiveness through establishment of a business retention program, identifying and communicating resources that are available and establishing a method of constant communication with them.
- Recognizing that successful economic development is a community-wide effort, research and serve as an advocate for the need for improved opportunities for business expansion, work force housing, quality of life improvements (health care/urgent care, transportation, etc.) and small business opportunities the County currently lacks.
- Developing well-researched, reasonable proposals, which work to expand the County's tax base, which are thoroughly discussed and approved by the EDA Board that are related to implementation of the strategic plan.
- Taking a leadership role as the County's lead economic development agency the EDA will work to build a stronger relationship through positive and continuous communication with the Board of Supervisors, developing that relationship through an ongoing presentation of fact-based proposals and programs that speak to the benefits of economic development for the County's businesses and all citizens.
- Exploring the development of partnerships with local, regional, state, and federal programs that fund identified and needed initiatives and let the BOS know that opportunities exist for partnering when those opportunities are presented.

Introduction	State Summary - Visitor Spending	State Economic Impact Summary	County/City Spending and Economic Impacts	Region Summary	Aggregate Geographies	Comparison Maps	Total Economic Impact Table
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Middlesex County - Spending and Economic Impact

Year
2024

Geography
Middlesex County



\$30.8M
Visitor Spending
YOY: ▲ 2.4%



6.5% is the share of all county jobs sustained by tourism



Visitors generated **\$1.4M** in state and local taxes

Spending



Employment



Labor Income



State Taxes

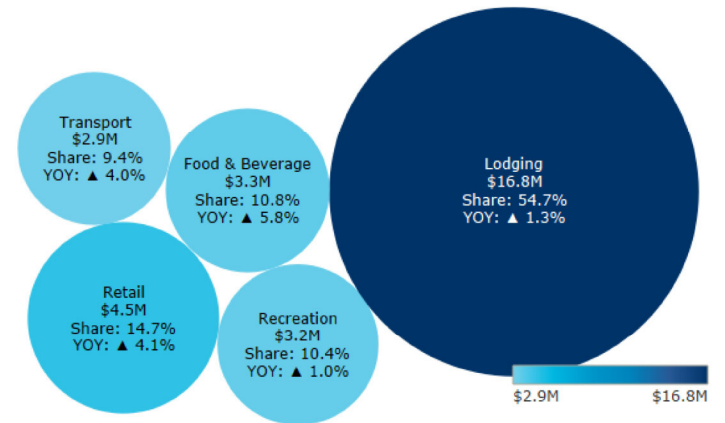


Local Taxes



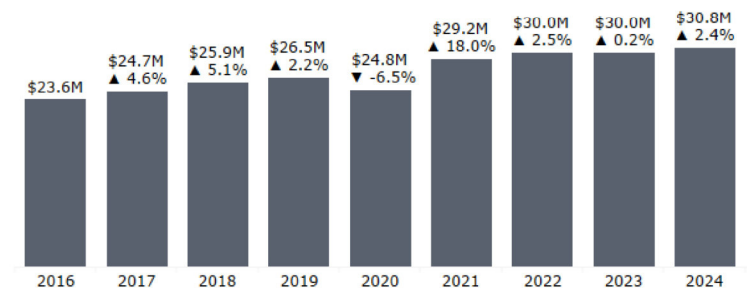
Visitor Spending by Category in 2024

Actual, share & % change YOY



Visitor Spending

Actual & % change YOY



Economic Development

Trenton L. Funkhouser, AICP
Executive Director

877 General Puller Highway
P.O. Box 428
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(804) 654-1363 (C)
t.funkhouser@co.middlesex.va.us



Economic Development Authority

John Anzivino, Chair
James Reed, Vice-Chair
Joe Heyman, Treasurer
Anton Webre, Secretary
Gerald Crittenden
Jean Hallie-Holmes
Doug McMin

January 12, 2026

TO: Economic Development Authority
FROM: Trenton L. Funkhouser, Executive Director
SUBJECT: Closed Meeting – Personnel

Attached forms are provided for the EDA's use should it wish to enter Closed Meeting to discuss: 1) Personnel – Evaluation of the Executive Director.

Recommended Motion

Personnel – Enter Closed meeting Pursuant to §2.2-3711(A)(1) (Option #7 – Performance) of the Code of Virginia to consider the annual evaluation and performance of the Executive Director.

CLOSED MEETING MOTIONS

PERSONNEL - In accordance with Section 2.2-3711(A)(1) of the code of Virginia, I move that the Economic Development Authority convene in Closed Meeting to consider a personnel matter involving the (choose from list below):

1. appointment of individuals to Committees, Boards and Commissions (Name Committee, Board or Commission)

2. interview of a prospective candidate for employment

(or the)

3. Employment 6. Promotion 9. Salary

4. Assignment 7. Performance 10. Discipline

5. Appointment 8. Demotion 11. Resignation

of a specific public officer/appointee/employee (At times it may be appropriate to name the position discussed)

PUBLIC PROPERTY - In accordance with Section 2.2-3711(A)(3) of the Code of Virginia, I move that the Economic Development Authority convene in Closed Meeting regarding real property proposed or used for a public purpose, specifically pertaining to (choose one of the following):

1. the acquisition of real property for a public purpose (It may be appropriate to name the purpose)

2. the disposition of (name publicly held real property involved)

where discussion in open session would adversely affect the Authority's bargaining position or negotiating strategy.

PROTECTION OF PRIVACY OF INDIVIDUALS - In accordance with Section 2.2-3711(A)(4) of the Code of Virginia, I move that the Economic Development Authority convene in Closed Meeting to discuss a personal matter not related to public business in order to protect the privacy of the individuals

PROSPECTIVE BUSINESS OR INDUSTRY OR EXPANSIONS OF EXISTING BUSINESS OR INDUSTRY - In accordance with Section 2.2-3711(A)(5) of the Code of Virginia, I move that the Economic Development Authority convene in Closed Meeting to discuss a prospective business or industry or expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the County.

INVESTING OF PUBLIC FUNDS - In accordance with Section 2.2-3711(A)(6) of the Code of Virginia, I move that the Economic Development Authority convene in Closed Meeting to discuss the investing of public funds where competition or bargaining is involved because initial disclosure at this time would adversely affect the Authority's financial interest.

LEGAL MATTERS - In accordance with Section 2.2-3711(A)(7) of the Code of Virginia, I move that the Economic Development Authority convene in Closed Meeting to consult with legal counsel, consultants, and/or staff pertaining to probable or actual litigation where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the Economic Development Authority

LEGAL MATTERS - In accordance with Section 2.2-3711(A)(8) of the Code of Virginia, I move that the Economic Development Authority convene in Closed Meeting to consult with legal counsel on a specific legal matter (it may be necessary to name or otherwise identify) requiring the provision of legal advice by such counsel

PUBLIC CONTRACTS - In accordance with Section 2.2-3711(A)(29) of the Code of Virginia, because discussion in an open session would adversely affect the bargaining position or negotiating strategy of the Authority, I move that the Economic Development Authority convene in Closed Meeting to:

1. discuss the award of a public contract and the terms or scope thereof which involves the expenditure of public funds (Name or otherwise identify the specific procurement involved);

2. interview bidders or offerors for a public contract (Name or otherwise identify the specific procurement)

ECONOMIC DEVELOPMENT AUTHORITY
OF MIDDLESEX COUNTY, VIRGINIA

Resolution

At a [regular or special] meeting of the Middlesex County Economic Development Authority held in the Historic Courthouse in Saluda, VA, on the _____ day of _____, 2026:

Present

Vote

John Anzivino, Chair
James Reed, Vice-Chair
Joe Heyman, Treasurer
Anton Webre, Secretary
Gerald Crittenden
Jean Hallie-Holmes
Doug McMinn

Absent

None

On motion of _____, seconded by _____, which carried _____, the following resolution was adopted:

A RESOLUTION TO CERTIFY COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT (FOIA) REGARDING MEETING IN CLOSED MEETING

WHEREAS, the Economic Development Authority of Middlesex County 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 D. of the Code of Virginia requires a certification by the Economic Development Authority of Middlesex County that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED by the Economic Development Authority of Middlesex County this the ____ day of _____, 2026, hereby 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 Economic Development Authority of Middlesex County.