

**MINUTES**  
**ECONOMIC DEVELOPMENT AUTHORITY (EDA)**  
**OF JAMES CITY COUNTY**  
**101-D Mounts Bay Road, Williamsburg, VA 23185**  
**April 14, 2016**  
**8:00 AM**

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**A. CALL TO ORDER**

At 8:06 a.m., Mr. Tingle called the meeting to order.

**B. ROLL CALL**

Robin D. Carson, Vice Chairman - **Absent**  
Paul W. Gerhardt  
Tim G. Harris  
Stephen H. Montgomery  
Christopher J. Odle  
Marshall N. Warner  
Thomas G. Tingle, Chairman

Russell C. Seymour, EDA Secretary  
Maxwell Hlavin, EDA Legal Counsel  
Stephanie Lahr, EDA Fiscal Agent  
Teresa J. Fellows, EDA Recording Secretary  
Kate Sipes, OED Assistant Director  
Jenni Tomes, Treasurer

Also Present:

Tara Woodruff, Director, Budget and Accounting Division  
Courtney Rodgers, Senior Vice President, Davenport & Company, LLC  
Martha Warthen, Bond Counsel, Hunton & Williams, LLP

**C. APPROVAL OF MINUTES**

1. Minutes Adoption - March 10, 2016, Regular Meeting

A motion to Approve was made by Mr. Montgomery, the motion result was Passed.

AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1 Ayes: Gerhardt, Harris, Montgomery,  
Odle, Warner, Tingle  
Absent: Carson

**D. FINANCIAL REPORTS**

1. March 2016 Financial Reports

A motion to Approve was made by Mr. Montgomery, the motion result was Passed.

AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1 Ayes: Gerhardt, Harris, Montgomery,  
Odle, Warner, Tingle  
Absent: Carson

Mr. Tingle recommended altering the agenda and moving the first two New Business Items up prior to the Closed Session.

The rest of the Economic Development Authority (EDA) voiced its agreement.

**F. NEW BUSINESS**

**2. Ratification of Lease Revenue Bonds**

A motion to Approve was made by Mr. Gerhardt, the motion result was Passed.

AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1 Ayes: Gerhardt, Harris, Montgomery, Odle, Warner, Tingle

Absent: Carson

Ms. Woodruff addressed the EDA giving an overview of the memorandum and resolution included in the Agenda Packet. She introduced Mr. Courtney Rodgers and Ms. Martha Warthen and stated that they were available to answer any questions.

Mr. Tingle asked for clarification on the collateral for the lease revenue bonds since Berkeley Middle School is technically in the City of Williamsburg and cannot be used.

Ms. Warthen stated that Toano Middle School will be the collateral as it is located in James City County.

Mr. Tingle clarified that by ratifying these lease revenue bonds, it does not make the EDA liable for them in any way.

Ms. Warthen stated correct.

After the approval, Ms. Warthen, Mr. Rodgers and Ms. Woodruff left the meeting.

**1. Presentation by Mr. Jim Carroll**

Mr. Jim Carroll, Executive Director of the Small Business Development Center (SBDC) of Hampton Roads, addressed the EDA giving a presentation on current initiatives and services. He stated that so far this year, the SBDC has seen five clients from James City County, and the goal is to see 400 clients from throughout the region by the year's end. He highlighted the SBDC website which collates information and data that is useful and beneficial to clients. There is online business training available through the website, as well, that is accessible 24 hours a day and free of charge to clients. He discussed micro-lending, through ACCION, a non-bank lender that offers micro-lending to businesses throughout the region. He discussed the formation of disaster lending, essentially offering bridge loans to businesses that are effected by natural disasters. Those bridge loans would help the business get back on its feet until the insurance check comes in. He stated that the SBDC is looking to establish this throughout the region by working with banks to pledge funds to a disaster loan fund. He thanked the EDA for its continued support.

Mr. Tingle asked about the funding streams.

Mr. Carroll stated that the SBDC receives Small Business Administration funds, funds from the localities throughout the region, and from individuals or groups that wish to sponsor specific programs.

Mr. Tingle asked the amount of the SBDC annual budget.

Mr. Carroll stated that in round numbers, roughly \$500,000 between funds and in-kind matches.

Mr. Tingle asked about the relationship between our incubator, Launchpad and the SBDC.

Mr. Carroll stated that out of the SBDC budget, \$25,000 goes to pay half of the salary of the Incubator Manager, Tim Ryan. In exchange, the clients in the incubator are counted

as SBDC clients, have access to all of the SBDC resources and have Tim Ryan there to offer one-on-one confidential business counseling.

The EDA thanked Mr. Carroll for his presentation and his support of our incubator.

**E. CLOSED SESSION**

1. The discussion concerning a prospective business or industry or the 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 community pursuant to Section 2.2-3711 (A)(5) of the Code of Virginia

A motion to Enter a Closed Session was made by Mr. Montgomery, the motion result was Passed.

AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1 Ayes: Gerhardt, Harris, Montgomery, Odle, Warner, Tingle  
Absent: Carson

At 8:44 a.m., the EDA entered Closed Session.

Mr. Gerhardt left the room because of a conflict of interest.

The EDA re-entered Open Session at 8:55 a.m.

2. Closed Session Certification

A motion to Certify the Close Session was made by Mr. Montgomery, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 1 ABSENT: 1 Ayes: Harris, Montgomery, Odle, Warner, Tingle  
Abstain: Gerhardt  
Absent: Carson

**F. NEW BUSINESS (continued)**

3. Adoption of Proposed FY 17 EDA Budget

A motion to Postpone was made by Mr. Gerhardt, the motion result was Passed.

AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1 Ayes: Gerhardt, Harris, Montgomery, Odle, Warner, Tingle  
Absent: Carson

Mr. Seymour and Ms. Lahr addressed the EDA giving an overview of the proposed budget included in the Agenda Packet.

General discussion ensued about the breakdown of the budget line items including the Launchpad budget numbers.

It was recommended that the Launchpad budget numbers be broken out separately and in more detail showing revenue and expenses.

Mr. Seymour stated that the incubator has never really had a budget previously, but now that the County is the fiscal agent for the Launchpad, Mr. Ryan and Ms. Lahr have been working together on a budget.

General discussion ensued about the EDA owned property at the James River Commerce Park and about the option to lease the Marina property.

The EDA declined to take action on the proposed EDA budget. They asked that it be ready for adoption at the May 9, 2016, EDA meeting.

4. Approval for Economic Development Authority Grants - EZ

A motion to Approve was made by Mr. Montgomery, the motion result was Passed.

AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1 Ayes: Gerhardt, Harris, Montgomery, Odle, Warner, Tingle  
Absent: Carson

Ms. Sipes gave a brief overview of the memorandum included in the Agenda Packet.

5. Skybox Host Sign-Up Sheet - LPGA Tournament

Staff circulated a sign-up sheet for EDA members to sign up as hosts in the skybox throughout the tournament.

6. Amend Calendar to Add Joint Work Session with Board of Supervisors on September 27, 2016, at 4 p.m.

A motion to Approve was made by Mr. Montgomery, the motion result was Passed.

AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1 Ayes: Gerhardt, Harris, Montgomery, Odle, Warner, Tingle  
Absent: Carson

**G. OLD BUSINESS**

Mr. Tingle asked for any follow-up questions or comments on last month's presentation by Mr. Hines from the Timmons Group.

General discussion ensued about the readiness of the EDA owned property and the other available commercial property in the County.

Mr. Montgomery stated that the timeframe and cost required to get to the point of being shovel-ready is very discouraging.

Mr. Gerhardt requested that this discussion be had in-depth when Ms. Larson is in attendance.

Mr. Tingle and Mr. Montgomery both stated that the County cannot compete with other localities that are offering expedited site plan approvals and do not require Special Use Permits.

**H. LIAISON REPORTS**

1. Greater Williamsburg Chamber & Tourism Alliance - Nothing new to report.
2. Planning Commission – Board of Supervisors passed the initiating resolution for the PUD-C Food Manufacturing change and the Food Truck Ordinance. The next step is the Policy Committee.

3. Launchpad - Board meeting scheduled for next month, and the Management Board is pushing Mr. Ryan to provide profit and loss information for the incubator.
4. Greater Williamsburg Partnership - Draft by laws for the group have been sent out to all three localities for the creation of the 501 c6.
5. Regional Air Service Enhancement Fund Advisory Committee - No activity.
6. James River Commerce Center Architectural Review Board - No activity.
7. Real Estate Holdings - Continued discussions with the potential tenant for the Marina property and hopefully will have an agreement of sorts at the next meeting.
8. Finance - Nothing new to report.
9. Strategic Planning Advisory Group - Nothing new to report, next meeting is scheduled for Monday, April 25, 2016.

**I. DIRECTOR'S REPORT**

1. April Report

Mr. Seymour gave a brief overview of the Director's Report included in the Agenda Packet.

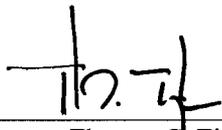
**J. ADJOURNMENT**

1. Adjourn until 8 a.m. on May 12, 2016, for the Regular Meeting

A motion to Adjourn was made by Mr. Montgomery, the motion result was Passed.

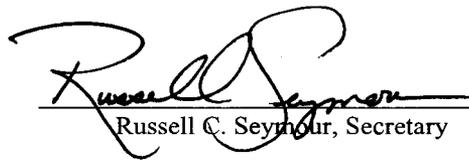
AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1 Ayes: Gerhardt, Harris, Montgomery, Odle, Warner, Tingle  
Absent: Carson

At 9:51 a.m., Mr. Tingle adjourned the EDA.



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Thomas G. Tingle, Chair



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Russell C. Seymour, Secretary