



Economic Development Authority  
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## MEMORANDUM

**To:** Records Management  
**From:** Economic Development Authority  
**Date:** April 9, 2015  
**Re:** IDA-EDA Minutes – November 15, 2007

The following minutes for the Economic Development Authority of James City County dated November 15, 2007 were not ever approved.

These minutes, to the best of my knowledge, are the official minutes for the November 15, 2007 Economic Development Authority meeting.

Please accept these minutes as the official record for November 15 2007.

  
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Robin D. Carson, Vice Chair

  
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Russell C. Seymour, Secretary

## **MEETING MINUTES**

**ECONOMIC DEVELOPMENT AUTHORITY (EDA)  
OF JAMES CITY COUNTY (JCC)  
BUILDING C CONFERENCE ROOM, 101 MOUNTS BAY ROAD  
3:00 PM, THURSDAY, NOVEMBER 15, 2007**

### **1. CALL TO ORDER**

The meeting was called to order by Chairman Rinaldi at 3:02PM.

### **2. ROLL CALL**

A roll call identified the following members present:

Mr. Brien R. Craft  
Mr. Douglas M. Gebhardt  
Mr. Mark G. Rinaldi  
Mr. Thomas G. Tingle  
Mr. Marshall Warner

Also Present:

Mr. M. Anderson Bradshaw, Board of Supervisors (BOS) Liaison to EDA  
Ms. Ellen Cook, Senior Planner  
Mr. Vernon Geddy III, Stonehouse Counsel  
Mr. Jeremy Keeler, EDA Fiscal Agent  
Ms. Marcè Hunt Musser, EDA Recording Secretary  
Mr. Keith A. Taylor, EDA Secretary  
Mr. Fred Westphal, Partner, Goodman & Co.  
Mr. Steven T. Yavorsky, Assistant EDA Secretary

Arrived Late:

Ms. Virginia B. Hartmann

Absent:

Ms. Leanne DuBois

### **3. APPROVAL OF MINUTES**

Mr. Rinaldi entertained a motion by Mr. Tingle to approve the minutes of the September

20, 2007 EDA Meeting and October 16, 2007 EDA Work Session. The motion was seconded by Mr. Gebhardt. Mr. Tingle asked if there would be a report from Ms. Rona Vrooman on the October 17 discussion she facilitated. Mr. Taylor responded that he would ask. The motion passed unanimously.

#### 4. **FINANCIAL REPORTS**

##### a. Treasurer's and Financial Reports

Mr. Keeler presented the Treasurer's and Financial Reports for September-October 2007, stating there was no significant activity. Mr. Craft requested that the December yearend report show the current year compared to previous years.

Mr. Taylor explained the payment to AVID Medical per the EDA's performance agreement with that company, which will show up on the December yearend report.

Mr. Keeler responded to a few questions, after which Mr. Rinaldi entertained a motion by Mr. Gebhardt, seconded by Mr. Craft, to accept the reports as presented, which passed unanimously.

##### b. Annual Audit Report

Mr. Rinaldi introduced Mr. Westphal who gave an overview of the audit process then reviewed the audit report. After a brief question and answer period, Mr. Warner made a motion the report be accepted as presented. Ms. Hartmann seconded the motion. Mr. Warner stated that \$6500 was budgeted for the audit, but the actual expense was \$5225. The motion passed unanimously.

##### c. Finance Committee Update

Mr. Warner gave a budget update, reporting the creation of two new EDA line item accounts, a Special Events account, created at the request of JCC's accounting department, and an account for the Newport News/Williamsburg Airport RAISE Fund. The Special Events line is for events such as receptions, recognitions, etc. The Airport Account is per the EDA's vote at its April Work Session meeting to support Newport News/Williamsburg International Airport Regional Support Funding Request.

#### 5. **DISCUSSION ITEM**

Mr. Taylor presented the proposed calendar for EDA meetings and work session in calendar year 2008. Discussion followed on whether the meetings should be moved to early morning in 2008. The Chairman asked Mr. Taylor to check the County schedule and bring a recommendation to the EDA at its December Work Session

#### 6. **ACTION ITEM.**

Mr. Rinaldi asked Mr. Rogers to explain the Columbia Drive reimbursement request. Mr. Rogers explained that the Industrial Access Road Fund required a qualifying business to locate at the end of Columbia Drive within a specified amount of time. There being no qualifying business in the allotted time frame, the funds, \$336,737.28, must be returned to the State. By previous agreement, the EDA assumed responsibility for the extension of this infrastructure.

There was brief discussion, in which Mr. Keeler was asked what account the money would come from, to which he replied "EDA unrestricted funds." Mr. Craft moved the reimbursement be approved, which was seconded by Mr. Gebhardt and passed unanimously.

## 7. **DISCUSSION ITEM**

The Directors reviewed, commented and revised draft remarks of the EDA in the matter of Z-4-07/MP-4-07: Stonehouse Amendment. Mr. Geddy and Ms. Cook answered questions. Mr. Rinaldi will add the comments and circulate the final revision to Directors via email for approval before Mr. Gebhardt delivers it to the Planning Commission.

## 8. **REPORTS**

### a. BOD Liaison

Mr. Bradshaw thanked the EDA for the report given at the Celebration of Business highlighting the year's work, especially the portion mentioning agri/eco business tourism.

### b. Planning Commission Liaison

Mr. Gebhardt will review the site plan submitted by Fleet Brothers in Toano, which will require an SUP, and he and Mr. Yavorsky will report back to the EDA

### c. Technology Business Incubator

Mr. Craft expressed his concern at there being only one Incubator client at present. Mr. Taylor stated the HRTC has started a second promotional program to advertise the JCCTI.

### d. Business Climate Task Force (BCTF)

Mr. Tingle reported the BCTF is word-smithing its final report draft twice a month formally, and informally between BCTF meetings. They are on schedule to present to the EDA at a special meet on in January 8, 2008, and to the BOS on January 22, 2008.

Mr. Rinaldi asked Mr. Bradshaw if he would remain on the BCTF after the final report was given in January. Mr. Bradshaw replied that he did not feel his continued participation would aid in getting the plans implemented.

**9. REPORTS OF ECONOMIC DEVELOPMENT STAFF**

- a. Mr. Taylor reminded Directors of their December 18 Work Session.
- b. He stated that he is scheduled for knee replacement surgery the end of January, 2008.
- c. Ms. Musser announced she was resigning from her position as Economic Development Assistant because her family is moving to North Carolina for personal reasons. Mr. Taylor stated this is of particular concern as the County has not assured OED the position will be filled after Ms. Musser leaves, due to budgetary constraints.


**10. OTHER BUSINESS**

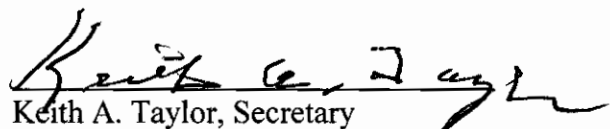
Mr. Rinaldi stated nothing had been received back from the Newport News/Williamsburg Airport Authority regarding the EDA's letter stating criteria for its support of Authority's five-year funding support request.

Mr. Taylor reported a call received from Newport News explaining an opportunity for the Airport to secure non-stop service to Tampa, for which no additional funding support was requested. There was brief discussion on the request.

**11. ADJOURNMENT**

There being no further business, Chairman Rinaldi entertained a motion by Mr. Warner to adjourn, which passed unanimously. The meeting was adjourned at 5:25 PM.

  
Mark G. Rinaldi, Chairman

  
Keith A. Taylor, Secretary