

**MEETING MINUTES**

**ECONOMIC DEVELOPMENT AUTHORITY (EDA)  
OF JAMES CITY COUNTY (JCC)  
5308 DISCOVERY PARK BLVD. SUITE 203 CONFERENCE ROOM  
WILLIAMSBURG, VA 23188  
8:00 AM, THURSDAY, January 15, 2009**

**1. CALL TO ORDER**

The work session was called to order by Chairman Tingle at 8:01 AM.

**2. ROLL CALL**

A roll call identified the following members present:

Ms. Leanne DuBois  
Mr. Douglas M. Gebhardt  
Mr. Paul W. Gerhardt  
Mr. Mark G. Rinaldi  
Mr. Thomas Tingle

Also Present:

Ms. Carla Brittle, Business Facilitator, JCC  
Mr. Steven Hicks, Manager of Development Management  
Ms. Laura A. Messer, EDA Recording Secretary  
Mr. Frank Roberts, Hampton Roads Military and Federal Facilities Alliance  
Mr. Leo Rogers, EDA General Counsel  
Mr. Keith A. Taylor, EDA Secretary  
Mr. Steven T. Yavorsky, Assistant EDA Secretary

Absent:

Mr. Brien Craft  
Mr. James G. Kennedy, Board of Supervisors (BOS) Liaison to EDA  
Mr. Marshall Warner

**3. APPROVAL OF MINUTES**

Mr. Tingle asked if there were any changes to the November and December 2008 minutes and Mr. Gebhardt noted he had sent a change to Ms. Messer. The change was for the November minutes and that it was regarding the last line of the Planning Liaison section minutes stating that Mr. Gebhardt had said Ms. Brittle *would* investigate the matter. Ms. Messer updated the minutes accordingly.

Mr. Rinaldi moved to pass the minutes as amended, which was seconded by Ms. DuBois and passed unanimously.

**4. FINANCIAL REPORTS**

Mr. Tingle presented the Treasurer's and Financial Reports for November and December 2008, stating that both Mr. Keeler and Mr. Warner were unavailable to present the reports due to other commitments. Mr. Tingle continued and stated that both, Mr. Keeler and Mr. Warner had reviewed the reports and provided summaries. Altogether, there was no significant activity other than the closing fee for the D&D Properties Industrial Revenue Bond. All regular interest was accrued during this period.

Seeing that there were no questions, Mr. Gebhardt moved the financial reports be accepted; the motion was seconded by Mr. Rinaldi and passed unanimously.

**5. PRESENTATION**

Mr. Tingle introduced Mr. Frank Roberts, Executive Director of Hampton Roads Military and Federal Facilities Alliance (HRMFFA), and summarized his credentials.

Mr. Roberts presented an overview of information about HRMFFA. HRMFFA began in March 2006. Mr. Roberts joined in August 2006 as the Executive Director. Mr. Roberts summarized the background, mission, and funding of HRMFFA and also discussed the uniqueness of Hampton Roads including the emphasis of the Department of Defense and also Federal spending.

Mr. Rinaldi asked Mr. Roberts what the growth opportunity was and Mr. Roberts responded that due to the port, Hampton Roads is a strategic location for military-related growth. Mr. Roberts also mentioned that there was a strategic forum in September 2008 that spoke highly of military and defense-related growth in the Hampton Roads area.

Mr. Hicks inquired about the impact the recently elected new Federal administration might have. Mr. Roberts stated that there was no clarity on the situation, but that the fiscal budget looked to remain intact for 2010; however it appeared that there would be future cuts.

Mr. Taylor inquired about the location of James City County in regards to locating defense contractor opportunities. Mr. Roberts responded that the County was in a good location because it is in between Fort Lee and Fort Eustis.

Mr. Roberts also responded to several questions regarding transportation, legislators, and grassroots efforts from Mr. Rinaldi, Mr. Gerhardt, and Mr. Tingle respectively. Mr. Roberts stated that it is difficult for the military to voice an opinion to legislators on transportation issues unless it impacted a mission.

## 6. REPORTS

### a. Board of Supervisors Liaison

Due to Mr. Kennedy's absence, there was no BOS Liaison Report.

### b. Planning Commission Liaison

Mr. Gebhardt stated that last week, the Planning Commission had approved a change in zoning for a lawn/garden repair business in an A1 zone. With the use of a specialty permit, the Planning Commission felt this was acceptable. The business would go in front of the BOS at the February 10, 2009 meeting.

Mr. Gebhardt stated that Ms. Brittle had assisted the business. Ms. Brittle stated that the business had attempted to get a change in zoning almost two years ago, but were unsuccessful. Mr. Gebhardt noted the decision by the Planning Commission was unanimous this time around.

Mr. Gebhardt also discussed that the Comprehensive Plan was still a priority.

### c. Comprehensive Plan/Steering Committee

Mr. Tingle provided an update on the Steering Committee. Mr. Tingle stated that the Steering Committee had taken a bus tour on January 5 to assist in their understanding of land use change designations they were considering.

Mr. Tingle noted that land owners spoke on January 11 and that they would have one more hour of public comment at the next meeting. Mr. Tingle continued and stated that Mr. Bill Porter would not be in attendance at this meeting.

Mr. Tingle stated that Steering Committee's February 12, 7 p.m. meeting is to be the continuation of the discussion on the Economic Climate section of the plan update, which was moved from its original date of January 26.

Mr. Taylor asked Mr. Tingle how EDA comments were received and Mr. Tingle stated that the comments were on task.

### d. Comprehensive Plan Land Use Applications

Mr. Rinaldi briefly discussed the progress on land use within the Comprehensive Plan stating that he had made general remarks on land use and that it appeared not much was going to change as far as land use.

Mr. Hicks asked about usage and defining land types. Mr. Rinaldi stated that establishing a vision is part of the Comprehensive Plan process and that staff recommendations were vital. Mr. Rinaldi continued and said that he had asked Mr. Gebhardt to present remarks to the Steering Committee due to his new role as Vice-Chairman.

e. Technology Business Incubator

Due to Mr. Craft's absence, there was no incubator update.

f. Rural Economic Development Committee

Ms. DuBois discussed the introductory meeting for the Rural Economic Development Committee (REDC) and stated that Mr. Rinaldi set the tone and gave the opening remarks at the first meeting.

Ms. DuBois stated at the first meeting she presented a PowerPoint and also provided survey data. REDC established that at the next meeting each member will provide three short term goals, three mid-length goals, and three long-term goals for the committee.

Mr. Rinaldi stated that the group understood REDC is about investigating agricultural opportunities that could make money and creating a business model. He also stated that it would be best for REDC to have an early success.

Mr. Tingle stated that rural economic development can be an economic development strength and mentioned he would like OED to start work on a press release on the formation, composition and mission of REDC.

g. Business Facilitator Update

Ms. Brittle stated that she had assisted the lawn/garden repair business as Mr. Gebhardt had referenced and she had also connected Nicewood Enterprises with Mr. Tom Coghill of Codes Compliance. Nicewood had several issues with permitting and construction due to a fire/chemical analysis study that needed to be completed, but Mr. Coghill was able to assist them.

Ms. Brittle also stated that she had a new client and was currently investigating some business-related issues for Outdoor World. Outdoor World would like to encourage longer stays at its campground.

Mr. Hicks stated that Ms. Brittle was doing a great job in her role as business facilitator and that she frequented Development Management Team meetings.

**8. OTHER BUSINESS**

a. Incentives Research

Mr. Gebhardt stated he had been looking at creating a more formal incentive process as was mentioned several months ago.

Mr. Rogers stated that there were a variety of factors as to why this was good and bad. Mr. Rogers continued to state that any process would need to be carefully written.

Mr. Taylor stated that it would still be a flexible process for incentives even with a potentially more formal internal process.

Mr. Tingle stated that the EDA had funds that should be put to use. Mr. Gebhardt agreed with Mr. Tingle and said that the incentives did not have to be large, but could be more symbolic for smaller businesses. It was the premise of being pro-business and pro-economic development that was important in this situation.

## **9. OED STAFF REPORTS**

Mr. Taylor deferred to Mr. Yavorsky who provided a brief update on several OED activities. Mr. Yavorsky stated that Mr. Wayne Waldrop was assisting two James City County Technology Incubator clients, Titan Athletic Group (TAG) and Food Systems Cooperative. The Department of Agriculture is very interested in the work of Food System Cooperative and TAG is working on finding a manufacturer for their prototype.

Mr. Yavorsky also mentioned that the Young Emerging Professionals (YEP) of Williamsburg had been working with the Historic Triangle Collaborative to complete a young professional survey and 615 individuals had already responded, which was the highest response for any jurisdiction. Mr. Yavorsky stated that the results would be in by mid-February.

Ms. Messer briefly mentioned that she had spoken to Ms. Hartmann regarding a combined reception in late May with Mr. Rinaldi. Ms. Hartmann had agreed that it made sense during the current fiscal climate.

Mr. Taylor reported that the Regional Airport Incentive Service Enhancement agreement had been signed by Chairman Tingle and was currently with the Peninsula Ports Authority of Virginia awaiting its chairman's signature. A payment would be processed as soon as the EDA's fully signed original of the document was returned.

Mr. Taylor commented that the County Efficiency Study had been completed and the results would be reported next month. Approximately one-third of County staff was interviewed including all OED staff.

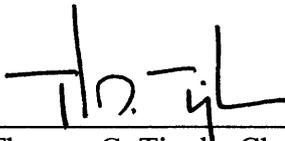
Mr. Taylor briefly overviewed the December monthly activity report and discussed trending. Mr. Tingle and Ms. DuBois both stated they liked this review of the activity report.

Mr. Taylor stated OED had met with Mr. Tingle, Mr. Gebhardt, and County Administrator Wanner last week to discuss EDA expectations, and OED had also met with the College of William & Mary Economic Development staff with Mr. Tingle and Mr. Rinaldi.

Mr. Taylor summarized upcoming activities of OED including a meeting with new Hampton Roads Economic Development Alliance President & CEO Darryl Gosnell for a familiarization briefing and tour of the County, the forthcoming HREDA Annual meeting, and Mr. Gosnell being scheduled to speak at the March EDA meeting.

10. **ADJOURNMENT**

There being no further business, Mr. Rinaldi made a motion to adjourn. The work session was adjourned at 10:05 AM.

  
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Thomas G. Tingle, Chairman

  
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Keith A. Taylor, Secretary