

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, MARCH 19, 2009**

1. CALL TO ORDER

The meeting was called to order by Chairman Tingle at 8:04 AM.

2. ROLL CALL

A roll call identified the following members present:

Mr. Brien Craft
Mr. Douglas M. Gebhardt
Mr. Paul W. Gerhardt
Mr. Mark G. Rinaldi
Mr. Thomas Tingle
Mr. Marshall Warner

Also Present:

Ms. Carla Brittle, Business Facilitator, JCC
Mr. Darryl Gosnell, President/CEO, Hampton Roads Economic Development Alliance
Ms. Laura A. Messer, EDA Recording Secretary
Ms. Alison Mika, Intern, Rural Economic Development Committee (REDC)
Mr. Tom Page, GS Virginia
Mr. Leo Rogers, EDA General Counsel
Mr. Keith A. Taylor, EDA Secretary
Mr. Steven T. Yavorsky, Assistant EDA Secretary

Absent:

Ms. Leanne DuBois
Mr. James G. Kennedy, Board of Supervisors (BOS) Liaison to EDA

3. MISCELLANEOUS

Mr. Tingle introduced two additional agenda items that he wanted the EDA to hear prior to all listed agenda items.

Mr. Tingle introduced Mr. Page, of GS Virginia, the developer of Stonehouse. Mr. Page briefly highlighted the positive news at Stonehouse Commerce Park.

Mr. Page also discussed road improvements that have been submitted to the County and VDOT for approval.

Mr. Page passed out the Stonehouse vision book that depicts the proposed future of Stonehouse. Mr. Page also said a website was in the works to depict the same information as the vision book. Mr. Yavorsky requested digital copies of the book though the files were very large, Mr. Page would try to send some files.

Mr. Tingle thanked Mr. Page for the briefing on Stonehouse.

Mr. Rinaldi introduced Ms. Mika, the Rural Economic Development Committee intern. Ms. Mika is a senior at the College of William & Mary. He stated that he and Ms. Mika were in the process of working with County staff to inventory agricultural acreage within JCC.

4. MINUTES

a. January 15, 2009 Meeting Minutes

Mr. Tingle asked if there were any questions or comments on the January 15 meeting minutes. He stated there was an error in the attendance stating that Mr. Warner was not present and that the context of the minutes reflected his absence.

Mr. Rinaldi noted that on the January 15 minutes, the Regional Air Service Enhancement acronym was incorrect.

There being no more corrections, Mr. Tingle asked if there was a motion to accept the minutes as amended. Mr. Rinaldi made a motion, which was seconded by Mr. Craft, and the motion was unanimously approved by voice vote.

b. February 17, 2009 Work Session Minutes

Mr. Tingle asked if there were any changes for the February 17 work session minutes. Mr. Gebhardt noted he had e-mailed Ms. Messer regarding two changes. Mr. Tingle stated that the minutes would need to be signed by Vice-Chairman Gebhardt who chaired the February meeting.

Mr. Gebhardt made a motion to accept the minutes as amended, which was seconded by Mr. Craft, and the motion was unanimously approved by voice vote.

5. FINANCIAL REPORTS

Mr. Warner presented the January and February financial reports in the absence of Mr. Jeremy Keeler, EDA Fiscal Agent. Mr. Warner first discussed EDA expenditures mentioning that the Michelob ULTRA Open payment had been dispersed as well as James River Commerce Center association dues. Additional charges included the audit fee, advertising of the 2009 meeting calendar, and the James City County Technology Incubator.

Mr. Warner continued and discussed the bridge and the treasurer's report. Mr. Warner discussed the low interest rates and a brief discussion took place on the possibility of moving EDA funds to a different account with higher interest rates. Mr. Rogers stated Old Towne Medical Center had tried this method and had been unsuccessful. He stated he would provide further information for the EDA.

Mr. Rinaldi questioned what investment limitations or alternatives applied to EDA funds and what other EDA's did with their monies. No one present could respond, but Mr. Taylor offered to look into this on behalf of the EDA.

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

6. ACTION ITEM

Mr. Taylor reviewed the AVID Medical Performance-Based Agreement dealing with incentives and AVID's request for a third extension. The extension would allow AVID until the end of October to reach their required employment numbers. Mr. Taylor stated that he had asked Mr. Michael Sahady to speak with his Human Resources department to formulate a plan of action, so that the facility may hire employees once their expansion opens.

Ms. Brittle stated that at the recent existing industry visit part of the delay was the incompleteness of the new parking lot due to weather constraints and there was nowhere for new employees to park.

Mr. Rinaldi noted an error in the extension letter and Mr. Taylor noted it would be corrected to state "third extension."

Mr. Taylor asked if everyone supported the EDA Chair in granting this request and there were no disagreements.

7. PRESENTATION

Mr. Tingle introduced Mr. Darryl Gosnell, President/CEO of Hampton Roads Economic Development Alliance (HREDA), and summarized his credentials and the regions where he has previously worked.

Mr. Gosnell discussed the work completed by HREDA during his four months with the organization. He stated that more marketing missions does not necessarily equal more prospects without follow-up contacts between trips. He continued and stated that in the future, HREDA plans on taking more focused marketing missions to include more follow-up appointments with previously identified prospects.

Mr. Gosnell cited that the top three geographic areas from which HREDA prospects had come in the United States were the Washington DC area, New York/New Jersey, and southern California. In the international arena, the top prospect locations had been the

United Kingdom, Germany, Canada, and China. HREDA has staff or consultant representation in the United Kingdom, Germany, and the Far East.

Mr. Gosnell mentioned that visits to the corporate headquarters of existing Hampton Roads area industries could lead to recruitment of related industries and function as a “door opener.” He also cited that the HREDA monthly activity report had been reformatted.

Mr. Rinaldi asked Mr. Gosnell about the best formula for recruiting prospects regarding EDA involvement. Mr. Gosnell stated that economic development professionals need to be the focal point of communication for prospect inquiries that are then augmented by discussion with elected and appointed officials once a deal has progressed. HREDA acts as the primary point of contact in most early-stage prospect situations and does not take a supporting role until a particular community or two are selected by the prospect.

Mr. Craft inquired about HREDA’s target industry clusters; and Mr. Gosnell responded that the major industry clusters in the region were manufacturing, distribution, modeling and simulation, and customer service centers.

Mr. Craft also asked what challenges we faced in the Hampton Roads area and Mr. Gosnell stated that the area faced an issue with branding. He continued and said Hampton Roads is not recognizable by name unlike Washington DC, for example.

8. DISCUSSION ITEMS

a. County Request of EDA to Fund Select FY 2010 Budget Items

Due to time, Mr. Tingle suggested moving to discussion items and then completing reports.

Mr. Tingle reviewed the County Administrator’s request of the EDA to fund select FY 2010 budget items to alleviate the strain of economic development funding on the County. County Administrator Wannier has asked the EDA to fund \$69,741 in economic development activities including the County’s HREDA contribution, the Small Business Development Center (SBDC), and the Electronic Commerce grant program. Mr. Tingle noted that both HREDA and SBDC are outside agencies.

The EDA had a brief discussion on this matter. Mr. Rinaldi asked if there were any other expenses that the EDA may encounter and Mr. Tingle stated that the EDA will be facing fees for counsel provided by the County Attorney’s office. This fee is approximated at \$6,000 and covers an estimated average of 8 hours of work per month. Mr. Gerhardt commented that this was an excellent deal.

Mr. Rinaldi asked about the RAISE funding agreement. Mr. Tingle stated that the EDA would pay one-half of the total obligation and that the remaining one-half was budgeted in the County Administrator’s FY 10 budget.

There was unanimous concurrence by the EDA Directors present to support the County's FY 2010 request. Mr. Taylor noted that he and Ms. Messer would meet with Director Warner, include this request as a part of the EDA's FY 2010 proposed operating budget, develop the remainder of the proposed budget, and present it to the EDA for adoption at the EDA's April 14 Work Session.

b. Preparation for May 26 Joint BOS-EDA Work Session

Mr. Tingle noted that there will be a joint BOS-EDA work session in May. This will be followed by a BOS discussion on the airport study. Mr. Tingle stated that agenda items needed to be formed and preparation for the meeting should begin. Mr. Taylor suggested a presentation agenda that would highlight the major areas of involvement by the EDA over the past year, including an update on the Business Climate Task Force recommendations and their implementation. His suggestion was favorably received.

c. Incentives Research

Mr. Gebhardt stated he was continuing his work on some additional EDA incentive and assistance recommendations as was mentioned at last month's work session.

Mr. Gebhardt commented that he had sent a questionnaire to other EDA members for review.

10. OTHER BUSINESS

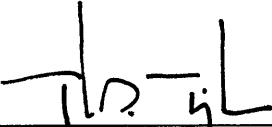
Mr. Tingle noted that there was an economic development forum sponsored by the James City County Citizens' Coalition from 4:00-6:00 p.m. in Building C at the County Complex and that he had been asked to be one of the panel presenters.

Mr. Craft noted that there was renewed activity at the JCC Technology Incubator including PRO-TECH receiving a grant, Titan Athletic Group working with Build My Product in Hampton on a prototype, and Lunar Innovations moving in on April 1, 2009. He also stated that My Decision Helper was still a virtual client.

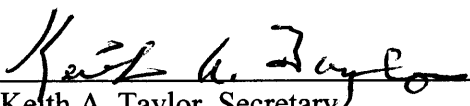
Mr. Tingle stated everyone could send reports via e-mail because of the time.

11. ADJOURNMENT

There being no further business, Mr. Gebhardt made a motion to adjourn. The work session was adjourned at 10:09 AM.



Thomas G. Tingle, Chairman



Keith A. Taylor, Secretary