

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 18, 2010**

1. CALL TO ORDER

The meeting was called to order by Chairman Tingle at 8:10 AM.

2. ROLL CALL

A roll call identified the following members present:

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

Also Present:

Dr. Jim Golden, William & Mary, VP of Strategic Initiatives
Ms. Mary Jones, Board of Supervisors (BOS) Liaison to EDA
Ms. Laura A. Messer, EDA Recording Secretary
Mr. Keith A. Taylor, EDA Secretary
Mr. Steven T. Yavorsky, Assistant EDA Secretary

Not Present:

Ms. Leanne DuBois, EDA Director
Mr. Larry Pulley, EDA Director

3. MINUTES

a. January 21, Meeting Minutes

Mr. Tingle asked if there were any changes to the January 21 meeting minutes. There being none, Mr. Craft made a motion to accept the minutes as presented, which was seconded by Mr. Warner.

b. February 25, 2010 Work Session Minutes

Mr. Tingle asked if there were any changes for the February 25 work session minutes. Mr. Gebhardt noted he had sent two changes to Ms. Messer regarding the portion on the Business Assistance Program. Ms. Messer stated she had amended the minutes. Mr. Tingle asked if there was a motion to approve the minutes as amended and Mr. Warner made a motion to accept

the amended minutes, which was seconded by Mr. Gebhardt, and the motion was unanimously approved by voice vote.

4. FINANCIAL REPORTS

a. January – February Financial Reports

Mr. Warner reviewed the reports including the James River Commerce Center annual dues, legal fees, and Regional Air Service Enhancement funding.

Mr. Warner discussed the income for the EDA including more than \$20,000 in interest from the investment, industrial revenue bond administrative fees (Nicewood Enterprises), and incubator rent.

Mr. Warner noted that the profit from the harvest at Mainland Farms in January was only slightly less than the average profit of \$12,000.

Mr. Warner then stated that money invested in Certificates of Deposit and cash balance was broken down at the bottom of the treasurer's report.

Mr. Tingle asked about the incubator payments and Ms. Messer stated that per the contract payment began in March and would continue monthly for the next year.

Mr. Gebhardt made a motion to accept the financial reports. Mr. Craft seconded the motion, which passed unanimously by voice vote.

5. PRESENTATION

a. Historic Triangle Collaborative Economic Diversification Task Force

Mr. Tingle introduced Dr. Golden, who is the chair of the Historic Triangle Collaborative Economic Diversification Task Force (HTCEDTF), he is also the Vice President of Strategic Initiatives for the College of William & Mary.

Dr. Golden reviewed the goals and objectives of the HTCEDTF and also discussed the members of HTCEDTF: from York County, the City of Williamsburg, and JCC there are economic development directors and members from the separate EDAs. Representatives from the Greater Williamsburg Chamber and Tourism Alliance, William & Mary and Thomas Nelson Community College also participate in HTCEDTF.

The HTCEDTF reports to the Historic Triangle Collaborative (HTC) and plans to present their findings in July.

Dr. Golden summarized the progress of the HTCEDTF including:

- SWOT Analysis
- Review of activities
- Meetings with industry experts

- Drafting a report
- Establishing subcommittees to explore specific opportunities for as well as potential threats to economic diversification.

A brief discussion about the importance of collaboration between the three jurisdictions in the Historic Triangle took place.

Dr. Golden stated that the HTCEDTF was working reviewing the alignment of the Historic Triangle to Hampton Roads versus expanding to align with initiatives in Richmond. The Historic Triangle is strategically located midway between Hampton Roads and Richmond. He stated that the area may benefit from orientation with the Richmond and Richmond-area corridor. The EDA agreed that it was important to review the alignment of the Historic Triangle to best support economic development goals.

Dr. Golden discussed some of the regional programs William & Mary administers. Mr. Yavorsky had a question about participation in the Technology Business Center's CEO Forum. Dr. Golden noted the group should be kept small and that a second group would require excessive work. However, those interested in getting involved or getting feedback from the group should contact Bill Bean, Technology Business Center Director, according to Dr. Golden.

A brief discussion on demographics occurred including the expansion of activities at tourism attractions to target specific demographics (youth and elderly.)

Mr. Warner asked about the timeframe for the HTCEDTF and Dr. Golden stated that they would have completed their work by the summer.

Ms. Jones was complimentary of the work of the HTCEDTF, and the entire EDA gave very positive feedback on the presentation.

6. DISCUSSION ITEM

a. Preparation for April Work Session

Mr. Tingle stated that the EDA had responded and all were available for a three-hour work session on April 15. He continued and said that Ms. Rona Vrooman, JCC Human Resources Specialist, would facilitate the discussion in a manner similar to how she assisted the Business Climate Task Force.

Mr. Tingle said he had met with Mr. Taylor, Mr. Yavorsky, and Ms. Vrooman to discuss the facilitation of the work session.

The EDA would be sent a variety of reading materials prior to the work session as preparation for discussions. Mr. Yavorsky and Mr. Taylor had begun working on materials for the visioning exercise.

The goal of the April work session is to help construct a vision for the future of the EDA over the next two-to-three years..

8. REPORTS

a. Board of Supervisors Liaison

Ms. Jones stated that the Board of Supervisors was continuing to work with Williamsburg- James City County Public School officials regarding their FY 2011 budget.

She stated that the Board's next work session would be with the Planning Commission to discuss how to best continue the zoning ordinance amendment process. Ms. Jones said some questions that needed to be addressed included "Are the drivers of ordinance changes the stake holders or the Planning Commission?"

Mr. Tingle thanked her for the update.

b. Planning Commission Liaison

Mr. Gebhardt added to Ms. Jones' statement about ordinance amendments and stated that the work session with the Board of Supervisors and the Planning Commission would need to discuss the priority of different amendments made to ordinances.

c. Business Assistance Program

Mr. Gebhardt stated there was no new news regarding the EDA's Business Assistance Program.

d. Rural Economic Development Committee (REDC)

In Ms. DuBois' absence, Mr. Tingle stated that the REDC was going to have a public forum on April 20. He handed out a copy of the flyer that had been produced and briefly discussed minimal budget expenses for the event.

He also briefly mentioned that he hoped the EDA would include a budget line item for FY 2011 to support REDC.

Mr. Tingle briefly mentioned the Right-to-Farm ordinance that REDC was working on and that other state localities had such ordinances in place.

e. James City County Business and Technology Incubator (JCCBTI)

Mr. Craft reported that he had met with MODU System, a Malaysian-based company and a client in the JCCBTI. Mr. Craft was able to help connect MODU System to businesses that may benefit from their services. Mr. Craft reminded the EDA that MODU System designs and builds product conveyer systems that can be customized to the needs of clients.

Mr. Craft continued, stating that MODU plans to stay in JCC as their business expands and are pleased with the connection to the College of William & Mary. Mr. Yavorsky added that all JCC businesses – not just Incubator clients – can benefit from William & Mary’s assets. The EDA and OED must continue to monitor such opportunities.

Mr. Tingle inquired when Mr. Bill Bean’s incubator regularly scheduled reports would start. He suggested that May’s meeting may be appropriate; Ms. Messer agreed to contact Mr. Bean regarding a May report. Mr. Yavorsky stated that in a previous meeting Mr. Bean had inquired about what quarterly reports should include and Mr. Tingle responded the EDA was interested in what goals and measures Mr. Bean proposes for the incubator.

Mr. Taylor stated that a television had been donated to the incubator from Walmart and thanked Mr. Craft for his efforts. Mr. Yavorsky stated that telephone services had been installed and there was also a Verizon hotspot internet connection that was now functional for incubator clients.

9. OED STAFF REPORT

Mr. Taylor discussed upcoming events including the annual Virginia Nippon Appreciation Event and mentioned that this year’s event was to be held at the Kingsmill Resort. He also mentioned that the Hampton Roads Association for Commercial Real Estate’s annual golf outing was to be held this spring and would also again be held in James City County at Williamsburg National. He also stated that the LPGA golf tour would like to return to Kingsmill, and that Kingsmill, in conjunction with the LPGA staff, is currently searching for a corporate sponsor. He asked if the EDA would be receptive towards sponsoring a Sky Box as in the past. The EDA agreed that sponsorship of such a promotional event had been beneficial and that they would support such future participation.

Mr. Taylor announced that a spring business appreciation event was being arranged at the College of William and Mary’s Plumeri Park. The event would be a picnic-style tailgate and baseball game tickets following the tailgate. This date is set for May 13, 2010.

Mr. Taylor stated that the EDA budget process and approval was forthcoming, and Mr. Warner would be asked to assist. He agreed to do so, and Ms. Messer stated the EDA budget would be presented at the May meeting for approval.

Mr. Yavorsky stated an existing industry visit at New River Kinematics had occurred earlier in the week with Carla Brittle, business facilitator; Leonard Sledge, Director of William & Mary Economic Development; and Mr. Gebhardt joining him. Mr. Gebhardt assisted Mr. Yavorsky in providing an update. The company owns two buildings in McLaws Circle and currently resides in one of the buildings, but foresee expansion in the future. Messrs. Gebhardt and Yavorsky reviewed the history and work of New River Kinematics citing that it

was a knowledge-based company formed in Pulaski, Virginia, and focused on software development.

Mr. Yavorsky said he had been working the JCC's purchasing agent, Ms. Stephanie Luton regarding a timbering consultant to selectively timber the EDA's site and an adjoining Williamsburg Developments Inc. site at James River Commerce Center (JRCC.)

Mr. Yavorsky reported that he and Mr. Taylor had attended the Virginia Economic Developers Association spring conference last week, and Mr. John Rhodes, who provided consulting support to the Business Climate Task Force, was a presenter at the conference.

10. CHAIRMAN'S REPORT

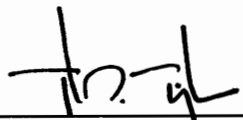
Mr. Tingle stated that the County Administrator Sandy Wanner would need to advise the EDA on what expenditures they would need to support for FY 2011. Mr. Tingle asked Mr. Taylor to find out if the EDA would be penalized by the Regional Air Service Enhancement Fund for not providing one hundred percent support if the County did not provide its portion of the contribution.

Mr. Tingle also asked for clarification on EDA funding of certain County expenses for FY 2011. Mr. Taylor stated he would ask Mr. Wanner to confirm those expense items.

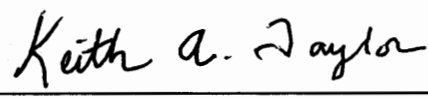
Mr. Tingle stated that the JRCC architectural review board had recently reviewed the building plans for Circle M Contracting, the commerce park's newest tenant. He reported that a 20,000 SF building was being built and that construction would begin later this month. He stated that the plan was going through the expedited review process with the assistance of Ms. Carla Brittle, Business Facilitator.

10. ADJOURNMENT

There being no further business, Mr. Gebhardt made a motion to adjourn the meeting at 9:59 AM.



Thomas G. Tingle, Chairman



Keith A. Taylor Secretary