

**MEETING MINUTES**

**ECONOMIC DEVELOPMENT AUTHORITY (EDA)  
OF JAMES CITY COUNTY (JCC)  
101-D MOUNTS BAY ROAD  
WILLIAMSBURG, VA 23185  
8:00 AM, FRIDAY, MAY 9, 2013**

**1. CALL TO ORDER**

The meeting was called to order by Chairman Gerhardt at 8:06 AM.

**2. ROLL CALL**

A roll call identified the following members present:

Ms. Leanne DuBois  
Mr. Paul W. Gerhardt, Chairman  
Mr. Tim Harris,  
Mr. Stephen Montgomery  
Mr. Thomas Tingle  
Mr. Marshall Warner, Vice Chair

Also Present:

Mr. M. Anderson Bradshaw, Powhatan District Supervisor, Board of Supervisors  
Ms. Cheryl Cochet, EDA Fiscal Agent  
Mr. Jason Hooker, Economic Development Intern, JCC  
Ms. Laura Messer, EDA Recording Secretary  
Mr. Robert Middaugh, JCC County Administrator  
Mr. Leo Rogers, EDA Legal Counsel  
Ms. Kathryn Sipes, Business Development and Retention Coordinator, JCC  
Mr. Russell Seymour, EDA Secretary  
Mr. Telly Tucker, EDA Assistant Secretary

Absent:

Ms. Robin Carson, Director

**3. MISCELLANEOUS MATTERS**

Mr. Rogers briefed the EDA on property matters and the Dominion Power Line Easement. The EDA discussed the impact on their property in the James River Commerce Center. The Real Estate Holding Committee stated that the potential alignment was the best scenario. The group reviewed the proposed resolution and Mr. Tingle noted it was important to include an operative clause that Dominion Power seek and receive the other businesses' approval of the right of way easement including Williamsburg Development Inc. and Colonial Penniman LLC.

Mr. Gerhardt noted he has represented Williamsburg Developments Inc. and Colonial Williamsburg Foundation and for that reason determined he would be abstaining from discussion and vote on the matter, although his representation has been on unrelated matters.

Mr. Montgomery made a motion to accept the proposed resolution with the amended operative clause provision regarding other affected businesses, which was seconded by Mr. Warner. Mr. Seymour took a roll call vote:

Ms. Carson	Absent
Ms. DuBois	AYE
Mr. Gerhardt	Abstain
Mr. Harris	AYE
Mr. Montgomery	AYE
Mr. Tingle	AYE
Mr. Warner	AYE

Mr. Rogers thanked the EDA for their time.

#### 4. MINUTES

##### a. April 11, 2013 Meeting and April 24, 2013 Special Meeting Minutes

Mr. Gerhardt asked if there were any changes to April 11 regular meeting and April 24 special meeting minutes. There being no changes, he asked for a motion to approve both sets of minutes. Mr. Montgomery made a motion to approve the minutes, which was seconded by Mr. Warner. It was approved unanimously by voice vote.

#### 5. FINANCIAL STATEMENTS

##### a. April Financial Statements

Mr. Gerhardt asked Ms. Cochet for a financial update. She discussed the expenditures in Period 10 (April 2013) stating that incubator client revenue (\$890) and interest revenue (\$1,300) had been collected. She stated annual bond fees had been collected for the Christopher Newport Revenue bond. She stated that \$595 had been refunded to the EDA for the bank fees that had been collected.

Ms. Cochet discussed the expenditures and said that they included monthly expenses of the JCCBTI management contract and legal fees. There was also a payment to AES Consulting for the continued parcel work in James River Commerce Center.

The EDA asked if the final administrative fee for WindsorMeade was known and Ms. Messer responded that the bond had not yet been finalized.

There being no questions, Mr. Warner made a motion to approve the April financial report,

which was seconded by Mr. Montgomery and passed unanimously by voice vote.

## 6. COUNTY ADMINISTRATION UPDATE

Mr. Middaugh began his update by thanking the directors for their service to the County. He stated that the economic development approach for the County had been undergoing a change the last several years. Mr. Middaugh cited that traditional economic development was no longer the only work done by the Office of Economic Development.

Mr. Middaugh stated that new economic development also included tourism, sports events, events, and retail operations.

He cited that the Board of Supervisors (BOS) was emphasizing smart investments. The EDA questioned what would happen once the EDA was out of funding. Mr. Middaugh stated he did not see the money itself mattering as long as goals could still be accomplished. Mr. Harris stated that it seemed the BOS was not aware of how OED supports the EDA. And how diverse the Office of Economic Development (OED) was and that it was vital to recognize these matters.

There was a discussion on tourism including the Greater Williamsburg Chamber and Tourism Alliance and a signature event for the County. Mr. Middaugh stated that the GWCTA would not plan a signature event for the County specifically and that it may be necessary for the County to utilize tourism funds for a position that could plan such an event.

Mr. Middaugh discussed what the event could be and what the uniqueness of the County is. The group noted that food-themed events always seem to be popular. The EDA noted it may be important to hear an update from the GWCTA's President, Mr. Dick Schreiber.

The EDA briefly discussed a regional approach to tourism and the benefits of the County having its own tourism approach in addition to the existing regional initiatives.

Mr. Gerhardt asked if there was a role for the EDA in tourism. Mr. Middaugh said he felt the support of the EDA was important to tourism and Mr. Tingle noted that Ms. Carson brought a number of experiences in different regions of the country. Mr. Middaugh agreed that there was a role for the EDA in tourism especially Ms. Carson.

Mr. Middaugh asked what other questions the EDA had. Mr. Harris asked about the GWCTA satisfying both business and tourism needs and stated he felt some issues were not as important to the GWCTA such as internet sales tax, which Mr. Harris feels is important as it does effect a number of County businesses.

The EDA and Mr. Middaugh had a brief discussion about healthcare including the inventory of healthcare industries in the County.

Mr. Montgomery asked Mr. Middaugh about the health of the County. Mr. Middaugh said

that it was good and that the County was on the proper track.

Mr. Harris asked if Mr. Middaugh had any worries. Mr. Middaugh stated that regionalism concerned him and the brand identity of the region. He said that while the area is well known, there is no true identity.

Mr. Middaugh noted that a strong relationship between the EDA and the BOS was important. Mr. Gerhardt noted he felt it was important for the EDA to be active in the County's goals.

The group briefly discussed revenue issues. Mr. Bradshaw stated that it was important for the EDA to look at its investments and decide what should be continued and what should become unfunded. Mr. Tingle noted the Regional Air Service Enhancement Fund as an item that was once funded partially by the EDA and BOS, but it was removed from the BOS budget and the EDA had picked up the remaining portion of funding needed.

Mr. Middaugh noted that there was a discussion of the Hampton Roads and Richmond Metropolitan Statistical Areas being combined. He stated that we would be in top 10 tier of MSAs if that were to happen.

There being no more questions, the EDA thanked Mr. Middaugh for coming.

## 7. DISCUSSION AND ACTION ITEMS

### a. Regional Incubator

Mr. Seymour updated the EDA on the regional incubator and stated that Mr. Monark had worked with the regional incubator management team towards a solution for the regional incubator management contract. Mr. Seymour stated that Mr. Monark would be residing over the incubator in his role with the Alan B. Miller School of Entrepreneurship at the College of William & Mary. Mr. Harris noted that the incubator would likely be more engaged with the student population at the College, which was also beneficial for the incubator.

Mr. Seymour stated the RIM team was very pleased with this outcome. Mr. Seymour asked the EDA for a motion to approve a potential contract with Alan B. Miller School of Entrepreneurship at the College of William & Mary.

Mr. Tingle made a motion to accept the Alan B. Miller School of Entrepreneurship at the College of William & Mary as the incubator manager, which was seconded by Mr. Montgomery and approved unanimously by voice vote.

Additionally, Mr. Seymour stated there would be a new client in the incubator in the coming weeks.

### b. Joint Enterprise Zone Application

Mr. Tucker told the EDA that the County, York County, and the City of Williamsburg were all working on a joint Enterprise Zone application that if approved would begin in 2014. He stated that since the County's current Enterprise Zone expires at the end of 2015, a new application was in the County's best interest.

Mr. Tucker explained a new Enterprise Zone would have the same acreage and help with the County's development competitiveness. He stated that part of the ability to apply as a joint zone was due to the regional incubator. Mr. Tucker asked if the EDA had intentions of working together regionally on the incubator.

Mr. Tingle made a motion that the EDA's intent was to work together on the regional incubator with the other EDAs for multiple years, which was seconded by Mr. Montgomery and passed unanimously by voice vote.

Mr. Tucker stated a resolution would be brought to the EDA for adoption at their next meeting.

## 8. REPORTS

### a. Planning Liaison

Mr. Harris provided a brief update on a zoning case.

### b. Grants Committee

Mr. Warner said the bankers had had another meeting the past Tuesday with Mr. Wayne Waldrop from Virginia Community Capital. Mr. Warner stated that the program was moving forward and the amount of potential assistance would have meaning to the businesses.

The EDA had a brief discussion about the program and its goals and potential issues.

Mr. Warner commended Ms. Sipes for her work.

### c. Rural Economic Development Committee

Ms. DuBois noted ongoing work, but that there had still been no response about the Governor's Agriculture and Forestry Industries Development Fund grant.

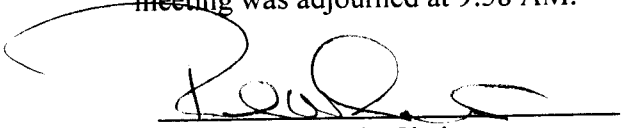
## 9. STAFF REPORT

Mr. Seymour noted two updates for the EDA including that there had been a visit from a prospect that went very well and included participation from County staff, HREDA, and EDA directors. Mr. Seymour said he would provide updates as he had them.

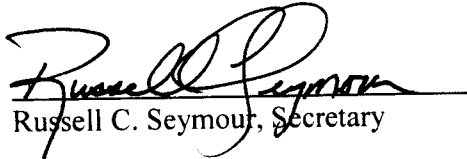
Mr. Seymour stated that REV3 was moving forward and that he had been contacted by a new local REV3 contact. He stated that New Town would have a Glow Stick Run on Friday, June 21 followed by a move in Sullivan Square. Mr. Seymour said there was business involvement in the event.

9. **ADJOURNMENT**

There being no more further business, Mr. Montgomery made a motion to adjourn. The meeting was adjourned at 9:58 AM.



Paul W. Gerhardt, Chairman



Russell C. Seymour, Secretary