

MINUTES
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
101 D Mounts Bay Road, Williamsburg, VA 23185
May 11, 2017
8:00 AM

A. CALL TO ORDER

B. ROLL CALL

Paul W. Gerhardt
Tim G. Harris
Stephen H. Montgomery - Absent
Christopher J. Odle - Absent
Marshall N. Warner
Robin D. Carson, Vice Chairman
Thomas G. Tingle, Chairman

Also Present:

Ruth Larson, BOS Liaison
Maxwell Hlavin, EDA Legal Counsel
Stephanie Lahr, EDA Fiscal Agent
Teresa Fellows, EDA Recording Secretary
Bryan Hill, County Administrator
Amy Jordan, Director, Office of Economic Development
Kate Sipes, Assistant Director, Office of Economic Development
Christopher Johnson, Ombudsman

C. APPROVAL OF MINUTES

1. Minutes Adoption - April 13, 2017, Regular Meeting

A motion to Approve was made by Tim Harris, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2

Ayes: Carson, Gerhardt, Harris, Warner, Tingle

Absent: Montgomery, Odle

D. FINANCIAL REPORTS

1. April Financial Reports

A motion to Approve was made by Marshall Warner, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2

Ayes: Carson, Gerhardt, Harris, Warner, Tingle

Absent: Montgomery, Odle

E. CLOSED SESSION

F. NEW BUSINESS

1. Appointment of EDA Secretary

A motion to Approve was made by Marshall Warner, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2

Ayes: Carson, Gerhardt, Harris, Warner, Tingle

Absent: Montgomery, Odle

Mr. Odle and Mr. Montgomery arrived to the meeting at 8:10 a.m.

2. Business Climate Think Tank

A motion to Approve was made by Thomas Tingle, the motion result was Passed.
AYES: 7 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Carson, Gerhardt, Harris, Montgomery, Odle, Warner, Tingle

Mr. Johnson gave an overview of the memorandum included in the Agenda Packet.

The general consensus of the Authority was to recommend formation of the Business Climate Think Tank.

3. Launchpad Funding Request and EDA Budget Amendment

A motion to Approve was made by Robin Carson, the motion result was Passed.
AYES: 7 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Carson, Gerhardt, Harris, Montgomery, Odle, Warner, Tingle

Mr. Harris addressed the Authority, reviewing the budgetary issues that have been reported and discussed over the last few months. As a result, the Launchpad is facing a shortfall for the end of this fiscal year. He stated that a balanced budget has been submitted to the Greater Williamsburg Partnership for the upcoming fiscal year. He also noted that the Director's contract has been extended for a two-year period with a performance review after year one.

Mr. Hill stated that he has spoken to the City Manager and the County Administrator of York County to split the costs of the shortfall. All three localities have come to an agreement. The amount listed in the memorandum and resolution represents this Authority's share.

Mr. Hill also stated that the Launchpad Director was instructed that he must provide a business plan for Fiscal Years 18 and 19. He is not recommending that funding be cut in FY 18, but if a business plan is not submitted, that should answer the question of funding in FY 19.

Mr. Tingle asked if the FY 18 budget is balanced.

Mr. Harris stated yes, but it is dependent on some funding streams that are not guaranteed.

Ms. Jordan noted that the Launchpad Board has stated that a Performance Management Plan for the Director must be laid out and in place for Mr. Ryan. If the Board does not feel Mr. Ryan is meeting those goals, then the Board is not going to wait until the end of the two-year contract to look at making a change.

Mr. Gerhardt asked if someone has ownership of producing this business plan.

Mr. Harris stated that Ms. Rogers, Ms. Summs and Ms. Boone are all members of the Board and then Mr. Harris. He is cautiously optimistic that it will get done.

Mr. Hill asked Mr. Harris to send an email to Ms. Summs asking for definitive benchmarks in producing the business plan.

General discussion ensued regarding the successes and failures of business incubators.

Ms. Carson recommended that the Launchpad be given another year or two to succeed and if it does not, then it is time to pull the plug.

Mr. Gerhardt asked how long the lease is.

Mr. Harris stated that we are in year two of a five-year lease. The three localities are responsible for the lease.

G. OLD BUSINESS

Mr. Tingle stated that during the discussion last month regarding some of the strategic initiatives, there was some thought about how to go about planning out the vision for the marina property. He stated that he had spoken to Mr. Odle since the last meeting and he has a recommendation.

Mr. Odle stated that if the marina property is our asset and the EDA-owned parcel in James River Commerce Center and those are one piece of the plan that the Authority is supposed to be focusing on, then he would recommend the creation of a subcommittee of himself and one or two others to evaluate those two properties in more detail and report back on the next steps.

Mr. Hill stated that the Jamestown Marina and Campground area is part of the Shaping Our Shores Master Plan. At the time, the Board of Supervisors had no interest in following through with that because of the high residential development. If he can read the current Board of Supervisors, he does not believe residential development is something it would support. However, making that area a destination with commercial and public uses is more in line with what the Board has in mind.

Ms. Carson and Mr. Gerhardt volunteered to work with Mr. Odle.

Mr. Odle asked about the public meeting rules for a subcommittee of the Authority.

Mr. Hlavin stated that the Chairman can create subcommittees. It would be subject to the Freedom of Information Act, public notice must be given and minutes are required.

Mr. Odle officially made a motion to form a subcommittee of himself, Ms. Carson and Mr. Gerhardt for master planning the marina property and the EDA-owned parcel.

Ms. Larson updated the Authority that Mr. Montgomery is stepping down to enjoy his retirement, and Mr. Rick Shippey has been appointed by the Board of Supervisors to fill Mr. Montgomery's vacated term.

Ms. Carson left the meeting at 8:47 a.m.

H. LIAISON REPORTS

1. BOS Liaison

Ms. Larson stated that the Communications office is now producing podcasts and hopes that one of the Authority members would be willing to join her and talk about the EDA. She also reported that the Taylor Farm land designation was approved as Economic Opportunity at the last Board meeting. She stated that the Norge Solar Farm application was deferred at the request of the applicant. There is significant public opposition to the proposal, so the applicant wants to meet with the community.

Mr. Montgomery asked if the Taylor Farm property was brought into the Public Service Area now that it is designated as Economic Opportunity.

Ms. Larson stated yes.

2. Greater Williamsburg Chamber and Tourism Alliance

Mr. Montgomery stated that the summer session will be coming up. Now that he is leaving, a replacement will need to be made to the Chamber's Sports Grant Committee. He stated that having been on that committee for many years now, there is unlimited potential to grow sports tourism in this area.

General discussion ensued about sports tourism in our area and up and down the peninsula and the oceanfront.

3. Planning Commission

Mr. Harris stated that he did not have any other Planning Commission items to report, but he did want to report that he was part of a committee meeting for the Third Annual Harvest Festival. He stated that the committee is trying to reformat the event and have involved in the planning those that have the knowledge and expertise to plan it.

4. Launchpad

No other discussion necessary.

5. Greater Williamsburg Partnership

The Greater Williamsburg Partnership (GWP) continues to meet monthly and meetings are open to the public if anyone wants to sit in. Work on financial policies and procedures continues to be done. He stated that the Director is actively bringing

prospects to the area. We are hopeful that this is only the beginning of things to come. On June 29, there will be a reception held at Kingsmill, which will be the introduction of GWP to the Greater Williamsburg business community.

Ms. Jordan stated that we have recommended that GWP host two brokerage events this year to try and really get the brokers involved in the community and build that relationship.

6. RAISE Advisory Committee

No discussion necessary.

7. JRCC Architectural Review Board

No discussion necessary.

8. Real Estate Holdings

No other discussion necessary.

9. Finance

No discussion necessary.

I. DIRECTOR'S REPORT

1. Director's Report

Ms. Jordan briefly reviewed the items listed in the memorandum included in the agenda packet.

Ms. Sipes gave the Authority an update on the Marina Warehouse Project.

J. ADJOURNMENT

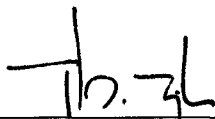
1. Adjourn until 8 a.m. on June 8, 2017, for the Regular Meeting

A motion to Adjourn was made by Thomas Tingle, the motion result was Passed.
AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Gerhardt, Harris, Montgomery, Odle, Warner, Tingle

Absent: Carson

At 9:23 a.m., Mr. Tingle adjourned the Authority.



Thomas Tingle, Chair



Amy Jordan, Secretary