

**MINUTES**  
**JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY**  
**REGULAR MEETING**  
**101 D Mounts Bay Road, Williamsburg, VA 23185**  
**October 12, 2017**  
**8:00 AM**

---

**A. CALL TO ORDER**

**B. ROLL CALL**

**ADOPTED**

**JUL 12 2018**

Paul W. Gerhardt  
Robin Bledsoe  
Rick Shippey  
Christopher J. Odle  
Marshall N. Warner  
Robin D. Carson, Vice Chairman  
Thomas G. Tingle, Chairman

**Also Present**

Amy Jordan, EDA Secretary  
Teresa Fellows, EDA Recording Secretary  
Stephanie Lahr, EDA Fiscal Agent  
Maxwell Hlavin, EDA Legal Counsel  
Jenni Tomes, EDA Treasurer  
Christopher Johnson, Ombudsman  
Kate Sipes, Assistant Director, Economic Development  
Ruth Larson, Board of Supervisors Liaison

**C. APPROVAL OF MINUTES**

1. Minutes Adoption

A motion to Approve was made by Paul Gerhardt, the motion result was Passed.

AYES: 7 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Carson, Gerhardt, Odle, Warner, Bledsoe, Shippey, Tingle

**D. FINANCIAL REPORTS**

1. September Financial Reports

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, Odle, Warner, Bledsoe, Shippey, Tingle

Ms. Lahr addressed the Authority giving an overview of the reports included in the Agenda Packet.

## **E. CLOSED SESSION**

1. Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of their interest in locating or expanding in the community, pursuant to Section 2.2-3711 (A)(5) of the Code of Virginia

A motion to Enter a Closed Session was made by Thomas Tingle, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 2 ABSENT: 0  
Ayes: Carson, Odle, Bledsoe, Shippey, Tingle  
Abstain: Gerhardt, Warner

Mr. Gerhardt and Mr. Warner abstained from participating in the Closed Session, citing a conflict of interest as they both have business relationships with one of the principals of the business being discussed.

At 8:32 a.m., the Authority entered into Closed Session.

At 9:00 a.m., the Authority reentered Open Session.

2. Closed Session Certification

A motion to Certify the Closed Session was made by Thomas Tingle, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 2 ABSENT: 0  
Ayes: Carson, Odle, Bledsoe, Shippey, Tingle  
Abstain: Gerhardt, Warner

## **F. NEW BUSINESS**

1. Launchpad Update, Tim Ryan

Mr. Tim Ryan, Director of Launchpad - The Greater Williamsburg Incubator, addressed the Authority giving an update on the business incubator that is jointly funded by the Authority, the City of Williamsburg Economic Development Authority, and York County Economic Development Authority. He highlighted the services offered by Launchpad, the office space available, and the mentorship available. He noted that is a much larger small business component in the Launchpad more so than start-ups, which is different than the original expectation. He noted the numerous monthly events that cover everything from using Quickbooks to legal issues that every small business should know. He highlighted the working relationship with the College of William & Mary and Thomas Nelson Community College. He stated that rent and membership revenue continues to grow. There are currently two offices available in the Launchpad.

The Authority asked some general questions about policies for graduation, reporting out metrics and oversight by the Board of Directors.

Mr. Ryan stated that an Annual Report is distributed at the end of the fiscal year which covers all of the reporting metrics for the year.

Ms. Julie Sums, Chair of the Launchpad Board of Directors, stated that the Board is actively setting more administrative policies in place to provide more structure.

Also, the Launchpad falls under the umbrella of the Greater Williamsburg Partnership.

Mr. Ryan highlighted the collaborative nature of the space. Many of the tenants were working out of their homes to launch their businesses, and the Launchpad space provides them access to networking, collaboration and services that they would not have available. He thanked the Authority for its continued support.

2. 2018 LPGA Sponsorship Package Approval

A motion to Approve was made by Marshall Warner, the motion result was Passed.  
AYES: 7 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: Carson, Gerhardt, Odle, Warner, Bledsoe, Shippey, Tingle

Ms. Fellows addressed the Authority giving an overview of the Sponsorship Package included in the Agenda Packet.

Ms. Jordan highlighted the increased numbers of "Inside the Ropes Experience" opportunities. She also stated that the invite list would get revised to bring in some new people and create opportunities and relationships with commercial brokers and highlight the County.

3. Amend EDA Calendar (change of location and time for EDA retreat)

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, Odle, Warner, Bledsoe, Shippey, Tingle

Ms. Jordan stated that the EDA Retreat would take place in the conference room at Freedom Park at 8:30 a.m. on December 14, 2017.

4. Unmanned Systems – GO Virginia Proposal

Ms. Jordan addressed the Authority reviewing the GO Virginia Proposal that was included in the Agenda Packet. She stated that Unmanned Systems have been identified as a priority emerging cluster in the recently released Go Virginia Region 5 Growth and Diversification Plan. This cluster was supported by significant Hampton Roads assets including NASA Langley Research Center, National Institute of Aerospace, ReAKTOR (Peninsula Technology Incubator) and the Virginia Institute of Marine Science at the College of William & Mary. Existing unmanned system companies in the region have identified the lack of a testing and demonstration area, in proximity to their locations, as one of the most significant impediments to growing their businesses. A convenient demonstration area was particularly important to businesses in this sector that are selling, or transitioning to selling to the commercial market.

The former Virginia Emergency Fuel Storage Facility (Fuel Farm) property is approximately 462 acres, and it is located between Penniman Road, Colonial Parkway and the Yorktown Naval Weapons Station. The site is centrally located on the Peninsula and is less than two miles from the I-64 Exit 242 (Water Country Exit). The site is currently owned by the Commonwealth of Virginia and is

designated as surplus land.

The overarching concept is establishing a facility that is open for any company to develop, test or demonstrate unmanned systems. There is adequate space for land and air vehicles and access to King's Creek for water vehicles. The testing and demonstration area would be located on approximately 192 acres of the property. The remaining undeveloped 241 acres could be established as a light industrial park, with flex space, for unmanned systems companies and related businesses.

Mr. Tingle highlighted the work done by the Peninsula Economic Development Directors in getting this project proposal put together. He said it was a testament to regionalism.

Mr. Tingle asked if a letter of support could be drafted subject to the approval of the Board of Supervisors.

Ms. Jordan stated yes, the Board would be briefed on the proposal at its Work Session later this month.

#### **G. OLD BUSINESS**

#### **H. LIAISON REPORTS**

##### 1. BOS Liaison

Ms. Larson gave the Authority an update on items that had come before the Board of Supervisors. She thanked Ms. Jordan for her hard work in providing industrial site tours for the Board members.

##### 2. Greater Williamsburg Chamber & Tourism Alliance

Mr. Shippey stated that the next meeting is next week, so he will have information to report at the next EDA meeting.

##### 3. Planning Commission

Mr. Tingle noted that the Planning Commission (PC) Liaison position is open with the departure of Mr. Harris.

Ms. Bledsoe asked for clarification on the role of the PC Liaison. She stated that she would be willing to fill the role, but would like further clarification on what she should be doing.

Mr. Tingle suggested that Ms. Jordan could follow up with Ms. Bledsoe.

##### 4. Greater Williamsburg Partnership

Mr. Tingle noted that most of his report about the GWP was covered by Ms. Jordan's GOVirginia report and in her Director's Report.

##### 5. JRCC Architectural Review Board

No update.

6. Real Estate Holdings

Mr. Odle gave an update on the most recent Real Estate Holdings Committee meeting. He stated that the Committee met with Planning and Parks and Recreation staff about improvements at the Marina Property and discussed the bigger picture and plan for the site. The EDA-owned parcel was briefly discussed with much of the focus being on whether or not to just continue improving the site readiness or if constructing a shell building is an option that should be explored.

Mr. Tingle stated that Mr. Gerhardt had asked to step down from the Committee and he recommended that Ms. Bledsoe take Mr. Gerhardt's place.

7. Finance

No update.

**I. DIRECTOR'S REPORT**

1. October Director's Report

Ms. Jordan addressed the Authority giving an overview of the Director's Report included in the Agenda Packet. She also noted the following Upcoming Dates to Remember:

- Peninsula Workforce Development Council Annual Meeting, Oct. 16, Williamsburg Winery
- Virginia Chamber 69th Virginia Conference on World Trade, Oct. 17-18, Williamsburg Lodge
- Billsburg Brewery Grand Opening, tentative Oct. 20
- Homebased Business Workshop, Oct. 20, 8 a.m.-4:30 p.m., Stryker Center
- College of William & Mary Homecoming Alumni event, Oct. 21, Cohen Career Center Rooftop Patio
- Celebration of Business, Nov. 2, Jamestown Settlement START Peninsula, Nov. 3-5, Stryker Building
- Virginia Chamber 8th Annual Virginia Economic Summit, Dec. 1, Williamsburg Lodge
- EDA Retreat, Dec. 14, 8:30 a.m.-noon, Freedom Park

**J. ADJOURNMENT**

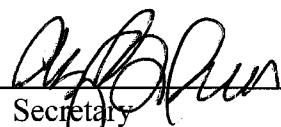
1. Adjourn until 8 a.m. on November 9, 2017 for the Regular Meeting


A motion to Adjourn was made by Christopher Odle, the motion result was Passed.

AYES: 7 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Carson, Gerhardt, Odle, Warner, Bledsoe, Shippey, Tingle

At 10:06 a.m., Mr. Tingle adjourned the Authority.

  
Secretary

  
Chairman