

**MINUTES**  
**JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY**  
**REGULAR MEETING**  
**101 D Mounts Bay Road, Williamsburg, VA 23185**  
**September 17, 2019**  
**4:00 PM**

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**A. CALL TO ORDER**

Mr. Tingle called the meeting to order at 4:01 p.m.

**B. ROLL CALL**

Vince Campana  
Thomas Tingle, Vice Chair  
William Turner  
Carlton Stockton

**ADOPTED**  
**OCT 15 2019**

Absent:

Robin Bledsoe  
Jeff Scott  
Sue Sadler, Board of Supervisor liaison

Also Attending:

Christopher Johnson, Economic Development Authority (EDA) Secretary  
Jeff Wiggins (standing in for Cheryl Cochet), EDA Fiscal Agent  
Maxwell Hlavin, EDA Counsel  
Kate Sipes, Assistant Director, Economic Development

**C. APPROVAL OF MINUTES**

1. Minutes Adoption - August 20, 2019

A motion to Approve as amended was made by William Turner; motion Passed.  
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 2  
Ayes: Campana, Stockton, Tingle, Turner  
Absent: Bledsoe, Scott

Mr. Johnson noted the minutes failed to list those absent at the meeting and requested the EDA approve amending the minutes to reflect absences.

Mr. Tingle clarified Mr. Campana had been appointed as both Business Liaison and Chair of the Real Estate Holdings Committee by Ms. Bledsoe. Mr. Tingle confirmed the two appointments with Mr. Campana, and requested the minutes be amended to reflect both appointments.

**D. FINANCIAL REPORTS**

1. August 2019 Financial Reports

A motion to Approve was made by Carlton Stockton; motion Passed.  
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 2  
Ayes: Campana, Stockton, Tingle, Turner  
Absent: Bledsoe, Scott

Mr. Wiggins presented the revenue and expense reports and explained the revenue from the recent land sale in James River Commerce Center (JRCC) appears in the account entitled "Gain/Loss on Sale/Disposal". Mr. Wiggins further explained the revenue from the sale would remain in this same account for the remainder of Fiscal Year (FY) 2020. Mr. Wiggins noted that in FY 2021 the revenue from the transaction would be reflected in the account entitled "Fund Balance."

#### **E. NEW BUSINESS**

Mr. Johnson reminded the EDA a Joint Work Session with the EDA and the Board of Supervisors (BOS) was scheduled for October 22, 2019, at 4:00 p.m. Mr. Johnson added the County Administrator intended to facilitate the discussion, and has identified the agenda as discussing the results from the recent survey distributed to the EDA and BOS, discussing the role of the EDA versus the Office of Economic Development, and prioritizing projects and initiatives.

Mr. Turner inquired how the EDA should be preparing for the discussion.

Mr. Johnson replied there was no formal presentation being asked of the EDA, as in prior years.

Mr. Tingle asked if any of the committee work should be highlighted.

Mr. Turner suggested the Strategic Investment Areas were not fully enough developed to present to the BOS and any ideas should come to the full EDA prior to being presented to the BOS.

Mr. Stockton inquired if staff was aware of any priorities identified by the BOS for the EDA.

Mr. Johnson responded he was not aware of any at this time.

Mr. Tingle noted the unusual circumstance of not preparing any material or message for the BOS in advance of the discussion.

#### **F. LIAISON REPORTS**

1. BOS Liaison

Mr. Johnson informed the EDA Ms. Sadler was not in attendance due to illness.

2. Business Liaison

Mr. Tingle noted again that Mr. Campana had very recently been appointed as the Business Liaison.

3. Eastern Virginia Regional Industrial Facility Authority (EVRIFA)

No report at this time.

4. Finance

No update at this time.

5. GO Virginia

No update at this time.

6. Greater Williamsburg Chamber & Tourism Alliance Sports Marketing Committee

Mr. Turner noted the next meeting is scheduled for the week of September 23.

7. Greater Williamsburg Partnership (GWP)

No update at this time.

8. JRCC Architectural Review Board

No update at this time.

9. Real Estate Holdings

Mr. Tingle noted again that Mr. Campana had very recently been appointed Chair of the Real Estate Holdings Committee.

10. Strategic Investment Areas

Mr. Turner reported he expected more information to develop after the Joint Work Session.

11. Workforce Development

Ms. Sipes informed the EDA the Williamsburg-James City County Schools (WJCC) and Thomas Nelson Community College (TNCC) were working diligently to make the minor changes needed to allow certain classes offered in the Fall Semester of the 2020-21 academic year count as both high school and college credit. Ms. Sipes noted the focus would be on Nursing Assistant, Medical Assistant, and Emergency Medical Technician and would allow students to become certified at the conclusion of the class or after their 18 birthday, whichever was latest. Ms. Sipes explained TNCC needed to make some modifications to the schedule to allow the courses to be offered during the school day, while WJCC needed to add specific classes to its course catalog, allowing high school students the ability to register by February 2020 for classes they would start in September 2020.

Mr. Tingle noted he attended an event at Christopher Newport University earlier in the month where there was much discussion about workforce, college education, and the trades. Mr. Tingle noted in particular an excellent panel discussion that featured Dr. Susan English, Vice President of Academic Affairs at TNCC, Mr. Casey Roberts, executive director of New Horizons Regional Education Centers, and Mr. Xavier Beale, vice president of trades at Newport News Shipbuilding. The purpose of the event was to highlight the results of a recent survey of Peninsula residents on the topic of desirable career paths with regard to perceived prestige, pay, and future demand for various jobs.

## **G. DIRECTOR'S REPORT**

A motion to have the EDA provide a Letter of Support to Diverging Approach was made by Carlton Stockton; motion Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 2

Ayes: Campana, Stockton, Tingle, Turner

Absent: Bledsoe, Scott

Mr. Johnson informed the EDA the Board of Supervisors had appointed Ms. Lynn Meredith to the EDA to fill the seat previously occupied by Mr. Chris Odle. Ms. Meredith is the General Manager of Williamsburg Premium Outlets.

Also, Mr. Johnson updated the EDA on the hiring of an Executive Director for the Greater Williamsburg Partnership. After three rounds of interviews, the search was narrowed from 50 applicants to two finalists. Mr. Johnson noted an offer letter was expected to be extended by the end of the week.

Finally, Mr. Johnson highlighted the success story of Diverging Approach, a local business looking to expand into larger warehouse space in the County. The Office of Economic Development has been engaged with the business owner and his broker, along with other County staff, to expedite the Special Use Permit process.

Mr. Tingle asked if the EDA could offer a Letter of Support endorsing the expedited review process of projects such as this.

Mr. Stockton noted a criticism of the County has been the length of time needed for this type of approval process.

Mr. Johnson noted the business owner was skeptical at the beginning of the discussions, but was now optimistic, and offered to draft a Letter of Support if the EDA so desired.

Mr. Stockton and Mr. Turner indicated they would be in favor of the EDA sending support to the project.

Mr. Johnson highlighted dates of upcoming events, including Manufacturing Day on October 3, Homecoming at the College of William & Mary on October 19, the Joint Work Session with the Board of Supervisors on October 22, and the Celebration of Business Event now scheduled for November 14 at the Williamsburg Winery. Mr. Johnson alerted the EDA to watch email for the ballot for voting on the Captain John Smith Award nominations.

## H. ADJOURNMENT

### 1. Adjourn until October 15, 2019

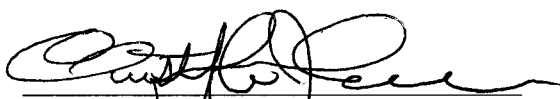
A motion to Adjourn was made by William Turner; motion Passed.


AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 2

Ayes: Campana, Stockton, Tingle, Turner

Absent: Bledsoe, Scott

At approximately 4:51 p.m., Mr. Tingle adjourned the Authority.

  
Christopher Johnson, Secretary  
Economic Development Authority

  
Robin Bledsoe, Chair  
Economic Development Authority