

**MINUTES**  
**JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY**  
**REGULAR MEETING**  
**101 D Mounts Bay Road, Williamsburg, VA 23185**  
**December 17, 2019**  
**3:00 PM**

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**A. CALL TO ORDER**

Ms. Bledsoe called the meeting to order at 3:04 p.m.

**B. ROLL CALL**

Robin Bledsoe, Chair  
Vince Campana  
Lynn Meredith  
Joe Stanko  
Carlton Stockton  
Tom Tingle  
William Turner - arrived 3:39 p.m.

**ADOPTED**  
**JAN 21 2020**

Also Attending:

Christopher Johnson, Economic Development Authority (EDA) Secretary  
Maxwell Hlavin, EDA Counsel  
Kate Sipes, Assistant Director, Economic Development  
Laura Messer, Tourism and Marketing Coordinator, Economic Development  
Scott Stevens, County Administrator  
Jeff Wiggins, EDA Fiscal Agent  
Aaron Ouellette, Port of Virginia  
Steve Cook, Virginia Career Works  
Susan Deseubio, Virginia Economic Development Partnership (VEDP)  
Summer Gibson, Gibson Management Properties

**C. PRESENTATIONS/DISCUSSIONS**

1. Port of Virginia

Mr. Aaron Ouellette presented an overview of operations at the Norfolk International Terminals (NIT), Portsmouth Marine Terminal (PMT), Virginia International Gateway (VIG), Newport News Marine Terminals, and Craney Island facilities.

2. VEDP

Ms. Susan Deseubio presented an overview of VEDP and statewide efforts to support localities in economic development successes.

3. Regional Workforce Development

Mr. Steve Cook presented regional workforce development efforts of Virginia Career Works and the partnership between the Hampton Roads Workforce Council and the Greater Peninsula Workforce Board to serve our region.

## D. ROUTINE BUSINESS

### 1. Minutes Adoption - November 19, 2019

A motion to Approve was made by Tom Tingle; motion Passed.

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

Ayes: Bledsoe, Campana, Meredith, Stanko, Stockton, Tingle, Turner

### 2. 2020 Meeting Calendar

A motion to Approve was made by Carlton Stockton; motion Passed.

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

Ayes: Bledsoe, Campana, Meredith, Stanko, Stockton, Tingle, Turner

Ms. Bledsoe referred to the proposed meeting calendar included in the Agenda Packet, with meetings on the third Tuesday of each month at 4:00 p.m.

### 3. Election of Officers

A motion to Approve was made by Carlton Stockton; motion Passed.

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

Ayes: Bledsoe, Campana, Meredith, Stanko, Stockton, Tingle, Turner

Ms. Bledsoe nominated Vince Campana as Chair of the EDA for calendar year 2020.

A motion to Approve was made by Lynn Meredith; motion Passed.

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

Ayes: Bledsoe, Campana, Meredith, Stanko, Stockton, Tingle, Turner

Mr. Turner nominated Tom Tingle as Vice Chair of the EDA for calendar year 2020.

### 4. November 2019 Financial Reports

A motion to Approve was made by Tom Tingle; motion Passed.

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

Ayes: Bledsoe, Campana, Meredith, Stanko, Stockton, Tingle, Turner

Mr. Wiggins presented the revenue and expense reports.

Mr. Turner asked about the revenue shown in the Marina Property account.

Mr. Wiggins responded that there was an accounting error the month prior that had posted both the rent and utility payments to the EDA account by mistake. Mr. Wiggins further explained that the lower amount this month was an adjustment to correct that error and continued by confirming the EDA realizes monthly rent revenue from Billsburg Brewery, with utility payments going to General Services.

### 5. Director's Report

Mr. Johnson referenced the report in the Agenda Packet and read a message from Ms. Sadler he had been asked to share at the meeting.

The message read: Madam Chair, As the BOS liaison to the EDA, I'd like to extend my deepest appreciation to you for your dedication to James City County, the EDA, and Economic Development. Your leadership has provided the EDA with actual goals that are achievable, and will enable success on many levels. The initiatives for the business community have helped grow and nurture not only new businesses, but existing ones as well. The spreadsheet for James River Commerce Center for Site Development has been instrumental in, once again, providing a vision and goal for success! Your expertise has brought great value to the EDA and you will be sorely missed. Thank you again for your service to the EDA and to our great community!

Mr. Stevens offered his appreciation to Robin Bledsoe for her time on the EDA, and wished her well.

Ms. Bledsoe expressed her gratitude, noting she was resigning from the EDA due to unforeseen obligations that would have her missing several meetings in the early half of 2020.

Mr. Tingle shared a quick video on the efforts to brand the region as the 757.

**E. ADJOURNMENT**

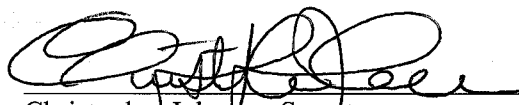
1. Adjourn until January 21, 2020

A motion to Adjourn was made by Carlton Stockton; motion Passed.

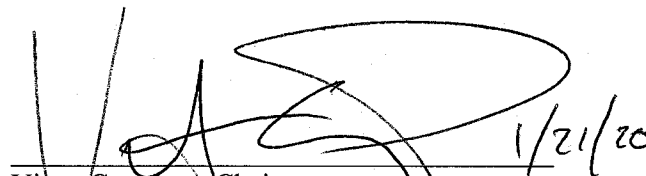
AYES: 7 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Bledsoe, Campana, Meredith, Stanko, Stockton, Tingle, Turner

At approximately 5:04 p.m., Ms. Bledsoe adjourned the Authority.



Christopher Johnson, Secretary  
Economic Development Authority



Vince Campana, Chair  
Economic Development Authority