

**MINUTES**  
**JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY**  
**REGULAR MEETING**

**February 21, 2023**  
**4:00 PM**

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**A. CALL TO ORDER**

Ms. Gajda called the meeting to order at 4:03 p.m.

**B. ROLL CALL**

Ellen Smith Gajda, Chair  
Lynn Meredith, Vice Chair  
Vince Campana  
Brandon Nice  
William Turner

**ADOPTED**

**MAR 21 2023**

Absent:

Rebecca Mulvain  
Joe Stanko

Also Attending:

Christopher Johnson, Economic Development Authority (EDA) Secretary  
Jeff Wiggins, EDA Fiscal Agent  
Sue Sadler, Board of Supervisors' Liaison to the EDA - via phone

**C. APPROVAL OF MINUTES**

1. Minutes Adoption - January 17, 2023

Mr. Johnson noted that the draft minutes which were included in the Agenda Packet were dated January 17, 2023, but contained the adopted minutes from the December 13, 2022, meeting. He apologized for the administrative error and stated that the January 17, 2023, meeting minutes would be included in the Agenda Packet for the March 21, 2023, meeting for adoption.

**D. FINANCIAL REPORTS**

1. January Financial Reports

A motion to Approve was made by Lynn Meredith; motion Passed.  
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2  
Ayes: Gajda, Meredith, Campana, Nice, Turner  
Absent: Mulvain, Stanko

Mr. Wiggins presented the revenue and expense reports and informed the EDA the cash balance was approximately \$750,000 following the receipt of the Williamsburg Landing annual bond administration fee.

Mr. Johnson stated that he had a conversation with the Assistant County Treasurer Cameron Boone as a follow-up to discussion at the January 17, 2023, meeting regarding potential investment options available to the EDA. Mr. Johnson stated that he would invite

County Treasurer Jenni Tomes or Mr. Boone to attend the March 21, 2023, meeting to discuss the options available to use the cash balance to earn additional revenue.

**E. CLOSED SESSION**

There was no Closed Session.

**F. NEW BUSINESS**

1. James City County Marina

A motion to Approve the February 2023 Billsburg Brewery rent abatement request for \$3,000 was made by William Turner; motion Passed.

AYES: 4 NAYS: 0 ABSTAIN: 1 ABSENT: 2

Ayes: Gajda, Meredith, Campana, Turner

Abstain: Nice

Absent: Mulvain, Stanko

Mr. Nice stated that based on discussion with the County Attorney, his position on the Board of Directors represents a conflict of interest and he would be abstaining from participating in the discussion and any vote related to Billsburg Brewery and left the room.

Mr. Eric Williams, General Manager of Billsburg Brewery, summarized a written request for partial abatement of February rent based on the impact to operations created by construction in the Marina building causing the Taproom to be shut down for over half of January 2023. Mr. Williams stated that year over year revenues were higher in 2023 but that was the result of having added heaters to the patio, the addition of the Pavilion, and unseasonably mild weather in what is traditionally the slowest month at the Brewery. Several military retirement parties and a William & Mary Alumni Association event had to be cancelled because of the Taproom closure which resulted in the loss of \$1,000 rental fee for each event and lost sales revenue.

Mr. Johnson stated that the requested abatement of \$3,000 represents approximately 52% of the monthly Billsburg rent and is a reasonable request given the impact on operations resulting from the County-initiated construction project.

Ms. Meredith asked if the completion of construction would allow an increased capacity in the Taproom.

Mr. Williams confirmed that the Taproom capacity would now allow up to 50 patrons.

Ms. Meredith asked if the Brewery was current on its rent.

Mr. Johnson confirmed that it is current through January 2023 but had not paid February rent pending the outcome of the requested abatement. If a motion to approve the abatement request were to pass, Mr. Johnson stated that a revised invoice would be sent to Mr. Williams with payment due by the end of the month.

Hearing no further questions, Ms. Gajda thanked Mr. Williams for his cooperation and coordination with County General Services staff prior to and during construction and was pleased to hear those operations had returned to normal, and the outlook appeared promising given the increased number of events that are scheduled in the coming months.

Mr. Nice returned to the room.

## 2. Williamsburg-Jamestown Airport Expansion

Mr. Johnson summarized recent conversations with County Administration about a potential use of EDA reserve funds for an incentive grant that would facilitate an expansion of the T-hangers at the Williamsburg-Jamestown Airport.

A general discussion ensued where Directors asked questions regarding the history of previous EDA incentive agreements and forgivable loans to support existing industry expansions, the legal construct of a potential agreement, and the development of parameters to better define the circumstances where EDA reserve funds should be considered for incentives. The Directors agreed that more information was needed and asked that staff bring the item back at their next meeting for further consideration.

### **G. OLD BUSINESS**

There was no old business.

### **H. LIAISON REPORTS**

Mr. Johnson stated that on February 14, 2023, the Board of Supervisors reappointed Ms. Sadler and Mr. Campana as primary members for the Eastern Virginia Regional Industrial Facility Authority (EVRIFA) and Mr. Jason Purse and Mr. Johnson as alternate EVRIFA members, each to a four-year term.

### **I. DIRECTOR'S REPORT**

Mr. Johnson referred to the report in the Agenda Packet referencing the Virginia Business Ready Sites Program grant to increase the site readiness of the Hazelwood Farms Enterprise Center and the status of a Deed of Exchange that needs to be signed and recorded before a closing date can be scheduled for the sale of 8930 Columbia Drive in the James River Commerce Center.

### **J. UPCOMING DATES OF INTEREST**


There were no dates of interest.

### **K. ADJOURNMENT**

A motion to Adjourn was made by Vince Campana; motion Passed.  
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2  
Ayes: Gajda, Meredith, Campana, Nice, Turner  
Absent: Mulvain, Stanko

#### 1. Adjourn until March 21, 2023

At approximately 4:53 p.m., Ms. Gajda adjourned the Authority.

  
Christopher Johnson, Secretary  
Economic Development Authority

  
Ellen Smith Gajda, Chair  
Economic Development Authority