

MINUTES
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING

April 15, 2025
4:00 PM

A. CALL TO ORDER

Ms. Gajda called the meeting to order at 4:00 p.m.

B. ROLL CALL

Ellen Smith Gajda, Chair
Lynn Meredith, Vice Chair (arrived at 4:03 p.m.)
Vince Campana
Brandon Nice
Rebecca Mulvain

ADOPTED
JUL 15 2025

Absent:

Joe Stanko
William Turner

Also Attending:

Christopher Johnson, Economic Development Authority (EDA) Secretary
Beth Cook, Assistant Director, Economic Development
Jeff Wiggins, EDA Fiscal Agent
Barbara Null, Board of Supervisors' Liaison to the EDA
Terry Banez, CEO of the Greater Williamsburg Chamber of Commerce (GWCC)
Valerie James, Business Development and Marketing Manager, Mark Turner Construction

Ms. Gajda introduced Ms. Valerie James, a guest attending the EDA meeting.

Ms. James stated that she is the Business Development and Marketing Manager for Mark Turner Construction, a general contractor serving Central Virginia and Hampton Roads.

C. APPROVAL OF MINUTES

1. Minutes Adoption - December 17, 2025

A motion to Approve was made by Vince Campana; motion Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3

Ayes: Gajda, Campana, Nice, Mulvain

Absent: Meredith, Stanko, Turner

2. Minutes of Adoption - February 18, 2025

A motion to Approve was made by Vince Campana; motion Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3

Ayes: Gajda, Campana, Nice, Mulvain

Absent: Meredith, Stanko, Turner

D. FINANCIAL REPORTS

1. December 2024 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, Mulvain

Absent: Stanko, Turner

2. January 2025 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, Mulvain

Absent: Stanko, Turner

3. February 2025 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, Mulvain

Absent: Stanko, Turner

4. March 2025 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, Mulvain

Absent: Stanko, Turner

Mr. Wiggins presented the revenue and expense reports for December, January, February, and March and informed the EDA the cash balance was \$2,476,176.03. Total revenues for the month of December were \$18,784.42 and included a Williamsburg Landing bond administration fee, Billsburg rent, and Local Government Investment Pool (LGIP) interest. Total expenses for December were \$4,554 and included a Cherry Baekert progress payment for the Fiscal Year 2025 (FY25) audit. Total revenues for the month of January were \$15,252.38 and included Billsburg rent and LGIP interest. There were no expenses in the month of January. Total revenues for the month of February were \$15,018.44 and included Billsburg rent and LGIP interest. There were no expenses in the month of February. Total revenues for the month of March were \$14,120.68 and included Billsburg rent and LGIP interest. There were no expenses in the month of March.

E. CLOSED SESSION

There was no Closed Session.

F. NEW BUSINESS

1. Shop Local Boost Summary

Mr. Johnson introduced Ms. Terry Banez, CEO of GWCC.

Ms. Banez updated the EDA on the Shop Local Boost Program, also known as The Buck Stays Here Program. This year was the program's third year, and it was funded by GWCC, James City County EDA, City of Williamsburg EDA, York County EDA, Visit Williamsburg, Williamsburg Area Restaurant Association (WARA), WYDaily/The Tide Radio, and Chesapeake Bank. Each organization contributed funds towards the program, with \$100,000 being put into the program this year. Each locality contributed \$10,000. WYDaily/The Tide Radio also made an in-kind marketing donation this year. The program had four distribution locations, with James City County's distribution at the exact location as last year, by the theater in New Town. Each locality participating in the program had a distribution location on a preplanned date and time. The program was initially only going to have three distribution locations, but a fourth was added at William & Mary on December 18, where 100 WARA gift certificates, equaling \$25 each, were given away. This year, WARA increased the number of gift certificates to half the total program, \$50,000. The other \$50,000 was Visa gift cards paid for by Chesapeake Bank. The program was designed so that when an individual purchases a gift card at one of the distribution locations for \$25 the individual receives a \$50 gift card in return. The maximum was two gift cards per person at each distribution location. As of March 25, the total local spending from the program was 70,167.52. The WARA gift certificates spent totaled 52,500, and the VISA gift certificates spent in the Greater Williamsburg area totaled \$17,667.52. The top five industries where the gift certificates were spent included grocery stores and supermarkets, eating places and restaurants, discount stores, service stations and fuel dispensers, and fast food restaurants. Chesapeake Bank implemented this program into its other markets because of its success.

Ms. Meredith asked if the gift certificates had an expiration date.

Ms. Banez stated that the gift certificates distributed this year had a one-year expiration date.

2. Presented Draft Fiscal Year 2026 Budget

A motion to approve Fiscal Year 2026 Budget (FY26 Budget) was made by Vince Campana; motion Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2

Ayes: Gajda, Meredith, Campana, Nice, Mulvain

Absent: Stanko, Turner

Mr. Johnson stated that from Mr. Wiggins' projected revenue and what the EDA voted on last year, he split the unallocated funds between the EDA's promotion and business assistance accounts for the draft FY26 Budget. Mr. Johnson estimated what the LGIP

interest would be for the FY26 Budget from last year's LGIP interest revenue. He stated that the details for what the funds could be used for in the promotion and the business assistance accounts were listed on the draft budget by each line item. Mr. Johnson also stated that the Ladies Professional Golf Association (LPGA) sponsorship had not been used in the past few years because the tour had not come to James City County. LPGA funds and other funds in the promotion and business assistance accounts could be used for a grant or another program to benefit James City County businesses that are investing in the County. Mr. Johnson noted that a line item could be added to future budgets once the EDA adopts an official program. Mr. Johnson stated that he included \$7,000 in the James River Commerce Center line item in the FY26 Budget. The EDA will be receiving a refund of around \$4,000 from the James River Commerce Center for property association dues. Mr. Johnson stated that there is property in the Stonehouse Commerce Park that James City County owns and pays the property association dues on. Mr. Johnson noted that the property might get switched over to the EDA, in which the EDA would have to pay the property association dues. Mr. Johnson noted for this reason, an extra \$3,000 was added to the James River Commerce Center line item in addition to the \$4,000 refund.

Mr. Wiggins stated that the James River Commerce Center line item name can be changed to property association dues to include all association dues for future association expenses.

Ms. Meredith asked when the lease was up on the Marina.

Mr. Johnson stated it is a twenty-year lease and 2025 marked Year Eight.

Mr. Johnson informed the EDA that James City County had submitted a Request For Information to hire a real estate broker with experience selling marina property. James City County wants to assess the marina's current state, determine its worth, and see if anyone is interested in purchasing it and for how much.

Ms. Meredith asked why the EDA line item for the James River Commerce Center was \$14,800 in the FY24 Budget. She also asked if the \$7,000 was an unknown amount in the James River Commerce Center line item.

Mr. Johnson stated that the EDA owned almost 100 acres in the James River Commerce Center, of which 58 acres were sold to Aspen Construction. In May 2024, two properties, (JRDC 2, LLC) 8915 and 8925 Columbia Drive, were sold.

Mr. Johnson stated the \$7,000 placeholder in the James River Commerce Center line item was around the amount the Stonehouse Commerce Park property association dues were estimated to be. James City County had been paying those property associate dues for the Navien expansion property. Mr. Johnson noted the property associate dues in the Stonehouse Commerce Park could fall on the EDA to pay in the future.

G. OLD BUSINESS

There was no old business.

H. LIAISON REPORTS

There were no liaison reports.

I. DIRECTORS REPORT

Mr. Johnson referred to the report in the Agenda Packet.

J. UPCOMING DATES OF INTEREST

Mr. Johnson reminded the Directors of the Business Appreciation Event this year and stated that York County is the host locality.

Ms. Cook stated that the event is at Alewerks on Tuesday May 6 from 4-6 p.m.

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, Mulvain

Absent: Stanko, Turner

1. Adjourn until May 20, 2025

At approximately 4:59 p.m., Ms. Gajda adjourned the Authority.


Christopher Johnson, Secretary
Economic Development Authority


Ellen Smith Gajda, Chair
Economic Development Authority