

MINUTES
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
101-D Mounts Bay Road
Williamsburg, VA 23185

March 17, 2026
4:00 PM

A. CALL TO ORDER

Mr. Campana called the meeting to order at 4 p.m.

ADOPTED

B. ROLL CALL

MAY 19 2026

Vince Campana, Chair
Rebecca Mulvain, Vice Chair
William Turner
Brandon Nice (arrived at 4:01 p.m.)
Lynn Meredith (arrived at 4:04 p.m.)

Absent:

Ellen Smith Gajda
Joe Stanko

Also Attending:

Christopher Johnson, Economic Development Authority (EDA) Secretary
Beth Cook, Assistant Director, Economic Development
Jeff Wiggins, EDA Fiscal Agent
Barbara Null, Liaison to EDA

C. APPROVAL OF MINUTES

1. **Minutes Adoption - December 16, 2025**

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

D. FINANCIAL REPORTS

1. **December 2025 Financial Reports**

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

2. January 2026 Financial Reports

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

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

Ayes: Campana, Mulvain, Turner, Nice, Meredith

Absent: Gajda, Stanko

3. February 2026 Financial Reports

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

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

Ayes: Campana, Mulvain, Turner, Nice, Meredith

Absent: Gajda, Stanko

A motion to transfer \$35,000 from the EDA Operation account to the Local Government Investment Pool (LGIP) account was made by Lynn Meredith; motion Passed.

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

Ayes: Campana, Mulvain, Turner, Nice, Meredith

Absent: Gajda, Stanko

Mr. Wiggins presented the revenue and expense reports for December, January, and February and informed the EDA the cash balance was \$2,647,949.79. Total revenues for the month of December were \$14,413.31 and included Billsburg Brewery rent and LGIP interest. There were no expenses in the month of December. Total revenues for the month of January were \$14,254.50 and included Billsburg Brewery rent and LGIP interest. Total expenses for January were \$5,000 and included the Shop Local Boost contribution. Total revenues for the month of February were \$5,833.33 and included Billsburg Brewery rent. The LGIP interest for the month of February would be reflected in the March financial reports, but Mr. Wiggins stated the LGIP interest for February was \$7,577.75. There were no expenses in the month of February.

E. CLOSED SESSION

There was no Closed Session.

F. NEW BUSINESS

1. Presented Draft Fiscal Year 2027 Budget

A motion to approve Fiscal Year 2027 Budget (FY27 Budget) was made by Lynn Meredith; motion Passed.

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

Ayes: Campana, Mulvain, Turner, Nice, Meredith

Absent: Gajda, Stanko

Mr. Johnson stated that (LGIP) interest had been estimated using \$8,000 as a conservative monthly figure based on interest income received in the EDA LGIP account in recent months. He reported that projected revenue also included a full year of Billsburg Brewery rent at \$5,833 per month, Renwood Farm income from Mainland Farm rental income of \$14,725 annually, and \$67,700 in bond administration fees from Christopher Newport University and Virginia United Methodist Homes, Inc. (WindsorMeade Williamsburg).

Mr. Johnson presented the proposed FY27 budget expenses, noting that the expense estimates had been carried forward from the previous year. He stated that the promotion and business assistance accounts accounted for most of the expenses and that details outlining allowable uses of funds within those accounts were included in the draft budget for each line item. Mr. Johnson stated that the \$7,000 placeholder in Community Association dues had previously been allocated for the James River Commerce Center association dues when the EDA owned property in the Commerce Center. He further stated that Stonehouse Commerce Park property association dues were estimated to be similar and noted that James City County (JCC) had been paying those dues for the Navien expansion property since the land was acquired. Mr. Johnson stated that such dues could become the responsibility of the EDA in the future.

Mr. Turner requested that, in the future, given that the business assistance account was one of the larger expense categories, a schedule of anticipated expenditures and associated costs be provided to better understand the potential impact on the proposed EDA budget.

Mr. Johnson stated that any expenses from the business assistance account were required to be brought before the EDA for a vote. He further stated that details regarding allowable uses of funds in the business assistance and promotion accounts reflected expense items from the previous year. He added that any unused funds from those accounts could be carried forward and deposited into the LGIP investment account for future use.

Ms. Meredith asked what the EDA's variance had been from the FY25 Budget.

Mr. Wiggins stated that the EDA's revenues had significantly exceeded expenditures.

Ms. Meredith asked for FY25's total revenue.

Mr. Wiggins stated both the adopted and actual revenue for FY25. The total revenue for FY25 was \$275,670.

Ms. Meredith asked whether the EDA needed to budget for land improvements.

Mr. Johnson stated that the EDA did not have funds budgeted for property improvements because it did not own any properties at that time. He explained that the Office of Economic Development had allocated funds within its departmental budget to conduct engineering studies on specific properties in James City County in anticipation of those properties being brought to market upon completion of the studies, citing the Stonehouse property as an example. Mr. Johnson further stated that funds had been included in the Capital Improvement Program for three to four years for four specific properties. He reported that two properties owned by James City County had since been sold and that two privately owned properties had advanced in development. He noted that one of those properties had become part of the Lovett 64 Commerce Center, which remained in private ownership and was under development.

G. OLD BUSINESS

There was no old business.

H. LIAISON REPORTS

There were no liaison reports.

I. DIRECTOR'S REPORT

1. March Director's Report

Mr. Johnson referred to the report in the Agenda Packet and stated it was a three-month Director's Report. Mr. Johnson referred to Ms. Cook regarding the Virginia Economic Developers Association (VEDA) Spring Conference at the Williamsburg Lodge. Ms. Cook stated that the VEDA Spring Conference would have an attendance of 250 or more at the conference. Ms. Cook also stated that she provided the EDA Directors with a VEDA Spring Conference agenda for their reference.

Mr. Johnson requested that the EDA Directors reserve Wednesday, May 27 from 4-6 p.m. for the Business Appreciation Event (BAE), which was being hosted by the City of Williamsburg this year at a venue yet to be determined.

J. UPCOMING DATES OF INTEREST

1. March 25-27, 2026 - VEDA Spring Conference at the Williamsburg Lodge
2. April 21, 2026 - EDA Regular Meeting
3. May 27, 2026 - BAE from 4-6 p.m., location to be determined.

K. ADJOURNMENT

A motion to Adjourn was made by Brandon Nice; motion Passed.

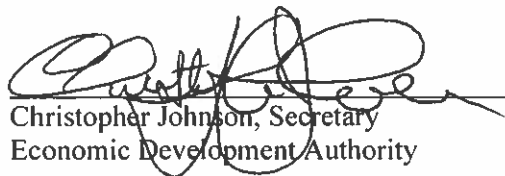
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2

Ayes: Campana, Mulvain, Turner, Nice, Meredith

Absent: Gajda, Stanko

1. Adjourn until April 21, 2026

At approximately 4:31 p.m., Mr. Campana adjourned the Authority.



Christopher Johnson, Secretary
Economic Development Authority



Vince Campana, Chair
Economic Development Authority