

**A G E N D A**  
**JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY**  
**REGULAR MEETING**  
**101 Mounts Bay Road, Bldg. D**  
**February 21, 2023**  
**4:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. APPROVAL OF MINUTES**

1. Minutes for Approval - January 17, 2023

**D. FINANCIAL REPORTS**

1. Financials Reports

**E. CLOSED SESSION**

**F. NEW BUSINESS**

1. James City County Marina - Tenant Request
2. Williamsburg - Jamestown Airport, Facility Expansion

**G. OLD BUSINESS**

**H. LIAISON REPORTS**

**I. DIRECTOR'S REPORT**

1. February 2023 - Director's Report

**J. UPCOMING DATES OF INTEREST**

**K. ADJOURNMENT**

**ITEM SUMMARY**

DATE: 2/21/2023

TO: The Economic Development Authority

FROM: Christopher M. Johnson, Director of Economic Development

SUBJECT: Minutes for Approval - January 17, 2023

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**ATTACHMENTS:**

	Description	Type
	Minutes for Approval	Minutes

**REVIEWERS:**

Department	Reviewer	Action	Date
Economic Development	Johnson, Christopher	Approved	2/17/2023 - 2:06 PM

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

**January 17, 2023**  
**4:00 PM**

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**A. CALL TO ORDER**

Ms. Gajda called the meeting to order at 4:02 p.m.

**B. ROLL CALL**

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

Absent:

Rebecca Mulvain

Also Attending:

Christopher Johnson, Economic Development Authority (EDA) Secretary  
Jeff Wiggins, EDA Fiscal Agent  
Shawn Gordon, Chief Civil Engineer, General Services

**C. APPROVAL OF MINUTES**

1. Minutes Adoption - November 15, 2022

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

AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Campana, Meredith, Gajda, Nice, Stanko, Turner

Absent: Mulvain

**D. FINANCIAL REPORTS**

1. November Financial Reports

A motion to Approve was made by Ellen Smith Gajda; motion Passed.

AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Campana, Meredith, Gajda, Nice, Stanko, Turner

Absent: Mulvain

Mr. Wiggins presented the revenue and expense reports and informed the EDA the cash balance was approximately \$714,000.

**E. CLOSED SESSION**

There was no Closed Session.

**F. NEW BUSINESS**

1. Election of Officers

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

AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Campana, Meredith, Gajda, Nice, Stanko, Turner

Absent: Mulvain

Ms. Meredith nominated Ms. Gajda as Chair of the EDA for calendar year 2023.

A motion to Approve was made by Ellen Smith Gajda; motion Passed.

AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Campana, Meredith, Gajda, Nice, Stanko, Turner

Absent: Mulvain

Ms. Gajda nominated Ms. Meredith as Vice Chair of the EDA for calendar year 2023.

2. 2023 EDA Meeting Calendar

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

AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Campana, Meredith, Gajda, Nice, Stanko, Turner

Absent: Mulvain

Mr. Campana referred to the proposed calendar in the Agenda Packet, with regular meetings scheduled for the third Tuesday of each month at 4:00 p.m.

Mr. Johnson noted the proposed calendar moves the November meeting to the second Tuesday in the month to avoid conflicts with the Thanksgiving holiday.

**G. OLD BUSINESS**

Mr. Johnson introduced Mr. Shawn Gordon, Chief Civil Engineer for James City County General Services, who provided an overview of upcoming renovations at the James City County Marina which will impact operations at Billsburg Brewery. Mr. Gordon stated that construction activities will provide structural improvements to the Marina building including an added support system for the second floor beneath the Tap Room which will increase capacity when completed. He added that Billsburg General Manager Eric Williams has been involved in planning the construction to occur to provide the least amount of disruption to normal business activities. He added that the brewery Tap Room will remain open until early January 2023 but will be closed temporarily for safety reasons. Brewery operations will allow customers to be served at the enclosed deck and the new pavilion and construction is expected to be complete by the end of January 2023.

Mr. Johnson stated that the overview was being provided to give Directors advance notice of the construction activities and prior to receipt of a formal request from the brewery for consideration of any financial relief proposal at an upcoming EDA meeting when the impact was more certain and measurable.

#### **H. LIAISON REPORTS**

There were no liaison reports.

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

Mr. Johnson referred to the report in the Agenda Packet noting that a closing date has tentatively been scheduled for the sale of property in the James River Commerce Center, which barring any issue should close before the end of the year. Mr. Johnson noted that staff received a site visit from the Virginia Department of Economic Development and KPMG Consulting for the Virginia Business Ready Sites Program grant application for Hazelwood Farms Enterprise Center. Announcement of the grant recipients is expected by early January 2023. Mr. Johnson also noted that a message from the County Attorney's Office would soon be sent to all Directors for the annual State and Local Statement of Economic Interest forms which are due by the end of January 2023.

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

None.

#### **K. ADJOURNMENT**

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

AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Campana, Meredith, Gajda, Nice, Stanko, Turner

Absent: Mulvain

1. Adjourn until January 17, 2023

At approximately 4:55 p.m., Mr. Campana adjourned the Authority.

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Christopher Johnson, Secretary  
Economic Development Authority

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Ellen Smith Gajda, Chair  
Economic Development Authority

**ITEM SUMMARY**

DATE: 2/21/2023

TO: The Economic Development Authority

FROM: Christopher M. Johnson, Director of Economic Development

SUBJECT: Financial Reports

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**ATTACHMENTS:**

	Description	Type
▣	Financials Revenue Report	Exhibit
▣	Financials Expense Report	Exhibit
▣	Financials Balance Sheet	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Economic Development	Johnson, Christopher	Approved	2/17/2023 - 2:06 PM

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

ACCOUNTS FOR: 300 EDA					REMAINING REVENUE	% COLL
ORIGINAL	ESTIM REV	REVISED ESTIM REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE		
308 Charges For Services						
300-308-3400-			Lease Income			
	-14,725.00	-14,725.00	-14,725.00	0.00	0.00	100.0%
TOTAL Charges For Services						
	-14,725.00	-14,725.00	-14,725.00	0.00	0.00	100.0%
309 Miscellaneous						
300-309-3970-			Marina Property			
	-69,220.00	-69,220.00	-40,236.93	-5,796.37	-28,983.07	58.1%
300-309-3972-			Bond Fee Revenue			
	-70,750.00	-70,750.00	-69,296.64	-8,884.39	-1,453.36	97.9%
TOTAL Miscellaneous						
	-139,970.00	-139,970.00	-109,533.57	-14,680.76	-30,436.43	78.3%
TOTAL EDA						
	-154,695.00	-154,695.00	-124,258.57	-14,680.76	-30,436.43	80.3%
TOTAL REVENUES						
	-154,695.00	-154,695.00	-124,258.57	-14,680.76	-30,436.43	

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

ORIGINAL	ESTIM REV	REVISED	ESTIM REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	% COLL
GRAND TOTAL							
-154,695.00		-154,695.00		-124,258.57	-14,680.76	-30,436.43	80.3%
** END OF REPORT - Generated by Jeffrey Wiggins **							



## YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

ACCOUNTS FOR: 300	EDA							
ORIGINAL	APPROP	REVISED	BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<b>259 EDA Operating</b>								
300-259-0200-				Advertising				
	550.00	550.00		516.00	0.00	0.00	34.00	93.8%
300-259-0205-				Promotion				
	46,900.00	46,900.00		10,825.40	0.00	0.00	36,074.60	23.1%
300-259-0220-				Travel And Training				
	1,000.00	1,000.00		0.00	0.00	0.00	1,000.00	.0%
300-259-0235-				Annual Audit				
	11,000.00	11,000.00		11,210.00	0.00	0.00	-210.00	101.9%
300-259-0319-				Office Supplies				
	200.00	200.00		0.00	0.00	0.00	200.00	.0%
300-259-0702-				Bad Debt Expense				
	0.00	0.00		13,028.00	0.00	0.00	-13,028.00	100.0%
300-259-5900-				Regional Econ Devel Support				
	34,500.00	34,500.00		34,500.00	0.00	0.00	0.00	100.0%
300-259-5902-				VA High Speed Rail				
	1,000.00	1,000.00		0.00	0.00	0.00	1,000.00	.0%
300-259-5903-				James River Commerce Ctr-Ops				
	14,800.00	14,800.00		0.00	0.00	0.00	14,800.00	.0%
300-259-5904-				Mainland Farm Oper Expenses				
	100.00	100.00		0.00	0.00	0.00	100.00	.0%
300-259-5913-				Small Business Assistance				
	10,000.00	20,000.00		10,000.00	0.00	0.00	10,000.00	50.0%
300-259-5915-				Marina Property				
	101.00	101.00		0.00	0.00	0.00	101.00	.0%
300-259-5918-				Contingency				
	34,544.00	24,544.00		0.00	0.00	0.00	24,544.00	.0%
TOTAL EDA Operating								
	154,695.00	154,695.00		80,079.40	0.00	0.00	74,615.60	51.8%
TOTAL EDA								
	154,695.00	154,695.00		80,079.40	0.00	0.00	74,615.60	51.8%
TOTAL EXPENSES								
	154,695.00	154,695.00		80,079.40	0.00	0.00	74,615.60	

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
GRAND TOTAL 154,695.00	154,695.00	80,079.40	0.00	0.00	74,615.60	51.8%
** END OF REPORT - Generated by Jeffrey Wiggins **						

## BALANCE SHEET FOR 2023 7

FUND: 300 EDA			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
300401	0000	General Cash	14,164.76	750,063.25
300413	8250	Misc Receivables	.00	32,045.25
300415	8275	Lease Receivable	.00	743,088.90
300415	8276	Lease Interest Receivable	.00	3,461.56
300455	0814	Land Improvements	.00	237,988.25
300455	0815	Land	.00	710,794.67
300455	0819	Buildings	.00	290,094.53
300455	0820	Accum Deprec-Buildings	.00	-33,876.81
300455	0831	Infrastructure	.00	182,379.34
300455	0832	Accum Deprec-Infrastructure	.00	-29,124.54
300455	0837	Accum Deprec-Land Improvements	.00	-55,645.56
300455	0840	Land Improvements (ND)	.00	34,200.00
TOTAL ASSETS			14,164.76	2,865,468.84
<b>LIABILITIES</b>				
300522	9000	Due to JCC	516.00	.00
300585	0920	Deferred Inflow-Leases	.00	-723,836.95
TOTAL LIABILITIES			516.00	-723,836.95
<b>FUND BALANCE</b>				
300601	6138	Net Position - Restatement	.00	32,359.86
300601	6140	Net Pos - Net Invmt Cap Assets	.00	-1,362,287.60
300601	6142	Net Pos - Unrestricted	.00	-767,524.98
300601	6150	Revenue-Year To Date	-14,680.76	-124,258.57
300601	6151	Expenditures-Year To Date	.00	80,079.40
TOTAL FUND BALANCE			-14,680.76	-2,141,631.89
TOTAL LIABILITIES + FUND BALANCE			-14,164.76	-2,865,468.84

## BALANCE SHEET FOR 2023 7

FUND: 300 EDA	NET CHANGE FOR PERIOD	ACCOUNT BALANCE
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FUND BALANCE

\*\* END OF REPORT - Generated by Jeffrey Wiggins \*\*

**ITEM SUMMARY**

DATE: 2/21/2023

TO: The Economic Development Authority

FROM: Christopher M. Johnson, Director of Economic Development

SUBJECT: James City County Marina - Tenant Request

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**ATTACHMENTS:**

	Description	Type
	Request Letter	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Economic Development	Johnson, Christopher	Approved	2/17/2023 - 2:07 PM

Billsburg Brewery would like consideration for a partial abatement of our January 2023 rent. Our taproom had to close from January 3<sup>rd</sup> until January 18<sup>th</sup> so work could be done to the Marina office below us. The forced us to only offer our guests outside seating. While the deck is covered, and our new pavilion had heaters our guests had no other options. In 2022 the average temperature from January 4<sup>th</sup> through January 19<sup>th</sup> (the days in 2022 that correspond to the dates of closure this year) was 40 degrees and we had \$19,124 in sales. When you compare that to this year's average temperature of 51 degrees and sales of \$19,673. This is substantially below our overall growth rate of 10.5% year over year. In addition, for the 16 days our taproom was able to be open in January we made \$33,830. The difference between 15 days closed and 16 days open was \$13,707. The growth rate for the portion of January that the taproom was open was 56% year over year, this growth was stimulated by our new pavilion, multiple weekly events that we host in the taproom and our top-quality beers, seltzers and frozen drinks. Due to this loss of revenue for the business I am requesting a partial abatement of our rent for \$3000.00.

Sincerely  
Eric Williams

**ITEM SUMMARY**

DATE: 2/21/2023

TO: The Economic Development Authority

FROM: Christopher M. Johnson, Director of Economic Development

SUBJECT: Williamsburg - Jamestown Airport, Facility Expansion

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Assistant County Administrator Jason Purse will discuss a potential incentive opportunity for Authority consideration related to an upcoming expansion of the airport facilities.

**REVIEWERS:**

Department	Reviewer	Action	Date
Economic Development	Johnson, Christopher	Approved	2/17/2023 - 2:07 PM

**ITEM SUMMARY**

DATE: 2/21/2023

TO: The Economic Development Authority

FROM: Christopher M. Johnson, Director of Economic Development

SUBJECT: February 2023 - Director's Report

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**ATTACHMENTS:**

	Description	Type
📎	February 2023 - Director's Report	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Economic Development	Johnson, Christopher	Approved	2/17/2023 - 2:07 PM



## MEMORANDUM

DATE: February 21, 2023

TO: The Economic Development Authority

FROM: Christopher M. Johnson, Director of Economic Development

SUBJECT: Director's Report, January-February 2023

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**Small Business Relief Grant Program** - Staff is working with the Virginia Department of Housing and Community Development to finalize compliance review of the now closed grant program. All \$900,000 was distributed to 71 County small businesses.

**James River Commerce Center** - Economic Development Authority (EDA) counsel continues to work with Ball Corporation counsel to resolve a title exception issue. Once the Deed of Exchange has been signed and recorded, closing on the 58-acre property at 8930 Columbia Drive will be scheduled as soon as possible.

**Virginia Business Ready Sites Program** - Staff received notification on Jan. 19 that the Virginia Economic Development Partnership (VEDP) Project Review Committee and the Funding Approval Committee recommended approval for a portion of our grant application for the Fiscal Year (FY) 2023 Virginia Business Ready Sites Program (VBRSP) to support the development efforts for the Hazelwood Farms Enterprise Center properties. The \$485,500 in grant funding will support the Board of Supervisors' adopted Capital Improvement Program (CIP) funding to conduct due diligence studies and design and engineering of water and sanitary sewer extensions to serve the development. A performance agreement will be executed between the Commonwealth of Virginia and the County in the coming weeks.

**Eastern Virginia Regional Industrial Facility Authority (EVRIFA) Appointments** - On Feb. 14, the Board of Supervisors reappointed Supervisor Sue Sadler and EDA Director Vince Campana as Primary Members and Assistant County Administrator Jason Purse and Economic Development Director Chris Johnson as Alternate Members to four-year terms representing the County on the EVRIFA Board of Directors.

**Policy Committee** - Staff was invited to participate in a Planning Commission Policy Committee meeting to review Department submittals for the FY24-FY28 CIP. Economic Development successfully submitted a CIP request as part of the FY23-FY24 two-year budget cycle to establish a funding source for site readiness efforts at four industrial and commercial sites.

### **Regional Events/Initiatives:**

- Staff met with the developer of the Hazelwood Farms Enterprise Center on Jan. 18 to discuss the due diligence studies and engineering surveys necessary to increase the site readiness tier ranking as well as recent meetings held with State and County reviewing agencies.
- Staff met with the owner of Wedding Company of Williamsburg on Jan. 20 to discuss a potential tourism zone application for development of an event venue at 4097 Rochambeau Drive.
- Staff participated in a debrief session with VEDP and KPMG Consulting officials on Jan. 24 to review performance milestones for VBRSP grant that was announced by Governor Youngkin on Jan. 16.
- Staff received a briefing from Virginia Department of Energy officials on the Virginia C-PACE (Commercial Property Assessed Clean Energy) Program on Jan. 25.
- Staff attended a Hampton Roads Alliance meeting with the region's Economic Development Directors in Norfolk on Feb. 2 to discuss the 2023 Lead Generation Marketing calendar assignments for localities.

- Staff attended a Virginia Economic Developers Association webinar regarding new initiatives under consideration at VEDP to enhance supply chain management and communications with regional economic development organizations and localities.

**Upcoming Dates of Interest:**

- Business After Hours, March 2, 5-7 p.m., Jamestown Settlement Museum, 2110 Jamestown Road.
- Williamsburg Area Restaurant Association Annual Meeting, March 6, 5-7 p.m. at Captain George's Seafood Restaurant, 5363 Richmond Road.
- Greater Williamsburg Chamber of Commerce Annual Gala, March 25, 6:30 p.m., William & Mary Alumni House.

CMJ/ap

DirRptJan-Feb23-mem