

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

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES

1. Minutes for Approval - January 17, 2023
2. Minutes for Approval - February 21, 2023

D. FINANCIAL REPORTS

1. Financial Reports

E. CLOSED SESSION

F. NEW BUSINESS

1. Investment Options
2. Williamsburg - Jamestown Airport, Facility Expansion

G. OLD BUSINESS

H. LIAISON REPORTS

I. DIRECTOR'S REPORT

1. March 21, 2023 - Director's Report

J. UPCOMING DATES OF INTEREST

1. VPCC Trades Center Grand Opening - April 13, 9:00 - 11:00 a.m., 236 Industrial Blvd., Jacob's Industrial Center, Toano
2. Business Appreciation Event - May 16, 5:00 - 7:00 p.m., Precarious Beer Project, 110 S. Henry Street, Williamsburg

K. ADJOURNMENT

ITEM SUMMARY

DATE: 3/21/2023

TO: The Economic Development Authority

FROM: Christopher M. Johnson, Director of Economic Development

SUBJECT: Minutes for Approval - January 17, 2023

ATTACHMENTS:

	Description	Type
	Minutes for Approval	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development	Johnson, Christopher	Approved	3/17/2023 - 10:29 AM

MINUTES
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING

January 17, 2023
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
Vince Campana
Rebecca Mulvain
Joe Stanko

Absent:

Brandon Nice
William Turner

Also Attending:

Christopher Johnson, Economic Development Authority (EDA) Secretary
Jeff Wiggins, EDA Fiscal Agent

C. APPROVAL OF MINUTES

1. Minutes Adoption - December 13, 2022

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

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

Ayes: Gajda, Meredith, Campana, Mulvain, Stanko

Absent: Nice, Turner

D. FINANCIAL REPORTS

1. December 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, Mulvain, Stanko

Absent: Nice, Turner

Mr. Wiggins presented the revenue and expense reports and informed the EDA the cash balance was approximately \$735,000 following the receipt of the Blaine Landing bond administration fee.

Ms. Meredith asked for an explanation of the bad debt expense on the expenditure report.

Mr. Wiggins responded that two cure payments had been received in November 2022 from OKS Systems and MODU for two forgivable loans issued by the EDA over a decade ago, effectively resulting in the remainder written off per the agreement. Writing off the remainder of the loan as a bad debt expense does not result in any additional funds being spent and is an accounting procedure to acknowledge that the obligation was paid in full.

E. CLOSED SESSION

There was no Closed Session.

F. NEW BUSINESS

There was no new business.

G. OLD BUSINESS

Mr. Johnson provided an update on the maintenance project at the James City County Marina and reported that the project was proceeding ahead of schedule with the beam replacements to stabilize the second floor Taproom for Billsburg Brewery having been completed and a Certificate of Occupancy inspection scheduled for January 18, 2023. Mr. Johnson added that the General Manager for Billsburg was pleased with the speed of the work and would be discussing a potential request for partial rent abatement with his Board which would be presented for EDA consideration when it is received.

H. LIAISON REPORTS

There were no liaison reports. Mr. Johnson stated that the Eastern Virginia Regional Industrial Facility Authority (EVRIFA) appointments made in 2019 were set to expire this year. A memorandum will be on the Board of Supervisors February 14 Agenda to reappoint Ms. Sue Sadler and Mr. Campana as primary EVRIFA members and Mr. Jason Purse and Mr. Johnson as alternate EVRIFA members.

I. DIRECTOR'S REPORT

Mr. Johnson referred to the report in the Agenda Packet noting an item that was not included in the report was a press release from the Governor's Office on Monday, February 16, announcing that James City County had been awarded a \$485,500 grant through the Virginia Business Ready Sites Program or due diligence studies required to elevate the Hazelwood Farms Enterprise Center property to a Tier 4 and complete design work for water and sanitary sewer extensions from La Grange Parkway in the Stonehouse Commerce Park to Old Stage Road that would make the property "shovel ready" within 12-18 months. The County was one of only 21 localities in the Commonwealth to receive a grant award in a highly competitive process that saw over \$400,000,000 in projects submitted for \$85,000,000 in available funding.

J. UPCOMING DATES OF INTEREST

Mr. Johnson reminded the Directors to submit their annual State and Local Statement of Economic Interest Forms to the County Attorney's Office by the close of business on February 1, 2023.

K. ADJOURNMENT

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

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

Ayes: Gajda, Meredith, Campana, Mulvain, Stanko

Absent: Nice, Turner

1. Adjourn until February 21, 2023

At approximately 4:38 p.m., Ms. Gajda adjourned the Authority.

Christopher Johnson, Secretary
Economic Development Authority

Ellen Smith Gajda, Chair
Economic Development Authority

ITEM SUMMARY

DATE: 3/21/2023

TO: The Economic Development Authority

FROM: Christopher M. Johnson, Director of Economic Development

SUBJECT: Minutes for Approval - February 21, 2023

ATTACHMENTS:

	Description	Type
	Minutes for Approval	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development	Johnson, Christopher	Approved	3/17/2023 - 10:30 AM

MINUTES
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING

February 21, 2023
4:00 PM

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

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-hangars 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.

ITEM SUMMARY

DATE: 3/21/2023

TO: The Economic Development Authority

FROM: Christopher M. Johnson, Director of Economic Development

SUBJECT: Financial Reports

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	3/17/2023 - 10:30 AM

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

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	-43,033.30	-2,796.37	-26,186.70	62.2%
300-309-3972-			Bond Fee Revenue			
	-70,750.00	-70,750.00	-69,296.64	0.00	-1,453.36	97.9%
TOTAL Miscellaneous						
	-139,970.00	-139,970.00	-112,329.94	-2,796.37	-27,640.06	80.3%
TOTAL EDA						
	-154,695.00	-154,695.00	-127,054.94	-2,796.37	-27,640.06	82.1%
TOTAL REVENUES						
	-154,695.00	-154,695.00	-127,054.94	-2,796.37	-27,640.06	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

ORIGINAL	ESTIM REV	REVISED	ESTIM REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	% COLL
GRAND TOTAL							
-154,695.00		-154,695.00		-127,054.94	-2,796.37	-27,640.06	82.1%
** END OF REPORT - Generated by Jeffrey wiggins **							

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

ACCOUNTS FOR: 300	EDA							
ORIGINAL	APPROP	REVISED	BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
259 EDA Operating								
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 08

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 8

FUND: 300 EDA			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
300401	0000	General Cash	2,796.37	752,859.62
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			2,796.37	2,868,265.21
LIABILITIES				
300585	0920	Deferred Inflow-Leases	.00	-723,836.95
TOTAL LIABILITIES			.00	-723,836.95
FUND BALANCE				
300601	6138	Net Position - Restatement	.00	32,359.86
300601	6140	Net Pos - Net Invt Cap Assets	.00	-1,362,287.60
300601	6142	Net Pos - Unrestricted	.00	-767,524.98
300601	6150	Revenue-Year To Date	-2,796.37	-127,054.94
300601	6151	Expenditures-Year To Date	.00	80,079.40
TOTAL FUND BALANCE			-2,796.37	-2,144,428.26
TOTAL LIABILITIES + FUND BALANCE			-2,796.37	-2,868,265.21

BALANCE SHEET FOR 2023 8

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: 3/21/2023

TO: The Economic Development Authority

FROM: Christopher M. Johnson, Director of Economic Development

SUBJECT: Williamsburg - Jamestown Airport, Facility Expansion

James City County Assistant County Administrator will provide an overview of the proposed expansion to the Airport facilities and the opportunity for the EDA to consider an incentive performance agreement.

ATTACHMENTS:

	Description	Type
▣	Williamsburg - Jamestown Airport, Facility Expansion	Staff Report

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development	Johnson, Christopher	Approved	3/17/2023 - 10:32 AM

MEMORANDUM

DATE: March 21, 2023

TO: The Economic Development Authority

FROM: Christopher Johnson, Director of Economic Development

SUBJECT: Williamsburg-Jamestown Airport Expansion

At our last meeting on February 21, 2023, I provided a brief introduction for a proposed expansion at the Williamsburg-Jamestown Airport and recent communication with County Administration about an incentive agreement using EDA funds to spur the construction of additional T-Hangers at the Airport.

The goal of any potential incentive is that it will produce positive, measurable benefits for the County. When the County has provided incentives in the past, a performance agreement is executed that would tie the incentive to a measurable outcome. The incentive becomes a forgivable loan once those standards are met (i.e., the County receives a commensurate amount of tax revenue over time, makes a defined number of new hires, etc.)

County Administration envisions the EDA using its available funding to offer these types of incentives as an innovative way to create revenue. Using its funds to incentivize development in existing industries and target market sectors makes sense from the mission of the EDA, as well as furthers interests of the County. While County Administration cannot guarantee future revenue coming back to the EDA in perpetuity, I believe it would make sense to use these types of projects to create funding streams for future EDA projects. In this instance, there is support to utilize a new process where the monitoring of the forgivable grant becomes tied into a funding request from the EDA in future years, where a portion of the personal property tax revenues which result from additional aircraft being housed in the T-Hangers can be returned to the EDA to help fund additional projects.

Any incentive for the Williamsburg Airport should be viewed based on a measurable benefit to the County. It is true, that there is an amount of money that the Airport owes the County from bringing Marclay Road into the public system, but that is entirely exclusive from this potential incentive. The County has separate agreements with the Airport for this money and should not be considered. However, I will note that in conversations with the Airport it was made clear that they would not be able to pay back the amount owed AND build the T-Hangers at the same time. In this instance, an incentive grant would allow the Airport to both pay back the County and build the T-Hangers, which is a benefit to the County and Airport.

ITEM SUMMARY

DATE: 3/21/2023

TO: The Economic Development Authority

FROM: Christopher M. Johnson, Director of Economic Development

SUBJECT: March 21, 2023 - Director's Report

ATTACHMENTS:

	Description	Type
	Director's Report	Staff Report

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development	Johnson, Christopher	Approved	3/17/2023 - 10:33 AM

MEMORANDUM

DATE: March 21, 2023

TO: The Economic Development Authority

FROM: Christopher M. Johnson, Director of Economic Development

SUBJECT: Director's Report, February-March 2023

Small Business Relief Grant Program - Staff is collaborating 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 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 - The \$485,500 in grant funding announced by the Governor in January will support the Board of Supervisors' adopted Capital Improvements Program funding to conduct due diligence studies and design and engineering of water and sanitary sewer extensions to serve the Hazelwood Farms Enterprise Center development. A performance agreement will be executed between the Commonwealth of Virginia and the County in the coming weeks.

Regional Events/Initiatives:

- Staff attended the Hampton Roads Alliance Annual Meeting on Feb. 22 at the Virginia Museum of Contemporary Art in Virginia Beach.
- Staff met with the Planning Commission Policy Committee on Feb. 23 to review the Capital Improvements project application for continued funding of the Business Ready Sites Program in the FY24 County Budget.
- Staff met with representatives from Timmons Engineering on Feb. 24 to discuss current and proposed projects in James City County.
- Staff presented a resolution to the Board of Supervisors on Feb. 28 for acceptance and appropriation of \$200,000 in funding from the Department of Housing and Community Development which will close out the Small Business Relief Grant Program.
- Staff attended a ribbon cutting ceremony for Anonymous Coffee on March 1 at 7500 Richmond Road.
- Staff attended the Williamsburg Area Restaurant Association Annual Meeting on March 6 at Captain George's Seafood Restaurant, 5363 Richmond Road.
- Staff participated in a conference call with Virginia Economic Development Partnership European office staff on March 7 regarding the Interpack Trade Show in Dusseldorf, Germany, May 4-10.

Upcoming Dates of Interest:

- James City-Williamsburg NAACP Business Community Collaboration - Ribbon Cutting Celebration for Fascial Treatment Center, March 28, 2:45 p.m., 241 McLaws Circle, Suite 105.
- Grand Opening Ceremony, Virginia Peninsula Community College Trades Center, April 13, Time: TBD, 236 Industrial Boulevard.
- Greater Williamsburg Business Appreciation Event, Precarious Beer Project, 110 S. Henry Street, Williamsburg, May 16, 5-7 p.m.