

ALBEMARLE COUNTY  
ECONOMIC DEVELOPMENT AUTHORITY MINUTES  
January 21, 2020  
County Office Building, 401 McIntire Road  
4:00 P.M., Room 235

**Directors Present:** Jim Atkinson, Rod Gentry, Don Long, Stuart Munson, George Ray

**Staff Present:** Jim Bowling, EDA Counsel; Roger Johnson, Economic Development Director; J.T. Newberry, Economic Development Coordinator; Jennifer Schmack, Economic Development Project Manager; Jeff Richardson, County Executive; Doug Walker, Deputy County Executive; Richard DeLoria, Senior Assistant County Attorney, Steve Allshouse, Chief of Administration and Analytics; Cecelia Baber, Chief Accountant; Diantha McKeel, Board of Supervisors Liaison to the EDA, Jack Jouett District

1. **Establish Quorum and Call to Order**

Mr. Gentry convened the meeting at 4:00 p.m.

2. **Approval of Minutes**

The minutes for December 17, 2019 were reviewed. Mr. Atkinson motioned to approve the minutes and it was seconded by Mr. Ray.

**MOTION:** The motion passed unanimously (5-0).

3. **Annual Meeting**

- a. Introduction of New Board Member – Stuart Munson was introduced to the Authority as the new EDA representative for the Scottsville Magistral District.
- b. Election of Officers – Mr. DeLoria reviewed procedures for the election of officers and noted that each office, Chairman, Vice Chairman and Secretary-Treasurer would be selected individually.

Mr. Deloria opened the floor for nominations for the office of Chairman. Mr. Ray nominated Rod Gentry as Chairman, this motion was seconded by Mr. Atkinson.

**MOTION:** The Motion passed unanimously (5-0)

Mr. Deloria opened the floor for nominations for the office of Vice Chairman. Mr. Gentry nominated Jim Atkinson as Vice Chairman, this motion was seconded by Mr. Long.

**MOTION:** The Motion passed unanimously (5-0)

Mr. Deloria opened the floor for nominations for the office of Secretary-Treasurer. Mr. Gentry nominated David Mellen as Secretary/Treasurer, this motion was seconded by Mr. Atkinson.

**MOTION:** The Motion passed unanimously (5-0)

#### 4. **New Business**

- a. Director's Report – Mr. Johnson announced Go Virginia has approved CvilleBioHub's grant request of \$548,000. As a reminder, the Economic Development Authority pledged to provide \$35,000 this fiscal year, to assist with the match requirement.

The Authority viewed a selection of Nickel Tour videos on the Charlottesville-Albemarle Convention and Visitors Bureau website that highlight local businesses. Mr. Johnson shared that businesses can pay a nominal fee to have a nickel tour video produced and featured on the CACVB's website.

Mr. Johnson announced his appointment to the Charlottesville Albemarle Regional Chamber of Commerce's Board of Directors. He also shared that the Economic Development Department will be participating in their Partners in Trust program.

City of Charlottesville, Albemarle County and UVA have been collaborating on the Venture Central concept. The Chamber has expressed interest in this project. On January 29, Mr. Johnson will present the Venture Central plan to the Chamber Board and ask them to formally participate by leading or supporting in helping our communities create a cohesive plan for startups.

Mr. Newberry stated that the Central Virginia Small Business Development Center has relocated and now share an office with the Community Investment Collaborative. This partnership will enable the the business community to access a greater variety of services.

Mr. Johnson reported on his meeting at the UVA Data Science Center, where he learned more about their future, research and activities. They are working towards a fee for service opportunity for outside businesses to take structured and unstructured data, analyze it and provide research and business intelligence.

Ms. Schmack shared that the second phase of the Retail Strategies Study, the Downtown Crozet Strategic Visioning Plan, will begin with a downtown market analysis and focus group workshops on January 28 and 29. Retail Strategies will present a full report to the Board of Supervisors in May.

Ms. Schmack provided an update on the Business Retention and Expansion program. In December she visited Directed Vapor Technologies, Castle Hill Cider, Carden Jennings Publishing, Virginia Tractor and Trump Winery. Following up on November's BRE Report regarding a cluster of businesses that are experiencing difficulty registering with the state's purchasing system (eVA), Ms. Schmack noted that the Small Business Development Center provides quarterly workshops on eVA. Workshop attendees are offered the opportunity to schedule one on one meetings with a representative from the Virginia Department of Small Business and Supplier Diversity, to further discuss their specific business needs.

Ms. Schmack announced that the County is working on a new website that will be user friendly and customer oriented. The Economic Development Authority will have a landing page on the Economic Development Department's website. This project is scheduled to be completed in July.

- b. Technology Zones – Mr. Gentry announced that Mr. Atkinson has agreed to be the point person representing the EDA for Technology Zone discussions. Mr. Newberry provided an overview of Technology Zones and the results of the benchmarking research that has been conducted. He reviewed the City of Charlottesville's Technology Zone criteria and noted that staff's recommendation is to mirror the City of Charlottesville's Technology Zone. This would remove a competitive disadvantage that we currently have. Mr. Newberry asked for the EDA's concurrence and feedback for next steps. Recommended next steps: identify potential geographic areas, refining definitions of criteria for qualifying businesses and bring back to the next EDA meeting.

- c. Closed Session – Mr. Atkinson a read the following Closed Meeting Motion:  
I move that the Albemarle County Economic Development Authority go into a closed meeting as authorized by the Virginia Freedom of Information Act, section 2.2-3711(A) of the Code of Virginia under:

Subsection 39 to discuss and consider: The investment of public funds for Project Forty-Niners where bargaining is involved and where, if made public initially, would adversely affect the financial interest of the County.

The motion was seconded by Mr. Long

**MOTION:** The motion passed unanimously (5-0)

- d. Closed Meeting Certification – Mr. Atkinson read the following Closed Meeting Certification:  
I move that the EDA certify by recorded vote that to the best of each Director's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the Closed Meeting were heard, discussed, or considered in the Closed Meeting. The motion was seconded by Mr. Long.

**MOTION:** The motion passed unanimously by roll call vote (5-0)

5. **Unfinished Business**

No unfinished business was reported.

6. **Other Matters**

Mr. Gentry announced that Mr. Atkinson has volunteered to assist with the Technology Zones discussions. Additionally, Mr. Gentry and Mr. Atkinson have volunteered to facilitate the loan repayment discussions with the Lewis and Clark Exploratory Center's board members.

7. **Adjournment**

There being no further business, Mr. Gentry adjourned the meeting at 5:33 pm.

Teste: \_\_\_\_\_  
W. Rod Gentry, Chairman

Approved: \_\_\_\_\_  
Roger Johnson, Asst. Secretary-Treasurer



**Economic Development Authority  
of Albemarle County, Virginia**

**21 January 2020**

**CLOSED MEETING MOTION**

I move that the Albemarle County Economic Development Authority go into a closed meeting as authorized by the Virginia Freedom of Information Act, section 2.2-3711(A) of the Code of Virginia under:

- Subsection 6 to discuss and consider:

The investment of public funds for Project Forty-Niners where bargaining is involved and where, if made public initially, would adversely affect the financial interest of the County.

CLOSED MEETING CERTIFICATION

I move that the EDA certify by recorded vote that to the best of each Director's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the Closed Meeting were heard, discussed, or considered in the Closed Meeting.

Roll Call Vote:

	Aye	Nay
Mr. Atkinson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Gentry	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Long	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Mellen	Absent	<input type="checkbox"/>
Mr. Munson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Ray	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Shreve	Absent	<input type="checkbox"/>

I, W. Rod Gentry, certify the roll call vote tally.

  
\_\_\_\_\_  
W. Rod Gentry, Chairman

21 January 2020  
\_\_\_\_\_  
Date