

**ALBEMARLE COUNTY  
ECONOMIC DEVELOPMENT AUTHORITY MINUTES  
November 19, 2024  
Room 241  
4:00 P.M.**

**Directors present:** Don Long, Chair; Jeff Morrill, Vice-Chair; Andrea Johnson, Secretary-Treasurer; John Mottola; David Storm (remote)

**Directors absent:** Stephen McNaughton

**Staff present:** Emily Kilroy, Director of Economic Development; Avery Thompson, Management Analyst III; Jeanette Ark, Project Manager; Ruairi Vaughan, County Fellow; Richard DeLoria, Senior Assistant County Attorney; Andy Bowman, CFO for Policy & Partnerships; Tia Mitchell, Senior Budget Analyst; Bea LaPisto-Kirtley, Board of Supervisors Liaison to the EDA, Rivanna District

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

Chair Long called the meeting to order at 4:00 p.m.

Motion to allow Mr. Storm to participate in the meeting remotely for a personal reason was made by Mr. Long and seconded by Mr. Morrill.

**MOTION:** The motion carried unanimously.

**2. Matters from the Public**

Ms. Kilroy confirmed no speakers had signed up or raised their hands to speak.

**3. Approval of Minutes**

Motion to approve the minutes from October 15, 2024 was made by Mr. Morrill and seconded by Mr. Mottola.

**MOTION:** The motion carried unanimously.

**4. Financial Report**

*FY25 Period Ending June 30, 2024*

Tia Mitchell, Budget Analyst, provided the report.

Ms. Mitchell suggested providing a separate report outlining each grant agreement, the full grant amount, and the remaining balance for the fiscal year.

Mr. Long said that he supported the suggestion, as it would help them better understand the overall revenue sources and the current year expenditures.

**5. Unfinished Business**

**a. MOU DRAFT Albemarle County Board of Supervisors (Board) and Economic Development Authority (EDA)**

Ms. Kilroy said that staff had prepared a resolution to approve the draft MOU and submit it to the Board of Supervisors. She noted that the MOU was on the Board's December 11 meeting agenda for consideration.

Motion to approve the draft MOU was made by Mr. Morrill and seconded by Ms. Johnson.

**MOTION:** The motion carried unanimously.

**6. New Business**

**a. Draft 2025 Meeting Calendar**

Ms. Kilroy presented the draft meeting calendar. She said that the calendar would be included on the December meeting agenda for adoption.

**b. EDA Director Email Forwarding**

Ms. Kilroy said that the County wanted to provide EDA directors a public-facing email address, and the IT Department had developed an email forwarding system that would allow directors to use a personal email inbox. She said that by using email forwarding, the directors would not be credentialed users in the County system, and they would not be required to go through software and cybersecurity training.

Ms. Kilroy said that the EDA had the option to use the forwarding system, or they could become credentialed users, but they had to choose one or the other.

Ms. Johnson said she supported using the forwarding system.

Mr. Storm said that he would prefer to have fewer email accounts.

Ms. Kilroy said that staff would reach out after the meeting to get a forwarding address from each director.

**c. Staff Report**

Ms. Kilroy provided the staff report. She introduced Avery Thompson, Management Analyst III, who was recently hired to help manage financial reporting and compliance. She said that they had selected Resonance as the consultant for the Strategic Plan 2.0 process, which had recently consulted on the City of

Charlottesville's economic development strategic plan. She said that staff had been researching the Virginia Business Ready Sites Program, and they were drafting a proposal for the Rivanna Future's site. She said that they would not receive a final award notification until June 2025, but staff would provide updates during the process.

Ms. Kilroy said that staff members received a tour of the Charlottesville Regional Airport to learn about the recovery after the COVID pandemic. She said that the County sponsored the Minority Business Alliance Gala, and a Department of Social Services staff member, Khalilah Jones, was recognized as Leader of the Year. She said that the fall issue of the VEDP Quarterly magazine featured an article on Albemarle County, focusing on Rivanna Futures, biotech, and national security.

Ms. Kilroy said that they had begun to research business expansion and retention programs, beginning with food and agribusiness, defense and intelligence, and biotech companies. She said that the goal was to determine what issues companies were facing and facilitate connecting them to available resources. She said that CVPED had voted to add Rivanna Futures as a regionally significant site and to provide a letter of support for the VDEP grant application.

**d. Closed Session**

Motion to enter into a closed session was made by Mr. Long and seconded by Mr. Mottola.

**MOTION:** The motion carried unanimously. (Mr. Storm was remote; McNaughton was absent)

Motion to certify the closed session was made by Mr. Long and seconded by Mr. Morrill.

**MOTION:** The motion carried unanimously. (Mr. Storm was remote; McNaughton was absent)

**7. Other Matters**

There were none.

**8. Adjourn**

Chair Long adjourned the meeting at 5:07p.m. The next meeting is December 17, 2024, in Room 241.

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of Albemarle County, Virginia  
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Donald Long, Chairman

Approved: \_\_\_\_\_  
Emily Kilroy, Assistant Secretary