

EDA Meeting  
August 15, 2023

**Economic Development Authority of the City of Portsmouth  
August 15, 2023  
9:00 AM**

**COMMISSIONERS PRESENT:** Malcom Mitchell – Chairman  
Neal J. Barber – Vice Chairman  
Barbara Smith  
LaToya Boone (9:11 am)  
Theresa J. Saunders-Smith

**ALSO PRESENT:** Brian Donahue – Secretary  
Jeff Miller - Deputy City Attorney  
Kelsey Swieringa - Assistant City Attorney  
Flora Berisha - Finance  
Alisa Winston - PRHA

**ABSENT:** Lavonda Graham-Williams – City Attorney  
Kyera Pope – Finance  
Cathy Drewry – Treasurer  
Anthony Brown  
Mimi Terry – Interim City Manager  
Vernon Tillage – City Council Liaison  
William Moody – City Council Liaison

**GUESTS:** Janey Culpepper – City Assessor  
William Nusbaum – Williams Mullen

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**Welcome & Call to Order**

- The Chairman called the meeting to order at 9:06 a.m.

**Roll Call**

- Mr. Donahue called the roll. There was a quorum.

**Minutes**

- The minutes from the July 18, 2023, Regular Meeting were presented and adopted.

**ACTION:** On a motion by Mr. Barber and a seconded by Ms. Saunders-Smith,

**Roll Call Vote:** Mr. Barber - yes; Ms. Drewry - absent; Mr. Mitchell - yes; Mr. Brown - absent, Ms. Saunders-Smith yes; Mrs. Smith - yes; Ms. Boone – absent. Approved 4-0 vote.

**Financials**

- Ms. Berisha presented the board with the EDA's Quarterly Financial Report.

**Old Business**

None

**New Business**

- **C-Pace Program:** Mr. Bill Nusbaum provided a presentation to the Board on the C-Pace Program. Mr. Nusbaum asked the Board to consider recommending to City Council that the City of Portsmouth participate in the Virginia C-Pace Program.

**ACTION:** On a motion by Mr. Barber and a seconded by Ms. Saunders-Smith, the EDA moved for recommendation of participation to City Council in the Virginia C-Pace Program.

**Roll Call Vote:** Mr. Barber - yes; Ms. Drewry - absent; Mr. Mitchell - yes; Mr. Brown - absent, Ms. Saunders-Smith yes; Mrs. Smith - yes; Ms. Boone – yes. Approved 5-0 vote.

- **Business Investment Grant Program Update:** Mrs. Aimee Tracy, Business Development Specialist, provided an update on the first round of FY24 Business Investment Grant applications.
- **Real Property Investment Grant: 2701 Columbus Ave.** Mrs. Tracy provided a presentation on a Real Property Investment Grant application for 2701 Columbus Avenue.

**ACTION:** On a motion by Mr. Barber and seconded by Ms. Saunders-Smith, the Commissioners moved to approve the award of funding for a Real Property Investment Grant for 2701 Columbus Ave.

**Roll Call Vote:** Mr. Barber - yes; Ms. Drewry - absent; Mr. Mitchell - yes; Mr. Brown - absent, Ms. Saunders-Smith yes; Mrs. Smith - yes; Ms. Boone – yes. Approved 5-0 vote.

- **EDA Property Update:** Mr. Donahue provided an update on the disposition of EDA owned properties and those under contract for acquisition.

**Closed Meeting**

**ACTION:** At 10:12 a.m. on a motion by Mr. Barber and seconded by Mrs. Smith, the EDA moved to go into a closed meeting pursuant to Virginia Code Subsection 2.2-3711 A.3 for the purpose of discussing the acquisition and disposition of real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically regarding (1) the acquisition of 1028 High Street, 1013-1015 Queen Street, and 400 Hatton Street; (2) the disposition of 8 Crawford Parkway and 1117-1121 High Street; and (3) strategic property acquisition and disposition.

**Roll Call Vote:** Mr. Barber - yes; Ms. Drewry - absent; Mr. Mitchell - yes; Mr. Brown - absent, Ms. Saunders-Smith yes; Mrs. Smith - yes; Ms. Boone – yes. Approved 5-0 vote.

**Open Meeting**

**ACTION:** At 11:05 a.m., on a motion by Mr. Barber, seconded by Mrs. Smith, the EDA moved that each Commissioner certify that, to the best of his or her knowledge: (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the closed meeting just concluded.

**Roll Call Vote:** Mr. Barber - yes; Ms. Drewry - absent; Mr. Mitchell - yes; Mr. Brown - absent, Ms. Saunders-Smith yes; Mrs. Smith - yes; Ms. Boone – yes. Approved 5-0 vote.

**ACTION:** On a motion by Mr. Barber and seconded by Mrs. Saunders-Smith, the EDA moved to add FY24 Budget Amendment/AECOM Contract as an Agenda item.

**Roll Call Vote:** Mr. Barber - yes; Ms. Drewry - absent; Mr. Mitchell - yes; Mr. Brown - absent, Ms. Saunders-Smith yes; Mrs. Smith - yes; Ms. Boone – yes. Approved 5-0 vote.

**ACTION:** On a motion by Mr. Barber and seconded by Mrs. Saunders-Smith, the EDA moved to amend the FY24 Budget to increase Contractual costs by \$280,000; and reduce Acquisition costs by \$280,000.

**Roll Call Vote:** Mr. Barber - yes; Ms. Drewry - absent; Mr. Mitchell - yes; Mr. Brown - absent, Ms. Saunders-Smith yes; Mrs. Smith - yes; Ms. Boone – yes. Approved 5-0 vote.

**ACTION:** On a motion by Mr. Barber and seconded by Ms. Boone, the Commissioners adopted the the following resolution approving the execution of a contract with AECOM.

**Roll Call Vote:** Mr. Barber - yes; Ms. Drewry - absent; Mr. Mitchell - yes; Mr. Brown - absent, Ms. Saunders-Smith yes; Mrs. Smith - yes; Ms. Boone – yes. Approved 5-0 vote.

**RESOLUTION  
(AECOM Contract)**

WHEREAS, AECOM is a nationally recognized development consultant and has assisted localities in the Commonwealth of Virginia with successful large-scale development projects; and

WHEREAS, AECOM has provided a proposal for the performance of the following tasks related to the development process for the Crawford Bay Site: Current Conditions Analysis, Evaluation of Proposed Development Program, Implementation Strategy, and Bid Evaluation Services (the “Proposal”); and

WHEREAS, the price for the services in the Proposal is Two-Hundred and Twenty Thousand Dollars (\$220,000) (the “Proposal Price”); and

WHEREAS, it may be further advisable to retain AECOM to provide assistance for certain other tasks related to the development of the Crawford Bay Site on an hourly basis and in a total amount not to exceed Sixty Thousand Dollars (\$60,000) (the “Hourly Not-to-Exceed”); and

WHEREAS, subject to confirmation by the City Purchasing Administrator that EDA is authorized to utilize cooperative procurement to enter into a contract with AECOM, EDA desires to enter into a contract with AECOM for the Proposal Price and the Hourly Not-to-Exceed; and

NOW, THEREFORE, it is hereby RESOLVED that:

1. Subject to the condition set forth above, the Chair, Vice Chair, and Secretary are each authorized to execute an Agreement with AECOM on behalf of EDA.
2. The Chair, Vice Chair, and Secretary and their designees are each hereby authorized to take such further actions as may be necessary to implement the Agreement.
2. This Resolution shall be effective immediately upon its adoption.

**Items Submitted by Commissioners**

- Mrs. Saunders-Smith requested an update on the status of the Zaxby's at the Seaboard Commons Development project.
- Mrs. Saunders-Smith requested clarification on the City Council's request for a presentation to provide an update on economic development efforts and targeted industry sectors being pursued.
- Mr. Barber inquired about an update on the request for the EDA to fund a position within Economic Development.
- Mr. Barber inquired about an update on a joint EDA and City Council meeting.
- Mr. Barber congratulated Mr. Donahue for being the Co-Chair on the Fall 2023 VEDA Conference that is being hosted in Portsmouth September 20-22.
- Mrs. Saunders-Smith requested more information on the Workforce Development conference that Mayor Glover attended in Germany as a representative from Portsmouth.

**Report Backs**

- Mr. Donahue provided information on the Fall VEDA Conference for the month of September.

**Adjourn**

The meeting adjourned at 11:20 a.m.

Respectfully submitted,

Brian Donahue, Secretary

Malcom Mitchell, Chair