

## The Portsmouth Port and Industrial Commission

January 25, 2022

### COMMISSIONERS PRESENT:

Angelia Allen  
Arnette McSwain  
Bracey Parr  
Eugene Swinson  
Amira Bethea

### ALSO PRESENT:

Brian Donahue – Secretary  
Pam Croom – Assistant Secretary  
Jeff Miller – Deputy City Attorney  
Kelsey Swieringa – Assistant City Attorney  
Angel Jones – City Manager  
Andrew Sinclair – VA Port Representative

### ABSENT:

Sarah Rogers Garner  
Andre Williams

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### Welcome & Call to Order

- The Chairman called the meeting to order at 9:03 a.m.

### Roll Call

- Mr. Donahue called roll. A quorum was present.

After roll call Mr. Donahue stated that the board needed to appoint a new Secretary and Assistant Secretary. In accordance with the past practice of appointing senior Economic Development staff to these positions, Mr. Donahue suggested that he be appointed Secretary and Ms. Pam Croom be appointed Assistant Secretary.

On a motion by Mr. Parr and seconded by Ms. McSwain the Commissioners appointed Brian Donahue as Secretary and Pam Croom as Assistant Secretary.

**Roll Call Vote:** Ms. Allen-yes; Ms. Bethea- yes; Ms. McSwain-yes; Mr. Parr- yes; Ms. Rogers Garner-absent; Mr. Williams- absent; Mr. Swinson yes.

### Minutes

- The minutes from the November 17, 2021 Regular Meeting were reviewed.

**Action:** On a motion by Mr. Parr and seconded by Ms. Bethea, the Commissioners approved the minutes from the November 17, 2021 Regular Meeting Minutes as presented. **Roll Call Vote:** Ms. Allen-yes; Ms. Bethea- yes; Ms. McSwain-yes; Mr. Parr- yes; Ms. Rogers Garner-absent; Mr. Williams- absent; Mr. Swinson yes.

### Financials

- *Financial Report*

Ms. Jones, City Manager, reviewed the Financial Statement for November 2021. It was agreed to file the November 2021 Financial Statement for audit.

### Old Business

- Andrew Sinclair of the Port of Virginia provided the board with an update on the Port. He stated that 2021 was the most productive year to date.
- PPIC Incentive Program Ad Hoc Committee Update – This item was deferred to the February Meeting.

**Closed Meeting**

**Action:** At 9:13 a.m., on a motion by Ms. Bethea and second by Ms. McSwain, the Commission entered into a closed meeting pursuant to Virginia Code Subsection 2.2-3711 A.3 for the purpose of discussing the acquisition and/or 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 0 Sixth Street and 1603 Seventh Street.

**Roll Call Vote:** Ms. Allen-yes; Ms. Bethea- yes; Ms. McSwain-yes; Mr. Parr- yes;  
Ms. Rogers Garner-absent; Mr. Williams-absent; Mr. Swinson-yes.

**Action:** At 9:34 a.m., on a motion by Ms. Bethea and seconded by Ms. McSwain, each Commissioner certified 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:** Ms. Allen-yes; Ms. Bethea- yes; Ms. McSwain-yes; Mr. Parr- yes;  
Ms. Rogers Garner-absent; Mr. Williams- absent; Mr. Swinson-yes.

**Open Meeting**

Mr. Donahue reminded the board to complete the Statement of Economic Interest Disclosure that was sent to them by Ms. Debra White before the deadline of February 1, 2022.

**Items submitted by Commissioners**

**Report Backs**

Mr. Donahue reported to the board that staff will contact a facilitator for available dates to hold the retreat and then contact the board for confirmation.

Mr. Donahue announced that a Port Host Communities Revitalization Fund Grant in the amount of \$856,000 was awarded to International Flooring & Protective Coating's Shipwright St. project by the Virginia Department of Housing and Community Development.

**Adjourn**

The meeting adjourned at 9:49 a.m.

Respectfully submitted,



Brian Donahue  
Secretary