



Fort Monroe Authority Board of Trustees  
April 16, 2015 – 1:00pm  
Meeting Minutes

The Fort Monroe Authority (FMA) Board of Trustees meeting was held on April 16, 2015 at 1:00pm at the Bay Breeze Conference Center in Fort Monroe, Virginia.

**Call to Order**

**1. Opening Comments – John Lawson, Chairman**

Chairman Lawson called the meeting to order at 1:00pm

**2. Roll Call – Jessica Turner, Assistant Secretary**

**Present:** Chairman John Lawson, Vice-Chairman Ralph Northam, Larry Cumming, Dr. Bill Harvey, Delegate Gordon Helsel, Jay Joseph, Congressman Jim Moran, Liz Povar for Secretary Maurice Jones, Secretary Molly Ward.

**Absent:** Colin Campbell, Senator Mamie Locke, Kim Maloney

**3. Approval of Minutes from March 5, 2015 – John Lawson, Chairman**

**MOTION:** I move the approval of the March 5, 2015 meeting minutes (APPENDIX I).

**So moved:** Dr. Harvey

**Seconded:** Vice-Chairman Northam

**Discussion:** None.

**Public Comment:** None.

**Unanimously approved.**

**Reports and Briefings**

**4. Executive Director's Report – Glenn Oder, Executive Director**

Director Oder reviewed the Executive Director's report included in the Board package (APPENDIX II). Director Oder reported that progress is being made in bringing a Department of General Services Project Manager on board to manage the projects included in the \$22.5 million bond funding. Director Oder also reported that the FMA will be moving to the new office building by July 1, 2015. The YMCA expects to open sometime in May.

Regarding Special Events, Director Oder reported that the TRADOC Band will return to perform at Fort Monroe on Friday, June 5, 2015. The Music by the Bay Summer Concert Series will pick up on Thursday, June 11, 2015 and continue every Thursday evening through the summer. The FMA is also planning for the July 4<sup>th</sup> festivities again as well.

Director Oder stated that the Fort Monroe Foundation is hosting the annual Sponsorship Reception on Thursday, May 7, 2015. The Foundation will continue to support programs like the Fourth at the Fort, Ghost Walks, and Mistletoe Home Tours. In addition, the Foundation will participate in the GiveLocal 757 fundraising campaign in May as well.

Dr. Harvey stated he serves on the Board for National Geographic and asked if Fort Monroe is ready to engage in dialogue with organizations like National Geographic regarding a documentary or other production. Director Oder responded that Fort Monroe is very much interested in pursuing something like this. Dr. Harvey committed to floating the idea at the next National Geographic Board meeting and if there is interest, he would let Director Oder know and help make the appropriate connections.

**5. Financial Report – John Hutcheson, Deputy Executive Director**

Mr. Hutcheson reviewed the Financial Report included in the Board package (APPENDIX III). Mr. Hutcheson reported that as of March 31, 2015, the Authority government fund had \$4,264,501 in cash on deposit in public fund accounts at Old Point National Bank (OPNB). The Authority also has \$350,097 in restricted cash on deposit at the same bank.

Mr. Hutcheson also reported that as of March 31, 2015 the Authority enterprise fund had \$344,045 in cash on deposit as well as \$275,449 in restricted security deposits in public fund accounts at OPNB and \$500 in petty cash.

Mr. Hutcheson reported that the state budget has been approved and signed by the Governor. The 5% and 7% budget saving targets previously presented to and approved by the Board have been incorporated into the state budget. In addition, salary increases for state employees included in the signed budget will impact the FMA budget. Revisions to the FMA budget to reflect these salary increases will be presented at the June Board meeting.

Congressman Moran requested further explanation of the PILOT fee and the PILOT cap. A discussion ensued regarding the PILOT fee.

**6. Chairman’s Report – John Lawson, Chairman**

Chairman Lawson reported that the Nominating Committee will make its report of nominations for officers of the Board at the June meeting. Elections will take place in August.

**7. Fort Monroe National Monument Report – Aaron Firth, Park Ranger**

**8. City of Hampton Report – Mary Bunting, City Manager**

There is no City of Hampton report.

## Old Business

### 9. Master Plan Implementation

Chip Dicks, of FutureLaw, reported that FMA and City representatives are meeting to continue working on the use table and zoning map in order to address the zoning needs at Fort Monroe. Mr. Dicks states that zoning is an essential to moving forward with property sales at Fort Monroe, which will impact the PILOT relationship as discussed earlier in the meeting.

Mr. Joseph asked for target dates for the zoning plan. Mr. Dicks stated the targets are to be conducting public hearings in the fall and complete the zoning ordinance by the end of the year.

Director Oder reported that the design process for the Waterfront Park has moved forward with a site and programming analysis. Director Oder hopes to have a more detailed presentation at the next Board meeting.

### 10. Annual Report – Glenn Oder

There is no report on the Annual Report.

## New Business

### 11. Overview of Property Phasing Concepts – Jamie Weist, Kimley-Horn

Director Oder reported that FMA staff is beginning to consider how parts of Fort Monroe would be packaged together as projects for developers and investors. Three major sites have been identified: the Marina and TRADOC complex, the Ingalls Road corridor, and the North Gate area.

### 12. Economic Impact Evaluation – Glenn Oder, Executive Director

Director Oder stated the FMA staff has been investigating the opportunity to undertake research regarding the economic impact of Fort Monroe. The research would be conducted by the Public History Center at Christopher Newport University.

## General Public Comment

## Closed Session

### 13. Acquisition or Disposition of Real Property

- EDC Negotiations
- Transfer of Commonwealth Property to NPS

**MOTION:** I move that these proceedings will continue in closed session to address the potential acquisition or disposition of real property pursuant to VA Code §2.2-3711(a)(3), more specifically the EDC negotiations with the Army and the transfer of Commonwealth property to the National Park Service.

**So moved:** Vice-Chairman Northam

**Seconded:** Ms. Povar

**Discussion:** None

**Unanimously approved**

**MOTION:** I move that we adjourn closed session and reconvene in open session.

**So moved:** Mr. Cumming

**Seconded:** Delegate Helsel

**Discussion:** None.

**Unanimously approved**

**ROLL CALL:** Each member will now certify that only matters appropriate for closed session were discussed.

**Ayes:** Chairman John Lawson, Larry Cumming, Delegate Gordon Helsel, Jay Joseph, Congressman Jim Moran, Liz Povar for Secretary Maurice Jones, Secretary Molly Ward.

**Nays:** None.

#### **Reconvene**

**14. The next Board meeting is June 18, 2015 at 1:00pm.**

Chairman Lawson adjourned the meeting at approximately 2:05pm.

Respectfully submitted,

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Jesica Turner, Assistant Secretary

## APPENDIX

APPENDIX I – Minutes from March 5, 2015 Meeting

APPENDIX II – Executive Director's Report

APPENDIX III – Financial Report