



Executive Director's Report for the
Fort Monroe Authority Board of Trustees Meeting
Bay Breeze Conference Center
July 25, 2013

Operations Report

VDOT Maintenance Projects

During May and June, the FMA with assistance from Veolia, Kimley Horn, and the City of Hampton Traffic Engineering Division began work on projects funded by the Urban Maintenance Funds. The projects completed included:

- (1) Removal of 41 signs that did not conform to the Manual on Uniform Traffic Control Devices (MUTCD) standards;
- (2) Eradication of 20,917 linear feet and 540 square feet of old pavement markings;
- (3) Installation of 289,714 linear feet of new pavement striping on major streets to improve visibility and traffic flow;
- (4) Installation of 19 new ADA ramps around high pedestrian traffics areas such as Cannon Park and the Catholic Church crossings;
- (5) Removal and replacement of 315.5 square feet of spalled concrete on the North Gate access bridge;
- (6) Repair of 142 square yards of potholes; and
- (7) Application of 36,497 linear feet of roadway crack sealant to extend the life of the road surfaces.

Two projects that were planned to be completed by June 30th were delayed due to problems with the supplier of the metal blanks for the street and road signs. These projects will be completed with FY14 VDOT funds.

- (1) Repair or replacement of regulatory signs to comply with MUTCD standards; and
- (2) Installation of new 6" gold-on-black street signs to improve readability while maintaining the historic military color scheme.

FMA/Army Building Transfers

Since the May Board meeting, members of the Fort Monroe Authority, OPCRES and Veolia have been working with Army Caretaker and Red Cedar (the Army's base operations contractor) staffs to transfer physical possession 81 buildings and approximately 220 acres associated on the 312.75 acre reversionary parcel not already under FMA control. Except for the delayed transfers of utility systems, all buildings and grounds were transferred on or before the deed was signed on June 4th.

Security Patrols

The FMA has executed a Memorandum of Agreement with the Hampton Police Division to provide one extra duty officer (EDO) to patrol Fort Monroe exclusively around the clock. This option was selected over private security patrols because of the physical deterrence associated with a patrol officer in a marked HPD unit together with the ability for sworn law enforcement officers to carry weapons in NPS areas and to enforce state laws and FMA rules on the property. Even though the property transfer was not official until June 4th, the patrols commenced on May 28th in response to the media coverage that the property transfer would occur on that day.

Mill Creek Dock and Accessible Boat Launch

Since the last Board meeting the FMA has completed Phase 1 of the Mill Creek Dock project. The first phase of the two-phase project involved improvements to the existing pier access and the installation of a handicap-accessible aluminum ramp and composite floating dock with a launch and recovery ramp including a handicapped transfer bench. The new dock and launch is already being used by the YMCA for kayaking for their day campers.

The Fort Monroe Authority (FMA) has applied for a Chesapeake Bay Financial Assistance Award as part of the Captain John Smith Watertrails program. This NPS grant program provides a 50/50 reimbursement match for eligible projects. The FMA has received notice from the NPS Northeast Regional Office that its application has been selected for funding of phase 1 improvement. This grant request includes funding for the design of improvements to provide access to the sandy beach adjacent to the pier and the parking lot across the street from the pier/launch. Funding for the second phase projects will be requested once the architectural and engineering design process is complete.

Public Works Activities – Veolia

Since the deed was signed by the Governor on June 4th, Veolia now has primary responsibility for utility services and systems on natural gas, water, sewer and stormwater systems in the 312.75 acres on Commonwealth-owned property.

Maintenance Reserve Projects

The Fort Monroe Authority continues to work with the Department of General Services, Ballou Justice Upton Architects and Clark Nexsen Engineers on the design work for the maintenance-reserve funded capital projects to utilize the \$4 million in maintenance reserve money that has been allocated to the FMA through the state budgets for FY12 and FY13. The Authority hopes that some of these projects will be ready for construction in early FY14.

Real Estate Activity Report

With the reversion of 312 acres to the Commonwealth now complete, the Real Estate Department now has 95 commercial structures under its management and control. While the property reversion was a significant milestone in FMA history, it also highlighted the monumental task that we have been charged to undertake. The FMA is now responsible for repairs and maintenance as well as the utility costs associated with keeping the buildings climate controlled. Old Point Comfort Real Estate Services, the commercial property manager for the FMA, has performed well with their expanded role and I expect to see that same commitment to quality service continue into the foreseeable future. The new residential maintenance supervisor, Tony Roberts, began his employment with the FMA on June 3rd and immediately made his presence felt. Under Tony's watchful eye, the residential maintenance team has streamlined maintenance services, reduced repair times and increased overall tenant satisfaction.

Residential leasing activity remains strong and is improving. We currently have 144 homes leased, an increase of 12 homes leased since the last Board meeting. That translates to an occupancy rate of 87%, not taking into account the 11 units that are not in leasable condition.

The Real Estate Department has undertaken two significant projects that are noteworthy. The first is a market rate study. This effort led to some surprising results, specifically the discovery that the residential unit square footage provide by the Army, and relied on by the FMA for some time, was a gross square footage number or a measurement of the building envelope, not a measurement of livable space. Fortunately, the unit rents currently in place are not based on square footage, so the impact of this discovery will not affect the residents in any way. However, we do plan to make the change to a square footage based rent calculation in the near future so the need for accurate unit size is paramount. The second project underway is an inventory condition evaluation. As noted previously we have at least 11 units that are unleaseable due to significant deferred maintenance. While many of these units can be revived and put back into the stream of commerce, it will require an expenditure of funds over and above our standard turn costs. The condition evaluation will identify which units we should focus our limited resources on first in order to get the best return on our investment.

As noted at the last Board meeting, the FMA received a copy of a nearly 5,000 page Lead Based Paint Assessment report conducted by the Army. This report indicated that many of the residential units were exposed to lead dust, most likely created from the friction caused by the normal operation of windows and doors treated with lead based paint. We have made the decision to have the affected units professionally cleaned in order to rid them of lead dust contaminants. The Request for Proposal ("RFP") to identify an acceptable lead hazard contractor was issued on July 1, 2013, and a pre-proposal conference was conducted on July 12, 2013. Responses to the RFP are due no later than July 18, 2013, and we anticipate review of the proposals and selection of a contractor to be complete by the end of the month. The clean-up effort will begin immediately upon selection of a contractor and we will monitor the results of the effort in close coordination with the Office of the Attorney General and our environmental contractor, AH Environmental.

Our residential maintenance structure will be receiving an overhaul soon. In the past, we have operated under a temporary agreement with Divaris Real Estate, wherein they would provide residential maintenance services until the commercial property reverted to the Commonwealth. Now that reversion has occurred, the need for a permanent maintenance staff has arrived. We are drafting an RFP seeking residential maintenance contractors. The RFP will be issued before the end of July and we expect to have a permanent maintenance contractor in place by the end of August.

We have signed a new commercial lease with Carson Helicopters for an initial term of five years, taking 7,189 square feet in Building 261, where they will manufacture helicopter tail rotors using a proprietary process. Carson Helicopters is headquartered in Perkasio, Pennsylvania and has been in business for over 50 years. Carson holds over 35 supplemental type certificates for improvements and modifications to rotor wing aircraft, 29 are for the Sikorsky S61 Helicopter. In 2003, The Carson Composite Main Rotor Blade was certified by the FAA, permitting the S61 to carry an additional 1,700 lbs., fly 15 knots per hour faster and travel 50 miles farther on the same horsepower. Since certification, over 1,000 main rotor blades have been manufactured and are being used worldwide by governments, commercial operators and Marine One, the helicopter used by the President of the United States.

Although no longer in the operating end of the business, Carson is combining its past experience with science and technology to rebuild and modernize the S61 and other legacy aircraft. Some of the new products Carson is presently working on include new Composite Tail Rotor Blades, a Cobham Glass Cockpit, Autopilot, Landing Gear and Larger Engines.

Finally, now that a portion of the property has reverted to the Commonwealth, we have re-started our Request for Proposals ("RFP") for potential re-use of a number of buildings along Ingalls Road in the Historic Village. The impetus behind this shift in focus to a residential re-use is a direct result of the master planning process, where it became apparent that our building inventory consisted of entirely too much commercial product that would likely not be absorbed in a reasonable amount of time. Moreover, a residential concentration in the Historic Village is a more appropriate use as opposed to a patchwork of commercial buildings interspersed amongst what is already a predominantly residential district. We expect to issue the RFP by the end of the summer.

Public Programs Status Report

Public Programs at Fort Monroe continues to enjoy a successful year. The Music by the Bay concert series is in full swing and planning is underway for the final concert of the year with the Virginia Symphony. In addition, the Public Programs Department successfully coordinated the Fourth of July Celebration at Fort Monroe and the Hampton Police Department reported an estimated 20,000 people were on Fort Monroe.

Facility rentals continue to be a source of revenue and the FMA believes opportunities exist for more shelter rentals at Fort Monroe. The YMCA day camp is in full swing this summer and the FMA has recently amended the MOU with the YMCA to allow the day campers private use of the finger pier at Point Comfort.

The Public Programs Director at Fort Monroe accepted a position out of state and with much regret the FMA accepted the resignation effective June 30, 2013. The responsibilities for the Public Programs will be filled on an interim basis by the Executive Director while consideration is given to the future direction of this department.

Summary of activities is as follows:

Facility Rentals

Gazebo at Continental Park

- 11 weddings (5 have already taken place)
- 1 military retirement ceremony
- 2 weddings for 2014 Season

Picnic Shelter 5

- 34 picnic shelter rentals are booked for the season
- Shelter is booked every Saturday through September

Special Use Events for 2013 Season

- August 9, 10, 11 - Hampton Cup Regatta
- August 20 - Project 1619 African Landing Day

Upcoming Fort Monroe Events in 2013

- July 25; August 1,8,15,22 - Music by the Bay Summer Concert Series
- August 30 - Virginia Symphony Orchestra

Projects for Consideration This Fall

- Ghost tours
- Holiday Home tour

Casemate Museum Update

Personnel

- FMA hired a new Director of the Casemate Museum, Robin Reed.
- The FMA posted a new opening for the Collections Specialist position in order to meet the artifact loan application requirement. The requirement is to have a professional staff member with significant collection management experience.

Core Documents

- A Guide for Furnishings Maintenance and Protection has been completed to aid Casemate Museum staff in preventive conservation and preservation of the furnishings and interior of the Casemate Museum.
- A Disaster Plan was completed to assist in recovering collections from events ranging from a minor emergency to a major disaster. Additions and improvements to this plan will be ongoing. The plan also outlines human safety priorities. The plan consists of three sections, response, recovery, and rehabilitation, while including a number of appendices with more information about mitigating risk and preventing disasters.

Education and Volunteers

- At the beginning of June, the volunteer greeter program began. This new program stations greeters in the front room of the Museum to welcome visitors, give them information about their visit, and answer any questions the visitors may have. We have a total of 35 new volunteers who are taking part in this program, many of whom are high school and college students looking for places to volunteer.
- In the months of May and June, the Casemate Museum volunteers led 24 tours for a variety of groups, including seniors, elementary schools, home school groups, military, and local churches.
- Volunteers worked a total of 53 hours in May. This number increased significantly in June, upon addition of the volunteer greeter program. In June, the Casemate Museum volunteers worked 258.5 hours.
- This summer, the Education and Volunteer Coordinator is working on new educational school programs that are Standards of Learning-oriented. Previously, when schools visited the museum, they were offered guided tours. These programs will be more hands-on and interactive for students, and the first set of new programs will be completed by the fall. The programs will focus on the history of the fort and its importance while also fulfilling the Standards of Learning students must learn. As they are able, staff members will be adding science and math-related education programs, as well.

Operations and Cultural Resource Programs

Preservation and Maintenance Initiatives

- Seasonal Maintenance was implemented and completed. The seasonal maintenance helps us to develop and standardize a way to document any issues that affect the deterioration of the building's fabric, collections and visitors area. Recording such problems will help us keep the scale and complexity of work manageable for future years.

Fire, Life, Safety and Security Initiatives

- Museum staff is working with the State Fire Marshal to develop an emergency evacuation plan.
- Casemate Museum Security Staff have received their First Aid, AED and CPR certificate and training.

Institutional Planning- Building Organizational and Professional Staff

- A staff member attended the American Alliance of Museum Conference to participate in leadership and management forums which highlighted museums' functions and their roles (tourism, education, financial stability, marketing, outreach, preservation and collections).

Strengthen Program Offerings- Save the archives!

- Staff is completing a survey of the archival and library collections. TRADOC's MOA with FMA ends on September 15th, so the disposition of the library books and archival collections needs to be determined. Materials that do not remain at the Casemate Museum will leave with the U.S. Army.

Casemate Museum Visitation

Attendance (including tours and events)

- May, a total of 3,657 visitors came to the Casemate Museum
- June, a total of 3,756 visitors came to the Casemate Museum

Upcoming Museum Events

- July 20 and August 17 – Civil War Living History Demonstration, 99th New York Volunteer Infantry

Communications Report

Media clips since the last Board meeting are attached.

Historic Preservation Report

With the assumption of ownership and land management for 312.75 acres of land at Fort Monroe on June 14, 2013, the Heritage Assets Department began direct review and compliance programs consistent with the FMA's PA and MOU requirements. The Department is working with Operations and Real Estate personnel to finalize project screening and review processes. The Department has worked closely during maintenance, design, construction and inspection phases to ensure potential adverse effects to historic properties are avoided. Significant projects during the past period include several hundred new sign posts around the property and over 500 posts for special event fencing for the *Fourth at the Fort*, especially near sensitive areas around the Water Battery and glacis.

Proactive measures to identify and assess property conditions continue, including: assessments for Buildings 83, 100, 141, 142; thermal imagery collection for all historic buildings and roof condition assessments all historic buildings. The Department is working with the Fort Monroe National Monument staff on the upcoming Historic Structures Report (HSR) for Old Quarters One (begins in September) and with Casemate Museum staff on the proper operations and maintenance of the museum's physical facility.

The Department is working closely with the legal counsel from the Office of the Attorney General on the following items: drafts of the NPS Preservation Easement and the Cooperative Management Agreement, drafts of preservation easements for potential transfer of historic properties from the Army to the private parties on disputed lands, drafts of model preservation easements for potential transfer of historic properties from the Commonwealth/FMA to private parties on lands where sales are allowed outside the Inner Fort.

The final archaeological report on the former coast artillery gun emplacements discovered in November 2012 is expected by September 2013 from the Army's archaeologist.