



Fort Monroe Authority Board of Trustees  
Finance Committee Meeting  
February 21, 2019 – 4:00pm  
Meeting Minutes

The Fort Monroe Authority (FMA) Board of Trustees Finance Committee met on February 21, 2019 at 4:00pm at 20 Ingalls Road, Fort Monroe, Virginia.

**Call to Order**

**1. Opening Comments – Jay Joseph, Chairman**

Chairman Joseph called the meeting to order at

**2. Roll Call – Rachel Dancy, Administrative Assistant**

**Present:** Chairman Jay Joseph, Pete Peterson, Jamie Shoemaker, Jr.

**Absent:** Senator Mamie Locke, Rob Shuford, Jr.

A quorum is present.

**3. Approval of Minutes from November 8, 2018 Meetings**

**MOTION:** I move the approval of the November 8, 2018 meeting minutes (APPENDIX I).

**So moved:** Mr. Peterson.

**Seconded:** Mr. Shoemaker.

**Discussion:** None.

**Public Comment:** None.

**Unanimously approved.**

**Reports and Briefings**

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

Mr. Hutcheson reviewed the Financial Report included in the Finance Committee packet (APPENDIX II).

Mr. Hutcheson reviewed the revised Capital Improvement Plan (CIP) included in the packet. This revised CIP includes changes to the Building 96 project and the Casemate Museum electric and HVAC upgrades.

A discussion ensued regarding the Building 96 project expenses.

**MOTION:** I move that the Committee recommend the revised CIP to the Board of Trustees for approval.

**So moved:** Mr. Peterson.

**Seconded:** Mr. Shoemaker.

**Discussion:** None.

**Public Comment:** None.

**Unanimously approved.**

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

Executive Director Glenn Oder provided an update on the Fort Monroe Visitor and Education Center and the PILOT legislation.

**Old Business**

**6. Army Transfer**

Director Oder provided an update on the Army transfer of the environmental carveouts. Mr. Hutcheson will be preparing a timeline of the transfer efforts to-date.

Mr. Shuford arrived at approximately 4:55pm.

**7. Moving Properties to the Marketplace – Glenn Oder**

Director Oder reported that FMA staff held meetings with each of the respondents to move respondents into the Request for Proposal (RFP) process. The staff has begun drafting the RFP.

**New Business**

There is no new business.

**General Public Comment**

There is no public comment.

**Closed Session**

Senior Assistant Attorney General Katheryn Surface Burks joined the meeting by phone.

**9. Acquisition or disposition of real property - in accordance with VA code 2.2-3711**

- **Acquisition or disposition of real property**
- **Consultation with legal counsel**

**MOTION:** Mr. Chair, I move that the Finance Committee convene in closed session to discuss matters pursuant to Section 2.2-3711 of the Code of Virginia pertaining to acquisition or disposition of real property located at Fort Monroe, in accordance with Section 2.2-3711(A)(3) of the Code of Virginia; and consultation with legal counsel, in accordance with Section 2.2-3711(A)(8) of the Code of Virginia.

**So moved:** Mr. Shoemaker.

**Seconded:** Mr. Peterson.

**Discussion:** None.

**Public Comment:** None.

**Unanimously approved.**

**MOTION:** Mr. Chair, I move that the Finance Committee end the closed session to discuss matters pursuant to Section 2.2-3711 of the Code of Virginia pertaining to acquisition or disposition of real property located at Fort Monroe and consultation with legal counsel.

**So moved:** Mr. Shoemaker.

**Seconded:** Mr. Peterson.

**Discussion:** None.

**Public Comment:** None.

**Unanimously approved.**

**MOTION:** Mr. Chair, I move that we close the executive session and reconvene an open meeting. Each member will now be asked to certify that only those matters lawfully exempt from open meeting requirements under Section 2.2-3711 of the Code of Virginia, and only such public business matters as were identified in the motion by which the closed meeting was convened, were heard, discussed or considered by the Finance Committee in executive session.

**So moved:** Mr. Shoemaker.

**Seconded:** Mr. Peterson.

**Ayes:** Chairman Jay Joseph, Pete Peterson, Jamie Shoemaker, Rob Shuford.

**Nays:** None.

A discussion ensued regarding the Moving Properties to the Marketplace RFP and what, if any, outside counsel is needed for this process.

## **Adjournment**

### **10. Next Meeting – April 11, 2019**

Chairman Joseph adjourned the meeting at approximately 5:49pm

Respectfully submitted,

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Jesica Turner, Assistant Secretary

## APPENDIX

APPENDIX I – Minutes from November 8, 2018 Meeting

APPENDIX II – Financial Report