



Executive Director's Report for the
Fort Monroe Authority Board of Trustees Meeting
Bay Breeze Conference Center
April 20, 2017

Operations Report

VDOT FY17 Maintenance Funds

All of the approvals have been received on the scope of work for the FY17 bridge repairs. Veolia is acting as the contractor. Earley Marine was selected as the subcontractor from the bids received. Earley mobilized in early March and started to repair the cracked or spalled concrete on the Postern Gate bridge. Once the loose concrete has been removed, the cracks will be filled with epoxy. After Earley Marine completes the Postern Gate repairs, they will move to the North Gate bridge. The scope of work on the North Gate Bridge includes the stripping and painting of the steel deck as well as the replacement of some wood members on the bridge rails. Since the average daily temperatures needs to be above 50 degrees for painting, the wood repair work is expected to be completed first with the stripping and painting being targeted for May with a June completion date. Any balance of FY17 VDOT funds will likely be used for some directional signage to be installed along the rights of way as part of the new signage standard project. A small amount will be saved for pothole and street repairs.

Recreational Fishing Advisory Board (RFAB) Grant

Stroud Pence has completed the construction plans for the project to repair and expand the Finger Pier to provide another safe and functional fishing pier for the public. The Joint Permit Application (JPA) has been approved by the Virginia Marine Resource Commission (VMRC). The construction plans have been submitted to and approved by Bureau of Capital Outlay Management (BCOM). The compliance process has been completed with DHR, Army and National Park Service (NPS). The last outstanding item is the Corps of Engineers permit. The original goal was to complete the fishing pier renovation by June 30, 2017. However, given the current status of the project, the revised goal is to begin construction by June 30 with construction completion by the end of the summer.

Sanitary Sewer Evaluation Study (SSES)

The Fort Monroe Authority (FMA), working with Kimley-Horn and Veolia, is continuing to gather data for the Sanitary Sewer Evaluation Study (SSES). The sewer pump stations inspections have been completed. Flow monitors have been installed in the major sewer lines and the lift/pump stations. Veolia is in the process of inspecting the sanitary sewer manholes. Veolia will be performing smoke testing and using CCTV to investigate the integrity of the existing sanitary sewer lines starting in April. The resulting information will help to inform the priority projects for the Utility Master Plan.

Main Gate Water Line Replacement

The entire section of the 10" water line hanging from the Main Gate Bridge was damaged beyond repair in the winter weather of February 2015. The process of replacing the line has been a complicated effort with several versions of preliminary engineering reports yielding the recommended alternative to install a directionally drilled line that would be insulated from winter damage for the life of the PVC pipe. Unfortunately, despite numerous alternatives for the routing of the directional drill, the concerns about potential impact to unknown archeological artifacts in the soil could not be alleviated. As a result, the replacement water line will be installed on hangers under the Main Gate.

To replace the water line, the FMA has contracted with Veolia Water, its public works contractor, to act as the general contractor. Henry S. Branscombe, LLC was selected to perform the work as the most qualified of the three subcontractor bids received.

The FMA has elected to install a 12" replacement line to increase the amount of available water flow for potable usage and fire protection inside the fortress, in line with the Utility Master Plan.

The contract cost for the replacement is \$247,700. The construction drawings and survey fees totaled \$27,185. After submitting all the supporting documents to the Department of Risk Management (DRM), a settlement of \$150,000 was offered. Despite several rounds of information exchange, the FMA was not successful in increasing the settlement offer. As a result, the FMA must reallocate approximately \$125,000 from other projects to cover the shortfall in DRM funding.

All the contract documents have been executed and work commenced in March. The work is expected to be completed in May.

Environmental Remediation Activities

This section is intended to provide the status on the nine current or future environmental carve-outs (ECO) that the FMA and the Department of Environmental Quality (DEQ) are cooperating with the Army to remediate and transfer to the Commonwealth of Virginia. The typical approach implemented for these parcels is a remedial investigation (RI) or feasibility study (FS), which usually includes a series of soil and groundwater samples. The results of the samples and any analysis of the findings is included in the RI/FS report. After negotiations with the other stakeholders, a decision is negotiated about the appropriate action that is documented in the proposed plan document. Any removal actions would occur after the proposed plan is finalized. The last document to be produced would be the decision document.

Building 204/205 Parcel (9.784 acres reversionary, 0.532 acres EDC) – Buildings 204 and 205 are located south of the Marina. The parcel extends across McNair Road and incorporates all or portions of eight commercial buildings and nine residential duplexes along Harrison Street and Tidball Road. The RI report has been finalized. The parties have agreed that no further action is required after the groundwater restriction memorandum of agreement (GWMOA) was signed between the FMA and DEQ. The Army is to submit the proposed plan detailing the no further action determination with the GWMOA control in July. The parcel is projected to be ready for transfer in October 2017.

Tidball Parcel (4.207 acres reversionary, subset of B204/205 parcel) – The parcel includes the nine duplex units located along Harrison Street and Tidball Road. A soil removal action was completed in 2012 and the final decision document has been approved. The Army Corps of Engineers is preparing the deed for the transfer of this parcel to the Commonwealth. The property is expected to transfer by June 2017.

Area 200 (8.783 acres reversionary) – This parcel is bounded by Griffith Road, Patch Road and Buckner Road. The parcel includes the former PX (B210), three Butler buildings, and the Old Point National Bank branch. The remedial investigation report has been finalized. The parties have agreed that no further action is required after the GWMOA was signed between the FMA and DEQ. The Army is to submit the proposed plan detailing the no further action determination with the GWMOA control in August. The parcel is projected to be ready for transfer in December 2017.

Moat (19.123 acres reversionary) – This parcel extends from the outer wall of the fortress to the outer scarp wall of the moat. The remedial investigation report has been finalized. The parties have agreed that no further action is required after the fishing restriction memorandum of agreement (FRMOA) was signed between the FMA and DEQ. The Army is to submit the proposed plan detailing the no further action determination with the FRMOA control in May. The parcel is projected to be ready for transfer in December 2017.

Building 82 (0.400 acres reversionary) – This parcel is located to the west of Building 82. The remedial investigation report has been finalized. Mercury was found in a sanitary sewer line and in the soil immediately adjacent to the sewer pipe. This removal action is being completed under an expedited process using an engineering evaluation cost analysis followed by a removal action work plan (RAWP). The pipe was removed and replaced during March under an approved RAWP. The soil around the impregnated pipe was excavated and replaced with clean fill. The project work will be documented in a removal action completion report (RACP). The draft of the RACP is to be submitted by the Army in May. The parcel is projected to be ready for transfer in August 2017.

DEH Compound (1.421 acres EDC) – This parcel is located between Eustis Lane, North Gate Road and Stillwell Drive. The remedial investigation report has been finalized. The parties have agreed that no further action is required after the GWMOA was signed between the FMA and DEQ. The Army is to submit the proposed plan detailing the no further action determination with the GWMOA control in July. The parcel is projected to be ready for transfer in October 2017.

Post Engineer Shops (4.890 acres EDC) – This parcel extends from Eustis Lane across North Gate Road. The remedial investigation report has been finalized. The parties have agreed that no further action is required after the GWMOA was signed between the FMA and DEQ. The Army is to submit the proposed plan detailing the no further action determination with the GWMOA control in May. The parcel is projected to be ready for transfer in December 2017.

Building 168 (0.288 acres EDC) – The building is located on the north side of Patch Road. The boundary of this parcel is the outer edge of the building. The remedial investigation report has been finalized. Contaminants under the concrete slab must be removed. This removal action is being completed under an expedited process using an engineering evaluation cost analysis followed by a RAWP. The building was removed under an approved RAWP in February. The slab and soil removal is expected to take place in April/May. The project work will be documented in a RACP. The draft of the RACP is to be submitted by the Army in June. The parcel is projected to be ready for transfer in December 2017.

Motor Pool (2.235 acres EDC) – This parcel incorporates the storage yard area behind the Motor Pool (B57). There is no remedial investigation or feasibility study for the Motor Pool parcel. This parcel was removed from the EDC transaction due to some concern over two above ground storage tanks (AST). The ASTs were installed in concrete containment vessels. The Army removed the ASTs at the request of the FMA and no evidence of soil contamination was found. The parcel is expected to transfer in August 2017.

Maintenance Reserve Projects (CIP)

The FMA is developing the project justification worksheets for these projects and will be submitting these projects to the Department of General Services (DGS) and the Department of Planning and Budget (DPB) in the near future. The FMA has approximately \$2.8 million of remaining Maintenance Reserve allocations available.

Roof Replacements (CIP Projects # 8-018, 8-021 and 8-022) – These three roof repair projects will be combined into one large roofing project. Design costs will be incurred for architecture and engineering firms to develop the scope for the roof replacements since some of the roofs involve historic building features, including roof-mounted railings. The final scope of work and cost will be determined once the construction drawings and specs are completed and approved by BCOM and DHR. Consultation with NPS and Army will be completed as necessary.

HVAC Replacements (CIP Projects # 8-9A and 8-25) – These two HVAC projects will be combined into one large HVAC project. While these are intended to be like-kind replacements, some engineering design costs are anticipated to ensure the scope of work accurately reflects the needed repairs. The project may not need to be reviewed and permitted by BCOM, depending on the scope of work proposed by the engineer (e.g. similarly sized boiler with no changes to plumbing or electrical connections). Schematic plans will be submitted to BCOM for their review to determine if full construction drawings will be required. Consultation and review will be completed with DHR, Army, and NPS as necessary.

HVAC and Roof Replacement for Building 96 (CIP Project # 8-027) – This project involves the replacement of the entire roof membrane and the replacement of ten roof-top HVAC units (RTUs) to facilitate occupancy of the building by a state entity in March 2018. The RTUs need to be replaced before the roof is replaced to ensure that the new roof membrane is not damaged during the installation of the RTUs. Tenant improvement work will be completed after the roof and RTU work is completed and is funded by other sources. Work is expected to commence after the execution of the lease and the completion and approval of construction drawings by DHR and BCOM later this year. Consultation with NPS and Army will be completed as necessary.

VPBA Projects (CIP)

The FMA is developing the project justification worksheets for these projects and will be submitting these projects to DGS and DPB in the near future. The FMA has approximately \$17 million of remaining VPBA allocations available after the \$5.25 million allocation for the Visitor Center project.

Mercury Boulevard Water Line Replacement (CIP Project # 3-007) – As previously reported, the Commonwealth owns approximately 5,000 linear feet of 14" water line in the City of Hampton. The Fort Monroe public works contractor has repaired four leaks on this line in the last year. The project will replace the existing line with a new line that will connect with the Newport News Waterworks (NNWW) distribution system in the area. A portion of the line will be directionally drilled under Mill Creek. Once completed, the line will be donated to NNWW and the Fort Monroe water meter will be moved to Commonwealth property near the entrance. The FMA will have no future maintenance responsibility for that new section of the water system. This is the first project to be completed as part of the water distribution system replacement that will eventually result in the entire water distribution system being donated to NNWW. The preliminary engineering report will be completed in consultation with NNWW concerning the route for the new water line. Construction drawings and permitting are expected to take 9-12 months with construction commencing in FY18.

Sump Pump Discharge and Resiliency (CIP Project # 4-8) – The vast majority of the buildings at Fort Monroe have basements that are below grade. These basements experience ground water infiltration due to high water tables and tidal flooding. To deal with the groundwater infiltration, the Army installed sump basins and discharge pumps in the basements. The Army plumbed the sump discharge lines to the sanitary sewer system. This condition results in ground water being pumped to the sewer pump stations and eventually to Hampton Roads Sanitation District (HRSD). HRSD maintains a discharge meter on the Fort Monroe force main and bills the FMA for every gallon of ground water discharged. This project would require plumbing the sump discharge lines into the nearest stormwater structure in approximately 200 buildings. To save on the design cost, it is anticipated that the buildings will be surveyed and schematic drawings developed to direct the installation of the new plumbing lines. The work must be approved by DHR due to the foundation penetrations and ground disturbance. Based on preliminary conversations with BCOM, the project may not be permitted and reviewed by BCOM, depending on the final scope of work. The scope of the project may change significantly once all the building sumps have been surveyed. After Hurricane Matthew, the scope of this project was expanded to incorporate resiliency planning to ensure that sump pumps continue to run during expended periods of power loss.

During Hurricane Matthew the Fort Monroe property was without power for approximately 14 hours. As a result, approximately 110 buildings experienced ground water inundation that submerged hot water heaters and boilers in the basements. To avoid repetitive losses, the FMA will be looking to the engineering firm to recommend a resiliency strategy.

Outer Scarp Wall Repairs (CIP Project # 2-003) – During the Historic Structures Report for the Casemate Museum, an inspection of the inner moat wall was completed. It was noted at that time that sections of the outer scarp wall of the moat had been compromised. Visual observations indicate that some of the issues may have been caused by the installation of stormwater outfalls into the moat, surface water runoff or volunteer vegetation growing in the soil above the scarp wall. During the high astronomical tide cycle, the water in the moat is high enough to flow into some of the compromised sections, further eroding the soil behind the scarp wall. This project would involve the inspection of the entire outer scarp wall as well as investigation to determine the source of the undermining. Repair activities will likely require the removal of scarp wall tiles to allow for the soil to be replaced and the tiles reset. Some of the stormwater outfalls may need to be repaired and vegetation may need to be removed. The repair costs will be determined once the inspection is completed and the scope of the repairs are determined.

Design Services for the Visitors Center

Glavé & Holmes Architecture (G&HA) has started the preliminary drawings for the renovation to the former Post Library as the new Fort Monroe Visitor Center (FMVC), guided by the FMVC Building Committee of Executive Director Glenn Oder, NPS Superintendent Terry Brown, and the FMA department directors, with input and guidance from Trustees Colin Campbell and Destry Jarvis.

On February 21, the Executive Director and Deputy Executive Director joined a conference call with G&HA to discuss the preliminary cost estimates for the FMVC renovation. Based on the call, several items of the original scope of construction were adjusted or removed to get the project budget closer to the available funding.

The same parties spoke again by phone on February 23rd to discuss and clarify the scope of the project and some of the proposed value engineering recommendations.

On March 2, Marc Holma from DHR was given a tour of Building 138 to help him obtain a better understanding of the proposed alterations and additions to the building.

On March 3, the conceptual plans for the renovation of the building were presented to the Art and Architectural Review Board (AARB) in Richmond. The Board unanimously approved the conceptual plans but requested that the FMA bring the preliminary drawings before the AARB at a future date.

On March 22, G&HA hosted a web meeting with FMA staff and the FMA's current intrusion detection and monitoring vendor and data cabling and IT vendor to discuss the plans for security and technology in the Visitor Center. The design team needs to know the requirements for power and cabling for any proposed technology so it can be reflected on the preliminary drawings.

On March 24, G&HA Interior Design Principal Eleanor Barton and Interior Designer Veronica Ledford presented some preliminary interior finish concepts to the FMVC Building Committee. The Building Committee provided feedback on the conceptual finishes to help inform the design team with future submittals. During the review process, it was discovered that the original Library Building had terrazzo tile floors with marble borders. The FMA was able to confirm that the tile and marble were still present in the vestibule and the main rooms on the first and second floor. These floors will be cleaned and restored as part of the Visitor Center project.

Real Estate Activity Report

Commercial Division

Category	SF	# of BLDGS	% of Total	SF Leased	% Leased
1	204,147	27	17%	162,820	80%
2	42,747	2	4%	-	0%
3	360,496	26	31%	-	0%
4	213,049	9	18%	-	0%
5	285,069	33	24%	63,851	22%
6	69,448	4	6%	35,735	51%
Total	1,174,956	101	100%	262,406	22%

Category Descriptions	
1	Immediately available, Standard Tenant Improvements and deferred maintenance
2	Priority to repair for leasing, additional capital improvements required
3	Significant capital investment required for leasing
4	Residential adaptive reuse candidate
5	Infrastructure, not a viable revenue producing asset
6	Reserved for FMA Use

Active Prospects

Buildings 96 – Negotiations are ongoing with the Department of General Services to lease the entirety of Building 96. The lease also includes a first right of refusal for Building 265. The space plan has been approved by the occupant. The lease has being drafted between the Office of the Attorney General (OAG) and Virginia Department of Real Estate Services (DRES). As of the writing of this report, the FMA is waiting for the tenant's responses to the latest draft of the lease. The lease premises are located within the additional parcel of land to be donated to the NPS.

Navy Range Building – The lease for 1,250 square feet of the Navy Range Building was fully executed on January 31st. The FMA has completed the compliance process with DHR and the consultation process with NPS and the Army. The lead-based paint and mold remediation have been completed. The first floor of the building interior has been painted. The tenant is responsible for painting their portion of the space. The FMA is completing the HVAC work required by the lease. The lease premises are located within the additional parcel of land to be donated to the NPS.

Building 300 – The prospect for the 1,130 SF duplex unit, the last remaining unit from the Wherry Apartments, has become focused on other projects. As a result, the letter of intent has not been executed. The prospect is still interested in the building but any leasing activity will be delayed until the other projects are completed. The lease premises are located within the additional parcel of land to be donated to the NPS.

Building 12 – The FMA has held preliminary discussions with the Oozlefinch Craft Brewery about expanding into the remaining mercantile space in Building 12. The FMA is going to have the building measured to determine the actual square footage of the mercantile portion of the building. The Oozlefinch Craft Brewery is also interested in expanded their leased premises to include the grass area to the north of Building 12. Negotiations are ongoing.

Building 100 – The FMA has toured another prospect interested in a portion of the building. The tenant would take approximately half of the building. The construction project to build accessible restrooms in the lobbies would need to be completed as part of this occupancy if the lease is consummated.

Building 24 – The FMA has received a proposal from a tour operator to lease the first floor of the former Fire Station. The lease premises would be approximately 1,875 square feet for three years with one three-year option. The prospect has requested a right of first refusal on the second floor of the building. The FMA is currently negotiating with the prospective tenant to complete a lease agreement.

Building 27 – The FMA issued a letter of intent for a prospect for approximately 3,500 square feet in the former arsenal building. The lease would be for five years with one three-year option.

Significant Projects

Hurricane Matthew Repairs – The scopes of work for the vast majority of the hurricane damage repair have been completed. Those scopes have been submitted for compliance review and comment to DHR, Army, and NPS. The FMA is now working with contractors to complete the repairs.

Building 100 – The construction drawings for the bathroom renovations have been approved by BCOM. The surplus furniture has been removed from the building. The compliance and consultation process has not been completed. The project has been placed on hold until a decision is made on its future use and the Ingalls Road development parcel.

Building 77 Repairs – The FMA has been working with Guernsey Tingle to assess the current conditions and to design the repair work necessary to address the deteriorated external elements and rain water management issues at the building. The project was on hold with the vacancy in the historic preservation officer position. With the building in need of repairs, the FMA contracted with architectural historian Paige Pollard from the Commonwealth Preservation Group to consult with Guernsey Tingle on the appropriate methods for designing the repair project. The construction drawings were submitted to DHR, Army, and NPS for compliance review and comment in late March.

Casemate Museum HVAC/Electrical Repairs – One of the heating units in the Casemate Museum administrative office was rendered inoperable when a gas vent pipe was blown off the terreplein during a storm. Working with the FMA's HVAC contractor, it was determined that reinstalling the vent pipe was impractical and a heat pump was recommended as the replacement product. In evaluating the electrical demand for the heat pump, it was identified that the electrical service was not adequate to support the heat pump. As a result, the FMA requested an analysis of the entire electric distribution system in the Museum. Several panel feeds were determined to be at capacity or undersized. As a result, in order to support the new HVAC equipment and to ensure safe operation of the electric system, the FMA will be upgrading the electric service throughout the Museum. Once the electric service upgrade is complete, the FMA will begin to replace the inoperable unit. Due to the high priority of this upgrade, funds have been reallocated from other projects to fund the electric repairs and HVAC replacement.

Residential Division

The residential inventory consists of 177 units. Seven units remain in “down” status until funds are available for the significant repairs needed to make the units leasable. Residential occupancy remains at 160 units, or 94.1% of the 170 units in leasable condition. Controlled availability (units either vacant or with near-term vacancies that aren't leased) has increased slightly since January from 12 units to the current level of 16 units. Some of this increase is related to the need to temporarily remove units from the leasable inventory until hurricane-related repairs could be completed.

Leasing activity normally increases in the spring and summer so the FMA leasing staff is optimistic that the occupancy percentage will return to the level seen in previous years.

Residential Inventory (as of 2/3/17)	177
Units requiring significant repairs	7
Units in leasable condition	170
Occupied units	160
Vacant leasable units	10
Vacant units leased pending move-in	5
Near-term vacancies	17
Near-term vacancies pre-leased	6
Controlled availability	16
Occupancy % of leasable units	94.1%

Significant Projects

Hurricane Matthew Repairs – As with the commercial properties, the repairs to residential units have been delayed due to the absence of the FMHPO. The extent of damages to the residential units was far more extensive due to the number of homes with basements. The ground water that accumulated during the power outage resulted in a large number of homes with flooded basements and submerged hot water heaters and boilers. Homes were also damaged by roof leaks caused by the wind-driven rain. As of this report, all the compliance and review packages for hurricane-related damages have been submitted to DHR, NPS, and Army. All required approvals have been received and work has commenced on the 20+ homes that experienced roof damage or wall and ceiling damage due to roof leaks.

Emergency Exit Assessment – The FMA received funding from the Office of Economic Adjustment (OEA) to retain a contractor to inspect the conditions of the exterior exit structures including stairways and ladders. Guernsey Tingle (GT) was selected to perform the assessment with McPherson Design Group (MDG) acting as the structural subcontractor. GT/MDG performed the inspections and also evaluated whether the exits were required by the state building code. The report is expected to be completed by June 30, 2017 and will be used to determine future maintenance or removal activities.

Building 80 Exit Stairs – During the exit assessment project, it was determined that the exit stairs at Building 80 needed significant immediate repairs. Working with the Procurement Manager, the FMA selected Eastern Virginia Waterproofing (EVW) to perform the work. EVW started work at the beginning of March on the south tower. During the removal of the flaking lead-based paint from the stair tower several deficiencies were identified that must be repaired. EVW is expected to complete the south tower in April and move to the north tower in May with completion projected by June 30, 2017.

Unit 19 – This a single family home inside the moated fortress. The home suffered significant water damage as a result of a leaking two-pipe HVAC system. The construction drawings for the repairs have been completed and approved by BCOM for code review. The plans must be approved by DHR and consultation with NPS and the Army must occur before work can commence. The project is on hold pending the hiring of the new FMHPO. With the three significant unbudgeted capital projects, the repairs to this unit may be delayed pending available funding. This unit is the highest priority on the list of the seven “down” units.

Units 15, 62 and 63 – These three duplex units are inside the stone fortress. Building 15 has a boiler/chiller system that provided hot or cold water to the fan coil units in the residence. Buildings 62 and 63 have gas-fired boilers feeding radiators with conditioned air provided by window units. Leaks from the radiator supply lines have resulted in floor and ceiling damage. Roof and chimney leaks have contributed to additional wall and ceiling damage. The FMA was intending to install a modern, forced-air HVAC system in all six of the units. However, the deterioration of the units has lead the FMA to make these units a priority. The existing systems will be inspected and repaired. All interior damage to the floors and ceilings will be repaired and the interior of the units will be made ready for leasing. This project was be delayed by the absence of the FMHPO. However, the previously mentioned unbudgeted project have consumed some of the funds available for this project. Additional funding will likely be required to complete these repairs.

Exterior Improvement Program (EIP) – This is an ongoing program that was previously referred to as the exterior painting project. Work has completed on Buildings 55, 93, 123, 124, and 125. Based on the funds available in the budget, the Real Estate Department is intending to use the balance of funding in FY17 to complete the exterior improvement on Buildings 15, 62, and 63 as part of the make ready projects to restore these units to leasable condition. The EIP project for these three buildings will require consultation with DHR, NPS, and the Army. The project will be delayed by the absence of the FMHPO. As mentioned above, this project will be impacted by the competition for available funding.

Special Events Report

2017 is on pace to have a record setting event season. Between FMA sponsored events, private events, and events produced by other Fort Monroe partners, there are 140 event days scheduled so far this year.

Interest for the *Commanding General's Residence and Garden* as an event venue has steadily increased. There are currently 14 private events on the books for 2017 with two wedding reservations in 2018. *Friday Cheers*, an open house marketing event, is planned for Friday, April 28. This event will showcase all the possibilities this venue has to offer to corporate meeting planners, caterers, and event planners.



Planning is underway for the 2017 *Music by the Bay Concert Series* held in Continental Park. The series will begin with a Friday night kick-off concert on June 2, featuring the TRADOC Band. The series will continue for the next 12 weeks on Thursday evenings at 7:00 pm. Music will be provided by military bands and youth and community orchestras. Representatives from the Fort Monroe YMCA, Fort Monroe Community Center, and Saint Mary's Star of the Sea School will provide free children's activities prior to each concert throughout the summer.



Fourth at the Fort planning meetings began in February, pulling together the City of Hampton, NPS, and other Fort Monroe partners. Throughout the day, Fort Monroe will be host to many activities including a flag raising ceremony, fishing, picnicking, and beach going. The *Fourth at the Fort* event will have a major site plan change. The fireworks will be launched from a floating platform in Mill Creek, increasing the area for viewing the show. The activity area will shift over to the soccer fields between Patch Road and Stillwell Drive. Activities will include a salute to NASA's 100 year anniversary, family-friendly exhibits, food vendors, and music by the US Air Force Heritage of America Band, "Full Spectrum." Estimated attendance is between 10,000 and 15,000.



Casemate Museum Report

Visitation

February 2017 visitation totaled 2,293, up 10.51% (an increase of 218 guests) from February 2016. March 2017 visitation totaled 3,111, down 8.55% (a decrease of 291 guests) from March 2016.

Tours

During February and March, the Casemate Museum hosted 38 tour groups, programs, and events for a total of 1,549 visitor contacts. That is up from 37 groups and 1,357 contacts during the same time period in 2016.

Guided tour visitation during February and March included 15 school groups, representing 653 seniors from Phoebus, Hampton, and Kecoughtan High Schools and student groups from Tennessee and Ontario, Canada. The annual Hampton City schools 12th grade tours will continue through April. Additionally, upcoming tour bookings in April and May have seen a strong increase in school visits from south-side Hampton Roads and spring break visits by out-of-state schools.

Nine active duty military groups booked tours of the Museum and grounds, including the Joint Forces Staff College, HM-14 Naval Helicopter Squadron, and the "Sailor in the Spotlight" program. Other groups of note for February and March include two Boy Scout troops, the Hampton Senior Center, Norfolk Parks & Recreation, and Ukrainian journalists hosted by the *Daily Press*.

Volunteers and Interns

During February and March, 29 active volunteers accumulated 403 hours, representing a substantial increase over the same period in 2016. The above mentioned tours and programs were made possible by generous contributions of volunteer time and talent.

Outreach

Off-site, the Museum was represented at the Mariners' Museum's *Battle of Hampton Roads Weekend*. Education and Volunteer Coordinator Darcy Sink and NPS Ranger Aaron Firth presented joint outreach programs at St. Mary Star of the Sea School and Bethel High School. Historian Robert Kelly presented speaking programs at the Phoebus Library, Norfolk Naval Base, and the Historical and Archaeological Society of Fort Monroe.

Staff, led by Collections Specialist Chelsea Morris, have been working to increase the Casemate Museum's social media presence. Through planning and generating content for the Museum's Facebook page, the Museum is now reaching more people than ever with over 2,000 followers on Facebook alone.

Partnerships/Programs

The Casemate Museum continues to host and manage the NPS Passport Stamp station, and during the first quarter of 2017, administered the education, testing, and confirmation for 108 NPS Junior Rangers. These nationally recognized and popular programs continue to draw visitors to the museum.

The Museum is collaborated with the NPS to plan and host the second annual Garrison Life Civil War Encampment on the Fort Monroe Parade Ground. Planning is also ongoing for the annual Contraband Commemoration Event Series. This year's Contraband Commemoration events include a freedom concert, living history tours, student art contest, and commemoration ceremony.

Training and Professional Development

Darcy Sink and Robin Reed attended the Virginia Association of Museums' (VAM) Annual Conference in Roanoke. The conference provides excellent sessions and speakers that address contemporary issues and highlight best practices in the field. Education and Volunteer Coordinator Darcy Sink was awarded a VAM Certificate in Museum Management for completion of a sequence of approved workshops and coursework.

Collections staff attended a Re:discovery Software refresher webinar. This webinar was designed to highlight some new features of the software and review some of the lesser-known components. Staff also attended a museum advocacy webinar hosted by the American Association of State and Local History (AASLH). This webinar was designed to help museum professionals be a voice for their institutions in their communities.

Veronica Gallardo attended a grant strategy webinar to help improve the Museum's grant application process.

Operations/Preservation

The Casemate Museum is currently in the process of completing an electrical study. The results from this study will help identify the immediate needs of the Museum's electrical system, including the replacement of the HVAC systems. Additionally, museum staff oversaw the installation of wireless internet in the staff offices. This represents Phase 1 in a process to install Wi-Fi throughout the entire museum.

Museum Operations and Collections Manager Veronica Gallardo has been working with Dave Dobson of AH Environmental Consultants on a remediation project in the Jefferson Davis Cell to remove bubbling paint from the walls and ceiling. Additionally, the Collections Team met with a representative of the Polygon Group, a group specializing in document recovery, to discuss a plan for the remediation of the archival collection. The Museum is currently reviewing the proposal.

Darcy Sink coordinated with Deputy Director of Finance Crystal DeAngelis to begin accepting tour payments by credit card.

Collection / Exhibit / Archive Management

Collections staff continues to populate the Re:discovery database. This brings the database to over 200 complete records. The Re:discovery software is used to create and maintain complete and accurate collections records, including information on donors, artifact histories, and the physical location of each object. Additionally, the Museum continues to receive donations from across the country. During the month of February 2017, the Museum accepted eight new accessions, totaling over 75 new objects, into the permanent collection and archives. In addition to accessioning new objects into the collection, improving storage and access to the existing collection remains a priority for museum staff.

Museum staff has been working diligently to improve existing exhibits through small "touchups." Most recently, the Museum re-installed a Sharps Carbine gun to exhibition, after it was returned by the donor and the loan agreement extended. Museum staff has also replaced a damaged TV in the gallery, on which the video of early 20th century artillery fire has resumed playing.

The Collections Team submitted an application and was accepted into the Collections Assessment for Preservation (CAP) program. This program is hosted by Institute of Museum and Library Services (IMLS) and the Foundation of the American Institute for Conservation of Historic and Artistic Works (FAIC). The purpose of this program is to help small museums identify and address improvements in collections care through professional recommendations.

Collections Specialist Chelsea Morris organized and oversaw the shipment and delivery of 48 state-of-the-art exhibit cases for the Museum. These cases come to the Casemate Museum from the James A. Michener Art Museum in Doylestown, PA, who was looking to donate them to another museum.

Heritage Assets Report

The Department works continuously with NPS personnel at Fort Monroe, other NPS units, US Army personnel responsible for federal lands in their management, and DHR.

Personnel

The FMA Team is pleased to welcome William "David" Stroud as the new Director of Heritage Assets & Historic Preservation Officer (HPO). David has worked for more than 26 years as a historic buildings consultant, designer, and project manager. During his time in private practice, David provided historic preservation consulting and restoration services to local museums, historic foundations, and private individuals in the protection, stabilization, and restoration of their cultural resources. Although David has been involved in projects as far away as New Mexico and Georgia, a significant amount of his professional practice has been in the Washington, DC and Virginia area.

David is a graduate of the Savannah College of Art and Design with a bachelor in Fine Arts, Historic Preservation. He served four years in the U.S. Army and he has family that lives in Gloucester, Virginia. After careful review by the FMA Search Committee, made up of FMA, NPS, and DHR staff, David was determined to be an outstanding candidate and we are grateful for his acceptance of this important responsibility at Fort Monroe.

As we conclude this process and welcome David, the FMA is grateful to everyone who helped navigate the responsibilities of this department during the time this position was open. Although many people assisted in the responsibilities of keeping projects moving during this time, the FMA is especially grateful to Sam Henderson and Paul Presenza for their hard work to research projects and compile the information needed to make submissions to DHR. Additionally, Robert Kelly assisted with preparing for the Annual Meeting and Veronica Gallardo stepped in to complete the NPS Historic Structures Report in the absence of the HPO.

It should also be noted that many other people in the Operations and Real Estate Departments sincerely stepped up with patience and additional support to ensure that the highest priority projects were addressed and our residents and businesses were delayed and impacted as little as possible. Additionally, DHR, NPS, and the Army all contributed their time and resources to ensure that projects were communicated properly and reviewed promptly. Rebecca Calonico's extra effort during the beginning of this transition to help get projects prioritized and underway was critical.

In the short period of time that David has been at the FMA, his expertise and strong work ethic are already having a positive impact on the effectiveness of his department as well as the operations of Fort Monroe.

Cultural Resource Management

The Heritage Assets Department continues to respond to all projects requiring work on historic buildings at Fort Monroe. The department continues to work with Real Estate and Operations to ensure that all repair work is done in a manner consistent with the Design Standards. All projects are being submitted to DHR, the Army, and NPS for consultation.