



Executive Director's Report for the
Fort Monroe FMA Board of Trustees Meeting
Patrick Henry Building
February 16, 2017

Operations Report

VDOT FY17 Maintenance Funds

The Fort Monroe Authority (FMA) has completed the compliance process with Department of Historic Resources (DHR) and the consultation process with National Park Service (NPS) and Army for the FY17 bridge repairs. The scope of work includes concrete repairs on the Postern Gate bridge. This portion of the project is expected to begin in March. The scope of work also includes the stripping and painting of the steel deck, as well as some concrete repairs on the North Gate bridge. Since the average daily temperatures need to be above 50 degrees for painting, the concrete work will likely commence in April 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 after the winter season has passed.

Recreational Fishing Advisory Board (RFAB) Grant

Stroud Pence has submitted 60% construction plans for the project to repair and expand the Finger Pier to provide another safe and functional fishing pier for the public. The 60% plans were used to submit the Joint Permit Application (JPA) to the Virginia Marine Resource Commission (VMRC). The FMA received notice of approval of the JPA from VMRC on February 6th. Now that the project has been approved by VMRC, the preliminary drawings will be submitted to DHR and BCOM for review, and to the NPS and Army for consultation. The goal remains to complete the fishing pier renovation by June 30, 2017.

Exterior Emergency Exit Study (EEES)

Guernsey Tingle (GT) has completed the inspections and assessments of the exterior emergency exit structures at Fort Monroe. The FMA is waiting for the final report to be completed by GT. During the inspection, several emergency exit structures were identified as needing immediate or near term repairs. The FMA has taken temporary measures to address most of the exit structures requiring significant repairs. The exterior exit structure at Building 80, the former visiting officer inn, needs structural repairs in the near future to address some rusting. The FMA has developed a scope of work and has obtained quotes for the work. The contract is expected to be awarded by the date of the Board meeting. The scope of work for the balance of necessary repairs will become a future project for capital funding in the CIP.

Sanitary Sewer Evaluation Study (SSES)

The FMA, working with Kimley-Horn and Veolia, is continuing to gather data for the Sanitary Sewer Evaluation Study (SSES). Flow monitors have been installed in the major sewer lines and the lift/pump stations. During the spring, Veolia will be performing smoke testing and using CCTV to investigate the integrity of the existing sanitary sewer lines. The sewer pump stations and sewer manholes will be inspected as part of the data gathering for this project. The resulting information will help to inform the priority projects for the Utility Master Plan.

Maintenance Reserve Projects (CIP)

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 10 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)

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 (PER) 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 extended 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 inspections are completed and the scope of the repairs are determined.

Design Services for the Visitors Center

Glavé & Holmes Architecture (G&HA) is continuing the conceptual planning 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 January 17th, Building Committee joined a conference call with G&HA to discuss value engineering opportunities based on the original budget estimate completed in December. The FMA responded to the value engineering recommendations on February 6th.

On January 26th, the FMA and NPS hosted an open house and public meeting at the building. Approximately 80 people attended the meeting. After 30 minutes of public access to the entire building, Executive Director Oder and Randy Holmes from G&HA presented a historic overview of the building and the preliminary conceptual design plans for the FMVC based on input from the Building Committee and Trustees. After the presentation, members of the public were allowed to ask questions or provide input. The responses were handled by the Executive Director, Mr. Holmes, and Superintendent Brown. The public seemed very receptive to the preliminary plans for the building. A recording of the presentation is available on the FMA website.

On January 31st, the FMA and G&HA held a follow-up meeting with code reviewers from the BCOM to discuss responses to issues raised by BCOM in the initial conceptual planning meeting on November 10th. G&HA provided a revised set of schematic drawings to BCOM. The discussion covered structural, mechanical, and electrical, as well as a thorough discussion on life safety and occupancy assumptions.

Also on January 31st, the FMA hosted an open house and presentation with six members of the Citizens for a Fort Monroe National Park (CFMNP). The Executive Director presented the same historic overview and preliminary conceptual plans presented at the public meeting on January 26th. The members of the CFMNP were offered the opportunity to ask questions with answers provided by members of the Building Committee. The group was largely supportive of the conceptual plans.

On February 7th, G&HA met with their engineering consultants to kick off the preliminary drawing phase of the project. The consulting team for the project is PACE Collaborative (mechanical, electrical, and plumbing engineering), Keast & Hood (structural engineering), WPL Site Design (civil engineering), HealyKohler Design (exhibit design), McGinnis Landscape Architects (landscape design), and Moss Construction Cost Management (cost estimating).

Public Works Activities

Veolia, the FMA's public works contractor, continues to operate and maintain the utility systems at Fort Monroe, including support for renovation projects, repairing broken water lines, water quality sampling required under the public drinking water operations permit, cleaning stormwater inlets as required by the municipal separate store sewer system (MS4) permit, blocking stormwater inlets to minimize the impact of tidal surge during tropical storm events, clearing blocked sewer lines, and replacing a section of collapsed sewer line in the NPS area. Since the last report, Veolia has supported the above-mentioned SSES by placing the flow monitors in the sewer lines and by completing a portion of the annual hydrant flushing program.

Real Estate Activity Report

Commercial Division

Category	SF	# of BLDGS	% of Total	SF Leased	% Leased
1	204,147	27	17%	156,670	77%
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%	11,646	17%
Total	1,174,956	101	100%	232,167	20%

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 Internal Use

Active Prospects

Buildings 96 – Negotiations are ongoing with a state agency to occupy the entirety of Building 96. The space plan has been approved by the occupant. The lease has been drafted between the OAG and Virginia Department of Real Estate Services (DRES). The FMA has provided lease comments to the OAG and DRES. 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 alterations to the premises are scheduled to be completed by the end of March 2017. 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 Apartment 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 expanding their leased premises to include the grass area to the north of Building 12. Negotiations are ongoing.

Building 100 – The prospective tenant for Building 100 has focused on another building so this property remains on the list of potential adaptive reuse projects.

Significant Projects

Hurricane Matthew Repairs – The FMA is still working with contractors to inspect all the buildings damaged by Hurricane Matthew. The roof inspections are expected to be completed during February. Some of the units without roof leaks have been repaired. The units with interior damage caused by roof leaks will be repaired once the roof repairs have been completed. The vast majority of the repairs have been submitted to DHR for concurrence and DHR has responded. The Army and NPS have also responded to the majority of 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 selected 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 remains on hold until the FMA hires an individual with the Historic Architecture or Architectural History background to consult with Guernsey Tingle on the appropriate methods for designing the repair project. Once that individual is hired, the project drawings will need to be completed, reviewed by BCOM and submitted through the compliance and consultation process.

Structural Repairs – The FMA, working with OPCRES, has identified several buildings in need of structural repairs due to persistent and prolonged water infiltration. The FMA is working with Stroud Pence and McPherson Design to identify the appropriate repairs to address the deficient conditions. These projects are expected to be funded by Maintenance Reserve funds but will likely be placed on hold until the FMHPO position is filled.

Residential Division

The leasable residential inventory still stands at 177 units. Seven units remain in “down” status. Residential occupancy is currently 94.1% based on the 170 units in leasable condition. The residential leasing team has been very successful in filling vacant units. However, controlled availability (units either vacant or with near-term vacancies that aren't leased) continues to increase. The expectation is that occupancy may slip to around 90% over the next few months until leasing activity picks up in the spring.

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	3
Near-term vacancies	10
Near-term vacancies pre-leased	2
Controlled availability	15
Occupancy % of Leasable Units	94.1%

Significant Projects

Hurricane Matthew Repairs – As discussed above, the repairs to residential units have been delayed due to the absence of the Fort Monroe Historic Preservation Officer (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. Sam Henderson stepped in to get the packages submitted to DHR that demonstrated that the damaged hot water heaters and boilers were not historic and could be repaired or replaced as necessary. The packages for ceiling/water damage and roof repairs have been submitted to DHR, NPS and Army. The required approvals were recently received so work will commence in the near future on the 30+ homes that experienced roof damage or wall and ceiling damage due to roof leaks.

Building 80 Phase 2 – The exterior painting was removed by the project scope due to the research that needed to be done on the ornamental railing and posts repairs as well as the condition assessment of the rear fire escape. These alterations will likely require additional consultations before the scope of work for phase 2 is complete. The project is on hold pending the hiring of the new FMHPO.

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.

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. The Real Estate Department was intending to install a modern forced-air HVAC system in all six of the units. However, the limitation on funds and the deterioration of the units has lead the Real Estate department to make these units a priority due. 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 will be delayed by the absence of the FMHPO so it is currently being planned for the spring.

Exterior Improvement Program – 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 so it is currently being planned for the spring.

Special Events Report

Holiday events at Fort Monroe included three free concerts at the Fort Monroe Theatre, an outdoor tree lighting ceremony, and cookies with Santa. The *Holly Days Concert* was held on Sunday, December 11, 2016 at 4:00 pm with the Hampton Roads Philharmonic Orchestra. It was followed by a tree lighting ceremony in Cannon Park with a visit by Santa Claus and refreshments at the Fort Monroe YMCA. There were over 400 people in attendance at the orchestra concert and approximately 250 enjoyed the activities in the park and YMCA. On Friday, December 16, the TRADOC Band performed two free Christmas concerts at the theatre. The first concert was at 11:00am for 300 City of Hampton public and private school children. At 7:00 pm, the second concert was open to the public and enjoyed by over 475 visitors.

The *Tidewater Striders Distance Series Race* was held at Fort Monroe for the second year on the morning of Saturday, January 28th. Planning and management of the race included staff and volunteers from the Tidewater Striders, FMA, J & A Racing, NPS, and the Hampton Police Department. The five mile course was designed so that Hampton Roads runners could chose to run 10 or 15 miles in preparation for upcoming half and full marathons. There were 300 runners that participated in the race. While this event does have an impact on operations, we will continue to consider this type of activity during the January-February time frame because of lower daily visitation.

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 with the TRADOC Band and continue for the next 13 weeks on Thursday evenings at 7:00 pm. Music will be provided on Thursday evenings by the US Navy Fleet Forces Band and the US Air Force Heritage of America Band.

This year, *Fourth at the Fort* 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."

In addition to the public special events at Fort Monroe, there are many private events taking place. The 2017 season is picking up quickly with 11 ceremonies already scheduled at the *Bandstand in Continental Park*. The *Commanding General's Residence and Garden* has booked eight dates so far between January and June. These rentals include weddings, receptions, and corporate training sessions. The *Fort Monroe Theatre* continues to be a year-round source of revenue, as it is a popular rental venue for church services, concerts, training seminars, and memorial services. There are currently 64 bookings at the Theatre.

Casemate Museum Report

Visitation

2016 visitation totaled 46,354, up 13.06% (an increase of 5,355) from 2015. 2016 annual visitation was the highest on record since well before Fort Monroe's deactivation in 2011.

December 2016 visitation totaled 3,364, up 86.16% (an increase of 1557 guests) from December 2015. The Casemate Museum hosted over 1,600 fourth graders from all 21 Hampton City Elementary Schools throughout December. These visits were made possible through the NPS Every Kid in a Park grant.

January 2017 visitation totaled 1,190, down 19.20% (a decrease of 296 guests) from January 2016. The Casemate Museum was closed Saturday, January 7 and Sunday, January 8 due to a significant snow storm, and on Thursday, January 19 due to a power outage.

Tours

Throughout December, the Casemate Museum and Fort Monroe National Monument hosted 1,610 fourth graders and 114 accompanying teachers and chaperones from all 21 City of Hampton Elementary Schools. This newly developed program, *Old Point Comfort from Beginnings through Revolution*, aligned with the fourth grade Standards of Learning (SOLs) in Virginia Studies. These visits were made possible through the NPS Every Kid in a Park grant and in collaboration with Hampton City Schools.

In January, the Museum hosted 12 guided tour groups and 438 visitor contacts. The Museum continues to be a host site for heritage training for many local military groups, including the Joint Forces Staff College, Fort Eustis soldiers, and students and alumni from regional colleges and universities. Tours of note included groups from Norfolk Naval Base, the Classical Conversations Homeschool Consortium, and the Hampton Convention and Visitor Bureau.

Volunteers and Interns

During the 2016 calendar year, volunteers accounted for 4,157 hours, up 28.66% (an increase of 926 hours) from 2015.

During December and January, 49 active volunteers accumulated 446 hours, representing a substantial increase over the same period in 2015.

Hours were earned by museum tour guides, greeters, and interns. Volunteer participation supporting the many tours, including Every Kid in a Park, other programs, and outreach opportunities accounted for the increase. Volunteer tour guides and interns provide vital support that enable the Museum to host tours throughout the entire year. Many museum volunteers have worked or lived at Fort Monroe, providing unique insight for visitors.

Additionally, between January 17 and February 7, Casemate Museum Education and Volunteer Coordinator Darcy Sink led four weekly volunteer training sessions entitled "Museum Close-Up Series." The weekly seminars provided a refresher course on museum exhibits and interpretation for front-line museum volunteers. The sessions also introduced new research and leveraged volunteer expertise for the benefit of visitors.

The Museum said goodbye to our Student Conservation Association (SCA) intern, Jasmine Downes, just before Christmas. For the past four months Ms. Downes had been working with the archival collection to develop a plan for the decontamination and rehousing of the collection. Ms. Downes was an invaluable resource who will be missed.

Outreach

Led by Collections Specialist Chelsea Morris, the Museum staff has 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. The Museum's *12 Days of Christmas* initiative on Facebook has been the most successful, to date. This initiative gave the Collections Department an opportunity to highlight many objects in the collection that are not on display. The Museum now has over 2,000 followers on Facebook alone.

Casemate Museum staff spoke at several outreach events throughout December and January. Museum Director Robin Reed and Historian Robert Kelly participated as panelists for WHRO's Mercy Street preview events on January 10 in Norfolk at the Slover Library and January 12 at the Fort Monroe Theatre. Over 200 people attended the combined events.

Robert represented the Museum at the Norfolk Historical Society's Annual Board Meeting on January 27 and City of Hampton's Public Library's *Black History in Your Neighborhood* speaker series on February 4 at the Phoebus Library branch.

Education and Volunteer Coordinator Darcy Sink presented a professional development training to the Hampton City School's US Government teachers at their in-service day on January 30.

Partnerships

Museum staff continues discussions with the Warrant Officers Historical Foundation (WOHF) and the US Army Warrant Officers Corps. The WOHF is planning the centennial of the Army Warrant Officer Corps which originated at Fort Monroe with the Coast Artillery in 1918.

Training and Professional Development

Veronica Gallardo continues to play an active role in the Diversity and Inclusion Task Force. As part of the American Association of State and Local History, this task force will work to advise the organization on ways to build diversity and inclusion (racial/ethnic, cultural, dis/ability, and sexual identity) within the organization and in history museums across the nation.

Programs

The Casemate Museum continues to host and manage the NPS passport stamp station and, during 2016, administered the education, testing, and confirmation for 500 NPS Junior Rangers. These nationally recognized and popular programs continue to draw visitors to the Museum.

The Museum continues to collaborate with the NPS to plan and host upcoming programs including the annual Contraband Commemoration and Civil War encampment and to host weekly campfire talks in Summer 2017.

Operations/Preservation

Staff continues to examine the Historic Structure Report (HSR) for the Casemate Museum, which was completed in June 2016. The results of the HSR are currently being utilized as the Museum plans for the replacement of HVAC systems and archives relocation and rehousing project. Additionally, an electrical study and inventory is currently underway. The results from this study will help identify the immediate needs of the Museum's electrical system and help facilitate the replacement of the HVAC systems.

The Museum has finished collecting visitor surveys for the *Visitors Count! Survey*. In collaboration with the American Association of State and Local History (AASLH), this project seeks to help museums better understand the demographics and needs of their visitors. The results of the survey will be made available to Casemate Museum staff in Spring 2017.

Collection/Exhibit/Archive Management

Led by the Collection's team of Veronica Gallardo and Chelsea Morris, records are continuing to be entered into the Re:discovery database. This brings our database to over 200 complete records. This database 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.

During the early winter months, the Museum finalized a loan agreement with the City of Hampton to display the "Spirit of Mary Peake" painting at the Museum. Additionally, the loan for the Jefferson Davis Cell Door with the Museum of the Confederacy has been renewed, allowing the door to remain on display at the Casemate Museum.

The Museum continues to see an increase in the number of individuals and institutions interested in donating objects and archival materials. 2016 saw 14 new accessions into the permanent collection and nine new accessions into the archives collection, totaling over 100 new items into the Museum's holdings. This is a significant increase over 2015, where the accessions totaled seven and eight respectively.

Additionally, the Collections Department continues to work on documenting and improving storage and access to our existing collections. This represents "Phase 1" in a multi-year project to update the organization of the collection.

The Museum continues to work with the Coast Defense Study Group (CDSG) to establish the Casemate Museum as a repository for their archives and artifact collection. The CDSG is a non-profit corporation formed to promote the study of coast defenses and fortifications, primarily those of the United States of America; their history, architecture, technology, and strategic and tactical employment.

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 the Virginia Department of Historic Resources (DHR).

Personnel

The FMA continues to receive candidate applications for the Historic Preservation Officer position at Fort Monroe. All candidate's qualifications and resumes are vetted through a selection panel that includes representatives from the FMA, DHR, and NPS. After reposting this position in December and conducting targeted phone interviews with qualified candidates, two candidates are being called in for formal interviews with the selection committee in mid-February. Until the position is filled, the request for candidate applications will remain open. During the time when the position is unfilled, all projects are being submitted for consultation and review to DHR, NPS, and the Army. Additionally, the FMA has hired a former Army Cultural Resource Specialist who worked at Fort Monroe to assist in processing applications and documenting work at Fort Monroe. The FMA also has contracted with Commonwealth Preservation Architects to assist in the more complicated architectural projects that need attention at Fort Monroe. These two contractual arrangements are temporary until the HPO position filled.