



Executive Director's Report for the
 Fort Monroe Authority Board of Trustees Meeting
 George Washington Birthplace National Monument
 March 17, 2016

Operations Report

VDOT FY16 Maintenance Funds

As previously reported, the majority of the focus for the FY16 VDOT funds is the completion of repairs documented in the biennial inspection reports for the four bridges over the moat. The design documents were completed by Kimley-Horn and were submitted to contractors for bids. Earley Marine was selected as the most qualified bidder. Unfortunately, the cost of completing all the repairs exceeded the remaining VDOT funds available for FY16. As a result, the bridge repairs on the North Gate bridge will be delayed until early in FY17. Work on the other 3 bridges is expected to commence during the week of April 4th and should continue for approximately 2 months.

Architectural/Engineering Services

As previously reported, the Authority issued a Request For Proposals for Architectural and Engineering services to pre-qualify professional services firms to assist with the design of projects in the Capital Improvement Plan. A total of thirty-one proposals were received. The Authority evaluated the proposals based on past experience with projects similar to Fort Monroe including experience with historic and non-historic buildings as well as utility and infrastructure projects. The Authority awarded points for micro, small and SWAM businesses. After reviewing the proposals, the Authority staff determined that the following firms were most qualified to provide A&E services:

Glave & Holmes Architecture	Architectural	
Guernsey Tingle Architects	Architectural	
Hanbury Evans Wright Vlattas + Co.	Architectural	
HBA Architecture & Interior Design, Inc.	Architectural	
Q-Design, PLC	Architectural	
Saunders and Crouse Architects	Architectural	
Waller, Todd & Sadler Architects, Inc.	Architectural	
Hill Studio P.C.	Architectural	Landscape
W.P. Large	Architectural	Landscape & Surveying

Kimley-Horn and Associates, Inc.	Engineering	Civil
Stewart/HG	Engineering	Civil & Structural
C Allan Bamforth, Jr., Engineer-Surveyor, Ltd	Engineering	Civil & Surveying
Coastal Engineering PLLC	Engineering	Mechanical & Electrical
PACE Collaborative, P.C.	Engineering	Mechanical & Electrical
McPherson Design Group	Engineering	Structural
Stroud, Pence & Associates, Ltd.	Engineering	Structural
The Structures Group, Inc.	Engineering	Structural

The Authority has issued term contracts to these firms. Now that these term contracts are in place the Authority has an expedited method to contract for architectural or engineering services for repairs and capital projects at Fort Monroe.

Utility Master Plan (UMP) / Capital Improvement Plan (CIP)

The Authority staff and its consultants and contractors met in February to prioritize the projects in the CIP approved by the Board at its December meeting. The team is developing the project descriptions that will be submitted to the Department of Planning and Budget (DPB) for approval and fund allocation from either the \$2.5 million in remaining Maintenance Reserve funding or the \$22.5 million in VBPA bond allocation. Once funding is approved, the Authority will solicit proposals from the architectural and engineering firms listed above to begin the design work on these projects. The priority projects include roof repairs on several buildings with chronic roof leaks, HVAC replacements on several buildings with non-functional or end-of-useful-life boilers and/or chillers, and the implementation of the first phase of the UMP including the sanitary sewer evaluation study. These priority projects are expected to utilize approximately \$11.7 million of the \$25 million dollars available over the next 2-3 years.

Metro Fiber Associates Cable Project

The Metro Fiber project to install two fiber-optic cables across the Hampton Roads channel has been substantially completed. The cable was to have been installed in an existing communication duct along Ingalls Road to Continental Park and through an abandoned sewer line to the seawall. The cable was to be directional drilled out under the seawall and picked up by a dredge to continue the crossing of the channel to Willoughby Spit. During the process of installing the cable through the communication duct, Metro Fiber discovered that the communication duct had been damaged in two places between manholes 78 and 80. Records research indicated the damage likely occurred during the fire hydrant project in 2015 and a previous installation of a natural gas line during Army ownership. After evaluating all possible solutions to removing the blockage or repairing the damaged duct, it was determined that the least invasive solution was to directionally drill between the two manholes. After consultation with and approval from the Department of Historic Resources, Metro Fiber drilled and installed two conduits between manholes 78 and 80 by drilling alongside the communication duct to minimize any disturbance outside of the soil displaced by the original duct installation. One conduit was used by Metro Fiber for the two fiber cables and one conduit was provided to the Authority for its future use.

Real Estate Activity Report

Commercial Division

Commercial Property Breakdown - By Category

Category	Square Footage	# of Buildings	% of Total SF	SF Leased	% Leased
1	231,876	31	19%	181,743	78%
2	42,747	2	3%	0	0%
3	360,496	26	29%	0	0%
4	222,683	10	18%	0	0%
5	294,414	36	24%	0	0%
6	79,995	5	6%	0	0%
Total	1,232,211	110		181,743	15%

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

New Leases

Senex Law, P.C. – Senex Law has been a tenant in Building 77 since February 2015. When the USO vacated its temporary space on the upper floor of the building, Senex executed a lease amendment to incorporate the 1,353 square feet on the upper floor into its existing 3,745 square feet on the first floor bringing its totaled leased space to 5,097 square feet. The term of the lease was also extended to January 2019.

Active Prospects

Building 73 – Prospect intends to operate a business incubator facility. Execution of lease is contingent on receiving grant funding. Leased premises would be approximately 2,000 square feet full service.

Navy Range Building – Negotiations are ongoing with the law enforcement entity for a lease on the upper two floors of this building. Leased premises would be approximately 1,250 square feet triple-net.

Building T-100 – Local homeless provider is looking for warehouse space to store donated furniture. T-100 is within the Northgate parcel. Lease will require adding T-100 to the Master

Lease with the Army. Waiting on utility costs from Army to make proposal. Lease would be approximately 9,300 square feet triple-net.

Building 268 – Prospect plans to operate a healthcare training facility. Leased premises would be 500 - 2,700 square feet full-service.

Building 96 – Negotiations are ongoing with a state agency to occupy the entire building. Space planning test fit is being completed in March. Expected occupancy is October 2017. Leased premises would be approximately 27,700 square feet full service.

Significant Projects

Oozlefinch Craft Brewery – The Authority continues to work on meeting its obligations under the 5-year lease for 4,662 square feet in Building 12. The structural and MEP (mechanical, electrical and plumbing) inspections were completed during December and January. The Authority engaged the architecture firm of Work Program Architects in early February to complete the drawings for the renovations to the building based on the landlord responsibilities set out in the lease. Preliminary submittals have been transmitted to BCOM for code review and responses have been received. Final plan submittal is projected for March 18th with contractor selection to be completed by April. Construction completion will be contingent on contractor availability and equipment lead times.

Building 80 – Construction work for the conversion of Building 80 to multi-family housing is nearing completion. Once completed the building will be transferred to the residential leasing office. Occupancy is currently projected for April 1st. Reservations have been taken on seven of the ten units.

Building 100 – The construction drawings for the bathroom renovations at Building 100 have been submitted to BCOM for code review and comments have been received. The Authority staff is meeting with the architect to review the comments and revise the drawings. The final drawings are expected to be completed in March with contractor selection in April. The Authority is working to empty the building of surplus furniture to assist with the marketing of the space. Furniture is being donated to other state and local governmental entities or sold to private individuals and non-governmental organizations.

Building 27 – A portion of this building is used as the maintenance shop for the real estate department. The Authority is working to empty the surplus furniture from the remaining portions of the building with the marketing of the space. Furniture is being donated to other state and local governmental entities or sold to private individuals and non-governmental organizations. Due to the condition of the remaining furniture, the Authority intends to use volunteer labor to remove the furniture into either recycling containers (for metal from partitions and desks) or waste containers (for wood and fabrics).

Residential Division

With the addition of Building 80 to the residential inventory, the leasable residential inventory will be 178. Seven units remain in "down" status. Residential occupancy is currently 93.5% based on 171 units in leasable condition. Demand for residential units remains strong but leasing activity has slowed recently. The FMA continues to focus on finalizing the completion of building 80 and the execution of leases on the 7 reserved units as well as the 3 un-reserved units. To reach full occupancy, the Authority needs to complete repairs to the 7 down units to bring them to a leasable condition. The repairs will be completed as soon as funds become available for the repairs.

Residential Inventory	178
Units requiring significant repairs	7
Units in leasable condition	171
Occupied Units	154
Vacant Units	17
Vacant Units Leased	12
Near Term Vacancies	9
Near Term Vacancies Pre-Leased	3
Controlled Availability	11
Occupancy Percentage	93.5%

Significant Projects

Unit 61B – Much of the necessary repair work to bring this home online has been completed. The Authority is waiting for a fan coil unit to be fabricated to finish the repairs. The home should be available in the near future.

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 system is antiquated and poorly designed. It is not feasible or practical to repair the system. The work necessary to bring this unit online includes the design and installation of a modern HVAC system as well as significant ceiling and floor repairs necessitated by the failure of the old HVAC. The working drawings for the repairs have been completed and submitted to BCOM for code review. The plans must be approved by DHR before work can commence. The work is expected to be completed by the fall.

Units 15, 62 and 63 – These 3 duplex units are also inside the stone fortress. All 6 units have gas-fired boilers feeding radiators. Conditioned air is provided by window units. Leaks from the radiator supply lines have resulted in floor and ceiling damage. As with Unit 19, the FMA expects to install a modern forced-air HVAC system. Addition repairs will be required to bring these units to leasable condition. These projects will be completed as funds become available.

Exterior Improvement Program – This is an ongoing program that was previously referred to as the exterior painting project. Work was completed on Building 123 in December. The program will recommence once ambient daily temperatures consistently exceed the threshold for paint application. The first building to be completed in the spring is Building 124. The Authority hopes to complete 4-6 buildings per fiscal year depending on the availability of funds and the cost of the painting projects and associated wood repair.

Storm Damage – The buildings on Fort Monroe experienced significant roof damage during the severe weather event on February 24th. A large number of roofs lost flashing, shingles or slates. In addition, three trees were uprooted. The Authority is compiling estimates for an insurance claim but has already repaired some roofs to avoid further damage from water infiltration through damaged roofs.

Special Events Report

2015 Holiday events at Fort Monroe included the Mistletoe Homes Tour and the Holly Days Concert by the Hampton Roads Philharmonic Orchestra. These events took place Saturday, December 12th and Sunday, December 13th, respectively. The Mistletoe Homes Tour featured five historic homes decorated for the holidays. Attendance was just under 350 for the homes tour. There were six open house locations that were free and open to visitors. They included the Casemate Museum, the Chamberlin, Old Point Comfort Lighthouse, the Chapel of the Centurion, Saint Mary Star of the Sea Catholic Church and the Fort Monroe YMCA. The Chamberlin hosted a craft show that attracted over 1,000 visitors. The free Holly Days Concert by the Hampton Roads Philharmonic Orchestra was held at the Fort Monroe Theater on Sunday, at 4:00 pm. There were approximately 450 in attendance. After the concert was a tree lighting ceremony in Canon Park which was followed by a visit from Santa Claus and refreshments at the Fort Monroe Fire Station.

The Tidewater Striders Distance Series Race was held on the morning of Saturday, January 30th at Fort Monroe. Planning and management of the race included staff and volunteers from the Tidewater Striders, Fort Monroe Authority, National Park Service and the Hampton Police Department. The five mile course was designed so that Hampton Roads runners could chose to run five, ten, or fifteen miles in preparation for upcoming half and full marathons. There were 350 runners that participated in the race. This race served as a test case to judge the viability of future foot races at Fort Monroe. As a result of the low impact this race had on Fort Monroe, it was concluded that future races of a similar size and nature, held in the January-February time frame, could be considered.

Planning continues for the 2016 Historic Garden Tour of Virginia scheduled for Wednesday, April 27th. Five Fort Monroe homes have been selected by the Hampton Roads and Huntington Garden Clubs for this year's tour. Fort Monroe has been featured on the cover of the 2016 catalogue that has a circulation of 80,000 copies around the Commonwealth. The expected attendance is 1,000 visitors.

For the third year, the Bodacious Boardwalk Bazaar will take place at Fort Monroe on April 29 through May 1. In addition to the 200 vendors, music and exhibits, there is a wine-tasting festival and beer garden. This event generates revenue for the Fort Monroe Authority and the Fort Monroe Foundation.

There are currently 14 weddings booked at the Bandstand in Continental Park for 2016. Other wedding and reception sites are currently being developed such as the Commanding General's Residence and Garden. Also being developed is an application for the Old Post Office and Customs House to be used as a pre-wedding site for bridal parties.

Casemate Museum Update

Administrative

Chelsea Morris joined the Casemate Museum team on Tuesday, March 1, 2016 as the new Collections Specialist. Ms. Morris comes to us by way of Fort Stanwix National Monument in Rome, NY.

Visitation

2015 visitation totaled 40,999, up 8.5% (an increase of 3,212 guests) from 2014.

December 2015 visitation was 1,807, up 2.0% (an increase of 35 guests) from December 2014.

January 2016 visitation was 1,486, down 2.6% (a decrease of 39 guests) from January 2015. This slight decrease is due to adverse weather.

February 2016 visitation was 2,075, up 78.6% (an increase of 913 guests) from February 2015.

Tours

The Casemate Museum hosted a staff ride for 70 members of the United States Air Force Air Combat Command. Among them was Major General Veralinn Jamison, Director of Intelligence Headquarters Air Combat Command Joint Base Langley-Eustis. The Museum and grounds tour focused on the topics of analysis, targeting, aerial reconnaissance, the impact of new technology, and irregular warfare. Casemate Museum staff collaborated with the Air Force and local historian Michael Moore of Newport News for this special tour.

The Museum hosted a staff ride for 25 noncommissioned officers of the Training and Doctrine Command (TRADOC) G-1/4 from Fort Eustis, Virginia. The staff ride incorporated a guided museum tour and a guided walking tour of the grounds.

Casemate Museum and Hampton CVB staff collaborated with Hampton University to host a tour of the Museum and grounds for parents of prospective football players.

Throughout February and March, Museum guides hosted nine middle and high school groups representing 381 students from Phoebus High School, Hampton High School, and East End Academy.

Additional tours of note include three seminars from the Joint Forces Staff College, Helicopter Squadron HM-17 from Norfolk Naval Base, First Colonial Inn Retirement Community, and several Girl and Boy Scout troops.

Volunteers and Interns

From December 2015 through February 2016, volunteers accumulated 544 hours. Hours were earned by museum tour guides, greeters, and interns.

Outreach

Casemate Museum staff are regularly invited to present historical lectures throughout the region. During the winter months, presentations of note included, "*The Construction of Fort Monroe: An Archival Investigation*" at the Norfolk Historical Society and "*The Life of Confederate First Lady Varina Davis*" at the Hampton History Museum Lunch in Time speaker series.

Fort Monroe was featured on the front page of the spring edition of *Virginia Civil War Traveler*, a state-wide publication promoting awareness and tourism for Virginia's Civil War sites. Casemate Museum Historian Robert Kelly composed two articles for the publication, *The Civil War at Freedom's Fortress* and *Prisoner in the Casemate: The Incarceration of Jefferson Davis*.

Museum staff continues to work with Virginia Beach City Public Schools Secondary Social Studies Coordinator Kris Troch to arrange a planning meeting for professional development at Fort Monroe

Partnerships

Casemate Museum staff continues to work closely with Fort Monroe National Monument staff to plan professional development and hone the site vision for living history interpretation, to include historic weapons training and demonstrations.

Museum staff met with Dr. Natalie Robinson of Hampton University to discuss ongoing grant opportunities. The Casemate Museum and Hampton University are collaborating on a National Endowment for the Humanities (NEH) Grant Application.

The Casemate Museum was represented at the meeting of the Peninsula Museums Forum at the Virginia Air and Space Center. The group meets every two months for professional development and networking between regional museum professionals.

Museum and Fort Monroe National Monument staff attended a Nationwide Museum Mashup training event at the Virginia Museum of Contemporary Art. The Mashup is a museum education movement that asks participants to experiment and create on the spot experiences with museum objects and artifacts to create personal meaning and cement learning.

Casemate Museum staff attended Fort Monroe National Monument's "Living History Open House," to network with living history educators and interpreters representing over 400 years of history at Old Point Comfort.

Collection / Exhibit / Archive Management

Museum staff continues to collaborate with Dr. Cassandra Newby-Alexander of Norfolk State University to discuss thematic approaches in retro-fitting two of the Casemate's galleries. These galleries, scheduled to open during summer 2016, will interpret the original Jefferson Davis cell door and the Contraband Decision that took place at Fort Monroe during the American Civil War. The Casemate Museum received delivery of the Jefferson Davis prison door that was in place at the Casemate in 1865. The object is loaned to the Casemate Museum from the Museum of the Confederacy (American Civil War Museum).

Heritage Assets Report

Environmental Management

The prior report period during the summer months of August and September included many environmental management activities. Notable outdoor activities included volunteer cleanup events and a Girl Scout public education project presented before FMA concerts. Outdoor activities were much reduced in recent fall and winter months. FMA and volunteers will host our next Clean the Bay Day in partnership with the Chesapeake Bay Foundation June 4.

Work is continuing on the proposed Land Use Control Implementation Plan (LUCIP) for the responsible management by the Army, FMA, National Park Service, City of Hampton and Explosive Ordnance Disposal (EOD) responders. FMA awaits revisions to the implementing Memorandum of Understanding (MOU) agreement between FMA and the Virginia Department of Environmental Quality (DEQ) after FMA staff commented on a draft.

As a Municipal Separate Storm System (MS4) operator, FMA will enter the fourth quarter of the second year as a permit holder in April 2016. There are two main focus areas during this quarter: education and outreach and operational assessments to identify reductions of organic matter being calculated for Total Maximum Daily Loads (TMDL) for the Chesapeake Bay. The staff has planned new education and outreach activities to reach residents, businesses, and visitors to Fort Monroe for the spring season. We project meeting education and outreach goals set in the Program Plan, and making impressions on the target audiences consistent with FMA Establishment Act for "exemplary stewardship of natural resources." The TMDL regulations include increasingly stringent load reductions from baseline levels. FMA's likely achievements have been assessed and projected to meet regulatory requirements for the next 3-7 years, though anticipated future property transfers including Army lands require adjusting calculations based on current ownerships.

Cultural Resource Management

The Heritage Department is responsible for the Commonwealth's management of Fort Monroe's cultural resources including architectural, archaeological, and landscape features. The Department activities October through March included projects in the long, short, and near terms.

Updates

- Fort Monroe Design Standards: received comments from the Virginia Department of Historic Resources (DHR) and NPS in November; revised the Design Standards in response to comments and met with NPS and DHR for phone call consultations; prepared a proof version of the Design Standards; received additional comments especially on format and typesetting; hired a technical editor in December to make revisions from comments; consulted NPS and DHR regarding alternative layouts and wording during January and February; issued revised Volume 1 (Parts 1, 2 & 3) on February 23 and revised Volume 2 (Part 4) on February 25.
- Historic Preservation and Access Easement between the Commonwealth of Virginia and National Park Service: FMA staff is awaiting an executed easement after providing comments on drafts and revisions. Josh Gillespie met with regional compliance coordinator about cooperative consultation using public information tools and with regional maintenance team leader about shared workshop and storage facilities.
- Waterfront Park concept plans were presented to stakeholders and the general public at sessions on February 9.
- FMA staff will meet with the owners of the Chamberlin, US Army, DHR, and other stakeholders to discuss plans for the expansion of the Chamberlin.
- Casemate Museum Historic Structures Report (HSR): two milestone draft reports have been delivered, the 90% draft of Part 1 and the 50% draft of Part 2. FMA staff recently met by conference call with the NPS investigators on Part 1. FMA hired archaeological, structural and geotechnical consultants and completed site work in November, December and January for the Part 2 report. FMA staff and NPS investigators met several times to develop materials to be included in the 50% draft of Part 2, which was delivered March 3. The entire project is scheduled for completion June 2016.
- Hands On Preservation Experience (HOPE) Crew: Glenn Oder, John Hutcheson and Josh Gillespie met with the HOPE team and Student Conservation Association (SCA) volunteer coordinators at Fort Monroe. Josh Gillespie followed up with the HOPE program director to discuss the project(s) and other logistics. The first project is projected for summer 2016.
- Building 80 renovations: historic pocket doors were found in 2 of the 8 former locations. The design required relocation of one set of doors and the restoration of door rails, panels, and operating mechanisms.
- Spray paint vandalism: determined that first response to spray paint vandalism of Battery Parrott was not completely effective; Currently considering alternatives including concrete patching/painting to cover the graffiti on concrete.

- Saint Mary's Star of the Sea: approved four repair and improvement projects to Saint Mary Star of the Sea church and rectory; Currently considering proposal to reroof the Parish Hall and remove architectural railings, also awaiting signed lease to clarify rights and responsibilities of parties.
- Fort Monroe Timekeepers: continued to study and care for the historic 1898 Seth Thomas Model #5 Tower Clock in the Old U.S. Post Office (volunteer activity). The group helped develop materials for Preservation Virginia's Preservation Pitch competitive grant program. Josh Gillespie made the pitch, which came in runner-up to a project presented by Monticello's historical architect. As of late February, an environmental monitor has been placed in the clock tower, the clock is wound weekly and time is running even with the atomic clock without needing adjustment. Survey and engineering firm Draper Aden donated a laser scanning demonstration project for planning future work

Archaeology

- Among archaeological investigations during this period, excavations were made to repair broken water distribution lines, hot water pipes, and install a regional cable fiber trunk line. FMA staff encountered a portion of the c1830 lock between the moat and Mill Creek and uncovered historic bluestone pavement remnants in two separate and distant excavations.
- The Archaeology and Environmental Coordinator presented at the Society of Historic Archaeology's national conference.

Underway

- FMA and NPS have jointly proposed Interim Sign Standards for Fort Monroe and are cooperating in the development of a Master Sign Plan.
- FMA and NPS have jointly proposed the subsurface excavation of soil samples around a closed underground fuel storage tank closed by the US Army. The site is located below the seawall and the beaches along the Chesapeake Bay.
- Planning and design to adapt former warehouse/service bay into a craft brewery.
- Planning and design for alterations to architectural features and to electrical, plumbing and mechanical systems in residential Building 19 to introduce forced air systems.
- Investigations and remedial design to repair damage caused by leaking condensate drain lines in Building 117 (Quartermaster Storehouse), many areas of prior repair.
- Assessment and remedial design to reconstruct damaged porch and gutters of Building 77 (Post Headquarters).
- Assessment and removal of decorative balustrades from Buildings 141 and 142 (Flattops), for future replacement.

- Assessments for repair and routine maintenance for Building 119 and conversion from a residence to an event facility.
- Assessments and repairs for various storm damages from high winds in February.
- Collaboration with Virginia Foundation for the Humanities and the Encyclopedia Virginia on digital initiatives for virtual tour access to Fort Monroe's historic properties. This follows tours at the Virginia State Capitol, Monticello, Stratford Hall and other significant historical sites.

Upcoming

- April 1 – NPS FOMR Superintendent Kirsten Talken-Spaulling's last day, NPS plans for a temporary superintendent; NPS Historic Architecture, Conservation and Engineering Center (HACE) Senior Preservation Specialist crew leader first day at Fort Monroe.
- April 27 – Historic Garden Week in Virginia. Fort Monroe will host, FMA will present several newly installed and upgraded landscapes.
- May 6 – Building Traditions Day at Fort Monroe. FMA will host presentations and demonstrations of traditional building materials.
- May is National Preservation Month.
- Two large national commemorations take place in 2016: the 50th anniversary of the National Historic Preservation Act and the 100th anniversary of the establishment of the National Park Service. Fort Monroe's automatic listing in the National Register of Historic Places dates to the NHPA's signing into law in September 1966. September 2016 also marks the passage of five (5) years since the US Army decommissioned the post.