



Executive Director's Report for the
Fort Monroe FMA Board of Trustees Meeting
Bay Breeze Conference Center
October 20, 2016

Operations Report

VDOT FY17 Maintenance Funds

Earley Marine completed work during FY16 on the Main Gate bridge piers and decks, the wooden railings on the East Gate bridge, and pipe insulation on the utility lines on the Postern Gate bridge. The Fort Monroe Authority (FMA) is working to complete the compliance requirement with DHR and consultation process with NPS and Army for the next phase of bridge repairs. The repair work for FY17 will involve the striping and painting steel deck and concrete repairs on the North Gate bridge as well as some concrete repairs on the Postern Gate bridge. The balance of the VDOT funds will likely be used for some directional signage to be installed along the road rights of way as part of the new signage standard project.

Recreational Fishing Advisory Board (RFAB) Grant

The FMA has selected the engineering firm of Stroud Pence to design the repairs and expansion to the Finger Pier. Stroud Pence will also handle submitting the Joint Permit Application to the Marine Resource Commission. The project timeline calls for 35% conceptual drawings to be complete by mid-November. Once the conceptual drawings are complete, the FMA will schedule meetings with DHR and BCOM to review the project. The goal is to complete the repairs and expansion for the pier to be open to the public by Memorial Day 2017.

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

The FMA has started the coordination process with Newport News Waterworks (NNWW) for the CIP project to replace the 5,000+ linear feet of water line owned by the Commonwealth along Mercury Boulevard between the property boundary and Old Buckroe Road. Veolia has continued to repair leaks on the line, including a leak repair at the end of September. The FMA will negotiate a MOA with NNWW to ensure that NNWW will accept ownership and future maintenance responsibility for the water line once the project is completed to NNWW standards. The FMA expects to request proposals from engineering firms with prior experience with NNWW standards to start the design and consultation process with NNWW after the MOA is complete.

Design Services for the Visitor Center

After scoring the proposals from the six architectural firms to design the Visitor Center renovation, the selection panel determined that the extensive experience of Glavé and Holmes Architecture (G&HA) on visitor centers and museums made them the most qualified firm to design the visitor center. The FMA has negotiated a contract with G&HA and the preliminary concept planning meeting was held on October 14th. The design committee consists of the Executive Director, the FMA department directors and National Park Service (NPS) Superintendent Terry Brown. The preliminary project timeline proposes that the design of the renovations will take approximately 60 weeks including the stakeholder and public meeting process and the review/compliance process with DHR and BCOM. The construction project is expected to last for 52 weeks. The project should be completed by early in calendar year 2019.

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 such as the Oozlefinch Craft Brewery, repairing broken water lines (such as the recent break on the Mercury water line), 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, and clearing blocked sewer lines and replacing a section of collapsed sewer line in the NPS area. Veolia also supports the FMA's special event activities such as Fourth at the Fort, weddings, and car shows. During the fall, Veolia will be performing the annual hydrant flushing program as part of the maintenance plan for the water lines. In addition to all those efforts, Veolia also brought in their barbeque team to prepare food for the annual volunteer recognition dinner.

Emergency Operation Planning

In response to an early forecast for Hurricane Matthew that predicted the hurricane would follow the North Carolina coast before exiting out to sea over the Virginia Beach/Moyock area, the FMA hosted an emergency planning meeting with representatives from the NPS, Army Caretaker, OPCRES, Veolia, Chapel of the Centurion, St. Mary Star of the Sea, the Historic Chamberlin, the Colonies RV & Travel Park, and Old Point Comfort Marina. Each represented entity discussed their emergency operations plan and identified any areas where they needed assistance. As a result of the meeting, the group identified opportunities to assist other entities as well as some areas where outside assistance may be required from the City of Hampton such as places for residents to park cars on higher grounds and temporary shelter facilities.

Real Estate Activity Report

Commercial Division

Commercial Property Breakdown - By Category (as of October 5, 2016)					
Category	SF Available	# of Buildings	% of Total	SF Leased	% Leased
1	204,147	27	17%	155,831	76%
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		231,328	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

New Leases

Building 218 – The FMA executed a 3-year lease with Total Outdoor Maintenance Services, LLC for the 3,116 square feet in the former auto shop on August 30, 2016. Provided the tenant is not in default at the time of renewal, the tenant has the right to one 3-year option.

Building 245 – The FMA executed a 5-year lease with Mom's Tot Spot Child Development Center, LLC for the 9,969 square feet in the former Child Development Center on September 23, 2016. Provided the tenant is not in default at the time of renewal, the tenant has the right to one 5-year option. The lease premises are located within the additional parcel of land to be donated to the NPS.

Active Prospects

Buildings 96 – Negotiations are ongoing with a state agency to occupy the entirety of Building 96. Previous discussions included Building 265 but the agency has withdrawn its interest in that building. The space planning test fit was completed in April and forwarded to the agency for approval. The landlord and tenant have agreed to the business terms of the lease provided that the terms are approved by both entities' governing bodies. Construction estimates have been obtained. The lease term is expected to be a 15 year lease with occupancy expected in October 2017. The lease premises are located within the additional parcel of land to be donated to the NPS.

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 SF triple-net. The FMA and OPCRES have executed the Letter of Intent. Both parties are working on the lease. The lease premises are located within the additional parcel of land to be donated to the NPS.

Building 300 – The FMA and OPCRES continue to negotiate with a prospect for the 1,130 SF duplex unit, the last remaining unit from the Wherry Apartments. FMA and OPRES have presented the Letter of Intent to the tenant. The lease premises are located within the additional parcel of land to be donated to the NPS.

Building T-99 – Youth Sailing Virginia remains interested in a license agreement for a portion of this 7,744 SF building and the adjacent fenced yard for their storage needs. The building is located in the North Gate parcel and must be leased from the Army prior to executing the license agreement. The FMA has requested that this building be added to the existing Master Lease.

Significant Projects

Oozlefinch Craft Brewery – The Brewery held its grand opening on September 3rd during the remnants of Tropical Storm Hermine. Despite the weather, approximately 2,000 people attended over the Labor Day weekend. A short punch list of outstanding items remains to be completed with all work expected to be completed by the end of October.

Building 100 – The construction drawings have been approved by BCOM. The surplus furniture has been removed from the building. The compliance and consultation process has not been completed. The FMA has decided to delay this project 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 will receive a full review by the new FMHPO prior to proceeding. Once the FMHPO is hired, the project drawings will need to be completed, possibly reviewed by BCOM, and submitted through the compliance and consultation process.

Residential Division

With the addition of Building 80 to the residential inventory and the transfer of Building 119 to Special Events, the leasable residential inventory now stands at 177 units. Seven units remain in “down” status. Residential occupancy is currently 98.2%, based on the 170 units in leasable condition. Despite the large number of leases that expire during the summer months, the leasing team has been able to replace the expiring leases while reducing the overall vacancy rates.

Residential Inventory (as of 9/30/16)	177
Units requiring significant repairs	7
Units in leasable condition	170
Occupied units	167
Vacant leasable units	3
Vacant units leased	1
Near-term vacancies	12
Near-term vacancies pre-leased	5
Controlled availability	9
Occupancy % of Leasable Units	98.2%

Significant Projects

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 will receive a full review by the new FMHPO prior to proceeding.

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 will receive a full review by the new FMHPO prior to proceeding.

Units 15, 62 and 63 – These three duplex units are also inside the stone fortress. All six 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. Additional 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 in the spring on Building 124, a duplex on Ingalls Road. The consultation and compliance process has been completed on the exterior project that combines Buildings 55 and 125. Work is expected to begin in the near future and be completed before winter. Provided that adequate funds are available, the FMA expects to do another project in the spring.

Special Events Report

August 20 was *African Arrival Day* at Fort Monroe. This event commemorated the first Africans to arrive in English North America at Point Comfort (Fort Monroe) in 1619. The 2016 event launched awareness building for the 2019 Commemoration. The commemorative portion of the event featured musical performances, prayer, and a libation ceremony in recognition of the sacrifices and contributions of African Americans to the early formation of this nation. Governor Terry McAuliffe and keynote speaker Roland Martin led the ceremony kicking off the afternoon portion of the event. They were followed by live musical entertainment, performing arts, historical tours, guest speakers, art exhibits, youth activities, and a film festival.

The *Virginia Symphony Orchestra* returned to Fort Monroe on Wednesday, August 31. They performed at the Paradise Ocean Club from 7:30 to 9:00 pm. This free concert entertained over 500 people in this very picturesque beach setting.

Planning began in the fall of 2015 for the *Southern Fried Festival featuring the Virginia Car Show*, which took place Saturday and Sunday, September 24 and 25, 2016. The two day show featured classic and vintage cars, trucks, and motorcycles, as well as live entertainment and food vendors. This privately owned and managed event generated approximately \$6,000 in revenue for the Fort Monroe Authority from venue rental fees and ticket sales.

The Fort Monroe Ghost Walk will have more stories to tell on Friday and Saturday, October 21 and 22. This event has generated over \$14,000 in revenue through ticket sales over the past two years. More tour times will be offered in 2016 since the 2014 and 2015 tours sold out.

Holiday events at Fort Monroe will include two free concerts at the Fort Monroe Theatre. *Holly Days Concert and Tree Lighting* will be on Sunday, December 11 beginning at 4:00 pm with the Hampton Roads Philharmonic Orchestra. It will be followed by a tree lighting ceremony in Canon Park with a visit by Santa Claus. On Friday, December 16, the TRADOC Band will perform a Christmas Concert at 7:00 pm. In addition to the concerts, the Chamberlin will once again be hosting a craft show on Saturday, December 10. They will have approximately 70 vendors in their grand lobby.

In addition to the public special events at Fort Monroe, there are many private events taking place. Although the outdoor wedding season is winding down, there are two weddings booked at the *Bandstand in Continental Park* in October. The Commanding General's Residence has two events booked in November and one in December, as well as two weddings booked in the spring of 2017. Special Events is offering discounted rates for those planning to host a holiday party at the *Commanding General's Residence* during the month of December. The *Fort Monroe Theater* 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.

Casemate Museum Report

Visitation & Exhibits

August 2016 visitation totaled 5,285, up 3.22% (an increase of 165 guests) from August 2015.

September 2016 visitation totaled 3,855, up 8.50% (an increase of 302 guests) from July 2015.

The successful summer opening of two new exhibits, ***Jefferson Davis Under Lock & Key*** and ***The "Contraband Decision" at Freedom's Fortress***, has contributed to strong visitation statistics and has driven an increasingly diverse museum visitor demographic. To celebrate the exhibit openings and to recognize the stakeholders responsible for the production, a special reception was held the evening of Thursday, September 15, 2016. The Fort Monroe Foundation, Casemate Museum Foundation, Contraband Historical Society, and National Park Service (NPS) were all recognized for their contributions. Additionally, our historical consultants, Dr. Cassandra Newby-Alexander and Dr. Bill Wiggins, were publically acknowledged for their contributions.

Tours

In August, the Museum hosted 24 guided tour groups and events that included local military groups from the Joint Forces Staff College, Fort Eustis soldiers, and students from the YMCA. Throughout the month of August, the Museum logged 5,246 visitor contacts. Students, adults, and bus tours accounted for additional guided tours during the month.

Throughout September, the Museum hosted 25 guided tour groups and logged 541 visitor contacts. Museum staff hosted ten motor coach groups from around the eastern U.S., as well as two groups from Old Dominion University and four military/civil service groups. Additionally, museum staff hosted representatives of the Virginia Chapter of the American Society of Landscape Architects, including specialized walking tours and a site-wide bicycle tour.

Volunteers and Interns

During August and September, over 80 active volunteers accumulated 659 hours, representing an increase of 377% over the same period in 2015. Hours were earned by museum tour guides, greeters, and interns. Volunteer participation supporting the NPS Centennial baseball game,

African Arrival Day, and the Campfire Talks Series accounted for the substantial increase in hours over the past months.

Volunteer tour guides and interns provide vital support that enables the Museum to host tours throughout the entire year. Many museum volunteers have worked or lived at Fort Monroe, providing unique insight for visitors.

The Museum welcomed Jasmine Downes as the new archives intern. Ms. Downes' internship was made possible through the partnership with the NPS and their partnership with the Student Conservation Association (SCA). She will be working at the Museum until the end of December 2016.

Outreach

Casemate Museum Director Robin Reed and Historian Robert Kelly were interviewed for a radio segment that aired on WHRO 89.5's *Another View* on Friday, September 23, 2016. The interview specifically highlighted details about the new contraband exhibit at the Museum. The interview is available online at <http://www.anotherviewradio.org/>. The segment begins at the 46:58 mark.

Museum Operations and Collections Manager Veronica Gallardo represented the Casemate Museum in a presentation on the importance of diversity and inclusiveness in the museum field at the annual conference for the American Association of State and Local History (AASLH) in Detroit.

Chelsea Morris presented a lunchtime lecture to FMA staff about the Open Palace Program and the differences between museum standards in the United States and the United Kingdom.

Partnerships

Museum staff continue to collaborate with Dr. Natalie Robinson of Hampton University to discuss ongoing grant opportunities. The Casemate Museum and Hampton University submitted a National Endowment for the Humanities (NEH) Grant Application in August 2016.

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

Programs

The Casemate Museum continues to host and manage the NPS passport stamp station and, during August and September, administered the education, testing, and confirmation of 141 NPS Junior Rangers. These nationally recognized and popular programs continue to draw visitors to the Museum.

Beginning on July 1, the Museum introduced a new summer program known as *Campfire Talks*. Partnering with the Fort Monroe National Monument and scheduled for each Friday at 7:30pm through the summer, the talks were a family friendly evening education program held at the Colonies RV & Travel Park. New topics are presented each week related to the natural, cultural,

and historical wonders of Fort Monroe and coastal Virginia. The *Campfire Talks* attracted over 280 visitors, including many school aged children.

The Casemate Museum supported African Arrival Day on Saturday, August 20, 2016 by providing three walking tours and a kid's activity table at the event. Thirty-seven visitors enjoyed the specialized walking tours and over 280 children enjoyed educational engagement at the activity table located at the event site at Continental Park. The Museum also provided roving guides and hosted a story teller at the Museum. Museum visitation for the day totaled 433, making August 20 the third busiest day of the year.

Operations/Preservation

The Historic Structure Report Part 2 Treatment and Use (HSR) study for the Casemate Museum is complete. Part 2 evaluates and presents options for the treatment and use of the Museum as a historic structure and makes recommendations for the most appropriate long-term treatment and use for the structure. The results of the HSR are currently being used as the Museum plans for the replacement of HVAC systems and relocation of the archives.

The Collections Department has begun research on relocating the archives. As part of the archive relocation project, an environmental study of the archives was completed. The results of the investigation will help with the planning and facilitation of the relocation project.

The Museum continues its ongoing participation in the Visitors Count! Survey, in collaboration with the American Association of State and Local History. The results of this survey will allow us to gain insight into our visitor demographic and inform museum staff on how to better serve our visitors.

Collection / Exhibit / Archive Management

Over 35 new records were entered into the Re:discovery database. This brings our database to over 160 complete records. The Re:discovery database software is used to create and maintain complete and accurate collections records, including information on donors, artifact histories, and status of the physical location of each artifact in the collection.

During the past two months, the Museum accepted seven new accessions into the collection. The Collections Department is currently working on generating the appropriate paperwork and cataloging these new accessions.

Training and Professional Development

Museum staff attended CPR/AED/First Aid training through the Red Cross in Hampton. In the event of a health related emergency, staff are now better able to assess the situation and provide assistance if necessary.

Museum staff attended Lead, Asbestos, and Mold Awareness Training in order to be better informed about risk factors that affect the Museum and its collections.

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 posted the Director of Heritage Assets & Historic Preservation Officer position and received 15 applications. Three candidates were brought in to interview on October 30th. The Selection Panel has invited two of the candidates back for a second interview. A hiring decision is anticipated soon for this position.

Environmental Management

FMA completed its second year as a Municipal Separate Storm System (MS4) operator permit holder. The MS4 permit regulates all activities that have a potential to effect the stormwater system at Fort Monroe. It includes outreach and educational initiatives as well as regulates activities that could pollute the stormwater which flows directly into the waterways around Fort Monroe. FMA staff have prepared and submitted our Annual Report for the MS4 to the Department of Environmental Quality along with the Chesapeake Bay TMDL Action that helps FMA plan to reduce the amount of excess nutrients that run off into the Bay at Fort Monroe. The FMA will continue to grow the MS4 program over the coming permit years.

Cultural Resource Management

The Heritage Assets Department is responsible for the Commonwealth's management of Fort Monroe's cultural resources including architectural, archaeological and landscape features. The Department activities included consulting on most of the ongoing and planned projects at Fort Monroe. The Department guides Fort Monroe projects through consultation with Virginia Department of Historic Resources, National Park Service, and the US Army.

Programmatic Agreement Meeting

Fort Monroe Authority will hold a meeting of the Signatory and Consulting Parties to the Programmatic Agreement (the PA) on October 18, 2016 at the Fort Monroe YMCA. The meeting will review the implementation and achieved outcomes of the terms of the PA and the state-level MOU and will determine whether any amendments are needed. Both the FMA and the US Army will provide an update for the invited parties.