



Fort Monroe Authority Board of Trustees  
Finance Committee Meeting  
February 11, 2021 4:00pm  
Meeting Minutes

The Fort Monroe Authority (FMA) Board of Trustees Finance Committee met virtually on February 11, 2021 at 4:00 p.m.

**Members Present:** Mr. Jay Joseph, Chair  
Mr. Brian Jackson  
Delegate Martha Mugler

**Members Absent:** Ms. Mary Bunting  
Senator Mamie Locke

**Staff Present:** Mr. John Hutcheson  
Mr. G. Glenn Oder  
Ms. Donna Swiney  
Dr. Yolanda Spooner

**Others:** Ms. Kathryn F. Surface Burks, Office of the Attorney General  
Mr. Braxton M. Williams, Office of the Attorney General

The Chair, Jay Joseph presided and called the meeting to order at 4:07pm.

Ms. Donna Swiney called the roll and determined that a quorum was present.

**Minutes from June 15, September 10, and November 12, 2020 Meetings**

Mr. Joseph called for a motion to approve the minutes of the June 15, September 10, and November 12, 2020 meetings.

**MOTION:** I move that the FMA Finance Committee approve the minutes of the June 15, September 10, and November 12, 2020 meetings as circulated prior to the meeting (APPENDIX I) with corrections as noted.

**So moved:** Mr. Jackson  
**Seconded:** Delegate Mugler  
**Unanimously approved.**

**General Public Comment**

There was no general public comment.

## **Reports and Briefings**

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

Deputy Executive Director John Hutcheson reviewed the Financial Report included in the Committee package (APPENDIX II) and gave an update on the budget status, thanking Delegate Mugler for her work on the legislation.

It was asked if a closed-out report on construction projects could be provided. Mr. Hutcheson will provide the report at the April meeting.

### 5. Executive Director's Report – Glenn Oder

Executive Director Oder reported that the strategic planning process is helping to align programs with the mission of FMA. The FMA departments are working together with the NPS to create programs and events which contribute to the mission of education and interpretation. Director Oder gave updates on the African Landing Memorial Art Project, residential leasing, and various projects.

## **Old Business**

### 6. 2021 Revised Meeting Calendar – Glenn Oder

Due to Veterans Day, the November Finance Committee meeting has been moved to Wednesday, November 10, 2021. The revised 2021 meeting calendar was provided in the Committee package (APPENDIX III).

### 7. Army Transfer – John Hutcheson

Director Oder gave an update on the Army Transfer, reviewing the process of the Chamberlin legislation. Ms. Katheryn Surface Burks, Office of the Attorney General, shared her conversation with the Army's primary counsel. There was much discussion on this item.

### 8. Moving Properties to the Marketplace – Glenn Oder

Director Oder reported that work continues with potential developers and progress is being made on all fronts.

## **New Business**

### 9. FEMA Reimbursement – John Hutcheson

Mr. Hutcheson reported that in 2017 FMA received a reimbursement for expenses from the 2016 Hurricane Matthew, which was thought to be too much. FMA held the extra funds waiting for the final close out. FEMA has now realized the reimbursement was too much and the overpayment will be paid back. This may be reported in the audit due to the size of the transaction. There was no violation of policy. It was an administrative issue with FEMA and VDEM.

## Open Session

## Closed Session

9. In accordance with VA code 2.2-3711
- Acquisition or disposition of real property
  - Consultation with Legal Counsel

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

**So moved:** Mr. Jackson

**Seconded:** Delegate Mugler

**Discussion:** None.

**Unanimously approved.**

## Reconvene

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

**So moved:** Mr. Jackson

**Seconded:** Delegate Mugler

**Discussion:** None.

**Unanimously approved.**

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

**So moved:**

**Seconded:** Delegate Mugler

**Ayes:** Jay Joseph, Delegate Mugler

**Nays:** None.

**Unanimously approved.**

10. Next Meeting – April 8, 2021

## Adjournment

Chairman Joseph adjourned the meeting at approximately 5:45 pm.

Respectfully submitted,

  
Donna Swiney, Assistant Secretary