



Fort Monroe Authority Board of Trustees
December 18, 2014 – 1:00pm
Meeting Minutes

The Fort Monroe Authority (FMA) Board of Trustees meeting was held on December 18, 2014 at 1:00pm at the Bay Breeze Conference Center in Fort Monroe, Virginia.

Call to Order

1. Opening Comments – John Lawson, Chairman

Chairman Lawson called the meeting to order at 1:00pm.

2. Roll Call – Jessica Turner, Assistant Secretary

Present: Chairman John Lawson, Vice-Chairman Ralph Northam, G. Robert Aston, Colin Campbell, Larry Cumming, Delegate Gordon Helsel, Secretary of Commerce and Trade Maurice Jones, Jay Joseph, Senator Mamie Locke, Kim Maloney, Secretary of Natural Resources Molly Ward, Fran Wilson

Absent: None.

3. Approval of Minutes from October 16, 2014 – John Lawson, Chairman

MOTION: I move the approval of the October 16, 2014 meeting minutes (APPENDIX I).

So moved: Mr. Cumming

Seconded: Delegate Helsel

Discussion: None.

Public Comment: None.

Unanimously approved.

Reports and Briefings

4. Executive Director's Report – Glenn Oder, Executive Director

Executive Director Glenn Oder reviewed the Executive Director's report included in the Board package (APPENDIX II). Director Oder reported that Postern Gate is closed until repairs can be made. Director Oder stated that the sewer repairs should be done during December and design for Pump Station 180 continues.

Director Oder reviewed the Department of Real Estate's report on the commercial space at Fort Monroe. Building 83's maintenance reserve repairs are complete and the Fort Monroe Authority (FMA) is prepared to move forward with additional construction to convert the building into the FMA office.

The Department of Special Events hosted the Fort Monroe Ghost Walks: Where History Meets Mystery. The tours hosted over 500 people on the tours. Director Oder also reported that the FMA hosted the annual Holly Days tree lighting for approximately 350 people. Finally, the FMA hosted the Mistletoe Holiday Homes tours which allowed over participants to tour four of the historic homes as well as the Old Point Comfort Lighthouse. The 2015 Special Events calendar will include the Bodacious Bazaar, the Fourth at the Fort 4th of July celebration, Music by the Bay, among many other events.

The Casemate Museum will be hosting an event to commemorate the 150th Anniversary of the Hampton Roads Peace Conference.

Director Oder reported that the Department of Heritage Assets and Historic Preservation has been asked to comment on the signage for the new restaurant at the Marina, called The Deadrise. Director Oder stated that this is the same process that would be followed if the Chamberlin were to expand. If the Chamberlin were to expand, the FMA expects that the Department of Heritage Assets would be asked to comment. However, these comments do not carry any weight.

Director Oder provided an update on the zoning discussions and called on Chip Dicks and Bruce Sturk to provide that update.

Mr. Dicks reported that discussions with the City of Hampton regarding zoning has progressed so that parties are working on various items from now through February and will get back together in March. Mr. Dicks indicated that the expectation is to bring items before the Planning Commission and City Council in summer 2015. Mr. Sturk agreed that the discussions are moving in the right direction with exceptional work for all parties.

Director Oder reviewed the Annual Report included in the Executive Director's report and stated the report was submitted to the Governor's office on time.

Director Oder stated that the Fort Monroe Foundation (FMF) has continued to use the FMA's Special Events to raise sponsorship dollars. The FMF also participated in the Giving Tuesday campaign to raise over \$7,000.

5. Financial Report – John Hutcheson, Deputy Executive Director

Deputy Executive Director John Hutcheson reviewed the Financial Report included in the Board package (APPENDIX III). As of November 30, 2014, the Authority government fund had \$3,568,183 in cash on deposit in public fund accounts at Old Point National Bank (OPNB). The Authority also has \$619,254 in restricted cash on deposit. Mr. Hutcheson stated that the Authority had \$4,033,027 in other current assets compared to \$1,824,665 in the prior year. The large increase in current assets results from the increase in the receivable from the enterprise fund resulting from government fund transfers to cover the net operating deficit for real estate operations.

Mr. Hutcheson reported that the enterprise fund had \$703,065 in cash on deposit as well as \$264,471 in restricted security deposits in public fund accounts at OPNB and \$500 in petty cash.

Mr. Hutcheson reported that the FMA's proposed savings strategies for the FY6/16 budget, as discussed at the October Board meeting, were approved by Secretary Jones and accepted by the Governor. These reductions are reflected in the revised FY15/16 budget.

MOTION: I move the approval of the revised FY15/16 budget.

So moved: Secretary Jones

Seconded: Vice-Chairman Northam

Discussion: None.

Public Comment: None.

Unanimously approved.

Mr. Hutcheson reported that the Governor's budget does include an increase in the PILOT payment to the City of Hampton. If that increase is included in the final budget, the Board will need to approve a further revised budget to reflect those changes.

Mr. Hutcheson reviewed the policies revisions and additions (APPENDIX IV). These policies include the Disposition of Surplus Property, Finance Policy, Social Media Policy, Employee Education Policy, Procurement Policy, Travel Policy and Dissemination of Public Information.

MOTION: I move the approval of the policy revisions and additions as presented.

So moved: Mr. Campbell

Seconded: Vice-Chairman Northam

Discussion: None.

Public Comment: None.

Unanimously approved.

Mr. Hutcheson asked Jamie Weist from Kimley Horn to provide and update on the FMA's Capital Improvement Plan (CIP) (APPENDIX V). Mr. Weist stated that the CIP includes projects through FY2019. Mr. Weist reported that the CIP for the next five years totals approximately \$29.5 million, \$11 million of which is earmarked for FY15/16.

Mr. Weist indicated that the water main under Mercury Boulevard is a priority project as well as Pump Station 180. Mr. Weist also stated that many of the projects include building and roof repairs to commercial buildings to prepare those buildings to be able to be leased.

Mr. Weist reported that once the Board has approved the CIP, it will then be submitted to the Department of Planning and Budget (DPB) for approval. Once DPB approves the CIP, it can then be submitted to the Department of General Services (DGS) and the Treasurer of Virginia for allocation of funds. Work can begin following the allocation of these funds. The CIP will be updated annually.

MOTION: I move the approval of the CIP as presented.

So moved: Secretary Jones

Seconded: Vice-Chairman Northam

Discussion: None.

Public Comment: None.

Unanimously approved.

6. Chairman's Report – John Lawson, Chairman

Chairman Lawson reported that Director Oder's contract calls for negotiations to begin in less than two years remaining in the current contract. Chairman Lawson appointed a Compensation Committee to begin negotiations to be Chaired by Mr. Campbell and include Mr. Aston and Mr. Cumming. Chairman Lawson asked that the Committee meet and report at the next Board meeting.

7. FOIA/COIA Training – Josh Heslinga, Assistant Attorney General

Mr. Heslinga reviewed the FOIA/COIA presentation (APPENDIX VI). Mr. Heslinga indicated that each Board member is responsible for reading and becoming familiar with the Freedom of Information Act (FOIA) and that this presentation is not sufficient to fulfill that expectation.

8. 1619 Task Force Report – Ralph Northam and Glenn Oder

Director Oder reported that he has been invited to participate on the Jamestown Yorktown Foundation's 1619 Commission's Steering Committee. This Committee did have its first meeting to begin discussing preliminary concepts and themes and necessary fundraising efforts. Director Oder also participated in a roundtable discussion hosted by the Jamestown Yorktown Foundation to begin generating ideas from the stakeholders involved.

Clark Mercer, Chief of Staff for Lieutenant Governor Ralph Northam added that the roundtable discussion focused heavily on the arrival of the first Africans at Point Comfort. Mr. Mercer also reported that he has reached out to some of this other contacts to begin discussions on their involvement in public art and communications regarding 1619 events and Fort Monroe.

9. Fort Monroe National Monument Report – Kirsten Talken-Spaulding, Superintendent

Superintendent Kirsten Talken-Spaulding stated that commemorative events related to 1619 should also embrace the international aspect and impact of those events. Superintendent Talken-Spaulding reported that the Chief of Visitor Services and Resource Management position will be filled.

Superintendent Talken-Spaulding reported that the necessary documents related to land transfer have been progressing between the National Park Service and the FMA and Superintendent Talken-Spaulding hopes to see lands transfer soon.

10. Army Caretaker Report – Jeff Pasquino, Army Caretaker

There is no Army Caretaker report.

11. City of Hampton Report – Mary Bunting, City Manager

There is no City of Hampton report.

Old Business

12. **Youth Sailing Virginia Pier – Glenn Oder, Executive Director**
Director Oder reported that the City of Hampton is working on developing the contract for the pier.
13. **2015 Legislation – Glenn Oder, Executive Director**
Director Oder reported that the FMA does not have any proposed legislation for the 2015 General Assembly session at this time. However, there are some significant dates during February where Delegate Helsel and Senator Locke could make remarks during the Morning Hour regarding significant events at Fort Monroe.
14. **Metro Fiber Agreement – Chip Dicks, FutureLaw**
Mr. Dicks reported that the agreement with Metro Fiber has been finalized and ready for execution. The FMA will receive certain compensations in exchange for allowing Metro Fiber to utilize the conduit on the Fort Monroe property.

New Business

15. **Building 100 – Glenn Oder, Executive Director**
Director Oder stated the Building 100 could be a multi-tenant commercial building however, it needs restrooms added to the core of the building. Director Oder reported that the FMA has a proposal for the architectural design of the restrooms for approximately \$25,000. The preliminary estimate for the installation of the restrooms is approximately \$150,000.
16. **2015 FMA Goals – Glenn Oder, Executive Director**
Director Oder reported that the FMA Director's have established departmental goals for 2015. In addition to these goals, the FMA has primary objectives, although they are not always within the control of the FMA staff. These objectives include receiving the disputed property from the Army, transferring property to the National Park Service, phasing ownership of utilities to the respective utility operators, and creating an environment for the future sale of property at Fort Monroe.

General Public Comment

- A. **Scott Butler, Citizens for a Fort Monroe National Park** – thank the FMA staff and Board for their hard work to preserve Fort Monroe and remind the Board that Governor McAuliffe believe Fort Monroe can be one of America's greatest treasures.
- B. **Bill Wiggins, Project 1619** – thank various FMA staff and Board members for participating in the 1619 roundtable discussion, and hopes that work on 1619 events will include the City's 1619 Commission as well.

Closed Session

MOTION: I move that these proceeding will continue in closed session to address the potential acquisition or disposition of real property pursuant to VA Code §2.2-3711(a)(3), more specifically the EDC negotiations with the Army and the transfer of Commonwealth property to the National Park Service.

So moved: Vice-Chairman Northam
Seconded: Ms. Maloney
Discussion: None
Unanimously approved

MOTION: I move that we adjourn closed session and reconvene in open session.
So moved: Vice-Chairman Northam
Seconded: Mr. Cumming
Discussion: None.
Unanimously approved

ROLL CALL: Each member will now certify that only matters appropriate for closed session were discussed.
Ayes: Chairman John Lawson, Vice-Chairman Ralph Northam, G. Robert Aston, Colin Campbell, Larry Cumming, Delegate Gordon Helsel, Secretary of Commerce and Trade Maurice Jones, Jay Joseph, Senator Mamie Locke, Kim Maloney, Secretary of Natural Resources Molly Ward, Fran Wilson
Nays: None.

Mr. Lawson stated that the Board discussed transfer negotiations with the Army and the transfer of Commonwealth property to the NPS in closed session. Mr. Lawson reported that the Board agreed conceptually with the deal being negotiated between the Governor's office and the Army, subject to final details. Mr. Lawson stated the Board decided to consider a vote of support for the compromise with the Army.

MOTION: Move for approval
So moved: Mr. Aston
Seconded: Mr. Cumming
Discussion: None.
Public Comment: None.
Unanimously approved.

Reconvene

15. The next Board meeting is February 26, 2015 at 1:00pm.

Chairman Lawson adjourned the meeting at approximately 4:00pm.

Respectfully submitted,

Jesica Turner, Assistant Secretary

APPENDIX

APPENDIX I – Minutes from October 16, 2014 Meeting

APPENDIX II – Executive Director's Report

APPENDIX III – Financial Report

APPENIX IV – FMA Policy Revisions and Additions

APPENDIX V – Capital Improvement Plan

APPENDIX VI – FOIA/COIA Presentation