



Executive Director's Report for the  
Fort Monroe Authority Board of Trustees Meeting  
Bay Breeze Conference Center  
December 12, 2013

**Operations Report**

VDOT Maintenance Projects

The FMA, Kimley-Horn, and the City of Hampton Traffic Engineering division continue the design work on new VDOT-eligible projects to utilize the balance of the FY14 VDOT Urban Maintenance Funds. The projects being evaluated include:

- (1) Completion of additional street markings including crosswalk markings at locations where new or replacement handicap ramps were or will be installed;
- (2) Installation of new handicap ramps along Ingalls Road from Ruckman Road to Fenwick Road to complete all ramps along Ingalls Road;
- (3) Installation of additional traffic signage to include traffic control, regulatory, historic, and way-finding markers;
- (4) Reprogramming of traffic control signals to improve traffic flow at entry points to the Inner Fortress;
- (5) Traffic calming measures on Stilwell Drive adjacent to the Mill Creek Kayak/Canoe Launch and on Fenwick Road adjacent to the Engineer Fishing Pier, based on recommendations by Hampton Traffic Engineering; and
- (6) Additional pothole and crack sealing to extend the life of the roadway surfaces with any remaining FY14 funds.

The design plans are expected to be complete by mid-December with construction expected to start after the first of the calendar year. These projects are being completed with VDOT funds passed through by the City of Hampton under the terms of the Memorandum of Agreement between the parties.

Roof Condition Inspections

The FMA has been working with Ballou Justice and Upton Architects (BJU) and Roof Consulting Services (RCS) to complete an extensive roof condition assessment on 230 residential and commercial units. The project was funded by the FY2013 OEA grant. The field work has been completed. BJU/RCS are completing the reports that include an extensive assessment of the existing conditions for each roof but also include recommended repairs categorized by urgency and a program for inspections and maintenance that will assist the Authority in improving the condition of roofing systems throughout the property. The recommendations for roof replacements or repairs will be incorporated in future versions of the budget and capital improvement plan.

### Security Patrols

The FMA employs extra-duty officers (EDO), supplied by the Hampton Police Department, to patrol Fort Monroe property on a 24-hour, 7-day a week basis. In addition to advising the public of allowed activities, the HPD officers are reporting improper conditions such as defective street lights, unsecured buildings and lights left on after hours to the Authority staff. The EDOs also respond to reports of unauthorized activities such as fishing in non-permitted areas, unauthorized vehicles in restricted areas and unpermitted commercial use of the property.

### Security Cameras at Main Entrance

To assist the HPD in investigating suspected criminal activity at Fort Monroe, the Authority has installed security cameras at the main entrance. These cameras capture and store images of vehicles and pedestrians entering and leaving the Fort Monroe property. The images will only be used to support the investigation of criminal activity such as the theft of the copper gutters and downspouts. The images captured by the cameras will be archived for a minimum of 30 days.

### Mill Creek Dock and Accessible Boat Launch – Phase 1

Now that the first season for the new kayak launch is complete the Authority will be removing the accessible boat launch for maintenance and storage during the winter months. The Authority is working with contractors on the design of improvements to provide access to the sandy beach adjacent to the pier and the parking lot across the street from the pier/launch. Grant funding for the construction of the beach access and parking lot improvements will be requested from the NPS Watertrails program once the architectural and engineering design process is complete.

### Utility Operations

As previously reported, the Authority established accounts with Newport News Waterworks and Hampton Roads Sanitation District and took responsibility for the master-metered water and sewer accounts in late September. On November 1, the Authority signed a contract with Virginia Natural Gas to accept the responsibility for the master-metered natural gas consumption. Beginning with the bill for November consumption the Authority will bill the Army for water, sewer and natural gas usage for any Army-controlled (federally leased or federally-owned not leased to the Authority) buildings.

The facility agreement between the Authority and Dominion Virginia Power (DVP) for electric service at Fort Monroe is still delayed pending the termination of the privatized agreement between the Army and DVP. Once the privatized agreement is terminated to the satisfaction of both parties the Authority will enter into a facility contract with DVP and take responsibility for the master-metered electric service. The Authority will bill the Army for electric usage for any Army-controlled buildings on a per square footage basis until meters can be installed on each residential or occupied commercial building.

### Public Works Activities – Veolia

Since the deed transfer in June, Veolia has been responsible for utility services and systems on natural gas, water, sewer and stormwater systems in the 312.75 acres on Commonwealth-owned property. Since the last Board meeting Veolia has responded to a number of public works issues including two broken water lines, a blockage in wastewater lines and several reports of sink holes. Veolia continues to monitor the Commonwealth-owned sewage lift stations at Fort Monroe. Veolia reads the water and sewer master meters at the beginning of each business day to identify any spike in usage that might indicate the presence of a leak in a water or sewer line.

Now that the summer public event activities have diminished Veolia has been focused on a program for water line flushing to remove accumulated sediment from water lines by opening fire hydrants. The first flushing activity was completed during the overnight hours (10pm to 5am) of November 18-22. Veolia completed approximately 60% of the flushing project. The remainder of the flushing program is expected to be completed during January.

In the coming months Veolia will begin a program to install water meters on individual residential homes and occupied commercial buildings to allow the Authority to bill for metered utility consumption as compared to the fixed rate billing used previously by the Army and continued by the Authority until the meters are installed and operational.

### Maintenance Reserve Projects

The Fort Monroe Authority continues to work with the Department of General Services, Ballou Justice Upton Architects and Clark Nexsen Engineers on the design work for the maintenance-reserve funded capital projects to utilize the \$6.5 million in Maintenance Reserve Fund (MRF) money that has been allocated to the FMA.

The first MRF project (CIP Project # 3-009) for the replacement of non-standard fire hydrants has been bid and awarded. This project is important to conform fire hydrants at Fort Monroe to the hose fittings used by the Hampton Fire Division (HFD). Currently, the fire hydrants at Fort Monroe are sized to meet the federal standard which requires HFD to carry adaptors on each fire engine and install the adaptors before any water can be delivered to fight the fire. A pre-construction meeting was held with the contractor on December 4<sup>th</sup> with construction expected to begin after the first of the new calendar year.

Design documents have been completed for the large, multi-specialty MRF project that includes elevated tankless water heaters (CIP # 8-001) and electrical systems in basements (CIP # 8-002) on flood-prone areas, backflow preventers on sump pumps (CIP # 8-003) and structural repointing of mortar in buildings 100 (CIP # 8-009) and 83 (CIP # 8-006). The request for proposals was posted on November 24<sup>th</sup>. A pre-bid information conference was held on December 4<sup>th</sup>. The bid proposals are due by December 19<sup>th</sup>. Work expected to commence in the spring of 2014.

Design documents have also been completed for a MRF sewer pipe and manhole repair project (CIP # 4-001). This project will address stormwater inflow and infiltration into the wastewater system and improve pipes and stormwater manhole structures in poor structural condition. The scope of the project will include the repair of sanitary sewer pipes and structures given a poor condition rating in the 2010 condition assessment report, include: (1) Lining 26 manholes with poor wall condition; (2) Repairing 8 manhole benches; (3) Repairing 7 manhole benches and lining walls; (4) Sealing pipes entering 2 manholes; (5) Installing 871 linear feet of 6" pipe liner; (6) Installing 994 linear feet of 8" pipe liner; (7) Installing 67 linear feet of 10" pipe liner; (8) Installing 132 linear feet of 12" pipe liner; and (9) Replacing 3,000 linear feet of existing 6"-12" pipe. The request for proposals was posted on November 24<sup>th</sup>. A pre-bid information conference was held on December 4<sup>th</sup>. The bid proposals are due by December 19<sup>th</sup>. Work expected to commence in the spring of 2014.

#### Network Infrastructure Relocation

In response to new guidance for the physical security of network and financial infrastructure, the Authority will be relocating its network and financial servers to an access-controlled location in Building 182. To facilitate this relocation the Authority will begin reactivating the fiber-optic network abandoned by the Army after closure of the installation. Once relocated, the new network infrastructure will facilitate delivering telephone, data and internet service to any building on the property that has single mode fiber connections to the main fiber ring. This will facilitate the relocation of the Authority office to Building 83 next year with minimal interruption to normal operations. The network relocation is currently scheduled for the weekend of December 13<sup>th</sup> pending final confirmation from Cox Business.

### **Real Estate Activity Report**

#### Commercial Division

With the property reversion of 312 acres to the Commonwealth now in the rear view mirror, the Real Estate Department now has 95 commercial structures under its management and control. We now have a few months of control and oversight under our belt and we have discovered that the commercial structures are in need of a significant amount of repairs and maintenance. This is a result of the historic nature of the structures and a substantial amount of deferred maintenance on the part of the Army. With the onset of winter, repair and maintenance of the aging boilers have become the focus of our commercial maintenance staff. Old Point Comfort Real Estate Services, the commercial property manager for the FMA, has continued to do an excellent job and they show genuine pride and commitment to the restoration and maintenance of the fort.

A significant issue with one of our new tenants, Carson Helicopters, has persisted and warrants Board notification. Under a lease for Building 261 that commenced July 1, 2013, Carson was to be provided space in a building with various tenant improvements, one of which was 3-phase, 480-volt electrical service. Dominion Virginia Power provided pricing for the new service but has not been able to perform the upgrade due to an existing contract dispute with the Army. As the electrical service to Fort Monroe is still provided under the Army's account, Dominion cannot provide the power upgrade without the Army's approval, which so far has not been forthcoming. As a result of the impasse with Dominion and the Army, the tenant has been forced to run their equipment on rented generators and the FMA has abated the tenant's rent in an effort to mitigate the tenant's expense of equipment rental and fuel. We have worked diligently with the Army and while the caretaker staff has been a tremendous ally, they are not the final decision maker and we have made little progress in resolving the situation. We will continue to pursue all remedies at our disposal and will keep the Board apprised of our progress.

We have approximately 135,000 square feet of commercial space occupied either under a third party lease agreement or for use by the Fort Monroe Authority. There have been no new leases signed since the last Board of Trustees meeting; however, the following provides a snapshot of current activity:

- (1) A letter of intent with the Virginia STEAM Academy has been executed and a lease has been drafted and is pending Board approval for content prior to execution;
- (2) A letter of intent with Old Point Comfort Shellfish has been signed and is pending Board approval for execution;
- (3) Negotiations with the YMCA continue and the results of an interest survey were favorable. The YMCA plans to conduct another interest survey that targets a broader audience; and
- (4) We have a negotiated letter of intent with Peregrine Technical Solutions for building 217 that is pending execution.
- (5) Negotiations with Digital Divide Data continue and are progressing as planned. It is anticipated that their phase 1 commitment will have them occupy nearly 13,000 square feet and bring approximately 100 jobs to the Commonwealth. This opportunity is being pursued with the financial assistance of the Hampton Department of Economic Development and the Virginia Economic Development Partnership

### Residential Division

Residential leasing activity has remains solid with 151 homes currently leased, which translates to an occupancy rate of 92%, excluding the 11 units that are not in leasable condition.

As noted above we have at least 11 units that are un-leasable due to significant deferred maintenance and another 10 units that require repairs and maintenance in an amount that exceeds our standard turn cost allocation. In order to ascertain a sum certain for those repairs, we began a thorough, three phase, unit condition assessment. As relayed at previous Board meeting, we have completed phase one of the assessment (identification of deficiencies) and since that time we have also completed phase two (contractor pricing for correcting the deficiencies). We expect to commence phase three (corrective action) once we have a final determinate as to the amount of funds that will be available in response to our supplemental budget request, a decision on which is expected around the middle of December 2013. Work is expected to commence on the down units in the first quarter of 2014.

For nearly a year, the residential division has been putting the pieces in place necessary to establish a permanent residential maintenance team. We began by hiring a residential maintenance supervisor and improvement to our service delivery was immediate. This was followed up by a search and ultimately the selection of a dedicated, residential maintenance services contractor, Piedmont Facilities Management based out of Charlottesville. At the time of the last Board meeting, Piedmont had not yet filled all of the position required under their agreement with the FMA. I am happy to report that since that time, all three maintenance positions have been filled and the residential maintenance team is starting to come together and deliver quality maintenance services to our residents.

As previously reported, the FMA received a copy of a nearly 5,000 page Lead Based Paint Assessment report conducted by the Army. This report indicated that many of the residential units were exposed to lead dust hazard, most likely created from the friction caused by the normal operation of windows and doors treated with lead based paint. We selected a contractor to rid the residential units of all potential lead dust hazards and that work has been completed. We are now working on the production of the operation and management plan that will be used to guide our future response to lead dust hazards if and when they occur. Based on my review of the draft reports produced during the clean-up effort, lead dust hazards will re-occur and it will be incumbent upon the real estate department to have an effective, efficient plan in place to address the situation.

### **Public Programs Status Report**

Although the Public Programs department does not have any staff at this time, the work has continued through the generous effort of staff assigned to other FMA departments.

In conjunction with the staff from the Casemate Museum and with generous financial support from the Fort Monroe Foundation, the FMA created a historic ghost tour walk on the Fort Monroe property at the end of October. The script told stories of paranormal activity mixed with a generous dose of architectural trivia and factual history of the Fort. The program was restricted to residents of Fort Monroe in an effort to create a market test as well as practice hosting such an event. Survey results from the event showed overwhelming interest in continuing the event in future years and indicated participants would pay to participate. Staff members operated as tour guides and each dressed in period attire to add interest to the tour. Approximately 160 people participated.

FMA staff and Veolia employees are busy setting up Christmas lights on Ingalls Road, the bandstand, and the holly tree in Cannon Park in preparation for the December 8 holly days activities at Fort Monroe. Real estate personnel have taken the largest role in coordinating this activity and the newly formed Hampton roads philharmonic orchestra will perform in the Post Theatre prior to the holly tree lighting in Cannon Park. Refreshments will be provided by Veolia as well as a local Phoebus restaurant. Santa Claus has agreed to attend to light the tree and sit for pictures with family and friends during this event. Funding for the event is made possible by the generous donation of Kim Maloney to the Fort Monroe Foundation.

The FMA is actively engaged in planning public programs for next year. In addition to the concerts and weddings that are already in the planning stages for summer 2014, the FMA staff is working closely with the Virginia Bicentennial of the America War of 1812 Commission that is planning a two day symposium at Fort Monroe and Hampton University next summer. Activities include two receptions at the FMA house, an opening concert in Continental Park, guest speakers at the post theatre, a luncheon at the Chamberlin, and a joint youth orchestra symphony concert at Continental Park.

Finally, the FMA has been actively seeking a new Director of Public Programs and we are pleased to report that Susan Lineberry has accepted the position. She is the present director of special events for the City of Newport News and will be retiring at the end of the year. She is expected to begin her responsibilities at Fort Monroe in early February.

### **Casemate Museum Update**

#### Casemate Museum Visitation (including tours and events)

- October, a total of 2509 visitors an increase of 19.9%
- November, a total of 2665 visitors an increase of 3.5%

#### Personnel

Our Education & Volunteer Coordinator, Laura Orr resigned her position from the museum on October 8<sup>th</sup> for a new position at the Norfolk Navy Museum. We wish her great success in her new job. We have begun the hiring process for her new replacement and hope to have the position filled by mid-January.

#### Administration

- The museum staff attended the FMA Team Building trip to the Mariner's Museum.
- The staff with the help of five veterans folded the last American flag to be flown over the Army Post, Fort Monroe for the purpose of placing it on display.
- Director of the Casemate Museum attended the Museum CEO group at the Hampton History Museum.
- Director attended the Casemate Foundation Board meeting.
- Director attended the presentation of the *Peninsula Mapping Project* sponsored by the Historical and Archaeological Society of Fort Monroe.

#### Education & Programs

##### *Education*

- October: Staff and volunteers conducted 10 group tours representing 417 adults. Groups of note were Civil War Trust, Sorensen Institute, USS Abraham Lincoln and the Archeological Society of Virginia.

- October: Staff and volunteers conducted 4 school tours representing 175 students. Groups of note were the Achievable Dream School and mix of local and private schools.
- November: Staff and volunteers conducted 4 group tours and one open house representing 225 adults. Groups of note were 58<sup>th</sup> Fighter Association, Diversity Restoration Solutions and the VA-1 tourism meeting.
- November: Staff and volunteers conducted two school representing 48 students.
- Director of the Casemate Museum attended the Educator Professional Development Workshop held at Norfolk State University.

#### *Programs*

- The Casemate staff wrote and produced a Historic Ghost Walk for the residents of Fort Monroe with about 160 in attendance.

#### Operations, Cultural Resource and Collections

##### *Collections*

- The United States Army collection that is currently on display has been approved for loan to the Casemate Museum. Official paper work will be executed in December.

##### *Exhibits*

- A small exhibit on the closing ceremony of Fort Monroe and the last post commander Colonel Reyes opened to the public on Veterans Day Monday November the 11<sup>th</sup>, 2013.

##### *Preservation and Maintenance*

- BFPE Test, Inspection and Monitoring was conducted in November  
Staff is in negotiations to upgrade our Pest Management without additional cost.

#### **Communications Report**

The media clips since the October 24, 2013 Board meeting are attached.

#### **Historic Preservation Report**

The Heritage Assets Department began direct review and compliance programs consistent with the FMA's PA and MOU requirements in June 2013. Since that time the FMA has followed the specified processes, successfully avoiding any adverse effects to historic properties.

Proactive measures to identify and assess property conditions have concluded for the following: Buildings 83, 100 exterior walls, roofs, porches and stone steps; 141, 142 (aka 'the Flattops') roofs and ornamental railings for repair and/or replacement; thermal imagery and roof condition assessments for all historic buildings. The roof conditions assessments have produced especially actionable data for future preservation, maintenance and repair projects. The Department is working with the NPS Fort Monroe National Monument staff on Historic Structures reports (HSRs) for Old Quarters One and for the historic fortifications. Initial historical research for Old Quarters One began at two National Archives locations and onsite architectural documentation in September 2013, yielding enlightening data about the construction, use, alterations and maintenance of the building since it was completed in 1819 to the present-day conditions. The Authority expects to have an agreement for services with the NPS for a report on the historic fortifications, including the spaces in the fortress walls used by the Casemate Museum, by January 2014. That report will guide future decisions on the use and treatment of some of the most prominent and architecturally unique structures at Fort Monroe.

Two emergency land disturbing excavations occurred in October and November in the rear yards of residential properties. The first was in response to a sewer line backup near the main pump station. The second was in response to a developing sinkhole between the moat and the Chesapeake Bay.

Archaeological deposits discovered in the first location were documented for the official report to DHR. The deposits include bricks from a damaged underground vault and a possible concrete footing from a former building. Although the 'vault' is believed to be associated with an infrastructure system (e.g. water, storm drain), no conclusive historical records have been located. In addition, earth suspected to be contaminated with fuel oil from a former oil tank in this location was identified by smell and removed to a location for testing. No significant deposits were discovered at the second location, which was determined to have been caused by a previously-ground tree stump from post-Isabelle damage (c.2003/4).

#### Army activities affecting historic properties

The FMA is expecting the final archaeological report delayed by the federal government shutdown in October from the late 2012 gun emplacement discovery. The chimney stack for Building 57 was struck by lightning in October and will be reconstructed following an Army consultation with DHR. This building was constructed in 1938 as the Motor Pool and is a contributing property in the National Historic Landmark district.

#### Upcoming in December/January

The Department will be meeting with the newly-named Acting Virginia State Historic Preservation Officer Julie Langan in December 2013 to discuss the finalization and establishment of ongoing protocols. The first virtual tours of Fort Monroe are expected to be published to the internet in early 2014.