



Fort Monroe Authority Board of Trustees
Executive Committee Meeting
February 28, 2019
Meeting Minutes

The Fort Monroe Authority (FMA) Board of Trustees Executive Committee Meeting was held on February 29, 2019 at the Patrick Henry Building, located at 1111 East Broad Street, Richmond, VA 23219.

Call to Order

1. Opening Comments – Jim Moran, Chairman

Chairman Moran called the meeting to order at 3:02pm.

Chairman Moran announced that today's meeting would be of the Executive Committee of the Board.

2. Roll Call – Jessica Turner, Assistant Secretary

Present: Chairman Jim Moran, Dr. Maureen Elgersman Lee, Jay Joseph.

Absent: Vice Chairman Colin Campbell, Senator Mamie Locke.

A quorum is present.

Committee Vice Chairman Campbell listened in via phone.

Board members Mary Bunting, John Reynolds, Destry Jarvis, Secretary of Natural Resources Matt Strickler, and Secretary of Commerce and Trade Brian Ball were also in attendance.

3. Minutes from December 20, 2018 – Jim Moran, Chairman

MOTION: I move the approval of the December 20, 2018 meeting minutes (APPENDIX I).

So moved: Mr. Joseph.

Seconded: Dr. Lee.

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 Committee package (APPENDIX II).

5. **Financial Report – John Hutcheson, Deputy Executive Director**

Deputy Executive Director John Hutcheson reviewed the Financial Report included in the Board package (APPENDIX III).

Mr. Hutcheson stated that there is a revision to the Capital Improvement Plan (CIP) that was presented and approved by the Board in December 2018. This change is related to the Building 96 project.

MOTION: I move the approval of the Revised FY19 CIP as presented.

So moved: Mr. Joseph.

Seconded: Dr. Lee.

Discussion: None.

Public Comment: None.

Unanimously approved.

6. **Chairman’s Report – Jim Moran, Chairman**

Chairman Moran suggested that Fort Monroe be renamed to Old Point Comfort at some time in the future.

7. **National Park Service Report – Terry E. Brown, Superintendent**

Superintendent Terry Brown announced that there is a new Facilities Manager for the Fort Monroe National Monument. Superintendent Brown also noted that painting at Quarters 1 will begin in May.

8. **City of Hampton Report – Bruce Sturk, Director of Federal Facilities**

There is no City of Hampton report.

9. **Fort Monroe Foundation Progress Update – Mike Westfall, President**

President Westfall reviewed the Fort Monroe Foundation Progress Update included in the Board package (APPENDIX IV).

Old Business

10. **Moving Properties to the Marketplace – Glenn Oder**

Director Oder reported that the Request for Proposals (RFP) process has been delayed due to the ongoing Army transfer. A draft of the RFP is being prepared so that it will be ready as soon as properties transfer from the Army.

11. **Army Transfer – Jay Joseph**

Mr. Joseph reported that language has been agreed to and signature ready deeds are anticipated in the next few days.

Mr. Jarvis inquired whether the contract with the current marina operator will encumber the RFP process. Director Oder reported that an agreement is in the works and will not interfere with the RFP.

12. **Fort Monroe Visitor and Education Center Update – Glenn Oder**

Director Oder reported that the Fort Monroe Visitor and Education Center (FMVEC) is behind schedule but the contractor is committed to recovering the schedule for an on-time opening. The Casemate Museum team continues to work on the FMVEC exhibits.

13. Legislative Update – Glenn Oder

Director Oder reported that all of the FMA's bill passed the House and Senate and are on their way to the Governor for signature. Director Oder also reported that \$500,000 was included in the budget for the African Landing Memorial project.

New Business

14. 2019 Annual Board Retreat – Mary Bunting, John Reynolds

Ms. Bunting reported that the Annual Board Retreat will be held on April 17-18, 2019. The Retreat will include tours and dinner on Wednesday and a visioning meeting on Thursday.

15. Board of Trustees Open Discussion

Mr. Jarvis inquired about the status of the agreement with Eastern National to operate the bookstore in the FMVEC. Superintendent Brown reported that the agreements are in place and products are being developed.

16. General Public Comment

A. Craig Via, Fort Monroe resident – would like to see the Jefferson Davis Arch removed and wants to know if the FMA has the authority to remove it.

Director Oder responded that the Arch is contributing to the National Historic Landmark District and is considered part of the viewshed. Director Oder reported that the FMA is working to add additional interpretive signage and is also looking into the possibility of removing it.

Closed Session

17. In accordance with VA code 2.2-3711

- **Acquisition or Disposition of Real Property**
- **Personnel Matters**
- **Consultation with Legal Counsel**

MOTION: Mr. Chair, I move the Fort Monroe Authority Executive 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; personnel matters, in accordance with Section 2.2-3711(A)(1) 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. Joseph.

Seconded: Dr. Lee.

Discussion: None.

Public Comment: None.

Unanimously approved.

Reconvene

MOTION: Mr. Chair, I move that the Fort Monroe Authority Executive 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; personnel matters; and consultation with legal counsel.

So moved: Mr. Joseph.

Seconded: Dr. Lee

Discussion: None.

Public Comment: None.

Unanimously approved.

MOTION: Mr. Chair, 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 Fort Monroe Authority Executive Committee in executive session.

So moved: Mr. Joseph.

Seconded: Dr. Lee.

Ayes: Chairman Jim Moran, Jay Joseph, Dr. Maureen Elgersman Lee.

Nays: None.

Unanimously approved.

18. Action Items Post Reconvened Session

MOTION: I move the adoption of the Salary Administration Plan as presented and described by the Executive Director.

So moved: Mr. Joseph

Seconded: Dr. Lee.

Discussion: None.

Public Comment: None.

Unanimously approved.

MOTION: I move the approval of the Resolution (APPENDIX V) as presented.

So moved: Mr. Joseph

Seconded: Dr. Lee.

Discussion: None.

Public Comment: None.

Unanimously approved.

Adjournment

19. Next Meeting is April 17-18, 2019

Chairman Moran adjourned the meeting at approximately 5:00pm.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Jessica Turner", is written over a horizontal line.

Jessica Turner, Assistant Secretary