



Fort Monroe Authority Board of Trustees
Finance Committee Meeting
June 15, 2020 4:00pm
Meeting Minutes

The Fort Monroe Authority (FMA) Board of Trustees Finance Committee met on June 15, 2020 at 4:00pm at the Fort Monroe Visitor and Education Center, 30 Ingalls Road, Fort Monroe, Virginia 23651.

Members Present: Mr. Jay Joseph, Chair
Ms. Mary Bunting
Senator Mamie Locke
Delegate Martha Mugler

Staff Present: Mr. John Hutcheson
Mr. G. Glenn Oder
Ms. Donna Swiney

Others: Ms. Katheryn Surface Burks, Office of the Attorney General, via phone
Ms. Adrian White
Mr. Braxton Williams, Office of the Attorney General, via phone

Call to Order

1. Opening Comments – Jay Joseph, Chairman

Chairman Joseph called the meeting to order at 4:00pm and expressed his appreciation in the thorough job in putting together the board package.

2. Roll Call – Donna Swiney, Assistant Secretary

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

3. Approval of Minutes from November 13, 2019 Meetings

MOTION: I move the approval of the November 13, 2019 meeting minutes (APPENDIX I).

So moved: Senator Mamie Locke

Seconded: Delegate Martha Mugler

Discussion: None.

Public Comment: None.

Unanimously approved.

Reports and Briefings

4. Financial Report – John Hutcheson, Deputy Executive Director

Year-to-date Financials

Deputy Executive Director John Hutcheson reviewed the Financial Statements included in the Board package (APPENDIX II). Mr. Hutcheson stated that the new auditor is Cherry Becker and the new FMA accounting manager is Yolanda Spooney.

A discussion ensued on utilities with the Army and Dominion. It was suggested that an expert analyze the bill to see if the FMA is treated fairly.

FY21 Budget

Mr. Hutcheson reviewed the FY21 budget in a normal operation scenario as the budget reduction is not known at this time.

MOTION: I move that the Finance Committee approve the FY21 Budget as submitted (APPENDIX III).

So moved: Ms. Mary Bunting
Seconded: Senator Mamie Locke
Discussion: None.
Public Comment: None.
Unanimously approved.

Capital Improvement Plan

Mr. Hutcheson reviewed the Capital Improvement Plan, stating that nine buildings are on the priority project list and only two line items were changed on the plan. The annual CIP update will be given at the November Board of Trustees meeting.

MOTION: I move that the Finance Committee approve the two adjustments to the Capital Improvement Plan (APPENDIX IV).

So moved: Senator Mamie Locke
Seconded: Delegate Martha Mugler
Discussion: None.
Public Comment: None.
Unanimously approved.

Line of Credit Renewal

This is an information item related to establishing a line of credit. Mr. Hutcheson reported that this item is to ask the Board to reaffirm the same resolution dated June 21, 2018.

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

Director Oder gave an update on Fort Monroe during the COVID-19 pandemic, the reopening process, and African Landing Day. He stated that Ms. Mary Bunting has been a great resource.

Old Business

6. Army Transfer – John Hutcheson

Mr. Hutcheson reported that the FMA is working with NPS Superintendent Kym Hall on the NPS property transfer. Various costs have been provided to Superintendent Hall.

A question was raised about the Chamberlin. Executive Director Oder reported that a discussion is needed with the Northam Administration.

7. Moving Properties to the Marketplace – Glenn Oder

Director Oder reported that the FMA is moving forward with the Due Diligence letters.

New Business

There was no new business.

General Public Comment

Ms. Adrian White expressed concerns that there were no notifications to residents about the gatherings of the Black Lives Matter group.

Closed Session

8. 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: Ms. Bunting.

Seconded: Chairman Joseph.

Discussion: None.

Public Comment: 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: Ms. Bunting.

Seconded: Chairman Joseph.

Discussion: None.

Public Comment: 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: Ms. Bunting.

Seconded: Chairman Joseph.

Ayes: Chairman Joseph, Mary Bunting.

Nays: None.

Unanimously approved.

Adjournment

9. Next Meeting –September 10, 2020

Chairman Joseph adjourned the meeting at approximately 6pm.

Respectfully submitted,


Donna Swiney, Assistant Secretary