FORT MONROE AUTHORITY
August 18, 2011 ~ Meeting Minutes

The Fort Monroe Authority (FMA) Board meeting was held on August 18, 2011 at the Hampton Roads Convention Center in Hampton, Virginia.

I. ADMINISTRATIVE MATTERS

A. Call to Order and Opening Comments. Terrie Suit, Chairman.

Chairman Suit called the meeting to order at 1:00 p.m.

B. Roll Call: Nia Lissimore, Assistant Secretary

Present:
Chairman Terrie Suit, John R. Lawson, Delegate Gordon Helsel, Councilman Ross Kearney, Senator John Miller, Mayor Molly Ward, James Church, Kim Maloney, Carrie Cantrell (for secretary Cheng)

Absent: G. Robert Aston, Colin G. Campbell and Secretary Doug Domenech

Garrison Commander Colonel Anthony Reyes was also present

C. Approval of Minutes from the July 21, 2011 Board Meeting and August 9, 2011 Special Board meeting

MOTION: There was a motion by Councilman Kearney to approve July 21, 2011 meeting minutes. The motion was seconded by Delegate Helsel and unanimously approved.

MOTION: There was a motion by Councilman Kearney to approve August 9, 2011 special meeting minutes. The motion was seconded by Mr. Church and unanimously approved. APPENDIX I.

II. REPORTS & BRIEFINGS

A. Operation's report - Mr. John Hutcheson, FMA Director of Operations. Mr. Hutcheson stated the fiscal year-end accrual statements were given to the Board. The accrual statements reflect the year-end pre-audit financials. The government fund show a cash balance of $493K with total current assets of $790K and total net assets of $754K. Mr. Hutcheson also reviewed the enterprise fund financials which reflected a total net income (on an accrual bases) of $84K. Chairman Suit asked if the Finance Committee reviewed all of the statements. Mr. Hutcheson stated the Finance Committee had not reviewed the accrual statements because they are pre-audit but will review them in the future.

Mr. Hutcheson stated the Office of Economic Adjustment (OEA) grant documents were submitted to the Project Manager. The grant totaled a little over $2M, to include full or partial reimbursement for seven employees, and about $1.1M dollars for consultants and studies including; the Master Plan, the information technology assessment, the ongoing support for environmental, economic, legal and some support for the Casemate Museum.

Mr. Hutcheson presented the Planning Advisory Group (PAG) member recommendation list from the combined City and FMA staffs. The following nominees were recommended; Alisa Bailey, Larry Cummings, Greg Grootendorst, Jay Joseph, Joseph Lahendro, Sally Lazorchak, Sam Martin, Anthony Moore, Donna Morris, Liz Povar, and Joe Spencer. Mr. Hutcheson stated the group will be established to act not only as a proposal review group but also as an advisory group for the Authority. The PAG can be established by either a Board vote or by the Board Chairman. Chairman Suit explained the PAG will act similar to how a planning commission operates in a locality. The

Group will work on a Master Plan for Fort Monroe and review projects to determine whether they meet the Programmatic Agreement, Master Plan and Reuse Plan standards prior to making a recommendation to the Board. APPENDIX II.

MOTION: There was a motion made by Delegate Helsel to approve the recommended nominees as members of the FMA Planning Advisory Group. The motion was seconded by Senator Miller and unanimously approved.

Comments: Councilman Kearney stated creation of the PAG will allow more citizens to be included in what the FMA is doing at Fort Monroe. Chairman Suit stated direction for the PAG was requested but did not need a vote by the full Board. She then approved the Group to act as a steering committee for the Master Plan. Mr. Hutcheson noted the RFP for the Master Plan will be posted next week for 30 days with a joint selection process and a target completion date in October. The Master Plan is estimated to be completed in 4-6 months.

Mr. Hutcheson gave an update on the Leasehold Feasibility Working Group (LFWG) stating the Citizens for a Fort Monroe National Park (CFMNP) members serving in the Group presented their response to the draft study. The Group also discussed expanding the report to include all property types (including commercial). The objective is to give the Board a final recommendation in November.

Mr. Hutcheson updated the Board on the Memorandum of Agreement (MOA) with the City of Hampton. He stated the focus at this point is to get the leases on City operated properties completed. Some of the public areas the City has agreed to take and operate were not on the August 1st lease and discussions are ongoing with the Army to do a supplemental lease to incorporate those properties. Once the leases are complete, the focus will be back on the MOA. Chairman Suit added September 15th is a ceremonial date and property at Fort Monroe will not revert to the Commonwealth on that date however, property will be leased to the FMA.

B. Chairman's Report-Terrie Suit, FMA Chairman. Chairman Suit stated the FMA is preparing for a transition in leadership with Glenn Oder beginning the position of Executive Director on September 1, 2011.

C. Legal update – Don Lahy, Office of the Attorney General. Mr. Lahy stated Senior Assistant Attorney General, Steve Owens will be returning to work fulltime at the Office of the Attorney General on August 22, 2011 and will resume serving as legal counsel for the FMA.

D. Executive Director Report – Bill Armbruster, Executive Director. Mr. Armbruster stated there are only 29 days left before the Army officially moves the military mission. The FMA is working hard to fulfill its obligations and commitments to ensure Fort Monroe continues to function as a vital community following the Army's official departure. After September 15th the official Army mission moves but actual title to the property will remain with the Department of the Army into 2012. The Garrison Command will be disestablished and the Army Caretaker staff will take responsibility for managing those properties that are not under lease to the FMA. Mr. Armbruster recognized Colonel Anthony Reyes for his hard work and assistance to the FMA. Colonel Reyes' command will be disestablished on September 15th.

Mr. Armbruster discussed Army Caretaker responsibilities stating Jeff Pasquino, Provost Marshall for the U.S. Army, will be taking the lead after September 15th. Priority for caretaker responsibility includes; Transfer of Casemate Museum operation to the FMA, finalization of Fort Monroe environmental efforts and cleanup actions, maintenance and transition of utilities, mothballing Army buildings and caretaker properties, Management of Army leased properties including the Marina (Guest Services Inc. will operate the Marina on behalf of the Army beginning September 1st) and security for Army properties until conveyance.

Mr. Armbruster stated that two weeks ago the FMA took over operations and the remaining maintenance responsibility for over 1 million square feet of real estate (including 174 Army family housing units as well as several commercial and recreational buildings). This milestone agreement was described by Army Officials as unprecedented among BRAC closures, both for the volume of

real estate involved and its execution weeks before the actual closure, thereby reducing the number of buildings scheduled to be mothballed by the Army.

Mr. Armbruster stated the real estate team worked closely with the Garrison to fine tune the residential lease agreement and retain military families. The FMA currently has 46 of the family housing units leased and 104 of the Monroe Apartments leased. There is an overall occupancy of 55.8% of leasable units and estimated annual gross revenue of just under $1.5 million. Old Point Comfort Real Estate Services (OPCRES) is actively marketing the balance of the residential units to military and non-military prospects. Mr. Armbruster stated the FMA will be taking down 4 units in the Wherry Quarter, as mentioned at the July meeting. It was determined the structural damage was too extensive and could not be repaired. This information was shared with the State Historic Preservation Officer and the US Army. All parties are in agreement that this is an appropriate and necessary action.

Mr. Armbruster added that currently the FMA is in negotiations or have proposals out with 13 commercial service municipal related entities involving over 300,000 square feet of office, warehouse, and service related space.

Mr. Armbruster updated the Board on the PPEA negotiations stating Board Member Gordon Helsel chaired the Public-Private Education Facilities and Infrastructure Act (PPEA Working Group). After carefully following the PPEA guidelines (15 member evaluation Team), the Group selected Veolia Water Inc. and the FMA has entered into negotiations with Veolia to provide O&M for water, waste water, storm water and roads/sidewalks. The final draft contract has been posted for public comment until September 3 on the FMA's website.

The FMA, in coordination with the City of Hampton and the Army Caretaker Team, has revised its plans to operate and maintain the athletic fields, picnic areas and Continental Park. Anticipating National Park Service new management boundaries, most of the northern open space areas are not included in the FMA leased area and will remain an Army Caretaker responsibility post September 15, 2011. Several major events are already scheduled at Fort Monroe post September 15.

Mr. Armbruster updated the FMA on Public Programs, stating effective September 15, 2011 the FMA will take over operation and management of the Casemate Museum. A Memorandum of Understanding (MOU) between the FMA and the Army Training and Doctrine Command (TRADOC) is awaiting final review by the Office of the Attorney General before returning to TRADOC for signature. In a related action, FMA has drafted a separate MOU with the Casemate Foundation for the continued operation of the Casemate gift shop following transfer from Army to FMA ownership. APPENDIX III.

Comments: Senator Miller asked which parts of the Fort will be inaccessible to the Public. Mr. Armbruster stated the isolated areas will most likely be the areas National Park Service (NPS) is interested in, principally the northern Dog Beach area and Bay Breeze.

E. Army Update – Colonel Anthony Reyes, Garrison Commander. Colonel Reyes gave an update on the closing ceremony and thanked the FMA Board and City of Hampton for allowing the Garrison Command to participate on the Board.

F. Fort Monroe Foundation – Carrie Cantrell, Chairman. Ms. Cantrell stated on August 8th the Fort Monroe Foundation had its annual and organizational meeting to adopt the Foundation's Articles of Reinstatement, amend the bylaws to allow a Chairman of the Board to preside over meetings, and elect officers to include; Mayor Molly Ward as the Treasurer, Otto Konrad as the Secretary, and Carrie Cantrell as the Chairman. The next meeting will be in October and include the new Board members. The annual meeting will be held each May with quarterly meetings thereafter. Ms. Cantrell stated the Foundation is ready to accept checks for donations.

G. Design Standards Report – Cherilyn Widell, Historic Preservation Officer. Ms. Widell gave a background on the development of the Design Standards and discussed their relation to the Programmatic Agreement (PA). She discussed the principle tools of the PA which are designed to; 1.

Preserve the National Historic Landmark status of the historic district 2. Convey historic preservation easements or covenants should property be sold 2. Establish a Zone Management Strategy- recognizing the distinctive character of each zone in the historic district 3. Develop a Continuing Review Process- Mechanism for the consideration of future projects consistent with "do no harm" to the National Historic Landmark 4. Employ a qualified Historic Preservation Officer for Fort Monroe- A professional who can make findings and work to integrate protection of the National Historic Landmark in all aspects of operations and management of the property. 5. Adopt design standards and an historic preservation manual based in national historic preservation standards and guidance documents as applied on the ground developed in accordance with the Secretary of the Interior Standards for the Treatment of Historic Properties.

Ms. Widell also reviewed the development of the Design Standards, the development process, as well as their contents and application to projects at Fort Monroe. Ms. Widell stated the next steps for the Design Standards, according to the PA, are to submit the final draft to the State Historic Preservation Officer (SHPO) and NPS for their review and approval. APPENDIX IV.

Comments: Councilman Kearney stated the Board recognizes the significance of Fort Monroe and the importance of preserving the buildings, structures, and sites that illustrate its history. He stated how the Board approaches the important task of preserving and managing the facilities and tools they have (Programmatic Agreement) and the ones they are developing (Design Standards and Public Participation Protocol) are and will be critical to success. He stated as members of the Board charged with managing and protecting these historic properties, the Board needs to ensure they fully understand the various tools they are developing, how they relate to and build upon what is there and how it is used. Councilman Kearney recommended the Board set up a working group to focus specifically on the Design Guidelines and Public Participation Protocol to ensure the scope and content is fully understood. This will ultimately aid the Board and staff in developing an Authority policy that reinforces use of these tools in a balanced and problem solving manner. Councilman Kearney stated it was important to have these tools in place prior to the Commonwealth taking ownership of property in January 2012 and encouraged the Board to act on this matter with a sense of urgency.

MOTION: Councilman Kearney made a motion for the Board to establish a Design Standards and Public Participation Protocol Working Group to review in detail with staff and resource experts as required, the current proposed Design Standards and Public Participation Protocol. The charge of this working group will be to provide staff with guidance and comments on the drafts so that they can be finalized in a timely manner and to recommend language for an Authority policy statement regarding interpretation and implementation of these tools in a manner that is balanced and problem solving oriented. It is also suggested the Working Group report back to the Board with its recommendations no later than the November Board meeting. Mayor Ward seconded the motion.

Comments: Chairman Suit clarified that Councilman Kearney asked for the development of a Board working group to drill down on the Design Standards. Councilman Kearney confirmed the motion and stated every Board member should be aware of the Design Standards and their contents. Mr. Lawson stated he did not know if the Board had enough expertise to perform such a task. Mayor Ward stated the Design Standards are very important and the concern is that they could be interpreted differently. She also stated a process is very important and the Board needs to understand how the guidelines will be enforced. Ms. Widell reminded the Board that the continuing review process is outlined in great detail in the Programmatic Agreement and its goal is to reach no adverse affect. There would be three types of projects allowed on Fort Monroe: (1) No Effect, such as low and repetitive activities like cutting grass, (2) No Adverse Effect, as discussed in the Design Standards or (3) Adverse Effect, which would normally be a demolition and would require consultation with the State Historic Preservation Officer. Mr. Hutcheson stated the Planning Advisory Group (PAG) was just established with individuals that have experience in planning and architecture and suggested it would make more sense to make that Group review the Design Standards.

AMENDED MOTION: Councilman Kearney amended the motion to hand over the Design Standards review process to the PAG. The motion was seconded by Mayor Ward and unanimously approved.

Chairman Suit asked that any Board members who would like to participate on the Planning Advisory Group to notify staff. She also asked that the PAG report back to the Board in November with their feedback on the Design Standards, any recommendations for change, and a process for how the Design Standards are implemented, reviewed and appealed.. Chairman Suit stated there are many reports that suggest if the NPS does not take over Fort Monroe there could be massive development and high rise buildings built but regardless of the NPS presence, the Design Standards prevents that sort of development at Fort Monroe.

H. **City of Hampton Report – Mary Bunting, Hampton City Manager.** Ms. Bunting gave the Board an update on the City services agreement which covers many different levels of services to be provided by the City to the FMA, including police and fire, which will begin immediately. The City is working with the Army on a concurrent jurisdiction agreement. Ms. Bunting stated the city will begin the residential trash collection on September 6, 2011 with Fort Monroe residents paying the same fees for collection as City of Hampton residents. Ms. Bunting reviewed a map that outlined the recreational facilities and outdoor areas the City will operate and maintain after September 15th. APPENDIX V.

I. **National Park Service Working Group Report – Molly Ward, City of Hampton Mayor**. Mayor Ward stated that since the last meeting the letter of endorsement to the Congressional delegation from the Board for the new NPS footprint was delivered. Negotiations are ongoing with the NPS and Congress with Congressional hearings expected to take place in September.

III. PUBLIC COMMENT

Monica Rhodes, representing the National Trust for Historic Preservation and their partners Preservation Virginia, shared a memo with the Board from the National Trust for Historic Preservation and Preservation Virginia to remain actively engaged in the public involvement protocol. APPENDIX VI.

IV. OLD BUSINESS

There was no new business presented.

V. NEW BUSINESS

Councilman Kearney asked the Board to adopt a resolution to keep the Phoebus Post Office open. The Post Office was first established in 1885 and is part of the rich history in the City of Hampton. APPENDIX VII.

MOTION: Councilman Kearney made a motion for the Board to adopt the resolution to keep the Phoebus Post Office open. The motion was seconded by Senator Miller and unanimously approved.

VI. EXECUTIVE SESSION

MOTION: There was a motion made by Mr. Lawson for the Board to proceed in executive session pursuant to VA code 2.2-3711(a)(3)(4)(5)(6)(7) and (29). Those sections address the potential acquisition or disposition of property, potential business opportunities, provision of legal advice, potential investment of public funds, personnel matters, and the potential award of public contracts. The motion was seconded by Councilman Kearney and unanimously approved.

MOTION: There was a motion by Mr. Lawson to go into open session. The motion was seconded by Councilman Kearney and unanimously approved. Each Board member certified that only matters appropriate for executive session were discussed and a roll call was completed by Ms. Lissimore.

VII. RECONVENE

VIII. ADJOURNMENT

The next meeting is on September 29, 2011

Chairman Suit motioned for the meeting to be adjourned at 3:08 p.m.

Respectfully submitted,

Nia Lissimore
Assistant Secretary

APPENDICES

APPENDIX I July 21, 2011 and August 9, 2011 Board Meeting Minutes

APPENDIX II Operations Report

APPENDIX III Executive Director's Report

APPENDIX IV Design Standards Report

APPENDIX V City of Hampton Services Map

APPENDIX VI Public Comment/Letter from National Trust for Historic Preservation

APPENDIX VII Phoebus Post Office Resolution

APPENDIX I

FORT MONROE AUTHORITY
July 21, 2011 ~ Annual Meeting Minutes

The Fort Monroe Authority (FMA) Annual Board meeting was held on July 21, 2011 at the Bay Breeze Community Center on Fort Monroe.

I. ADMINISTRATIVE MATTERS

A. Call to Order and Opening Comments. Terrie Suit, Chairman.

Chairman Suit called the meeting to order at 1:00 p.m.

Chairman Suit stated roll call and minute approval would be completed after a quorum was established.

II. REPORTS & BRIEFINGS

A. Operation's report. Mr. John Hutcheson, FMA Director of Operations. Mr. Hutcheson stated the government funds account statement was the Authority's fiscal year end statement with a total of $493K. The number dropped significantly from the last report due to the end of the grant period due to consultants being paid prior to year end. Total net assets were $420K for the year with gross revenue at $3.3M comparable to last fiscal year, and total expenses at $2.9M down about $200K from the previous year. Mr. Hutcheson stated the enterprise fund is related to business activity particularly Wherry apartments and leased housing, cash on deposit is about $64K with total current assets at $121K. Mr. Hutcheson stated the operating income for the fiscal year is up $177K. Mr. Hutcheson stated he would await a quorum in order to review the budget. APPENDIX I

B. Army Update – Colonel Anthony Reyes, Garrison Commander. Colonel Reyes stated the Army was looking forward to having the master lease signed by the 27th of August. Following signature of the master lease the Army will ensure that all residents looking to remain residents at Fort Monroe sign leases with the FMA. The FMA and Army are in phase II of the lease process

C. Executive Committee Report - Terrie Suit, FMA Chairman. Chairman Suit gave an update on the Executive Committee meeting held on June 23, 2011. Executive Committee members Chairman Suit, Mayor Ward, Mr. Campbell and Mr. Lawson were in attendance. The Committee received a report from the Leasehold Feasibility Working Group (LFWG) and Chairman Suit asked that the group submit a final report in November and work to establish restrictive historic easements. She added the group can work with Kathleen Kilpatrick, State Historic Preservation Officer, on the easements and develop some language that the Board and Citizens could review.

The Executive Committee also received a presentation regarding the Planning Advisory Group (PAG) which would work like a planning commission in local government as an advisory group made up of individuals who are familiar with land use. The group would have the first look at any potential development, compare it to the FMA Master and Reuse Plans and be able to make a recommendation to the Board as to whether they meet the requirements of the Programmatic Agreement.

The Committee was given an update on the Fort Monroe Foundation Nominating Committee and is able to begin joining Board members to get the Foundation up and running to fund the historic programs. In addition, Mayor Ward provided updates on the NPS working Group.

D. Executive Director Report – Bill Armbruster, Executive Director. Mr. Armbruster stated that last Friday, the Fort Monroe Authority issued a release that confirmed Army plans to move the

military mission as scheduled for September 15th. The announcement also confirmed that actual title to the property will remain with the Department of the Army until early in calendar year 2012. Mr. Armbruster stated the FMA is working with the City of Hampton to ensure those residents living at Fort Monroe will receive the same services provided to all residents of the City. Together, they are working to build a strong future that minimizes the negative impact of the Army closure particularly as it relates to job creation and community growth.

Mr. Armbruster gave an update on the Master plan stating a number of actions are underway to follow Board guidance on re-examining the economic model. At the last meeting, Mr. Armbruster briefed the Board on the joint initiative with the City to develop a master plan as the essential companion document to the Reuse Plan. Working with the City and the Office of Economic Adjustment (OEA), The FMA is expected to issue an RFP through eVA – VA electronics procurement site for 30 days.

Mr. Armbruster gave an update on Infrastructure and Water Resources Development Act (WRDA) stating the FMA was awarded competitive grant to complete section of storm water management and flood protection systems designed by the USACE after hurricane Isabel in 2003. This involves the backflow preventer's project identified as the next phase in flood control efforts. The Corps has assembled project development and management teams and has developed a project management plan with the FMA.

Mr. Armbruster announced that the FMA is awaiting results of VDOT study (the VDOT survey on cost estimates on road improvements identified during the environmental impact statement). He also announced that the FMA has been invited by the Commonwealth of VA Department of Transportation to become a consulting party in the NHPA Section 106 consultation process for the Hampton Roads Bridge-Tunnel Project.

Mr. Armbruster gave an update on Preservation and Design Standards stating at the last meeting the Board was advised that the draft Preservation and Design Standards were completed following the public comment period. There will be a detailed report presented to the Board in August to address the Design Standards and the relationship to the Reuse Plan and the Programmatic Agreement. The Fort Monroe Historic Preservation Officer, has developed a protocol to provide members of the public and specific stakeholders the opportunity for meaningful and timely review and comment on undertaking at Fort Monroe. Comments have been received from the Advisory Council on Historic Preservation, the Virginia Department of Historic Resources and the National Trust for Historic Preservation. The Army and FMA will conduct the yearly meeting required by the Programmatic Agreement with signatories and consulting parties on august 1st.

Mr. Armbruster stated as requested at the FMA Executive Committee meeting, the Board has been provided with economic documentation showing property value increases of 20% and other benefits which accrue to land and communities in close proximity to National Parks.

Mr. Armbruster gave an update on the environmental remediation process. The FMA was advised by letter from the VA Department of Environmental Quality (VDEQ) that the selected remedy for the Munitions Response Remedial Action Decision signed by the U.S. Army on April 5, 2011 was approved. Approval of this document is a significant milestone for the Commonwealth and FMA and will mean reasonable solutions for all stakeholders in the environmental remediation process going forward.

Mr. Armbruster gave an update on the Casemate Museum stating the FMA is currently working on an agreement with the Army on joint operations for the Casemate Museum which is expected to happen September 15th. In addition, the FMA is preparing to expand management responsibilities by taking over the remaining inventory of Army family housing effective 1 august. The FMA is actively managing a significant portion of Fort Monroe and will continue to do so until the transfer of the property in early 2012. APPENDIX II

III. ADMINISTRATIVE MATTERS (CONT)

A. Roll Call: Nia Lissimore, Assistant Secretary

Present: Terrie Suit, Jr., Colin G. Campbell, Delegate Gordon Helsel, Councilman Ross Kearney, Senator John Miller, Mayor Molly Ward, Kim Maloney, Carrie Cantrell (for Secretary Cheng) and G. Robert Aston

Absent: John R. Lawson, Secretary Doug Domenech and James Church

Garrison Commander Colonel Anthony Reyes was also present

B. Nominating Committee: Colin Campbell, Nominating Committee Chairman

Mr. Campbell stated FMA Board offices for the Chairman, Vice-Chairman, Secretary and Treasurer or Secretary/Treasurer have to be elected annually. The office of Secretary/Treasurer does not need to be a member of the Board while Chairman and Vice-Chair are required to be Board members. The current Chairman is Secretary Suit, the Vice-Chair is John Lawson, and Secretary/Treasurer Chair is Bob Scott with Assistant Treasurer John Hutcheson and Assistant Secretary Nia Lissimore. The Nominating Committee recommended leaving Secretary Suit as Chairman and Mr. Lawson for Vice-Chairman. For Secretary/Treasurer the Nominating Committee recommended Pete Peterson, Assistant City Manager for the City of Hampton substituting Bob Scott who chose not to serve, Nia Lissimore as Assistant Secretary and John Hutcheson as Assistant Treasurer.

MOTION: A motion was made by Mr. Campbell for the Board to appoint Secretary Suit as Chairman, Mr. Lawson as Vice-Chairman, Pete Peterson as Secretary/Treasurer, Nia Lissimore as Assistant Secretary and John Hutcheson as Assistant Treasurer to the FMA Board of Trustees. The motion was seconded by Councilman Kearney and unanimously approved.

C. Approval of Minutes from the May 19, 2011 Board Meeting

MOTION: There was a motion by Delegate Helsel to approve the minutes from the May 19, 2011 meeting. The motion was seconded by Senator Miller and unanimously approved. APPENDIX III

IV. REPORTS & BRIEFINGS (CONT.)

A. Operation's Report. Mr. John Hutcheson, FMA Director of Operations. Mr. Hutcheson reviewed the budget stating the Board had copies of the proposed budget in their packets. The FMA proposed 13 full-time employees for FY12 an increase (of four) over the current staffing including two new positions; a Program Coordinator for Public Programs and a Project Manager for Heritage Assets. There are two associates that are currently contract employees the FMA anticipated converting to full-time employees on October 1st. Mr. Hutcheson stated the FMA proposed to make that change in October in order to allow the new Executive Director to have a participating role in staffing decisions. Mr. Hutcheson reviewed department budgets and allocation for services. Total contract services for FY12 are expected to be $2.35M. Mr. Hutcheson reviewed the general administrative expenses and noted fees were included for outside legal counsel. Chairman Suit asked about the fees for the Attorney General's office billable expenses. Mr. Hutcheson stated they too were included in that line item. He also stated that total administrative expenses are $615K, total operating expenses of $3.98M. Mr. Hutcheson reviewed sources and uses of funds. Mayor Ward stated she was concerned about the Foundation funds and stated the Board should be careful because the Foundation is still in its infancy stages. Chairman Suit asked what programs would not be funded if the FMA did not have the Foundation money. Mr. Hutcheson stated there are two components to funding; one is finalizing the OEA grant and the other is Finance Committee and Board approval. The Board will have the ability to make some adjustments to the budget pending those two processes. Chairman Suit stated the Finance Committee has approved the budget moving it forward to the Board for approval

and she personally reviewed and adjusted it for several hours with the Executive Director and Director of Operations. She added she felt very comfortable with the budget and if for some reason the FMA does not get its requested allotment from the OEA the Board would have to go back and retool some line items in the budget.

MOTION: A motion was made by Mr. Campbell to approve the FY12 budget. The motion was seconded by Councilman Kearney and unanimously approved. APPENDIX I

Mr. Hutcheson reviewed the enterprise budget which is related to the FMA's business activities. The FMA will take over a significant amount of real estate at Fort Monroe and some commercial properties as of August 1, 2011. The enterprise budget reflects revenue of $2.9M and a variety of expenses including; management fees, leasing commissions, payment to the City of Hampton and payroll expenses for onsite property management firm Old Point Comfort Real Estate Services (OPCRES).
Chairman Suit stated if the FMA does not have the anticipated tenants then they won't have the projected revenue. Mr. Hutcheson stated that is correct and some of the expenses would be reduced as well.

MOTION: A motion was made by Delegate Helsel to adopt the FY12 enterprise budget. The motion was seconded by Councilman Kearney and unanimously approved. APPENDIX I

B. Legal Update – Don Lahy, Office of the Attorney General.

Mr. Lahy stated the Board needed to vote on an amendment to the Bylaws. The 2010 session of the General Assembly repealed the former Fort Monroe Federal Area Development Authority Act and enacted the Fort Monroe Authority Act. At the 2011 session there was substantial change to the 2010 Fort Monroe Authority Act moving it out of title §15.2 in the Virginia Code which is comprised of the local government laws into title §2.2 which are laws governing the operations of state government. The Act now begins at §2.2-2336 and extends through §2.2-2350. There were a number of changes including changing the number of Board voting members from 11 to 12. A corrective change needs to be made in the Bylaws to reflect the additional voting member. Mr. Lahy stated the Board received a resolution to the Bylaws. The resolution would conform with the Bylaws to the current statutory frame work which went into effect July 1, 2011. APPENDIX IV

MOTION: A motion was made by Delegate Helsel to adopt the amendment to the FMA Bylaws. The motion was seconded by Councilman Kearney and unanimously approved.

C. Communications Report – Phyllis Terrell, FMA Marketing Director and Karen Grimm, Siddall, Inc. Ms. Terrell stated the FMA was able to assemble a small group of staff from the City of Hampton and FMA to work on a vision statement. Ms. Grimm gave a presentation on vision statement development for Fort Monroe and discussed the interview findings from the vision sessions. She also reviewed with the Board the two vision statement drafts that were reviewed by the Communications Committee. Ms. Grimm stated the Communications Committee would continue to work on a brand and return to the Board with recommendations. APPENDIX V

D. Fort Monroe Foundation Update – Carrie Cantrell, FM Nominating Committee Chair.

Ms. Cantrell stated the FM Nominating Committee had its second meeting in Williamsburg on July 7, 2011 to review potential nominees for the Fort Monroe Foundation Board members. Ms. Cantrell stated the Committee wanted to start off with a smaller group of individuals who had local and regional interest in Fort Monroe. The Committee asked the Board to consider five individuals including; Gary McCollum of Cox Communications, Taylor Reveley who is the President of The College of William and Mary, Bruce Smith local businessman and NFL Hall of Famer, Norma Harvey wife of Hampton University President Dr. William Harvey, and Nancy Campbell, Wife of Colin Campbell who serves on several local committees. Ms. Cantrell stated the Committee needed Board

approval and confirmation from some individuals that they are able to commit. Chairman Suit asked if Ms. Cantrell would continue to work with the Foundation Board as the FMA Board liaison. Chairman Suit stated she would like to amend the report and add Ms. Cantrell to the list of actual Foundation Board members.

MOTION: A motion was made by Delegate Helsel to approve the list of nominees recommended to serve on the Fort Monroe Foundation Board (Gary McCollum, Taylor Reveley, Bruce Smith, Norma Harvey, and Nancy Campbell) with an amendment to add Carrie Cantrell to serve as an additional member. The motion was seconded by Councilman Kearney and unanimously approved.

Mr. Campbell stated it would be useful to have the bios circulated to the Board members.

V. PUBLIC COMMENT

Jim Neff, representing self, expressed his concern that there will not be enough trash cans, porta potties and showers on Fort Monroe once the base becomes open to the public.

Mark Perreault, representing CFMNP, expressed his pleasure with the outpouring of support for a National Park at Fort Monroe. He also expressed his concern that the visioning process was performed without input from citizens. Chairman Suit stated that only the first phase has been completed and the FMA will ensure there is citizen input going forward.

VI. EXECUTIVE SESSION

MOTION: There was a motion made by Mr. Campbell for the Board to proceed in executive session pursuant to pursuant to VA code2.2-3711(a)(1)(3)(4)(5)(6)(7) and (29) . Those sections address the potential acquisition or disposition of property, potential business opportunities, the provision of legal advice, the potential investment of public funds, personnel matters and the potential award of public contracts. The motion was seconded by Mayor Ward and unanimously approved.

MOTION: There was a motion by Councilman Kearney to go into open session. The motion was seconded by Delegate Helsel and unanimously approved. Each Board member certified that only matters appropriate for executive session were discussed and a roll call was completed by Ms. Lissimore.

VII. RECONVENE

MOTION: There was a motion made by Councilman Kearney to appoint the Executive Director and the Operations Director to conclude negotiations and execute a PPEA agreement as presented to the Board in closed session. The motion was seconded by Mr. Campbell and unanimously approved.

VIII. REPORTS & BREIFINGS (CONT.)

A. **NPS Working Group Report –Mayor Molly Ward, NPS Working Group Chairman.** Mayor Ward stated it was an exciting month for the NPS efforts with Secretary Salazar's visit to Fort Monroe on June 29, 2011. She added that following his visit the NPS and City of Hampton scheduled two public meetings for community input on July 19, 2011 and over one thousand people attended. Mayor Ward commented on the many letters of support and outreach that helped get the legislation drafted. She announced that the public comment period is still open until July 26, 2011 at 5:00pm. Mayor Ward reviewed the legislation and NPS approved map and asked the Board to formally endorse them. Chairman Suit commended Mayor Ward for her hard work and stated the FMA can continue to make an effort for a larger NPS unit at Fort Monroe. Chairman Suit also noted the Board did not need to approve the legislation and map because that had already been done. APPENDIX VI

B. **Real Estate Report – Jerry Moore, FMA Director of Real Estate.** Mr. Moore gave an update on the PPEA stating the FMA currently has a 95% occupancy rate on the housing with 30 units offline. The FMA has requested for 4 of the Monroe Apartment units to be taken down with the State Historic Preservation Officer due to a collapsed wall. Mr. Moore stated by August 1st there will be 292 residential units under FMA management.

Mr. Moore stated the FMA met with the City of Hampton and agreed upon some recreational facilities they will lease and maintain. The Army will be provided with a list of commercial properties the FMA will take on August 1st. Effective August 15th Old Point Comfort Real Estate Services (OPCRES) will be ready to take over the ground maintenance not covered by an agreement with the Army or the City of Hampton. Mr. Moore discussed the recreation areas the City will operate on an interim basis until the Master Plan is complete. APPENDIX VII

IX. OLD BUSINESS

Economic Development Conveyance

Chairman Suit stated the Economic Development Conveyance (EDC) negotiations are still ongoing. Details of those negotiations are confidential.

MOTION: Upon advice of the Attorney General's office Delegate Helsel made the motion (attached as APPENDIX VIII) authorizing the Chair and EDC liaison to complete EDC negotiations of the principal terms of the EDC with the Army. Final Terms of the negotiations will be approved by the Board. The motion was seconded by Councilman Kearney and unanimously approved.

X. NEW BUSINESS

Chairman Suit announced that she will be calling a special Board meeting the week of August 8th. The only item for consideration will be the final approval of the Executive Director position. Chairman Suit also noted that Executive Director Bill Armbruster was honored at the ADC conference for his outstanding contributions and work on BRAC issues and in the defense community. She also asked the Office of the Attorney General to provide language for the legislation prior to the sessions on leases.

XI. ADJOURNMENT

The next meeting is on August 18, 2011 at the Hampton Roads Convention Center.

Chairman Suit motioned for the meeting to be adjourned at 3:45 p.m.

Respectfully submitted,

Nia Lissimore
Assistant Secretary

APPENDICES

APPENDIX I Operations Report

APPENDIX II Executive Director's Report

APPENDIX III May 19, 2011 Board Meeting Minutes

APPENDIX IV Bylaws Resolution

APPENDIX V Communications Report

APPENDIX VI NPS Working Group Report

APPENDIX VII Real Estate Report

APPENDIX VIII EDC Resolution

APPENDIX VIII

EDC Motion

Resolved: The Board of Trustees of the FMA hereby authorizes the Board Chairman and appointed Board Economic Development Conveyance liaison to complete negotiations and finalize the principal terms of an EDC agreement with the U.S. Army. It is understood that the final details and the terms of the EDC will be incorporated into the memorandum of agreement with the Army that will be subject to final Board approval prior to execution.

FORT MONROE AUTHORITY
August 9, 2011~ Special Meeting Minutes

The Fort Monroe Authority (FMA) Special Board meeting was held on August 9, 2011 at the Williamsburg Lodge and Conference Center, Williamsburg, Virginia.

I. ADMINISTRATIVE MATTERS

A. Call to Order. Terrie Suit, Chairman.

Chairman Suit called the meeting to order at approximately 4:00 p.m.

B. Roll Call: Nia Lissimore, Assistant Secretary

Present: Chairman Terrie Suit, Vice-Chair John Lawson, Colin G. Campbell, Councilman Ross Kearney, Senator John Miller, Mayor Molly Ward, Kim Maloney, Carrie Cantrell (for Secretary Cheng), James Church and G. Robert Aston

Absent: Secretary Doug Domenech and Delegate Gordon Helsel

Barry L. Buchanan, Deputy Garrison Commander was also present (for Colonel Reyes)

C. Opening Comments. Terrie Suit, Chairman.

Chairman Suit stated the Special Board Meeting was called to appoint an Executive Director to replace the current Executive Director, Bill Armbruster who is retiring in September. Originally the only agenda item was the appointment of the new Executive Director but since then progress has been made with the National Park Service that needed to be discussed by the Board in executive session and announced to the public as well.

II. EXECUTIVE SESSION

MOTION: There was a motion made by Mr. Lawson for the Board to proceed in executive session pursuant to VA code 2.2-3711(a)(3)(5)(6)(7) and (30). Those sections address the potential acquisition or disposition of property, potential business opportunities, provision of legal advice, the potential investment of public funds, and the potential award of public contracts
Amendment: The motion was amended by Mr. Lawson to include personnel. The amended motion was seconded by Mr. Campbell and unanimously approved.

MOTION: There was a motion by Mr. Lawson to go into open session. The motion was seconded by Councilman Kearney and unanimously approved. Each Board member certified that only matters appropriate for executive session were discussed and a roll call was completed by Ms. Lissimore.

MOTION: There was a motion by Mayor Ward that the Board (1) endorse the proposed boundaries for those Fort Monroe parcels for which the National Park Service has indicated an interest in obtaining fee ownership, as more fully described in the maps at tabs 3 and 4 (APPENDIX I) distributed to the Board and (2) authorize the Chair to communicate the same to the Governor with a recommendation that the Governor consider sending a letter to the Secretary of the Interior confirming the Commonwealth's willingness to convey the appropriate parcels subject to negotiations to establish use restrictions with respect to those parcels. The motion was seconded by Councilman Kearney and unanimously approved.

III. PUBLIC COMMENT

Charlie Stek, representing the Chesapeake Conservancy, expressed his gratitude for the NPS initiative.

Ray Taylor, representing the Future of Hampton Roads, commended the Board for the work on the NPS initiative.

Louis Guy, representing Norfolk Historical Society, commended the Board for their work.

Scott Butler, representing Citizens for a Fort Monroe National Park, expressed his gratitude for the NPS initiative.

Pamela Goddard, representing National Parks Conservation Association, expressed her gratitude for the NPS initiative.

Joanne Berkley, representing the Chesapeake Bay Foundation, expressed her gratitude for the Board's NPS endorsement.

IV. REPORTS & BRIEFINGS

A. **Search Committee Report – Colin Campbell, Chairman.** Mr. Campbell stated the Search Committee was made up of himself, Chairman Suit, James Church and Councilman Kearney. The Committee received more than 60 applications for the Executive Director position and reached a recommendation for the Board. Mr. Campbell stated the candidate is someone the Committee believed to be a fine leader and consensus builder who would work well with all the stakeholders including the NPS. He stated the candidate has an enthusiastic commitment to preservation, education and the recreational objectives of the Authority. He's a landscape architect with expertise to address all aspects of design with an emphasis on protecting the natural environments and focusing on preservation of historic resources while taking advantage of opportunities for appropriate development to ensure economic sustainability. He has demonstrated executive skills including regard to community development. Mr. Campbell stated the individual will represent the Authority as well as all levels; local, regional and national. He understands the complexity, difficulty of the steps ahead but he's ready to take it on and he's determined that Fort Monroe will have a successful transition.

MOTION: Mr. Campbell made a motion that the Board appoint Glen Oder as Executive Director of the Fort Monroe Authority effective September 1, 2011 and the Chair be authorized to negotiate and execute a contract with him consistent with the terms discussed in the closed session. The motion was seconded by Ms. Maloney and unanimously approved.

B. **NPS Working Group Report –Mayor Molly Ward, NPS Working Group Chairman.**

MOTION: Mayor Ward made a motion for the Board to authorize the Chair to send a letter to the congressional delegation in support of the legislation introduced by Congressmen Rigell and Scott and Senators Webb and Warner. The motion was seconded by Mr. Lawson and unanimously approved.

V. ADJOURNMENT

The next meeting is on August 18, 2011 at the Hampton Roads Convention Center.

Chairman Suit motioned for the meeting to be adjourned at 5:05 p.m.

Respectfully submitted,

Nia Lissimore
Assistant Secretary

APPENDICES

APPENDIX I NPS Boundary Map

APPENDIX II

FM AUTHORITY GOVERNMENT FUNDS FY2011
Accrual Basis
STATEMENT OF NET ASSETS
As of June 30, 2011 and 2010

	July 2010-June 2011	July 2009-June 2010	Per Cent of Change
ASSETS			
Current Assets			
Checking/Savings			
Cash - Old Point Nat'l Bank	$ 493,038	$ 120,746	308.33%
Investments - OPNB	19,356	19,131	1.18%
Other Current Assets			
Other Receivables	246,222	633,645	-61.14%
Prepaid Expenses	31,424	19,299	62.83%
Total Current Assets	$ 790,040	$ 792,821	-0.35%
Capital Assets			
Computers - Hardware	10,316	10,316	0.00%
Office Furniture & Fixtures	5,035	5,035	0.00%
Motor Vehicle Equipment	18,757	18,757	0.00%
Property & Improvements	99,786	77,881	28.13%
	133,894	111,989	19.56%
Accumulated Depreciation	(51,834)	(10,805)	379.72%
Net Fixed Assets	82,060	101,184	-18.90%
Other Assets	3,010	-	100.00%
TOTAL ASSETS	**$ 875,110**	**$ 894,005**	-2.11%
LIABILITIES			
Current Liabilities			
Accounts Payable	$ 65,989	$ 291,711	-77.38%
Accrued Salaries	32,404	56,882	-43.03%
Accrued Payroll Tax and Benefits	5,428	10,467	-48.14%
Leave Liability	16,743	25,127	-33.37%
Total Current Liabilities	$ 120,564	$ 384,187	-68.62%
NET ASSETS			
Net Assets Beginning of Year	509,817	95,980	431.17%
2011 Net Assets	244,729	413,837	-40.86%
Total Net Assets	$ 754,546	$ 509,817	48.00%
TOTAL LIABILITIES & NET ASSETS	**$ 875,110**	**$ 894,004**	-2.11%

	FM AUTHORITY GOVERNMENT FUNDS FY2011					
Accrual Basis	Statement of Activities July 2010-June 2011 and 2010/11					
		Jul 10-Jun 11	% Rev	Jul 09-Jun 10	% Rev	Incr/Decr
Revenues						
	Carryforward Funds - Federal & State	$ -		$ 374,000		-100.00%
	Fort Algernoune Conference Fees	-		19,859		-100.00%
	General Funds	1,926,833		1,556,924		23.76%
	Interest Income	225		131		71.76%
	Other Revenue	355		-		100.00%
	PPEA Funds (VEOLIA)	10,000		-		100.00%
	OEA Revenues	1,103,413		1,859,728		-40.67%
	Other Events - VA Museum of Nat Hist	-		2,115		-100.00%
Total Revenues		$ 3,040,826	100.00%	$ 3,812,757	100.00%	-20.25%
Expenditures						
	Payroll Related Expenditures					
	Salaries & Wages	$ 631,932	20.78%	$ 526,441	13.81%	20.04%
	Employee Benefits	115,248	3.79%	120,602	3.16%	-4.44%
	Employer Payroll Taxes	53,975	1.78%	42,732	1.12%	26.31%
	Total Payroll Related Expenditures	$ 801,155	26.35%	$ 689,775	18.09%	16.15%
	General & Administrative Expenditures					
	Audit Services	$ 12,500	0.41%	$ -	0.00%	100.00%
	Code Compliance and Inspections	4,275	0.14%	-	0.00%	100.00%
	Consulting - Architectural & Engineering	478,243	15.73%	1,263,243	33.13%	-62.14%
	Consulting - Legal	147,083	4.84%	169,918	4.46%	-13.44%
	Consulting - Management	829,230	27.27%	900,598	23.62%	-7.92%
	Consulting - Skilled	2,258	0.07%	788	0.02%	186.55%
	Depreciation	41,029	1.35%	10,805	0.28%	279.72%
	Dues, Subscriptions & Seminars	31,565	1.04%	16,235	0.43%	94.43%
	Fees - Banking & Payroll Processing	6,068	0.20%	4,131	0.11%	46.89%
	Furniture & Equipment <$5,000	54,697	1.80%	40,555	1.06%	34.87%
	Honorariums and Sponsorships	-	0.00%	28,089	0.74%	-100.00%
	Insurance - Property	1,379	0.05%	-	0.00%	100.00%
	Insurance - Workers' Compensation	1,256	0.04%	636	0.02%	97.48%
	Meeting Food/Supplies	9,903	0.33%	23,764	0.62%	-58.33%
	Office Moving & Relocation	1,840	0.06%	-	0.00%	100.00%
	Office Supplies & Incidentals	32,294	1.06%	25,146	0.66%	28.43%
	Postage & Shipping Services	2,791	0.09%	1,361	0.04%	105.07%
	Public Information/Relations	215,812	7.10%	134,704	3.53%	60.21%
	Rentals & Leases - Equipment	5,091	0.17%	5,959	0.16%	-14.57%
	Rentals & Leases - Other	750	0.02%	150	0.00%	400.00%
	Repair, Maintenance & Custodial	46,090	1.52%	21,193	0.56%	117.48%
	Telephone & Telecommunications	17,454	0.57%	13,671	0.36%	27.67%
	Travel	43,150	1.42%	38,971	1.02%	10.72%
	Utilities & Trash Disposal	8,671	0.29%	8,363	0.22%	3.68%
	Vehicle - Gas, Insurance, Maintenance	1,513	0.05%	865	0.02%	74.91%
	Total General & Admin Expenditures	$ 1,994,942	65.61%	$ 2,709,145	71.05%	-26.36%
	Total Expenditures	$ 2,796,097	91.95%	$ 3,398,920	89.15%	-17.74%
	Net Assets	$ 244,729	8.05%	$ 413,837	10.85%	-40.86%

Accrual Basis

FORT MONROE AUTHORITY - Enterprise Fund
BALANCE SHEET
As of June 30, 2011

	Total	Monroe Residential FY2011	Monroe Commercial FY2011	Public Programs FY2011
ASSETS				
Current Assets				
Checking/Savings				
Operating - TowneBank	$ 63,923	$ 63,923	$ -	$ -
Security Deposits - TowneBank (restricted)	41,565	41,565	-	-
Petty Cash	200	200	-	-
Public Programs - OPNB	985	-	-	985
Total Checking/Savings	106,673	105,688	-	985
Other Current Assets	15,377	15,377	-	-
Reserve Escrow - Real Estate Taxes	15,000	15,000	-	-
Tenant Receivables	208	208	-	-
Total Current Assets	137,258	136,273	-	985
Fixed Assets				
Leasehold Improvements	89,375	89,375	-	-
Less: Accumulated Depreciation	(11,119)	(11,119)	-	-
Total Fixed Assets	78,256	78,256	-	-
TOTAL ASSETS	$ 215,514	$ 214,529	$ -	$ 985
LIABILITIES				
Current Liabilities				
Accounts Payable	57,170	44,601	12,569	-
Accrued Payroll and Benefits	12,084	12,084	-	-
Intercompany Payables	18,877	5,847	13,030	-
Prepaid Rent Revenue	808	808	-	-
Public Programs - Event Deposits	985	-	-	985
Security Deposits Payable	41,565	41,565	-	-
Total Current Liabilities	$ 131,489	$ 104,905	$ 25,599	$ 985
EQUITY				
Retained Earnings (beginning)	-			
2011 Net Income	84,025	109,624	(25,599)	-
Total Equity	84,025	109,624	(25,599)	-
TOTAL LIABILITIES & EQUITY	$ 215,514	$ 214,529	$ -	$ 985

Accrual Basis

FORT MONROE AUTHORITY - Enterprise Fund
INCOME STATEMENT
For the 11 Months Ended June 30, 2011

	Total	Monroe Residential FY2011	% of Revenue	Monroe Commercial FY2011	% of Revenue	Public Programs FY2011	% of Revenue
REVENUE							
Fees	$ 4,093	$ 4,093		$ -		$ -	
Rents - Apartments	634,001	634,001		-		-	
Rents - Homes	18,701	18,701		-		-	
	$ 656,795	$ 656,795	100.00%	$ -	0.00%	$ -	0.00%
EXPENSES							
Office and Administrative							
Bank Fees	451	451	0.07%	-	0.00%	$ -	0.00%
Equipment Maintenance	625	625	0.10%	-	0.00%	-	0.00%
Furniture & Equipment	10,047	10,047	1.53%	-	0.00%	-	0.00%
Miscellaneous	1,212	1,212	0.18%	-	0.00%	-	0.00%
Payroll and Fringes (office)	69,300	69,300	10.55%	-	0.00%	-	0.00%
Postage and Shipping	2,916	2,916	0.44%	-	0.00%	-	0.00%
Supplies	5,003	5,003	0.76%	-	0.00%	-	0.00%
Telephone & Internet	8,040	8,040	1.22%	-	0.00%	-	0.00%
	$ 97,595	$ 97,595	14.86%	$ -	0.00%	$ -	0.00%
Property & Maintenance							
Advertising	3,291	3,291	0.50%	-	0.00%	$ -	0.00%
Bad Debt	1,050	1,050	0.16%	-	0.00%	-	0.00%
Consulting Fees	16,079	10,480	1.60%	5,599	-100.00%	-	0.00%
Damages - 354 Gulick Building	55,658	55,658	8.47%	-	0.00%	-	0.00%
Depreciation	11,119	11,119	1.69%	-	0.00%	-	0.00%
Furn & Eqpt - Appliances	4,910	4,910	0.75%	-	0.00%	-	0.00%
Furn & Eqpt - Tools	6,332	6,332	0.96%	-	0.00%	-	0.00%
Insurance - Property	14,504	14,504	2.21%	-	0.00%	-	0.00%
Insurance - Workers Comp	2,349	2,349	0.36%	-	0.00%	-	0.00%
Management Fees	42,954	22,954	3.49%	20,000	-100.00%	-	0.00%
Payroll and Fringes (maintenance)	88,278	88,278	13.44%	-	0.00%	-	0.00%
Rental Concessions	495	495	0.08%	-	0.00%	-	0.00%
R&M - Contracts	128,383	128,383	19.55%	-	0.00%	-	0.00%
R&M - Supplies	44,656	44,656	6.80%	-	0.00%	-	0.00%
Uniforms	702	702	0.11%	-	0.00%	-	0.00%
Utilities	51,309	51,309	7.81%	-	0.00%	-	0.00%
Vehicle - Golf Cart, Fuel and Maint.	3,106	3,106	0.47%	-	0.00%	-	0.00%
	$ 475,175	$ 449,576	68.45%	$ 25,599	-100.00%	$ -	0.00%
Total Operating Expenses	$ 572,770	$ 547,171	83.31%	$ 25,599	-100.00%	$ -	0.00%
NET INCOME	$ 84,025	$ 109,624	16.69%	$ (25,599)	-100.00%	$ -	0.00%

APPENDIX III

EXECUTIVE DIRECTOR REPORT
FORT MONROE AUTHORITY

BILL ARMBRUSTER
AUGUST 18, 2011

Topics

- Transition
- Army Caretaker
- Property Management
  - Real Estate
  - PPEA
- Public Programs
- Environmental Actions
- Marketing & Calendar

Caretaker Responsibilities

- FORT MONROE - ARMY CARETAKER ACTIVITIES:
  - Transfer Casemate Museum
  - Clear buildings of Army property
  - Inventory, Reassign and Dispose equipment and excess property
  - Army financial responsibilities
  - Contracting functions
  - Environmental efforts
  - Transition Utilities
  - Transfer of the Electric System to Dominion Power (DVP)
  - Mothball buildings and Caretaker properties
  - Leased properties and Marina
  - Coordination with Dept of Interior and National Park Service (NPS)
  - Property Conveyance
  - Security

Real Estate

OPCRES weekly reporting				
Monroe Apartments		Family Homes		Total Portfolio
Total units	118	Total units	174	292
Offline	11	Offline	11	22
Admin units	1	Admin units	0	1
Total Available Units	106	Total Available Units	163	269
Total Units Available for Lease	2	Total Units Available for Lease	117	119
Total Available Units Leased	104	Total Available Units Leased	46	150
% leased of Available Units	98.1%	% leased of Available Units	28.2%	55.8%

PPEA Services

- Veolia operation & maintenance services:
  - Water Distribution System
  - Sanitary Sewer Collection System
  - Storm water System
  - Roads; pavement, sidewalks, curbs & gutters, signs, markings, signals
- Final Draft Contract – Posted for Public Comment until September 3, 2011
- Public Hearing was held August 12th – No comments received
- Army to maintain all infrastructure until January 15, 2012
- Currently working on transition plan for Veolia

Topics

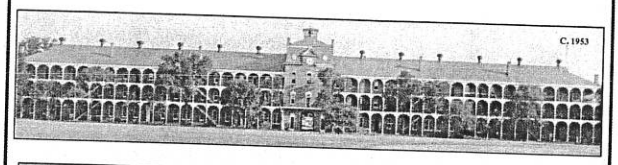
- Transition
- Army Caretaker
- Property Management
  - Real Estate
  - PPEA
- Public Programs
- Environmental Actions
- Marketing & Calendar

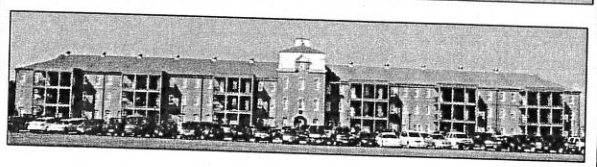
Upcoming Events

- **August 20 – African Arrival Commemoration Day 7:30pm adjacent to the Engineer Wharf at Continental Park**
- **August 25 - Final Music Under the Stars with the Army TRADOC Band performing Tchaikovsky's "1812 Overture" with synchronized cannon fire by the TRADOC Salute Battery – Continental Park**
- **August 31 - 4pm Virginian-Pilot Editorial Board meeting**
- **September 15 – 1000 Army Closing Ceremony - Continental Park**
- **September 29 – FMA Board of Trustees Meeting (Location to be determined)**

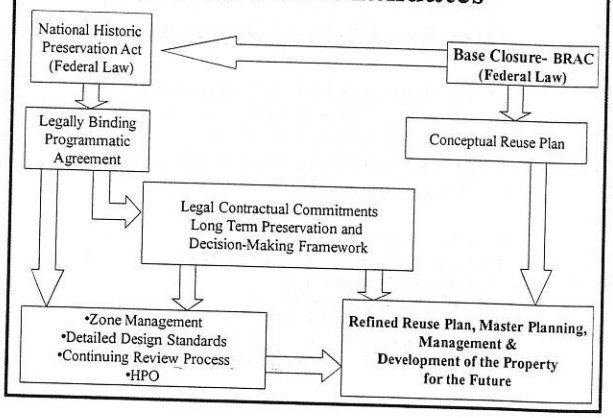
APPENDIX IV

A Review of the Fort Monroe Historic Preservation Manual and Design Standards





Interwoven Mandates



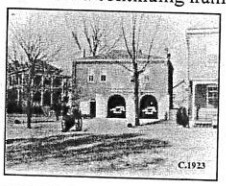
National Historic Preservation Act

Federal (Army) Requirements

- Section 106 (36CFR800)
  - Consult with State Historic Preservation Officer (SHPO) and President's Advisory Council on Historic Preservation (ACHP)
  - Public process
  - Make good faith efforts to avoid or minimize—or mitigate if effects cannot reasonably be avoided or minimized
- Section 110(f) (Raises the bar for NHLs)
  - Requires Army to minimize harm to an NHL to "maximum extent possible"
  - Requires addressing both direct and indirect actions—including future actions
  - Requires consultation with Secretary of Interior

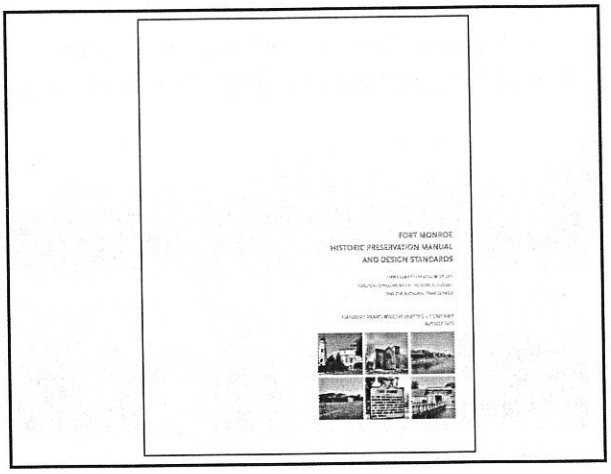
Legally Binding Programmatic Agreement (PA)

- Establishes the standard for future treatment and practice
  - Avoid or minimize adverse effects
  - Do no harm unless there are no prudent and feasible alternatives
- Defines respective roles and responsibilities
- Provides a continuing framework for decision-making

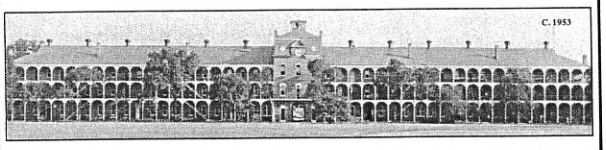


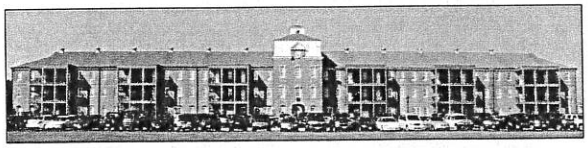
Long Term Preservation and Decision Making Framework

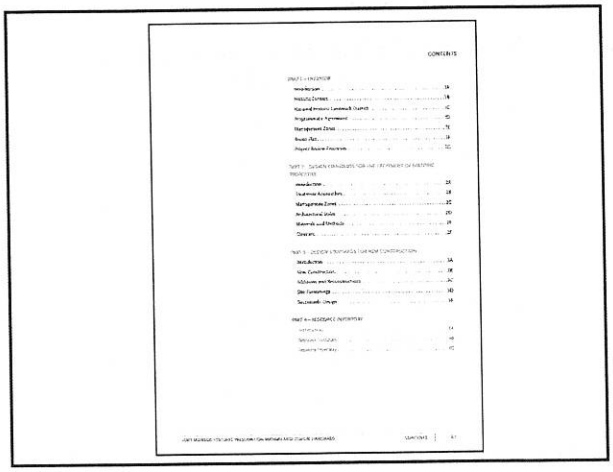
- The PA is the mechanism for Army to meet federal law by leaving in place a continuing process to consider, address, and avoid effects that are unknown at this time
- Enforceable contractual agreement among the parties
- Lays out common principles:
  - Preserve the National Historic Landmark status
  - Convey historic preservation easements or covenants should property be sold
  - Establish a Zone Management Strategy
  - Develop a Continuing Review Process
  - Employ a qualified Historic Preservation Officer for Fort Monroe
  - Adopt design standards and a historic preservation manual based on national historic preservation standards and guidance documents

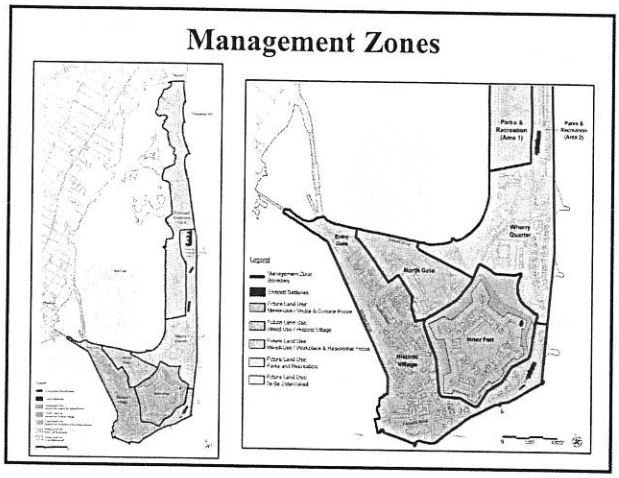

FORT MONROE
HISTORIC PRESERVATION MANUAL
AND DESIGN STANDARDS

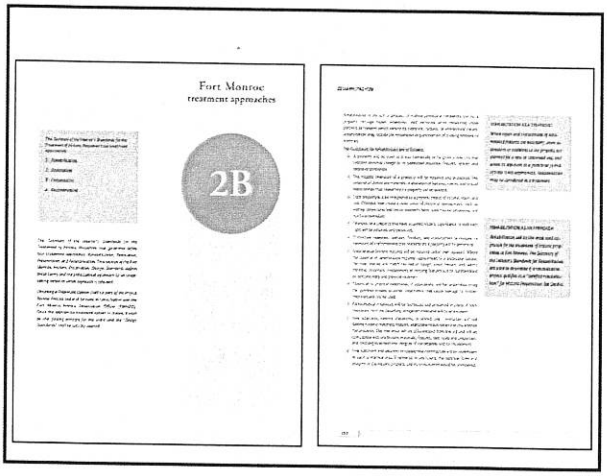
What do the Design Standards contain?

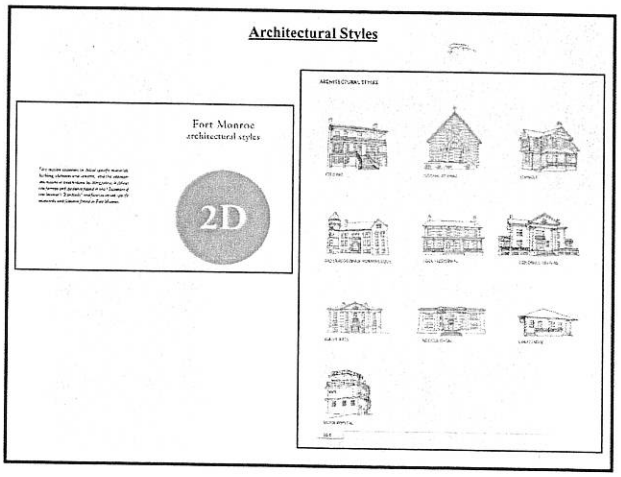


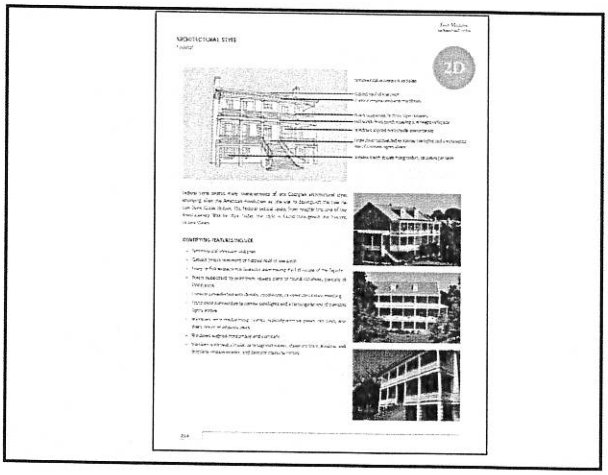


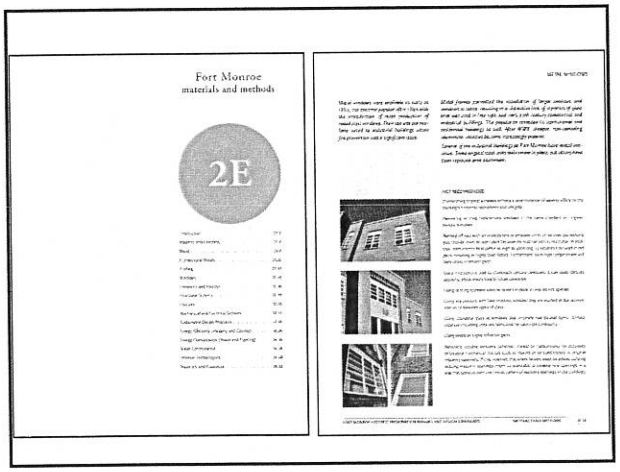

CONTENTS

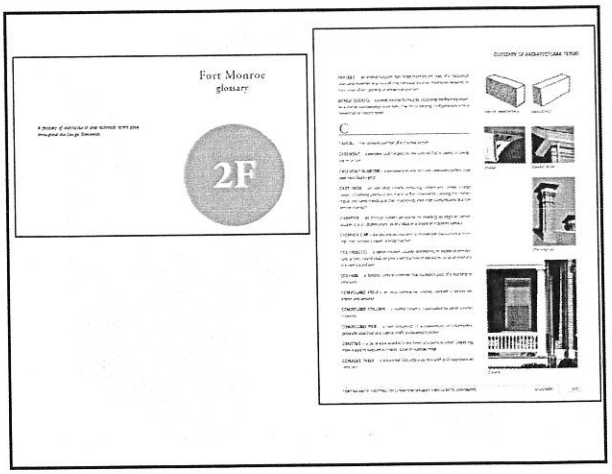

Management Zones
Parks & Recreation (Area 1)
Parks & Recreation (Area 2)
Wherry Quarter
North Gate
Inner Fort
Historic Village
Legend

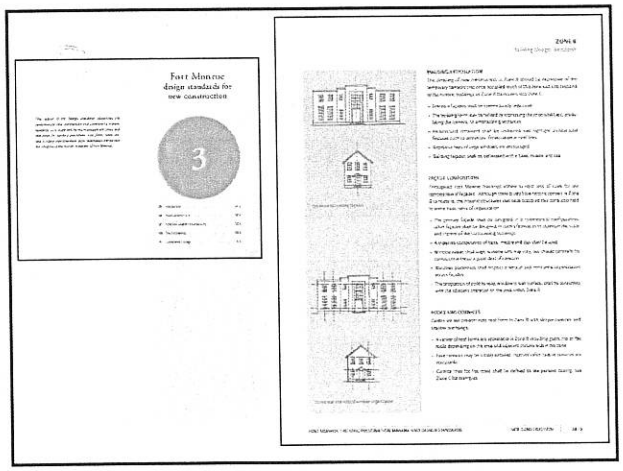

Fort Monroe
treatment approaches
2B

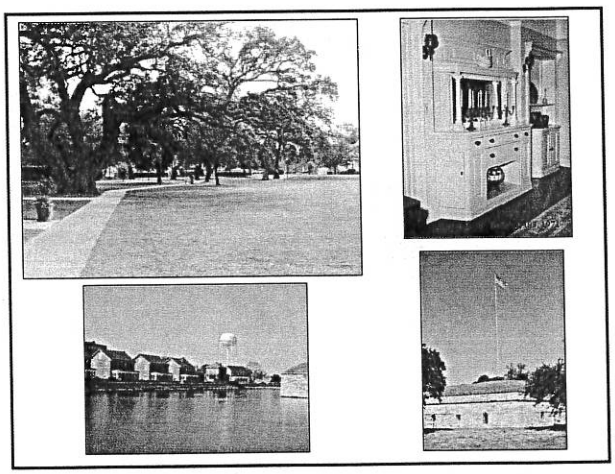

Architectural Styles
Fort Monroe
architectural styles
2D


2D

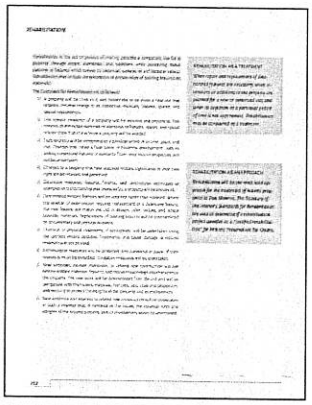

Fort Monroe
materials and methods
2E


Fort Monroe
glossary
2F

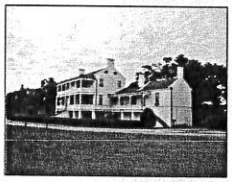
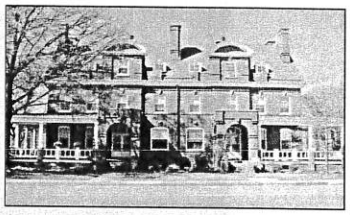

Fort Monroe
design standards for
new construction
3



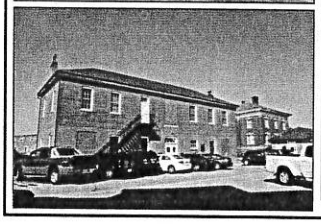
Applying the Design Standards to Historic Properties at Fort Monroe



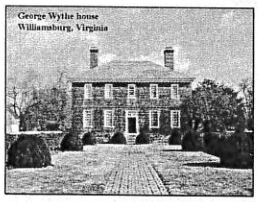
1. A property shall be used for its historic purpose or one that requires minimal change.

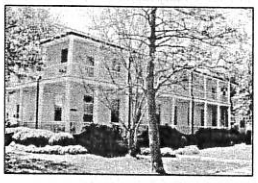



2. Avoid removing historic materials or spaces.

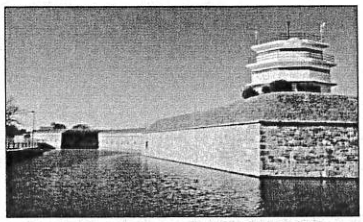


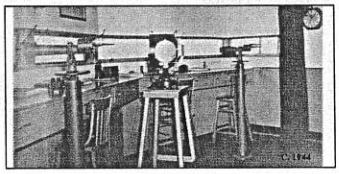
3. Each property is a physical record of its time; avoid creating a false sense of historical development.



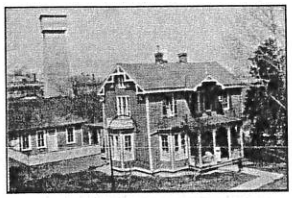


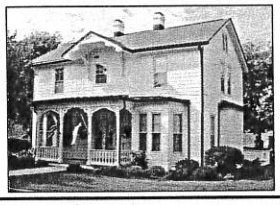
4. Respect historical changes that have acquired significance.



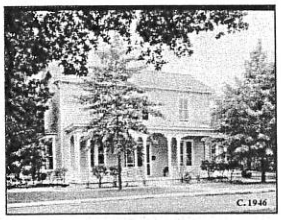


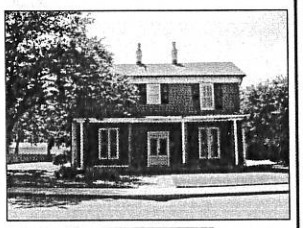
5. Preserve craftsmanship and distinctive features



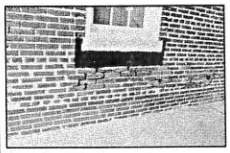


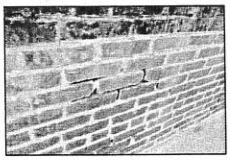
6. Repair rather than replace

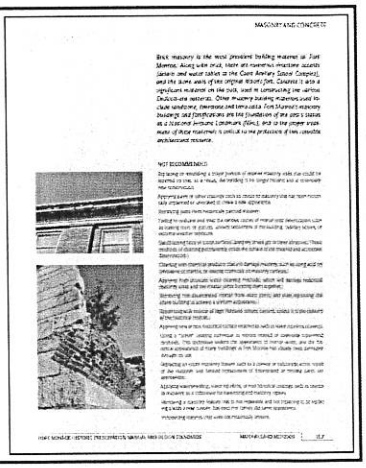




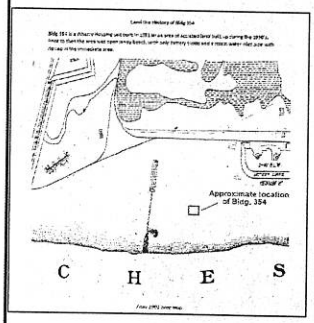
7. Use the gentlest means possible to clean historic materials.



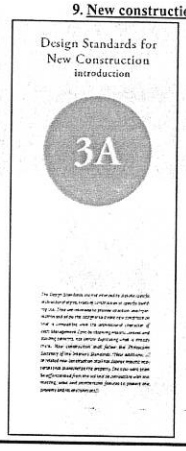


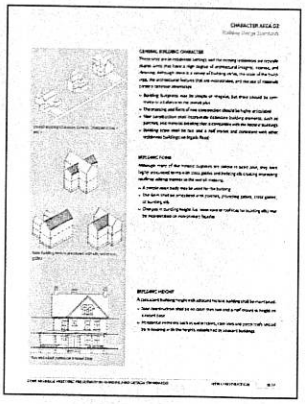


8. Protect and preserve archaeological resources through the development process

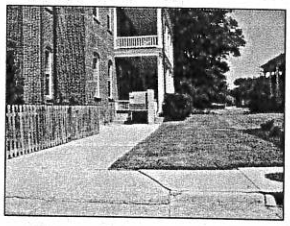


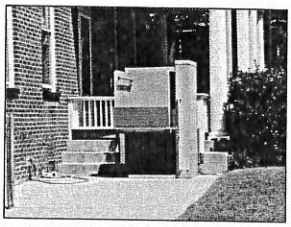
9. New construction shall be compatible in massing, size and scale.



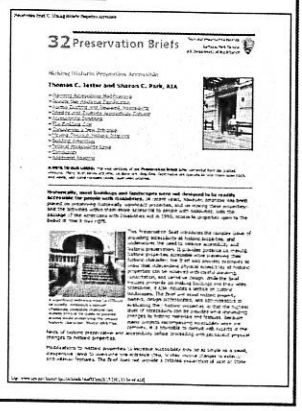


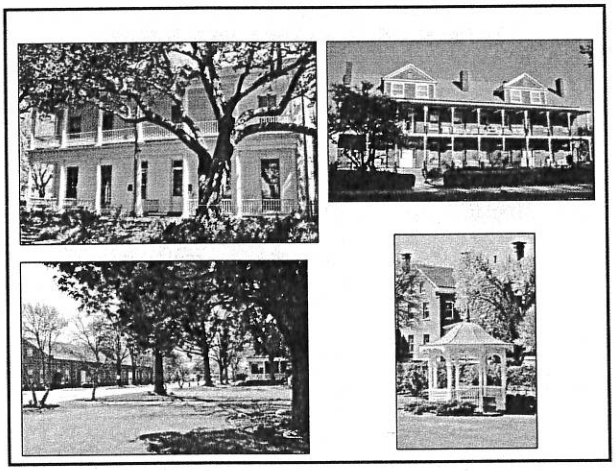
10. New additions will be undertaken in such a way that they can be removed in the future without harming the historic property

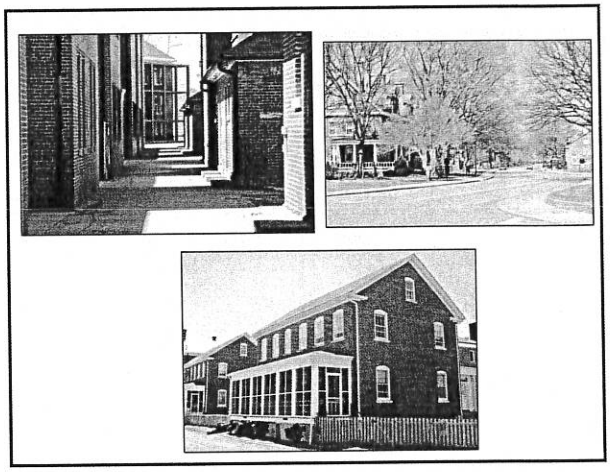


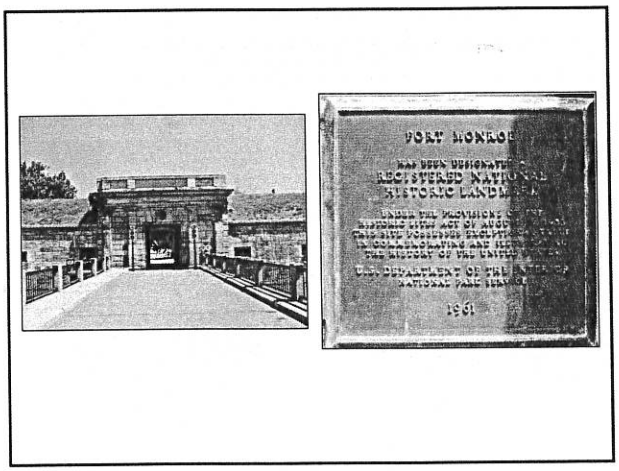


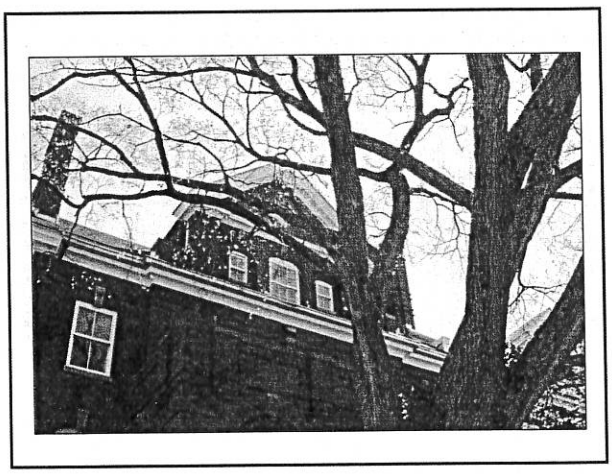
Preservation Briefs, Technical Notes and the Secretary of Interior's Standards for the Treatment of Historic Properties





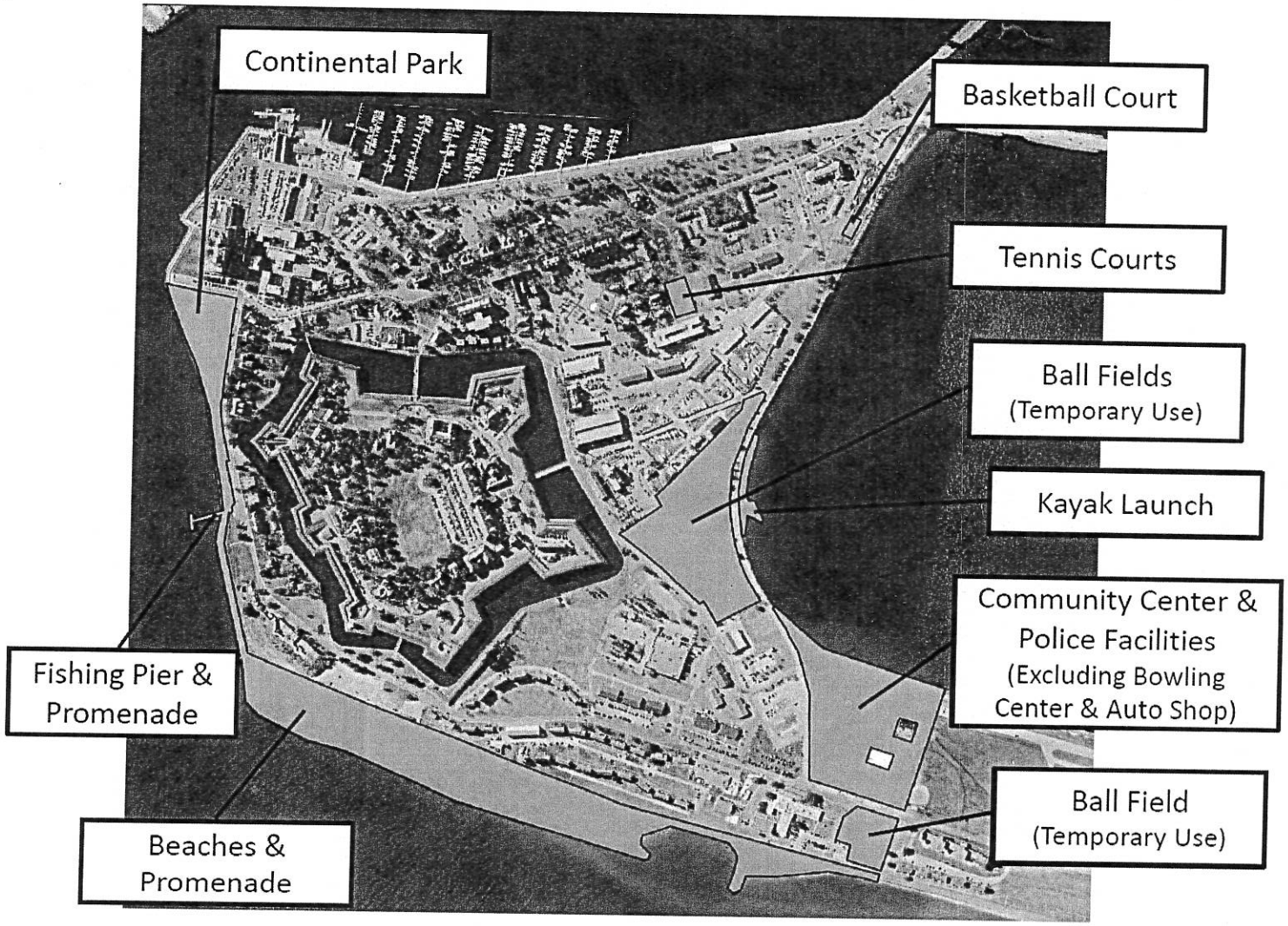



FORT MONROE
REGISTERED NATIONAL
HISTORIC LANDMARK
1961



APPENDIX V

Proposed City Maintenance Areas



APPENDIX VI

APPENDIX VII

RESOLUTION URGING THE POST MASTER GENERAL TO KEEP THE PHOEBUS POST OFFICE OPEN

WHEREAS, the Phoebus post office is an integral part of the community currently serving Fort Monroe, as well as our neighboring institutions and businesses of Hampton University, the Veterans Administration Medical Center, and the Phoebus and Buckroe areas of the City; and

WHEREAS, the Phoebus post office has been at its current location since 1938 in a building that is owned by the United States Postal Service and is listed on the National Register and is a contributing element of the Phoebus National Historic District; and

WHEREAS, the Phoebus community is currently preparing for significant changes in fewer jobs and residents from the closure of Fort Monroe by the U.S. Army as part of the 2005 Base Realignment and Closure; and

WHEREAS, the end of the military mission at Fort Monroe and the closure of its post office is scheduled for September 15, 2011; and

WHEREAS, efforts are underway to ensure that Fort Monroe is designated as a National Monument through the Antiquities Act; and

WHEREAS, at the same time, additional efforts are underway to seek the acceptance of Fort Monroe as unit of the National Park Service through Congressional approval; and

WHEREAS, the closure of the Phoebus Post Office will adversely affect a property that is listed on the National Register, a National Register District, and a National Historic Landmark District; and

WHEREAS, demand for postal services at the Phoebus branch will increase over time as new businesses, residents and visitors are attracted to reuse the 2 million square feet of existing buildings on Fort Monroe; and

WHEREAS, it is the Fort Monroe Authority Board of Trustees' belief that action by the United States Postal Service to close the Phoebus branch as well and the closure of other post office locations in the City will leave a significant portion of the Hampton Community underserved; and

WHEREAS, the reduced hours of operation and limited manning at the Fort Monroe and Phoebus post offices have had a negative impact on the utilization of the post offices; and

WHEREAS, keeping the Phoebus post office open would ensure citizens and businesses in Fort Monroe, who will be maintaining their zip code and addresses, continue convenient access to postal service as promised in May 2011 by USPS Richmond District Manager; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE FORT MONROE AUTHORITY: that we strongly urge the United States Postal Service to keep the Phoebus Post Office open.

Adopted at the Board of Trustees meeting of the Fort Monroe Authority on August 18, 2011

Signed by _____ Secretary Terrie L. Suit, Chairman

Attested by _____ William A. Armbruster, Executive Director

Fort Monroe Authority
Old Quarters #1
151 Bernard Road
Fort Monroe, VA 23651