



Fort Monroe Authority Board of Trustees
Finance Committee Meeting
November 8, 2018 – 2:00pm
Meeting Minutes

The Fort Monroe Authority (FMA) Board of Trustees Finance Committee met on November 8, 2019 at 2:00pm at 20 Ingalls Road, Fort Monroe, Virginia.

Call to Order

1. Opening Comments – Jay Joseph, Chairman

Chairman Joseph called the meeting to order at 2:02pm.

2. Roll Call – Jessica Turner, Assistant Secretary

Present: Chairman Jay Joseph, Pete Peterson, Jamie Shoemaker, Jr.

Absent: Senator Mamie Locke, Rob Shurford, Jr

A quorum is present.

3. Approval of Minutes from April 12, 2018 Meetings

MOTION: I move the approval of the April 12, 2018 (APPENDIX I) meeting minutes.

So moved: Mr. Shoemaker.

Seconded: Mr. Peterson.

Discussion: None.

Public Comment: None.

Unanimously approved.

Reports and Briefings

4. FY18 Audit Report from Dixon Hughes Goodman

Deputy Executive Director John Hutcheson clarified that during the course of the audit, Dixon Hughes Goodman moved to Brown Edwards. He further clarified that that audit is still in the works and today's presentation will only be an update on the progress. The intention would be to have a subsequent meeting of the Finance Committee to accept the audit.

Leslie Roberts with Brown Edwards provided an update on the status of the audit, stating that the field work is done and the audit is now in review. Ms. Roberts stated that there was significant improvement in the number of adjustments compared to the prior year.

5. Financial Report – John Hutcheson, Deputy Executive Director

Mr. Hutcheson reviewed the Financial Report included in the Finance Committee packet (APPENDIX II).

Mr. Hutcheson reviewed the Capital Improvement Plan (CIP) included in the packet. Notable additions to CIP are the main entrance improvements, the Outlook Beach parking lot, and the Main Gate repointing. Mr. Hutcheson noted that an additional project, sprinkler repairs, will be added to the CIP before it is presented to the Board of Trustees.

Chairman Joseph inquired about the timeline for moving properties into the marketplace. Executive Director Glenn Oder explained that the conservative timeline has the Request for Proposals in 2019, 2020 would be design and approval, 2021 is construction, and 2022 is move-in.

MOTION: I move that the Committee recommend the CIP to the Board of Trustees for approval.

So moved: Mr. Shoemaker.

Seconded: Mr. Peterson.

Discussion: None.

Public Comment: None.

Unanimously approved.

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

Director Oder provided an update on the Fort Monroe Visitor and Education Center (FMVEC) and fundraising efforts in support of FMVEC.

Old Business

7. Moving Properties to the Marketplace – Glenn Oder

Director Oder reported that the FMA staff has been pleased with the response to the Request for Qualifications (RFQ) and is in the process of evaluating the RFQ responses.

New Business

8. Draft 2019 Meeting Calendar – Glenn Oder

Chairman Joseph requested everyone review the draft calendar included in the Committee packet (APPENDIX III).

General Public Comment

There is no public comment.

Closed Session

9. **Acquisition or disposition of real property - in accordance with VA code 2.2-3711**
- **Acquisition or disposition of real property**
 - **Consultation with legal counsel**

MOTION: Mr. Chair, 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: Mr. Peterson.

Seconded: Mr. Shoemaker.

Discussion: None.

Public Comment: None.

Unanimously approved.

MOTION: Mr. Chair, 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: Mr. Peterson.

Seconded: Mr. Shoemaker.

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 expented 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: Mr. Peterson.

Seconded: Mr. Shoemaker.

Ayes: Chairman Jay Joseph, Pete Peterson, Jamie Shoemaker.

Nays: None.

Adjournment

10. **Next Meeting – February 14, 2019**

Chairman Joseph adjourned the meeting at approximately 4:36pm.

Respectfully submitted,

Jesica Turner, Assistant Secretary

APPENDIX

APPENDIX I – Minutes from April 12, 2018 Meeting

APPENDIX II – Financial Report

APPENDIX III – Draft 2019 Meeting Calendar