



Fort Monroe Authority Board of Trustees
August 18, 2016
Meeting Minutes

The Fort Monroe Authority (FMA) Board of Trustees meeting was held on August 18, 2016 at the Paradise Ocean Club and Bay Breeze Conference Center, located at 490 Fenwick Road, Fort Monroe, VA 23651.

Call to Order

1. Opening Comments – Jim Moran, Chairman

Chairman Moran called the meeting to order at 1:00pm.

2. Roll Call – Jesica Turner, Assistant Secretary

Present: Chairman Jim Moran, Colin Campbell, Delegate Gordon Helsel, Destry Jarvis, Jay Joseph, Senator Mamie Locke, Kim Maloney, Secretary Molly Ward, Larry Wilder for Secretary Maurice Jones.

Absent: Vice-Chairman Ralph Northam, Mary Bunting.

3. Approval of Minutes from June 16, 2016 – Jim Moran, Chairman

MOTION: I move the approval of the June 16, 2016 meeting minutes (APPENDIX I).

So moved: Mr. Campbell

Seconded: Mr. Wilder

Discussion: None.

Public Comment: None.

Unanimously approved.

Reports and Briefings

4. Nominating Committee Report – Colin Campbell, Committee Chairman

Mr. Campbell stated that the officers were placed in nomination at the June 16, 2016 meeting and are as follows:

Chairman: Jim Moran

Vice-Chairman: Ralph Northam

Secretary/Treasurer: John Hutcheson

Assistant Secretary: Jesica Turner

MOTION: I move the approval of the officers as nominated.

So moved: Mr. Campbell

Seconded: Mr. Jarvis

Discussion: None.

Public Comment: None.

Unanimously approved.

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

Executive Director Glenn Oder reviewed the Executive Director's Report included in the Board package (APPENDIX II). Director Oder reported that commercial leasing is at 72% and the FMA is in active negotiations for leases on other commercial buildings. The 2019 Commission will host their kickoff event at Fort Monroe on August 20, 2016. This will be the launch event gearing up toward the commemoration events to be held in 2019 and will include musical performances, ceremonies, and a keynote speaker. Director Oder also stated that the Casemate Museum recently opened two new exhibits.

Director Oder reported that Director of Heritage Assets and Historic Preservation Josh Gillespie left the FMA to pursue other opportunities. His departure occurred shortly before a planned meeting of the Stakeholders to the Fort Monroe Programmatic Agreement. Due to the proximity, and in coordination with the State Historic Preservation Officer and the National Park Service (NPS), the FMA cancelled this meeting and will reschedule once a new Director is brought on board at the FMA. Chairman Moran requested that the FMA look into having this meeting as quickly as possible, rather than waiting for hiring a new Director. Director Oder agreed that he would coordinate with DHR and the NPS to schedule this meeting.

Director Oder reviewed the Board Retreat action items. Chairman Moran asked that the Board visit some of the buildings on Fort Monroe sometime during the October Board meeting and in the future. Director Oder confirmed that he would make these arrangements for the next Board meeting.

Secretary Ward inquired when the Board will discuss legislation pursuant to the governance discussion at the Board Retreat. Director Oder stated that this draft legislation would be circulated prior to the October meeting and then brought for discussion during the October Board meeting.

6. Financial Report – John Hutcheson, Deputy Executive Director

Mr. Joseph asked that Chairman Moran consider appointing an additional member to the Finance Committee.

Deputy Executive Director reviewed the Financial Report included in the Board packet (APPENDIX III). As of June 30, 2016, the FMA's government fund had \$2,612,778 in cash on deposit in public fund accounts at Old Point National Bank (OPNB). For the current fiscal year the government fund had revenues of \$6,752,100 compared to \$7,721,846 for the prior year. The principal source of government fund revenue continues to be state general fund appropriations with \$5,285,036 received in the fiscal year.

As of June 30, 2016, the FMA enterprise fund had \$502,371 in cash on deposit as well as \$283,924 in restricted security deposits in public fund accounts at OPNB and \$500 in petty cash. As of June 30, 2016 the Enterprise Fund had \$10,088,606 in current liabilities compared to \$6,708,145 on June 30, 2015. The increase in current liabilities results from the increase in the Interfund Payable to the Government Fund for operational deficit funding for the commercial real estate and utility funds.

Mr. Hutcheson reported that the FMA secured FY17 OEA grant funding of \$1,021,508. This is higher than the \$550,551 reflected in the approved FY17 budget. The FMA will be working to prepare a revised budget to reflect the new projects funded by the grant. The net impact to operating costs will be minimal.

Mr. Joseph also reported that the Finance Committee has asked the FMA staff to work toward producing closeout reports on capital projects. Mr. Joseph also stated that the Finance Committee discussed and asked the staff to consider concepts to put the buildings inside the Inner Fort for long-term lease to private investors.

7. Chairman's Report – Jim Moran, Chairman

Director Oder stated that the NPS Easement is ready for the Chairman's signature.

Chairman Moran stated that the glaxis should be considered for additional transfer to the NPS and asked that the NPS consider accepting this additional property. Mr. Jarvis agreed.

8. Fort Monroe National Monument Report – Terry Brown, Superintendent

Superintendent Brown stated that the Superintendent's Compendium will be public by October 1, 2016. Superintendent Brown also reported that he hopes to have 3-4 position filled by the end of summer 2017.

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

There is no City of Hampton report.

Old Business

10. Waterfront Park Presentation – Billy Almond, WPL

Director Oder stated that this presentation shows the second generation of an idea for green space around Fort Monroe. This concept design was paid for by the Fort Monroe Foundation. As funding becomes available, these concepts would become individual projects and would go through an additional process of vetting at that time.

Mr. Almond reviewed the Waterfront Park presentation (APPENDIX IV). The study areas included in the concept design include the property entrance, marina, Continental Park, Outlook Beach, glaxis, kayak launch, and a 2019 commemoration area, among other locations.

11. Visitor Center Update – Glenn Oder

Director Oder stated that the FMA has selected Glave & Holmes Architecture to negotiate the design of the Visitor Center. Part of the scope of work for the firm would include creating avenues for public engagement in the design process.

Mr. Jarvis indicated that the non-profit side of National Geographic may have some interest in providing grants for exhibits in the Visitor Center.

Director Oder stated that having Board liaisons to the Visitor Center project would be welcome input. Chairman Moran responded that he would like Mr. Campbell and Mr. Jarvis to serve as such.

12. Signage Study Presentation – John Crank, 1717

Director Oder reported that the sign study is intended to address the need for interpretive and direction signs around Fort Monroe. Mr. Crank reviewed the Signage Study presentation (APPENDIX V). Some of the major concepts of the plan include blue signage in FMA owned areas and brown signage in NPS owned areas, adjustments to building address and building number signs, and orientation kiosks.

13. Executive Director Contract Addendum – Colin Campbell

Mr. Campbell stated that the Board conducted a full evaluation of the Executive Director in October 2015 and agreed to provisions to the Executive Director's contract. These provisions are that the contract would be a continuing appointment subject to review and action by the Board, any decision to termination the contract would require six months' notice, and an increase consistent with the increase provided to all state employees. Mr. Campbell stated that these changes were discussed in closed session but not voted on and so the Board now needs to vote on these changes.

MOTION: I move the approval of the addendum of the Executive Director's contract as presented.

So moved: Mr. Campbell

Seconded: Mr. Jarvis

Discussion: None.

Public Comment: None.

Unanimously approved.

New Business

14. Virginia State Parks Presentation – Craig Seaver, Director

Mr. Seaver reviewed the Virginia State Parks presentation (APPENDIX VI). Mr. Seaver stated that a team of Virginia State Parks staff visited Fort Monroe, at the direction of Secretary Ward, to determine if there are any lessons learned from State Parks that could be shared with Fort Monroe. Some of the suggestions included expanded advertising, updated signage, and additional revenue opportunities.

Chairman Moran stated having a gift shop in the Visitor Center would be an asset to Fort Monroe.

General Public Comment

- A. **Mark Perreault, Citizens for a Fort Monroe National Park** – would like to see a single system of signage using only NPS brown and white signs, Waterfront Park plan is too busy and should go back to being a trail as specified in the Master Plan
- B. **Bill Wiggins, Contraband Historical Society** – would like to see more inclusivity of stakeholders in the Visitor Center and other opportunities from the very beginning of the projects

Closed Session

15. **Acquisition or disposition of real property - in accordance with VA code 2.2-3711(a)(3)(6)(7)**
 - **EDC Negotiations**
 - **NPS Easement**
 - **NPS Transfer**
 - **Lease agreements for Commonwealth property**

MOTION: I move that these proceedings will continue in closed session to address the potential acquisition or disposition of real property pursuant to VA Code §2.2-3711(a)(3), more specifically the EDC negotiations with the Army and the transfer of Commonwealth property to the National Park Service, and §2.2-3711(a)(6) discussion or consideration of the investment of public funds where competition or bargaining is involved, and §2.2-3711(a)(7) consultation with legal counsel.

So moved: Mr. Campbell

Seconded: Mr. Joseph

Discussion: None

Unanimously approved

Reconvene

MOTION: I move that we adjourn closed session and reconvene in open session.

So moved: Mr. Campbell

Seconded: Mr. Joseph

Discussion: None.

Unanimously approved

ROLL CALL: Each member will now certify that only matters appropriate for closed session were discussed.

Ayes: Chairman Jim Moran, Colin Campbell, Delegate Gordon Helsel, Destry Jarvis, Jay Joseph, Senator Mamie Locke, Kim Maloney, Secretary Molly Ward, Larry Wilder for Secretary Maurice Jones.

Nays: None.

MOTION: I move that the Board authorize the Chairman to execute the Wherry Quarter deed transferring the Wherry Quarter property, as designated on the survey by AES Consulting Engineers dated July 14, 2016, as approved to form by the Office of the Attorney General.

So moved: Mr. Jarvis

Seconded: Secretary Ward

Discussion: None.

Public Comment: None.

Unanimously approved.

13. Next Meeting is October 20, 2016

Adjournment

MOTION: I move that the Board stand adjourned.

So moved: Mr. Wilder

Seconded: Delegate Helsel

Discussion: None.

Unanimously approved

Chairman Moran adjourned the meeting at approximately 5:00pm

Respectfully submitted,

Jesica Turner, Assistant Secretary

APPENDIX

APPENDIX I – Minutes from June 16, 2016 Meeting

APPENDIX II – Executive Director's Report

APPENDIX III – Financial Report

APPENDIX IV – Waterfront Park Presentation

APPENDIX V – Signage Study Presentation

APPENDIX VI – Virginia State Parks Presentation