Fort Monroe Authority Board of Trustees

October 16, 2014 – 1:00pm

Meeting Minutes

The Fort Monroe Authority (FMA) Board of Trustees meeting was held on October 16, 2014 at 1:00pm at the Bay Breeze Conference Center in Fort Monroe, Virginia.

**Call to Order**

**1. Opening Comments – John Lawson, Chairman**

Chairman Lawson called the meeting to order at 1:06pm.

**2. Roll Call – Jesica Turner, Assistant Secretary**

***Present:*** Chairman John Lawson, Vice-Chairman Ralph Northam, G. Robert Aston, Larry Cumming, Syd Dorsey for Secretary Maurice Jones, Delegate Gordon Helsel, Jay Joseph, Senator Mamie Locke, Secretary Molly Ward

***Absent:*** Colin Campbell, Kim Maloney, LtGen Fran Wilson

**3. Approval of Minutes from August 21, 2014 – John Lawson, Chairman**

**MOTION:** I move the approval of the August 21, 2014 meeting minutes (APPENDIX I).

***So moved:*** Mr. Cumming

***Seconded:*** Senator Locke

***Discussion:*** None.

***Public Comment:*** None.

***Unanimously approved.***

**Mr. G. Robert Aston arrived at approximately 1:13pm.**

**Reports and Briefings**

**4. Executive Director’s Report – Glenn Oder, Executive Director**

Director Oder reviewed the Executive Director’s report included in the Board package (APPENDIX II). Director Oder reported that VDOT projects to improve the streets and walkways around the property are ongoing. In addition, Maintenance Reserve projects are underway around the property as well.

Director Oder reported that Liberty Source has occupied their commercial space and now has approximately 100 employees. Several other commercial tenants are now occupying their buildings at Fort Monroe. Director Oder reported that the STEAM Academy lease is being drafted. Director Oder stated that all of the available residential units have been leased at this time. Additional residential units are being repaired so that they can be leased in the future.

Director Oder stated that the upcoming Ghost Walks: Where History Meets Mystery will be held on October 24 and 25, 2014 and those tickets are now on sale. The upcoming Mistletoe Holiday Homes Tour in December will also be a ticketed event.

Director Oder reported that the Casemate Museum recently opened a new exhibit about Girl Scouts at Fort Monroe.

Director Oder asked Tracy King from the Church of the Latter Day Saints to speak about the volunteer event they held at Fort Monroe.

Ms. King reported that approximately 200 people attended the volunteer event to help clean up the seawall along Fort Monroe. After the event was over, the group hosted a picnic in the new Picnic Area 2, located near Outlook Beach.

Director Oder reported that the Fort Monroe Foundation met on September 4, 2014 and is beginning to work on sponsorships for 2015 events. The Foundation has hired a consultant through the end of the calendar year to assist with getting the Foundation set up to receive donations and begin an annual campaign. Director Oder also reported that two donors have stepped forward with donations of $50,000 each to fund the conceptual design for the Waterfront Park. These donors are Bob Aston with the TowneBank Foundation and the Peninsula Community Foundation.

Mr. Aston clarified that the TowneBank Foundation pledged $250,000 over five years in matching donations.

Vice-Chairman Northam asked if Fort Monroe has any existing buildings to expand into the residential capacity in order to meet the demand for residential units at Fort Monroe. Director Oder responded that the renovation of Building 80 will be the first step of adding additional residential inventory.

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

Mr. Hutcheson asked that Krista Edoff with Cherry Bakaert provide an update on the annual audit.

Ms. Edoff reported that the FMA received a clean audit opinion and reviewed the contents of the audit report included in the Board package (APPENDIX III).

**MOTION:** I move the acceptance of the annual audit as presented.

***So moved:*** Mr. Aston

***Seconded:*** Vice-Chairman Northam

***Discussion:*** None.

***Public Comment:*** None.

***Unanimously approved.***

Mr. Hutcheson reviewed the Financial Report included in the Board package (APPENDIX IV). As of September 30, 2014 the Authority government fund had $3,100,117 in cash on deposit in public fund accounts at Old Point National Bank (OPNB). The Authority also has $798,885 in restricted cash on deposit at the same bank. For the first three months of the fiscal year the government fund had revenues of $1,683,103 compared to $1,288,142 for the prior year. The principal source of government fund revenue was $1,679,539 in state appropriations. Government fund expenses for the three-month period were $954,733 compared to $1,365,511 for the prior fiscal year. The large decrease results from the payment ($316,371) for VDOT funded projects completed in FY13 but not paid for until FY14.

As of September 30, 2014 the Authority enterprise fund had $772,066 in cash on deposit as well as $259,519 in restricted security deposits in public fund accounts at OPNB. Business revenue for the three-month period was $916,676 compared to $668,717 for the prior fiscal year. Enterprise fund expenses for the three-month period were $1,292,036 compared to $856,686 for the prior fiscal year. The increase in expenses stems from increased costs for utility charges associated with the Authority’s operation of the non-electric utility systems, increased repair and maintenance costs and an increase in the PILOT fee allocated to the enterprise fund.

Mr. Hutcheson reviewed the proposed budget reductions for FY15 and FY16 as directed by the Governor. Mr. Hutcheson also reported that the Authority was awarded an Office of Economic Adjustment (OEA) grant of $1,191,592

**Senator Locke left at approximately 2:00pm.**

**7. Chairman’s Report – John Lawson, Chairman**

Mr. Lawson asked that the Board members review the Committee Assignments included in the Board package (APPENDIX V). These assignments are final unless any Board member wishes to provide alternative preferences.

Mr. Lawson also reported that he attended the FMA Director’s retreat and was very impressed with the unified vision of the Directors. Director Oder reported that the Directors completed a survey prior to this meeting and Mr. Lawson indicated that the Board would receive a similar survey for completion.

**8. Fort Monroe National Monument Report – Kirsten Talken-Spaulding, Superintendent**

Superintendent Talken-Spaulding reported that Chief of Visitor Services and Resource Management Eola Dance has left Fort Monroe to move on to a position with the regional office. However, Aaron Firth will be joining the staff in November.

Superintendent Talken-Spaulding stated that the preservation easement document has been drafted and sent to the FMA for comment.

**9.** **Army Caretaker Report – Jeff Pasquino, Army Caretaker**

There is no Army Caretaker report.

**10. City of Hampton Report – Mary Bunting, City Manager**

There is no City of Hampton report.

**Old Business**

**New Business**

**11. 2015 Legislation – Glenn Oder, Executive Director**

Director Oder reported that the FMA staff does not have any legislative issues to bring to the Board in anticipation of the 2015 session and is welcome to the Board members’ thoughts on any necessary legislation.

**12. 2015 Meeting Calendar – Glenn Oder, Executive Director**

Chairman Lawson reported that the meeting dates for the upcoming year are included in the Board package (APPENDIX VI).

Ms. Ward reported that the Governor wants to see a contiguous National Monument, connecting the North Beach area to the moat area, and intends to work with the FMA and NPS and other stakeholders to make this a reality.

**General Public Comment**

1. **Scott Butler, Citizens for a Fort Monroe National Park –** grateful to hear that the Governor wants to make the National Monument contiguous
2. **Mark Perreault, Citizens for a Fort Monroe National Park –** congratulations to the FMA on 100% occupancy of the residential homes, hopes that CFMNP can participate in donations to the Waterfront Park and the Foundation,

**Closed Session**

**MOTION:** I move that these proceeding will continue in closed session pursuant to VA Code §2.2-3711(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.

***So moved:*** Vice-Chairman Northam

***Seconded:*** Mr. Cumming

***Discussion:*** None

***Unanimously approved***

**Mr. Lawson departed at approximately 3:30pm.**

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

***So moved:*** Mr. Aston

***Seconded:*** Delegate Helsel

***Discussion:*** None.

***Unanimously approved***

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

***Ayes:*** Vice-Chairman Ralph Northam, G. Robert Aston, Larry Cumming, Syd Dorsey for Secretary Maurice Jones, Delegate Gordon Helsel, Jay Joseph, Secretary Molly Ward

***Nays:*** None.

**MOTION:** I move the amendment of the closed session agenda to include a discussion of personnel matters.

***So moved:*** Delegate Helsel

***Seconded:*** Mr. Cumming

***Discussion:*** None.

***Public Comment:*** None.

***Unanimously approved.***

**Reconvene**

**15. The next Board meeting is December 18, 2014 at 1:00pm.**

Vice-Chairman Northam adjourned the meeting at approximately 4:30pm.

Respectfully submitted,

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Jesica Turner, Assistant Secretary

APPENDIX

APPENDIX I – Minutes from August 21, 2014 Meeting

APPENDIX II – Executive Director’s Report

APPENDIX III – Audit Report

APPENIX IV – Financial Report

APPENDIX V – Board of Trustees Committee Assignments

APPENDIX VI – 2015 Meeting Calendar