RECORD OF MINUTES
DARE COUNTY TOURISM BOARD MEETING
THURSDAY, MAY 15, 2014
9:00 A.M.
OUTER BANKS WELCOME CENTER ON ROANOE ISLAND
MANTEO, NC

ATTENDING: Monica Thibodeau, Chair; Tim Cafferty, Vice Chair; Jodi Hess, Secretary; Dorie Fuller, Treasurer; Ervin Bateman, Assistant Treasurer; Tonia Cohen, Sheila Davies, Ernie Foster, Virginia Tillett, Susie Walters, and Jay Wheless, Legal Counsel.

EXCUSED ABSENCE: Natalie Kavanagh and Donny King.

UNEXCUSED ABSENCE: Jamie Daniels

STAFF:
Lee Nettles, Executive Director
Diane Bognich, Director of Administration
Lorrie Love, Tourism Sales and Events Manager
Amy Wood, Clerk to the Board/Administrative Specialist

OTHERS: Art Smith and Woody Wilson, MAI; Ben Cahoon, Cahoon and Kasten Architects; and John Jennings, VHB.

The meeting was called to order at 9:05 a.m. The Board then recited the pledge of allegiance, followed by a moment of silence.

APPROVAL OF AGENDA: Mr. Cafferty moved to approve the agenda. Ms. Hess seconded. There was no discussion and the motion passed unanimously.

The Chair welcomed new board member Tonia Cohen, who is representing the Outer Banks Hotel/Motel Association.

Art Smith briefly reviewed the year-long visitor profile survey and the limited results received so far.

PUBLIC HEARING ON PROPOSED BUDGET FOR FISCAL YEAR 2014-2015: At 9:15 a.m. Ms. Fuller moved to open the public hearing on the proposed budget for FY 2014-2015. Mr. Bateman seconded. There was no discussion and the motion passed unanimously. Ms. Fuller asked if there were any public comments. No comments were made or received.

Ms. Fuller made a motion to close the public hearing. Mr. Cafferty seconded. There was no discussion and the motion passed unanimously. The public hearing closed at 9:17 a.m.

Art Smith continued the review and answered questions from the Board.

APPROVAL OF MINUTES: Mr. Cafferty moved to approve the minutes from the April 24, 2014 meeting. Ms. Davies seconded. There was no discussion and the motion passed unanimously.
CHAIRMAN’S REPORT: The Chair reviewed the following Short Term Restricted Fund Grant extension requests from Dare County:

- Rodanthe Beach Access-extension to November 2014
- Outer Banks National Scenic Byway-extension to June 30, 2015

Ms. Tillett moved to grant the above extensions. Ms. Hess seconded. There was no discussion and the motion passed unanimously.

The Chair noted the Governor’s visit to the Outer Banks to announce economic impact of tourism throughout the state.

The Board commented on the recent Tourism Summit.

BUDGET AND FINANCE REPORT: Ms. Fuller reviewed the meals and occupancy receipts received. Receipts for fiscal year 2013-2014 to date are up 3.57% from the same time period in fiscal year 2012-2013. Ms. Fuller noted that April receipts received were less due to the County taking out the beach nourishment tax, which was incorrectly included within the Tourism Board receipts January-March.

OUTER BANKS VISITORS BUREAU UPDATES: Lee Nettles reviewed:

- Tourism Summit comments, which were all positive.
- Request from the National Park Service requesting $20,000 to fund two additional days [current contract is for five days] of lifeguard service at Coquina and Buxton beaches from Memorial Day to Labor Day 2014.

The Board discussed the timing of the request, safety, setting precedence, and any liability faced with a contract for lifeguarding services. A few members expressed anger that the NPS had to cut lifeguards, and then made the request so close to the season. After discussion, Mr. Cafferty made a motion to establish a line item for lifeguards within the Short Term Restricted Fund, with the money going to the County for lifeguarding services [as they hold a contract for lifeguard service currently], for the time frame of Memorial through Labor Day 2014. Ms. Davies seconded. There was no discussion and the motion passed unanimously.

- Inquiry and fulfillment numbers, which are down. Lee Nettles and Staff are working to correct the problem.

Lorrie Love reviewed recent sales mission to the International Travel Marketplace (POWWOW). She also reviewed upcoming events throughout the community and at the Event Site.

Mr. Bateman, Ms. Tillett and Ms. Walters were excused at 10:20 a.m. The Board took a ten minute break. The meeting resumed at 10:30 a.m.

OUTER BANKS EVENT SITE MASTER PLANNING: John Jennings reviewed the master planning process at the Outer Banks Event Site. Ben Cahoon reviewed the architectural schemes for a pavilion at the Event Site. The Board agreed that the plan that allowed for expansion was the best option.

OLD BUSINESS: Mr. Foster asked that Day at the Docks attendance figures be revised in the event tier system, which is used to market events.

NEW BUSINESS: There was no new business before the Board.
BOARD MEMBER COMMENTS: Mr. Cafferty noted that one span of the Wright Brothers Memorial Bridge was re-opened. Mr. Cafferty thanked staff for the opportunity to participate in the media trips.

PUBLIC COMMENTS: There were no public comments made at this meeting.

SET TIME, DATE AND PLACE OF NEXT MEETING: Thursday, June 19, 2014 at 9:00 a.m. The location will be announced [Meeting to be held at the Outer Banks Welcome Center on Roanoke Island].

Ms. Hess moved to adjourn. Ms. Davies seconded. There was no discussion and the motion passed unanimously. The meeting was adjourned at 11:29 a.m.

Attested:

Jodi Hess
Secretary, Dare County Tourism Board
Agenda

- Project Update
- Technical overview
- Architectural alternatives
- Schedule
Technical Overview

VHB

Kickoff meetings with Consultant team and site visit
Review and confirmation of program elements with team
Coordination of site investigations by consultant team
Identification of permitting requirements with Albemarle
Developing refinements to layout of program elements on site
Developing strategies for grading the site
Review of traffic and transportation options awaiting NCDOT study
Coordination of technical team activities.
Technical Overview

Albemarle Engineers -

- Updated Site Survey completed
- Corp of Engineers has confirmed previous wetland line.
- Health Department has agreed to occupancy estimate (1200) and Septic Drain field size (3000 gal/day) and location 25’ off south PL
- Working with the updated Nags Head Stormwater ordinance, have had a preliminary meeting with the Town Engineer
- Reviewed stormwater strategies with local NCDOT representative
- Reviewing utilities access and needs with local agencies and suppliers
Technical Overview

GET
Completed on-site test borings and soil sampling; geotechnical report due in a couple of weeks

OBX Architects
Reviewed and updated program
Undertaken Conceptual Design for Pavilion, Restroom, and Entry

Hickman / Ambrose
Conducted site visit and identifying existing conditions
Reviewing program demands
Developing approach for electrical services to the site for day use and events
Site Conceptual Grading Plan

Fill 4'-5'
Fill - 2'-3'
Fill 1'-3' feet
Fill 1'-2' feet

Septic
Harbor Pavilion, Marseille, FR
Humboldt Park Boathouse, Chicago, IL
Durham Ranch, St. Helena, CA
Pavilion Program

- Make the building as “transparent” as possible
- Achieve the required Nags Head design points with an architecturally understated building
- Meet the flood zone requirements without elevating the entire slab
- Incorporate the required enclosed spaces
- Allow for future expansion
- Provide a range of budget options
Pavilion Alternative “A”

Outer Banks Event Site
Pavilion Alternative “B”
Pavilion Alternative “C”
Welcome Structure (Tensile Fabric Roof)
# Outer Banks Event Site

## Schedule

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*Permit review typically takes up to 90 days; if DCTB pays for Express Review this can be reduced to 30 days. Permit approval is subject to agency timelines and outside of VHB's control.*