

FACILITIES AND LAND COMMITTEE

Call to Order

The regular meeting of the **Facilities and Land Committee** was called to order on Friday, **July 22, 2011** at 1:30 PM. Voting members present: Saint Basnight, Chair; Sterling Webster, RIC Chair; Malcolm Fearing; Jerry Jennings, NCDOT Secretary designee (early departure); and Warren Judge. Commission members present: Linda Carlisle, NCDOT Secretary (late arrival); Libba Evans (late arrival); Ellen Newbold (late arrival); and Fountain Odom. Others present: Eddy Browning, unseated RIC appointee (late arrival); Glenna Shelton Browning, Plymouth, NC resident (late arrival); Tod Clissold, Friends of *Elizabeth II*, Inc. Board Chair; Debbie Gibbs, Friends of *Elizabeth II*, Inc. Operations Director; Dwight Gregory, Friends of *Elizabeth II*, Inc. Board Treasurer; Dale Petty, unseated RIC appointee; Bob Quinn, unseated RIC appointee; John Robbins, unseated RIC appointee; Perry White, unseated RIC appointee (late arrival); and Earl Willis, unseated RIC appointee. Staff members present: Kim Sawyer, Executive Director; Andrea Hanganu, Administrative Assistant; and Carroll Williams, Maintenance Manager. Absent: Tom Brooks, Walter Daniels, Glenn Eure, and Norma Houston.

Welcome

Chairman Saint Basnight welcomed all in attendance, including new RIC appointees, and had everyone present introduce themselves.

Adoption of Agenda

The agenda was adopted by consensus.

Approval of Minutes

On motion by Malcolm Fearing and second by Warren Judge, the committee minutes of April 28, 2011 were approved by consensus.

Old Business

Chairman Basnight reported that a 14-year-old, 10-ton air conditioning unit at the Museum Store has the compressor going out. RIFP Maintenance Manager Carroll Williams provided further details, noting past repairs have been made but more extensive leaking and floor damage now requires unit replacement. Chairman Basnight stated his desire for the Friends to consider paying for the replacement so RIC would not have to use Capital Improvement funds as more units are expected to age out in the near future.

Discussion was held regarding potential replacement of the Museum Store air conditioning unit, with the following being noted:

- Friends Board Chair Tod Clissold agreed to take the item to his Board for dialogue and to follow up.
- Whether funding would come from RIC Capital Improvement or another budget (Clissold).

* DCR Secretary Linda Carlisle and Perry White joined the meeting at 1:35 PM. *

* Eddy Browning and Glenna Shelton Browning joined the meeting at 1:36 PM. *

- Potential benefit if funding does not come out of RIC operating budget; option of procurement through the state system for potential cost savings; apology for not knowing of item (Sawyer).
- Apology to Ms. Sawyer (Basnight).
- Verification the unit is a split unit (Williams).
 - Air handler must be changed due to need to go with Puron® refrigerant (Judge); agreement (Basnight and Williams).

Motion

Warren Judge made a motion that RIC staff proceed immediately to get a new air conditioning unit installed at the Museum Store and ask the Friends to pay if they see fit, noting the item had been discussed in a previous meeting. Malcolm Fearing seconded the motion, noting the requirement for a high efficiency SEER unit and the need for the unit to fit within the design of the Enhancement Project. The motion carried by consensus.

Vote

New Business

No *New Business* was presented.

* Libba Evans and Ellen Newbold joined the meeting at 1:39 PM. *

Reports

Enhancement Project

RIFP Executive Director Kim Sawyer provided an update on the Enhancement Project as follows:

- April 2011 meeting included Adventure Museum presentation by the architect and exhibit company.

– Wayfinding,
Arrival Center, &
Adventure Museum
Kim Sawyer

- Current RIC members encouraged to tour the Museum; pleased to give new appointees a site tour.
- Adventure Museum to have an upgrade not a complete rebuild; to be completed first.
- Previous RIC Chairman appointed an advisory committee (Saint Basnight, Malcolm Fearing, Robert Long, and John Wilson—the RIC Historian not a Commission member).
- Architect and exhibit company is ready for a second round for the advisory committee; meeting TBD.
- Working with DCR staff member Steve Miller on the project.

Discussion was held regarding the Enhancement Project, with the following being noted:

- Whether Steve Miller attended these presentations (Carlisle).
- Goal for January-February 2012 site closure is to get much of the work completed (Sawyer).
- Importance of one Park entry/exit and wayfinding signage (Sawyer).
- Importance of RIFP exhibits/venues heading toward self sufficiency; Mystic Harbor (Connecticut) and Bath (Maine) interpret their local maritime history; suggestion to emphasize eastern North Carolina heritage through boat building, crabbing, oysters, fishing, and hunting (Fearing).

Chairman Basnight welcomed late meeting arrivals, new RIC appointees, and Sterling Webster as new RIC Chairman. RIC Chairman Webster also welcomed new appointees.

Facilities Update
Carroll Williams

Carroll Williams provided a facilities update of capital improvement projects funded and completed last spring as follows:

- Gift Shop mechanical room roof replaced; completed April 4, 2011.
- Fire sprinkler system deficiencies repaired; completed April 13, 2011.
- Performer's Lounge floor replaced; completed April 20, 2011.
- In-house mowing equipment purchased; eliminated outside contractor; completed April 21, 2011.
- Visitor's Center and Education area heating and air system replaced; completed May 4, 2011.
- Guttering installed throughout buildings; water running under facilities causing erosion/moisture problems now piped to the back of buildings.
- Tree removal project in American Indian Town (AIT) completed spring 2011; members encouraged to tour planting area now growing corn, beans, and squash.

Kim Sawyer added that items were part of the deferred facilities list previously discussed by the RIC Executive Committee. There was concern of RIC potentially losing funding resulting in the need to get the projects completed. RIC decided at its last meeting to delay other items on the list.

Eddy Browning questioned whether interpreters are located at AIT and the *Elizabeth II*, with Carroll Williams responding in the affirmative.

Elizabeth II
Repairs
Kim Sawyer /
Carroll Williams

Kim Sawyer provided an update regarding potential *Elizabeth II* repairs, noting the following:

- Item included on deferred facilities list.
- Ship survey found needed repairs.
 - Beyond general maintenance to the ship (Williams).
 - Survey normally done every five years; seven years between surveys this time due to budget constraints (Williams).
- First time using the state process for bids on ship repairs; process usually went through the Friends.
- Two bids received; particular bidders are confidential; lowest bid was \$138,720.00.

Discussion followed regarding potential repairs to the *Elizabeth II*, with the following being noted:

- Work done seven years ago was materially more than the bid amount (Williams).
- Last time the stern post, stern planking, and many big timbers had to be replaced (Williams).
- More expensive last time because of replacing more timbers; more outside structure this time (Williams).
- Since Friends have an account for *EII* repairs, she suggests the committee make a request of the Friends to fund the repairs (Sawyer).

Motion

Warren Judge made a motion that the committee recommends to the full Commission to fund repairs to the *Elizabeth II* in the amount of \$138,720.00 by requesting from the Friends use of restricted funds from the ship restoration account (which totals \$143,225.84). Sterling Webster seconded the motion. Ellen Newbold initiated discussion by questioning when the work would be done, and the following was noted:

- Work will mostly be done January-February 2012, with some potentially done December 2011; will

- find out from state purchasing how long bids can be held before re-bidding is required (Sawyer).
- There was over \$100K difference in the two bids (Sawyer).
- Work will again be done locally at the shipyard (Sawyer).
- Clarification that the state charges a haul out fee (Williams).
- Agreement to provide a copy of the survey to any interested members (Sawyer).
- Recommendation to view haul out to see how much of the ship is under water (Basnight).
- Whether concern is bids being held too long because of potentially waiting on the Friends (Clissold).
 - Verification that Friends are holding \$68K for the RIC for ship repair (Gregory).

Vote

The motion carried by consensus.

(Potential Rental Fee for Outer Banks History Center
Kim Sawyer)

As a committee update from the July 6, 2011 Budget Workshop discussion, Kim Sawyer reported that the Special Provision includes the ability for RIC to charge a rental fee for the Outer Banks History Center (OBHC). Since that time DCR Deputy Secretary Jeff Crow has asked what the fee would be. RIC staff have begun a process of determining that fee, with RIFP Operations Manager Amy Hinnant compiling data regarding square footage and electric. Ms. Sawyer said she will review that data and send it to Dr. Crow to begin conversation about the potential fee amount. Discussion was held as follows:

- All available funding is for staff; asked Dr. Crow to contact Ms. Sawyer about proposed fee; was done without discussion with DCR or any understanding about the potential fee amount; asking and receiving payment are two different things; may require potential changes with OBHC to free up funds to pay RIC (Carlisle).
- RIFP has been paying electric for OBHC for a long time, estimated at approximately \$14K (Sawyer).
 - DCR contributes approximately \$1K to RIC budget to cover electric and their portion of insurance; nothing for water usage or facility maintenance; what has been legislated needs to be examined (Fearing).
 - A museum in a similar situation has a Friends group covering all operating expenses to remain open (Carlisle).
- OBHC houses David Stick documents; documents required to be maintained in Dare County (Fearing).
- Asked Dr. Crow to find out exact expectations to determine what might be done (Carlisle).

Chairman Basnight asked for other comments, with the following being noted:

- Suggestion to explore and expedite some items that Enhancement Project Architect Chip Hemingway listed at the last committee meeting and build an entrance ticket booth that everybody comes through and can be counted; produce daily visitation statistics; utilize the \$164,886.84 left over from building the Park (Judge).
- Potential idea for revenue: charge a fee for people parking at RIFP and going downtown (Sawyer).
 - Development agreement requires RIFP to provide the Town a certain amount of free space; need to charge for what is done at RIFP (Fearing).
 - All ideas are on the table; must start thinking today to come up with \$2M+ in four years (Judge).
- Question of how continuing some free Art Gallery admission will potentially impact OBHC (Carlisle).
 - Most similar sites in the U.S. have either an entrance or exit through the Museum Store (Newbold).
 - When visitors pay to come in they can have their ticket stamped *Free Parking* if visiting OBHC and get a refund on the way out (Judge); or credit it against any purchases (Webster); agreement (Odom and Judge).

DCR Secretary Linda Carlisle initiated discussion regarding potentially renaming the Park, with the following being noted:

- Item brought up in April 2011 minutes by Kim Sawyer and mentioned earlier today (Carlisle).
- In discussing wayfinding and potentially reorienting the site, now is the time to decide whether or not to move forward with the name as it is before doing enhancement work (Carlisle).
- A decision to leave the name the same is fine; if the decision is to make a change, now is the time to start that planning so it is part of the plans put forth (Carlisle).
- Mentioned often; unknown whether RIFP name is an unchangeable “sacred cow”; people have a hard time connecting to what RIFP is; site was originally *Elizabeth II* State Historic Site (Sawyer).
 - Details of how the RIFP name came about (Newbold and Clissold).
 - Tryon Palace changed their name several years ago to *Tryon Palace Museum and Gardens*; can be done in a way that changes the definition but not the “sacred cow” so everybody understands what they are seeing (Evans).
- Must be discussed and the long term considered; RIC over the years has conceded that it has an identity crisis and the name has not helped; personally takes no side except that he often hears the name does not work; agreement that now is the time to change if it is ever going to be done (Webster).
- Spends energy convincing people that RIFP is a historic site because it sounds like an amusement park; Raleigh legislators never seeing RIFP have a perception more in line with what Ms. Sawyer has experienced from a public perspective; personal perception is the name diminishes the historical

- significance; playing off the strength of the history is important (Carlisle).
- Need a name that brings in people who do not know what is here; for it if a name change helps (Basnight).
- Challenge of multiple parts: ship, Settlement Site, AIT, Museum, Pavilion, and Theatre (Sawyer).
 - Verification that the Maritime Museum is property of the Town of Manteo (Sawyer).
- Option to bring in a Ferris wheel (Webster).
- Upon request by Fountain Odom, Kim Sawyer agreed to try to find the report from the firm hired a number of years ago to see how they approached the naming of the site suggesting *New World Park*.
- Unable to recall the objection to the name *New World Park* at the time (Newbold).
- Suggestion of *New World History Park* (Odom).
- Question of what can be done that is better after talking about it over and over again (Newbold).
 - *Roanoke Island* in the name is important (Carlisle); agreement (Quinn and Odom).
 - Just tweak it; *Festival* is the issue (Carlisle).
 - *Roanoke Island* is the brand (Quinn); agreement (Carlisle and Odom).
 - Suggestion of *Roanoke Island Land of History* (Quinn).
 - Suggestion of *Roanoke Island History Park* (White).
 - Brand has been built on this with hundreds of thousands of marketing dollars; does not hear this criticism in the visitor world; people ask for directions to RIFP; tweak the name like Tryon Palace did, but do not throw it away; locate RIFP by its name (Judge); agreement (Carlisle).
- Kim Sawyer agreed to contact the Tourist Bureau and Chamber of Commerce for potential feedback of any local criticism of the Park name from visitors.
 - Subtle, effective advertising still exists—e.g. posters in offices (Judge).
 - Want funders (government funding still the largest) to feel it is a part of their historical heritage and not a festival; they fund festivals differently than historic sites, so name needs *History* or *Museum* (Evans).
- National trust statistics indicate approximately 47% of the traveling public with children search for a historic location to take their children; high percentage of local family vacations are within driving distance; interested in a historical/educational experience at this *event*, which is not a Ferris wheel; suggestion to keep *Roanoke Island* and add *History* to the name (Quinn).

* Jerry Jennings left the meeting at 1:16 PM. *

- Option to add a tag line to the name (Odom); mentioned by Enhancement Project architect (Sawyer).
 - *Land of History* or *Beginning of History* (Quinn); *New World History* or *Living History* (Odom).
- Challenge to say in one sentence what RIFP is; question whether RIFP is a historic site or museum (Sawyer).
 - Need to build something that gives the concept, like this *is* all about history or heritage; there is a commonality to all those elements that pull it together (Carlisle).
- Question of where the problem exists with the name (Judge).
 - Problem in terms of people deciding where they are going to go; when tourists come to the Outer Banks they generally allow a day for Manteo with a menu of what they can see; visitors spend several hours at RIFP because of interpreters, one of the best things at the Park; may need to explore keeping the name or removing *Festival* (Sawyer).
- Suggestion of *Roanoke Island Heritage Park* and adding a tag line (Clissold).
- Option to name individual spaces: *Festival Park* by the Pavilion with a wayfinding sign; still have OBHC; name the entire site not giving up anything; add what is needed to include the historical settlement; prefers *history* over *heritage* (Evans).
- Plans to come up with something together; keep *Roanoke Island*; might keep the name as is and add a tag line; might change name to *Roanoke Island Heritage Park* or *History Park*; will develop options with those ingredients and work on a consensus among members (Webster).
- Potential need to review advertizing process of how Park is presented to the traveling and visiting public (Fearing).
- Event visitation is at times much less than expected; RIC has continually challenged itself with the issue; point about *history* or *heritage* verbiage being neglected is important; put together 2-4 ideas and get members' feedback; no change still might be the best option; not a simple decision (Webster).
- History is the key that draws visitors; RIFP parking lot is full on days with bad weather; Dare County has 33K sales/marketing people; need to ensure Dare County locals know to take their guests to RIFP (Judge).
 - *EII* sailed to New Bern and people connected to it sailing in front of other modern boats; RIFP needs to get that connection to the rest of the Park, which occurs once people visit (Sawyer).
- Must tell the story, but do not bank on the name change doing that (Judge); agreement (Sawyer).
- Name issue keeps coming up; now is the time to make a decision one way or the other before the projected items are done (Carlisle); agreement (Sawyer).
- Need to tie more of 1587 and the first settlement into RIFP (White); agreement (Basnight).

John Robbins requested to review RIFP original facility master plans potentially showing a different entrance and any additional major development activity (proposed exhibits) since that

time. Discussion was held with the following being noted:

- A smaller Indian Town was discussed in the beginning; once built the Pavilion truck loading gate became the front gate; Carroll Williams may have the original document (Newbold).
- Can assist with entrances and other areas by using AutoCAD (Robbins).
 - Suggestion to also meet with Enhancement Project architects (Sawyer).

Tod Clissold reported on the following two items for consideration from the Friends:

- 1) Letter from the Town of Manteo requests that Friends consider supporting minor landscaping improvement and installation of a small central fountain on the Davis Lot by Poor Richard's Restaurant.
 - Friends, along with the Visitors Bureau, gave a grant to the Town to purchase the remaining half of the lot.
 - Restrictive covenants on the property say nothing shall be built to obstruct the view shed of the ship.
 - Personally desires inclusion of a placard identifying RIFP and the *Elizabeth II*.
 - Requests committee feedback not RIC action.
 - Manteo Commissioner David Farrow has requested to improve the lot; likely his last contribution to the Town; project will potentially be named after Mr. Farrow.
- 2) Friends request consideration by the Commission to build an appropriate permanent structure at the Pavilion to use during performances to sell drinks, nick knacks, and memberships as well as to serve as an information station for the Park.

Discussion was held regarding Tod Clissold's two items from the Friends, with the following being noted:

- Not a problem if done right (Basnight).
- Need to immediately stop using the back door to the Pavilion by shutting the gates and send visitors through the Grand Hall by the store; no objection to building a structure (Judge).
 - No objection; structure can be something off to the side and not in the vista (Basnight).
 - Issue of whether dogs are allowed through the hall (Clissold); can now take dogs into stores (Judge); option to use boardwalk to get to Pavilion (Clissold); dogs may be allowed on the beach but not in Manteo (Fearing).
- Question whether the Town is asking for additional money for the Davis Lot project (Judge).
 - No; Tourist Bureau and Friends each put restrictions on their grants; existing wording could impact project (i.e., *concrete* and *asphalt*) but brick could potentially be used (Clissold).
- Supports a wayside exhibit directing downtown visitors to the Park and ship; DCR historic site staff could potentially build exhibit at a fairly cost-effective level (Carlisle).
 - Grant idea was so the lot could be used for marketing (Newbold).
- Town of Manteo hired the NCSU Landscape Architecture Department to develop a 20-year plan; included examination of that parcel with proposal of a discovery park telling the story: Native Americans, as a wayfinding connection, look across the water at the approaching boat and trials of those coming from England; documentation exists from surveys of Town residents (Robbins).
- Supports cleaning up and vegetative improvement on the barren lot (Fearing).
- In support as long as structures on the Davis Lot are not too tall; prefers to put the canoe there and charge to bring people over to AIT (Basnight); agreement with boat idea (Evans).

Tod Clissold agreed to pass the committee's feedback to the Town of Manteo regarding the proposal for improvements on the Davis Lot.

Malcolm Fearing noted the needed for RIFP staff to scrap the lead and copper coils on air conditioner units being replaced and get money for it in Wanchese, NC. Carroll Williams agreed and said the contract includes allowing time to save parts on units being replaced for use with other identical units.

**Commission
Recommendations**

One Commission recommendation was previously noted.

Announcements

The next meeting of the Facilities and Land Committee will be Thursday, October 27, 2011 at 2:30 PM.

Adjournment

With no further business, and on motion by Malcolm Fearing, the meeting was adjourned at 2:41 PM.

Minutes submitted by: Andrea Hanganu, Administrative Assistant

Upon a vote by the Facilities and Land Committee, approved by:

Saint Basnight, Chair, Facilities and Land Committee