

**TOWN OF KITTY HAWK
RECREATION COMMITTEE**

MEETING MINUTES

Date: Tuesday, July 29, 2025

Time: 6:03 PM – 7:37 PM

Location: Kitty Hawk Town Hall

1. Call to Order & Attendance

The meeting was called to order at 6:03 PM.

Committee Members Present:

- Paul Henriques
- Peter Mantz
- Dave Klebitz
- Ryan Thibodeau

Also Present:

- **Alsu Lewis**, Town Staff
 - **Charlotte Walker**, Town Council Liaison
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2. Approval of Agenda

A motion was made and seconded to approve the agenda.

Vote: Motion carried unanimously.

3. Approval of Previous Minutes (June 4, 2025)

A motion was made and seconded to approve the June 4, 2025 meeting minutes.

Vote: Motion carried unanimously.

4. Public Comment

No public comments were received.

5. Old Business

A. Recreation Master Plan (2025–26) Final Approval

The committee confirmed that all revisions to the 2025–26 Recreation Master Plan were completed.

A motion was made and seconded to approve the final version.

Vote: Motion carried unanimously.

B. Town Trail Project Wrap-Up

The committee reviewed the final status of the town trail project:

- The trail system is largely complete and functioning well, thanks to volunteer contributions.
 - Summer usage is light but is expected to increase during the cooler months.
 - Minor maintenance needs remain, including grass growth and trail wear-in.
 - Three picnic tables have been placed; one additional table and two chairs still need to be relocated near the large tree behind Town Hall.
 - Additional arrow decals and possibly QR code feedback stickers will be placed on trail markers.
 - County GIS maps have been updated, and efforts are underway to include the trail system on popular apps such as AllTrails and Trailforks.
 - A fall event next year to promote the trail system may be considered.
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6. New Business

A. Life Saving Service Memorial – Architectural Rendering & Design Selection

Two design concepts were reviewed:

1. A traditional roof pavilion built off the existing deck.

2. A boat-shaped modern design.

After discussion, the committee voted unanimously to move forward with the **traditional roof pavilion**.

- The pavilion will feature educational panels and potentially other displays (murals, boat display, or sculpture) if the budget allows.
 - A grant application will be submitted to the Outer Banks Visitors Bureau for up to **\$50,000**. Staying under this threshold will avoid the need for matching funds.
 - Efforts will be made to keep the construction portion under **\$30,000** to avoid triggering the formal bid process.
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B. Town Council Presentation (August 4, 2025)

The committee will present updates to Town Council on:

- Trail project progress and volunteer efforts.
 - The Life Saving Service Memorial project.
 - Recreation Committee general updates.
 - Community survey results and how they guide the plan.
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C. Communication Issues

The committee discussed ongoing email distribution issues affecting communications. Smaller group emails will be used and forwarded to the full committee until the issue is resolved.

7. Items from Council Liaison (Charlotte Walker)

Charlotte shared that the town has been awarded a **NCDOT multimodal planning grant** to develop a comprehensive pedestrian and bicycle plan.

8. Items from Committee Members

- Discussion of adding a youth/student volunteer liaison to coordinate with groups like the Scouts and the Women’s Club.
 - Recognition of Eagle Scout Wesley and other key trail volunteers at a future meeting.
 - “Haunted Hikes” was suggested as a potential Halloween event once the trails are more established.
 - The committee reflected on the group’s increased effectiveness and progress in recent years.
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9. Next Meeting

The next meeting is scheduled for **Tuesday, October 28, 2025**.

10. Adjournment

A motion was made and seconded to adjourn the meeting.

Vote: Motion carried unanimously.

The meeting adjourned at 7:37 PM.