DUPLIN COUNTY
ECONOMIC DEVELOPMENT COMMISSION
BOARD MEETING

OPEN SESSION AGENDA
Airport Conference Room

Friday, September 5, 2025
7:00 am

- **CALL TO ORDER & WELCOME**
- **CONSENT AGENDA**
  - **Approve Previous Minutes**
- **AIRPARK IMPROVEMENT PROJECTS UPDATE**
  - ***ACTION ITEM:***
    - ***Review & Approve Supplemental Agreement (Change Order # 16) for an additional 14 (fourteen) days due to delays in receiving cut sheets from McDavid Associates (Exhibit A)***
- **AIRPARK SHORT-STAY ACCOMODATIONS**
  - ***ACTION ITEM:***
    - ***Review, Select and Approve Surveying Proposal for AirPark Short-Stay Units Location (Exhibit B)***
  - ***ACTION ITEM:***
    - ***Review and Approve Short-Stay Accommodation Sub-Committee Location recommendation (Exhibit C)***
- **DUKE ENERGY SITE READINESS PROGRAM - SOUTHPARK**
  - ***ACTION ITEM:***
    - ***Review & Approve Duke Energy's Letter of Intent and payment of entry fee in the amount of $1,000 (Exhibit D)***
- **NAMED PROJECTS UPDATE**
  - **Project ACC**
  - **Project Heel**
  - **Project Panda**
- **DIRECTOR'S NOTES AND ANNOUNCEMENTS**
- **BOARD MEMBER COMMENTS**
  - **NCSE Project Activities Update**

- **OTHER NOTES/ANNOUNCEMENTS**
- **ADJOURN OPEN SESSION AND PROCEED TO CLOSED SESSION**

DUPLIN COUNTY ECONOMIC DEVELOPMENT COMMISSION
BOARD MEETING
Friday, September 5, 2025
7:00am

OPEN SESSION MINUTES

Present: Glenn Cavenaugh, Charlie Farrior, Kevin Smith, Roger Davis, Carrie Shields, Dr. Jay Carraway, Al Searles, Dean Lee, Scotty Summerlin and Teresa Chambers

Absent: Ken Smith

Guests: Joe McKemey, Matthew Ferguson, Mark Grady and Cedric Brown

- **CALL TO ORDER**
  - Meeting was called into order by Charlie Farrior

- **CONSENT AGENDA**
  - Approve Previous Minutes
  - The motion to approve the consent agenda was made by Roger Davis, seconded by Glenn Cavenaugh and passed unanimously.

- **AIRPARK IMPROVEMENT PROJECTS UPDATE**
  - ***ACTION ITEM:***
    - ***Review & Approve Supplemental Agreement (Change Order # 16) for an additional 14 (fourteen) days due to delays in receiving cut sheets from McDavid Associates (Exhibit A)***
      - Dean Lee made motion to approve Supplemental Agreement #16 which extends a contract with Chatham Civil Contracting by 14 days. Motion was seconded by Roger Davis and passed unanimously.
  - Glenn Cavenaugh made a motion to amend the agenda by adding Supplemental Agreement # 17 which concerns a ditch in the roundabout that will need to be relocated due to location of manhole and water valve. Cost is stated as $8,995, which Joe McKemey stated would likely be offset by some adjustments he will be making in surveying costs. Glenn Cavenaugh made motion to approve, Roger Davis seconded and the motion passed unanimously.

- **AIRPARK SHORT-STAY ACCOMODATIONS**
  - ***ACTION ITEM:***
    - ***Review, Select and Approve Surveying Proposal for AirPark Short-Stay Units Location (Exhibit B)***
      - Roger Davis made motion to approve the proposal in the amount of $5,200 by Johnny Williams Surveying. Glenn Cavenaugh seconded the motion and passed unanimously.
  - ***ACTION ITEM:***
    - ***Review and Approve Short-Stay Accommodation Sub-Committee Location recommendation (Exhibit C)***

- Sub-Committee recommendation to alternate one (1) bed and two (2) bed within lots 1-4 as shown in exhibit C. Committee requested lots 8 & 9 be cleared for potential future development.
- Motion was made to approve recommendation by Roger Davis, seconded by Dean Lee and passed unanimously.

- **DUKE ENERGY SITE READINESS PROGRAM - SOUTHPARK**
  - ***ACTION ITEM:***
    - ***Review & Approve Duke Energy's Letter of Intent and payment of entry fee in the amount of $1,000 (Exhibit D)***
      - Glenn Cavenaugh made motion to approve letter of intent and entry fee. Motion was seconded by Dean Lee and passed unanimously.

- **NAMED PROJECTS UPDATE**
  - **Project ACC** – not prepared to make another payment request
  - **Project Heel** – no update
  - **Project Panda** – no update

- **DIRECTOR'S NOTES AND ANNOUNCEMENTS**
  - SouthPark Groundbreaking went well

- **BOARD MEMBER COMMENTS**
  - NCSE Project Activities Update – approximately 58 projects in play; Duplin County listed on nine.

- **OTHER NOTES/ANNOUNCEMENTS**
  - Airport Hangar Groundbreaking scheduled for September 16th at 10am
  - Dr. Jay Carraway, President of JSCC, announced retirement effective February 2026

- **ADJOURN OPEN SESSION AND PROCEED TO CLOSED SESSION**
  - The motion to adjourn the open session was made by Dean Lee and seconded by Roger Davis and passed unanimously.

- **ADJOURNMENT**
  - The motion to adjourn was made by Roger Davis and seconded by Glenn Cavenaugh and passed unanimously.

Minutes Approved by EDC Board Chairman:

Chairman

10/13/25
Date

Exhibit A

SUPPLEMENTAL AGREEMENT PRICING FORM

Project Number Duplin Airpark	**Date**
Turn-around time needed to avoid project delays Day(s) 5 Potential impacts to project schedule should be discussed when prices are requested	AUGUST 23 2025
Brief description of Supplemental Agreement Time extension for delays in receiving cut sheets from McDavid	
If work is subcontracted, describe portion of work performed by Prime	
Describe special conditions that affect pricing (Risk):	
[redacted]	
Cost	$ 0.00
Transportation Costs	$
Anticipated fabrication and/or delivery time	
*Provide description of material(s) and source(s)	
[redacted]	
Labor cost	$ 0.00
Labor Burden (Percent mark-up to labor cost) *Provide certified annual labor burden 35%	$ 0.00
*Attach quantity, duration, labor classification and wage rates of anticipated work force.	
[redacted]	
Cost	$ 0.00
*Attach quantity, type, production rates and duration of associated equipment. Identity rented equipment separately.	
*Describe any equipment that is idled during operations or associated with crew and idled by operation.	
[redacted]	
[redacted]	
Subcontract Administration Cost (percent mark-up on cost subtotal)	$
[redacted]	
Overhead Cost (percent mark-up on cost subtotal) 15%	$ 0.00
[redacted] 10%	
Profit Cost (percent mark-up on cost subtotal)	$ 0.00
[redacted]	$ 0.00
[redacted]	14 **Days**
***Provide justification for any proposed time extension**	
The costs detailed herein, although an estimate of the proposed work, are based upon the most accurate available information and/or historical costs of similar operations.	
Date August 22, 2025	

Exhibit A Cont.

Duplin County Airpark - additional days for waterline cut sheets

Scotty,

Please see the attached SA that Chatham has prepared and provided a request for additional time only of 14 days due to the delay in receiving waterline cut sheets for West Best Road.

For reference this is in relation to the email that Andrew sent on 8/8/25 explaining his standpoint on the when they requested the cut sheets and the date in which they were received.

Please let me know how you would like to proceed with this request from Chatham.

Thank you.

Matthew Ferguson, pe | Project Manager
Parrish & Partners
220 Horizon Drive, Suite 100, Raleigh, NC 27615
O: 984.459.8280 | D: 984.459.8269 | C: 984.383.9896
MFerguson@parrishandpartners.com

Exhibit B

AirPark Short-term Rentals Survey/Plot Plan Proposal Estimate

JW

JohnnyWilliams <jwilliams@jwsurvey.com>

To: Scott Summerlin

Tue 8/5/2025 6:18 AM

You forwarded this message on Fri 8/8/2025 2:59 PM

Hey Scottie,

We said $500 per unit to stake for clearing and then ab additional $300 per unit to stake for construction. A total of $800 per unit.

We also mentioned drawing a site plan for County review to show the layout of the units. This would cost $500 or less for all 5 to 8 units. Not per unit – total project.

Thanks - Johnny

JOHNNY J. WILLIAMS LAND SURVEYING
P.O. BOX 778, BEULAVILLE, NC 28518
PHYSICAL ADDRESS: 219 EAST MAIN STREET
PHONE: 910-298-8272 EMAIL: jwilliams@jwsurvey.com

Proposal totals for seven (7) units. Recommendation of sub-committee is to layout and clear for seven units. Build four units while leaving space between each unit vacant.

1. Stake for clearing	7 units	$500 Each	$3,500
2. Stake for construction	4 units	$300 Each	$1,200
3. Site Plan for County	7 units	$500 Lump Sum	$500
4. TOTAL			**$5,200**

Exhibit B Cont.

Digital File - One-bed/bath & Two-bed/bath floor plans and specifications

RB

RobbyBlanchard<robby@jimblanchardassociates.com>

To: Scott Summerlin

Tue 8/12/2025 8:51 AM

CAUTION: This email originated from outside of Duplin County. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Stakeout 5 lots for clearing and building
Layout the 5 Rental Units
Site Plan for each of the 5 Units

Total Cost: $12,000.00

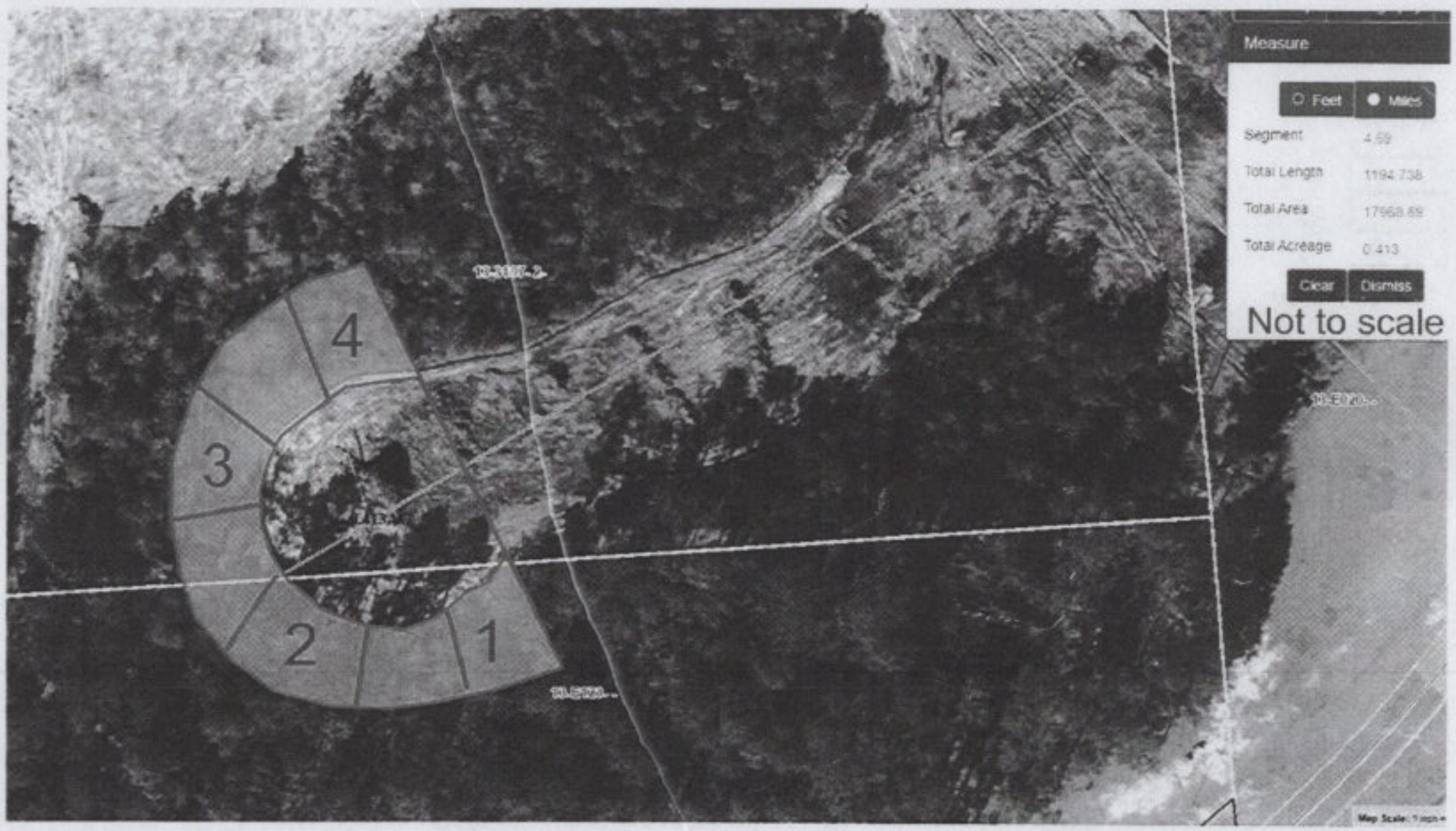
Thanks,

Robby Blanchard
Jim Blanchard Associates

Exhibit C

Short-term Accommodations Sub-Committee Recommendation

September 5, 2025



Clear for seven lots at end of DPL Drive and build on alternating lots.
Alternate one-bed/bath and two-bed/bath on lots.
Lots 1 and 3 - one-bed/bath, Lots 2 and 4 - two-bed/bath.

Exhibit D

Approval of Duke Energy Letter of Intent (LOI) & Invoice of $1,000.00 for Participation in Site Readiness Program for SouthPark

RE: [EXTERNAL] Site Readiness Program for Duplin County SouthPark Industrial Center - Wallace

Duke Energy Site Readines Pr... 152 KB | Application for Duke Energy ... 201 KB | Carolinas SR Handbook-Upd... 264 KB | SR LOI Template.docx 29 KB

4 attachments (1 MB) Save all to OneDrive - Duplin County, NC Download all

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Hey Scotty,
Sorry for the delay. I have been out at a conference since Wednesday. The Duke Energy Site Readiness program has seen great success across our territory. I have attached a few documents to better help you understand the program. Once the study is complete, Duke Energy has the option to provide matching grant funds to support the site's development, not to exceed $10,000.

The first thing we need to do is to have a SR LOI signed and then I can invoice the "entry fee" of $1,000.

Please let me know if you have any questions. We have a group on our team that manages this program.

From: Scott Summerlin <scott.summerlin@duplinnc.gov>
Sent: Wednesday, August 20, 2025 5:08 PM
To: Bird, Courtney L. <Courtney.Bird@duke-energy.com>
Cc: Teresa Chambers <teresa.chambers@duplinnc.gov>
Subject: [EXTERNAL] Site Readiness Program for Duplin County SouthPark Industrial Center - Wallace

***** CAUTION! EXTERNAL SENDER *** STOP. ASSESS. VERIFY!!** Were you expecting this email? Are grammar and spelling correct? Does the content make sense? Can you verify the sender? If suspicious report it, then do not click links, open attachments or enter your ID or password.

Courtney,

It was a pleasure to speak with you this morning. We are also pleased that you plan to attend our groundbreaking on Sept. 3rd. We look forward to working with you through your Site Readiness Program for SouthPark Business and Industrial Center. Please send the required paperwork at your earliest convenience.

Exhibit D Cont.

DUKE ENERGY.

DUKE ENERGY SITE READINESS PROGRAM

LETTER OF INTENT

The stated purpose of the Duke Energy Site Readiness Program is to "identify, improve, and increase awareness of industrial sites in the region that are best suited for new manufacturing facilities in Duke Energy's targeted growth segments." It is critical that the sites that Duke Energy invests in through this program be designated and marketed as "industrial sites." This Letter of Intent provides assurance that the county and owner are in agreement that these sites are intended as industrial sites and that they will be marketed as such. Further, it ensures that all parties recognize the financial investment that is being made by Duke Energy and acknowledge the return requirements of that investment.

In submitting the Duplin County SouthPark Business & Industrial Center site in Duplin County, North Carolina into the Duke Energy Site Readiness Program, I certify that it is the intent of the property owner and the county economic development team to market this site for industrial use for a period of three (3) years from the completion of the Site Readiness evaluation, which is usually the Final Report Meeting. If the site is sold for other purposes or ceases to be marketed for industrial purposes during that three-year period, Duke Energy has the right to request reimbursement from the county for the cost of the Site Readiness evaluation.

_____

County Representative (Printed name and title)

_____ _____

County Representative (Signature) Date

_____

Property Owner (Printed name)

_____ _____

Property Owner (Signature) Date