

**DUPLIN COUNTY
ECONOMIC DEVELOPMENT COMMISSION
BOARD MEETING
AGENDA
Airport Conference Room**

- ♦ **CALL TO ORDER & WELCOME**
- ♦ **CONSENT AGENDA**
 - **Approve Previous Minutes from November 7th Meeting**
- ♦ **AIRPARK IMPROVEMENT PROJECTS UPDATE**
 - **ACTION ITEM:**
 - *Review and approve Supplemental Agreement # 19 for contractor furnished traffic signs*
 - **ACTION ITEM:**
 - *Review and approve Supplemental Agreement # 20 for W. Best Rd. Inlet*
- ♦ **AIRPARK SHORT-STAY ACCOMODATIONS**
 - **ACTION ITEM:**
 - *Review lot clearing RFP, bid tabulations and select appropriate bidder*
- ♦ **ECONOMIC DEVELOPMENT READY SHELL BUILDINGS UPDATE**
- ♦ **AIRPARK ENTRANCEWAY IMPROVEMENTS**
 - **Review RFP request for bids for sign construction**
- ♦ **NAMED PROJECTS UPDATE**
 - **Project ACC**
 - **Project Heel**
 - **Project Panda**
 - **Project Pine**
- ♦ **DIRECTOR'S NOTES AND ANNOUNCEMENTS**
- ♦ **BOARD MEMBER COMMENTS**
 - **NCSE Project Activities Update**
- ♦ **OTHER NOTES/ANNOUNCEMENTS**
- ♦ **ADJOURN OPEN SESSION**

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

OPEN SESSION MINUTES

Present: Glenn Cavanaugh, Charlie Farrior, Carrie Shields, Al Searles, Dean Lee, Ken Smith, Roger Davis & Kevin Smith Scotty Summerlin and Teresa Chambers

Absent: Dr. Jay Carraway

Guests: Joe McKemey, Matthew Ferguson, Mark Grady, Mayor A.J. Connors

♦ **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 Cavanaugh and passed unanimously.

♦ **AIRPARK IMPROVEMENT PROJECTS UPDATE**

- Punch list items on roadway and drainage should be ready to review within the next couple of weeks
- Utilities punch list review has begun and anticipating further direction by end of day
 - Still needing to inspect inside manholes to ensure corrections have been made
 - Hesitant to state punch list items are complete
 - Cable for notification if generator at pump station fails has not been installed; board stated even though not a requirement they would ask that the cable be installed. Cost is currently included in contract.

• **ACTION ITEM:**

- *Review and approve Supplemental Agreement # 19 for contractor furnished traffic signs*

- Ken Smith made motion to approve above action item. Dean Lee seconded the motion and motion passed unanimously.

• **ACTION ITEM:**

- *Review and approve Supplemental Agreement # 20 for W. Best Rd. Inlet*

- Roger Davis made motion to approve above action item. Dean Lee seconded the motion and motion passed unanimously.

♦ **AIRPARK SHORT-STAY ACCOMODATIONS**

• **ACTION ITEM:**

- *Review lot clearing RFP, bid tabulations and select appropriate bidder*

- Board members made final choice of Gainus Lawn Maintenance, LLC at bid of \$30,000
- Motion was made by Dean Lee to approve the selection, seconded by Al Searles and passed unanimously.

**DUPLIN COUNTY ECONOMIC DEVELOPMENT COMMISSION
BOARD MEETING
Friday, November 7, 2025
7:00am**

OPEN SESSION MINUTES

Present: Glenn Cavanaugh, Charlie Farrior, Carrie Shields, Ken Smith, Roger Davis, Kevin Smith, Al Searles, Dean Lee, Scotty Summerlin and Teresa Chambers

Absent: Dr. Jay Carraway

Guests: Joe McKemey, Hunter Boniface, Mark Grady, Lynn Moore, Jasmine Savage, Mayor A.J. Connors, Mark Grady

♦ **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 Dean Lee, seconded by Glenn Cavanaugh and passed unanimously.

♦ **AIRPARK IMPROVEMENT PROJECTS UPDATE**

- Speculative completion date of December 2nd
- Contractor has completed intermediate paving; on course for continued paving next week
- Currently addressing some punch list items with more to come
- Manhole and sewer construction reviews not ready at present
- Infiltration issue continues according to Joe McKemey, Engineer; contractor has been advised of the necessary repair
- Walk-through inspection still required on landscaping surrounding manholes, fire hydrants, etc.
- Tri-County is prepared to begin more electrical construction once Chatham have finalized work
- Hefty pricing received for data/internet; providers won't build on speculation; requires address specific locations; recommended to discuss partnering with NCFS Region 1 Headquarters on data needs and seeking Last Mile or Great Grant for funding; Spectrum is the desired data provider given fiber-based availability
- **ACTION ITEM:**
 - *Approve Supplemental Agreement # 18 for 26 (twenty-six) additional days*
 - Motion to approve Supplemental Agreement # 18 was made by Roger Davis, seconded by Al Searles and passed unanimously.
- **ACTION ITEM:**
 - *Approve Optional Supplemental Agreement for Pavement and Patch Improvements*
 - Motion was made by Al Searles to continue with Option #1 in provided information document which will repair what EDC construction contractor damaged at the cost of \$1,500. Option #2 on document is

♦ **DIRECTOR'S NOTES AND ANNOUNCEMENTS**

- Revolving Loan Fund (RLF) committee has been contacted and advised of a potential application to review. Awaiting responses on availability and potential meeting dates and time
- James Sprunt Community College Small Business Center has submitted application for a \$25,000 grant awarded by the Duplin County Small Business Impact Program. This grant will be awarded to the Duplin County Economic Development Corporation non-profit foundation.

♦ **BOARD MEMBER COMMENTS**

- **NCSE Project Activities Update** – very busy
- NCFS Region 1 Headquarters Groundbreaking expected to be forthcoming soon

♦ **OTHER NOTES/ANNOUNCEMENTS**

- Duplin County has hired an Interim County Manager, Lisa Hughes, coming from Yadkin County.
- James Sprunt Community College to begin interviews with applicants for the College President opening
- Duplin County Schools has named Darren Tyndall as the new Super Intendent
- All County offices will be closed on November 11th for Veterans Day and November 27th and 28th for Thanksgiving Holiday

♦ **ADJOURNMENT**

- The motion to adjourn open session was made by Ken Smith and seconded by Roger Davis and passed unanimously.

Minutes Approved by EDC Board Chairman:

Chairman

Date

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		NOVEMBER 25 2025
Brief description of Supplemental Agreement Contractor Furnished Signs		
If work is subcontracted, describe portion of work performed by Prime		
Describe special conditions that affect pricing (Risk):		
Materials*		
Cost		\$ 0.00
Transportation Costs		\$
Anticipated fabrication and/or delivery time		
*Provide description of material(s) and source(s)		
Labor*		
Labor cost		\$ 275.00
Labor Burden (Percent mark-up to labor cost)		
*Provide certified annual labor burden 35%		\$ 96.25
*Attach quantity, duration, labor classification and wage rates of anticipated work force.		
Equipment*		
Cost		\$ 210.50
*Attach quantity, type, production rates and duration of associated equipment. Identify rented equipment separately		
*Describe any equipment that is idled during operations or associated with crew and idled by operation.		
Subtotal of costs associated with work		\$ 581.75
Subcontract*		
Subcontract Administration Cost (percent mark-up on cost subtotal)		\$ 2,502.10
Overhead*		
Overhead Cost (percent mark-up on cost subtotal) 15%		\$ 462.58
Profit* 10%		
Profit Cost (percent mark-up on cost subtotal)		\$ 308.39
Total Supplemental Agreement Price		\$ 3,854.81
Time Extension* 42 days from signed SA		
*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.		
<i>Andre's Dimmette</i>		Date November 25, 2025

Assemble separately for each operation within the Supplemental Agreement

SA# 19
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PROJECT Duplin Airpark
SA# 21

BREAK DOWN SUMMARY					
Item	Description	Quantity	UOM	Unit Price	Total
1	Contractor Furnished Signs	131 SF		\$ 29.42	\$ 3,854.02
	Total SA				\$ 3,854.02

SUPPLEMENTAL AGREEMENT PRICING FORM

Assemble separately for each operation within the Supplemental Agreement.

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		DECEMBER 2 2025
Brief description of Supplemental Agreement Drainage Structure at W Best Rd		
If work is subcontracted, describe portion of work performed by Prime		
Describe special conditions that affect pricing (Risk):		
Materials*		
Cost		\$ 1,000.90
Transportation Costs		\$ 75.00
Anticipated fabrication and/or delivery time		14 days
*Provide description of material(s) and source(s)		
Labor*		
Labor cost		\$ 675.00
Labor Burden (Percent mark-up to labor cost)		
*Provide certified annual labor burden	35%	\$ 236.25
*Attach quantity, duration, labor classification and wage rates of anticipated work force		
Equipment*		
Cost		\$ 210.61
*Attach quantity, type, production rates and duration of associated equipment. Identify rented equipment separately.		
*Describe any equipment that is idled during operations or associated with crew and idled by operation		
Subtotal of costs associated with work		\$ 2862.76
Subcontract		
Subcontract Administration Cost (percent mark-up on cost subtotal)		\$
Overhead		
Overhead Cost (percent mark-up on cost subtotal)	15%	\$ 690.55
Profit		
Profit Cost (percent mark-up on cost subtotal)	10%	\$ 460.37
Total Supplemental Agreement Price		\$ 4,013.68
Time Extension* 15 days from signed SA		
*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.		
<i>Andrew Jimmnette</i>		Date December 2, 2025

SA# 20
pg. 3

Drainage Structure At W Best

Materials	Rate	UM	Quantity	Total
Drainage Structure	\$ 599.20	EA	1.00	\$ 599.20
Frame and Grate	\$ 866.70	EA	1.00	\$ 866.70
Misc Materials	\$ 200.00	LS	1.00	\$ 200.00
Delivary	\$ 75.00	EA	1.00	\$ 75.00

Total \$ 1,740.90

Labor	Rate	UM	Quantity	Total
Salary Super	\$ 55.00	Hr	5	\$ 275.00
Excavator Operator	\$ 30.00	Hr	5	\$ 150.00
Labor	\$ 25.00	Hr	5	\$ 125.00
Labor	\$ 25.00	Hr	5	\$ 125.00

Labor Burden 35% \$ 236.25

Labor Cost \$ 911.25

Equipment	Rate	UM	Quantity	Total
F-150	\$ 25.73	Hr	5	\$ 128.65
CAT 304	\$ 40.98	Hr	2	\$ 81.96
	\$ -	Hr	0	\$ -

Equipment Cost \$ 210.61

Subtotal of Cost \$ 2,862.76

Subcontract			
	Ea		\$ -
	Hr		\$ -
	Ea		\$ -
Cost			\$ -

Overhead

Overhead Cost 15% \$ 690.55

Profit

Profit Cost 10% \$ 460.37

Total SA \$ 4,013.68

SA#20 – Recommendation to install drop inlet @ W. Best Rd. entrance

Approximately 4' between culverts

12/5/2025



AirPark Short-term Stay

Lot Clearing Vicinity Map

12/5/2025

NOT TO SCALE





Duplin County Economic Development Commission
260 Airport Road
Kenansville, NC 28349

AirPark - Short-term Stay Accommodations Lot Clearing

11/21/2025

Bid Tabulation

Bidder	Address	Base Bid	Silt Fence/LF	TOTAL BID:
Gainus Lawn Maintenance , LLC	Beulaville, NC	\$ 30,000.00	\$ 6.00	\$ 30,000.00
Riverside Sand Company, Inc.	Wallace, NC	\$ 222,000.00	\$ 6.00	\$ 222,000.00
F&S Grading Company	Warsaw, NC	\$ 140,000.00	\$ 8.00	\$ 140,000.00
Ciceley Basden Trucking, LLC	Beulaville, NC	\$ 95,000.00	\$ 3.00	\$ 95,000.00
Russell Brock Farms	Beulaville, NC	\$ 57,960.00	\$ 5.00	\$ 57,960.00

GENERAL SCOPE OF WORK

Provide all labor and materials for:

- * Clearing of all trees
- * Removal of all stumps
- * Removal of root matting to a depth of approximately 14-16 inches
- * Burning allowable (with strict coordination with Duplin Airport)
- * Removal and disposal of root matting and other debris from clearing operation
- * Hauling and placement of borrow backfill to approximate depth of 14-16 inches
- * Source of borrow backfill is at the Airport and approximately 1.5 miles away by road

Recommendation:

Recommend approval to lowest bidder, Gainus Lawn Maintenance, LLC in the amount of \$30,000.00.