

**DUPLIN COUNTY
ECONOMIC DEVELOPMENT COMMISSION
BOARD MEETING
AGENDA**

Airport Conference Room

- ♦ **CALL TO ORDER & WELCOME**
- ♦ **CONSENT AGENDA**
 - **Approve Previous Minutes from December 5th Meeting**
- ♦ **AIRPARK IMPROVEMENT PROJECTS UPDATE**
 - **ACTION ITEM:**
 - *Review Ditch Pipe Installation agreement with Chatham Civil*
- ♦ **AIRPARK SHORT-STAY ACCOMODATIONS**
- ♦ **ECONOMIC DEVELOPMENT READY SHELL BUILDINGS UPDATE**
- ♦ **APPROVE ON-CALL ENGINEERING & ECONOMIC DEVELOPMENT SERVICES AGREEMENT REVISION WITH THOMAS & HUTTON**
- ♦ **AIRPARK ENTRANCEWAY IMPROVEMENTS**
 - **Review bids for sign construction**
- ♦ **NAMED PROJECTS UPDATE**
 - **Project ACC**
 - **Project Panda**
 - **Project Pine**
- ♦ **DIRECTOR'S NOTES AND ANNOUNCEMENTS**
- ♦ **BOARD MEMBER COMMENTS**
 - **NCSE Project Activities Update**
 - **Joe Melvin, NC Southeast Partnership**
- ♦ **OTHER NOTES/ANNOUNCEMENTS**
- ♦ **ADJOURN OPEN SESSION**

**DUPLIN COUNTY ECONOMIC DEVELOPMENT COMMISSION
BOARD MEETING
Friday, January 9, 2026
7:00am**

OPEN SESSION MINUTES

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

Absent: Dr. Jay Carraway & Dean Lee

Guests: Joe McKemey, Matthew Ferguson, Mark Grady, Lynn Moore, A.J. Connor, Joe Melvin

♦ **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 Al Searles and passed unanimously.

♦ **AIRPARK IMPROVEMENT PROJECTS UPDATE**

- Finishing striping, road signage and create punch list
- Remaining punch list items for water/sewer
 - Checking manholes, confirm infiltration concern has been repaired
- **ACTION ITEM:**

Review Ditch Pipe Installation agreement with Chatham Civil

- Matthew with Parrish & Partners stated the requirement of two drop-ins at distance of 260 ft. with total cost of \$53,500
- Seeding, mulching and matting included in pricing
- Board expressed dissatisfaction with result and pricing and requested that meeting is scheduled with Jeff Kirby, President of Parrish & Partner, to discuss EDC board request that firm contributes to some of this cost.
- Confirmation of final utility costs requested
- EDC board requests to hold special meeting to review meeting results with Parrish & Partners on January 23rd at 7am in the Airport Conference Room. Motion made by Ken Smith to schedule meeting, seconded by Roger Davis and pass unanimously.

♦ **AIRPARK SHORT-STAY ACCOMODATIONS**

- Clearing approved; notice to proceed given
- Work expected to begin in two weeks with completion in 3 weeks after start

♦ **ECONOMIC DEVELOPMENT READY SHELL BUILDINGS UPDATE**

- SouthPark completion expected end of February.
- AirPark completion expected end of March

♦ **APPROVE ON-CALL ENGINEERING & ECONOMIC DEVELOPMENT SERVICES AGREEMENT REVISION WITH THOMAS & HUTTON**

- Request to accept contract with Thomas & Hutton for on-call engineering & economic development services agreement with a term of six-month in the amount of \$10k.
- Roger Davis made motion to accept contract pending on legal review by County attorney. Ken Smith seconded the motion and the board agreed unanimously.
- ♦ **AIRPARK ENTRANCEWAY IMPROVEMENTS**
 - Two bids received
 - Re-advertisement has been submitted to newspaper with new bid opening date of 1/22
 - Awaiting results of extension request for NCSE grant funds for this project given delay due to re-bid requirement
- ♦ **NAMED PROJECTS UPDATE**
 - **Project ACC** – no movement
 - **Project Panda** – no movement
 - **Project Pine** – conversations ongoing
- ♦ **DIRECTOR'S NOTES AND ANNOUNCEMENTS**
 - WestPark Well site is not viable, therefore request for modification is being submitted to Golden LEAF by Joe McKemey, McDavid Associates and Jeff Williams, Duplin County Water Dept with focus on location in Rose Hill
- ♦ **BOARD MEMBER COMMENTS**
 - **NCSE Project Activities Update**
 - Joe Melvin, NC Southeast Partnership
 - Continued need for shell buildings
 - Lease price average in range of \$3-\$4.50 per sq. ft.
 - NCSE is promoting newly constructed shell buildings Duplin County has to offer
- ♦ **OTHER NOTES/ANNOUNCEMENTS**
 - Thomas & Hutton have been retained to develop a Master Development Plan for Cabin Lake
 - County Manager application deadline was 1/8/2026; good number of applicants
- ♦ **ADJOURNMENT**
 - The motion to adjourn open session was made by Roger Davis and seconded by Carrie Shields and passed unanimously.

Minutes Approved by EDC Board Chairman:


Chairman


Date