

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

Airport Conference Room

- ♦ **CALL TO ORDER & WELCOME**
- ♦ **AIRPARK ENTRANCEWAY IMPROVEMENTS**
 - **REVIEW BID RESULTS**
 - **RECOMMEND TO AWARD CONTRACT**
- ♦ **SHORT-TERM STAY ACCOMODATIONS**
 - **REVIEW REVISION OF PLANS & SPECS**
- ♦ **AIRPARK IMPROVEMENTS**
 - **CHATHAM CIVIL CONTRACTING BUDGET STATUS**
 - **STRIPING AND CONDITION OF PAVEMENT**
- ♦ **~~AIRPORT ROAD DITCH & RESULTS OF PARRISH & PARTNERS~~**
CONSULTATION
- ♦ **ADJOURN**

**DUPLIN COUNTY SPECIAL ECONOMIC DEVELOPMENT COMMISSION
BOARD MEETING
Friday, January 23, 2026
7:00am**

OPEN SESSION MINUTES

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

Absent: Dr. Jay Carraway

Guests: Matthew Ferguson, Parrish & Partners, Joe McKemey, McDavid Associates, Lynn Moore, NC Works, Mark Grady, Duplin Journal

♦ **CALL TO ORDER**

- Meeting was called into order by Charlie Farrior

♦ **AIRPARK ENTRANCEWAY IMPROVEMENTS**

- **REVIEW BID RESULTS**

- See bid tab provided

- **RECOMMEND TO AWARD CONTRACT**

- Motion was made by Al Searles to approve contract with RiteLite upon confirmation of financials and references provided with bid. Motion was seconded by Dean Lee and passed unanimously.

♦ **SHORT-TERM STAY ACCOMMODATIONS**

- **REVIEW REVISION OF PLANS & SPECS**

- Review red-line specs on accommodations with board
 - See attached updated specs in red per board recommendations for 1- and 2-bedroom units

♦ **AIRPARK IMPROVEMENTS**

- **CHATHAM CIVIL CONTRACTING BUDGET STATUS**

- Review of budget with focus on pricing adjustments regarding quantity in original contract, additional days due to weather events, ongoing pavement issues

- **STRIPING AND CONDITION OF PAVEMENT**

- Review pictures taken showing pavement issues
 - Striping company milled pavement at W. Best Rd. entrance in attempt to correct striping issues. Condition of pavement left unsatisfactory to County and EDC Board
 - Chatham made aware of disapproval
 - Matthew with Parrish & Partners directed to make contact with Chatham and request repair to pavement at entrance consist of completely repaving from W. Best Rd. to the first location of insufficient striping.

- **AIRPORT ROAD DITCH & RESULTS OF PARRISH & PARTNERS**

- Scotty & Carrie met with Jeff Kirby of Parrish & Partners per request of board regarding ditch slope. Upon conclusion of meeting and his further review of design plans, his response follows:

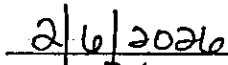
- The bid plans represent the design of a roadway project using a roadside ditch typical section and a ditch was shown along Airport Road. Based on measurements made last week, the side slope of the ditch falls within maintainable criteria from an engineering standpoint. While the ditch was not desired by the County, I can find no specific direction given to the design team to design an enclosed drainage system that would eliminate the drainage ditch along Airport Road. I do not feel Parrish & Partners should be responsible for paying for any aspect of changes to the project to include an enclosed drainage system along Airport Road.
- Request made by Carrie to Matthew with Parrish & Partners during this meeting is to approach Jeff again and ask that he reconsider his stance one more time. Reinstate that the County is offering to cover half of the approximately \$54,000 of cost to fix the issue.

♦ **ADJOURNMENT**

- The motion to adjourn was made by Dean Lee and seconded by Al Searles and passed unanimously.

Minutes Approved by EDC Board Chairman:


Chairman


Date

NOTES/REVISIONS FROM SECOND REVIEW

Standard Features / Specification Sheet- **Compaction tests for slab a MUST**

Project Name: Airpark-Short-term Rentals

Project Address: DPL Drive, Kenansville, NC

Total Heated Square Footage: 480 sq ft

Number of Stories: 1

Number of Bedrooms/Bathrooms: 1 Bedroom 1 Bathroom

This outline includes the Standard features incorporated in this home. Clients are not limited to the Items found herein.

Structural Features

Contractor will require specific elevations provided by professional land surveyor - slab elevation or # of blocks high, as one example.

- Raised Slab Foundation **or split-faced block and crawspace - drawing revision would be required**
- Engineered Roof Trusses **15**
- Energy efficient insulation- (R-~~19~~ walls, R-30 Attic) **R-15 for 2x4 wall studs**
- Stick frame wall framing
- 7/16" TechShield Roof Sheathing
- 2x4 Exterior Wall Framing
- 200 amp service
- All construction strictly adheres to the NC Residential Building Code

Exterior Features

Brand Names for Siding:
James Hardi
Allura

- Siding & Trim- Vinyl Siding **.044 vinyl siding - trim package to match**
 - **Premium Siding Option** - Hard Siding-Painted **fiber cement siding-proper descript.**
- Roofing- 30 year Architectural Shingles **specify wind rating (110-130+mph) and algae guard**
 - **Premium Roof Option** - Standing Seam 24-gauge Kynar coated metal roof
- Vinyl Windows -Single Hung- White **not cheapest-provide better spec's-Viwinco, Simaton w/ brickmold**
- Exterior doors and deadbolt security lock **fiberglass textured w/ jam savers**
- Fascia, soffit, porch ceiling- Vinyl
 - **Premium Option** -fascia, soffit, porch ceiling-Hard product
- Soffit vents
- (1)- Exterior hose bibs
- (1)-Exterior electrical outlets **anticipates 3, per code**
- Shutters on front windows

get a tighter spec on windows! can get burned on this one.

Interior Features

- Interior ceiling heights per plan
- Flat Ceilings
- Washable satin paint colors per owner (1 color) suggests 1 wall color AND 1 trim color, for contrast
- Semi-gloss trim paint (white)
- 4" baseboard molding throughout recommends 7" baseboard - great low-cost upgrade
- 4" door & window casing throughout ADD: 470 casing for doors and windows
- Crown molding throughout EC50 MDF for painted molding. Stain molding requires solid wood
- Solid core interior doors
- Lever door hardware (Color TBD) more specific - Kwikset or Schlage locks
- Wood shelves in all closets (painted)
- Recessed Lighting specify two recessed lights on porch

Kitchen ALL FIXTURES-PLUMBING AND LIGHTING-NO PLASTIC FITTINGS.

- Customized shaker kitchen cabinetry
- Quartz counter-tops with backsplash Level II or higher quality
- Single Bowl sink
- Moen faucet fixtures with spray function Weymouth collection or better
- Lighting fixtures (style per owner)
- Appliances: Refrigerator, Dishwasher, Range, Microwave/Hood, (style per owner)
- Recessed lighting
- Under cabinet lighting

Living Room

- Can lights

APPLICANCES:
The more detail the better.
Suggest ALLOWANCE @ \$ _ to address
this if not sure.

Bedroom 1

- Ceiling fan with light
- Fan and light switched separately
- Hanging rod with wood shelf above

Bathroom 1 **Recommendation:** recessed light/exhaust fan combo in shower

- Customized cabinetry (style per owner)
- Quartz vanity top w/backsplash **Level II or better quality**
- Delta/Moen Plumbing fixtures **Weymouth line or better. No plastic fixtures or fittings.**
- Fiberglass shower enclosure
- Mirror over vanities
- Elongated water closet/white/ADA height
- Bath (Color) hardware
- Recessed lights
- Glass Shower Enclosure-fixed panel with door
- Exhaust/Light fan combo **located above the shower**
- Light over shower
- Light over vanity
- Ceramic tile flooring
 - **Option** –LVP flooring **SEE concern of floor thickness difference between LVT/LVP and ceramic tile.**

Flooring: **CONCERN:** Thickness difference between LVP and ceramic tile may create issue. Looks and safety.

- LVP **CONSIDER:** LVT (luxury vinyl tile) in bathroom and LVP (luxury vinyl planking) in other rooms.
 - Main area, bedrooms & closets
 - **Option** –Bathroom floor
- Ceramic Tile
 - Bathroom flooring **SEE concern of floor thickness difference between LVT/LVP and ceramic tile.**

Misc. Items included in estimate:

- Heat Pump Unit 14 Seer (1)
 - Tankless Water Heater (1)
- Tankless water heat (LP gas) waste of money and requires tanks??? in lieu of 30-gal hot water heater. pro's and con's.**
- Does NOT recommend two-unit HVAC system**