



OPEN SESSION
Friday, March 6, 2026
7:00 AM

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

- ♦ **CALL TO ORDER & WELCOME**
- ♦ **CONSENT AGENDA**
 - **Approve Previous Minutes from February 6th Meeting**
- ♦ **AIRPARK IMPROVEMENT PROJECTS UPDATE**
- ♦ **ECONOMIC DEVELOPMENT READY SHELL BUILDINGS UPDATE**
- ♦ **AIRPARK ENTRANCEWAY IMPROVEMENTS UPDATE**
- ♦ **NAMED PROJECTS UPDATE**
- ♦ **DIRECTOR'S NOTES AND ANNOUNCEMENTS**
- ♦ **BOARD MEMBER COMMENTS**
 - **NCSE Project Activities Update**
- ♦ **OTHER NOTES/ANNOUNCEMENTS**
- ♦ **ADJOURN OPEN SESSION**

OPEN SESSION

Friday
March 6, 2026
7:00am

**DUPLIN COUNTY ECONOMIC DEVELOPMENT COMMISSION
BOARD MEETING**

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

Absent: Teresa Chambers

Guests: Dr. Shannon Hair, JSCC President, Jon MaCalmont, Parrish & Partners

♦ **CALL TO ORDER**

- Meeting was called into order by Charlie Farrior

♦ **REQUEST TO AMEND THE AGENDA**

- Add Parrish & Partners AirPark Phase II Roadway Clearing & Grading Work Authorization # 14, scope of work and engineering estimate
- Add request for Letter of Support by The Pork Company for USDA Meat & Poultry Processing Expansion Program
- Motion to approve made by Roger Davis, seconded by Al Searles and passed unanimously.

♦ **CONSENT AGENDA**

- Approve Previous Minutes from February 6th with correction of "Parris" reading "Parrish"
- The motion to approve was made by Dean Lee, seconded by Al Searles and passed unanimously.

♦ **AIRPARK IMPROVEMENT PROJECTS UPDATE**

- Review & approve Parrish & Partners Work Authorization # 14
 - Motion to approve made by Al Searles, seconded by Roger Davis and passed unanimously.
- 30k SF shell building RFQ design/build services published; submittal deadline is April 2, 2026 at 2pm
- RFQ Selection Committee meeting with members Carrie, Dean, Roger, Charley, Scotty, Josh and Teresa will also be held on April 2nd at 3pm. Motion was made by Roger Davis to approve this date and time. Motion was seconded by Al Searles and passed.
- Entranceway Signage: Additional four (4) signs Request for Proposals will be published next week
- Short-Term Stay Construction: RFP has been published with end date of March 12th at 4pm
- Special EDC Board meeting scheduled for March 20th at 7:30am to review bids and recommend BOCC approval. Motion was made by Al Searles to schedule said meeting. Seconded by Roger Davis and passed.

OPEN SESSION

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♦ **LETTER OF SUPPORT**

- The Pork Company has requested a letter of support from the County to submit with application for the USDA Meat & Poultry Processing Expansion Program
- Motion made by Roger Davis to provide letter of support, seconded by Kenneth Smith and passed.

♦ **NAMED PROJECTS UPDATE**

- No update

♦ **DIRECTOR'S NOTES AND ANNOUNCEMENTS**

- JSCC will hold welcome reception for Dr. Shannon Hair on March 12th from 2-4pm in the Williams Building on campus
- Duplin County Event Center Beach & Brew Pig Cooking Competition & Bands scheduled for June 12th and 13th
- Duplin County Library will hold their annual pie making contest in recognition of Pi Day on March 14th

♦ **BOARD MEMBER COMMENTS**

- Request to schedule special meeting with BOCC, EDC board and Airport Commission for April 28, 2026. Time to be determined.
- NCSE Project Activities Update
 - None

♦ **OTHER NOTES/ANNOUNCEMENTS**

♦ **ADJOURNMENT**

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

Minutes Approved by EDC Board Chairman:


Chairman

4/2/2026
Date

**DUPLIN COUNTY ECONOMIC DEVELOPMENT COMMISSION
BOARD MEETING**

**Friday, February 6, 2026
7:00am**

OPEN SESSION MINUTES

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

Absent: Dr. Jay Carraway

Guests: Mark Grady & Lynn Moore

♦ **CALL TO ORDER**

- Meeting was called into order by Charlie Farrior

♦ **CONSENT AGENDA**

- Approve Previous Minutes from January 9th and January 23rd Meetings
- The motion to approve the consent agenda was made by Roger Davis, seconded by Dean Lee and passed unanimously.

♦ **REVIEW AND TAKE ACTION ON PROJECT(S) FOR REMAINING OFFICE OF BUSINESS MANAGEMENT FUNDS**

- Request made to amend agenda and begin meeting with this review
- Board advised to send RFQ out next week for a 30k sq. ft. shell building to be constructed on the property adjacent to the current shell building under construction within AirPark. Present to the BOCC on 2/27 and adjust to their request/approval.
- Request the \$500k provided to the water department be returned to EDC given the well project has been dissolved. This may be used to cover Tri-County EMC materials cost required within AirPark.
- Add an additional four signs to the sign project that will provide new signs at WestPark, SouthPark, EastPark and AirPark entrance as well. Request letter of approval from Town of Beulaville for EastPark sign.
- Clear and grub AirPark Phase II cul-de-sac in preparation of future development.
- Upgrade sewer pump station pumps/panel at airport terminal.

♦ **AIRPARK IMPROVEMENT PROJECTS UPDATE**

- Parris & Partners has assigned a new engineer, Jon McCalmont to complete the roadway project. Initial meeting scheduled for February 12th and will discuss possible change order for ongoing ditch issue.

♦ **AIRPARK SHORT-STAY ACCOMMODATIONS**

- Review updated draft of short-stay specs
- Note \$6,000 allotment for all appliances in each unit

- Flooring specified to use 20-mil wear layer
- ♦ **ECONOMIC DEVELOPMENT READY SHELL BUILDINGS UPDATE**
 - Hosting representatives of the Economic Development Partnership of NC on March 4th from 11am until 2pm. Plans are to tour AirPark and SouthPark shell buildings.
- ♦ **AIRPARK ENTRANCEWAY IMPROVEMENTS**
 - Extension request may be needed for NCSE grant for sign
 - Request bids for the additional four signs being funded by the OSBM funds once Town of Beulaville provides letter of approval
- ♦ **NAMED PROJECTS UPDATE**
 - Submitting four RFI's this week for potential clients
- ♦ **DIRECTOR'S NOTES AND ANNOUNCEMENTS**
 - Dr. Jay Carraway, President of JSCC, submitted his resignation letter to the board upon his final day with the college. Dr. Shannon Hair has been chosen as the new President of JSCC. Initial meeting to occur in the next few weeks and will be presenting him with the request to join the EDC board.
- ♦ **BOARD MEMBER COMMENTS**
 - NCSE Project Activities Update
 - ° None
- ♦ **OTHER NOTES/ANNOUNCEMENTS**
- ♦ **ADJOURNMENT**
 - The motion to adjourn open session was made by Dean Lee and seconded by Roger Davis and passed unanimously.

Minutes Approved by EDC Board Chairman:


Chairman

3/6/2026

Date



March 6, 2026

SUBJECT: Letter of Support for MPPEP Application – The Pork Company, Warsaw, NC

To Whom It May Concern,

On behalf of the Duplin County Economic Development Commission, located in Duplin County, North Carolina, I am pleased to acknowledge the Board's strong support for The Pork Company's application to the USDA Meat and Poultry Processing Expansion Program (MPPEP).

The Pork Company is an important employer and economic driver within Warsaw and the surrounding Duplin County region. As a meat processing operation, The Pork Company plays a vital role in supporting agricultural producers, sustaining local jobs, and contributing to the economic stability of our community. Continued investment in compliant infrastructure is essential to ensuring both environmental stewardship and long-term operational growth.

A key component of The Pork Company's MPPEP project involves improvements to wastewater management, including providing compliant waste to the municipal water treatment system. These infrastructure investments will significantly reduce the burden on the Town of Warsaw's wastewater treatment capacity while ensuring that discharge remains fully compliant with environmental regulations. Furthermore, the project aligns directly with the objectives of the MPPEP program by:

- Supporting expansion of domestic meat processing capacity through infrastructure investment
- Enhancing operational compliance and environmental responsibility
- Strengthening long-term processing viability in rural communities
- Enabling responsible growth while protecting municipal infrastructure systems

For these reasons, the Duplin County Economic Development Commission fully supports The Pork Company's MPPEP application and respectfully encourages favorable consideration of this important project in Duplin County, NC. Thank you for your time and thoughtful review.

Sincerely,


Charley Farrior
Chairman

WORK AUTHORIZATION No. 14

ENGINEERING CONSULTING SERVICES BY:
PARRISH AND PARTNERS OF NORTH CAROLINA, PLLC

FOR:
AIRPARK PHASE 2 CLEARING (DESIGN/BIDDING)

AT:
DUPLIN COUNTY ECONOMIC DEVELOPMENT COMMISSION

REFERENCING:
PROJECT GRANT #: pending

MARCH 5, 2026

I. PROJECT SUMMARY

This Work Authorization provides engineering services to support the initial site preparation activities for the Phase 2 area of the Airpark Development. The work will include preparation of plans and supporting documentation for clearing, grubbing, and limited grading necessary to establish a preliminary roadbed corridor within the wooded project area.

The project will require evaluation of existing site conditions, including areas of jurisdictional wetlands that have been previously delineated within the project limits. The clearing and grading effort will be planned to avoid impacts to delineated wetlands to the extent practicable and to provide appropriate protective measures during construction. As part of this effort, erosion and sediment control plans will be prepared to support permitting through the North Carolina Department of Environmental Quality (NCDEQ).

The grading effort will include placement of fill material required to establish the preliminary roadbed, with fill anticipated to be sourced from an off-site location. The plans developed under this authorization will support contractor bidding and construction of the clearing and initial grading work.

This work authorization is intended to facilitate early site preparation in advance of future infrastructure improvements. Detailed roadway design, stormwater system design, and other engineering associated with the ultimate roadway construction are not included in this scope. However, a preliminary opinion of probable construction cost will be prepared to provide planning-level cost information for the future roadway improvements.

II. CONSULTANT'S SCOPE OF WORK OVERVIEW

The Consultant will provide engineering services to support the clearing, grubbing, and limited grading necessary for initial site preparation within the Phase 2 area of the Airpark Development. The Consultant's services will include the following tasks:

1. **Preliminary Design** – Preparation of preliminary clearing and grading plans and development of a preliminary opinion of probable construction cost for the future roadway improvements.
2. **Final Design** – Preparation of final clearing and grading plans and erosion and sediment control plans for permitting and construction.
3. **Bidding Assistance** – Support during the bidding phase including responding to contractor questions and assisting with evaluation of bids.
4. **Project Management and Coordination** – Project management, coordination with the Owner, and participation in meetings to evaluate and refine the Phase 2 development layout and preliminary road alignment.

Services **not included** in this Work Authorization include the following:

5. Detailed roadway design, including roadway geometry, profiles, cross-sections, pavement design, or intersection design.
6. Design of Utilities
7. Stormwater management system design, hydraulic analysis, or stormwater permitting.
8. Surveying services, including boundary surveys, topographic surveys, or construction staking.
9. Wetland delineation, wetland permitting, jurisdictional determinations, or other environmental consulting services.
10. Geotechnical engineering services including subsurface investigations, soil testing, or pavement design recommendations.
11. Subconsultant services unless otherwise authorized by the Owner through a separate agreement or amendment.
12. Construction Phase Services

III. DESIGN CRITERIA, DESIGN METHODOLOGY, AND SPECIFICATIONS

The Consultant's design and planning work will be performed in accordance with applicable federal, state, and local regulations, standards, and guidance. Design criteria and methodologies anticipated to be applied on this project include, but are not limited to:

1. North Carolina Department of Transportation (NCDOT) Standards

- NCDOT Erosion & Sediment Control Design & Construction Manual for ESC planning and BMP design.
- NCDOT roadway grading and typical section guidance for preliminary site layout (used as reference only; detailed roadway design not included).

2. North Carolina Department of Environmental Quality (NCDEQ) Regulations

- Sedimentation Pollution Control Act (N.C. Gen. Stat. § 113A-57 et seq.)
- State rules governing erosion and sediment control permitting for construction projects.

3. Best Management Practices (BMPs)

- Design of temporary and permanent BMPs, including sediment basins, sediment traps, stabilized construction entrances, and ditch and slope matting, to minimize soil erosion and protect wetlands.

4. Site Grading and Earthwork

- Conceptual cut/fill balancing and grading for preliminary roadbed alignment.
- Protection of existing natural resources, including wetlands and tree stands, during site preparation.

5. Construction Documents and Plan Preparation

- Development of preliminary and final construction plans consistent with recognized civil engineering practice and permitting requirements.
- Preparation of conceptual construction cost estimates in accordance with industry standard methodologies.

6. Coordination with Regulatory and Permitting Agencies

- Application of applicable review criteria, documentation standards, and regulatory approvals to ensure project compliance.

IV. WORK TASKS

- A. BASIC SERVICES: The **CONSULTANT** shall perform the following Basic Services for the project as outlined in Exhibit C of the above referenced Master Agreement and further described below:

1. **Task 1 – Preliminary Design**

The Consultant will prepare preliminary construction plans and supporting documents for clearing, grubbing, and limited grading within the Phase 2 area. Specific work tasks include:

- a) Review of available site information, including existing topography, prior surveys, and delineated wetlands.
- b) Development of preliminary clearing and grading plans showing proposed limits of disturbance, access routes, and initial cut/fill areas for the future roadbed.
- c) Preparation of preliminary construction documents suitable for Owner review.
- d) Preparation of a preliminary opinion of probable construction cost for the future roadway improvements.
- e) One in-person meeting with the Owner to review preliminary plans, discuss potential issues, and receive initial feedback.

2. **Task 2 – Final Design**

The Consultant will refine preliminary plans and prepare final construction documents suitable for contractor bidding. Specific work tasks include:

- a) Incorporation of Owner feedback from preliminary plan review into the final clearing and grading plans.
- b) Refinement of grading limits, cut/fill quantities, and other design elements necessary for construction.
- c) Preparation of final construction documents, including plans, typical sections, notes, and other information required for bidding.
- d) One follow-on in-person meeting with the Owner to review the final plans and ensure understanding of the documents prior to bidding.
- e) Coordination with the ESC task to ensure clearing and grading limits align with sediment control requirements.

3. Task 3 – Erosion and Sediment Control Design & Permitting

The Consultant will provide design services to develop erosion prevention and sediment control (ESC) plans to support the Phase 2 site preparation work. Plans will include the design of all best management practices (BMPs) necessary to meet NCDEQ criteria, including sediment basins or traps if required, and sufficient detail for construction. Specific work tasks include:

- a) Project site visit to review existing conditions and verify site constraints.
- b) Coordination with the Owner and participation in field inspections, as needed.
- c) Predesign meeting with the Owner to review objectives, constraints, and permitting requirements.
- d) Preparation of preliminary ESC plans for Owner and NCDEQ review.
- e) Preparation of final ESC plans incorporating Owner feedback and addressing NCDEQ requirements.
- f) Preparation of supporting calculations and documentation to demonstrate compliance with NCDEQ design criteria.

4. Task 4 – Bidding Assistance

The Consultant will provide support to the Owner during the bidding phase. Specific work tasks include:

- a) Assist the Owner in advertising for, and opening, bids for the Project in accordance with state and federal bidding requirements, and maintain a record of prospective bidders to whom Bidding Documents have been issued.
- b) Receive and respond to contractor inquiries related to the Project.
- c) Assist the Owner in conducting a pre-bid conference to share pertinent bidding and technical information with prospective bidders.
- d) Issue addenda as appropriate to interpret, clarify, or expand the Bidding Documents.
- e) Distribute sets of Bidding Documents to prospective bidders and selected plan rooms during the Bidding Phase.
- f) Attend the bid opening, prepare certified bid tabulation sheets, assist the Owner in evaluating bids, and provide a formal recommendation to award.
- g) Provide guidance to ensure that all bidding is conducted in accordance with North Carolina General Statute 143-129.

- B. SPECIAL SERVICES: The **CONSULTANT** shall perform the following Special Services as outlined in Exhibit A of the Master Agreement:

5. **Task 5 – Project Management and Coordination**

The Consultant will provide overall project management, communication, and coordination support throughout the Work Authorization to ensure timely and efficient completion of the clearing, grading, and ESC efforts. Specific work tasks include:

- a) General project management and administrative support, including scheduling, progress tracking, and documentation of project activities.
- b) Coordination with the Owner on iterative review and refinement of the Phase 2 development layout and preliminary road alignment, including one in-person meeting to discuss early conceptual plans and receive feedback.
- c) Assistance to the Owner with any additional services required for project development, such as coordination with survey, wetland confirmation, or other third-party investigations, as needed.
- d) Preparation and review of a preliminary opinion of probable construction cost for the future roadway and associated site improvements, including grading and fill.
- e) Ongoing communication with the Owner regarding project progress, schedule, deliverables, and any issues that may arise during the design or permitting process.

V. PROJECT SCHEDULE

The following is the proposed project design schedule:

Preliminary Design Complete	10 days	* (following receipt of updated survey, wetland confirmation, etc.)
Owner Review	5 days	
Final Design Complete	15 days	
Owner Review	5 days	
As-Bid Plans Complete	5 days	
Bidding	30 days	
	70 days	

Note: This schedule does not account for receipt of any other applicable permit(s).

VI. GENERAL ASSUMPTIONS, CLARIFICATIONS AND DELIVERABLES

1. Task 1 – Preliminary Design

- Assumes existing survey and wetland delineation data provided by the Owner are accurate and sufficient for preliminary plan development.
- Assumes clearing and grading limits are conceptual and subject to refinement through coordination with the Owner.
- Deliverables: Preliminary clearing and grading plans, associated construction documents, and a preliminary opinion of probable construction cost.

2. Task 2 – Final Design

- Assumes Owner feedback from the preliminary review is timely and sufficient to support preparation of final plans.
- Assumes no significant changes to the site conditions beyond those identified in preliminary design.
- Deliverables: Final clearing and grading plans, final construction documents suitable for bidding, and a follow-on in-person plan review with the Owner.

3. Task 3 – Erosion and Sediment Control Design & Permitting

- Assumes that ESC design will be based on the approved clearing and grading limits provided in Tasks 1 and 2.
- Assumes NCDEQ permitting requirements are consistent with current regulations.
- Deliverables: Preliminary ESC plans for Owner and NCDEQ review, final ESC plans addressing Owner and regulatory feedback, and supporting calculations/documentation demonstrating compliance.

4. Task 4 – Bidding Assistance

- a) Assumes Owner will provide necessary information to advertise and conduct the bid process, including project advertisement and plan distribution logistics.
- b) Assumes contractor questions are limited to the scope and documents provided.
- c) Deliverables: Assistance with advertising and bid opening, responses to contractor inquiries, addenda (if required), certified bid tabulation sheets, and a formal recommendation to award.

5. Task 5 – Project Management and Coordination

- a) Assumes Owner will provide timely input and decisions to support iterative coordination and conceptual planning.
- b) Assumes any additional services (survey, wetland confirmation, etc.) will be provided by others; Consultant's role is limited to coordination and support.
- c) Deliverables: Meeting minutes, project correspondence, documentation of coordination activities, and a preliminary opinion of probable construction cost for the future roadway and site improvements.

VII. EXPENSES/RESIDENT PROJECT REPRESENTATIVE (RPR)

This scope covers design and bidding only. Any cost associated with RPR will be provided in future work authorizations as applicable.

VIII. OTHER

No additional information.

IX. CONTACT/CLOSING

The **OWNER** agrees to compensate the **CONSULTANT** for services performed for the work described herein as follows:

A. BASIC SERVICES

1. Preliminary Design: As compensation for providing Preliminary Design services, the OWNER shall pay the CONSULTANT a lump sum fee of Twelve Thousand Five Hundred Dollars (\$12,500).
2. Final Design: As compensation for providing Final Design services, the OWNER shall pay the CONSULTANT a lump sum fee of Twelve Thousand Five Hundred Dollars (\$12,500).
3. Erosion and Sediment Control: As compensation for providing Erosion and Sediment Control Design and Permitting services, the OWNER shall pay the CONSULTANT a lump sum fee of Ten Thousand Dollars (\$10,000).
4. Bidding Phase: As compensation for providing Bidding Assistance services, the OWNER shall pay the CONSULTANT a lump sum fee of Ten Thousand Dollars (\$10,000).

B. SPECIAL SERVICES

5. Project Management and Coordination: As compensation for providing Project Management and Coordination services, the OWNER shall pay the CONSULTANT a lump sum fee of Five Thousand Dollars (\$5,000).

Agreed as to scope of services, schedule, and budget:

DUPLIN COUNTY

PARRISH AND PARTNERS OF
NORTH CAROLINA, PLLC

By:

By: Jon M. McCalmont, PE
Aviation Director / Principal

Date: _____

Date: _____

Attachments: Exhibit A – TBD