

**DUPLIN COUNTY
ECONOMIC DEVELOPMENT COMMISSION
BOARD MEETING**

**OPEN SESSION AGENDA
Airport Conference Room**

Friday, November 1, 2024
7:00 am

- ◆ **CALL TO ORDER & WELCOME**
- ◆ **CONSENT AGENDA**
 - Approve Previous Minutes
- ◆ **AIRPARK IMPROVEMENT PROJECTS UPDATE**
 - Clearing & Grubbing Contract/Golden LEAF Grant
 - Roadway Construction, Water & Sewer Improvement Construction
 - NC Commerce IDF Grant
 - SCIF Allocation
 - NCFS Region 1 HQ Update
- ◆ **NC SOUTHEAST UPDATE & ISEP APPLICATION**
 - **ACTION ITEM:**
 - *Recommend acceptance of NCSE ISEP grant in the amount of \$105,000 for AirPark Entranceway Improvements on Best Rd to Board of County Commissioners.*
- ◆ **ECONOMIC DEVELOPMENT READY BUILDINGS CONSTRUCTION COMMITTEE REPORT**
 - Review recommendation by Selection Committee
 - Discuss RFQ award schedule and poll EDC Board regarding date conflicts (Exhibit A)
 - **ACTION ITEM:**
 - *Approve Design-Build Firm selected by EDC Selection Committee and authorize action to take regarding the awarding of contract and total cost*
- ◆ **WESTPARK INDUSTRIAL PARK UPDATE**
 - Well Project Update
 - Agriculture Land Lease

- **ACTION ITEM:**
 - *Approve EDC Director to select appropriate bid from total bids received for WestPark Agriculture Land Lease request for bids with deadline of November 8th and present to Board of County Commissioners at meeting on November 18th for acceptance.*
- ◆ **WESTPARK SITE READINESS PROGRAM RECERTIFICATION**
 - **ACTION ITEM:**
 - *Tentative EDC Board meeting scheduled for Tuesday, November 19th, at 11:30am for presentation of results by Duke Energy Consultants. Attendees will include EDC Board members, Board of County Commissioners and other invited guests.*
 - **Discuss tentative location for meeting and offer of lunch for guests**
- ◆ **NAMED PROJECTS UPDATE**
 - **Project Pear**
 - **Project Freeze**
 - **Project ACC**
 - **Project Heel**
 - **Project Panda**
 - **Project Evolution**
- ◆ **REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES**
- ◆ **DIRECTOR'S NOTES AND ANNOUNCEMENTS**
- ◆ **BOARD MEMBER COMMENTS**
- ◆ **OTHER NOTES/ANNOUNCEMENTS**
- ◆ **ADJOURN**

**DUPLIN COUNTY ECONOMIC DEVELOPMENT COMMISSION
BOARD MEETING
Friday, November 1, 2024
7:00am**

OPEN SESSION MINUTES

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

Absent: Dr. Jay Caraway

Guests: Joe McKemey, McDavid Associates and Phil Prescott, NC Works

♦ **CALL TO ORDER**

- Meeting was called into order by Charlie Farrior

♦ **CONSENT AGENDA**

- Approve Previous Minutes

• The motion to approve the consent agenda with recommended corrections was made by Glenn Cavanaugh, seconded by Roger Davis and passed unanimously.

♦ **AIRPARK IMPROVEMENT PROJECTS UPDATE**

- **Clearing & Grubbing Contract/Golden LEAF Grant**
 - Awaiting Certification of Completion from Parrish & Partners; closeout will begin once in hand
- **Roadway Construction, Water & Sewer Improvement Construction**
 - Progress meeting held on October 29th.
 - Continue to align water/sewer plans with roadway plans
 - NCDOT comments remain unanswered, while construction underway
 - Pushed back on survey, however NCDOT confirmed it is a “Must Have”
 - Joe McKemey, McDavid Associates expressed frustration regarding conversations with contractor. Contractor had to relay 250’ of sewer due to improper laying of grade. Leak observed with substantial water coming into gravity sewer. Joe assured the Board he will ensure all is laid to grade
- **NC IDF Commerce Grant – April 8, 2025 grant deadline**
 - First Payment Request made to NC Commerce
- **SCIF Allocation – June 2025 deadline**
- **NCFS Region 1 HQ Update**
 - Anticipate land clearing to begin within first quarter of 2025

- ◆ **NC SOUTHEAST UPDATE & ISEP APPLICATION**
 - **ACTION ITEM:**
 - *Recommend acceptance of NCSE ISEP grant in the amount of \$105,000 for AirPark Entranceway Improvements on Best Rd to Board of County Commissioners.*
 - *Motion made by Dean Lee, seconded by Roger Davis and passed unanimously*
 - **ADDITIONAL ACTION ITEM ADDED:**
 - *EDC Director requested approval to ask that the NCSE ISEP Grant be revised to remove the non-profit Foundation for the EDC and replace the Duplin County Economic Development Commission, which indicates grant agreement is with the County.*
 - *Motion to approve revision was made by Roger Davis, seconded by Ken Smith and passed unanimously*
 - Update on the recent NCSE Board meeting was given by Roger, who advised that the board was presented with eighty-eight potential new projects for the twenty counties that are partners with NCSE
 - Eleven applications submitted for ISEP Grant with six being selected; Duplin County was fortunate to be one of the recipients
 - Some specific requests for 30,000-50,000 sq. ft. shell buildings, with a couple of the requests specific to shell buildings, willing to lease or buy with agreeable proximity to port. Report indicates the County is moving in the right direction with construction of the two shell buildings currently in planning
- ◆ **ECONOMIC DEVELOPMENT READY BUILDINGS CONSTRUCTION COMMITTEE REPORT**
 - Review recommendations by Selection Committee
 - Received eleven RFQ's, six pretty strong contingents, selection of three most qualified were interviewed by the Committee with the final selection for our design/build team being Daniels & Daniels
 - Discuss RFQ award schedule and poll EDC Board regarding date conflicts (Exhibit A)
 - EDC Board meetings and BOCC Board meetings schedules are in some conflict with the estimated project schedule. Given this conflict, the request for action item below is presented
 - **ACTION ITEM:**

- *Approve Design-Build Firm of Daniels & Daniels selected by EDC Selection Committee and authorize action to take regarding the awarding of contract and total cost.*
- *Motion was made to revise the above Action Item to state that Approval is given to utilize Daniels & Daniels as the design-build firm for shell building project. Also utilize the same EDC RFQ Committee to meet with selected firm to negotiate contract cost and terms.*
- *Motion made with above to reschedule the December EDC Board meeting for December 2nd at 7am to get potential approval of contract and cost for design-build by the EDC Board and in turn present to BOCC at scheduled meeting on December 2nd at 6pm for acceptance.*
- *Above motions were approved first by Glenn Cavanaugh, seconded by Roger Davis and passed unanimously*

◆ **WESTPARK BUSINESS & INDUSTRIAL PARK UPDATE**

- **Well Project Update**
 - Contractor plans to mobilize within next two weeks; test well drilling to come
- **Agricultural Land Lease**

ACTION ITEM:

- *Approve EDC Director to select appropriate bid from total bids received for WestPark Agriculture Land Lease request for bids with deadline of November 8th and present to Board of County Commissioners at meeting on November 18th for acceptance.*
- *Motion made to approve by Al Searles, seconded by Dean Lee and passed unanimously*

◆ **WESTPARK SITE READINESS PROGRAM RECERTIFICATION**

- **ACTION ITEM:**
 - *Tentative EDC Board meeting scheduled for Tuesday, November 19th, at 11:30am for presentation of results by Duke Energy Consultants. Attendees will include EDC Board members, Board of County Commissioners and other invited guests.*
 - *Motion to proceed with scheduling by Ken Smith, seconded by Glenn Cavanaugh and passed unanimously*
- Discuss tentative location for meeting and offer of lunch for guests
 - Board agreeable to check with JSCC for possible event location

◆ **NAMED PROJECTS UPDATE**

- **Project Pear**
 - NC Tobacco Trust Fund application approved in the amount of \$500,000
 - NCAMPI award given in the amount of \$1 million
- **Project Freeze** – upgrades complete to office space, freezer space, racks; jobs creation on pace. Submitting December 2024?
- **Project ACC** – satisfied Building Reuse Grant; getting up-to-date pics of space and preparing to closeout. Still working on increasing employees
- **Project Heel** – no update
- **Project Evolution** – awaiting incentive offer from NC Commerce
- **Project Panda** – incentive offer made from NC Commerce; awaiting company response

- ◆ **REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES**
 - Postponed in August
 - Working on getting ad out
- ◆ **DIRECTOR'S NOTES AND ANNOUNCEMENTS**
 - EPA Brownfield Grant. Need more projects.
 - Marketing material for digital/print marketing campaign. NCSE's Kassie Simmons' drone footage and images should be available in approximately two weeks
 - Finalizing updates on available buildings and sites. Kassie assisting. Suggested separating the Airport and AirPark in marketing material
 - EDC Board advised against separating and prefer they remain together and present as AirPark Industrial Park
- ◆ **BOARD MEMBER COMMENTS**
- ◆ **OTHER NOTES/ANNOUNCEMENTS**
 - Ribbon cutting for Services for the Aged and Veteran Services new building will be held on November 7th at 10am
- ◆ **ADJOURNMENT**
 - The motion to adjourn the open session was made by Deán Lee and seconded by Al Searles and passed unanimously.

Minutes Approved by EDC Board Chairman:



Chairman

12/6/2024
Date