

OPEN SESSION

**DUPLIN COUNTY
ECONOMIC DEVELOPMENT COMMISSION
BOARD MEETING**

**OPEN SESSION
AGENDA**

Duplin County EDC

**Friday, November 3, 2023
7:00 am**

- I. CALL TO ORDER & WELCOME**
- II. CONSENT AGENDA**
 - **Approve Previous Minutes**
 - **Other Action Item(s)**
- III. AIRPARK IMPROVEMENT PROJECT UPDATES**
- IV. HENDERSON SHELL BUILDING TRIP CONFIRMATION**
- V. MURPHY FAMILY VENTURES HANGAR UPGRADE INCENTIVE AGREEMENT REVIEW**
- VI. EDC DIRECTOR'S REPORT**
- VII. NAMED PROJECTS UPDATE**
 - **Project Freeze**
 - **Project ACC**
 - **Project Heel**
- VIII. BOARD MEMBER COMMENTS**
- IX. OTHER NOTES/ANNOUNCEMENTS**
- X. DUPLIN COUNTY ECONOMIC DEVELOPMENT CORPORATION MATTERS**
 - **Financial Report**
- XI. ADJOURN**

**DUPLIN COUNTY ECONOMIC DEVELOPMENT COMMISSION
BOARD MEETING
Friday, November 3, 2023
7:00am**

OPEN SESSION MINUTES

Present: Glenn Cavanaugh, Charlie Farrior, Roger Davis, Dean Lee, Dr. Jay Caraway, Al Searles, Kevin Smith, Ken Smith, Scotty Summerlin and Teresa Chambers

Absent: Don Tabor

Guests: Chad Rogers and Dion Viventi, Parrish & Partners, PLLC, Bryan Miller, County Manager for Duplin County and Carrie Shields, Assistant County Manager for Duplin County

I. CALL TO ORDER

- Meeting began at 7:08am and was called into order by Charlie Farrior

II. CONSENT AGENDA

- Approve Previous Minutes
- Other Action Item(s)
- The motion to approve the consent agenda was made by Al Searles, seconded by Dean Lee and passed unanimously.

III. AIRPARK IMPROVEMENT PROJECT UPDATES

• **Grant Statuses**

- **NCSE –Parrish & Partners WA # 2** for project management and construction administration has been signed and first invoice paid. Continue to proceed with accounts payable process for remaining grant funds.
- **Golden LEAF Grant 2 –**
 - ♦ **New Action Item: Parrish & Partners Scope of Work and Negotiated Proposal**
 - Proposal received from Parrish & Partners for Scope of Work with total of \$59,838.26. (see insert for detailed fee structure) Board requested Chad Rogers with Parrish & Partners consult with utility representatives to see if cost could be adjusted. Board also expressed concern regarding the overhead cost from Parrish & Partners. Agreed to table discussion awaiting refined figures and discuss again in December board meeting.
- **SCIF Allocation Status** – Continues to draw interest and updating quarterly
- **NC Commerce IDF Grant Status** - Parrish & Partners continue to work on coordination of utilities. Providers slow to respond. Soon to begin bi-monthly progress meetings with P&P and MAI. Awaiting plans and specifications from McDavid and Associates to bid water, sewer and road construction.
- **NCFS Region 1 HQ Update** - Lease agreement accepted by NCFS and County.

IV. HENDERSON SHELL BUILDING TRIP CONFIRMATION

- Trip will take place on November 16th. Bus will depart the Airport at 8:30am. Return expected at approximately 4:30pm. Lunch will be provided.

V. MURPHY FAMILY VENTURES HANGAR UPGRADE INCENTIVE AGREEMENT REVIEW

- Agreement has been signed by Murphy Family Ventures and is ready to be presented to the Board of County Commissioners

VI. EDC DIRECTOR'S REPORT

- Emailed the Performance and Incentive agreement for Project Refresh. Public hearing is Monday, November 6th, and will then seek BOCC approval.
- New County Manager Bryan Miller on the job for about three weeks. We met for orientation meeting recently and discussed the EDC Strategic Plan. Mentioned our desire for joint breakfast session with BOCC to discuss closer to budget process.
- New Assistant County Manager Carrie Shields has been on the job for approximately one week.
- Participated in roundtable discussion with Lt. Governor Mark Robinson this week. Spoke about continued need for infrastructure funding and expressed appreciation to the State Legislature for funding.
- Small Thanksgiving luncheon is scheduled for Airport/EDC Boards on November 14th at 12pm. Bring your own seasoned steak.
- EDC Partnering with Duplin County water to construct new well at WestPark (GLF Grant). MAI assisting with application and plans and specs. GLF requesting updated information. Provided new Phase 1 ESA for WestPark.
- Working on meeting with Kenansville Town Manager, County Manager and a couple of EDC Board members to coordinate projects from State allocations.

VII. NAMED PROJECTS UPDATE

- **Project Freeze** – make jobs, expanding facility; waiting to request funds after development
- **Project ACC** - lunch meeting on 11/2 with owner; walkthrough of facility; moving forward; working on hiring middle management
- **Project Heel** – no update
- **Project WRJ** - recent conversation with owner did not indicate specific plans to move forward with property acquisition. Board requested to ask owner for a letter of release from the resolution for the property in SouthPark.

VIII. BOARD MEMBER COMMENTS

- NCSE update – Two select sites have been identified in Duplin County equaling approximately 200,000 acres.
- Roger David made a motion to move forward with requesting plans and pricing for a maintenance shop to be presented to the EDC Board. Pricing not to exceed \$200,000. Preferably quotes from Superior, Benchmark and River Landing Builders. The motion was seconded by Ken Smith and passed unanimously.

IX. OTHER NOTES/ANNOUNCEMENTS**X. ADJOURNMENT**

- The motion to adjourn the open session was made by Roger Davis and seconded by Glenn Cavanaugh and passed unanimously.