

THE ENGLAND AUTHORITY

August 26, 1993
MEETING MINUTES

Regular Meeting

The England Economic and Industrial Development District met in Regular Session at its regular meeting place, the England Authority Board Room, Building 1803 Arnold Drive, England Industrial Airpark and Community, Alexandria, Louisiana, on Thursday, August 26, 1993 at Four o'clock (4:00) p.m. (Central Standard Time).

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There were present: Mr. Jim Meyer, Chairman, Mr. George Thompson, Vice-Chairman, Mr. Jack DeWitt, Secretary-Treasurer, Mr. John Brewer, Mr. Hank Bruser, Mr. Gene Cotton, Mr. Barry Hines, Mrs. Susan Jaques, Ms. Bridgett Brown, and Mr. Garland Lawrence.

Absent were: Mr. Barry Hines and Mrs. Susan Jaques. (Although Mr. Hank Bruser was recorded absent during roll call, the minutes will reflect that Mr. Bruser arrived at 4:10 p.m. and was present for the remainder of the meeting. Mr. Garland Lawrence was present at the time of roll call but exited the meeting at 4:10 p.m.)

Also present were Mr. James Holderread, Executive Director, members of the England Authority staff, Mr. Albin Provosty, Attorney, members of the public, press and media.

The invocation was given by Mr. Elton Pody and the Pledge of Allegiance was led by Mr. Jim Meyer.

The England Economic and Industrial Development District was duly convened as the governing authority of said District by Mr. Jim Meyer, Chairman of the Board of Commissioners, who then stated that the England Economic and Industrial Development District was ready for the transaction of business.

MINUTES

Motion by Mr. George Thompson, seconded by Mr. Jack DeWitt, to adopt the minutes of the England Economic and Industrial Development District held on July 27, 1993 and August 12, 1993 as published in the Official Journal. On vote, the motion carried. #0130

COMMISSIONER REINSTATEMENT ARRANGEMENTS

Motion by Mr. John Brewer, seconded by Mr. George Thompson, instructing staff to research and coordinate with the City of Alexandria and the Rapides Parish Police Jury to arrange for the appropriate reinstatement and swearing in of Commissioners Barry Hines, Gene Cotton, George Thompson, and Jim Meyer. On vote, the motion carried. #0131

It is noted that Mr. Hank Bruser is now present at the meeting, and Mr. Garland Lawrence has excused himself from attendance to participate in the Chamber of Commerce Economic Development Retreat (4:10 p.m.).

REQUEST FOR RIGHT OF WAY CARE

Motion by Mr. George Thompson, seconded by Mr. John Brewer, to instruct staff to draft a resolution requesting that State and/or other offices responsible for performance of grass cutting and right of way care, perform this service on the area surrounding Vandenburg Drive from

080

CERTIFICATES OF INDEBTEDNESS

Motion by Mr. Jack DeWitt, seconded by Mr. George Thompson, to authorize the incurring of debt and the issuance, sale and delivery of One Million Two Hundred Thousand Dollars (\$1,200,000) of Certificates of Indebtedness and providing for other matters in connection therewith. On vote, the motion carried. #0133

ACCEPT AUDIT FOR FY ENDING 6/30/92

Motion by Mr. Mr. Jack DeWitt, seconded by Mr. John Brewer, to accept Audit of Fiscal Year Ending June 30, 1992 as presented by the auditors. On vote, the motion carried. #1034

AUTHORIZE USE PERMIT

Motion by Mr. Jack DeWitt, seconded by Mr. Hank Bruser, to ratify Use Permit with U.S. Government as executed by Executive Director in the amount of \$24,850. On vote, the motion carried. #0135

AMEND FY 93/94 OPERATING BUDGET

Motion by Mr. Jack DeWitt, seconded by Mr. Hank Bruser, to amend FY 93/94 Operating Budget for \$250,000 State Operating Grant. On vote, the motion carried. #0136

ACCOUNT TYPE	ADOPTED BUDGET	INCREASE/ (DECREASE)	BUDGET
REVENUES:			
STATE - GRANT: DED 93/94	0	250,000	250,000
EXPENDITURES:			
EXECUTIVE DIRECTOR	2,000	500	2,500
FRINGE	11,750	125	11,875
TRAVEL	5,000	10,000	15,000
INSURANCE	0	20,000	20,000
CONTRACT - CONSULTANT/STUDIES	0	20,000	20,000
MARKETING	49,134	866	50,000
DUES & SUBSCRIPTIONS	10,000	5,000	15,000
COMPUTER EQUIPMENT SOFTWARE	0	10,000	10,000
MACHINERY & EQUIPMENT	0	15,000	15,000
CONTINGENCY	0	10,425	10,425
OPERATING RESERVE	32,200	158,084	190,284

COOPERATIVE ENDEAVOR AGREEMENT WITH STATE

Motion by Mr. Jack DeWitt, seconded by Mr. George Thompson, to authorize Executive Director to execute Cooperative Endeavor Agreement with State of Louisiana for the \$250,000 Operating Grant for FY 93/94. On vote, the motion carried. #0138

PACO SERVICES, INC. CONTRACT CHANGE

Motion by Mr. Gene Cotton, seconded by Mr. Jack DeWitt, to authorize the Executive Director to execute deletion of ground maintenance of airfield property from the scope of services performed by PACO Services, Inc. thereby reducing the dollar amount of services provided hereunder by \$4,800 per month for the remaining two months in the term of the current Agreement, as recommended by Executive Director. On vote, the motion carried. #0139

RFQ FOR ENGINEERING SERVICES

Motion by Mr. Gene Cotton, seconded by Mr. George Thompson, to authorize RFQ for the selection of consultant engineers to provide ongoing professional engineering services on an as needed basis; and to authorize the Executive Director to enter into an interim Professional Services Agreement for an extension of services with Barron, Heinberg and Brocato/Pan American Engineers as a consultant engineering firm in an amount not to exceed \$20,000. Motion carried following a roll call vote which resulted as follows: #0140

<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Bridgett Brown	None	John Brewer
Gene Cotton		Hank Bruser
Jack DeWitt		Jim Meyer
George Thompson		

ISB GROUNDS MAINTENANCE

Motion by Mr. Gene Cotton, seconded by Mr. Hank Bruser, to authorize the Executive Director to negotiate and perform grounds maintenance of the ISB Lease property with the U.S. Government, The Army prior to the first rotation. On vote, the motion carried. #0141

CARETAKER CONTRACTS

Motion by Mr. Gene Cotton, seconded by Mr. Hank Bruser, to authorize staff to proceed with the Caretaker Intergovernmental Agreements and Annual Contracts as recommended by the Executive Director; authorizing a minimum of two dates of advertisement of RFP's on or before September 3, 1993 and further authorize bid opening at a public meeting the morning of September 23, 1993 followed by bid award same day at 4:00 p.m. during the Regular September Board of Commissioners Meeting. On vote, the motion carried with Ms. Bridgett Brown voting Nay. #0142

STAFF RECOMMENDATIONS FOR CARETAKER CONTRACT HANDLING

Motion by Mr. Gene Cotton, seconded by Mr. Jack DeWitt, to instruct staff to make recommendations to a joint meeting of the Public Works and the Legal and Personnel Committees regarding contracts as required and in-house areas of maintenance work. On vote, the motion carried. #0143

LEASES - GOLF COURSE & LE TIG BAYOU RECREATION AREA

Motion by Mr. Hank Bruser, seconded by Mr. Jack DeWitt, to authorize Executive Director to execute Interim Lease with AFBDA for the Golf Course and Le Tig Bayou Recreation Area, accepting Legal Counsel's recommendation on the jogging trail, as recommended by the Executive Director. On vote, the motion carried. #0144

PROTECTION/MAINTENANCE LEASE - BLDG. 1901

Motion by Mr. Hank Bruser, seconded by Mr. John Brewer, to authorize Executive Director to execute Protection and Maintenance Lease with AFBDA for Building 1901 as amended by Legal Counsel and recommended by the Executive Director and Legal Counsel. On vote, the motion carried. #0145

LABOR DAY HOLIDAY FOR STAFF

Motion by Mr. Bruser, seconded by the entire England Authority Board, to authorize Labor Day, Monday, September 6, 1993 as a paid holiday for the England Authority staff. On vote, the motion carried. #0146

PAY RAISE FOR EXECUTIVE DIRECTOR

Motion by Mr. Hank Bruser, seconded by Mr. John Brewer, to authorize a 5% cost of living pay raise for the Executive Director effective with the next pay period. On vote, the motion carried. #0147

CHAIRMAN AUTHORIZED TO RESCHEDULE MEETINGS

Motion by Mr. Hank Bruser, seconded by Mr. George Thompson, to authorize change of policy to allow the Chairman to reschedule England Authority meetings insofar as public, press and media are properly notified. On vote, the motion carried. #0148

PAY ATTORNEY BILLS

Motion by Mr. Jack DeWitt, seconded by Mr. Hank Bruser, to authorize payment of attorney billings for June 1993. On vote, the motion carried. #0149

With a 2/3 vote of the Commissioners present, the following agenda items were addressed.

LEASE - RAPIDES REGIONAL MEDICAL CENTER

Motion by Mr. John Brewer, seconded by Mr. Jack DeWitt, to authorize the Executive Director to enter into a lease with Rapides Regional Hospital for office space in Building 107 on a month to month basis for a period up to one year at a cost of \$6.00 per sq. ft. per annum. On vote, the motion carried. Mr. Hank Bruser and Mr. Jim Meyer abstained from discussion and participation in the vote. #0150

VEHICLE MAINTENANCE SERVICE FOR THE ARMY

Motion by Mr. George Thompson, seconded by Mr. John Brewer, to authorize the Executive Director to enter into contract with U.S. Government, The Army to provide vehicle maintenance services for a term effective immediately through September 30, 1993. On vote, the motion carried. #0151

CREST AIR LEASE AMENDMENT

Motion by Mr. Hank Bruser, seconded by Mr. George Thompson, to authorize the Executive Director to amend lease contract with Crest Air to include the retail sale of diesel fuel under the same terms as prescribed for the sale of aviation products for a six month period as recommended by the Executive Director; furthermore, staff is instructed to study and report to the Board on the feasibility and how to best handle the sale of gasoline and diesel fuel. On vote,

the motion carried, with Ms. Bridgett Brown voting Nay.

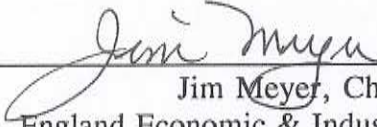
#0152

COMMEND STAFF

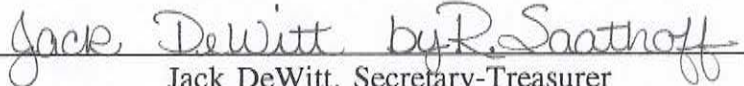
Motion by Mr. Hank Bruser, seconded by the entire Board, to congratulate the England Authority staff on the work done to accomplish their #1 priority in attaining the Part 139 Certification from the Federal Aviation Administration enabling accommodation of the Army's Intermediate Staging Base. On vote, the motion carried.

#0153

There being no further business, it was moved, duly seconded and carried that the meeting be adjourned at 5:45 p.m.



Jim Meyer, Chairman
England Economic & Industrial Development District
Board of Commissioners



Jack DeWitt, Secretary-Treasurer
England Economic & Industrial Development District
Board of Commissioners