

**THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
BOARD OF COMMISSIONERS REGULAR SESSION JULY 26, 2018**

The England Economic and Industrial Development District met in Regular Session at the England Authority Board Room, 1611 Arnold Drive, England Industrial Airpark and Community Alexandria, Louisiana, on **Thursday, July 26, 2018 at 5:37 p.m.**

Chairman Linzay requested a roll call.

There were present: Robert Beck, Richard Bushnell, Robbyn Cooper, Dennis Frazier, Curman Gaines, Scott Linzay, Joe McPherson and Charlie Weems.

Also present were members of the England Authority staff and legal counsel.

Absent: William Barron, Mike Johnson

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

Chairman Linzay called for a motion to approve consent calendar for items #1 and #2.

Motion by **Mr. Weems**, second by **Mr. Bushnell** to approve consent calendar for items #1 and #2. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried.

Consent Calendar:

MOTION TO APPROVE MINUTES OF JUNE 26, 2018 REGULAR BOARD MEETING AND COMMITTEE MEETINGS.

Motion by **Mr. Weems**, second by **Mr. Bushnell**, to approve minutes of June 26, 2018 regular board meeting and committee meetings. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **069-2018**

MOTION TO APPROVE PAYMENT OF ATTORNEY'S BILL TO PROVOSTY, SADLER, DELAUNAY, APC FOR THE MONTH OF JUNE 2018.

Motion by **Mr. Weems**, second by **Mr. Bushnell**, to approve payment of attorney's bill to Provosty, Sadler, deLaunay, APC for the month of June 2018. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **070-2018**

Chairman Linzay called for a motion to amend the following item:

Motion to authorize the Interim Executive Director to accept Grant Number 3-22-0003-077-2018 in the amount of \$470,000.00 from the Federal Aviation Administration to Improve Runway Safety Area – 14/32 and Improve Runway Safety Area – 18/36 and execute of all related documents thereto.

Motion by **Mr. Bushnell**, second by **Ms. Cooper** to amend the motion.

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Motion by **Mr. Bushnell**, second by **Ms. Cooper** to amend the motion to read as follows:

MOTION TO AUTHORIZE THE INTERIM EXECUTIVE DIRECTOR TO ACCEPT GRANT NUMBER 3-22-0003-077-2018 IN THE AMOUNT OF \$474,930.00 FROM THE FEDERAL AVIATION ADMINISTRATION TO IMPROVE RUNWAY SAFETY AREA – 14/32 AND IMPROVE RUNWAY SAFETY AREA – 18/36 AND EXECUTE OF ALL RELATED DOCUMENTS THERETO.

Chairman Linzay then called for a roll call vote on the amended motion:

Mr. Barron - Absent
Mr. Beck - Yes
Mr. Bushnell – Yes
Ms. Cooper – Yes
Mr. Frazier – Yes
Mr. Gaines – Yes
Mr. Johnson – Absent
Mr. Linzay – Yes
Mr. McPherson – Yes
Mr. Weems – Yes

By unanimous vote, motion was amended.

The Chair called for any comments from the board or public. There being none, a vote was called and amended motion carried. **071-2018**

**ADDITIONS TO AGENDA
(By unanimous vote)**

Chairman Linzay called for a motion to add the following item to agenda:

Motion to pay Interim Executive Director the rate of \$120,992.00 as previous Executive Director until such time as the new Executive Director reports to work, effective immediately.

Motion by **Mr. Weems**, second by **Mr. Bushnell**, to add item to agenda:

MOTION TO PAY INTERIM EXECUTIVE DIRECTOR THE RATE OF \$120,992.00 AS PREVIOUS EXECUTIVE DIRECTOR UNTIL SUCH TIME AS THE NEW EXECUTIVE DIRECTOR REPORTS TO WORK, EFFECTIVE IMMEDIATELY.

Motion by **Mr. Bushnell**, second by **Ms. Cooper**, to pay interim Executive Director the rate of \$120,992.00 as previous Executive Director until such time as the new Executive Director reports to work, effective immediately.

Chairman Linzay then called for a roll call vote:

Mr. Barron - Absent
Mr. Beck - Yes
Mr. Bushnell – Yes
Ms. Cooper – Yes
Mr. Frazier – Abstain
Mr. Gaines – Yes
Mr. Johnson – Absent

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Mr. Linzay – Yes
Mr. McPherson – Yes
Mr. Weems – Yes

Yes – 7
No – 0
Abstain – 1
Absent – 2

On vote, motion passed.

The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **072-2018**

Chairman Linzay briefed board regarding advisors and auditors inquiry of eight audits that were conducted. Discussion ensued between board and staff.

Commissioner Frazier requested a copy of Auditor Report be given to all board when staff receives report.

Commissioner Gaines asked who paid for the Legislative Auditor reports. Chairman Linzay stated that the State paid for the reports.

Commissioner McPherson led discussion regarding Public Records request.

Interim Executive Director Scott Gammel introduced Reverend Caldwell, Pastor of Oasis Church, Pat Thompson with Million Air and Ray Schindler with Air National Guard.

Heard from Reverend Caldwell thanking England Authority for their assistance. Reverend Caldwell has been a tenant of the Airpark for 13 years.

F. Comments by Legal counsel – N/A

G. Comments or Questions by Commissioners – N/A

H. Staff Report – Financial Report – No report due to tour of Airpark Capital Projects

- Comparative Air Traffic Report – N/A

- Economic Development – N/A

I. Public Comments or Questions – N/A

J. Adjourn - Motion by Mr. Bushnell, second by Mr. Gaines, to adjourn the meeting.

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BOARD OF COMMISSIONERS** **REGULAR SESSION JULY 26, 2018**

There being no further business to come before the Board, meeting was adjourned at **5:58 p.m.**

Scott Linzay, Chairman

*England Economic and Industrial Development District
Board of Commissioners*

Robbyn Cooper, Secretary/Treasurer

*England Economic and Industrial Development District
Board of Commissioners*

ADMIN/LEGAL COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
JULY 26, 2018

The regular meeting of the Admin/Legal Committee of the England Economic and Industrial Development District was held at **4:30 P.M. on Thursday, July 26, 2018**, in the England Authority Board Room.

Chairman Linzay called the committee meetings to order.

Chairman Linzay next requested Commissioner Bushnell give the invocation and Commissioner McPherson lead the Pledge of Allegiance.

Chairman Linzay then requested Mr. Weems, Chairman of the Admin/Legal Committee, to proceed with the meeting. Chairman Weems requested a roll call. The following were present: Mr. Beck, Mr. Bushnell, Ms. Cooper, Mr. Frazier, Mr. Gaines, Mr. McPherson and Mr. Weems.

Absent: Mr. Barron, Mr. Johnson.

Chairman Weems called for any comments from the public. There being none, Mr. Weems proceeded with Admin/Legal Committee.

Motion by **Mr. Gaines**, second by **Mr. Bushnell**, to approve payment of attorney's bill to Provosty, Sadler and deLaunay, APC for the month of July 2018. On vote, motion carried.

There being no other items the Admin/Legal Committee was adjourned.

Mr. Charlie Weems, Committee Chairman
Ms. Robbyn Cooper, Committee Vice Chairman
ADMIN/LEGAL COMMITTEE
England Economic & Industrial Development District

FINANCE COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
JULY 26, 2018

The regular meeting of the Finance Committee of the England Economic and Industrial Development District was held on **Thursday, July 26, 2018**, in the England Authority Board Room. Commissioner Frazier, Chairman, requested a roll call. The following were present: Mr. Beck, Mr. Bushnell, Ms. Cooper, Mr. Frazier, Mr. Gaines, Mr. McPherson and Mr. Weems.

Absent: Mr. Barron, Mr. Johnson

Mr. Frazier next called for any comments from the public. There being none, Mr. Frazier proceeded with Finance Committee meeting.

Received schedule of paid invoices for the month of June 2018.

Mr. Frazier questioned a check written out to Randall Womack, Lobbyist, for \$3,500.

Mr. Gammel stated that England Authority had a three month contract with Mr. Womack and that his contract ended June 30th. The \$3,500.00 would be the last check paid to Mr. Womack.

Motion by **Mr. Bushnell**, second by **Mr. Beck**, to authorize the Interim Executive Director to accept Grant Number 3-22-0003-077-2018 in the amount of \$474,930.00 from the Federal Aviation Administration to Improve Runway Safety Area – 14/32 and Improve Runway Safety Area – 18/36 and execute of all related documents thereto.

Mr. Gammel and Josh Barrett, Engineer with Meyer, Meyer LaCroix & Hixson, summarized the Runway Safety Area project to the Board.

On vote, motion carried.

There being no other items to discuss, the Finance Committee was adjourned.

Mr. Dennis Frazier, Committee Chairman
Mr. Robert Beck, Committee Vice-Chairman
Finance Committee
England Economic and Industrial Development District

AUDIT COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
JULY 26, 2018

The regular meeting of the Audit Committee of the England Economic and Industrial Development District was held on **Thursday, July 26, 2018** in the England Authority Board Room. Vice-Chairman Gaines requested a roll call in the absence of Mr. Johnson. The following were present: Mr. Beck, Mr. Bushnell, Ms. Cooper, Mr. Frazier, Mr. Gaines, Mr. McPherson and Mr. Weems.

Absent: Mr. Barron, Mr. Johnson

Vice-Chairman Gaines called for any comments from the public. There being none, Mr. Gaines proceeded with Audit Committee.

There being no items or public comments to discuss, the Audit Committee was adjourned.

Mr. Mike Johnson, Committee Chairman
Mr. Curman Gaines, Committee Vice-Chairman
AUDIT COMMITTEE
England Economic and Industrial Development District

ECONOMIC DEVELOPMENT COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
JULY 26, 2018

The regular meeting of the Economic Development Committee of the England Economic and Industrial Development District was held on **Thursday, July 26, 2018**, in the England Authority Board Room. Chairman McPherson requested a roll call. The following were present: Mr. Beck, Mr. Bushnell, Ms. Cooper, Mr. Frazier, Mr. Gaines, Mr. McPherson and Mr. Weems.

Absent: Mr. Barron, Mr. Johnson

Chairman McPherson called for any comments from the public. There being none, Mr. McPherson proceeded with Economic Development Committee.

There being no items to discuss, meeting was adjourned.

Mr. Joe McPherson, Committee Chairman
Ms. Robbyn Cooper, Committee Vice Chairman
England Economic and Industrial Development District
Board of Commissioners

OPERATIONS COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT

JULY 26, 2018

The regular meeting of the Operations Committee of the England Economic and Industrial Development District was held on **Thursday, July 26, 2018**, in the England Authority Board Room. Vice-Chairman Frazier, requested a roll call in the absence of Chairman Barron. The following were present: Mr. Beck, Mr. Bushnell, Ms. Cooper, Mr. Frazier, Mr. Gaines, Mr. McPherson and Mr. Weems.

Absent: Mr. Barron, Mr. Johnson

Vice-Chairman Frazier called for any comments from the public. There being none, Mr. Frazier proceeded with Economic Development Committee.

To hear reports on status of Parc England /Bistro and hold appropriate discussion thereto.

Mr. John Ryland, Attorney for the England Authority, spoke to bank counsel earlier in the week. Negotiations with Mr. Greer had come to a conclusion and would be putting the Parc England Hotel up for auction for a third time on August 16, 2018.

Discussion ensued.

Commissioner Weems requested a status report.

Scott Gammel, Interim Executive Director, stated the following: 14 rooms were up and running; rooms were decent; and rent is current on Lease.

Mr. Weems requested Mr. Ryland send a letter of default to Bank of Montgomery for Parc England Hotel and Bistro due to occupancy failure rate and failure to maintain premise.

Discussion ensued concerning not going forward with Barron, Heinberg & Brocato Architects & Engineers, inspection schedule.

Attorney Ryland stated that he would put Bank of Montgomery, Lessee, on notice of default under the occupancy provisions of hotel and operational provisions of the Bistro.

Commissioner McPherson stated that Bank of Montgomery should be notified of meetings and invited to attend meetings.

Commissioner Weems stated that the England Authority has no authority to do anything until Bank of Montgomery is dealt with.

Scott Gammel introduced England Airpark employee's Clint Johnson, full time Wildlife Technician; Marcus Smith, temporary employee; Ken Montgomery, General Maintenance Tech; Kasey Carter, Assistant Terminal Building Superintendent and Kurt Ryder, Interim Director of Operations.

There being no further items to discuss and no public comments, meeting was adjourned.

Mr. William Barron, Committee Chairman
Mr. Dennis Frazier, Committee Vic-Chairman
OPERATIONS COMMITTEE
England Economic and Industrial Development District

HUMAN RESOURCES COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
JULY 26, 2018

The regular meeting of the Human Resources Committee of the England Economic and Industrial Development District was held on **July 26, 2018**, in the England Authority Board Room. Chairman Beck requested a roll call. The following were present: Mr. Beck, Mr. Bushnell, Ms. Cooper, Mr. Frazier, Mr. Gaines, Mr. McPherson and Mr. Weems.

Absent: Mr. Barron, Mr. Johnson

Mr. Beck next called for any comments from the public. There being none, Mr. Beck proceeded with Human Resources Committee meeting.

Motion by **Mr. Bushnell**, second by **Mr. Gaines**, to pay Interim Executive Director the rate of \$120,992.00 as previous Executive Director until such time as the new Executive Director reports to work, effective immediately.

Commissioner Frazier led discussion regarding increase of pay for Interim Executive Director stating that rest of England Authority employees were not receiving a pay increase.

Lengthy discussion ensued regarding three pages – 14, 15, & 16, of the budget packet that was omitted inadvertently by Finance Manager, Mr. Kevin Brown. The packets were sent out a few days prior to budget adoption on June 28, 2018.

More discussion ensued regarding the duties of the Airport Manager and consulting engineer, Mr. Michael Hixon. Mr. Hixon briefed the board of his duties as consulting engineer.

Chairman Linzay called for a roll call for the motion:

Mr. Beck – Yes

Mr. Barron – Absent

Mr. Bushnell - Yes

Ms. Cooper - Yes

Mr. Frazier – Abstain

Mr. Gaines – Yes

Mr. Johnson - Absent

Mr. McPherson – Yes

Mr. Weems – Yes

Yes – 6

No – 0

Abstain – 1

Absent - 2

On vote, motion passed.

There being no items to discuss, the Human Resources Committee meeting was adjourned.

Mr. Robert Beck, Committee Chairman
Mr. Curman Gaines, Committee Vice-Chairman
HUMAN RESOURCES COMMITTEE
England Economic and Industrial Development District

CAPITAL PROJECTS COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
JULY 26, 2018

The regular meeting of the Capital Projects Committee of the England Economic and Industrial Development District was held on **Thursday, July 26, 2018** in the England Authority Board Room. Mr. Bushnell, Chairman, called for a roll call. The following were present: Mr. Beck Mr. Bushnell, Ms. Cooper, Mr. Frazier, Mr. Gaines, Mr. McPherson and Mr. Weems.

Absent: Mr. Barron, Mr. Johnson

Chairman Bushnell called for any comments from the public. There being none, Mr. Bushnell proceeded with agenda.

Status Report: Mr. Gammel stated that there would be a tour of the airpark on most of the projects after meetings.

Mr. McPherson requested that Mr. Gammel go over the projects that would not be on the tour.

- a. Part 150 Noise Program – going great. Contract to mitigate the oxidation ponds. Once done, both trailer parks would be mitigated.
- b. Runway 18/36 Extension –no movement at this time.
- c. Westside Development –will be on tour
- d. Rental Car Project Phase II - completed; will be on tour
- e. Airfield Electrical Rehab - will be on tour
- g. North Emergency Access Road – will be on tour
- h. Community Center Replacement Project – Bids will be taken on Tuesday, August 14th.
- i. Roundabout Sculpture Project – nothing to report at this time

Commissioner McPherson, Chair for Economic Development Committee, asked Interim Executive Director what happened to warehouse project that was mentioned in the budget.

Mr. Gammel stated that he was waiting on new Executive Director to see what direction that person would take.

Commissioner McPherson led discussion regarding process of adding new items to agenda.

Chairman Linzay stated that the primary provision is to submit any items to Executive Director before 12:00 p.m. on Wednesday before regular meetings in accordance with the Code of Ordinances and Policies.

Mr. McPherson requested that Attorney Ryland send a copy of Code of Ordinances and Policies to all Commissioners.

Committee meetings ended at 5:36 p.m.

Mr. Richard Bushnell, Committee Chairman
Mr. Curman Gaines, Committee Vice-Chairman
England Economic and Industrial Development District
Board of Commissioners