

**THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
BOARD OF COMMISSIONERS                      REGULAR SESSION OCTOBER 25,2018**

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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, October 25, 2018 at 5:30 p.m.**

Chairman Linzay requested a roll call.

**There were present:** William Barron, Richard Bushnell, Robbyn Cooper, Dennis Frazier, Mike Johnson, Scott Linzay and Joe McPherson.

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

**Absent:** Robert Beck, Curman Gaines, Charlie Weems.

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 through item #6.

Motion by **Mr. Johnson**, second by **Mr. Barron**, to approve consent calendar for items #1 through item #6. 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 SEPTEMBER 27, 2018, REGULAR BOARD MEETING AND COMMITTEE MEETINGS AND SPECIAL CALLED MEETING OF SEPTEMBER 25, 2018 AND OCTOBER 2, 2018.**

Motion by **Mr. Johnson**, second by **Mr. Barron**, to approve minutes of September 27, 2018, regular board meeting and committee meetings and Special Called meeting of September 25, 2018 and October 2, 2018. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **092-2018**

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

Motion by **Mr. Johnson**, second by **Mr. Barron**, to approve payment of attorney's bill to Provosty, Sadler, deLaunay, APC for the month of September 2018. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **093-2018**

**MOTION TO ADOPT BUDGET AMENDMENT #2 TO THE 2018/2019 FISCAL YEAR BUDGET.**

Motion by **Mr. Johnson**, second by **Mr. Barron**, to adopt Budget Amendment #2 to the 2018/2019 Fiscal Year Budget. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **094-2018**

**MOTION TO AWARD CONTRACT FOR PARKING SERVICES TO M K LITTLEPAGE, LLC FOR A THREE YEAR PERIOD AND AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO SIGN ALL DOCUMENTS RELATED THERETO.**

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Motion by **Mr. Johnson**, second by **Mr. Barron**, to award contract for Parking Services to M K Littlepage, LLC for a three year period and authorizing the Interim Executive Director to sign all documents related thereto. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **095-2018**

**MOTION TO AUTHORIZE INTERIM EXECUTIVE DIRECTOR TO EXECUTE SUBSTANTIAL COMPLETION FOR THE CLEARING AND GRUBBING FOR WILDLIFE HAZARD MITIGATION AT WESTSIDE OF AIRFIELD.**

Motion by **Mr. Johnson**, second by **Mr. Barron**, to authorize Interim Executive Director to execute substantial completion for the Clearing and Grubbing for Wildlife Hazard Mitigation at Westside of Airfield. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **096-2018**

**MOTION TO ADOPT RESOLUTION REQUESTING LADOTD, DIVISION OF AVIATION, TO PROVIDE ASSISTANCE FOR CONSTRUCTION OF VARIOUS AIRPORT RELATED PROJECTS AT ALEXANDRIA INTERNATIONAL AIRPORT.**

Motion by **Mr. Johnson**, second by **Mr. Barron**, to adopt resolution requesting LADOTD, Division of Aviation, to provide assistance for construction of various airport related projects at Alexandria International Airport. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **097-2018**

**ADDITIONS TO AGENDA**

(None)

**F. Comments by Legal counsel – N/A**

**G. Comments or Questions by Commissioners –** Scott Gammel, Airport Manager, was recipient of the *President's Award* presented by the Louisiana Airport Managers Association.

**H. Staff Report – Financial Report –** Commissioner Frazier requested hard copy of Financial Report be mailed to him on Friday before meetings. Commissioner McPherson requested that Attorney John Ryland research Bistro documents for when board goes into Executive Session at November's meeting.

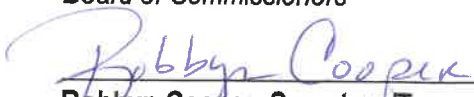
- **Comparative Air Traffic Report –** Airport had a positive up turn - 11% for month and 4% for the year.
- **Economic Development – N/A**

**I. Public Comments or Questions – N/A**

**J. Adjourn**

There being no further business to come before the Board, meeting was adjourned at **5:34 p.m.**

  
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**Scott Linzay, Chairman**  
England Economic and Industrial Development District  
Board of Commissioners

  
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**Robbyn Cooper, Secretary/Treasurer**  
England Economic and Industrial Development District  
Board of Commissioners

**ADMIN/LEGAL COMMITTEE**  
**THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT**  
**OCTOBER 25, 2018**

The regular meeting of the Admin/Legal Committee of the England Economic and Industrial Development District was held at **4:31 P.M. on Thursday, OCTOBER 25, 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 Mr. Dennis Clay lead the Pledge of Allegiance.

Chairman Linzay then requested Ms. Cooper to Chair Admin/Legal Committee in the absence of Commissioner Weems.

Ms. Cooper requested a roll call. The following were present: Mr. Barron, Mr. Bushnell, Ms. Cooper, Mr. Frazier, Mr. Johnson and Mr. McPherson.

**Absent:** Mr. Beck, Mr. Gaines, Mr. Weems.

Ms. Cooper next called for any comments from the public. There being none, Ms. Cooper proceeded with Admin/Legal Committee meeting.

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

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

Note: Mr. Johnson arrived to meeting in progress at approximately 4:33 p.m.

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

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

**FINANCE COMMITTEE**  
**THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT**  
**OCTOBER 25, 2018**

The regular meeting of the Finance Committee of the England Economic and Industrial Development District was held on **Thursday, OCTOBER 25, 2018**, in the England Authority Board Room. Commissioner Frazier, Chairman, requested a roll call. The following were present: Mr. Barron, Mr. Bushnell, Ms. Cooper, Mr. Frazier, Mr. Johnson and Mr. McPherson.

**Absent:** Mr. Beck, Mr. Gaines, Mr. Weems.

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 September 2018.

Motion by **Mr. Barron**, second by **Mr. Bushnell**, to adopt Budget Amendment #2 to the 2018/2019 Fiscal Year Budget.

Mr. Scott Gammel, Interim Executive Director, stated that there were four items to discuss regarding Amendment #2:

1. Salary for Executive Director
2. Vehicle for Executive Director
3. Modification of Administrative Technician to Accounting Technician
4. Additional funding for Heritage Park display

Commissioner McPherson addressed David Broussard, Economic Development Director, regarding cost analysis on future leased buildings and suggested a walk through be conducted on all future leases.

On vote, motion carried.

Discussion ensued led by Mr. Frazier and Mr. McPherson regarding present and future employment with England Airpark.

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

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Mr. Dennis Frazier, Committee Chairman  
FINANCE COMMITTEE  
England Economic and Industrial Development District

**AUDIT COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
**OCTOBER 25, 2018**

The regular meeting of the Audit Committee of the England Economic and Industrial Development District was held on **Thursday, OCTOBER 25, 2018** in the England Authority Board Room. Chairman Johnson requested a roll call. The following were present: Mr. Barron, Mr. Bushnell, Ms. Cooper, Mr. Frazier, Mr. Johnson and Mr. McPherson.

**Absent:** Mr. Beck, Mr. Gaines, Mr. Weems.

Commissioner Frazier asked when regular Financial Audit would start. Kevin Brown, Finance Director, stated the Audit would start the following Wednesday, October 31, 2018.

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

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

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Mr. Mike Johnson, Committee Chairman  
AUDIT COMMITTEE  
England Economic and Industrial Development District

**ECONOMIC DEVELOPMENT COMMITTEE**  
**THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT**  
**OCTOBER 25, 2018**

The regular meeting of the Economic Development Committee of the England Economic and Industrial Development District was held on **Thursday, OCTOBER 25, 2018**, in the England Authority Board Room.

Chairman McPherson requested a roll call. The following were present: Mr. Barron, Ms. Cooper, Mr. Bushnell, Mr. Frazier, Mr. Johnson and Mr. McPherson.

**Absent:** Mr. Beck, Mr. Gaines, Mr. Weems.

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

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

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Mr. Joe McPherson, Committee Chairman  
ECONOMIC DEVELOPMENT COMMITTEE  
England Economic and Industrial Development District

**OPERATIONS COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
**SEPTEMBER 27, 2018**

The regular meeting of the Operations Committee of the England Economic and Industrial Development District was held on **Thursday, SEPTEMBER 27, 2018**, in the England Authority Board Room. Chairman Barron, requested a roll call. The following were present: Mr. Barron, Mr. Bushnell, Ms. Cooper, Mr. Frazier, Mr. Johnson and Mr. McPherson.

**Absent:** Mr. Beck, Mr. Gaines, Mr. Weems.

Chairman Barron called for any comments from the public. There being none, Mr. Barron proceeded with Operations Committee.

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

Mr. John Ryland, Attorney for England Airpark, stated there were no specific developments since letter was sent to Bank of Montgomery. The BOM is in negotiations of assignment of the lease. Mr. Chris Soprano entered into a negotiation agreement and will present it to the Board at November 15<sup>th</sup> meeting.

Discussion ensued.

On vote, motion carried.

Motion by **Ms. Cooper**, second by **Mr. Bushnell**, to award contract for Parking Services to M K Littlepage, LLC for a three year period and authorizing the Interim Executive Director to sign all documents related thereto.

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

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Mr. William Barron, Committee Chairman  
OPERATIONS COMMITTEE  
England Economic and Industrial Development District

**HUMAN RESOURCES COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
**SEPTEMBER 27, 2018**

The regular meeting of the Human Resources Committee of the England Economic and Industrial Development District was held on **SEPTEMBER 27, 2018**, in the England Authority Board Room. Vice-Chairman Cooper requested a roll call in the absence of Chairman Beck. The following were present: Mr. Barron, Mr. Bushnell, Ms. Cooper, Mr. Frazier, Mr. Johnson and Mr. McPherson.

**Absent:** Mr. Beck, Mr. Gaines, Mr. Weems.

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

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

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



**CAPITAL PROJECTS COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
**OCTOBER 25, 2018**

The regular meeting of the Capital Projects Committee of the England Economic and Industrial Development District was held on **Thursday, OCTOBER 25, 2018** in the England Authority Board Room. Mr. Bushnell, Chairman, called for a roll call. The following were present: Mr. Barron, Mr. Bushnell, Mrs. Cooper, Mr. Frazier, Mr. Johnson and Mr. McPherson.

**Absent:** Mr. Beck, Mr. Gaines, Mr. Weems.

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

Motion by **Mr. Barron**, second by **Ms. Cooper**, to authorize Interim Executive Director to execute substantial completion for the Clearing and Grubbing for Wildlife Hazard Mitigation at Westside of Airfield. On vote, motion carried.

Motion by **Mr. Johnson**, second by **Mr. Frazier**, to adopt resolution requesting LADOTD, Division of Aviation, to provide assistance for construction of various airport related projects at Alexandria International Airport. On vote, motion carried.

**Status Report:**

- a. Part 150 Noise Program – Mitigating oxidation ponds on trailer park – 85% complete.
- b. Runway 18/36 Extension – Working on final contracts to submit to State and FAA by October 31<sup>st</sup>, to secure funding for construction and electrical engineering.
- c. Community Center Replacement Project – Community has been demolished. Will be working on dirt next.
- d. Airfield Electrical Rehab – 90% complete. Working with State to secure funding for approach lighting.
- e. Emergency Access Road – Completed. 50% fencing complete and should be complete in next 6 months.
- f. North Emergency Access Road – Waiting for Gilchrist Construction Co. to form up road and pour concrete.
- h. Roundabout Sculpture Project – Light discussion regarding type of base for sculpture.

Committee meetings ended at 5:29 p.m.

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Mr. Richard Bushnell, Committee Chairman  
CAPITAL PROJECTS COMMITTEE  
England Economic and Industrial Development District