

**THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
BOARD OF COMMISSIONERS      REGULAR SESSION DECEMBER 13, 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, December 13, 2018 at 5:47 p.m.**

Chairman Linzay requested a roll call.

**There were present:** William Barron, 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:** 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 recognized Mayor David Butler, Town of Woodworth and England Authority Fire Chief Joe Hamner.

Chairman Linzay called for a motion to approve consent calendar for items #1, #2, #4 through #7, #9 through Item #14.

Motion by **Mr. Barron**, second by **Mr. Bushnell**, to approve consent calendar for items #1, #2, #4 through #7, #9 through #14. 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 NOVEMBER 15, REGULAR BOARD MEETING AND COMMITTEE MEETINGS AND SPECIAL CALLED MEETING OF NOVEMBER 15, 2018.**

Motion by **Mr. Barron**, second by **Mr. Bushnell**, to approve minutes of November 15, 2018 regular board meeting and committee meetings and Special Called Meeting of November 15, 2018. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **101-2018**

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

Motion by **Mr. Barron**, second by **Mr. Bushnell**, to approve payment of attorney's bill to Provosty, Sadler, deLaunay, APC for the month of November 2018. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **102-2018**

**MOTION TO ADOPT RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE SUPPLEMENTAL AMENDMENT TO SPONSOR/STATE AGREEMENT NO. H.013666 BETWEEN THE LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT AND THE EEIDD FOR NOISE MITIGATION IN THE AMOUNT OF \$1,033,108.00.**

Motion by **Mr. Barron**, second by **Mr. Bushnell**, to adopt resolution authorizing the Executive Director to execute supplemental amendment to Sponsor/State Agreement No. H.013666 between the Louisiana

**THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
BOARD OF COMMISSIONERS      REGULAR SESSION DECEMBER 13, 2018**

---

---

Department of Transportation and Development and the EEIDD for Noise Mitigation in the amount of \$1,033,108.00. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **103-2018**

**MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO OBTAIN WORKMAN'S COMPENSATION AND EMPLOYER'S LIABILITY COVERAGE FROM LOUISIANA WORKER'S COMPENSATION CORPORATION (LWCC) FOR THE YEAR 2019.**

Motion by **Mr. Barron**, second by **Mr. Bushnell**, to authorize Executive Director to obtain Workman's Compensation and Employer's Liability coverage from Louisiana Worker's Compensation Corporation (LWCC) for the year 2019. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **104-2018**

**MOTION TO ADOPT RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE SUPPLEMENTAL AMENDMENT TO SPONSOR/STATE AGREEMENT NO. H. 013827 BETWEEN THE LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT AND THE EEIDD FOR THE AIRFIELD ELECTRICAL REHABILITATION PROJECT IN THE AMOUNT OF \$1,397,500.00.**

Motion by **Mr. Barron**, second by **Mr. Bushnell**, to adopt resolution authorizing the Executive Director to execute supplemental amendment to Sponsor/State Agreement No. H. 013827 between the Louisiana Department of Transportation and Development and the EEIDD for the Airfield Electrical Rehabilitation Project in the amount of \$1,397,500.00. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **105-2018**

**MOTION TO ADOPT BUDGET AMENDMENT #3 TO THE 2018/2019 FISCAL YEAR BUDGET.**

Motion by **Mr. Barron**, second by **Mr. Bushnell**, to adopt Budget Amendment #3 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. **106-2018**

**MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE LEASE AGREEMENT BETWEEN EEIDD AND MCFARLAND CASCADE HOLDINGS, INC. FOR 2,112 SQUARE FEET OF SPACE IN BUILDING #1708 LOCATED AT 1613 J B HUNT DRIVE.**

Motion by **Mr. Barron**, second by **Mr. Bushnell**, to authorize Executive Director to execute lease agreement between EEIDD and McFarland Cascade Holdings, Inc. for 2,112 square feet of space in building #1708 located at 1613 J B Hunt Drive. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **107-2018**

**MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE SUPPLEMENTAL AGREEMENT #12 BETWEEN EEIDD AND THE UNITED STATES OF AMERICA FOR THE U.S. ARMY JOINT READINESS TRAINING CENTER INTERMEDIATE STAGING BASE (ISB).**

Motion by **Mr. Barron**, second by **Mr. Bushnell**, to authorize Executive Director to execute Supplemental Agreement #12 between EEIDD and the United States of America for the U.S. Army Joint Readiness Training Center Intermediate Staging Base (ISB). The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **108-2018**

**THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
BOARD OF COMMISSIONERS      REGULAR SESSION DECEMBER 13, 2018**

---

---

**MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE CONTRACT WITH GREGORY ROBINSON IN THE AMOUNT OF \$8.00 PER ACRE FOR THE HARVEST AND PURCHASE OF HAY.**

Motion by **Mr. Barron**, second by **Mr. Bushnell**, to authorize Executive Director to execute contract with Gregory Robinson in the amount of \$8.00 per acre for the harvest and purchase of hay. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **109-2018**

**MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE CONTRACT WITH MICHAEL BAKER INTERNATIONAL, INC. IN THE AMOUNT OF \$675,097 TO PROVIDE PROFESSIONAL ENGINEERING AND TECHNICAL SERVICES TO PREPARE AN AIRPORT MASTER PLAN UPDATE FOR THE ALEXANDRIA INTERNATIONAL AIRPORT IN ACCORDANCE WITH THE REQUIREMENTS OF THE FEDERAL AVIATION ADMINISTRATION, LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT AND THE NEEDS OF THE ENGLAND AUTHORITY.**

Motion by **Mr. Barron**, second by **Mr. Bushnell**, to authorize Executive Director to execute contract with Michael Baker International, Inc. in the amount of \$675,097 to provide professional engineering and technical services to prepare an Airport Master Plan Update for the Alexandria International Airport in accordance with the requirements of the Federal Aviation Administration, Louisiana Department of Transportation & Development and the needs of the England Authority. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **110-2018**

**MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE PARTIAL CONTRACT ACCEPTANCE WITH ERNEST P. BREAUX ELECTRICAL, LLC FOR THE AIRFIELD ELECTRICAL VAULT, AIRFIELD LIGHTING, NAVIGATIONAL AIDS REPLACEMENT & ASSOCIATED IMPROVEMENTS.**

Motion by **Mr. Barron**, second by **Mr. Bushnell**, to authorize Executive Director to execute partial contract acceptance with Ernest P. Breaux Electrical, LLC for the Airfield Electrical Vault, Airfield Lighting, Navigational Aids Replacement & Associated Improvements. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **111-2018**

**MOTION TO APPROVE CHANGE ORDER #5 TO THE ERNEST P. BREAUX ELECTRICAL, LLC CONTRACT IN THE AMOUNT OF \$1,397,500.00 FOR THE AIRFIELD ELECTRICAL VAULT, AIRFIELD LIGHTING, NAVAIDS & ASSOCIATED IMPROVEMENTS.**

Motion by **Mr. Barron**, second by **Mr. Bushnell**, to approve Change Order #5 to the Ernest P. Breaux Electrical, LLC contract in the amount of \$1,397,500.00 for the Airfield Electrical Vault, Airfield Lighting, NAVAIDS & Associated Improvements. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **112-2018**

**MOTION TO ELECT WILLIAM BARRON AS CHAIRMAN OF THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT.**

Motion by **Mr. Linzay**, second by **Mr. Gaines**, to elect William Barron as Chairman of the England Economic and Industrial Development District. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **113-2018**

**MOTION TO ELECT DENNIS FRAZIER AS VICE-CHAIRMAN OF THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT.**

Motion by **Mr. Barron**, second by **Mr. Linzay**, to elect Dennis Frazier as Vice-Chairman of the England Economic and Industrial Development District. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **114-2018**

**THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
BOARD OF COMMISSIONERS      REGULAR SESSION DECEMBER 13, 2018**

---

---

**MOTION TO ELECT RICHARD BUSHNELL AS SECRETARY/TREASURER OF THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT.**

Motion by **Mr. Gaines**, second by **Mr. Linzay**, to elect Richard Bushnell as Secretary/Treasurer of the England Economic and Industrial Development District. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **115-2018**

*Item #3*

**MOTION TO APPROVE THE ITEM IN SECTION 8-20 (F) PERSONNEL POLICIES AND PROCEDURES OF THE EEIDD CODE OF ORDINANCES IN REGARD TO TAKE HOME VEHICLE POLICY AND TO TABLE THE REMAINING ITEMS FOR CONSIDERATION UNTIL JANUARY 2019 MEETING.**

Motion by **Mr. Barron**, second by **Mr. Bushnell**, to approve the item in Section 8-20 (F) Personnel Policies and Procedures, of the EEIDD Code of Ordinances in regard to *Take Home Vehicle Policy*, and to table the remaining items for consideration until January 2019 meeting. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **116-2018**

*Item #8*

**RECEIVED ANNUAL INDEPENDENT AUDIT REPORT ON FISCAL YEAR 2017/2018 FROM KOLDER, CHAMPAGNE, SLAVEN & COMPANY.**

Motion by **Mr. Gaines**, second by **Mr. Bushnell**, to receive Annual Independent Audit Report on Fiscal Year 2017/2018 from Kolder, Champagne, Slaven & Company. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **117-2018**

**ADDITIONS TO AGENDA**

(None)

- F. Comments by Legal counsel** – N/A
- G. Comments or Questions by Commissioners** – Chairman Linzay thanked Board and staff as he closed his term as Chairman of the 2018 England Authority Board.
- H. Staff Report – Financial Report** – Everything is good; we are up by approximately \$5.2 million.
  - **Comparative Air Traffic Report** –. Air traffic up 15%; up 5% for the year.
  - **Economic Development** – N/A
- I. Public Comments or Questions** – Mayor David Butler, Town of Woodworth, addressed the board and welcomed new Executive Director Sandra McQuain and stated that he looked forward to working with her in the future.

Ms. Sandra McQuain stated that she is excited to be a part of the England Authority and thanked board for entrusting her as the new Executive Director.

**J. Adjourn**

**THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
BOARD OF COMMISSIONERS      REGULAR SESSION DECEMBER 13, 2018**

---

---


Attachment to the Minutes of December 13, 2018 regarding Motion #116-2018, Item #3.

There being no further business to come before the Board, meeting was adjourned at **5:59 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*

Sec. 8-20. - Use of equipment and vehicles.

- (f) *Take Home Vehicle Policy.* Employees may, upon specific written direction or approval of the Executive Director or Designee, be assigned to take home an England Economic and Industrial Development District vehicle on a permanent or semi-permanent basis. An employee with a take home vehicle shall follow the following provisions:
- (1) Only the EEIDD employees, possessing a valid State of Louisiana driver's license appropriate for the vehicle, are authorized to operate EEIDD vehicles.
  - (2) Employees shall not operate an EEIDD vehicle while under the influence of drugs or alcohol.
  - (3) Employees shall not transport any persons other than EEIDD employees in an EEIDD vehicle, except in the course of official business.
  - (4) Employees and authorized passengers are expected to observe all traffic regulations, including seatbelt usage, and all policies and procedures of the EEIDD, while operating a take home vehicle.
  - (5) All incidents involving EEIDD vehicles must be reported to the law enforcement office of the appropriate jurisdiction, the employee's supervisor, and to Finance & Purchasing Assistant immediately. Employees with take home vehicles will provide copies of any accident reports, citations, etc., concerning the vehicle or its operation, to the supervisor and/or Finance & Purchasing Assistant.
  - (6) Employees will not operate their vehicles in such a way as to cause public criticism or nuisance. This includes vehicle parking when not in use.
  - (7) Employees are expressly prohibited from making any cosmetic or mechanical modifications to any EEIDD owned vehicle without the approval of the Director of Operations. The Director of Operations reserves the right to remove any or all modifications that may impair the vehicles safety or usefulness and or cosmetic changes that are not in keeping with EEIDD policy.
  - (8) Take home vehicles may only be used for personal purposes on a "de minimis" basis, such as an occasional use for a personal errand while using the take-home vehicle for a business purpose or during a commute to or from work. An exception to this personal use limitation is the Executive Director's and Deputy Director's take home vehicle, which is not restricted from personal use.
  - (9) Unattended take home vehicles shall be legally parked and locked at all times, except in emergency circumstances. Employees shall not leave sensitive information or public documents (other than reference material) in the vehicles while off duty.
  - (10) Employees are responsible for the maintenance of their take home vehicles. Scheduled maintenance will be coordinated with the Director of Operations. Employees will be responsible for routine maintenance, such as checking the tire pressure, all fluid levels, etc. Employees may be subject to disciplinary action for failing to maintain their take home vehicles in proper working order or if there are signs of mechanical abuse or uncleanliness. All vehicles maintenance shall occur on duty. No compensation will be made for any maintenance performed off duty.
  - (11) Take home vehicles should be fueled at the Administration Office fueling station, whenever practical. Reimbursement for any other fuel may be denied.
  - (12) Any employee assigned a take home vehicle is required to commute in the vehicle for valid business reasons.

- (13) Occasions that may prompt the Executive Director or Designee to authorize additional employees to take home department vehicles include but are not limited to: preparations made in advance of a severe storm, such as a hurricane, to secure vehicles or to position vehicles to facilitate effective post-storm service restoration/clean-up activities. Such authorizations may be temporary in nature and may require alternative work assignments. Pre-approval from the Executive Director or Designee to take home an EEIDD vehicle for storm related purposes may be requested in writing through Department Heads in accordance with Department/Division Disaster Plans.
- (14) The assignment of an EEIDD take-home vehicle may result in taxable income to the employee pursuant to IRS rules. Typically, qualified non-personal use vehicles (such as an ambulance, bus or other vehicle whose design would make the vehicle unlikely to be able to be used personally) are exempt from taxation, while use of other vehicles may result in the attribution of taxable income. In circumstances where the employee with a take-home vehicle is not restricted to personal use (i.e. Executive Director) he/she will be required to keep a log of all personal usage – to be turned in monthly. At the end of the year, the personal use miles will be divided by the total miles driven in that vehicle to determine the “personal use percentage” of that vehicle. The personal use percentage will be multiplied by the Annual Lease Value (as determined in IRS Pub. 15-B) to determine the amount that must be added to that employee's taxable income.
- (15) Violations of this policy and procedures may result in disciplinary action and could result in the revocation of take home vehicle privileges.
-

**ADMIN/LEGAL COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
**DECEMBER 13, 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, DECEMBER 13, 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. Gaines lead the Pledge of Allegiance.

Commissioner Beck called for a roll call in the absence of Chairman Weems for the Admin/Legal Committee. The following were present: Mr. Barron, Mr. Beck, Mr. Bushnell, Ms. Cooper, Mr. Frazier, Mr. Gaines and Mr. McPherson.

**Absent:** Mr. Weems, Mr. Johnson

Note: Mr. Weems arrived immediately after roll call.

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

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

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

**MOTION TO AMEND SECTION 8, PERSONNEL POLICIES AND PROCEDURES, OF THE EEIDD CODE OF ORDINANCES.**

Motion by **Mr. Frazier**, second by **Mr. Bushnell**, to amend Section 8, Personnel Policies and Procedures, of the EEIDD Code of Ordinances.

Discussion ensued regarding deletions and additions to Section 8, Personnel Policies and Procedures of the EEIDD Code of Ordinances.

Chairman Weems recognized the following substitute motion:

*Motion to approve the item in Section 8-20 (f) for regard to Take Home Vehicle Policy and to table the remaining motion until January meetings.*

Motion by **Mr. McPherson**, second by **Mr. Bushnell**, to approve the item in Section 8-20 (f) for regard to Take Home Vehicle Policy and to table the remaining motion until January meetings.

Chairman Weems then called for a vote on the substitute motion.



By unanimous consent, motion carried.

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

---

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

**FINANCE COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
**DECEMBER 13, 2018**

The regular meeting of the Finance Committee of the England Economic and Industrial Development District was held on **Thursday, DECEMBER 13, 2018**, in the England Authority Board Room. Commissioner Frazier, Chairman, requested a roll call. The following were present: Mr. Barron, Mr. Beck, Mr. Bushnell, Ms. Cooper, Mr. Frazier, Mr. Gaines, Mr. McPherson and Mr. Weems.

**Absent:** Mr. Johnson

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

Motion by **Mr. Gaines**, second by **Mr. Weems**, to adopt resolution authorizing the Executive Director to execute supplemental amendment to Sponsor/State Agreement No. H.013666 between the Louisiana Department of Transportation and Development and the EEIDD for Noise Mitigation in the amount of \$1,033,108.00. On vote, motion carried.

Motion by **Mr. Bushnell**, second by **Mr. Beck**, to authorize Executive Director to obtain Workman's Compensation and Employer's Liability coverage from Louisiana Worker's Compensation Corporation (LWCC) for the year 2019. On vote, motion carried.

Motion by **Mr. Beck**, second by **Mr. McPherson**, to adopt resolution authorizing the Executive Director to execute supplemental amendment to Sponsor/State Agreement No. H. 013827 between the Louisiana Department of Transportation and Development and the EEIDD for the Airfield Electrical Rehabilitation Project in the amount of \$1,397,500.00. On vote, motion carried.

Motion by **Mr. Barron**, second by **Mr. Weems**, to adopt Budget Amendment #3 to the 2018/2019 Fiscal year Budget.

Discussion ensued regarding Scott Gammel being named Deputy Director and whether or not there will be a position as Airport Manager.

On vote, motion carried.

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

---

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

**AUDIT COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
**DECEMBER 13, 2018**

The regular meeting of the Audit Committee of the England Economic and Industrial Development District was held on **Thursday, DECEMBER 13, 2018** in the England Authority Board Room. Vice-Chairman Gaines requested a roll call in the absence of Chairman Johnson. The following were present: Mr. Barron, Mr. Beck, Mr. Bushnell, Ms. Cooper, Mr. Frazier, Mr. Gaines, Mr. McPherson and Mr. Weems.

**Absent:** Mr. Johnson

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

Mr. Brian Joubert with Kolder, Champagne, Slaven & Company, presented the annual independent Audit Report on Fiscal Year 2017/2018.

Mr. Joubert stated that there was an internal weakness referenced in 2018-001 of the fixed assets of which was a repeat finding from the previous year. Mr. Gammel stated that the District's Internal Control of the fixed assets began May 2, 2018 and is approximately 50% to 60% complete.

Executive Director Sandra McQuain stated that staff will be meeting late April or early May, 2019 to set up the process of physical inventory.

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

---

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

**ECONOMIC DEVELOPMENT COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
**DECEMBER 13, 2018**

The regular meeting of the Economic Development Committee of the England Economic and Industrial Development District was held on **Thursday, DECEMBER 13, 2018**, in the England Authority Board Room.

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

**Absent:** Mr. Johnson

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

Motion by **Mr. Weems**, second by **Mr. Bushnell**, to authorize Executive Director to execute lease agreement between EEIDD and McFarland Cascade Holdings, Inc. for 2,112 square feet of space in building #1708 located at 1613 J B Hunt Drive. On vote, motion carried.

Motion by **Mr. Barron**, second by **Mr. Beck**, to authorize Executive Director to execute Supplemental Agreement #12 between EEIDD and the United States of America for the U.S. Army Joint Readiness Training Center Intermediate Staging Base (ISB). On vote, motion carried.

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

---

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

**OPERATIONS COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
**DECEMBER 13, 2018**

The regular meeting of the Operations Committee of the England Economic and Industrial Development District was held on **Thursday, DECEMBER 13, 2018**, in the England Authority Board Room. Chairman Barron, requested a roll call. The following were present: Mr. Barron, Mr. Beck, Mr. Bushnell, Ms. Cooper, Mr. Frazier, Mr. Gaines, Mr. McPherson and Mr. Weems.

**Absent:** Mr. Johnson

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.*

Sandra McQuain, Executive Director, had previously met with Mr. Chris Soprano, perspective buyer of the lease, attorney John Ryland as well as staff. Mrs. McQuain stated that she and staff are working on the best use, best priority for the property and to create the best value long term regarding the Parc England/Bistro lease.

Mr. Ryland, at Ms. McQuain's request, asked Bank of Montgomery to give England Authority until February to respond on the assignment. The Bank of Montgomery was in agreement. Staff will bring a formal recommendation to Board at January meeting. Discussion ensued.

Commissioner Weems recognized Mr. Chris Soprano and thanked him for attending meeting.

Motion by **Mr. Gaines**, second by **Mr. Frazier**, to authorize Executive Director to execute contract with Gregory Robinson in the amount of \$8.00 per acre for the harvest and purchase of hay. On vote, motion carried.

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

---

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

**HUMAN RESOURCES COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT

The regular meeting of the Human Resources Committee of the England Economic and Industrial Development District was held on December 13, 2018, in the England Authority Board Room.

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

Absent: Mr. Johnson

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

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

---

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

**CAPITAL PROJECTS COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
**DECEMBER 13, 2018**

The regular meeting of the Capital Projects Committee of the England Economic and Industrial Development District was held on **Thursday, DECEMBER 13, 2018** in the England Authority Board Room. Mr. Bushnell, Chairman, called for a roll call. The following were present: Mr. Barron, Mr. Beck, Mr. Bushnell, Ms. Cooper, Mr. Frazier, Mr. Gaines, Mr. McPherson and Mr. Weems.

**Absent:** Mr. Johnson

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

Motion by **Ms. Cooper**, second by **Mr. Beck**, to authorize Executive Director to execute contract with Michael Baker International, Inc. in the amount of \$675,097 to provide professional engineering and technical services to prepare an Airport Master Plan Update for the Alexandria International Airport in accordance with the requirements of the Federal Aviation Administration, Louisiana Department of Transportation & Development and the needs of the England Authority.

Mr. Gammel introduced Mr. Ralph Hennessy, representative for Michael Baker International, Inc., who stated that his company will begin after the first of the year.

On vote, motion carried.

Motion by **Ms. Cooper**, second by **Mr. McPherson**, to authorize Executive Director to execute partial contract acceptance with Ernest P. Breaux Electrical, LLC for the Airfield Electrical Vault, Airfield Lighting, Navigational Aids Replacement & Associated Improvements. On vote, motion carried.

Motion by **Mr. Frazier**, second by **Mr. Weems**, to approve Change Order #5 to the Ernest P. Breaux Electrical, LLC contract in the amount of \$1,397,500.00 for the Airfield Electrical Vault, Airfield Lighting, NAVAIDS & Associated Improvements. On vote, motion carried.

**Status Report:**

- a. Part 150 Noise Program – Final mobile home park and oxidation pond have been completed.
- b. Runway 18/36 Extension – Moving forward. Supplemental funding app of \$17 million had been submitted to FAA.  
Funding will be coming in two parts.
- c. Community Center Replacement Project –Moving forward. Footings are being poured.
- d. Airfield Electrical Rehab – Completed.
- e. Emergency Access Road – 90% completion.
- f. North Emergency Access Road – Coming along well. Have poured a significant amount of concrete.
- g. Roundabout Sculpture Project – Nothing to report.

Committee meetings ended at 5:46 p.m.

---

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