

**THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
BOARD OF COMMISSIONERS                      REGULAR SESSION MARCH 28, 2019**

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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, March 28, 2019 at 5:06 p.m.**

Chairman Barron requested a roll call.

**There were present:** William Barron, 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:** Robert Beck

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

Chairman Barron called for a motion to approve consent calendar for items #1 through item #5.

Motion by **Mr. Gaines**, second by **Mr. Frazier**, to approve consent calendar for items #1 through item #5. 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 FEBRUARY 28, 2019 REGULAR BOARD MEETING AND COMMITTEE MEETINGS.**

Motion by **Mr. Gaines**, second by **Mr. Frazier**, to approve minutes of February 28, 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. **018-2019**

**MOTION TO APPROVE PAYMENT OF ATTORNEY'S BILL TO PROVOSTY, SADLER, DELAUNAY, APC FOR THE MONTH OF FEBRUARY 2019.**

Motion by **Mr. Gaines**, second by **Mr. Frazier**, to approve payment of attorney's bill to Provosty, Sadler, deLaunay, APC for the month of February 2018. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **019-2019**

**MOTION TO AMEND SECTION 6, FINANCE, OF THE EEIDD CODE OF FINANCES.**

Motion by **Mr. Gaines**, second by **Mr. Frazier**, to amend Section 6, Finance, of the EEIDD Code of Finances. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **020-2019**

**MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE NEW LEASE AGREEMENT WITH INTEGRATED PACKAGING CORPORATION FOR BUILDING #1316.**

Motion by **Mr. Gaines**, second by **Mr. Frazier**, to authorize Executive Director to execute new lease agreement with Integrated Packaging Corporation for Building #1316. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **021-2019**

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**MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE ADVERTISING SALES AGREEMENT BETWEEN EEIDD AND CENLA BROADCASTING COMPANY, INC.**

Motion by **Mr. Gaines**, second by **Mr. Frazier**, to authorize Executive Director to execute Advertising Sales Agreement between EEIDD and Cenla Broadcasting Company, Inc. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **022-2019**

**ADDITIONS TO AGENDA**

(None)

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

**G. Comments or Questions by Commissioners –** Chairman Barron requested Deputy Director, Scott Gammel, to brief board regarding AEX Terminal incident on March 26, 2019 regarding a brief case left outside of the terminal and then moved to inside of terminal.

**H. Staff Report:**

- Financial Report** – 2/3 through Fiscal Year; under 64% on revenue collected; 60% on expenditures.
- **Comparative Air Traffic Report** – commercial enplanement up 3%. Air Operations were up; fuel sales down 35%. Mr. Gammel stated there was a big rotation that used Delta Charters and that there were 3,000 enplanements for military.
- **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 **5:14 p.m.**



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**William Barron, Chairman**  
*England Economic and Industrial Development District  
Board of Commissioners*



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**Richard Bushnell, Secretary/Treasurer**  
*England Economic and Industrial Development District  
Board of Commissioners*

**ADMIN/LEGAL COMMITTEE**  
**THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT**  
**MARCH 28, 2019**

The regular meeting of the Admin/Legal Committee of the England Economic and Industrial Development District was held at **4:32 P.M. on Thursday, MARCH 28, 2019** in the England Authority Board Room.

Chairman Barron called the committee meetings to order.

Chairman Barron next requested Commissioner Bushnell give the invocation. Mary Kee, Executive Administrative Assistant, led the Pledge of Allegiance.

Chairman Barron stated that there were no items to discuss in the Audit, Operations or Human Resources Committee. Mr. Barron next requested if there were any additions to those committees. There being none, Mr. Barron requested Commissioner Weems to call the Admin/Legal Committee to order.

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

**Absent:** Mr. Beck

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

Motion by **Mr. Frazier**, second by **Mr. Gaines**, to approve payment of attorney's bill to Provosty, Sadler and deLaunay, APC for the month of February 2019. On vote, motion carried.

Motion by **Mr. McPherson**, second by **Mr. Bushnell**, to amend Section 6, Finance Section 6-294 – Credit and Purchase Card Policies and Section 6-295 – Gas and Diesel Fuel Management Policies, of the EEIDD Code of Finances.

Executive Director Sandra McQuain stated that most of the audit had been completed. Fire Department had a few outstanding items, such as furniture, to finish up. Inventory was taken on buildings that are occupied and currently working on unoccupied buildings. Ms. McQuain also spoke with accountant Brian Joubert with Kolder, Slaven & Company, LLC who will work on the inventory audit as part of the audit process which will take place in last three weeks of the fiscal year.

On vote, motion carried.

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  
**MARCH 28, 2019**

The regular meeting of the Finance Committee of the England Economic and Industrial Development District was held on **Thursday, MARCH 28, 2019**, in the England Authority Board Room. Commissioner Frazier, Chairman, requested a roll call. The following were present: Mr. Frazier, Mr. Bushnell, Ms. Cooper, Mr. Gaines, Mr. Johnson, Mr. Linzay, Mr. McPherson and Mr. Weems.

**Absent:** Mr. Beck

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 February 2019.

Commissioner McPherson led discussion regarding process for getting solicitations for materials.

Deputy Director Scott Gammel stated that anything over \$30,000.00 required three quotes.

Commissioner McPherson stated that because of past history with lawsuits, he highly recommended using precaution when bidding jobs.

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**  
**MARCH 28, 2019**

The regular meeting of the Audit Committee of the England Economic and Industrial Development District was held on **Thursday, MARCH 28, 2019** in the England Authority Board Room.

Chairman Gaines stated that there were no items to be brought before the board. Mr. Gaines then called for any additions to the committee.

Mr. Gaines called for any comments from the public. There being none, Mr. Gaines adjourned the Audit Committee.

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Mr. Curman Gaines, Committee Chairman  
AUDIT COMMITTEE  
England Economic and Industrial Development District

**ECONOMIC DEVELOPMENT COMMITTEE**  
**THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT**  
**MARCH 28, 2019**

The regular meeting of the Economic Development Committee of the England Economic and Industrial Development District was held on **Thursday, MARCH 28, 2019**, in the England Authority Board Room.

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

**Absent:** Mr. Beck

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

Motion by **Mr. Linzay**, second by **Mr. Frazier**, to authorize Executive Director to execute new lease agreement with Integrated Packaging Corporation for Building #1316.

Mrs. McQuain stated that England Authority would be issuing a new 90 day lease to Integrated Packaging Corporation beginning April 1, 2019 and ending June 30, 2019 with one renewal option. Discussion ensued. On vote, motion carried.

Motion by **Mr. Weems**, second by **Mr. Barron**, to authorize Executive Director to execute Advertising Sales Agreement between EEIDD and Cenla Broadcasting Company, Inc.

Mrs. McQuain stated that England Airport has advertising with Clear Channel and the lease will expire at end of month and would not be renewing their lease. Cenla Broadcasting offered to go into partnership with England Authority with commissions ranging from 10% - 40% of ads sold.

On vote, motion carried.

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**  
**MARCH 28, 2019**

The regular meeting of the Operations Committee of the England Economic and Industrial Development District was held on **Thursday, MARCH 28, 2019**, in the England Authority Board Room. Chairman Linzay, requested a roll call. The following were present: Mr. Linzay, Mr. Frazier, Mr. Bushnell, Ms. Cooper, Mr. Gaines, Mr. Johnson, Mr. McPherson and Mr. Weems.

**Absent:** Mr. Beck

Chairman Linzay stated that there were no items to be brought before the board. Mr. Linzay then called for any additions to the committee.

Mr. Linzay called for any comments from the public. There being none, Mr. Linzay adjourned the Operations Committee.

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Mr. Scott Linzay, Committee Chairman  
OPERATIONS COMMITTEE  
England Economic and Industrial Development District

**HUMAN RESOURCES COMMITTEE**  
**THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT**  
**FEBRUARY 28, 2019**

The regular meeting of the Human Resources Committee of the England Economic and Industrial Development District was held on **Thursday, FEBRUARY 28, 2019**, in the England Authority Board Room. Vice-Chairman Cooper requested a roll call in the absence of Chairman Beck. The following were present: Ms. Cooper, Mr. Bushnell, Mr. Frazier, Mr. Gaines, Mr. Johnson, Mr. Linzay, Mr. McPherson and Mr. Weems.

**Absent:** Mr. Beck

Vice-Chairman Cooper stated that there were no items to be brought before the board. Mrs. Cooper then called for any additions to the committee.

Mrs. Cooper called for any comments from the public. There being none, Mrs. Cooper adjourned the Human Resources Committee.

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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  
**MARCH 28, 2019**

The regular meeting of the Capital Projects Committee of the England Economic and Industrial Development District was held on **Thursday, MARCH 28, 2019** in the England Authority Board Room. Chairman Bushnell, called for a roll call. The following were present: Mr. Bushnell, Mr. Gaines, Ms. Cooper, Mr. Frazier, Mr. Johnson, Mr. Linzay, Mr. McPherson and Mr. Weems.

**Absent:** Mr. Beck

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

**Status Report:**

- a. Part 150 Noise Program – A detailed presentation will be presented to the board at the Planning Session in Natchitoches on April 5.
- b. Runway 18/36 Extension – Moving along well. Environmental is completed. Will be meeting with consulting engineers and discussing on how to move forward.
- c. Community Center Replacement Project – Steel is going up; Project is on budget and going well.
- d. Emergency Access Point Repair – Started three weeks ago, have completed 2 of the 5 access points. Should be completed in next 60 days by TL Construction.
- e. Runway 18/36 Mill & Overlay – Will take bids on April 11<sup>th</sup>.
- f. Airfield Electrical Rehab – Final phase should begin next week; installation of MALSR (Medium Intensity Approach Light System). Working closely with FAA on this project.
- g. Emergency Access Road – all asphalt is down. Able to extend fence another 1400 feet.
- h. North Emergency Access Road ( Harold Miles) – All concrete has been poured. Final touch up on shoulder work. Project should be completed in next two to three months.
- i. Roundabout Sculpture Project – Nothing to report.

There being no further items to discuss, Mr. Bushnell adjourned the Capital Projects Committee.

Committee meetings ended at 5:04 p.m.

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