

**THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
BOARD OF COMMISSIONERS**

REGULAR SESSION MAY 23, 2019

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, May 23, 2019 at 5:14 p.m.**

Chairman Barron requested a roll call.

There were present: William Barron, Dennis Frazier, Scott Linzay, Joe McPherson, Charlie Weems and Joe Williams.

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

Absent: Richard Bushnell, Robbyn Cooper, Curman Gaines

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 #8.

Motion by **Mr. Linzay**, second by **Mr. McPherson**, to approve consent calendar for items #1 through item #8. 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 APRIL 25, 2019 REGULAR BOARD MEETING AND COMMITTEE MEETINGS.

Motion by **Mr. Linzay**, second by **Mr. McPherson**, to approve minutes of April 25, 2019 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. **031-2019**

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

Motion by **Mr. Linzay**, second by **Mr. McPherson**, to approve payment of attorney's bill to Provosty, Sadler, deLaunay, APC for the month of April 2019. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **032-2019**

MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO RENEW CONTRACT WITH RAPIDES PARISH SHERIFF DEPARTMENT FOR SECURITY AT ENGLAND AIRPARK FROM JULY 1, 2019 TO JUNE 30, 2020.

Motion by **Mr. Linzay**, second by **Mr. McPherson**, to authorize Executive Director to renew contract with Rapides Parish Sheriff Department for security at England Airpark from July 1, 2019 to June 30, 2020. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **033-2019**

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MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO RENEW CONTRACT WITH RAPIDES PARISH SHERIFF DEPARTMENT FOR INMATE LABOR FOR GROUNDS MAINTENANCE AT ENGLAND AIRPARK FROM JULY 1, 2019 TO JUNE 30, 2020.

Motion by **Mr. Linzay**, second by **Mr. McPherson**, to authorize Executive Director to renew contract with Rapides Parish Sheriff Department for inmate labor for grounds maintenance at England Airpark from July 1, 2019 to June 30, 2020. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **034-2019**

MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE LEASE AGREEMENT BETWEEN EEIDD AND LOUISIANA CONTAINERS INC. OR BUILDING #1707.

Motion by **Mr. Linzay**, second by **Mr. McPherson**, to authorize Executive Director to execute lease agreement between EEIDD and Louisiana Containers Inc. or building #1707. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **035-2019**

MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE LEASE AGREEMENT BETWEEN EEIDD AND JM TEST SYSTEMS FOR SPACE IN BUILDING #2527.

Motion by **Mr. Linzay**, second by **Mr. McPherson**, to authorize Executive Director to execute lease agreement between EEIDD and JM Test Systems for space in building #2527. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **036-2019**

MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ADD TO THE EXISTING MASTER LEASE WITH WELLS FARGO EQUIPMENT FINANCE A NEW TOP DRESSER FOR OAKWING GOLF COURSE.

Motion by **Mr. Linzay**, second by **Mr. McPherson**, to authorize the Executive Director to add to the existing master lease with Wells Fargo Equipment Finance a new top dresser for OakWing Golf course. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **037-2019**

MOTION TO APPROVE CHANGE ORDER NO. 1 TO THE CONSTRUCTION CONTRACT BETWEEN THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT AND DIAMOND B CONSTRUCTION FOR THE MILL & OVERLAY THE SOUTH END OF RUNWAY 18-36 IN THE APPROXIMATE AMOUNT OF \$560,000.

Motion by **Mr. Linzay**, second by **Mr. McPherson**, to approve Change Order No. 1 to the construction contract between the England Economic and Industrial Development District and Diamond B Construction for the Mill & Overlay the South End of Runway 18-36 in the approximate amount of \$560,000. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **037-2019**

ADDITIONS TO AGENDA

(None)

F. Comments by Legal counsel – N/A

G. Comments or Questions by Commissioners – N/A

H. Staff Report:

-Financial Report – 83% through Fiscal Year; Received 82% of budgeted revenue; 77% expended.

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- **Comparative Air Traffic Report** – Commercial enplanement up 3% for April; 6% up for the year. Fuel sales are down – June and July sells should be good.
- **Economic Development** – David Broussard, Airpark Development Manager, stated that he and Mrs. McQuain met with Secretary Don Pierson while attending *Cenla Day at the Legislature* in Baton Rouge and discussed marketing projects for central Louisiana.

I. Public Comments or Questions – Senator Jay Luneau addressed the Board and stated Cenla Day at the Legislature, sponsored by the Central Louisiana Chamber of Commerce, was well represented by England Airpark. Senator Luneau also briefed the Board on the following: LA Ride Share bill; possible sell of the Central Hospital grounds; possibility to transfer control of the Louisiana Special Education Center from the Department of Education to the control of the Department of Health to ensure the facility remains in Alexandria.

J. Adjourn

There being no further business to come before the Board, meeting was adjourned at **5:19 p.m.**

William Barron, Chairman

*England Economic and Industrial Development District
Board of Commissioners*

Richard Bushnell, Secretary/Treasurer

*England Economic and Industrial Development District
Board of Commissioners*

ADMIN/LEGAL COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
MAY 23, 2019

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, MAY 23, 2019** in the England Authority Board Room.

Mrs. Sandra McQuain, Executive Director, presented England Airpark's *AEXceptional* certificate, as well as the official Dragon Boat race medal, to employees Rodney Toralba and Clint Johnson. Mr. Toralba and Mr. Johnson assisted England Authority with their participation in the Dragon Boat races at Lake Buelow by cooking and serving refreshments to fellow participants.

Chairman Barron called the committee meetings to order.

Chairman Barron next requested Mr. Scott Gammel, Airport Manager, give the invocation. Commissioner Weems led the Pledge of Allegiance.

Chairman Barron stated that there were no items to discuss in the *Audit, Operations* or *Human Resources* Committee's. 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.

Chairman Weems requested a roll call of the Admin/Legal Committee.

The following were present:

Mr. Weems, Mr. Williams, Mr. Frazier, Mr. Linzay and Mr. McPherson.

Absent: Mr. Bushnell, Ms. Cooper, Mr. Gaines

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. McPherson**, to approve payment of attorney's bill to Provosty, Sadler and deLaunay, APC for the month of April 2019. On vote, 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
MAY 23, 2019

The regular meeting of the Finance Committee of the England Economic and Industrial Development District was held on **Thursday, MAY 23, 2019**, in the England Authority Board Room. Commissioner Frazier, Chairman, requested a roll call. The following were present: Mr. Frazier, Mr. Williams, Mr. Linzay, Mr. McPherson and Mr. Weems.

Absent: Mr. Bushnell, Ms. Cooper, Mr. Gaines

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 April 2019.

Commissioner Barron asked Mr. Gammel if CLECO had meters at the terminal as well as England Airpark as a whole.

Mr. Gammel stated that there are multiple meters at the Airpark and that the terminal has its own meter.

On vote, motion carried.

Motion by **Mr. Weems**, second by **Mr. Linzay**, to authorize Executive Director to renew contract with Rapides Parish Sheriff Department for security at England Airpark from July 1, 2019 to June 30, 2020.

Mrs. McQuain, Executive Director, explained to commissioners that the contract is an annual contract with RPSO for security and that it had slightly increased by 1.7%.

Commissioner McPherson asked Mr. Gammel to explain details of the five full time deputies.

Mr. Gammel stated that the contract would give the Airpark one supervisor, Monday through Friday and two officers during the day from 6:00 a.m. – 6:00 p.m. There would also be one detail officer during the night shift rotation.

Mr. Weems requested that Mr. Kevin Brown, Finance Manager, present a detailed report every month stating each officer's hours and rates.

On vote, motion carried.

Motion by **Mr. Linzay**, second by **Mr. Weems**, to authorize Executive Director to renew contract with Rapides Parish Sheriff Department for inmate labor for grounds maintenance at England Airpark from July 1, 2019 to June 30, 2020. 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

ECONOMIC DEVELOPMENT COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
MAY 23, 2019

The regular meeting of the Economic Development Committee of the England Economic and Industrial Development District was held on **Thursday, MAY 23, 2019**, in the England Authority Board Room.

Chairman McPherson requested a roll call. The following were present: Mr. McPherson, Mr. Frazier, Mr. Linzay, Mr. Weems and Mr. Williams.

Absent: Ms. Cooper, Mr. Bushnell, Mr. Gaines

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. Linzay**, to authorize Executive Director to execute equipment lease agreement between EEIDD and Louisiana Containers Inc. for building #1707.

Mr. Broussard stated to board that Louisiana Containers is a local manufacturer that produces roll off containers and has been in operation since 1996. Louisiana containers has outgrown their current location and need a building to meet the demand of their customers and to grow their business. By January 2020, they hope to grow their present employees from 37 to 60. They are also planning to add some robotic welding equipment. Mr. Broussard introduced the owners of Louisiana Containers - Mr. Joe Paulk and his wife Nicki to the board.

On vote, motion carried.

Motion by **Mr. Weems**, second by **Mr. Linzay**, to authorize Executive Director to execute lease agreement between EEIDD and JM Test Systems for space in building #2527.

Mr. Broussard, Airpark Development Manager, stated that JM Test Systems is England Airpark's oldest business partner since 1993 and has grown from nine employees to twenty currently. JM Test Systems needed more space to support their sales and shipping.

On vote, motion carried.

Motion by **Mr. Linzay**, second by **Mr. Frazier**, to authorize the Executive Director to add to the existing master lease with Wells Fargo Equipment Finance a new top dresser for OakWing Golf course. 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

CAPITAL PROJECTS COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
MAY 23, 2019

The regular meeting of the Capital Projects Committee of the England Economic and Industrial Development District was held on **Thursday, MAY 23, 2019** in the England Authority Board Room. Commissioner Frazier called for a roll call in the absence of Chairman Bushnell and Vice Chairman Gaines. The following were present: Mr. Frazier, Mr. Linzay, Mr. McPherson, Mr. Weems and Mr. Williams.

Absent: Mr. Bushnell, Ms. Cooper and Mr. Gaines

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

Motion by **Mr. McPherson**, second by **Mr. Linzay**, to approve Change Order No. 1 to the construction contract between the England Economic and Industrial Development District and Diamond B Construction for the Mill & Overlay the South End of Runway18-36 in the approximate amount of \$560,000.

Brief discussion ensued between the board of commissioners, Executive staff and Mr. John Ryland, England Airpark attorney, regarding the scope of the Change order.

Commissioner Weems, on behalf of the Board, requested a written report from Attorney John Ryland.

On vote, motion carried.

Status Report:

a. Part 150 Noise Program – In the past 30 days, England Airpark has acquired 4 parcels and in various stages of preliminary paperwork on 13 more parcels for acquisition. There will be approximately 30 remaining if all participate in the program. To date, England Airpark has acquired 142 parcels.

NOTE: Commissioner McPherson left meeting in progress at approximately 5:00 p.m.

- b. Runway 18/36 Extension – Meeting is set with FAA in Ft. Worth, TX., on June 10th, to discuss final environmental report and how to proceed forward. The DOTD will also be in attendance in support of the project.
- c. Community Center Replacement Project – Everything is still on schedule, not taking into account the weather delays (no delays caused by contractor or engineers), and still within budget. A small change order had been submitted because of underground erosion affecting the ADA sidewalk ramp access. The net amount of the change order is \$6,576.00.

NOTE: Commissioner McPherson returned to meeting in progress at approximately 5:03 p.m.

- d. Emergency Access Point Repair – Progressing very quickly. There were five access points being rehabilitated; four of the five have been completed. Project should be completed within the next 30-60 days.
- e. Runway 18/36 Mill & Overlay – Completed preconstruction meeting. Contractor to begin work the week of June 3rd. DOTD Aviation approved change order to add Runway 32 overrun to the project.
- f. Airfield Electrical Rehab – Approach light installation has begun. The actual approach light equipment will be delivered on June 4th.
- g. Emergency Access Road – Final stage of completion; working on last section of the fence installation.
- h. North Emergency Access Road (Harold Miles) – Final stage of completion - final grade work, hydro seeding, clearing and installing of barrier arms to prevent public from accessing the Airport Emergency/Perimeter Road.

- i. Roundabout Sculpture Project – Meeting is being set for the week of June 10th with Rachael Dauzat, Director of the River Oaks Art Center, to discuss the progress.

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

Committee meetings ended at 5:13 p.m.

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