

ADMIN/LEGAL COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
JUNE 27, 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, JUNE 27, 2019** in the England Authority Board Room.

Chairman Barron called the committee meetings to order.

Chairman Barron next requested Mr. Richard Bushnell give the invocation. Commissioner Frazier led the Pledge of Allegiance.

Chairman Barron requested Commissioner Joe Williams, in the absence of Commissioner Weems, to call the Admin/Legal Committee to order.

Commissioner Williams requested a roll call of the Admin/Legal Committee.

The following were present: Mr. Bushnell, Ms. Cooper, Mr. Gaines, Mr. Frazier, Mr. Linzay, Mr. McPherson and Mr. Williams.

Absent: Mr. Weems

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

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

There being no further items to discuss, Mr. Williams adjourned the Admin/Legal Committee.

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

FINANCE COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
JUNE 27, 2019

The regular meeting of the Finance Committee of the England Economic and Industrial Development District was held on **Thursday, JUNE 27, 2019**, in the England Authority Board Room.

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

Absent: 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 May 2019.

Motion by **Mr. Gaines**, second by **Mr. Linzay**, to write off as uncollectible housing receivable that have been outstanding in excess of three years.

Mr. McPherson questioned the limitations and perimeters of tenants paying rent on time.

Mr. Brown stated that there is a process set up for when a tenant is late on their payment more than 60 days. A letter from England Authority counsel would be mailed to tenant, followed by a court date. All fees, including eviction and attorney fees, are paid by the tenant.

On vote, motion carried.

Motion by **Mr. Linzay**, second by **Ms. Cooper**, to adopt the Operating and Capital Budgets for the England Economic and Industrial Development District for Fiscal Year 2019/2020; appropriating funds for the Operating and Capital Budget for the Fiscal Year 2019/2020; carrying over Capital Funds from prior Fiscal Year 2018/2019 and other matters with respect thereto.

Executive Director Sandra McQuain briefed the board regarding six key operating designs:

1. Redesign organizational chart to increase productivity, streamline processes, enhance communication between front line employees and management and improve employee morale.
2. Outsource payroll to improve financial reporting and key processes.
3. Investing in Market Strategy for England Airpark and AEX. Approximately \$110,000 will be added to the budget.
4. Ft. Polk – build and strengthen relationship with command staff of Ft. Polk/JRTC and the US Army.
5. Complete Airport Master Plan.
6. Residential Housing Plan – to develop a comprehensive strategy for housing program. A \$10 increase for apartment rental and a \$25 increase in housing rental.

Ms. McQuain also stated that all employees, with exception of herself and Scott Gammel, would receive a 3% raise. Ms. McQuain is also working on a proposed operating strategy for the Community Center for Commissioners in August.

Chairman Frazier requested a roll call vote:
Mr. Frazier - Yes

Mr. Williams – Yes
Mr. Bushnell – Yes
Ms. Cooper – Yes
Mr. Gaines – Yes
Mr. Linzay – Yes
Mr. McPherson – Yes
Mr. Weems – Absent

Yes – 7
No – 0
Absent – 1

On vote, motion carried.

Motion by **Mr. Bushnell**, second by **Mr. Linzay**, to adopt Year End Budget Amendment # 5 for fiscal year 2018-2019.

Motion by **Mr. Linzay**, second by **Mr. Gaines**, to authorize Executive Director to execute health insurance policy with Blue Cross/Blue Shield for year 2019/2020 as recommended by staff. On vote, motion carried.

Motion by **Mr. Linzay**, second by **Mr. Bushnell**, to authorize Executive Director to renew general insurance program policies covering Property, Airport/General Liability, Business Auto, Physical Damage-Fire Trucks/Equipment, Public Employee Dishonesty/Crime, Public Officials Liability/Employment Practices Liability and Boiler and Machinery for the year 2019/2020. On vote, motion carried.

Motion by **Mr. Gaines**, second by **Mr. Linzay**, to authorize Executive Director to execute one-year agreement with Paychex for outsourcing of payroll. On vote, motion carried.

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

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

AUDIT COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
JUNE 27, 2019

The regular meeting of the Audit Committee of the England Economic and Industrial Development District was held on **Thursday, JUNE 27, 2019** in the England Authority Board Room.

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

Absent: Mr. Weems

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

Motion by **Mr. Linzay**, second by **Mr. Frazier**, adopt "Louisiana Compliance Questionnaire" as required prior to year-end independent audit. On vote, motion carried.

There being no further items to discuss, Mr. Gaines adjourned the Audit Committee.

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

ECONOMIC DEVELOPMENT COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
JUNE 27, 2019

The regular meeting of the Economic Development Committee of the England Economic and Industrial Development District was held on **Thursday, JUNE 27, 2019** in the England Authority Board Room.

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

Absent: Mr. Weems

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

Motion by **Mr. Frazier**, second by **Mr. Linzay**, to authorize Executive Director to execute lease agreement between EEIDD and the United States of America for Building #1707. On vote, motion carried.

Motion by **Mr. Bushnell**, second by **Mr. Frazier**, to approve use of Credit and Trade Reference Form as part of Commercial Lease application and consideration.

Ms. McQuain stated that there was a perspective tenant who actively filed for bankruptcy without disclosure and recommended that England Airpark, as part of the vetting process, go through a more formal credit and trade reference check.

On vote, motion carried.

There being no further items to discuss, Mr. McPherson adjourned the Economic Development Committee.

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

OPERATIONS COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
June 27, 2019

The regular meeting of the Operations Committee of the England Economic and Industrial Development District was held on **Thursday, June 27, 2019** in the England Authority Board Room.

Mr. William Barron, Chairman of the England Authority Board, stated that there were no items to discuss in the Operations Committee and next called for any additions. There being none, Chairman Barron proceeded to the Human Resource Committee.

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

HUMAN RESOURCE COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
June 27, 2019

The regular meeting of the Human Resource Committee of the England Economic and Industrial Development District was held on **Thursday, June 27, 2019** in the England Authority Board Room.

Mr. William Barron, Chairman of the England Authority Board, stated that there were no items to discuss in the Human Resource Committee and next called for any additions. There being none, Chairman Barron proceeded to the Capital Projects Committee.

Mr. Joe Williams, Committee Chairman
HUMAN RESORCE COMMITTEE
England Economic and Industrial Development District

CAPITAL PROJECTS COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
JUNE 27, 2019

The regular meeting of the Capital Projects Committee of the England Economic and Industrial Development District was held on **Thursday, JUNE 27, 2019** in the England Authority Board Room.

Commissioner Bushnell called for a roll call. The following were present: Mr. Bushnell, Ms. Cooper, Mr. Frazier, Mr. Gaines, Mr. Linzay, Mr. McPherson and Mr. Williams.

Absent: Mr. Weems

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

Motion by **Mr. Gaines**, second by **Mr. Linzay**, to approve Amendment No. 1 to Pan American's Engineering Service Agreement for the design of the Mill and Overlay South End of Runway 18/36. On vote, motion carried.

Status Report:

- a. Part 150 Noise Program – England Authority staff will closely monitor possible dumping site on procured property. Signs will be placed in various locations to help prevent illegal dumping.
- b. Runway 18/36 Extension – Sandra McQuain, Executive Director; Scott Gammel, Deputy Director; Rodney Toralba, Airfield Maintenance Tech met with FAA at the Ft. Worth District office July 10, 2019. The main purpose was to discuss the environmental aspect of the project. The meeting went very well and appeared that a categorical exclusion would be given to the project. Also during the conversations, a possible funding path was discussed and because of that discussion, England Airpark will be expediting to 100% design.
- c. Community Center Replacement Project – Progressing; no issues.
- d. Emergency Access Point Repair – 85% complete; no issues.
- e. Runway 18/36 Mill & Overlay – Began laying asphalt today Runway 32 overrun. Within the next couple of days the contractor will move to Runway 18/36.
- f. Airfield Electrical Rehab – EP Breaux installing the approach lights. Working out a few issues with the FAA. Project is moving forward.
- g. Emergency Access Road – 99% complete; will remove from Capital Project list.
- h. North Emergency Access Road (Harold Miles) – 90% complete; contractor installing access control gates and continuing tree removal off the north end .
- i. Roundabout Sculpture Project – No change this month.

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

Committee meetings ended at 5:12 p.m.

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