

**THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
BOARD OF COMMISSIONERS                      REGULAR SESSION AUGUST 22, 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, August 22, 2019 at 5:10 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 Joe Williams.

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

**Absent:** Charlie Weems

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 item #1 through item #3 and item #5 through Item #9.

Motion by **Mr. Frazier**, second by **Mr. Gaines**, to approve consent calendar for item #1 through item #3 and item #5 through item #9. 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 JULY 25, 2019 REGULAR BOARD MEETING AND COMMITTEE MEETINGS.**

Motion by **Mr. Frazier**, second by **Mr. Gaines**, to approve minutes of July 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. **060-2019**

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

Motion by **Mr. Frazier**, second by **Mr. Gaines**, to approve payment of attorney's bill to Provosty, Sadler, deLaunay, APC for the month of July 2019. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **061-2019**

**MOTION AUTHORIZING THE ACQUISITION OF TWO PARCELS OF LAND CONTAINING APPROXIMATELY 43.75 ACRES OWNED BY FRANC SLOAN FOR \$108,000; AUTHORIZING THE EXECUTIVE DIRECTOR AND COUNSEL TO CREATE, PERFECT AND SIGN SUCH DOCUMENTS AS ARE NECESSARY TO CLOSE SAID SALE TO THE EEIDD.**

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Motion by **Mr. Frazier**, second by **Mr. Gaines**, authorizing the acquisition of two parcels of land containing approximately 43.75 acres owned by Franc Sloan for \$108,000; authorizing the Executive Director and counsel to create, perfect and sign such documents as are necessary to close said sale to the EEIDD. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **062-2019**

**MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE LEASE AGREEMENT BETWEEN EEIDD AND CJT BAYOU CUISINE FOR BUILDING #832 LOCATED AT 1717 KEGLEMAN BLVD.**

Motion by **Mr. Frazier**, second by **Mr. Gaines**, to authorize Executive Director to execute Lease Agreement between EEIDD and CJT Bayou Cuisine for building #832 located at 1717 Kegleman Blvd. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **064-2019**

**MOTION TO AMEND SECTION 8-5 (12), PERSONNEL POLICIES AND PROCEDURES, EQUAL EMPLOYMENT OPPORTUNITY OF THE EEIDD CODE OF ORDINANCE.**

Motion by **Mr. Frazier**, second by **Mr. Gaines**, to amend Section 8-5 (12), Personnel Policies and Procedures, Equal Employment Opportunity of the EEIDD Code of Ordinance. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **065-2019**

**MOTION TO AMEND SECTION 8-5 (A) 1, PERSONNEL POLICIES AND PROCEDURES, EQUAL EMPLOYMENT OPPORTUNITY OF THE EEIDD CODE OF ORDINANCE.**

Motion by **Mr. Frazier**, second by **Mr. Gaines**, to amend Section 8-5 (a) 1, Personnel Policies and Procedures, Equal Employment Opportunity of the EEIDD Code of Ordinance. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **066-2019**

**MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO APPROVE UP TO \$3,000 IN TUITION REIMBURSEMENT EXPENSES FOR KASEY CARTER FOR APPROVED COLLEGE COURSES COMPLETED PRIOR TO JUNE 30, 2020.**

Motion by **Mr. Frazier**, second by **Mr. Gaines**, to authorize Executive Director to approve up to \$3,000 in tuition reimbursement expenses for Kasey Carter for approved college courses completed prior 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. **067-2019**

**MOTION TO APPROVE CHANGE ORDER #7 TO THE ERNEST P. BREAUX ELECTRICAL, LLC CONTRACT IN THE AMOUNT OF \$5,597.13 FOR THE AIRFIELD ELECTRICAL VAULT, AIRFIELD LIGHTING, NAVAIDS & ASSOCIATED IMPROVEMENTS.**

Motion by **Mr. Frazier**, second by **Mr. Gaines**, to approve Change Order # 7 to the Ernest P. Breaux Electrical, LLC contract in the amount of \$5,597.13 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. **068-2019**

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

**G. Comments or Questions by Commissioners – N/A**

**H. Staff Report:**

- **Financial Report** – Mrs. McQuain stated that everything is moving along just fine.

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- **Comparative Air Traffic Report** – Commercial enplanement up 3% for the year; fuel sales were down due to the absence of JRTC rotation. Next JRTC rotation that will be utilizing the ISB will be in January.
- **Economic Development** – David Broussard, Deputy Director of Airpark, stated that in the last few weeks a couple of groups came out to the Airpark to discuss Federal Opportunity Zones. KPMG brought their site selector group. Butler Snow, an International Law Firm, brought their site selector group, Vision First, to tour the Airpark and discuss Federal Opportunity Zones.

Mrs. McQuain briefed board regarding P3 (Public Private Partnerships). P3 Education Committee approved bringing an education summit to Alexandria. The summit will be a regional event offered for the other State airports. A date had not been determined at this time.

Mr. Gammel, Deputy Director of Airfield & Capital Projects, briefed board regarding an incident at AEX. A Cessna Citation Jet made an emergency landing at AEX. No one was injured. The pilot was a little shook up, but only needed medical attention for possible smoke inhalation. No other passengers were on the plane.

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

**ADDITIONS TO AGENDA**

**J. Adjourn**

There being no further business to come before the Board, meeting adjourned at **6:17 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  
**AUGUST 22, 2019**

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

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. Bushnell**, to approve payment of attorney's bill to Provosty, Sadler and deLaunay, APC for the month of July 2019.

Discussion ensued, led by Mr. McPherson, regarding money being spent on Bank of Montgomery.

Attorney Ryland stated that he had reached out to BOM offering to sit down and negotiate with England Authority. England Authority is still proceeding with litigation and waiting for positive response. Mr. Ryland also stated that all Public Record Requests had been satisfied.

On vote, motion carried.

Motion by **Mr. Frazier**, second by **Mr. Linzay**, authorizing the acquisition of two parcels of land containing approximately 43.75 acres owned by Franc Sloan for \$108,000; authorizing the Executive Director and counsel to create, perfect and sign such documents as are necessary to close said sale to the EEIDD.

Mr. David Broussard, Deputy Director of England Airpark and Mr. Scott Gammel, Deputy Director of Airfield/Capital Projects, briefed board regarding the acquisition of two parcels of land from Franc Sloan.

On vote, motion carried.

Mr. Williams stated that there were no other items to discuss and adjourned the Admin/Legal Committee.

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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  
**AUGUST 22, 2019**

The regular meeting of the Finance Committee of the England Economic and Industrial Development District was held on **Thursday, AUGUST 22, 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 July 2019.

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

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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  
**AUGUST 22, 2019**

The regular meeting of the Audit Committee of the England Economic and Industrial Development District was held on **Thursday, AUGUST 22, 2019** in the England Authority Board Room.

Chairman Barron stated that there were no items to discuss in the Audit Committee and moved to the next committee, Economic Development 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  
**AUGUST 22, 2019**

The regular meeting of the Economic Development Committee of the England Economic and Industrial Development District was held on **Thursday, AUGUST 22, 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.

Commissioner McPherson stated that he would like to discuss Item #2 first in lieu of Item #1.

Commissioner McPherson then recognized Proctor and Gamble for their "50 year" anniversary and awarded them with a proclamation signed by Executive Director Sandra McQuain and Chairman William Barron.

Motion by **Mr. Frazier**, second by **Mr. Linzay**, to authorize Executive Director to execute lease agreement between EEIDD and CJT Bayou Cuisine for Building #832 located at 1717 Kegleman Blvd.

Mr. Broussard, Deputy Director, introduced Ms. Jannifer Thompson with CJT Bayou Cuisine and staff to the Board. On vote, motion carried.

Motion by **Mr. Frazier**, second by **Mr. Bushnell**, to discuss and adopt rental rates and operating provisions for the EEIDD Community Center.

Lengthy discussion between staff, board and attorney regarding provisions of the Community Center such as Insurance requirements, amount of rental fee, number of rentals a month and Security.

Heard from Chelsea Sharplin with the Holiday Inn Downtown.

Motion by **Mr. Linzay**, second by **Mr. Gaines** to increase the rental fee from \$1,000 to \$1,200 a month.

Discussion ensued regarding the fee increase. After short discussion, Mr. Linzay and Mr. Gaines withdrew their motion.

Motion by **Mr. Barron**, second by **Mr. Bushnell**, to table the motion until September's meeting. On vote, motion carried.

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

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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  
**AUGUST 22, 2019**

The regular meeting of the Operations Committee of the England Economic and Industrial Development District was held on **Thursday, AUGUST 22, 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 Capital Projects 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

The regular committee meetings of the England Economic and Industrial Development District were held at **4:30 P.M. on Thursday, AUGUST 22, 2019** in the England Authority Board Room.

Chairman Barron called the committee meetings to order.

Chairman Barron next requested Commissioner Bushnell give the invocation. Commissioner Robbyn Cooper led the Pledge of Allegiance.

Chairman Barron stated that the committee meetings would begin with Human Resources Committee followed by the regular committee meetings beginning with Admin/Legal Committee. Chairman Barron next requested Commissioner Joe Williams to call the Human Resources Committee to order.

Commissioner Williams requested a roll call of the Human Resources 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 Human Resources Committee meeting.

NOTE: Mr. Gaines arrived to meeting in progress at approximately 4:32 p.m.

Motion by **Mr. Linzay**, second by **Mr. Bushnell**, to amend Section 8-5 (12), Personnel Policies and Procedures, Equal Employment Opportunity of the EEIDD Code of Ordinance. Executive Director, Sandra McQuain, introduced Ms. Dana Perry as the England Authority Human Resources Manager. On vote, motion carried.

Motion by **Mr. Linzay**, second by **Mr. Frazier**, to amend Section 8-5 (a) 1, Personnel Policies and Procedures, Equal Employment Opportunity of the EEIDD Code of Ordinance. On vote, motion carried.

Motion by **Mr. Bushnell**, second by **Mr. Linzay**, to authorize Executive Director to approve up to \$3,000 in tuition reimbursement expenses for Kasey Carter for approved college courses completed prior to June 30, 2020.

Heard from employee Kasey Carter. Light discussion ensued regarding the obligations to the England Authority after Mr. Carter completes his college courses.

On vote, motion carried.

Mr. Williams stated that there were no other items to discuss and adjourned the Human Resource Committee.

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Mr. Joe Williams, Committee Chairman  
HUMAN RESOURCES COMMITTEE  
England Economic & Industrial Development District

**CAPITAL PROJECTS COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
**AUGUST 22, 2019**

The regular meeting of the Capital Projects Committee of the England Economic and Industrial Development District was held on **Thursday, AUGUST 22, 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. Frazier**, second by **Mr. Linzay**, to approve Change Order # 7 to the Ernest P. Breaux Electrical, LLC contract, in the amount of \$5,597.13 for the Airfield Electrical Vault, Airfield Lighting, NAVAIDS & Associated Improvements. On vote, motion carried.

**Status Report:**

- a. Part 150 Noise Program – One parcel had been acquired in last 30 days and four previously acquired parcels with the tenants in the process of relocating.
- b. Runway 18/36 Extension – Engineers still working 100% design. Mr. Gammel will have a meeting with FAA and DOTD Aviation Division in Ft. Worth, on September 23, to discuss possible funding.
- c. Community Center Replacement Project – Progressing well.
- d. Emergency Access Point Repair – Project completed.
- e. Runway 18/36 Mill & Overlay – Asphalt is complete on Runway 32 overrun.
- f. Airfield Electrical Rehab – EP Breaux continuing with installation of the approach lights. Project is moving forward.
- g. North Emergency Access Road (Harold Miles) – 95% complete; Contractor completing the installation access control gates. Tree removal completed with the contractor continuing and farming off the north end of runway 36.
- h. 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 6:05 p.m.

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