

**THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
BOARD OF COMMISSIONERS REGULAR SESSION SEPTEMBER 26, 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, September 26, 2019, at 6:06 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, Charlie Weems and Joe Williams.

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

Absent:

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, #2, #4, #5, #7 and through item #11.

Motion by **Mr. Bushnell**, second by **Mr. Gaines**, to approve consent calendar for item #1, #2, #4, #5, #7 and through item #11. 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 AUGUST 22, 2019 REGULAR BOARD MEETING AND COMMITTEE MEETINGS.

Motion by **Mr. Frazier**, second by **Mr. Linzay**, to approve minutes of August 22, 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. **069-2019**

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

Motion by **Mr. Frazier**, second by **Mr. Linzay**, to approve payment of attorney's bill to Provosty, Sadler, deLaunay, APC, for the month of August 2019. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **070-2019**

MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE NEW LEASE AGREEMENT WITH AT&T FOR SPACE IN BUILDING #1910 LOCATED AT 1616 ARNOLD DRIVE.

Motion by **Mr. Frazier**, second by **Mr. Linzay**, to authorize Executive Director to execute new lease agreement with AT&T for space in building #1910 located at 1616 Arnold Drive. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **071-2019**

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MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE AMENDMENT #1 TO THE LEASE AGREEMENT WITH INTEGRATED PACKAGING CORPORATION FOR BUILDING #1316.

Motion by **Mr. Frazier**, second by **Mr. Linzay**, to authorize Executive Director to execute Amendment #1 to the 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. **072-2019**

MOTION TO APPROVE DEDUCTIVE CHANGE ORDER NO. 3 TO THE T. L. CONSTRUCTION, LLC CONTRACT IN THE AMOUNT OF (-\$30,075.40) FOR THE EMERGENCY ACCESS ROAD EXTENSION AND PHASE I PERIMETER ROAD FENCING PROJECT.

Motion by **Mr. Frazier**, second by **Mr. Linzay**, to approve deductive Change Order No. 3 to the T. L. Construction, LLC contract in the amount of (-\$30,075.40) for the Emergency Access Road Extension and Phase I Perimeter Road Fencing Project. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **073-2019**

MOTION TO APPROVE CHANGE ORDER NO. 3 TO THE MEYER, MEYER, LACROIX AND HIXSON ENGINEERING SERVICE AGREEMENT IN THE AMOUNT OF \$69,537 FOR THE EMERGENCY ACCESS ROAD EXTENSION & PERIMETER ROAD FENCING PROJECT.

Motion by **Mr. Frazier**, second by **Mr. Linzay**, to approve Change Order No. 3 to the Meyer, Meyer, LaCroix and Hixson Engineering Service Agreement in the amount of \$69,537 for the Emergency Access Road Extension & Perimeter Road Fencing Project. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **074-2019**

MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE SUBSTANTIAL COMPLETION FOR THE EMERGENCY ACCESS ROAD EXTENSION AND PHASE 1 PERIMETER ROAD FENCING PROJECT.

Motion by **Mr. Frazier**, second by **Mr. Linzay**, to authorize Executive Director to execute substantial completion for the Emergency Access Road Extension and Phase 1 Perimeter Road Fencing Project. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **075-2019**

MOTION TO APPROVE CHANGE ORDER NO. 1 TO THE WESTSIDE INDUSTRIAL ALLIANCE, LLC ENGINEERING SERVICE AGREEMENT IN THE AMOUNT OF \$84,500 FOR THE NORTH AIRPORT EMERGENCY ACCESS PROJECT.

Motion by **Mr. Frazier**, second by **Mr. Linzay**, to approve Change Order No. 1 to the Westside Industrial Alliance, LLC Engineering Service Agreement in the amount of \$84,500 for the North Airport Emergency Access Project. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **076-2019**

MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE ENGINEERING SERVICE AGREEMENT FOR WORK ORDER NUMBER 6 FOR THE EXTENSION OF RUNWAY 18-36 FINAL DESIGN BETWEEN PAN AMERICAN ENGINEERS AND THE ENGLAND ECONOMIC & INDUSTRIAL DEVELOPMENT DISTRICT IN THE AMOUNT OF \$638,930.00 SUBJECT TO FUNDING.

Motion by **Mr. Frazier**, second by **Mr. Linzay**, to authorize Executive Director to execute Engineering Service Agreement for Work Order Number 6 for the Extension of Runway 18-36 Final Design between Pan American

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Engineers and the England Economic & Industrial Development District in the amount of \$638,930.00 subject to funding. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **077-2019**

MOTION TO AUTHORIZE EEIDD TO BECOME A PARTICIPATING POLITICAL SUBDIVISION IN THE LOUISIANA LOCAL GOVERNMENT ENVIRONMENTAL FACILITIES AND COMMUNITY DEVELOPMENT AUTHORITY (LCDA).

Motion by **Mr. Linzay**, second by **Mr. Gaines**, to authorize EEIDD to become a participating Political Subdivision in the Louisiana Local Government Environmental Facilities and Community Development Authority (LCDA). The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **078-2019**

MOTION TO APPOINT RICHARD BUSHNELL AS EEIDD'S REPRESENTATIVE TO THE BOARD OF DIRECTORS OF THE LCDA.

Motion by **Mr. Linzay**, second by **Mr. Gaines**, to appoint Richard Bushnell as EEIDD's representative to the Board of Directors of the LCDA. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **079-2019**

MOTION TO ACCEPT THE EXECUTIVE DIRECTOR'S RECOMMENDATION FOR THE LEASING TERMS FOR THE COMMUNITY CENTER AS PRESENTED, EXCEPT THAT INSURANCE WILL ONLY BE REQUIRED IF A CATERER OR A LIQUOR DISTRIBUTOR IS INVOLVED AND THE RENTAL RATE WILL BE SET AT \$1250 PLUS OTHER EXPENSES AS IDENTIFIED.

Motion by **Mr. Frazier**, second by **Mrs. Cooper**, to accept the Executive Director's recommendation, for the leasing terms for the community center as presented, except that insurance will only be required if a caterer or a liquor distributor is involved and the rental rate will be set at \$1250 plus other expenses as identified. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **080-2019**

Chairman Barron called for a motion to enter into Executive Session to discuss pending litigation between BOM and EEIDD.

Motion by **Mr. Linzay**, second by **Mr. Bushnell**, to enter into Executive Session to discuss pending litigation between BOM and EEIDD. On vote, motion carried.

Chairman Barron next called for a roll call vote:

- Mr. Barron – Yes
- Mr. Bushnell – Yes
- Mrs. Cooper – Yes
- Mr. Frazier – Yes
- Mr. Gaines – Yes
- Mr. Linzay – Yes
- Mr. McPherson – Yes
- Mr. Weems – Yes

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Mr. Williams – Yes

By unanimous vote, motion carried.

(Entered into Executive Session at 6:05 p.m.)

Motion by **Mr. Linzay**, second by **Mr. Bushnell**, to exit Executive Session.

On vote, motion carried.

(Executive Session ended at 6:26 p.m.)

MOTION TO RETAIN BREAZEALE, SACHSE & WILSON, L.L.P. AS CONFLICT COUNSEL IN PENDING LITIGATION BETWEEN BOM AND EEIDD.

Motion by **Mr. Gaines**, second by **Mr. Bushnell**, to retain Breazeale, Sachse & Wilson, L.L.P. as conflict counsel in pending litigation between BOM and EEIDD. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **081-2019**.

F. Comments by Legal counsel – N/A

G. Comments or Questions by Commissioners – N/A

H. Staff Report: Report was postponed until October meetings.

- **Financial Report – N/A**

- **Comparative Air Traffic Report – N/A**

- **Economic Development – N/A**

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 **6:27 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
SEPTEMBER 26, 2019

The regular committee meetings of the England Economic and Industrial Development District were held at **4:30 p.m. on Thursday, SEPTEMBER 26, 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 Joe Williams led the Pledge of Allegiance.

Chairman Barron introduced Mr. Scott Freeman, Jr., CEO of Freeman Holdings Group. Mr. Freeman briefed board and staff regarding the remodeling of building #2502 - Million Air. Mr. Freeman introduced Steve Boling with Hive Designs

Chairman Barron requested Commissioner Charlie Weems to call the Admin/Legal Committee to order.

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

Absent:

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

Motion by **Mr. McPherson**, second by **Mr. Gaines**, to approve payment of attorney's bill to Provosty, Sadler and deLaunay, APC for the month of August 2019.

Discussion ensued, led by Mr. McPherson, regarding the cumulative total of Provosty Law Firm bill. Mr. McPherson then requested staff to include a cumulative report of the bill for future meetings.

On vote, motion carried.

Mr. Weems stated that there were no other items to discuss and 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
SEPTEMBER 26, 2019

The regular meeting of the Finance Committee of the England Economic and Industrial Development District was held on **Thursday, SEPTEMBER 26, 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, Mr. Weems and Mr. Williams.

Absent:

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 August 2019.

Mr. Frazier stated that he would like to separate the following agenda item into two separate items, per the board's authorization, with a majority vote.

Motion by **Mr. Weems**, second by **Mr. Williams**, to separate the following agenda item:

Motion to authorize EEIDD to become a participating Political Subdivision in the Louisiana Local Government Environmental Facilities and Community Development Authority (LCDA) and to appoint Richard Bushnell EEIDD's representative to the Board of Directors of the LCDA.

On vote, motion carried.

Motion by **Mr. Gaines**, second by **Mrs. Cooper**, to authorize EEIDD to become a participating Political Subdivision in the Louisiana Local Government Environmental Facilities and Community Development Authority (LCDA).

Executive Director Sandra McQuain briefed board on the importance of England Authority's participation in the LCDA and noted that Mayor David Butler of Woodworth is on the Executive Committee of the LCDA. Mrs. McQuain stated that it would enhance the England Authority and provide additional funding. There is no additional cost, except for travel.

Chairman Frazier requested a roll call:

Mr. Frazier – Yes
Mr. Williams – Yes
Mr. Bushnell - Yes
Mrs. Cooper – Yes
Mr. Gaines - Yes
Mr. Linzay – Yes
Mr. McPherson – Yes
Mr. Williams – Yes

Yes – 8

No – 0

Absent – 0

By unanimous vote, motion was voted on and approved.

Motion by **Mr. Gaines**, second by **Mrs. Cooper**, to appoint Richard Bushnell EEIDD's representative to the Board of Directors of the LCDA.

Chairman Frazier requested a roll call:

Mr. Frazier – Yes
Mr. Williams – Yes
Mr. Bushnell - Abstain
Mrs. Cooper – Yes
Mr. Gaines - Yes
Mr. Linzay – Yes
Mr. McPherson – Yes
Mr. Williams – Yes

Yes – 7

No – 0

Abstain – 1

Absent – 0

By unanimous vote, motion was voted on and approved.

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
SEPTEMBER 26, 2019

The regular meeting of the Audit Committee of the England Economic and Industrial Development District was held on **Thursday, SEPTEMBER 26, 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 Audit Committee and next called for any additions. There being none, Chairman Barron proceeded to the Economic Development Committee.

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

ECONOMIC DEVELOPMENT COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
SEPTEMBER 26, 2019

The regular meeting of the Economic Development Committee of the England Economic and Industrial Development District was held on **Thursday, SEPTEMBER 26, 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, Mr. Weems and Mr. Williams.

Absent:

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

Motion by **Mr. Gaines**, second by **Mr. Linzay**, to authorize Executive Director to execute new lease agreement with AT&T for space in building #1910 located at 1616 Arnold Drive. On vote, motion carried.

Motion by **Mr. Weems**, second by **Mr. Bushnell**, to authorize Executive Director to execute Amendment #1 to the lease agreement with Integrated Packaging Corporation for Building #1316. On vote, motion carried.

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

Executive Director Sandra McQuain stated, at the recommendation of Lt. Robert Beauregard, only off duty RPSO deputies be allowed to perform security services at community center events. The deputies are commissioned to perform services on the Airpark and have the ability for assistance and back up with a call from their radio. Lt. Beauregard will coordinate the off-duty officers for community center events.

Commissioner McPherson led discussion regarding off-duty officers and labor laws.

Mrs. Cooper led lengthy discussion regarding who pays insurance for the Community Center rental. Discussion concluded with Executive Director Sandra McQuain stating the England Authority is covered under all scenarios by General Liability coverage. Additional insurance coverage will be required by contracted caterers and licensed liquor providers.

Motion by **Mr. Bushnell**, second by **Mr. Linzay**, to amend the above motion to read as follows:

Motion to accept the Executive Director's recommendation for the leasing terms for the community center as presented, except that insurance will only be required if a caterer or a liquor distributor is involved and the rental rate will be set at \$1250 plus other expenses as identified.

On vote, motion carried.

Commissioner Linzay briefed board members regarding performance evaluation for Mrs. Sandra McQuain, Executive Director. Chairman William Barron stated that he would meet with Chairman Joe Williams of the

Human Resources Committee and Executive Director Sandra McQuain in the next few days to discuss the evaluation procedure, as well as the appropriate form to use. Mr. Barron also stated that he would consult with John Ryland, Attorney for England Authority.

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
SEPTEMBER 26, 2019

The regular meeting of the Operations Committee of the England Economic and Industrial Development District was held on **Thursday, SEPTEMBER 26, 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 Resources Committee.

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

HUMAN RESOURCES COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
SEPTEMBER 26, 2019

The regular committee meetings of the England Economic and Industrial Development District Was held on **Thursday, SEPTEMBER 26, 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 Resources Committee and next called for any additions. There being none, Chairman Barron proceeded to the Capital Projects Committee.

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

CAPITAL PROJECTS COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
SEPTEMBER 26, 2019

The regular meeting of the Capital Projects Committee of the England Economic and Industrial Development District was held on **Thursday, SEPTEMBER 26, 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, Mr. Weems and Mr. Williams.

Absent:

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

Motion by **Mr. Weems**, second by **Mr. Gaines**, Motion to approve deductive Change Order No. 3 to the T. L. Construction, LLC contract in the amount of (-\$30,075.40) for the Emergency Access Road Extension and Phase 1 Perimeter Road Fencing Project. On vote, motion carried.

Motion by **Mr. Gaines**, second by **Mr. Frazier**, to approve Change Order No. 3 to the Meyer, Meyer, LaCroix and Hixson Engineering Service Agreement in the amount of \$69,537 for the Emergency Access Road Extension & Perimeter Road Fencing Project. On vote, motion carried.

Motion by **Mr. Frazier**, second by **Mrs. Cooper**, to authorize Executive Director to execute substantial completion for the Emergency Access Road Extension and Phase 1 Perimeter Road Fencing Project. On vote, motion carried.

Motion by **Mr. Frazier**, second by **Mrs. Cooper**, to approve Change Order No. 1 to the Westside Industrial Alliance, LLC Engineering Service Agreement in the amount of \$84,500 for the North Airport Emergency Access Project. On vote, motion carried.

Motion by **Mr. Frazier**, second by **Mr. Linzay**, to authorize Executive Director to execute Engineering Service Agreement for Work Order Number 6 for the Extension of Runway 18-36 Final Design between Pan American Engineers and the England Economic & Industrial Development District in the amount of \$638,930.00 subject to funding.

Status Report:

- a. Part 150 Noise Program – Three parcels are in asbestos abatement process then followed by demolition; Eight tenants are in process of relocating; Fifteen parcels are in various stages leading up to offer to acquire; starting to work on updating Noise Land Inventory & Reuse Plan for the FAA.
- b. Runway 18/36 Extension – EA staff met with FAA on Monday, September 23, to discuss possible supplemental funding for construction. Working with State LA DOTD Aviation Division to procure funding to precede with 100% design for the project.
- c. Community Center Replacement Project – Progressing well. Upper roof is 100% complete; lower roof finished at end of week. 100% sheet rock installed, painting next week. HVAC turned on next week. Completion first of December.
- d. Runway 18/36 Mill & Overlay – Millage began today on runway and completed next week. Asphalt to begin soon. Project to be completed within 45 days.
- e. Airfield Electrical Rehab – New contractor to install approach light shelter.
- f. North Emergency Access Road (Harold Miles) – 95% complete.

g. Roundabout Sculpture Project – No change this month. Engineer Josh Barrett with MML&H stated that the sculpture would not be located in the center of the Roundabout as it would be a traffic hazard. Location would be determined at a later date.

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

Committee meetings ended at 6:06 p.m.

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