

**THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
BOARD OF COMMISSIONERS REGULAR SESSION DECEMBER 19, 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, December 19, 2019, at 5:26 p.m.**

Chairman Barron requested a roll call.

There were present: William Barron, Richard Bushnell, Dennis Frazier, Curman Gaines, Scott Linzay, Colonel Lloyd, Joe McPherson, Charlie Weems and Joe Williams.

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

Absent: Robbyn Cooper

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 #3 and item #5 through item #7.

Motion by **Mr. Gaines**, second by **Mr. Linzay**, to approve consent calendar for items #1 through item #3 and item #5 through item #7. 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 NOVEMBER 21, 2019 REGULAR BOARD MEETING AND COMMITTEE MEETINGS.

Motion by **Mr. Gaines**, second by **Mr. Linzay**, to approve minutes of November 21, 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. **093-2019**

MOTION AUTHORIZING THE ACQUISITION OF TWO PARCELS OF LAND CONTAINING APPROXIMATELY 39.28 ACRES OWNED BY FRANC SLOAN FOR \$97.500; AUTHORIZING THE EXECUTIVE DIRECTOR AND COUNSEL, TO CREATE, PERFECT AND SIGN SUCH DOCUMENTS AS ARE NECESSARY TO CLOSE SAID SALE TO THE EEIDD.

Motion by **Mr. Gaines**, second by **Mr. Linzay**, authorizing the acquisition of two parcels of land containing approximately 39.28 acres owned by Franc Sloan for \$97.500; 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. **094-2019**

**THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
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MOTION TO ADOPT BUDGET AMENDMENT #1 TO THE 2019/2020 FISCAL YEAR BUDGET.

Motion by **Mr. Gaines**, second by **Mr. Linzay**, to adopt Budget Amendment #1 to the 2019/2020 Fiscal Year Budget. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **095-2019**

MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE LEASE AGREEMENT BETWEEN EEIDD AND THE UNITED STATES OF AMERICA FOR BUILDING #1707.

Motion by **Mr. Gaines**, second by **Mr. Linzay**, to authorize Executive Director to execute lease agreement between EEIDD and the United States of America for Building #1707. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **096-2019**

MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE LEASE AGREEMENT BETWEEN EEIDD AND THE RAPIDES PARISH POLICE JURY FOR SPACE IN BUILDING #1719.

Motion by **Mr. Gaines**, second by **Mr. Linzay**, to authorize Executive Director to execute lease agreement between EEIDD and the Rapides Parish Police Jury for space in building #1719. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **097-2019**

MOTION AUTHORIZING EXECUTIVE DIRECTOR TO EXECUTE CERTIFICATE OF SUBSTANTIAL COMPLETION FOR THE ENGLAND AIRPARK COMMUNITY CENTER PROJECT UPON WRITTEN CONFIRMATION BY BH&B ARCHITECTS THE PROJECT IS SUBSTANTIALLY COMPLETE.

Motion by **Mr. Gaines**, second by **Mr. Linzay**, authorizing Executive Director to execute Certificate of Substantial Completion for the England Airpark Community Center Project upon written confirmation by BH&B Architects the project is substantially complete. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **098-2019**

Board of Commissioners received annual independent audit report for Fiscal Year 2018/2019 from Mr. Nicholas Fowlkes with Kolder, Champagne, Slaven & Company, LLC.

MOTION TO ELECT DENNIS FRAZIER AS CHAIRMAN OF THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT.

Motion to elect Dennis Frazier as Chairman of the England Economic and Industrial Development District. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **099-2019**

MOTION TO ELECT RICHARD BUSHNELL AS VICE-CHAIRMAN OF THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT.

Motion to elect Richard Bushnell as Vice-Chairman of the England Economic and Industrial Development District. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **100-2019**

MOTION TO ELECT SECRETARY/TREASURER OF THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT.

**THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
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Motion to elect Joe Williams as Secretary/Treasurer of the England Economic and Industrial Development District. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **101-2019**

ADDITIONS TO AGENDA

F. Comments by Legal counsel – N/A

G. Comments or Questions by Commissioners – N/A

H. Staff Report:

- **Financial Report** – Covered previously in the Audit Report.
- **Comparative Air Traffic Report** – Commercial down a little for month of November. Overall, still up for the year.
- **Economic Development** – Mr. David Broussard, Deputy Director, stated that he and Mrs. McQuain attended a public private partnership conference in Washington DC (P3 Summit) the first week of December. The conference was very well attended and is opening many doors for the England Authority.

Mr. Barron thanked board and staff for his role serving as Chairman for 2019 of the England Authority Board of Commissioners.

Mrs. Sandra McQuain, Executive Director, thanked board and staff for making her first year, a good year.

Mr. Barron stated that the next meeting would take place on January 30, 2020. Notices will be sent out prior to meetings.

I. Public Comments or Questions – N/A

J. Adjourn

There being no further business to come before the Board, meeting adjourned at **5:37 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
DECEMBER 19, 2019

The regular committee meetings of the England Economic and Industrial Development District were held at **4:33 p.m. on Thursday, DECEMBER 19, 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 Frazier led the Pledge of Allegiance.

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

The following were present: Mr. Bushnell, Mr. Frazier, Mr. Gaines, Mr. Linzay, Col. Lloyd, Mr. McPherson and Mr. Weems.

Absent: Mrs. Robbyn Cooper, Joe Williams

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

Note: Mr. Joe Williams arrived to meeting in progress at approximately 4:40 p.m.

Motion by **Mr. Gaines**, second by **Mr. Bushnell**, authorizing the acquisition of two parcels of land containing approximately 39.28 acres owned by Franc Sloan for \$97,500; authorizing the Executive Director and counsel, to create, perfect and sign such documents as are necessary to close said sale to the EEIDD. On vote, motion carried.

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

Chairman Barron next called for Mr. McPherson, Chair of Economic Development Committee, to proceed with the Economic Development Committee.

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

FINANCE COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
DECEMBER 19, 2019

The regular meeting of the Finance Committee of the England Economic and Industrial Development District was held on **Thursday, DECEMBER 19, 2019**, in the England Authority Board Room.

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

Absent: Ms. Robbyn Cooper

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 November 2019.

Motion by **Mr. Linzay**, second by **Mr. Gaines**, to adopt Budget Amendment #1 to the 2019/2020 Fiscal Year Budget.

Cathy Grant, England Authority Finance Manager, briefed board with budget revisions. England Authority had to decrease its revenue budget based on loss of revenue by \$390,000 due to loss of larger tenants.

Discussion ensued by Executive Director Sandra McQuain, Joe McPherson and Scott Linzay regarding the roundabout, AEX exit lane parking project and other operating revenue.

On vote, motion carried.

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

Chairman Barron next called for Mr. Gaines, Audit Committee Chairman, to proceed with the Audit Committee.

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

AUDIT COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
DECEMBER 19, 2019

The regular meeting of the Audit Committee of the England Economic and Industrial Development District was held on **Thursday, DECEMBER 19, 2019** in the England Authority Board Room.

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

Absent: Mrs. Robbyn Cooper

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

Mr. Nicholas Fowlks with Kolder, Champagne, Slaven & Company, presented the annual independent audit report on Fiscal Year 2018/2019.

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

ECONOMIC DEVELOPMENT COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
DECEMBER 19, 2019

The regular meeting of the Economic Development Committee of the England Economic and Industrial Development District was held on **Thursday, DECEMBER 19, 2019** in the England Authority Board Room.

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

Absent: Mrs. Robbyn Cooper

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. Gaines**, 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. Frazier**, second by **Mr. Linzay**, to authorize Executive Director to execute lease agreement between EEIDD and the Rapides Parish Police Jury for space in building #1719. On vote, motion carried.

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

Chairman Barron next called for Mr. Frazier, Finance Committee Chair, to proceed with the Finance Committee.

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

OPERATIONS COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
DECEMBER 19, 2019

The regular meeting of the Operations Committee of the England Economic and Industrial Development District was held on **Thursday, DECEMBER 19, 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
DECEMBER 19, 2019

The regular committee meetings of the England Economic and Industrial Development District was held on **Thursday, DECEMBER 19, 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
DECEMBER 19, 2019

The regular meeting of the Capital Projects Committee of the England Economic and Industrial Development District was held on **Thursday, DECEMBER 19, 2019** in the England Authority Board Room.

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

Absent: Mrs. Robbyn Cooper

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**, authorizing Executive Director to execute Certificate of Substantial Completion for the England Airpark Community Center Project upon written confirmation by BH&B Architects the project is substantially complete.

Mr. Jay Lynch, Architect with Barron, Heinberg & Brocato Architects and Engineers, stated that it was a pleasure to serve the board and the project. On December 27, BH&B will come back and give contractor next week and will be making his recommendation to Mrs. McQuain for Substantial Completion. The facility will be available to rent on December 28, 2019.

On vote, motion carried.

Status Report:

- a. Part 150 Noise Program – No substantial progress in last three weeks. A draft letter will be sent to residents stating that the program is coming to a completion and hopefully the ones who have not come into the program will then do so.
- b. Runway 18/36 Extension – Still working with the State to get funding for the remaining 100% design so project can move forward.
- c. Community Center Replacement Project – previously discussed.
- d. Runway 18/36 Mill & Overlay – 90% complete.
- e. Airfield Electrical Rehab – Last component remaining is putting in the approach lights.

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

Committee meetings ended at 5:25 p.m.

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