

**THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
BOARD OF COMMISSIONERS      REGULAR SESSION FEBRUARY 27, 2020**

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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, February 27, 2020 at 5:04 p.m.**

Chairman Frazier requested a roll call.

**There were present:** Richard Bushnell, Dennis Frazier, Curman Gaines, Scott Linzay, Col. Katrina Lloyd, Joe McPherson and Joe Williams.

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

**Absent:** William Barron, Robbyn Cooper, Charlie Weems

The England Economic and Industrial Development District was duly convened as the governing authority of said District by Mr. Dennis Frazier, Chairman, who then stated that the England Economic and Industrial Development District was ready for the transaction of business.

Chairman Frazier called for a motion to approve the minutes of January 30, 2020.

**MOTION TO APPROVE MINUTES OF JANUARY 30, 2020 REGULAR BOARD MEETING AND COMMITTEE MEETINGS.**

Motion by **Mr. Bushnell**, second by **Mr. Williams**, to approve minutes of January 30, 2020 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. **008-2020**

Chairman Frazier called for a motion to approve consent calendar for items #2 through item #6.

Motion by **Mr. Linzay**, second by **Mr. Gaines**, to approve consent calendar for items #2 through item #6. 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 AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE LOAN AGREEMENT BETWEEN THE NATIONAL MUSEUM OF THE UNITED STATES AIR FORCE AND THE ENGLAND AUTHORITY FOR THE STATIC DISPLAY AIRCRAFT LOCATED AT HERITAGE PARK.**

Motion by **Mr. Linzay**, second by **Mr. Gaines**, to authorize Executive Director to execute loan agreement between the National Museum of the United States Air Force and the England Authority for the static display aircraft located at Heritage Park. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **009-2019**

**MOTION TO ADOPT A NEW SOCIAL MEDIA POLICY TO INCLUDE AS AN ADDITION TO SECTION 8, PERSONNEL POLICIES AND PROCEDURES OF THE EEIDD CODE OF ORDINANCES.**

Motion by **Mr. Linzay**, second by **Mr. Gaines**, to adopt a new Social Media Policy to include as an addition to Section 8, Personnel Policies and Procedures of the EEIDD Code of Ordinances. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **010-2019**

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**MOTION TO ADOPT A NEW UNIFORM POLICY TO INCLUDE AS AN ADDITION TO SECTION 8, PERSONNEL POLICIES AND PROCEDURES OF THE EEIDD CODE OF ORDINANCES.**

Motion by **Mr. Linzay**, second by **Mr. Gaines**, to adopt a new Uniform Policy to include as an addition to Section 8, Personnel Policies and Procedures of the EEIDD Code of Ordinances. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **011-2019**

**MOTION AUTHORIZING EXECUTIVE DIRECTOR TO EXECUTE WORK CONTRACT 6A WITH DEBORAH MURPHY LAGOS & ASSOCIATES, LLC FOR PART 150 NOISE PROGRAM COORDINATOR.**

Motion by **Mr. Linzay**, second by **Mr. Gaines**, authorizing Executive Director to execute work contract 6A with Deborah Murphy Lagos & Associates, LLC for Part 150 Noise Program Coordinator. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **012-2019**

**MOTION TO APPROVE AMENDMENT NO. 3 TO PAN AMERICANS ENGINEERING SERVICE AGREEMENT FOR THE DESIGN OF THE MILL AND OVERLAY SOUTH END OF RUNWAY 18/36.**

Motion by **Mr. Linzay**, second by **Mr. Gaines**, to approve Amendment No. 3 to Pan American's Engineering Service Agreement for the design of the Mill and Overlay South End of Runway 18/36. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **013-2019**

**ADDITIONS TO AGENDA**

(None)

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

**G. Comments or Questions by Commissioners** – Commissioner McPherson stated that he would like the Board of Commissioners and the Executive Staff to consider offering an invitation to the Baton Rouge Attorney to present an update on the pending litigation at February's meeting. Mrs. McQuain stated that she thought that it would be best to go into Executive Session or have a conference call. Mr. John Ryland, England Authority attorney, stated that he would look into it.

Commissioner Linzay asked when would the Community Center be ready to rent.

Mr. Scott Gammel, Deputy Director for AEX, addressed Mr. Linzay's question stating the Community Center is completed and ready to rent, although there are a few minor warranty issues to be completed. Irregularities in the pre-finished siding after installation prompted the contractor to paint the pre-finished product. Repainting the siding will carry the same fifteen year warranty that the contracted pre-finished siding carried.

Mrs. Sandra McQuain, Executive Director, stated that there is not a plan at this time, to place a sculpture in the Roundabout due to safety concerns.

Discussion ensued regarding landscaping for the Roundabout.

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**H. Staff Report – Financial Report** – Mrs. Cathy Grant, Financial Manager, provided an update on the new financial package that will begin in July. Cash balance is good.

- **Comparative Air Traffic Report** – Air traffic up 14%. For month of January, fuel sales were the largest receipt of fuel the airport has ever had. Great start for the year.

- **Economic Development** – Mr. David Broussard, Deputy Director - Airpark, briefed board regarding the Butler Snow Opportunity Zone Seminar, a lunch and learn hosted by England Authority on February 4<sup>th</sup>. Many major realtors in our area, as well as those from in and around the state, attended the Opportunity Zone seminar.

Mr. Broussard also stated that he is working on a long term housing strategy - looking at maintenance costs and condition of the houses as well as what to do moving forward in the future. Mr. Broussard hopes to have a draft report in the next few weeks for Mrs. McQuain.

**I. Public Comments or Questions** – Mrs. McQuain congratulated Col. Katrina Lloyd on her speaking engagement that was held at LSUA for Black History month.

**J. Adjourn**

There being no further business to come before the Board, meeting was adjourned at **5:25 p.m.**



**Dennis Frazier, Chairman**  
*England Economic and Industrial Development District  
Board of Commissioners*



**W. Joe Williams, Secretary/Treasurer**  
*England Economic and Industrial Development District  
Board of Commissioners*

**ADMIN/LEGAL COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
**FEBRUARY 27, 2020**

The regular committee meetings of the England Economic and Industrial Development District were held at **4:30 p.m. on Thursday, FEBRUARY 27, 2020** in the England Authority Board Room.

Chairman Frazier called the committee meetings to order.

Chairman Frazier next requested Commissioner Bushnell give the invocation.

Commissioner Bushnell asked the Board of Commissioners together with England Authority staff and the public to observe a moment of silence in observance of the passing of three people that were involved with the England Authority – Mr. Ronnie Hair, Director of Operations for the England Authority; Mr. Jim Meyer, original Chairman of the England Authority; Mr. Elwood Carroll, past Commissioner with England Authority.

Commissioner Linzay led the Pledge of Allegiance.

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

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

**Absent:** Mr. Barron, Mrs. Cooper, Col. Lloyd and 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. Gaines**, second by **Mr. Bushnell**, authorizing Executive Director to execute loan agreement between the national Museum of the United States Air force and the England Authority for the static display aircraft located at Heritage Park. On vote, motion carried.

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

Chairman Frazier next called for Mrs. Cooper, Chair of Finance Committee, to proceed with the Finance 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  
**FEBRUARY 27, 2020**

The regular meeting of the Finance Committee of the England Economic and Industrial Development District was held on **Thursday, FEBRUARY 27, 2020**, in the England Authority Board Room.

Mr. Richard Bushnell, Vice-Chair, requested a roll call in the absence of Chair Robbyn Cooper. The following were present: Mr. Bushnell, Mr. Gaines, Mr. Linzay, Mr. McPherson and Mr. Williams.

**Absent:** Mr. Barron, Mrs. Cooper, Col. Lloyd, Mr. Weems

Mr. Bushnell next called for any comments from the public. There being none, Mr. Bushnell proceeded with Finance Committee meeting.

Received schedule of paid invoices for the month of January 2020.

Commissioner McPherson asked if it was England Authority's responsibility to purchase gas from Lott Oil for Oakwing Golf Course for its golf carts and equipment to maintain the golf course.

Mr. Broussard, Deputy Director of Airpark, stated that England Authority provides gasoline for all golf carts and equipment to maintain the golf course.

Mr. McPherson also asked about electricity for England Airpark housing.

Mr. Broussard stated that some of the housing was "grandfathered in" and that some of the homes have individual meters on the homes.

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

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

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Mrs. Robbyn Cooper, Committee Chairman  
FINANCE COMMITTEE  
England Economic and Industrial Development District

**AUDIT COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
**FEBRUARY 27, 2020**

The regular meeting of the Audit Committee of the England Economic and Industrial Development District was held on **Thursday, FEBRUARY 27, 2020** in the England Authority Board Room.

Mr. Dennis Frazier, 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 Frazier proceeded to the 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**  
**FEBRUARY 27, 2020**

The regular committee meetings of the England Economic and Industrial Development District was held on **Thursday, FEBRUARY 27, 2020** in the England Authority Board Room.

Mr. Dennis Frazier, Chairman of the England Authority Board, stated that there were no items to discuss in the Economic Development Committee and next called for any additions. There being none, Chairman Frazier proceeded to the Operations 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  
**FEBRUARY 27, 2020**

The regular meeting of the Operations Committee of the England Economic and Industrial Development District was held on **Thursday, FEBRUARY 27, 2020** in the England Authority Board Room.

Mr. Dennis Frazier, 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 Frazier proceeded to the Human Resources 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  
**FEBRUARY 27, 2020**

The regular meeting of the Human Resources Committee of the England Economic and Industrial Development District was held on **Thursday, FEBRUARY 27, 2020** in the England Authority Board Room.

Commissioner Williams called for a roll call, in the absence of COL. Lloyd. The following were present: Mr. Bushnell, Mr. Gaines, Mr. Linzay, Mr. Linzay and Mr. Williams.

**Absent:** Mr. Barron, Mrs. Cooper, Col. Lloyd, Mr. Weems

Commissioner Williams next called for any comments from the public. There being none, Mr. Williams proceeded with Human Resources Committee.

Motion by **Mr. Linzay**, second by **Mr. McPherson**, to adopt a new Social Media Policy to include as an addition to Section 8, Personnel Policies and Procedures of the EEIDD Code of Ordinances.

Heard from Mrs. Cathy Grant, Finance Manager, regarding Social Media. Mrs. Grant stated that social media has been a big topic in the media and due to recent events and believes that the England Authority should reach out to their employees and educate them on social media as well as to protect the England Authority.

Discussion ensued regarding wearing England Authority uniforms outside of business during off hours.

On vote, motion carried.

Motion by **Mr. Linzay**, second by **Mr. Bushnell**, to adopt a new Uniform Policy to include as an addition to Section 8, Personnel Policies and Procedures of the EEIDD Code of Ordinances.

Heard from Mrs. Cathy Grant, Finance Manager, regarding a cost analysis for purchasing versus renting company uniforms.

Discussion ensued led by Mr. Frazier and Mr. McPherson regarding seasonal uniforms such as long sleeve shirts and jackets and the use of wearing England Authority uniforms while performing various jobs after work hours.

On vote, motion carried.

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COL. Katrina Lloyd, Committee Chair  
OPERATIONS COMMITTEE  
England Economic and Industrial Development District

**CAPITAL PROJECTS COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
**FEBRUARY 27, 2020**

The regular meeting of the Capital Projects Committee of the England Economic and Industrial Development District was held on **Thursday, FEBRUARY 27, 2020** in the England Authority Board Room.

Commissioner Bushnell called for a roll call in the absence of Chairman Barron. The following were present: Mr. Bushnell, Mr. Gaines, Mr. Linzay, Mr. McPherson and Mr. Williams.

**Absent:** Mr. Barron, Ms. Cooper, Col. Lloyd, Mr. Weems

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

Note: Col. Lloyd arrived to meeting in progress at approximately 4:56 p.m.

Motion by **Mr. Linzay**, second by **Mr. McPherson**, authorizing Executive Director to execute work contract 6A with Deborah Murphy Lagos & Associates, LLC for Part 150 Noise Program Coordinator. On vote, motion carried.

Motion by **Mr. Gaines**, second by **Mr. Williams**, to approve Amendment No. 3 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 – Moving along well. Will be closing out three additional grants soon.
- b. Runway 18/36 Extension – Working with the State of LA to acquire 100% design funding.
- c. Airfield Electrical Rehab – 10% left on the approach lighting for Runway 14.
- e. Runway 18/36 Mill & Overlay – Weather is causing a delay.

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

Committee meetings ended at 5:03 p.m.

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Mr. William Barron, Committee Chairman  
CAPITAL PROJECTS COMMITTEE  
England Economic and Industrial Development District