

**THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
BOARD OF COMMISSIONERS**

REGULAR SESSION JULY 23, 2020

The England Economic and Industrial Development District met in Regular Session at The Community Center at England Airpark, 1718 Keglman Blvd., Alexandria, Louisiana, on **Thursday, July 23, 2020 at 5:04 p.m.**

Chairman Frazier requested a roll call.

There were present: William Barron, Richard Bushnell, Robbyn Cooper, Dennis Frazier, Curman Gaines, Scott Linzay, COL Katrina Lloyd, 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. 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 June 17, 2020 Special Called meeting and the regular Board meeting and Committee meetings of June 25, 2020.

Motion by **Mr. Linzay**, second by **Mr. Bushnell**, to approve minutes of June 17, 2020 Special Called meeting and the regular Board meeting and Committee meetings of June 25, 2020. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **039-2020**

Chairman Frazier called for a motion to approve consent calendar for items #2, #3 and item #5.

Motion by **Mr. Linzay**, second by **Mr. Bushnell**, to approve consent calendar for items #2, #3 and item #5. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried.

MOTION TO ADOPT RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE SPONSOR/STATE AGREEMENT NO. H.014394 BETWEEN THE LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT AND THE EEIDD FOR THE RUNWAY 18 EXTENSION – PHASE II FINAL DESIGN IN THE AMOUNT OF \$638,930.

Motion by **Mr. Linzay**, second by **Mr. Bushnell**, to adopt resolution authorizing the Executive Director to execute Sponsor/State Agreement No. H.014394 between the Louisiana Department of Transportation and Development and the EEIDD for the Runway 18 Extension – Phase II Final Design in the amount of \$638,930. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried.

040-2020

MOTION TO RATIFY THE RENEWAL OF GENERAL INSURANCE PROGRAM POLICIES COVERING PROPERTY, AIRPORT/GENERAL LIABILITY, BUSINESS AUTO, PHYSICAL DAMAGE-FIRE TRUCKS/EQUIPMENT, PUBLIC EMPLOYEE DISHONESTY/CRIME, PUBLIC OFFICIALS LIABILITY AND BOILER AND MACHINERY FOR THE YEAR 2020/2021.

Motion by **Mr. Linzay**, second by **Mr. Bushnell**, to ratify the renewal of general insurance program policies covering Property, Airport/General Liability, Business Auto, Physical Damage-Fire Trucks/Equipment, Public Employee Dishonesty/Crime, Public Officials Liability and Boiler and Machinery for the year 2020/2021. The

Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **041-2020**

MOTION AUTHORIZING EXECUTIVE DIRECTOR TO CHANGE OPEN POSITION FROM AIRFIELD TECH 1 TO AIRFIELD TECH 2 AND AMEND THE FY 2020-2021 OPERATING BUDGET TO INCLUDE THE SALARY AND BENEFITS FOR THIS POSITION FOR THE REMAINDER OF THE 2020-2021 FISCAL YEAR.

Motion by **Mr. Linzay**, second by **Mr. Bushnell**, authorizing Executive Director to change open position from Airfield Tech 1 to Airfield Tech 2 and amend the FY 2020-2021 operating budget to include the salary and benefits for this position for the remainder of the 2020-2021 fiscal year. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **043-2020**

MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE AMENDMENT #1 TO THE LEASE BETWEEN FREEMAN HOLDINGS OF LOUISIANA LLC AND EEIDD.

Motion by **Mr. Linzay**, second by **Mr. Bushnell**, to authorize Executive Director to execute Amendment #1 to the lease between Freeman Holdings of Louisiana LLC and EEIDD. The Chair called for any comments from the board or public. There being none, a vote was called.

Chairman Frazier called for a roll call vote:

Mr. Barron – Abstain
Mr. Bushnell – Yay
Mrs. Cooper – Yay
Mr. Frazier – Yay
Mr. Gaines – Yay
Mr. Linzay – Yay
Col Lloyd – Yay
Mr. McPherson – Yay
Mr. Weems – Yay
Mr. Williams – Yay

Abstain - 1
Yay - 9
Nay – 0

Motion carried. **042-2020**

ADDITIONS TO AGENDA
(None)

F. Comments by Legal counsel – N/A

G. Comments or Questions by Commissioners – Commissioner Linzay asked if parking lot was open. Mrs. McQuain stated that the parking lot opened three weeks ago.

Chairman Frazier stated that future England Authority meetings would continue to conduct its meetings at *The Community Center at England Airpark* as needed due to COVID.

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- H. **Staff Report –Financial Report** – Cathy Grant, Finance Director, stated that England Authority ended its Fiscal Year on June 30, 2020 with \$7.1 million cash in hand. England Authority received a total of \$2,266,000 in CARES Act money.
- **Comparative Air Traffic Report** –. Month of June was down 70%. For the month of July, things are picking up. For month of July, AEX is down 50%, while the rest of the nation is about 76%. Parking lot is full with approximately 175 cars in July.
 - **Economic Development** – Mr. David Broussard, Deputy Director, stated that the daycare is available for lease.

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

J. **Adjourn**

There being no further business to come before the Board, meeting was adjourned at **5:21 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
JULY 23, 2020

The regular committee meetings of the England Economic and Industrial Development District were held at **4:30 p.m. on Thursday, JULY 23, 2020** at *The England Community Center*.

Chairman Frazier called the committee meetings to order.

Chairman Frazier next requested Commissioner Bushnell give the invocation.

Commissioner William Barron led the Pledge of Allegiance.

Charlie Weems, Chair of the Admin/Legal Committee, stated there were no agenda items to discuss in the Admin/Legal Committee.

Chairman Frazier asked if there were any comments received from the public. There being none, Chairman Frazier proceeded with Finance Committee.

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

FINANCE COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
JULY 23, 2020

The regular meeting of the Finance Committee of the England Economic and Industrial Development District was held on **Thursday, JULY 23, 2020** in *The England Authority Community Center*.

Mrs. Cooper, Chair of Finance Committee, requested a roll call.

The following were present: Chair Robbyn Cooper, Vice-Chair Richard Bushnell, Mr. Barron, Mr. Gaines, Mr. Linzay, Col. Lloyd, Mr. McPherson and Mr. Williams.

Absent:

Mrs. Cooper called for any comments from the public. There being none, Mrs. Cooper proceeded with the Finance Committee meeting.

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

Motion by **Mr. Weems**, second by **Mr. Linzay**, to adopt resolution authorizing the Executive Director to execute Sponsor/State Agreement No. H.014394 between the Louisiana Department of Transportation and Development and the EEIDD for the Runway 18 Extension – Phase II Final Design in the amount of 638,930. On vote, motion carried.

Motion by **Mr. Bushnell**, second by **Mr. Linzay**, to ratify the renewal of general insurance program policies covering Property, Airport/General Liability, Business Auto, Physical Damage-Fire Trucks/Equipment, Public Employee Dishonesty/Crime, Public Officials Liability and Boiler and Machinery for the year 2020/2021. On vote, motion carried.

There being no further items to discuss, Mrs. Cooper adjourned the Finance Committee.

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

AUDIT COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
JULY 23, 2020

The regular meeting of the Audit Committee of the England Economic and Industrial Development District was held on **Thursday, JULY 23, 2020** in the England Authority Board Room.

Commissioner Curman Gaines requested a roll call.

The following were present: Mr. Barron, Mr. Bushnell, Mrs. Cooper, Mr. Gaines, Mr. Linzay, Col. Lloyd, Mr. McPherson, Mr. Weems and Mr. Williams.

Absent:

Chair Gaines stated that there were no agenda items to discuss in the Audit Committee.

Mr. Gaines next called for any comments from the public. There being none, 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
JULY 23, 2020

The regular committee meetings of the England Economic and Industrial Development District was held on **Thursday, JULY 23, 2020** in the England Authority Board Room.

Mr. McPherson, Chair of Economic Development Committee, requested a roll call.

The following were present: Mr. Barron, Mr. Bushnell, Mrs. Cooper, Mr. Gaines, Mr. Linzay, Col. Lloyd, Mr. McPherson, Mr. Weems and Mr. Williams.

Absent:

Mr. 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. Williams**, to authorize Executive Director to execute Amendment #1 to the lease between Freeman Holdings of Louisiana LLC and EEIDD.

David Broussard, Deputy Director, stated that Freeman Holdings has invested over \$2 million dollars in upgrades to the FBO terminal and hangars. Their lease expires on December 31, 2020, and the amendment would extend the term for the first renewal option from 5 years to 15 years. The remaining four options would remain unchanged at 5 years each. Mr. Broussard added that effective January 1, 2021 the rent would be adjusted for CPI annually.

Commissioner McPherson asked if anyone else could be an FBO operator on the premises. Mr. Gammel stated that it is possible to have another FBO operator, but that it is highly unlikely for an airport the size of AEX to have multiple operators.

Discussion ensued regarding fuel flowage fees. Mr. Broussard and Mr. Gammel noted the current fee is 7.5 cents per gallon and that the amount increases with each renewal term of the lease.

Mr. Linzay asked when the restaurant in the FBO terminal would open and Mr. Gammel replied the restaurant had opened on July 22.

On vote, motion carried.

Mr. Barron stated that he would like the record to reflect that he abstained from the vote.

Mr. McPherson stated there were no other items to discuss and 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
JULY 23, 2020

The regular meeting of the Operations Committee of the England Economic and Industrial Development District was held on **Thursday, JULY 23, 2020** in the England Authority Board Room.

Commissioner Scott Linzay requested a roll call.

The following were present: Chair Scott Linzay, Vice-Chair Col. Lloyd, Mr. Barron, Mr. Bushnell, Mrs. Cooper, Mr. Gaines, Mr. McPherson, Mr. Weems and Mr. Williams.

Absent:

Mr. Scott Linzay, Chairman of the Operations Committee, stated that there were no items to discuss.

Chairman Frazier 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
JULY 23, 2020

The regular meeting of the Human Resources Committee of the England Economic and Industrial Development District was held on **Thursday, JULY 23, 2020** in the England Authority Board Room.

Col. Lloyd requested a roll call.

The following were present: Chair Col. Lloyd, Vice-Chair Joe Williams, Mr. Barron, Mr. Bushnell, Mrs. Cooper, Mr. Gaines, Mr. Linzay, Mr. McPherson and Mr. Weems

Absent:

Col. Lloyd called for any comments from the public. There being none, Col. Lloyd proceeded with the Human Resources Committee.

Motion by **Mr. Bushnell**, second by **Mr. Linzay**, authorizing Executive Director to change open position from Airfield Tech 1 to Airfield Tech 2 and amend the FY 2020-2021 operating budget to include the salary and benefits for this position for the remainder of the 2020-2021 fiscal year. On vote, motion carried.

Commissioner Frazier led a brief discussion regarding the evaluation of Executive Director Sandra McQuain.

Col. Lloyd will set the date for Mrs. McQuain's evaluation and will inform the Commissioners of the date.

Col. Lloyd adjourned the Human Resources Committee.

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

CAPITAL PROJECTS COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
JULY 23, 2020

The regular meeting of the Capital Projects Committee of the England Economic and Industrial Development District was held on **Thursday, JULY 23, 2020** in the England Authority Board Room.

Commissioner Barron called for a roll call. The following were present: Chair William Barron, Vice-Chair Richard Bushnell, Ms. Cooper, Mr. Gaines, Mr. Linzay, Col. Lloyd, Mr. McPherson, Mr. Weems and Mr. Williams

Absent:

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

Status Report:

- a. Part 150 Noise Program – Mr. Gammel stated that there has been 149 parcels acquired (399 acres); 40 parcels (132 acres) remain to be acquired; of the 40 parcels, the remaining 16 are in various stages with 7 currently having offers. The Part 150 Noise Study project should be completed in 5 years.
- b. Runway 18/36 Extension – Executive Director to sign engineering service agreement with Pan American Engineers within the next two weeks to begin final design.
- c. Airfield Electrical Rehab - 95% completed. Getting close to finishing project.
- d. Runway Safety Area Project – Mrs. McQuain is scheduled to execute construction a contract with Gilchrist Construction Company next week. The total cost of the entire project will be \$9.6 million and will begin by the first week in September.

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

Committee meetings ended at 5:02 p.m.

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