

**THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
BOARD OF COMMISSIONERS**                      **REGULAR SESSION OCTOBER 22, 2020**

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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, October 22, 2020 at 5:26 p.m.**

Chairman Frazier requested a roll call.

**There were present:** William Barron, Richard Bushnell, Dennis Frazier, Robbyn Cooper, Scott Linzay, COL Katrina Lloyd, Joe McPherson and Joe Williams.

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

**Absent:** Curman Gaines, 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 any public comments. There being none, Chairman Frazier proceeded with the meeting.

Chairman Frazier called for a motion to approve the minutes of September 24, 2020 regular Board meeting and Committee meetings.

Motion by **Mr. Barron**, second by **Mr. Linzay**, to approve the minutes of September 24, 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.

**056-2020**

Chairman Frazier called for a motion to approve consent calendar for items #2 through item #7.

Motion by **Mr. Bushnell**, second by **Mr. McPherson**, to approve consent calendar for items #2 through item #7. 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 CONTINUATION OF A PASSENGER FACILITY CHARGE (PFC) AT ALEXANDRIA INTERNATIONAL AIRPORT.**

Motion by **Mr. Bushnell** second by **Mr. McPherson**, to adopt resolution authorizing continuation of a passenger facility charge (PFC) at Alexandria International Airport. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **057-2020**

**MOTION TO ADOPT A PROCUREMENT POLICY FOR ANY PROJECTS TO BE FUNDED BY THE LOUISIANA WATERSHED INITIATIVE (LWI) PROGRAM.**

Motion by **Mr. Bushnell** second by **Mr. McPherson**, to adopt a procurement policy for any projects to be funded by the Louisiana Watershed Initiative (LWI) Program. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **058-2020**

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**MOTION TO RATIFY AMENDMENTS #3, #4 AND #5 TO THE LEASE BETWEEN EEDED AND THE GENERAL SERVICES ADMINISTRATION (GSA) ON BEHALF OF THE FEDERAL EMERGENCY MANAGEMENT ADMINISTRATION (FEMA) FOR 15 ACRES OF LAND FOR HURRICANE RELIEF STAGING.**

Motion by **Mr. Bushnell** second by **Mr. McPherson**, to ratify Amendments #3, #4 and #5 to the lease between EEDED and The General Services Administration (GSA) on behalf of the Federal Emergency Management Administration (FEMA) for 15 acres of land for hurricane relief staging. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **059-2020**

**MOTION TO EXECUTE LEASE AGREEMENT BETWEEN CAM LOGISTICS, LLC AND EEIDD FOR BUILDING #1315 LOCATED AT 2015 CHANUTE DRIVE.**

Motion by **Mr. Bushnell** second by **Mr. McPherson**, to execute lease agreement between CAM Logistics, LLC and EEIDD for building #1315 located at 2015 Chanutte Drive. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **060-2020**

**MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE LEASE AGREEMENT BETWEEN EEIDD AND THE ICEE COMPANY FOR BUILDING #2327 LOCATED AT 2117 FRANK ANDREWS BLVD.**

Motion by **Mr. Bushnell** second by **Mr. McPherson**, to authorize Executive Director to execute lease agreement between EEIDD and The ICEE Company for building #2327 located at 2117 Frank Andrews Blvd. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **061-2020**

**MOTION TO ADOPT A RESOLUTION REQUESTING LADOTD, DIVISION OF AVIATION, TO PROVIDE ASSISTANCE FOR CONSTRUCTION OF VARIOUS AIRPORT RELATED PROJECTS AT ALEXANDRIA INTERNATIONAL AIRPORT.**

Motion by **Mr. Bushnell** second by **Mr. McPherson**, to adopt a resolution requesting LADOTD, Division of Aviation, to provide assistance for construction of various airport related projects at Alexandria International Airport. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **062-2020**

**ADDITIONS TO AGENDA**

(None)

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

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

H. **Staff Report - Financial Report** – The annual audit is underway and will be presented at the December meetings. Financial Department has begun the implementation process for YARDI – a new software system that will be running the England Authority financial operations. Financial packet will be in detail on a quarterly basis.  
Cathy Grant stated that England Authority is 25% through the year. Revenues are at 24.6%. Expenditures are 25.7% as a whole for the general operations.  
- **Comparative Air Traffic Report** – 40% down from last year. Airport traffic is slowly coming back. Both Delta and United Airlines have added another flight to their schedule. Fuel sales are holding well.

- **Economic Development** –The National Golf Foundation Consulting Group, which were hired to review the operations of Oakwing Golf Course, are prepared to give their report in December. Chairman Frazier stated that he would like to consider having a special meeting to hear the report from the National Golf Foundation Consulting Group. After the meeting, Commissioners will have the opportunity to tour the Oakwing grounds.

On November 6, the annual Chamber *Bizzy Awards* will be held at the Community Center.

On November 9, the Concourse Group, public, private, partnership experts, will be coming to tour the Airpark. The Concourse Group was a direct contact derived from Mrs. McQuain's participation in a P3 panel with a variety of topics regarding public, private, partnerships.

Mrs. McQuain stated that the EDA Grant will be reviewed on October 29, 2020. Mrs. McQuain also stated that an application was submitted to the FAA to be a testing site for drone mitigation and detection. Mrs. McQuain stated that there is an application for her to be appointed to the new Drone Advisory Committee.

Sandra McQuain thanked Col. Katrina Lloyd for being such a wonderful keynote speaker for the virtual Women's Symposium held on October 1, 2020.

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

**J. Adjourn**

There being no further business to come before the Board, meeting was adjourned at **5:44 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  
**OCTOBER 22, 2020**

The regular committee meetings of the England Economic and Industrial Development District were held at **4:30 p.m. on Thursday, OCTOBER 22, 2020** at the *England Community Center*.

Chairman Frazier called the committee meetings to order.

Chairman Frazier next requested Commissioner Richard Bushnell give the invocation.

Commissioner Joe Williams led the Pledge of Allegiance.

Commissioner Williams requested a roll call in the absence of Chair Charlie Weems.

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

**Absent:** Mr. Gaines, Mr. Weems

Mr. Williams asked if there were any comments received from the public. There being none, Admin/Legal Committee was adjourned.

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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  
**OCTOBER 22, 2020**

The regular meeting of the Finance Committee of the England Economic and Industrial Development District was held on **Thursday, OCTOBER 22, 2020** in the *England Authority Community Center*.

Mrs. Cooper requested a roll call.

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

**Absent:** Mr. Gaines, Mr. Weems

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 September 2020.

Motion by **Mr. Bushnell**, second by **Mr. Barron**, adopt a resolution authorizing continuation of a Passenger Facility Charge (PFC) at Alexandria International Airport. On vote, motion carried.

Motion by **Mr. Bushnell**, second by **Mr. Williams**, to adopt a procurement policy for any projects to be funded by the Louisiana Watershed Initiative (LWI) Program. On vote, motion carried.

There being no further items to discuss, Mrs. Cooper adjourned the Finance 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  
**OCTOBER 22, 2020**

The regular meeting of the Audit Committee of the England Economic and Industrial Development District was held on **Thursday, OCTOBER 22, 2020** in the England Authority Community Center.

Mr. Linzay requested a roll call in the absence of Chair Curman Gaines.

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

**Absent:** Mr. Gaines, Mr. Weems

Mr. Linzay stated that there were no agenda items to discuss in the Audit Committee.

Mr. Linzay next called for any comments from the public. There being none, Mr. Linzay adjourned the Audit 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**  
**OCTOBER 22, 2020**

The regular committee meetings of the England Economic and Industrial Development District was held on **Thursday, OCTOBER 22, 2020** in the England Authority Community Center.

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

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

**Absent:** Mr. Gaines, Mr. Weems

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

Motion by **Mr. Barron**, second by **Mr. Linzay**, to ratify Amendments #3, #4 and #5 to the lease between EEIDD and The General Services Administration (GSA) on behalf of the Federal Emergency Management Administration (FEMA) for 15 acres of land for hurricane relief staging.

Mr. Broussard briefed the board regarding Amendments #3, #4 and #5:

*Amendment #3* states that the site was mitigated and given full clearance. The amendment actually reimburses England Authority for the cost incurred by the contractor for stopping work for a few days.

*Amendment #4* accepts the work and reimburses the England Authority for the construction cost of the project. It adds 17 acres.

*Amendment #5* actually adds the acreage to make the current lease 32 acres. It will increase the revenue and will be reflected on the next billing cycle.

On vote, motion carried.

Motion by **Mrs. Cooper**, second by **Mr. Linzay**, to execute lease agreement between CAM Logistics, LLC and EEIDD for building #1315 located at 2015 Chanute Drive. On vote, motion carried.

Motion by **Mr. Linzay**, second by **Mr. Barron**, to authorize Executive Director to execute lease agreement between EEIDD and The ICEE Company for building #2327 located at 2117 Frank Andrews Blvd. On vote, motion carried.

Commissioner Williams commented on the appearance of the entire Airpark, which led to a lengthy discussion on how to improve/upgrade the image and grounds of the Airpark.

Executive Director Sandra McQuain stated that the administration had been working, and will continue to work, on various initiatives such as landscaping the Roundabout, signage, striping Community Center parking lot and upgrading various buildings.

Discussion continued regarding operations of the Airpark.

Mr. McPherson stated there were no other items to discuss and 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  
**OCTOBER 22, 2020**

The regular meeting of the Operations Committee of the England Economic and Industrial Development District was held on **Thursday, OCTOBER 22, 2020** in the England Authority Community Center.

Commissioner Scott Linzay requested a roll call.

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

**Absent:** Mr. Gaines, Mr. Weems

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

Mr. Linzay next asked if there were any comments received from the public. There being none, the Operations Committee was adjourned.

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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**  
**OCTOBER 22, 2020**

The regular meeting of the Human Resources Committee of the England Economic and Industrial Development District was held on **Thursday, OCTOBER 22, 2020** in the England Authority Community Center.

COL Katrina Lloyd requested a roll call.

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

**Absent:** Mr. Gaines, Mr. Weems

COL Lloyd, Chair of the Human Resources Committee, stated that there were no items to discuss.

COL Lloyd next asked if there were any comments received from the public. There being none, the Human Resources Committee was adjourned.

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COL Katrina Lloyd, Committee Chair  
HUMAN RESOURCES COMMITTEE  
England Economic and Industrial Development District

**CAPITAL PROJECTS COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
**OCTOBER 22, 2020**

The regular meeting of the Capital Projects Committee of the England Economic and Industrial Development District was held on **Thursday, OCTOBER 22, 2020** in the England Authority Community Center.

Commissioner Barron called for a roll call.

The following were present: Mr. Barron, Mr. Bushnell, Ms. Cooper, Mr. Linzay, COL Lloyd, Mr. McPherson and Mr. Williams

**Absent:** Mr. Gaines, Mr. Weems

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

Motion by **Mr. Linzay**, second by **Mr. McPherson**, to adopt a resolution requesting LADOTD, Division of Aviation, to provide assistance for construction of various airport related projects at Alexandria International Airport. On vote, motion carried.

**Status Report** – Report presented by Mrs. Sandra McQuain, Executive Director, in the absence of Mr. Scott Gammel, Deputy Director/Airfield & Capital Projects.

- a. Part 150 Noise Program – Continuing with the purchases of land parcels.
- b. Runway 18/36 Extension – Currently working on extension and will have final plans in January.
- c. Airfield Electrical Rehab – Still working with FAA.
- d. Runway Safety Area Project – This project is underway. However, there is a slight delay due to hurricane.

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

Committee meetings ended at 5:25 p.m.

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