

**THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
BOARD OF COMMISSIONERS** **REGULAR SESSION JUNE 24, 2021**

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The England Economic and Industrial Development District met in Regular Session in the England Authority Board Room, 1611 Arnold Drive, Alexandria, Louisiana, on **Thursday, June 24, 2021 at 6:00 p.m.**

Chairman Richard Bushnell requested a roll call.

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

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

**Absent:** William Barron, Curman Gaines, Charlie Weems, Joe Williams

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

Chairman Bushnell asked if there were any public comments or questions. Hearing none, Chairman Bushnell proceeded with the action items.

Chairman Bushnell called for a motion to approve consent calendar for items #1 through item #6.

Motion by **Mr. Linzay**, second by **COL Lloyd**, to approve consent calendar for items #1 through item #6. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried.

**MOTION TO APPROVE MINUTES OF MAY 27, 2021 REGULAR BOARD MEETING AND COMMITTEE MEETINGS.**

Motion by **Mr. Linzay**, second by **COL Lloyd**, to approve Minutes of May 27, 2021 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. **019-2021**

**MOTION TO ADOPT THE OPERATING AND CAPITAL BUDGETS FOR THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT FOR FISCAL YEAR 2021/2022; APPROPRIATING FUNDS FOR THE OPERATING AND CAPITAL BUDGET FOR THE FISCAL YEAR 2021/2022; CARRYING OVER CAPITAL FUNDS FROM PRIOR FISCAL YEAR 2020/2021 AND OTHER MATTERS WITH RESPECT THERETO.**

Motion by **Mr. Linzay**, second by **COL Lloyd**, to adopt the Operating and Capital Budgets for the England Economic and Industrial Development District for Fiscal Year 2021/2022; appropriating funds for the Operating and Capital Budget for the Fiscal Year 2021/2022; carrying over Capital Funds from prior Fiscal Year 2020/2021 and other matters with respect thereto. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **020-2021**

**MOTION TO ADOPT “LOUISIANA COMPLIANCE QUESTIONNAIRE” AS REQUIRED PRIOR TO YEAR-END INDEPENDENT AUDIT.**

Motion by **Mr. Linzay**, second by **COL Lloyd**, to adopt “Louisiana Compliance Questionnaire” as required prior to year-end independent audit. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **021-2021**

**MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO RENEW CONTRACT WITH THE RAPIDES PARISH SHERIFF'S DEPARTMENT FOR INMATE LABOR CREWS FOR GROUNDS MAINTENANCE AT ENGLAND AIRPARK FROM JULY 1, 2021 TO JUNE 30, 2022.**

Motion by **Mr. Linzay**, second by **COL Lloyd**, to authorize Executive Director to renew contract with the Rapides Parish Sheriff's Department for inmate labor crews for grounds maintenance at England Airpark from July 1, 2021 to June 30, 2022. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **022-2021**

**MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO RENEW CONTRACT WITH THE RAPIDES PARISH SHERIFF'S DEPARTMENT FOR SECURITY AT ENGLAND AIRPARK FROM JULY 1, 2021 TO JUNE 30, 2022.**

Motion by **Mr. Linzay**, second by **COL Lloyd**, to authorize Executive Director to renew contract with the Rapides Parish Sheriff's Department for security at England Airpark from July 1, 2021 to June 30, 2022. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **023-2021**

**MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE CONTRACT WITH PROGRESSIVE CONSTRUCTION COMPANY, LLC FOR THE EXTENSION OF RUNWAY 18 AND ASSOCIATED IMPROVEMENTS – PHASE 1 IN THE AMOUNT OF \$2,526,729.50 SUBJECT TO FUNDING AND SUBJECT TO THE RECEIPT OF ALL PROPER AND NECESSARY BID DOCUMENTS.**

Motion by **Mr. Linzay**, second by **COL Lloyd**, to authorize Executive Director to execute contract with Progressive Construction Company, LLC for the Extension of Runway 18 and Associated Improvements – Phase 1 in the amount of \$2,526,729.50 subject to funding and subject to the receipt of all proper and necessary bid documents. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **024-2021**

### ADDITIONS TO AGENDA

Chairman Bushnell called for a motion to add the following item to the agenda:

*Motion to authorize Executive Director to execute lease agreement between CAM Logistics, LLC and EEIDD for warehouse space in building #1203 located at 1616 Kegleman Drive.*

Motion by **Mr. Linzay**, second by **Mr. McPherson**, to add item to agenda.

Chairman Bushnell next called for a roll call vote:

Absent – Mr. Barron  
Yes – Mr. Bushnell  
Yes – Mrs. Cooper  
Yes – Mr. Frazier  
Absent – Mr. Gaines  
Yes – Mr. Linzay  
Yes – COL Lloyd  
Yes – Mr. McPherson  
Absent – Mr. Weems  
Absent – Mr. Williams

Yes – 6  
No – 0  
Absent – 4

By unanimous vote, motion was added to agenda.

**MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE LEASE AGREEMENT BETWEEN CAM LOGISTICS, LLC AND EEIDD FOR WAREHOUSE SPACE IN BUILDING #1203 LOCATED AT 1616 KEGLEMAN DRIVE.**

Motion by **Mr. McPherson**, second by **Mr. Linzay**, to authorize Executive Director to execute lease agreement between CAM Logistics, LLC and EEIDD for warehouse space in building #1203 located at 1616 Kegleman Drive. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **025-2021**

**E. Comments by Legal Counsel – N/A**

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

**G. Staff Report –**

- a) Financial** – Cathy Grant, Finance Director, thanked the Board of Commissioners for approving the 2021/2022 Budget. Mr. Frazier requested a copy of the capital equipment and capital projects detailed budgets.

Commissioner McPherson led a discussion referencing insurance renewals and advertisement for quotes from brokers and stated that he would like to see RFP's sent out. Mr. McPherson stated that companies purchasing insurance should be competitive.

Commissioner McPherson inquired on how deferred lease payments for the Oakwing Golf Course were being handled.

Mrs. Grant, Finance Director, stated that the lease payments were not due until the expiration of the lease. There was a brief discussion between Commissioner McPherson and England Authority attorney, John Ryland, on the matter in which Commissioner McPherson requested that the question be answered of England Authority's independent auditor on the treatment of the lease. Mrs. McQuain responded that staff would follow up with the auditors during this audit period.

- b) Air Traffic** – Scott Gammel, Airpark Deputy Director-Airside: Air traffic - 600% up from last year. American Airlines is doing very well with their Charlotte flight; Air operations are up this year. According to the FAA's enplanement record, which is a true record of enplanements, AEX is showing for the year 2020 that 74,000 flew out of AEX. AEX had 113,000 enplanements.

Delta Airlines won the J.D. Power award for "Airline of the Year". Mr. Gammel also stated that United Airlines was awarded for being the "Station of the Year". Congratulations to both Delta and United Airlines!

- c) Economic Development** – David Broussard, Airpark Deputy Director-Landside: Mr. Broussard announced the following news: The ACE initiative and the Aviation Management Degree Program at LSUA. The Governor signed the legislation to approve the fee bills for the tuition. On

Tuesday, June 22, 2021, Million Air, England Airpark and LSUA hosted an “open house” for the program at Million Air FBO terminal. Mr. Broussard stated that it was an amazing, wonderful and well attended event. It was exciting to see so many people interested in knowing more about the program. Also in attendance, were sixty plus young men and women ready to sign up! England Airpark gave tours; LSUA shared information on enrollment, tuition costs, as well as financial aid information; Acadian Aviation provided airplanes to view. Mr. Broussard thanked Chairman Bushnell and Commissioner Frazier for attending the event.

Mr. Broussard also announced that Executive Director, Sandra McQuain, was asked to serve on the “Commerce and Industry Board” with LA. Economic Development by Governor Edwards. Mrs. McQuain is the only person from Central LA. on the twenty-four person board that approves and reviews tax incentive programs for companies that are trying to locate to Louisiana.

Mrs. McQuain was named one of the top eleven women in logistics with *Global Trade* magazine and is number two in the edition.

Commissioner Frazier inquired about the architectural design, construction, location and Military Grant for the ACE Program.

Mrs. McQuain stated that a hangar has been identified on the flight line and that England Airpark would like to use it for the ACE Aviation Center. The building would be converted into a training center and home to the A&P Lab to train mechanics and offer assorted certifications. Hoping to go after MAP (Military Airport Program) money, and when granted, its ideal use will be to pay for the complete build out. As soon as the facility is ready, CLTCC will be ready to start moving forward with getting the A&P Program running. Hoping for the training center to be up and running by year 2024.

#### **H. Public Comments or Questions – N/A**

Chairman Bushnell stated there was no further business to come before the Board of Commissioners; meeting was adjourned at **6:24 p.m.**

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**Richard Bushnell, Chairman**

*England Economic and Industrial Development District  
Board of Commissioners*

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**COL Katrina Lloyd, Secretary/Treasurer**

*England Economic and Industrial Development District  
Board of Commissioners*

**ADMIN/LEGAL COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
**JUNE 24, 2021**

The regular meeting of the Admin/Legal Committee of the England Economic and Industrial Development District were held at **4:30 p.m. on Thursday, JUNE 24, 2021** in the England Authority Board Room, 1611 Arnold Drive, Alexandria, LA.

Chairman Bushnell called the committee meetings to order.

Mr. Scott Gammel, England Airpark Deputy Director – Airside, gave the invocation.

Commissioner Dennis Frazier led the Pledge of Allegiance.

Chairman Bushnell stated that Commissioner Weems, Chair of the Admin/Legal Committee, was absent.

Chairman Bushnell stated that there were no items to discuss and called for any public comments. Hearing none, Mr. Bushnell adjourned the Admin/Legal Committee

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

**FINANCE COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT

The regular meeting of the Finance Committee of the England Economic and Industrial Development District was held on **Thursday, JUNE 24, 2021** in the England Authority Board Room, 1611 Arnold Drive, Alexandria, LA.

Commissioner Cooper requested a roll call.

The following were present: Mrs. Robbyn Cooper, Mr. Richard Bushnell, Mr. Scott Linzay, COL Katrina Lloyd, Mr. Joe McPherson, Mr. Dennis Frazier,

**Absent:** Mr. William Barron, Mr. Curman Gaines, Mr. Charlie Weems, Mr. Joe Williams.

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

Received schedule of paid invoices for the month of May 2021. Mrs. Cooper asked if Commissioners had any questions regarding the paid invoices.

Commissioner Joe McPherson asked about the GPS renewal for Oakwing golf carts.

Mr. David Broussard, Deputy Director – Landside, stated that he would have an answer for him in a few days regarding the GPS renewal for golf carts.

Mrs. Cathy Grant, Finance Director, introduced Jack Stehr with McGriff Insurance Company, regarding Hurricane Laura claim. Mr. Stehr briefed the board and staff as to where the England Authority was in the process and the next steps that need to be taken. Mrs. Lisa Jorgensen, National General Adjuster, said that she hoped to have the claim closed by end of the year.

Discussion ensued.

Motion by **Mr. Linzay**, second by **Mr. McPherson**, to adopt the Operating and Capital Budgets for the England Economic and Industrial Development District for Fiscal Year 2021/2022; appropriating funds for the Operating and Capital Budget for the Fiscal Year 2021/2022; carrying over Capital Funds from prior Fiscal Year 2020/2021 and other matters with respect thereto.

Mrs. Sandra McQuain, Executive Director, briefed the Board of Commissioners regarding the Operating and Capital Budget for the Fiscal Year of 2021/2022. Mrs. McQuain entertained questions from the Board members.

After a lengthy discussion between Mrs. McQuain and Commissioners, Mrs. Cooper called for a vote. 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 Chair  
**FINANCE COMMITTEE**  
England Economic and Industrial Development District

**AUDIT COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
**JUNE 24, 2021**

The regular meeting of the Audit Committee of the England Economic and Industrial Development District was held on **Thursday, JUNE 24, 2021** in the England Authority Board Room, 1611 Arnold Drive, Alexandria, LA.

Commissioner Frazier requested a roll call. The following were present: Mr. Richard Bushnell, Mrs. Robbyn Cooper, Mr. Scott Linzay, COL Katrina Lloyd, Mr. Joe McPherson

**Absent:** Mr. William Barron, Mr. Curman Gaines, Mr. Charlie Weems, Mr. Joe Williams.

Mr. Frazier, Chair of the Audit Committee, next called for any comments from the public. There being none, Mr. Frazier proceeded with the Audit Committee meeting.

Motion by **Mr. Linzay**, second by **Mrs. Cooper**, to adopt "Louisiana Compliance Questionnaire" as required prior to year-end independent audit. On vote, motion carried.

Mr. Frazier stated that there were no other items to discuss and adjourned the Audit Committee.

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Mr. Dennis Frazier, Committee Chair  
**AUDIT COMMITTEE**  
England Economic and Industrial Development District

**ECONOMIC DEVELOPMENT COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
**JUNE 24, 2021**

The regular meeting of the Economic Development Committee of the England Economic and Industrial Development District was held on **Thursday, JUNE 24, 2021** in the England Authority Board Room, 1611 Arnold Drive, Alexandria, LA.

Commissioner McPherson requested a roll call. The following were present: Mr. Richard Bushnell, Mr. Joe McPherson, Mrs. Robbyn Cooper, Mr. Dennis Frazier, Mr. Scott Linzay, COL Katrina Lloyd.

**Absent:** Mr. Charlie Weems, Mr. William Barron, Mr. Curman Gaines, Mr. Joe Williams.

Mr. McPherson stated there were no items to discuss.

Chairman Bushnell stated that there was an item to add to the agenda.

*Motion to authorize Executive Director to execute lease agreement between CAM Logistics LLC and EEIDD for warehouse space in building #1203 located at 1616 Keglman Drive.*

Motion by **Mr. Linzay**, second by **Mrs. Cooper**, to add the item to the agenda.

Chair McPherson called for a roll call vote:

Mr. Barron	Absent
Mr. Bushnell	Yes
Mrs. Cooper	Yes
Mr. Frazier	Yes
Mr. Gaines	Absent
Mr. Linzay	Yes
COL Lloyd	Yes
Mr. McPherson	Yes
Mr. Weems	Absent
Mr. Williams	Absent

Yes – 6

No - 0

Absent – 4

By unanimous vote, the motion was added to the agenda.

Motion by **Mr. Linzay**, second by **Mrs. Cooper**, to authorize Executive Director to execute lease agreement between CAM Logistics LLC and EEIDD for warehouse space in building #1203 located at 1616 Keglman Drive.

On vote, motion carried.

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



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

**OPERATIONS COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
**JUNE 24, 2021**

The regular meeting of the Operations Committee of the England Economic and Industrial Development District was held on **Thursday, JUNE 24, 2021** in the England Authority Board Room, 1611 Arnold Drive, Alexandria, LA.

Mr. Scott Linzay, Chair of the Operations Committee, called for any comments from the public. There being none, Commissioner Linzay requested a roll call.

The following were present: Mr. Richard Bushnell, Mr. Joe McPherson, Mrs. Robbyn Cooper, Mr. Dennis Frazier, Mr. Scott Linzay, COL Katrina Lloyd.

**Absent:** Mr. Charlie Weems, Mr. William Barron, Mr. Curman Gaines, Mr. Joe Williams.

Motion by **Mrs. Cooper**, second by **COL Lloyd**, to authorize Executive Director to renew contract with the Rapides Parish Sheriff's Department for inmate labor crews for grounds maintenance at England Airpark from July 1, 2021 to June 30, 2022. On vote, motion carried.

Motion to **Mr. McPherson**, second by **Mr. Bushnell**, to authorize Executive Director to renew contract with the Rapides Parish Sheriff's Department for security at England Airpark from July 1, 2021 to June 30, 2022. On vote, motion carried.

Mr. Linzay stated there were no other items to discuss in the Operations Committee and next called for any additions. There being none, Chairman Linzay adjourned the meeting.

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

**HUMAN RESOURCES COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
**JUNE 24, 2021**

The regular meeting of the Human Resources Committee of the England Economic and Industrial Development District was held on **Thursday, JUNE 24, 2021** in the England Authority Board Room, 1611 Arnold Drive, Alexandria, LA.

COL Lloyd, Chair of the Human Resources Committee, called for any comments from the public. There being none, COL Lloyd stated that there were no items to discuss in the Human Resources Committee and next called for any additions. There being none, COL Lloyd adjourned the Human Resources Committee.

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COL. Katrina Lloyd, Committee Chair  
**HUMAN RESOURCE COMMITTEE**  
England Economic and Industrial Development District

**CAPITAL PROJECTS COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
**JUNE 24, 2021**

The regular meeting of the Capital Projects Committee of the England Economic and Industrial Development District was held on **Thursday, JUNE 24, 2021** in the England Authority Board Room, 1611 Arnold Drive, Alexandria, LA.

Mr. Scott Linzay, Vice-Chair of the Capital Projects Committee, requested a roll call in the absence of Chair William Barron.

The following were present: Mr. Scott Linzay, Mr. Richard Bushnell, Mrs. Robbyn Cooper, Mr. Dennis Frazier, COL Katrina Lloyd, Mr. Joe McPherson

Absent: Mr. William Barron, Mr. Curman Gaines, Mr. Charlie Weems, Mr. Joe Williams

Motion by **COL Lloyd**, second by **Mr. Frazier**, to authorize Executive Director to execute contract with Progressive Construction Company, LLC for the Extension of Runway 18 and Associated Improvements – Phase 1 in the amount of \$2,526,729.50 subject to funding and subject to the receipt of all proper and necessary bid documents. On vote, motion carried.

Mr. Linzay next called for any comments from the public. There being none, Mr. Linzay called upon Mr. Scott Gammel to present the Status Report.

**Status Report** – Presented by Scott Gammel, Deputy Director-Airport & Capital Projects:

Part 150 Noise Program – Information pushed to July's meeting.

Runway 18/36 Extension – Previously discussed.

Airfield Electrical Rehab – Approach lights should be completed in approximately four to five months.

Runway Safety Area Rehabilitation – Contractor waiting for the ground to dry up so construction can proceed.

FAA announced that they would be giving out a series of grants to airports throughout the nation. AEX is in line to receive a Rescue Grant in the amount of \$2.3 million dollars.

Mr. Gammel recognized England Airpark employees, Rodney Toralba, Jamie Grey and Chris Carpenter, for their exceptional work in taking care of the airfield. Mr. Grey was promoted to Airfield Superintendent and Mr. Toralba was promoted to lead Airfield Technician. Mr. Gammel also recognized two other airfield employees, Louis Normand and Jerry Warren, who were unable to be present for the meetings.

Mr. Linzay next called for any additions. There being none, Mr. Linzay adjourned the Capital Projects Committee at 5:59 p.m.

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William Barron, Committee Chair  
**CAPITAL PROJECTS COMMITTEE**  
England Economic and Industrial Development District