

**THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
BOARD OF COMMISSIONERS                      REGULAR SESSION FEBRUARY 24, 2022**

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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, February 24, 2022 at 5:10 p.m.**

Mrs. Robbyn Cooper, Chair of the England Authority, requested a roll call.

**There were present:** Mrs. Robbyn Cooper, Chair, Mr. Richard Bushnell, Mr. Dennis Frazier, Colonel Katrina Lloyd, Mr. Patrick O'Quin, Mr. Sam Spurgeon and Mr. Charlie Weems

**Absent were:** Mr. William Barron, Vice Chair; Mr. Zeb Winstead

Also present were members of the England Authority staff: Mrs. Sandra McQuain, Executive Director; Mr. Scott Gammel, Deputy Director – Airside; Mr. David Broussard, Deputy Director – Landside; Mr. John Ryland, Legal Counsel; Ms. Mary Kee, Municipal Clerk; Mrs. Cathy Grant, Finance Director

The England Economic and Industrial Development District was duly convened as the governing authority of said District by Mrs. Robbyn Cooper, Chair, stated that the England Economic and Industrial Development District was ready for the transaction of business.

Chair Cooper asked if there were any public comments or questions. Hearing none, Mrs. Cooper proceeded with the action items.

**MOTION TO APPROVE THE MINUTES OF JANUARY 20, 2022 REGULAR BOARD MEETING AND COMMITTEE MEETINGS.**

Motion by **Mr. Dennis Frazier**, second by **Mr. Richard Bushnell**, to approve the Minutes of January 20, 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. **006-2022**

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

Motion by **Mr. Sam Spurgeon**, second by **COL Katrina Lloyd**, 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 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. Sam Spurgeon**, second by **COL Katrina Lloyd**, 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. **007-2022**

**MOTION TO AMEND THE FISCAL YEAR 2021-2022 BUDGET DUE TO A CHANGE IN OPERATIONS OF THE COMMUNITY CENTER AT ENGLAND AIRPARK.**

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Motion by **Mr. Sam Spurgeon**, second by **COL Katrina Lloyd**, to amend the Fiscal Year 2021-2022 budget due to a change in operations of The Community Center at England Airpark. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **008-2022**

**MOTION TO APPROVE CHANGE ORDER #8 TO THE ERNEST P. BREAUX ELECTRICAL, LLC CONTRACT IN THE AMOUNT OF \$684,876.40 FOR THE AIRFIELD ELECTRICAL VAULT, AIRFIELD LIGHTING, NAVAIDS & ASSOCIATED IMPROVEMENTS.**

Motion by **Mr. Sam Spurgeon**, second by **COL Katrina Lloyd**, to approve Change Order #8 to the Ernest P. Breaux Electrical, LLC contract in the amount of \$684,876.40 for the Airfield Electrical Vault, Airfield Lighting, Navaids & Associated Improvements. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **009-2022**

**MOTION TO ADOPT A HALF-DAY FACILITY RENTAL RATE FOR MONDAY THROUGH THURSDAY FOR THE COMMUNITY CENTER AT ENGLAND AIRPARK.**

Chair Cooper requested a roll call:

Mr. Barron     Absent  
Mr. Bushnell    Yes  
Mrs. Cooper    Yes  
Mr. Frazier     Yes  
COL Lloyd      Yes  
Mr. O'Quin     Yes  
Mr. Spurgeon    Yes  
Mr. Weems      Yes  
Mr. Winstead    Absent

Motion passed by a unanimous vote.

Motion by **Mr. Sam Spurgeon**, second by **COL Katrina Lloyd**, to adopt a half-day facility rental rate for Monday through Thursday for The Community Center at England Airpark. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **010-2022**

**ADDITIONS TO AGENDA**

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

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

**G. Staff Report:**

a) **Financial – Cathy Grant, Finance Director:** 58% through the year; expenses are at 58.16%. Revenues are trending higher than normal attributed to OakWing Golf Course and the Community Center. Mrs. Grant stated that she finally worked out the quarterly reports on the new software. Departmental reports will be included in the April Financial report.

b) **Air Traffic – Scott Gammel, Deputy Director for Airport & Capital Projects:** Air traffic, overall, is doing the best that it can considering there are no pilots to fly the planes or staff to fix the planes - worldwide. AEX is running at a 70% load factor at this time. Mr. Gammel briefed the board regarding the "Flight School Association in North America" conference he attended in Las Vegas, where approximately 150 people attended.

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c) **Economic Development – David Broussard, Airpark Deputy Director-Landside:** Mr. Broussard spoke updated Board of Commissioners on planning for the upcoming MRO (Maintenance Repair Overhaul) show in Dallas that he and Mrs. McQuain will be attending in April.

Mr. Broussard also briefed the Commissioners about the recent tour of A & P mechanic schools in Lake Charles, Lafayette and Baton Rouge, Louisiana. Executive Director Sandra McQuain, David Broussard, Scott Gammel were joined by CLTCC Chancellor Jimmy Sawtelle and Mr. Tommy David with Pan American Engineers, toured the A&P Mechanic schools.

Chair Cooper thanked Scott Gammel for his 29 years of service to the England Authority.

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

Chair Robbyn Cooper called for any comments or questions from the public. There being none, meeting adjourned at **5:36 p.m.**

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**Robbyn Cooper, Chair**  
*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  
**FEBRUARY 24, 2022**

The regular meeting of the Admin/Legal Committee of the England Economic and Industrial Development District was held at **4:30 p.m. on Thursday, FEBRUARY 24, 2022** in the England Authority Board Room, 1611 Arnold Drive, Alexandria, Louisiana.

Mrs. Robbyn Cooper, Chair of the England Authority, called the committee meetings to order. Commissioner Richard Bushnell gave the invocation. Commissioner Dennis Frazier led the Pledge of Allegiance.

Mrs. Cooper requested that Commissioners raise their hand before asking a question before each committee so that everyone would have the opportunity to ask their question and to be heard by the Chair of the committee.

Mrs. Cooper next recognized Mr. Scott Gammel, Deputy Director of England Airpark and Airport Manager, for his service of 29 years with the England Airpark.

Chair Robbyn Cooper called on Mr. Charlie Weems, Chair of the Admin/Legal Committee. Mr. Charlie Weems requested a roll call.

**The following were present:** Mr. Richard Bushnell, Mrs. Robbyn Cooper, Mr. Dennis Frazier, Colonel Katrina Lloyd, Mr. Patrick O' Quin, Mr. Sam Spurgeon and Mr. Charlie Weems

**Absent:** Mr. William Barron, Mr. Zeb Winstead

Motion by **Mr. Richard Bushnell**, second by **Mr. Dennis Frazier**, 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. On vote, motion carried.

There being no additional agenda items to discuss and no comments from the public, Mr. Weems 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  
**FEBRUARY 24, 2022**

The regular meeting of the Finance Committee of the England Economic and Industrial Development District was held on Thursday, **FEBRUARY 24, 2022** in the England Authority Board Room, 1611 Arnold Drive, Alexandria, Louisiana.

Mr. Patrick O'Quin, Chair of the Finance Committee, requested a roll call.

The following were present: Mr. Richard Bushnell, Mrs. Robbyn Cooper, Mr. Dennis Frazier, COL Katrina Lloyd; Mr. Patrick O'Quin, Mr. Sam Spurgeon and Mr. Charlie Weems

**Absent:** Mr. William Barron, Mr. Zeb Winstead

Received schedule of paid invoices for the month of January 2022.

Motion by **Mr. Charlie Weems**, second by **Mr. Dennis Frazier**, to amend the Fiscal Year 2021-2022 budget due to a change in operations of The Community Center at England Airpark.

Cathy Grant, Finance Director, stated that there was a change in operations and that the revenue budget needed to be increased by \$17,100.00 for a total of \$45,000 for the fiscal year. Mrs. Grant also stated that there needed to be an additional cost for hourly staff and employees working the events.

Discussion ensued regarding the budget amendment. On vote, motion carried.

Motion by **Mr. Sam Spurgeon**, second by **COL Katrina Lloyd** to adopt a half-day facility rental rate for The Community Center at England Airpark.

Mrs. Grant stated that there were several inquiries from businesses as well as individuals to rent the Community Center during the week for two to three hours as opposed to a weekend rate. Mrs. Grant also stated that renting the Community Center from Monday through Thursday during the week could increase revenues.

Discussion ensued.

After discussion, **Mr. Charlie Weems**, seconded by **COL Katrina Lloyd**, voted to amend the motion to read as follows:

*Motion to approve the half-day rental rate for the Community Center at England Airpark from Monday through Thursday.*

On vote, motion carried.

Mr. O'Quin stated that there were no further items to discuss and asked if there were any public comments or additions to the agenda.

There being none, Mr. O'Quin adjourned the Finance Committee.

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Mr. Patrick O'Quin, Committee Chair  
**FINANCE COMMITTEE**  
England Economic & Industrial Development District

**AUDIT COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
**FEBRUARY 24, 2022**

The regular meeting of the Audit Committee of the England Economic and Industrial Development District was held on **Thursday, FEBRUARY 24, 2022** in the England Authority Board Room, 1611 Arnold Drive, Alexandria, Louisiana.

Chair Robbyn Cooper called on Commissioner Dennis Frazier, Chair for the Audit Committee.

Commissioner Frazier stated that there were no items to be discussed and called for any additions or public comments.

There being none, Mr. Frazier 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  
**FEBRUARY 24, 2022**

The regular meeting of the Economic Development Committee of the England Economic and Industrial Development District was held on Thursday, **FEBRUARY 24, 2022** in the England Authority Board Room, 1611 Arnold Drive, Alexandria, Louisiana.

Chair Robbyn Cooper called on Commissioner Sam Spurgeon, Chair of the Economic Development Committee.

Commissioner Sam Spurgeon stated that there were no items to be discussed and called for any additions or public comments.

There being none, Mr. Sam Spurgeon adjourned the Economic Development Committee.

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Mr. Sam Spurgeon, Committee Chair  
**ECONOMIC DEVELOPMENT COMMITTEE**  
England Economic and Industrial Development District

**OPERATIONS COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
**FEBRUARY 24, 2022**

The regular meeting of the Operations Committee of the England Economic and Industrial Development District was held on **Thursday, FEBRUARY 24, 2022** in the England Authority Board Room, 1611 Arnold Drive, Alexandria, Louisiana.

Chair Robbyn Cooper stated that Chair Zeb Winstead and Vice-Chair William Barron of the Operations Committee were both absent. Chair Cooper stated that there were no items to be discussed and called for any additions or public comments. There being none, Chair Cooper adjourned the Operations meeting.

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Mr. Zeb Winstead, Committee Chair  
**OPERATIONS COMMITTEE**  
England Economic and Industrial Development District



**HUMAN RESOURCES COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
**FEBRUARY 24, 2022**

The regular meeting of the Human Resources Committee of the England Economic and Industrial Development District was held on **Thursday, FEBRUARY 24, 2022** in the England Authority Board Room, 1611 Arnold Drive, Alexandria, Louisiana.

Chair Robbyn Cooper called on Colonel Katrina Lloyd, Chair of Human Resources Committee.

COL Katrina Lloyd stated that there were no items to discuss and called for any comments from the public.

There being none, Chair Colonel Katrina 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  
**FEBRUARY 24, 2022**

The regular meeting of the Capital Projects Committee of the England Economic and Industrial Development District was held on **Thursday, FEBRUARY 24, 2022** in the England Authority Board Room, 1611 Arnold Drive, Alexandria, Louisiana.

Mr. Charlie Weems, Vice Chair of the Capital Projects Committee, requested a roll call.

**The following were present:** Mr. Richard Bushnell, Mrs. Robbyn Cooper, Mr. Dennis Frazier, Colonel Katrina Lloyd, Mr. Patrick O'Quin, Mr. Sam Spurgeon and Mr. Charlie Weems

**Absent:** Mr. William Barron, Mr. Zeb Winstead

Mr. Charlie Weems called for any additions or comments from the public. There being none, Mr. Weems proceeded with the Capital Project Committee meeting.

Motion by **Mr. Richard Bushnell**, second by **COL Katrina Lloyd**, to approve Change Order # 8 to the Ernest P. Breaux Electrical, LLC contract in the amount of \$684,876.40 for the Airfield Electrical Vault, Airfield lighting, NAVAIDS & Associated Improvements.

Mr. Scott Gammel, Deputy Director of Airpark-Airside and Airport Manager, briefed the commissioners regarding Change Order #8. Mr. Gammel stated that Change Order #8 had come to a conclusion and received a Notice to Proceed. In approximately four months, AEX would have approach lights. The state is funding \$680,000.00 for the project. On vote, motion carried.

**Status Report** – Presented by Scott Gammel, Deputy Director-Airport

Mr. Gammel introduced two FAA inspectors: Mr. Richard Middleton and Mr. Warren Relaford, the lead inspector for all of the Southwest region. Mr. Gammel also recognized and thanked AEX Fire Chief Joe Hamner and his assistant Chief Kevin Kees.

- **Part 150 Noise Program** – Nothing to report.
- **Runway 18/36 Extension**: – Moving along. The supply of cement was delayed.
- **Airfield Electrical Rehab**: Will be wrapping up in a few months.
- **Runway Safety Area Rehabilitation**: Secondary runway is being sodded.
- **Wildlife Safety Rehab Fencing**: Phase 3 will be funded in June.
- **Master Plan**: Master Plan was presented at the Rotary Club meeting as well as to the public at the England Airpark Community Center in the past week.

There being no further items to discuss, Mr. Weems adjourned the Capital Project Committee at 5:09 p.m.

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