

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

**REGULAR SESSION APRIL 28, 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, April 28, 2022 at 4:58 p.m.**

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

**There were present:** Mrs. Robbyn Cooper, Chair; Mr. William Barron, Vice-Chair; Secretary/Treasurer; Mr. Richard Bushnell, Mr. Dennis Frazier, Mr. Sam Spurgeon, Mr. Charlie Weems and Mr. Zeb Winstead

**Absent were:** Colonel Katrina Lloyd, Mr. Patrick O'Quin

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

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 MARCH 24, 2022 REGULAR BOARD MEETING AND COMMITTEE MEETINGS.**

Motion by **Mr. William Barron**, second by **Mr. Zeb Winstead**, to approve the Minutes of March 24, 2022 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. **014-2022**

Chair Cooper called for a motion to approve consent calendar for items #2 through #5.

Motion by **Mr. Richard Bushnell**, second by **Mr. Zeb Winstead**, to approve consent calendar for items #2 through #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 SUPPLEMENTAL AGREEMENT #18 TO THE LEASE BETWEEN EEIDD AND THE UNITED STATES OF AMERICA FOR THE U.S. ARMY JOINT READINESS TRAINING CENTER INTERMEDIATE STAGING BASE.**

Motion by **Mr. William Barron**, second by **Mr. Dennis Frazier**, to authorize Executive Director to execute Supplemental Agreement #18 to the lease between EEIDD and the United States of America for the U.S. Army Joint Readiness Training Center Intermediate Staging Base. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **015-2022**

**MOTION TO ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ACT ON BEHALF OF THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT IN ALL MATTERS PERTAINING TO THE HIGH BAY MAINTENANCE AIRCRAFT HANGAR PROJECT INCLUDING CERTIFYING REQUESTS FOR STATE DISBURSEMENTS.**

Motion by **Mr. William Barron**, second by **Mr. Dennis Frazier**, to adopt a resolution authorizing the Executive Director to act on behalf of the England Economic and Industrial Development District in all matters pertaining to the High Bay Maintenance Aircraft Hangar project including certifying requests for State disbursements. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **016-2022**

**MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE WORK AUTHORIZATION WA-2 WITH MEYER, MEYER, LACROIX & HIXSON IN THE AMOUNT OF \$145,000 FOR THE SOUTH RAMP REHABILITATION PROJECT AT ALEXANDRIA INTERNATIONAL AIRPORT.**

Motion by **Mr. William Barron**, second by **Mr. Dennis Frazier**, to authorize Executive Director to execute Work Authorization WA-2 with Meyer, Meyer, LaCroix & Hixson in the amount of \$145,000 for the South Ramp Rehabilitation Project 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. **017-2022**

**MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE SUPPLEMENTAL AGREEMENT NO. 1 TO WORK ORDER NO. 1 WITH PAN AMERICAN ENGINEERS IN THE AMOUNT OF \$278,760 FOR THE WILDLIFE MITIGATION & FENCING PROJECT PHASE II AT ALEXANDRIA INTERNATIONAL AIRPORT.**

Motion by **Mr. William Barron**, second by **Mr. Dennis Frazier**, to authorize Executive Director to execute Supplemental Agreement No. 1 to Work Order No. 1 with Pan American Engineers in the amount of \$278,760 for the Wildlife Mitigation & Fencing Project Phase II 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. **018-2022**

Chair Cooper next stated the last agenda item was to discuss Section 8 of the EEIDD Ordinances. Mrs. Cooper stated that there was a Commissioner that suggested a possible change in the ordinances, specifically Section 8.2 (c) and 8.3 (d). Mrs. Cooper then called on Commissioner Sam Spurgeon to lead discussion.

Mr. Spurgeon stated that going forward, he would like to put in an extra layer of protection for present employees as well as future employees with emphasis on the two Deputy Director positions. Mr. Spurgeon believed the hiring and firing of England Airpark employees should be a board vote/decision and not only an Executive Director decision. Discussion ensued.

Commissioner Zeb Winstead inquired as to the date of Executive Director's evaluation. Commissioner Frazier stated that it was discussed and everyone agreed last year that the annual evaluation would begin from July 2021 through June 2022 fiscal year. The evaluation would take place in the fall, sometime around August through October.

#### ADDITIONS TO AGENDA

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

**F. Comments or Questions by Commissioners –** Chair Cooper congratulated Sandra McQuain for being recognized by the City of Alexandria during their women's history month celebration. Ms. McQuain was recognized for her business leadership by Mayor Hall.

Chair Cooper commented that Mrs. McQuain would begin working on the solar project. Mrs. Cooper stated that she believed it could be a conflict of interest since she works for CLECO and Mr. Ryland agreed.

Therefore, Mrs. Cooper asked that Vice-Chair William Barron take point with the solar project moving forward.

Commissioner Zeb Winstead reminded Chair Cooper that he would be out of the country beginning June 13 through June 30, 2022, and would like to review the budget before he leaves as he would not be attending the June 23, 2022 committee/board meetings.

Mrs. McQuain reminded the board that the Parc England trial date is June 14<sup>th</sup> and expected to continue for two weeks. Commissioner Weems requested Mrs. McQuain to send out the dates for the trial to all commissioners.

**G. Air Services Report** – Mrs. McQuain reported that the summer ad campaign should be rolling out in the next week to ten days. Mr. Scott Gammel stated that the State decided to issue a grant in the amount of \$30,000 for AEX to do their own study. Discussion ensued.

Note: Commissioner Zeb Winstead left meeting in progress at approximately 5:15 p.m.

**H. Staff Report:**

- a) **Financial** – Cathy Grant, Finance Director was absent from April meeting due to illness.
- b) **Air Traffic** – Scott Gammel, Deputy Director for Airport & Capital Projects. Mr. Gammel stated that 5.5 million gallons of fuel would be sold by end of the year. Air operations are up due to the *Rangers* rotation. AEX is up 10% for the year. Airlines: United Airlines is up 78% from 2021, but are pulling out in June; American Airlines was way up even without the Charlotte route. Delta Airlines should be receiving a “700” plane and would seat “66” people with a first class and coach for a short time. Mr. Gammel stated that “we have the people to put in the seats, we just don’t have the equipment”. Military- Mr. Gammel also stated that he is working on solidifying the *Rangers* coming in, which will increase operations and fuel flowage and would also make Ft. Polk stronger.
- c) **Economic Development/Operations** – David Broussard, Airpark Deputy Director-Landside, was absent from April meetings, as he was still in attendance at the MRO show in Dallas, TX. Also in attendance at the MRO show were: Sandra McQuain, Executive Director; Scott Gammel, Deputy Director-Airside; Sheri Scallan, IT; Dr. Jimmy Sawtelle, Chancellor at Central LA Technical Community College; Dr. Paul Coreil, Chancellor at LSU of Alexandria; Dr. Heather Poole of CLTCC; Tom David, Pan American Engineers and multiple representatives from CLECO and LED. England Airpark had a booth at the event. There were over 1300 vendors at the show and the team was very pleased with the foot traffic and appointments secured during the 4-day event..

Heard from Mr. Tom David with Pan American Engineers regarding water clarity at England Airpark. Mr. David also gave a brief report on the MRO show in Dallas.

**Operations** - Presented by Sandra McQuain: For the month of March, England Authority had 85 service tickets; servicing 68 residential customers and 17 commercial tenants. Golf Course – *Watermark* has been retained as the architect for the golf course with a fee of \$48,000 for them to do all improvements. Project is moving along well.

*Newmark* is an economic development site selection firm that CLECO has retained for their business strategy for the next few years.

May 7, 2022, England Airpark are hosting Ft. Polk's 46<sup>th</sup> engineering brigade at the Dragon Boat races.

Mr. Scott Gammel introduced Mr. Kevin Kees as the England Airpark Assistant Fire Chief.

Mr. Frazier stated that the clubhouse water leak at Oakwing had finally been repaired.

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

Chair Robbyn Cooper called for any comments or questions from the public. There being none, meeting adjourned at 5:47 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  
**APRIL 28, 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, APRIL 28, 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 and gave the invocation. Commissioner Zeb Winstead led the Pledge of Allegiance.

Chair Robbyn Cooper called on Mr. Zeb Winstead, Vice Chair of the Admin/Legal Committee, in the absence of Chair Charlie Weems.

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

There being none, Mr. Winstead 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  
**APRIL 28, 2022**

The regular meeting of the Finance Committee of the England Economic and Industrial Development District was held on Thursday, **APRIL 28, 2022** in the England Authority Board Room, 1611 Arnold Drive, Alexandria, Louisiana.

Vice Chair Dennis Frazier, requested a roll call in the absence of Chair Patrick O'Quin.

The following were present: Mr. William Barron, Mr. Richard Bushnell, Mrs. Robbyn Cooper, Mr. Dennis Frazier, Mr. Sam Spurgeon, Mr. Charlie Weems and Mr. Zeb Winstead

**Absent:** COL Katrina Lloyd, Patrick O'Quin, Mr. Charlie Weems

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

Note: Commissioner Charlie Weems arrived to meeting in progress at approximately 4:30 p.m.

Mrs. Sandra McQuain stated that there was a more detailed department level information in the commissioner board books for their review, as well as the requested update on all capital projects.

Mr. Frazier briefed the board on a budget review meeting that he and Commissioner O'Quin had with Cathy Grant and Summer Steiner.

Regarding next years' budget, Mr. Frazier proposed having a Finance Committee meeting for the sole purpose of discussing the budget. Mr. Frazier noted he will discuss further with Chairwoman Cooper. Mr. Winstead asked for as much advance notice as possible on the budget drafts due to travel commitments he has in June.

Mr. Frazier 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. Frazier 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  
**APRIL 28, 2022**

The regular meeting of the Audit Committee of the England Economic and Industrial Development District was held on **Thursday, APRIL 28, 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 discuss 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  
**APRIL 28, 2022**

The regular meeting of the Economic Development Committee of the England Economic and Industrial Development District was held on Thursday, **APRIL 28, 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.

Mr. Spurgeon requested a roll call.

The following were present: Mr. William Barron, Mr. Richard Bushnell, Mrs. Robbyn Cooper, Mr. Dennis Frazier, Mr. Sam Spurgeon, Mr. Charlie Weems and Mr. Zeb Winstead

**Absent:** COL Katrina Lloyd, Mr. Patrick O' Quin

Note: David Broussard, Deputy Director–Landside, was attending the MRO (Maintenance Repair Overhaul) an aviation conference in Dallas, TX.

Motion by **Mr. William Barron**, second by **Mr. Zeb Winstead**, to authorize Executive Director to execute Supplemental Agreement #18 to the lease between EEIDD and the United States of America for the U.S. Army Joint Readiness Training Center Intermediate Staging Base (ISB). On vote, motion carried.

Motion by **Mr. Dennis Frazier**, second by **Mr. William Barron**, to adopt a resolution authorizing the Executive Director to act on behalf of the England Economic and Industrial Development District in all matters pertaining to the High Bay Maintenance Aircraft Hangar project including certifying requests for State disbursements. On vote, motion carried.

Commissioner Sam Spurgeon stated that there were no other items to discuss 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  
**APRIL 28, 2022**

The regular meeting of the Operations Committee of the England Economic and Industrial Development District was held on **Thursday, APRIL 28, 2022** in the England Authority Board Room, 1611 Arnold Drive, Alexandria, Louisiana.

Chair Robbyn Cooper called on Commissioner Zeb Winstead, Chair of the Operations Committee.

Commissioner Winstead stated that there were no items to discuss and called for any additions or public comments.

There being none, Mr. Winstead adjourned the Operations Committee.

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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  
**APRIL 28, 2022**

The regular meeting of the Human Resources Committee of the England Economic and Industrial Development District was held on **Thursday, APRIL 28, 2022** in the England Authority Board Room, 1611 Arnold Drive, Alexandria, Louisiana.

Chair Robbyn Cooper stated that both the Chair and Vice-Chair of Human Resources Committee were absent and there were no items to discuss and called for any comments from the public.

There being none, Mrs. Cooper 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  
**MAY 26, 2022**

The regular meeting of the Capital Projects Committee of the England Economic and Industrial Development District was held on **Thursday, MAY 26, 2022** in the England Authority Board Room, 1611 Arnold Drive, Alexandria, Louisiana.

Mr. William Barron, Chair of the Capital Projects Committee, requested a roll call.

**The following were present:** Mr. William Barron, Mr. Richard Bushnell, Mrs. Robbyn Cooper, Mr. Dennis Frazier, Mr. Sam Spurgeon, Mr. Charlie Weems and Mr. Zeb Winstead

**Absent:** Colonel Katrina Lloyd, Mr. Patrick O'Quin

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

Chair William Barron

*Motion to adopt resolution authorizing the Executive Director to execute Sponsor/State Agreement No. H. 014949 between the Louisiana Department of Transportation and Development and the EEIDD for the Rehabilitation of Runway and Taxiway Safety Area Phase II & III in the amount of \$30,000.*

Motion by **Mr. Richard Bushnell**, second by **Mr. Zeb Winstead**, to authorize Executive Director to execute engineering only with Meyer, Meyer, LaCroix & Hixson in the amount of \$567,526 for the South Ramp Expansion Project at Alexandria International Airport. On vote, motion carried.

Motion by **Mr. Richard Bushnell**, second by **Mr. Zeb Winstead** to adopt resolution authorizing the Executive Director to execute Sponsor/State Agreement No. H. 014949 between the Louisiana Department of Transportation and Development and the EEIDD for the Rehabilitation of Runway and Taxiway Safety Area Phase II & III in the amount of \$30,000.

Mr. Barron next called on Mr. Scott Gammel to give Status Report.

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

- **Part 150 Noise Program:** Going very well. Mr. Gammel will bring an updated map and detailed report in May.
- **Runway 18/36 Extension:** Moving along well.
- **Airfield Electrical Rehab:** Contractor is waiting on backordered materials.
- **Runway Safety Area Rehabilitation:** Project proceeding well but will be bringing Change Order for Board approval within next two months.

- **Wildlife Safety Rehab Fencing:** Will be going out for bids on Phase II fencing project by the end of May.
- **Master Plan:** Will be asking Mr. Phil Jufko to give an updated timeline on completion.

Commissioner Winstead asked Mr. Gammel about the fleet of England Airpark vehicles. Mr. Gammel stated that England Airpark vehicles rotate out. An SUV vehicle will be rotated out and given to the Fire Dept. for their use.

There being no further items to discuss, Mr. Barron adjourned the Capital Project Committee at **4:57 p.m.**

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