

**THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
BOARD OF COMMISSIONERS** **REGULAR SESSION MAY 26, 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, May 26, 2022 at 5:53 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; Mr. Richard Bushnell, Mr. Dennis Frazier, Mr. Patrick O'Quin, Mr. Sam Spurgeon, Mr. Charlie Weems and Mr. Zeb Winstead.

**Absent were:** COL Katrina Lloyd

Also present were members of the England Authority staff: Mrs. Sandra McQuain, Executive Director; Mr. David Broussard, Deputy Director-Landside; Mr. Scott Gammel, Deputy Director-Airside; Mr. John Ryland, Legal Counsel; Ms. Mary Kee, Municipal Clerk, 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 APRIL 28, 2022 REGULAR BOARD MEETING AND COMMITTEE MEETINGS.**

Motion by **Mr. Richard Bushnell**, second by **Mr. Zeb Winstead**, to approve the Minutes of April 28, 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. **019-2022**

Chair Cooper called for a motion to approve consent calendar for items #2, #4, #5.

Motion by **Mr. Richard Bushnell**, second by **Mr. William Barron**, to approve consent calendar for items #2, #4 and #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 BUDGET AMENDMENT #1 TO THE 2021/2022 FISCAL YEAR BUDGET.**

Motion by **Mr. Richard Bushnell**, second by **Mr. William Barron**, to adopt Budget Amendment #1 to the 2021/2022 Fiscal Year Budget. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **020-2022**

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**MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO RENEW CONTRACT WITH RAPIDES PARISH SHERIFF'S DEPARTMENT FOR SECURITY AT ENGLAND AIRPARK FROM JULY 1, 2022 TO JUNE 30, 2023.**

Motion by **Mr. Richard Bushnell**, second by **Mr. William Barron**, to authorize Executive Director to renew contract with Rapides Parish Sheriff's Department for security at England Airpark from July 1, 2022 to June 30, 2023. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **022-2022**

**MOTION 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.**

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. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **023-2022**

Chair Cooper called for a motion to approve Item 3:

**Motion to authorize Executive Director to execute Letter of Intent with Bearing Point Properties as amended.**

Motion by **Mr. William Barron**, second by **Mr. Zeb Winstead**, to authorize Executive Director to execute Letter of Intent with Bearing Point Properties, strike any reference to "exclusive rights" from the Letter of Intent and to approve Phase 1 funding in the amount of \$111,285.

Chair Cooper called for a roll call vote to adopt the motion as amended:

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

On vote, amended motion carried. **021-2022**

**ADDITIONS TO AGENDA**

Chair Cooper requested a roll call vote to add the following item to the agenda:

*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.*

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Chair Cooper called for a roll call vote to add item:

Yea - Mr. Spurgeon  
Yea – Mr. Bushnell  
Yea – Mr. Barron  
Yea – Mrs. Cooper  
Yea - Mr. Frazier  
Absent – COL Lloyd  
Yea – Mr. O’Quin  
Yea – Mr. Weems  
Yea – Mr. Winstead

By unanimous vote, motion was added.

Motion by **Zeb Winstead**, second by **Patrick O’Quin**, 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. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **024-2022**

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

**F. Comments or Questions by Commissioners** – Chair Cooper stated that the Thursday, June 23 meeting had been moved to Tuesday, June 28, 2022 at 4:30 p.m. in the Board Room. Also, the budget/strategy meeting would be held on Wednesday, June 8, 2022 from 5:00 p.m. to 7:00 p.m. The June 8, 2022 meeting will be recorded via audio and video.

Commissioner Winstead suggested that he would like to see the England Authority have two separate meetings – Committee meetings one week, followed by the Board meeting the next week. Discussion ensued.

**G. Air Services Report** – A grant was approved at this meeting and will have more at next meeting in June.

**H. Staff Report:**

a) **Financial** – Cathy Grant, Finance Director: Accounting dept. is working on the budget and will provide a draft as soon as possible. Mrs. Grant has been in contact with the auditors and will discuss a date of when they will meet, as well as gathering necessary documents needed for the audit process.

Mr. Gary Loftus, A.A.E., Southwest Region Airports Division, completed his field work related to the FAA Compliance Review.

b) **Air Traffic** – Scott Gammel, Deputy Director for Airport & Capital Projects. Mr. Gammel reported that the numbers were good. United Airlines will be leaving AEX June 1, 2022. Air operations and fuel sales are up for the year.

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c) **Economic Development/Operations** - David Broussard, Airpark Deputy Director-Landside – Mr. Broussard, Mrs. McQuain and Vice-Chair William Barron met with Congressman Garrett Graves. Congressman Graves discuss United Airlines leaving in June, Map Funding grants and the ACE Initiative. Congressman Graves understands the importance of AEX and the ties England Airpark has with Ft. Polk and the Department of Defense.

Mr. Broussard stated that he was contacted by a charter company he met with during the MRO Show and they are interested in England Airparks proposed wide body hangar. He is working with LED to schedule a meeting with the President and Vice President of air operations for that company.

*Solar Project* - Mr. Broussard stated that England Authority had started interviewing perspective solar developers. The three prospects that were recommended by CLECO are: *Pedal Solar; Next Era Energy; DESRI*. Commissioner Barron, designee for the Solar Project, was appointed by the board of commissioners will be working with staff to evaluate the companies.

DCIPP Defense Community Infrastructure Pilot Program – At the request of LED, the Authority is pursuing a DCIPP grant to construct a wash rack component at AEX which would allow Ft. Polk or any military units to wash their vehicles, airplanes, helicopters, and other equipment. The grant application is due in July.

*OakWing Golf Course* – water pumps are being replaced to fix the sprinkler system up; Advertisements for bids for the bunker rehabilitation will be published in the next few days.

*Operations* – Received 67 calls over the last thirty days. Most of the calls were from residential properties, mostly concerning air conditioning; twelve were commercial projects.

**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 6:21 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  
**MAY 26, 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, MAY 26, 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.

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 discuss and called for any additions or public comments.

Note: Commissioner Charlie Weems arrived to meeting in progress at approximately 4:32 p.m.

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  
**MAY 26, 2022**

The regular meeting of the Finance 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.

Chair Patrick O'Quin requested a roll call.

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

**Absent:** COL Katrina Lloyd

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

Motion by **Mr. William Barron**, second by **Mr. Zeb Winstead**, to adopt Budget Amendment #1 to the 2021/2022 Fiscal Year Budget.

Mrs. Cathy Grant, Finance Director, presented Budget Amendment #1 for the 2021/2022 Fiscal Year Budget. Mrs. Grant stated that the primary reason for the Amendment #1 was to add in the revenue and expenses for Oakwing Golf course. Secondary reason was to recognize additional monies requested airside expenses.

Discussion ensued.

On vote, motion carried.

Mrs. McQuain suggested that the Finance department could show the Litigation Expenses in the non-operating revenue and expenses category. Commissioners and Executive Staff agreed that was a more appropriate representation of the expense.

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  
**MAY 26, 2022**

The regular meeting of the Audit 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.

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  
**MAY 26, 2022**

The regular meeting of the Economic Development 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.

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. Patrick O' Quin, Mr. Sam Spurgeon, Mr. Charlie Weems and Mr. Zeb Winstead.

**Absent:** COL Katrina Lloyd

Motion by **Mr. Charlie Weems**, second by **Mr. William Barron**, to authorize Executive Director to execute Letter of Intent with Bearing Point Properties.

Mr. David Broussard, Deputy Director – Landside, stated that the Letter of Intent (LOI) with Bearing Point Properties is in reference to the proposed multi-family housing project and is ready to begin the development and HUD financing process. Mr. Broussard went over the Development Management Proposal.

Discussion ensued regarding proposed terms of the LOI. Commissioners expressed their desire to approve the pre-development costs outlined in the LOI in three phases: Phase 1 - \$111,285; Phase II - \$342,035; Phase III - \$266,645. Staff would need Board approval prior to funds being expended in Phase II and Phase III.

Commissioner Sam Spurgeon called for any additions or public comments.

Dr. John Rowan, Vice Chancellor for Academic Affairs at LSUA, stated that the university supports the concept of the project. Ms. Cooper also read a letter she received from Monte Wilson, CEO of Christus Cabrini, stating his support for the project and need for housing to support their recruitment efforts.

Motion by **Mr. Charlie Weems**, second by **Mr. William Barron**, to amend the motion to read as follows:  
*Motion to authorize Executive Director to execute Letter of Intent with Bearing Point Properties, strike any reference to "exclusive rights" from the Letter of Intent and to approve Phase 1 funding in the amount of \$111,285.*



Chair Sam Spurgeon called for a roll call:

Yes - Mr. Spurgeon

Yes – Mr. Bushnell

Yes – Mr. Barron

Yes – Mrs. Cooper

No - Mr. Frazier

Absent – COL Lloyd

Yes – Mr. O'Quin

Yes – Mr. Weems

Yes – Mr. Winstead

On vote, motion was amended.

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  
**MAY 26, 2022**

The regular meeting of the Operations 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.

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

Commissioner Winstead requested a roll call.

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

**Absent:** COL Katrina Lloyd

Motion by **Mr. Charlie Weems**, second by **Mr. William Barron**, to authorize Executive Director to renew contract with Rapides Parish Sheriff's Department for security at England Airpark from July 1, 2022 to June 30, 2023. On vote, motion carried.

Commissioner Winstead stated that there were no other 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  
**MAY 26, 2022**

The regular meeting of the Human Resources 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.

Vice-Chair Patrick O'Quin stated that there were no items to discuss and called for any comments from the public.

There being none, Mr. O'Quin 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. Patrick O'Quin, Mr. Sam Spurgeon, Mr. Charlie Weems and Mr. Zeb Winstead

**Absent:** Colonel Katrina Lloyd

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

Mr. William Barron next called for a roll call to add the following item to the agenda:  
*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. Zeb Winstead**, second by **Mr. Patrick O'Quin**, to add item to agenda.

Chair Barron called for a roll call:

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

By unanimous vote, motion was added to the agenda.

Motion by **Mr. Winstead**, second by **Mrs. Robbyn Cooper**, 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. On vote, motion carried.

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.

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.
- **Runway 18/36 Extension:** Moving along well.
- **Airfield Electrical Rehab:** Contractor is waiting on backordered materials, hopefully within six weeks they will get started on the project.
- **Runway Safety Area Rehabilitation:** Project proceeding well. A Change Order for the Board's approval within next two months due to some significant issues to take care of.
- **Wildlife Safety Rehab Fencing:** Will be going out for bids in the coming weeks. Originally had funding to do all around, but due to an increase of inflation, there will only be enough funding for 60%. There will be another Phase.
- **Master Plan:** Received Chapter 6 and reviewed by Mr. Gammel and Executive Director.

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