

**THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
BOARD OF COMMISSIONERS** **REGULAR SESSION JUNE 28, 2022**

The England Economic and Industrial Development District met in Regular Session in the England Authority Board Room, 1611 Arnold Drive, Alexandria, Louisiana, on **Tuesday, June 28, 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. 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: Glenn Curtis, Interim Executive Director; John Ryland, Legal Counsel; Mary Kee, Municipal Clerk; Scott Gammel, Deputy Director-Airside; David Broussard, Deputy Director-Landside; 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 MAY 26, 2022 REGULAR BOARD MEETING AND COMMITTEE MEETINGS.

Motion by **Mr. Sam Spurgeon**, second by **Mr. Charlie Weems**, to approve the Minutes of May 26, 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. **025-2022**

MOTION TO ADOPT THE OPERATING AND CAPITAL BUDGETS FOR THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT FOR FISCAL YEAR 2022/2023; APPROPRIATING FUNDS FOR THE OPERATING AND CAPITAL BUDGET FOR THE FISCAL YEAR 2022/2023; CARRYING OVER CAPITAL FUNDS FROM PRIOR FISCAL YEAR 2021/2022 AND OTHER MATTERS WITH RESPECT THERETO.

Chair Cooper requested a roll call:

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

**THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
BOARD OF COMMISSIONERS** **REGULAR SESSION JUNE 28, 2022**

Motion by **Mr. Charlie Weems**, second by **COL Katrina Lloyd**, to adopt the Operating and Capital Budgets for the England Economic and Industrial Development District for Fiscal Year 2022/2023; appropriating funds for the Operating and Capital Budget for the Fiscal Year 2022/2023; carrying over Capital Funds from prior Fiscal Year 2021/2022 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. **026-2022**

Chair Cooper called for a motion to approve consent calendar for items #3 through #7.

Motion by **Mr. Richard Bushnell**, second by **COL. Katrina Lloyd**, to approve consent calendar for items #3, through #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 “LOUISIANA COMPLIANCE QUESTIONNAIRE” AS REQUIRED PRIOR TO YEAR-END INDEPENDENT AUDIT.

Motion by **Mr. Richard Bushnell**, second by **COL. Katrina 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. **027-2022**

MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACT WITH KOLDER, SLAVEN & COMPANY, LLC CERTIFIED PUBLIC ACCOUNTANTS.

Motion by **Mr. Richard Bushnell**, second by **COL. Katrina Lloyd**, to authorize the Executive Director to enter into contract with Kolder, Slaven & Company, LLC Certified Public Accountants. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **028-2022**

MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE AMENDMENT #1 TO THE LEASE BETWEEN EEIDD AND MICRO ABRASIVES CORPORATION TO ADD SPACE IN BUILDING #2533.

Motion by **Mr. Richard Bushnell**, second by **COL. Katrina Lloyd**, to authorize Executive Director to execute Amendment #1 to the lease between EEIDD and Micro Abrasives Corporation to add space in building #2533. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **029-2022**

MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE CHANGE ORDER #3 WITH GILCHRIST CONSTRUCTION COMPANY, LLC FOR THE REHABILITATION OF RUNWAY AND TAXIWAY SAFETY AREAS IN THE AMOUNT OF \$1,587,246.10 PENDING FAA FUNDING.

Motion by **Mr. Richard Bushnell**, second by **COL. Katrina Lloyd**, to authorize Executive Director to execute Change Order #3 with Gilchrist Construction Company, LLC for the Rehabilitation of Runway and Taxiway Safety Areas in the amount of \$1,587,246.10 pending FAA funding. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **030-2022**

MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACT WITH MEYER, MEYER, LACROIX & HIXSON TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE DESIGN OF NORTH RAMP WASH RACK AND SEWER LIFT STATION IN CONJUNCTION WITH DEFENSE COMMUNITY INFRASTRUCTURE PILOT PROGRAM GRANT REQUEST.

**THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
BOARD OF COMMISSIONERS** **REGULAR SESSION JUNE 28, 2022**

Motion by **Mr. Richard Bushnell**, second by **COL. Katrina Lloyd**, to authorize Executive Director to enter into contract with Meyer, Meyer, LaCroix & Hixson to provide professional engineering services for the design of North Ramp Wash Rack and Sewer Lift Station in conjunction with Defense Community Infrastructure Pilot Program grant request. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **031-2022**

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: Revenues are at 92%; 91% through the year; operating expenses are 86% and are trending at 5% lower than expected.
- b) **Air Traffic** – Scott Gammel, Deputy Director for Airport & Capital Projects. Mr. Gammel reported that fuel sales are doing very well, mainly due to rotations. Annual fuel sales are up by 7.5%. A contract was signed with Mike Boyd for a plan of action to assist England Airpark on how to maintain existing air service. American Airlines is looking into bringing in larger aircraft, which would bring more airline passenger seating.
- c) **Economic Development/Operations** - David Broussard, Airpark Deputy Director-Landside:
Operations - Mr. Broussard stated in the last 30 days there had been 75 housing repairs with 58 being residential and 17 commercial.

Mr. Josh Barrett with Meyer, Meyer, LaCroix & Hixson, thanked everyone for their selection of the *wash rack*.

I. Public Comments or Questions – N/A

MOTION TO ENTER INTO EXECUTIVE SESSION TO DISCUSS THE LITIGATION BETWEEN EEIDD AND BOM BANK.

Motion by **Mr. Patrick O’Quin**, second by **COL Katrina Lloyd**, to enter into Executive Session to discuss the litigation between EEIDD and BOM bank.

Chair Cooper called for a roll call vote to enter into Executive Session:

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

By unanimous vote, the Board of Commissioners entered into Executive Session at approximately 6:03 p.m.

Motion by **Mr. Patrick O'Quin**, second by **Mr. Richard Bushnell**, to exit the Executive Session at approximately 6:20 p.m.

Chair Robbyn Cooper called for any comments or questions from the public. There being none, meeting adjourned at 6:21 p.m.

Robbyn Cooper, Chair

*England Economic and Industrial Development District
Board of Commissioners*

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 28, 2022

The regular meeting of the Admin/Legal Committee of the England Economic and Industrial Development District was held at **4:31 p.m. on Thursday, JUNE 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. Deputy Director Scott Gammel gave the invocation. Commissioner Richard Bushnell led the Pledge of Allegiance.

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

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

There being none, Mr. Weems adjourned the Admin/Legal Committee.

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

FINANCE COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
JUNE 28, 2022

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

Chair Dennis Frazier requested a roll call.

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

Absent: Mr. William Barron, COL Katrina Lloyd, Mr. Zeb Winstead

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

Motion by **Mr. Sam Spurgeon**, second by **Mr. Richard Bushnell**, to adopt the Operating and Capital Budgets for the England Economic and Industrial Development District for Fiscal Year 2022/2023; appropriating funds for the Operating and Capital Budget for the Fiscal Year 2022/2023; carrying over Capital Funds from prior Fiscal Year 2021/2022 and other matters with respect thereto.

Commissioner Frazier began a lengthy discussion by asking Executive Director, Sandra McQuain, several questions regarding the operating and capital budget for the EEIDD.

- Land and building leases
- OakWing golf course
- Personnel salary and benefits
- Executive Director salary

Note: Colonel Katrina Lloyd arrived to meetings in progress at approximately 4:48 p.m.

- Board expense
- Memorial for Mr. Charles Paige

Lengthy discussion ensued between Commissioners and Executive Director Sandra McQuain.

Commissioner Dennis Frazier requested a roll call vote for the Fiscal Year 2022/2023 Budget:

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

Yea – 3

Nay – 4

Absent - 2

Motion failed.

Motion by **Mr. Charlie Weems**, second by **Mr. Richard Bushnell**, to reconsider the budget and vote again.

Chair Cooper requested a roll call vote:

Mr. Frazier – Yea

Mr. Winstead – Absent

Mr. Barron – Absent

Mr. Bushnell – Yea

Mrs. Cooper -Yea

Col. Lloyd – Yea

Mr. O'Quin – Yea

Mr. Spurgeon – Yea

Mr. Weems - Yea

By unanimous vote, the motion passed and budget was approved.

Heard from Mr. Jack Stehr and Ms. Cherye Chenervert with McGriff Insurance Services regarding property insurance update.

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.

Mr. Dennis Frazier, Committee Chair
FINANCE COMMITTEE
England Economic & Industrial Development District

AUDIT COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
JUNE 28, 2022

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

Chair Dennis Frazier 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

Motion by **Mr. Charlie Weems**, second by **Mr. Richard Bushnell**, to adopt "Louisiana Compliance Questionnaire" as required prior to year-end independent audit. On vote, motion carried.

Motion by **Mr. Charlie Weems**, second by **Mr. Richard Bushnell**, to authorize the Executive Director to enter into contract with Kolder, Slaven & Company, LLC Certified Public Accountants. On vote, motion carried.

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

There being none, Mr. Frazier adjourned the Audit Committee.

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

ECONOMIC DEVELOPMENT COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
JUNE 28, 2022

The regular meeting of the Economic Development Committee of the England Economic and Industrial Development District was held on Thursday, **JUNE 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. Richard Bushnell, Mrs. Robbyn Cooper, Mr. Dennis Frazier, COL Katrina Lloyd, Mr. Patrick O' Quin, Mr. Sam Spurgeon, Mr. Charlie Weems

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

Motion by **Mr. Charlie Weems**, second by **Mr. Richard Bushnell**, to authorize Executive Director to execute Amendment #1 to the lease between EEIDD and Micro Abrasives Corporation to add space in building #2533. On vote, motion carried.

Commissioner Sam Spurgeon called for any additions or public comments.

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

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

OPERATIONS COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
JUNE 28, 2022

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

Chair Robbyn Cooper stated that the Chair and Vice-Chair of the Operations Committee were absent and asked if there were any items to discuss. There being none, Mrs. Cooper next called for any additions or public comments.

There being none, Chair Cooper adjourned the Operations Committee.

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

HUMAN RESOURCES COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
JUNE 28, 2022

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

Col. Katrina Lloyd, Chair of the Human Resources committee, stated that there were no items to discuss and called for any comments from the public.

There being none, Col. Lloyd adjourned the Human Resources Committee.

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 28, 2022

The regular meeting of the Capital Projects Committee of the England Economic and Industrial Development District was held on **Thursday, JUNE 28, 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, Mr. Charlie Weems

Absent: Mr. William Barron, Mr. Zeb Winstead

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

Motion by **Mr. Richard Bushnell**, second by **Col. Katrina Lloyd**, to authorize Executive Director to execute Change Order #3 with Gilchrist Construction Company, LLC for the Rehabilitation of Runway and Taxiway Safety Areas in the amount of \$1,587,246.10 pending FAA funding. On vote, motion carried.

Motion by **Mr. Richard Bushnell**, second by **Col. Katrina Lloyd**, to authorize Executive Director to enter into contract with Meyer, Meyer, LaCroix & Hixson to provide professional engineering services for the design of North Ramp Wash Rack and Sewer Lift Station in conjunction with Defense Community Infrastructure Pilot Program grant request. On vote, motion carried.

The following two (2) motions were pulled from the agenda.

Motion to authorize Executive Director to execute contract for the Rehabilitation of South Apron Phase I subject to funding and subject to the receipt of all proper and necessary bid documents.

Motion to accept the low bid and to authorize Executive Director to execute contract for the bunker renovation project at OakWing.

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

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

- a) **Part 150 Noise Program:** Progressing forward and going well.
- b) **Runway 18/36 Extension:** landscape is changing quickly; working with FAA to get funding for next two years.
- c) **Airfield Electrical Rehab:** Contractor is waiting on backordered materials, hopefully within six weeks they will get started on the project.
- d) **Runway Safety Area Rehabilitation:** Bids were taken today, but was 50% to 100% over budget.
- e) **Wildlife Safety Rehab Fencing:** the pricing for this project went from \$4 million to \$12 million dollars.
- f) **Master Plan:** Final Review of Chapter 6 - Forecast was approved. In 60 days there should be a draft of the entire Master Plan.

To hear from David Broussard, Deputy Director-Landside, on the following projects:

- a) **Multi - Family Housing** –Waiting to hear from pre-app meeting with HUD.

- b) **OakWing** - Moving bid opening for bunker renovations deadline back to July 8, 2022. There will be a possible special called meeting to get the project going, tentatively set for July 11 or 12, 2022.
- c) **Renewable Energy** – Received three RFI responses. Reviewed with consultants and in the process of scheduling in person interviews. Getting close to launching project.

There being no further items to discuss, Mr. Weems adjourned the Capital Project Committee at **5:53 p.m.**

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