

**THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
BOARD OF COMMISSIONERS                      REGULAR SESSION JANUARY 19, 2023**

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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, January 19, 2023, at 5:05 p.m.**

Mr. Sam Spurgeon, Chair of the England Authority, requested a roll call.

**Present:** Mrs. Robbyn Cooper, Chair; Mr. William Barron, Vice Chair; Mr. Richard Bushnell, Mr. Dennis Frazier, Colonel Katrina Lloyd, Mr. Patrick O'Quin, Mr. Sam Spurgeon and Mr. Zeb Winstead

**Absent:** Mr. Charlie Weems.

Also present were members of the England Authority staff: Mr. Ralph Hennessy, Executive Director, Mr. David Broussard, Deputy Director-Landside; Mr. Scott Gammel, Deputy Director-Airside; Mr. John Ryland, Legal Counsel; Summer Steiner, Director of Finance & Human Resources.

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

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

**MOTION TO APPROVE THE MINUTES OF December 15, 2022 REGULAR SESSION MEETING.**

Motion by **Mr. Zeb Winstead**, second by **Mr. Richard Bushnell**, to approve the minutes of December 15, 2022 Regular Called meeting. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **001-2023.**

Chair Spurgeon called for a motion to approve consent calendar for items #2 and #4.

Motion by **Mr. Zeb Winstead**, second by **Mr. Patrick O'Quin** to approve consent calendar for items #2 and #4. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried.

**MOTION TO APPROVE** authorize the Executive Director to file an amendment to PFC Application #99-01-C-02-AEX with the FAA.

Motion by **Mr. Zeb Winstead**, second by **Mr. Patrick O'Quin** to authorize the Executive Director to file an amendment to PFC Application #99-01-C-02-AEX with the FAA. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **002-2023**

**MOTION TO RECEIVE** the annual independent Audit Report on Fiscal Year 2021/2022 from Kolder, Slaven & Company, LLC

Motion by **Mr. Zeb Winstead**, second by **Mr. Patrick O'Quin** to receive the annual independent Audit Report on Fiscal Year 2021/2022 from Kolder, Slaven & Company, LLC. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **003-2023**

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THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
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**MOTION TO AUTHORIZE** Executive Director to execute Change Order #1 with Delta Specialty Contractors for the new Wildlife Deterrent Perimeter Fencing and Associated Wildlife Mitigation Improvements.

Motion by **Mr. Zeb Winstead**, second by **Mr. Patrick O'Quin** to authorize Executive Director to execute Change Order #1 with Delta Specialty Contractors for the new Wildlife Deterrent Perimeter Fencing and Associated Wildlife Mitigation Improvements. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **004-2023**

**MOTION TO ADD** increase hourly rate for legal fees to \$200.00 starting July 1, 2023.

Motion by **Mr. Zeb Winstead**, second by **Mr. Sam Spurgeon** add to increase hourly rate for legal fees to \$200.00 starting July 1, 2023.

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

Yea – 8  
Absent – 1

The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **005-2023**

**MOTION TO INCREASE** hourly rate for legal fees to \$200.00 starting July 1, 2023.

Motion by **Mr. William Barron**, second by **Mr. Patrick O'Quin** to increase hourly rate for legal fees to \$200.00 starting July 1, 2023. **006-2023**

**E. Comments by Legal Counsel** – Thank you for the rate increase.

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

**G. Staff Report** – a). **Financial:** 5.6% over budget on revenue. Less than 1% if BOM settlement funds are removed. Utility expenses had increased but England Airpark will be getting a credit from CLECO. State will be sending funds due which will replenish cash.

b). **Air Traffic:** Doing as well as we can with aircraft we have. Delta flights are overbooked. Trying to get 3<sup>rd</sup> flight from Delta. Working on cost of tickets. Want to meet with airlines at Air Service Conference.

c). **Economic Development/Operations:** Azeoform has 2 CNC machines to produce STIHL parts and will expand when 3<sup>rd</sup> machine is purchased.

NSU Nursing and Rad Tech programs have grown. NSU will expand to building #1912 July 1, 2023 and will be included in the lease.

Operations: There were 76 residential calls, and about 18 commercial calls in the month of December.

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

There being no further business, Chair Sam Spurgeon adjourned the meeting at **5:24 p.m.**

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**Sam Spurgeon, Chair**

*England Economic and Industrial Development District  
Board of Commissioners*

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**Charlie Weems, Secretary/Treasurer**

*England Economic and Industrial Development District  
Board of Commissioners*

**ADMIN/LEGAL COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
**JANUARY 19, 2023**

The regular meeting of the Admin/Legal Committee of the England Economic and Industrial Development District was held at **4:02 p.m. on Thursday, JANUARY 19, 2023** in the England Authority Board Room, 1611 Arnold Drive, Alexandria, Louisiana.

Mr. Sam Spurgeon, Chair of the England Authority, called the committee meetings to order. Chair Sam Spurgeon gave the invocation. Commissioner Zeb Winstead led the Pledge of Allegiance.

Chair Sam Spurgeon asked Commissioner Zeb Winstead, to proceed with the Admin/Legal Committee. Committee Chair Zeb Winstead.

Chair Zeb 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 and Mr. Zeb Winstead.

**Absent:** COL Katrina Lloyd and Mr. Charlie Weems

Motion by **Mr. William Barron**, second by **Mr. Patrick O'Quin** to add the following:  
Motion to increase hourly rate for legal fees to \$200.00 starting July 1, 2023.

Chair Spurgeon referenced the approved Maximum Hourly Fee Schedule from the State of Louisiana Attorney General.

There being no objection, motion was added to the agenda.

Mr. Winstead stated there were no further items to discuss and asked if there were any comments or additions to the agenda. There being none, Chair Zeb Winstead dismissed the Admin/Legal Committee.

Chair Sam Spurgeon next called upon Commissioner Dennis Frazier, Chair of the Finance Committee.

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

**FINANCE COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
**JANUARY 19, 2023**

The regular meeting of the Finance Committee of the England Economic and Industrial Development District was held on Thursday, **JANUARY 19, 2023** in the England Authority Board Room, 1611 Arnold Drive, Alexandria, Louisiana.

Chair Dennis Frazier 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 and Mr. Zeb Winstead.

**Absent:** COL Katrina Lloyd and Mr. Charlie Weems

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

Motion by **Mr. Zeb Winstead**, second by **Mr. William Barron** to authorize Executive Director to file an amendment to PFC Application #99-01-C-02-AEX with the FAA.

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.

Chair Sam Spurgeon called upon Commissioner Dennis Frazier, in the absence of Mr. Charlie Weems, Chair of the Audit Committee.

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

**AUDIT COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
**JANUARY 19, 2023**

The regular meeting of the Audit Committee of the England Economic and Industrial Development District was held on **Thursday, JANUARY 19, 2023** in the England Authority Board Room, 1611 Arnold Drive, Alexandria, Louisiana.

Chair Sam Spurgeon called on Commissioner Dennis Frazier, Vice-Chair for the Audit Committee in the absence of Commissioner Charlie Weems, Chair of the Audit Committee.

Vice-Chair Dennis Frazier 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 and Mr. Zeb Winstead.

**Absent:** COL Katrina Lloyd and Mr. Charlie Weems

Motion by **Mr. Sam Spurgeon**, second by **Mr. Patrick O'Quin** to receive the annual independent Audit Report on Fiscal Year 2021/2022 from Kolder, Slaven & Company, LLC.

Summer Steiner introduced Nick Fowlkes to give the audit report. Mr. Fowlkes gave an explanation of the responsibilities of the auditors. He stated no discrepancies or deficiencies in internal controls were found, and issued an unmodified opinion.

Mr. Barron asked who is pledging securities and what bank is the England Authority using. Ms. Steiner stated Regions Bank.

COL. Lloyd arrived at 4:25.

There be no other business, Mr. Frazier dismissed the Audit Committee.

Chair Sam Spurgeon next called upon Commissioner Mr. Patrick O'Quin, chair of the Economic Development Committee.

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Mr. Charlie Weems, Committee Chair  
**AUDIT COMMITTEE**  
England Economic and Industrial Development District

**ECONOMIC DEVELOPMENT COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
**JANUARY 19, 2023**

The regular meeting of the Economic Development Committee of the England Economic and Industrial Development District was held on Thursday, **JANUARY 19, 2023** in the England Authority Board Room, 1611 Arnold Drive, Alexandria, Louisiana.

Committee Chair Mr. Patrick O'Quin stated that there were no items to discuss and next called for any additions or public comments.

There being none, Mr. Patrick O'Quin adjourned the Economic Development Committee.

Chair Sam Spurgeon next called upon Commissioner Robbyn Cooper, chair of the Operations Committee.

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Mr. Patrick O'Quin, Committee Chair  
**ECONOMIC DEVELOPMENT COMMITTEE**  
England Economic and Industrial Development District

**OPERATIONS COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
**JANUARY 19, 2023**

The regular meeting of the Operations Committee of the England Economic and Industrial Development District was held on **Thursday, JANUARY 19, 2023** in the England Authority Board Room, 1611 Arnold Drive, Alexandria, Louisiana.

Commissioner Robbyn Cooper, Chair of the Operations Committee, stated that there were no items to discuss and next called for any additions or public comments.

There being none, Mrs. Cooper dismissed the Operations Committee.

Chair Sam Spurgeon next called upon Commissioner Richard Bushnell, Chair of the Human Resources Committee.

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Mr. Robbyn Cooper, Committee Chair  
**OPERATIONS COMMITTEE**  
England Economic and Industrial Development District



**HUMAN RESOURCES COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
**JANUARY 19, 2023**

The regular meeting of the Human Resources Committee of the England Economic and Industrial Development District was held on **Thursday, JANUARY 19, 2023** in the England Authority Board Room, 1611 Arnold Drive, Alexandria, Louisiana.

Mr. Richard Bushnell called for any additions or comments from the public. There being none, Commissioner Bushnell adjourned the Human Resource Committee.

Chair Sam Spurgeon next called upon Commissioner William Barron, Chair of the Capital Projects Committee.

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Richard Bushnell, Committee Chair  
**HUMAN RESOURCE COMMITTEE**  
England Economic and Industrial Development District

**CAPITAL PROJECTS COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
**JANUARY 19, 2023**

The regular meeting of the Capital Projects Committee of the England Economic and Industrial Development District was held on **Thursday, JANUARY 19, 2023** 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, COL. Katrina Lloyd, Mr. Patrick O'Quin, Mr. Sam Spurgeon and Mr. Zeb Winstead.

**Absent:** Mr. Charlie Weems.

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

Motion by **Mr. Richard Bushnell**, second by **Mr. Zeb Winstead**, to authorize Executive Director to execute Change Order #1 with Delta Specialty Contractors for the new Wildlife Deterrent Perimeter Fencing and Associated Wildlife Mitigation Improvements.

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

- a) Part 150 Noise Program – Applying for wildlife grant to remove trees and mitigate wetlands.
- b) Runway Extension – New grant application for \$8 million to cover shortage.
- c) Airfield Electrical Rehab – Approach lighting system should be completed soon.
- d) Runway Safety Area Rehabilitation – In final stage for completion.
- e) Wildlife Safety Rehab Fencing – Approved change order will allow fence to encompass all airfield.
- f) Master Plan – 60-90 days to completion. Working on financial side to fund projects in Airport Layout Plan.
- g) North Ramp Wash Rack – Design ready go out for bid. Waiting on NEPA release. Already have FAA release.
- h) South Ramp Rehab – Project to repair pot holes in 22" thick concrete is 50% complete.
- i) Terminal Security Upgrade - \$75,000 of equipment upgrades needed to get to security level 3. Will be at level 3 in next six months.

Mr. Winstead asked parking lot exit lane. Mr. Hennessy said he is meeting with operator in 2 weeks.  
ATCT Radio Refurbishment – Bid going out tomorrow to get new radios and small voice switch for Air Traffic Control Tower.

ACE Program – 22 students enrolled. Planning event when 1<sup>st</sup> student gets private license. Currently have 2 aircraft and a 3<sup>rd</sup> aircraft in a couple of weeks. Simulator is for LSUA students. May open to public in the future.

Mr. Hennessy reported he will be covering the following topics during the Washington, DC trip: runway extension, ACE Program, money for future development and mineral rights. Mr. Barron asked to find out CO2 rights.

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

- a) Multi - Family Housing – Working toward opinion from FAA on Special Purpose Entity. Meeting with developers to discuss concerns.
- b) OakWing – Architect Nathan Crace reported bunker, tee project, drainage, and cleaning brush and trees completed. Tree assessment report due next week. Project is 28% under budget. New clubhouse shutters are being installed.
- c) Renewable Energy – Met with Mr. Ryland on draft lease from CLECO. Mr. Ryland is putting together a new lease.
- d) Parc England – Met with 5 contractors on mold remediation at Parc England and Bistro.

Mr. Barron asked about Enterprise fleet program. Mr. Hennessy said he would contact Enterprise.

There being no further items to discuss, Mr. Barron adjourned the Capital Project Committee at **5:05 P.M.**

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