

**THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
BOARD OF COMMISSIONERS REGULAR SESSION June 22, 2023**

The England Economic and Industrial Development District met in Regular Session in the England Authority Board Room, 1611 Arnold Drive, Alexandria, Louisiana, on **Thursday, June 22, 2023, at 4:31 p.m.**

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

Present: Mr. Sam Spurgeon, Chair, Mr. Charles Weems, Secretary, Mr. Richard Bushnell, Mr. Dennis Frazier, and Mr. Patrick O'Quin

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

The England Economic and Industrial Development District was duly convened as the governing authority of said District by Mr. Sam Spurgeon, Chair, who 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 May 25, 2023 REGULAR SESSION MEETING AND SPECIAL MEETINGS OF MAY 22, 2023 AND MAY 30, 2023.

Motion by **Mr. Charlie Weems**, second by **Mr. Richard Bushnell** to approve the minutes of May 25, 2023 Regular Session meeting and special meetings of May 22, 2023, and May 30, 2023. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **026-2023**

MOTION TO TABLE MOTION TO ADOPT THE OPERATING AND CAPITAL BUDGETS FOR THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT FOR FISCAL YEAR 2023/2024; APPROPRIATING FUNDS FOR THE OPERATING AND CAPITAL BUDGET FOR THE FISCAL YEAR 2023/20234; CARRYING OVER CAPITAL FUNDS FROM PRIOR FISCAL YEAR 2022/2023 AND OTHER MATTERS WITH RESPECT THERETO.

Motion by **Mr. Richard Bushnell**, second by **Mr. Patrick O'Quin** to table Motion to adopt the Operating and Capital Budgets for the England Economic and Industrial Development District for Fiscal Year 2023/2024; appropriating funds for the Operating and Capital Budget for the Fiscal Year 2023/20234; carrying over Capital Funds from prior Fiscal Year 2022/2023 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.

MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO RENEW GENERAL INSURANCE PROGRAM POLICIES COVERING AIRPORT/GENERAL LIABILITY, COMMUNITY CENTER/GENERAL LIABILITY/UMBRELLA, BUSINESS AUTO, PUBLIC EMPLOYEE DISHONESTY/CRIME, PUBLIC OFFICIALS LIABILITY/ EMPLOYMENT PRACTICES LIABILITY AND BOILER AND MACHINERY FOR THE YEAR 2023/2024.

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Motion by **Mr. Dennis Frazier**, second by **Mr. Patrick O'Quin** to authorize Executive Director to renew general insurance program policies covering Airport/General Liability, Community Center/General Liability/Umbrella, Business Auto, Public Employee Dishonesty/Crime, Public Officials Liability/ Employment Practices Liability and Boiler and Machinery for the year 2023/2024. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **027-2023**

MOTION TO TABLE MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO RENEW PROPERTY INSURANCE, UPON RECEIPT OF UPDATED QUOTES, FOR THE YEAR 2023/2024

Motion by **Mr. Richard Bushnell**, second by **Mr. Patrick O'Quin** to Table Motion to authorize Executive Director to renew property insurance, upon receipt of updated quotes, for the year 2023/2024. 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 AUDIT COMPLIANCE QUESTIONNAIRE" AS REQUIRED PRIOR TO YEAR-END INDEPENDENT AUDIT.

Motion by **Mr. Dennis Frazier**, second by **Mr. Patrick O'Quin** to adopt "Louisiana Audit 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. **028-2023**

MOTION TO TABLE MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE LEASE AGREEMENT BETWEEN EEIDD AND THE LOUISIANA STATE FIRE MARSHAL FOR BUILDING #1707.

Motion by **Mr. Richard Bushnell**, second by **Mr. Patrick O'Quin** to Table Motion to authorize Executive Director to authorize Executive Director to execute lease agreement between EEIDD and the Louisiana State Fire Marshal for building #1707. 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 RENEW CONTRACT WITH RAPIDES PARISH SHERIFF'S DEPARTMENT FOR SECURITY AT ENGLAND AIRPARK FROM JULY 1, 2023 TO JUNE 30, 2024

Motion by **Mr. Dennis Frazier**, second by **Mr. Patrick O'Quin** to authorize Executive Director to renew contract with Rapides Parish Sheriff's Department for security at England Airpark from July 1, 2023 to June 30, 2024. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **029-2023**

MOTION AUTHORIZING EXECUTIVE DIRECTOR TO EXECUTE CERTIFICATE OF SUBSTANTIAL COMPLETION FOR THE SOUTH APRON REHABILITATION PROJECT - PHASE I

Motion by **Mr. Dennis Frazier**, second by **Mr. Patrick O'Quin** authorizing Executive Director to execute Certificate of Substantial Completion for the South Apron Rehabilitation Project - Phase I. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **030-2023**

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Presentation by Michael Baker on the final draft of the airport masterplan.

CJT BAYOU CUISINE DISCUSSION.

Mr. John Ryland stated that there are no developments and that he is waiting on the client's attorney to have an extension in writing.

E. Comments by Legal Counsel – N/A

F. Comments or Questions by Commissioners – N/A

G. Staff Report – a). Financial: Ms. Steiner stated Revenue is up 2 % and expenses are 8.4% below budget.

b). Air Traffic: Have passengers but still have no equipment.

Airline Service – Met with Allegiant, they move very slowly. Have a follow up meeting in August.

ACE: Spoke with Southwest regarding a partnership with maintenance dept and CLTCC.

c). Economic Development/Operations:

There were 93 service calls, 19 Commercial and 72 Residential, which is very common in summer months. The Community Center has 48 events, and 31 for next year. Reddy Ice has been renting since 2011. UCORE received a 4-million-dollar grant.

H. Public Comments or Questions – N/A

There being no further business, Chair Sam Spurgeon adjourned the meeting at **5:10 p.m.**

Sam Spurgeon, Chair

*England Economic and Industrial Development District
Board of Commissioners*

Charlie Weems, Secretary/Treasurer

*England Economic and Industrial Development District
Board of Commissioners*

ADMIN/LEGAL COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
JUNE 22, 2023

The regular meeting of the Admin/Legal Committee of the England Economic and Industrial Development District was held at **4:11 p.m. on Thursday, June 22, 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. Mr. Richard Bushnell gave the invocation. Chair Sam Spurgeon led the Pledge of Allegiance.

Chair Sam Spurgeon proceeded with the Admin/Legal Committee. Committee Chair Zeb Winstead was absent.

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

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

Mr. Sam Spurgeon, Committee Vice Chair
ADMIN/LEGAL COMMITTEE
England Economic & Industrial Development District

FINANCE COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
JUNE 22, 2023

The regular meeting of the Finance Committee of the England Economic and Industrial Development District was held on Thursday, **JUNE 22, 2023** 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, Mr. Dennis Frazier, Mr. Patrick O'Quin, Mr. Sam Spurgeon, and Mr. Charlie Weems.

Absent: COL Katrina Lloyd, Mr. Zeb Winstead, Mr. William Barron, and Ms. Robbyn Cooper.

Received schedule of paid invoices for the month of May 2023.

Motion by **Mr. Sam Spurgeon**, second by **Mr. Charlie weens** to table the Operating and Capital Budgets for the England Economic and Industrial Development District for Fiscal Year 2023/2024; appropriating funds for the Operating and Capital Budget for the Fiscal Year 2023/20234; carrying over Capital Funds from prior Fiscal Year 2022/2023 and other matters with respect thereto to 6/29/2023.

On vote, motion carried.

Motion by **Mr. Sam Spurgeon**, second by **Mr. Charlie Weems** to authorize Executive Director to renew general insurance program policies covering Airport/General Liability, Community Center/General Liability/Umbrella, Business Auto, Public Employee Dishonesty/Crime, Public Officials Liability/ Employment Practices Liability and Boiler and Machinery for the year 2023/2024.

On vote, motion carried.

Motion by **Mr. Sam Spurgeon**, second by **Mr. Richard Bushnell** to authorize Executive Director to renew property insurance, upon receipt of updated quotes, for the year 2023/2024.

On vote, motion carried.

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 Charlie Weems, Chair of the Audit Committee.

AUDIT COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
JUNE 22, 2023

The regular meeting of the Audit Committee of the England Economic and Industrial Development District was held on **Thursday, JUNE 22, 2023** in the England Authority Board Room, 1611 Arnold Drive, Alexandria, Louisiana.

Chair Sam Spurgeon called on Commissioner Mr. Charlie Weems, Chair for the Audit Committee.

Chair Charlie Weems requested a roll call.

The following were present: Mr. Dennis Frazier, Mr. Richard Bushnell, Mr. Patrick O'Quin, and Mr. Sam Spurgeon.

Absent: COL Katrina Lloyd, Mr. Zeb Winstead, Mr. William Barron, and Ms. Robbyn Cooper.

Motion by **Mr. Sam Spurgeon**, second by **Mr. Patrick O'Quin** to adopt "Louisiana Audit Compliance Questionnaire" as required prior to year-end independent audit.

On vote, motion carried.

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

There being none, Mr. Weems dismissed the Audit Committee.

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

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

ECONOMIC DEVELOPMENT COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
JUNE 22, 2023

The regular meeting of the Economic Development Committee of the England Economic and Industrial Development District was held on Thursday, **JUNE 22, 2023** in the England Authority Board Room, 1611 Arnold Drive, Alexandria, Louisiana.

Chair Mr. Patrick O'Quin requested a roll call.

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

Absent: Mr. William Barron, COL Katrina Lloyd, Ms. Robbyn Cooper, and Mr. Zeb Winstead.

Motion by **Mr. Sam Spurgeon**, second by **Mr. Charlie Weems** to table Executive Director to execute lease agreement between EEIDD and the Louisiana State Fire Marshal for building #1707 to 6/29/23.

On vote, motion carried.

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'Quinn adjourned the Economic Development Committee.

Chair Sam Spurgeon next called upon Commissioner Patrick O'Quinn, Vice Chair of the Operations Committee.

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

OPERATIONS COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
JUNE 22, 2023

The regular meeting of the Operations Committee of the England Economic and Industrial Development District was held on **Thursday, JUNE 22, 2023** in the England Authority Board Room, 1611 Arnold Drive, Alexandria, Louisiana.

Vice Chair Patrick O'Quin requested a roll call.

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

Absent: COL Katrina Lloyd, Ms. Robbyn Cooper, Mr. William Barron, and Mr. Zeb Winstead.

Motion by **Mr. Sam Spurgeon**, second by **Mr. Charlie Weems** to authorize Executive Director to renew contract with Rapides Parish Sheriff's Department for security at England Airpark from July 1, 2023 to June 30, 2024

On vote, motion carried.

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

There being none, Mr. O'Quin dismissed the Operations Committee.

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

Mr. Patrick O'Quin, Committee Vice Chair
OPERATIONS COMMITTEE
England Economic and Industrial Development District

HUMAN RESOURCES COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
JUNE 22, 2023

The regular meeting of the Human Resources Committee of the England Economic and Industrial Development District was held on **Thursday, JUNE 22, 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, Vice Chair of the Capital Projects Committee.

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

CAPITAL PROJECTS COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
JUNE 22, 2023

The regular meeting of the Capital Projects Committee of the England Economic and Industrial Development District was held on **Thursday, JUNE 22, 2023** 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. Charlie Weems, Mr. Richard Bushnell, Mr. Dennis Frazier, Mr. Patrick O'Quin, and Mr. Sam Spurgeon.

Absent: COL. Katrina Lloyd, Mrs. Robbyn Cooper, Mr. William Barron, and 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. Sam Spurgeon**, second by **Mr. Charlie Weems**, Motion authorizing Executive Director to execute Certificate of Substantial Completion for the South Apron Rehabilitation Project - Phase I

On vote, motion carried.

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 – Making some headway.
- b) Runway Extension – Out for bid, explained staggering prices on concrete.
- c) Airfield Electrical Rehab – Currently still at a standstill.
- d) Runway Safety Area Rehabilitation – Project been on hold, getting started back July 1.
- e) Wildlife Safety Rehab Fencing – 70% complete, 2-3 months remaining.
- f) Master Plan – Speaking with consultant daily.
- g) North Ramp Wash Rack – Going for bid in 2 weeks.
- h) South Ramp Rehab – Closing out.
- i) Terminal Security Upgrade – Going forward and should be complete by the end of the year.
- j) ATCT Radio Refurbishment – Should be 4-6 weeks on delivery.
- k) Page and Ortego Historical Monument – Should be here in July. Will have a dedication ceremony.

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

- a) Multi - Family Housing – New asphalt is done, will begin striping next week.
- b) OakWing – Still waiting on water well pump.
- c) Renewable Energy – CLECO advised that the studies are moving along, and they will update in October.
- d) Parc England – Contractors cleaning the second floor of the hotel.

There being no further items to discuss, Mr. Weems adjourned the Capital Project Committee at **4:30 P.M.**

Charlie Weems, Committee Vice Chair
CAPITAL PROJECTS COMMITTEE
England Economic and Industrial Development District