

THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT BOARD OF COMMISSIONERS REGULAR SESSION November 16, 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, November 16, 2023, at 5:21 p.m.**

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

Present: Mr. Sam Spurgeon, Chair, Mr. Zeb Winstead, Vice Chair, Mr. Charles Weems, Secretary, Mr. Dennis Frazier, Mr. Oday Lavergne, Mr. Steven Mansour, Mr. Joe McPherson, and Mr. Jamar Gales.

Absent: Mr. Taylor Cottano 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. Matt Nowlin, Legal Counsel.

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

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.

MOTION TO APPROVE THE MINUTES OF OCTOBER 26, 2023, REGULAR SESSION MEETING.

Motion by **Mr. Zeb Winstead**, second by **Mr. Jamar Gales** to approve the Minutes of October 26, 2023, regular session meeting. The Chair called for any comments from the board or public. There being none, a vote was called, and motion carried. **066-2023**

MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE LEASE AGREEMENT BETWEEN EEIDD AND BOISE CASCADE FOR BUILDING #606 LOCATED AT 1308 FRANK ANDREWS BLVD (PEPSI BUILDING).

Motion by **Mr. Zeb Winstead**, second by **Mr. Jamar Gails** to authorize Executive Director to execute Lease agreement between EEIDD and Boise Cascade for building #606 located at 1308 Frank Andrews Blvd (Pepsi Building). The Chair called for any comments from the board or public. There being none, a vote was called, and motion carried. **067-2023**

MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE AMENDMENT #1 TO THE GROUND LEASE BETWEEN EEIDD AND TANGO PAPA, LLC. FOR LAND TO BUILD AN EXECUTIVE HANGAR AT ALEXANDRIA INTERNATIONAL AIRPORT.

Motion by **Mr. Zeb Winstead**, second by **Mr. Jamar Gales** to execute Amendment #1 to the ground lease between EEIDD and Tango Papa, LLC. for land to build an executive hangar 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. **068-2023**

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MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO ADOPT WORK AUTHORIZATION NUMBER 1 WITH MICHAEL BAKER INTERNATIONAL, INC. FOR THE REHABILITATION AND EXPANSION OF NORTH RAMP (DESIGN ONLY).

Motion by **Mr. Zeb Winstead**, second by **Mr. Jamar Gailles** to authorize Executive Director to adopt Work Authorization Number 1 with Michael Baker International, Inc. for the Rehabilitation and Expansion of North Ramp (Design Only). The Chair called for any comments from the board or public. There being none, a vote was called, and motion carried. **069-2023**

Heard from Mr. Hennessy with an update on the Strategic Plan. Lengthy discussion took place regarding the proposed plan, comments will be considered for implementation in the final plan. Mr. Hennessy advised the board to have their comments by November 27th. Mr. Hennessy stated that the final will be out the week before the board meeting. Mr. McPherson stated that he made several comments regarding the plan, and wanted to know if his comments were going to be considered. Mr. Hennessy stated that there would be another draft for the members to review. Mr. Frazier requested when the audit report would be available. Mr. Hennessy stated that it would be available in January. It was agreed that the schedule for the It was agreed that the schedule for the finalization of the plan will be:

November 27th Final day for comments to David Carter.

December 4th Second draft circulated for review.

December 14th Board Meeting – Final plan discussed and acceptance.

E. Comments by Legal Counsel – Mr. Nowlin had no comments.

F. Questions by Commissioners – Mr. McPherson asked how the board could shorten committee meetings or meet as a whole. Mr. Spurgeon stated that the committees could be consolidated. Mr. Lavergne stated he agreed with the idea of consolidation or shortening committees. Mr. Weems stated that he does not believe that the board is doing twice the work, but that the majority of the work is being done in committees. Mr. Spurgeon stated that consolidation in a small form is a good idea. Mr. Lavergne stated that there needs to be some behavior changes and guidance on themselves on how they are going to run the organization moving forward.

G. Staff Report – **a). Executive Director:** Mr. Hennessy shared the upcoming holiday ads to run around town after Thanksgiving. Mr. McPherson inquired about a previous data study as to why people were not flying out of AEX. Mr. Hennessy gave a follow-up on several reasons as to why people chose to fly out elsewhere. Mr. Hennessy stated that the Air- Service Study presented to the Board earlier in the year would be available if requested by the new Board members. Mr. McPherson requested that the coffee be brought back to the red eye flights. Mr. Hennessy stated that the LAMA conference was held last week and had about 166 attendees. Mr. Hennessy stated that many had favorable comments about the conference. Mr. Hennessy stated that a small contingent of people would be going to Canada Dec 4th -6th to tour the UCORE facility. Additionally, Mr. Hennessy stated that there would be a presentation on rates and charges in the December meeting, as well as the new rental car agreements would also be on the agenda. Mr. Hennessy invited the board members to the

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Bizzy awards on Friday, November 17th. Mr. Hennessy stated that the 2024 meeting schedule will be presented in the December meeting.

b). Financial: Ms. Steiner stated that the performance throughout the year is looking good as far as financials go. About 5 % over year-to-date budget on revenue, and about 8% below year-to-date budget on expenses. Ms. Steiner stated that the auditors came two weeks ago and had to pull out earlier than they thought, and they were not able to come back until Wednesday of this week, the hope to finish up tomorrow. Their intention is to have the report ready in December.

Mr. Nowlin reminded board members to complete their ethics training.

c). Air Traffic: Mr. Gammel reviewed the latest airport statistics report. Mr. Winstead asked if there were still issues with luggage being left behind. Mr. Gammel stated that they had spoken with the airlines and the issue is better but not resolved. Scott stated that he and Mr. Hennessy would start getting more information on questions such as ticket prices and things that were asked earlier.

Airline Service- Airlines are now starting to take corporate Meetings. Mr. Gammel stated that they have not been holding meetings since covid. Mr. Gammel stated that they are working on getting a meeting with United. Mr. Hennessy stated that they are working with Southern Airways Express to connect people to the Houston intercontinental Airport. A meeting was held two weeks ago, and another is in the works. Mr. Hennessy stated that they are hoping for this in 2024. A request for a meeting with United at their headquarters is anticipated for the first quarter of next year.

ACE: -Going well. Mr. Gammel showed a video of a simulator used in the program and invited board members to come view. Mr. McPherson asked how many people were enrolled, Mr. Gammel reported 33 students.

d). Economic Development/Operations: Mr. Broussard stated that there were 64 service calls 41 res 23 commercial. Community center has 20 events complete with 29 events remaining for the fiscal year. Mr. Broussard stated that pretty much every Friday and Saturday are booked for events in December and January. Mr. McPherson asked if we are still using the same budget that was originally planned for. Mr. Broussard stated that he believes we are except for the bump up in the security cost. Mr. Broussard called on Mrs. Sheri Scallan to verify Mrs. Scallan stated that that was correct, that the only bump was in security costs. Mr. Broussard stated that he anticipates 1-2 leases next month, one being LaSalle corrections.

Mr. Spurgeon stated that at 6:09 on November 16, 2023, the board was entering into Executive Session for the board's attorney, Mr. Nowlin, to brief the board members on active litigation involving the board. The board exited executive session at 6:43 pm, and Mr. Spurgeon stated for the record that Mr. Weems was absent during the session.

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Mr. Frazier recommended that the evaluation of the Executive Director be pushed back to after July of next year due to the duration of the time that he has been in his position. Mr. Spurgeon agreed with the time frame of the evaluation. Mr. McPherson commended Mr. Hennessy on the good work he was doing at the Airpark. Mr. Spurgeon expressed his appreciation for the good work and decisions being made at the airpark. A motion was made by Mr. Winstead to adjourn the meeting and second by Mr. Spurgeon.

H. Public Comments or Questions – None

There being no further business, Mr. Sam Spurgeon adjourned the meeting at **7:04 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
NOVEMBER 16, 2023

The regular meeting of the Admin/Legal Committee of the England Economic and Industrial Development District was held at **4:12 p.m. on Thursday, NOVEMBER 16, 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. Jamar Gales gave the invocation. Mr. Sam Spurgeon led the Pledge of Allegiance.

Heard from comments from Brady, Manager of Oakwing. Brady stated that there has been a good trend with finances under the new food and beverage program. There have been updates to the venue and catering menu, such as renting tables, linens, and chairs. There are 7 functions currently booked at the facility for the month of December. Mr. McPherson asked for a breakdown of space in the bar and banquet room. Mr. McPherson also recommended looking into coordinating events with the England Authority Community Center. Brady also stated that there are currently 117 members at Oakwing. Brady said that members were given 90 days' notice that there would be an increase in dues. Mr. Winstead inquired what exactly the membership included. Brady explained in detail those benefits. Brady stated that there was an upcoming golf committee meeting in two weeks, where the budget would be discussed. McPherson asked to view the report from the budget meeting. Mr. Gails inquired about venue advertising, which Brady stated they were working on.

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

Mr. Winstead stated there were no 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.

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

FINANCE COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
NOVEMBER 16, 2023

The regular meeting of the Finance Committee of the England Economic and Industrial Development District was held on Thursday, **November 16, 2023** in the England Authority Board Room, 1611 Arnold Drive, Alexandria, Louisiana.

Chair Dennis Frazier requested a roll call.

The following were present: Mr. Zeb Winstead, Mr. Jamar Gales, Mr. Oday Lavergne, Mr. Steven Mansour, Mr. Joe McPherson, Mr. Sam Spurgeon, and Mr. Charlie Weems.

Absent:

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

Mr. McPherson inquired about a payment to Paul's Tree Service of \$38,000. Me. Steiner stated that there were 43 trees around the airpark that were taken down. Mr. Broussard stated that there were removal of trees and stump grinding around several areas of housing and commercial areas.

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.

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

AUDIT COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
November 16, 2023

The regular meeting of the Audit Committee of the England Economic and Industrial Development District was held on **Thursday, NOVEMBER 16, 2023**, in the England Authority Board Room, 1611 Arnold Drive, Alexandria, Louisiana.

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

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 Richard Mr. Joe McPherson , Vice 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
NOVEMBER 16, 2023

The regular meeting of the Economic Development Committee of the England Economic and Industrial Development District was held on Thursday, **NOVEMBER 16, 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. Joe McPherson, Mr. Taylor Cottano, Mr. Dennis Frazier, Mr. Jamar Gales, Mr. Oday Lavergne, Mr. Steve Mansour, Mr. Sam Spurgeon, Mr. Charlie Weems and Mr. Zeb Winstead

Motion by **Mr. Sam Spurgeon**, second by **Mr. Zeb Winstead** to authorize Executive Director to execute Lease agreement between EEIDD and Boise Cascade for building #606 located at 1308 Frank Andrews Blvd (Pepsi Building).

Mr. Frazier asked what the difference in rent would be between the current tenant and the new tenant. Mr. Broussard said that there would be almost twice the amount of increase. Mr. Frazier also asked when the move date would be, Mr. Broussard stated roughly 60 days. Mr. Lavergne inquired about market rates and comps outside of the air park. Mr. Broussard stated he had obtained those. Mr. Winstead asked about the amount of traffic that would be in and out of the park. Mr. McPherson inquired about load limits, and Mr. Broussard explained the route discussed with the tenant.

On vote, motion carried.

Motion by **Mr. Zeb Winstead**, second by **Mr. Jamar Gales** to authorize Executive Director to execute Amendment #1 to the ground lease between EEIDD and Tango Papa, LLC. for land to build an executive hangar at Alexandria International Airport.

Mr. Weems questioned why this location for the building of the new hangar, Mr. Broussard called on Mr. Gammel. Mr. Gammel stated that this is a part of the Master Plan. Mr. Lavergne inquired who requested the site. Mr. Gammel stated that through the Master Plan, they were directed here. Mr. Gammel also explained that the ramp was going to be extended. Mr. Lavergne stated that there were other areas, Mr. Gammel stated that there were already other plans in place for those areas. Mr. Lavergne requested to see the policy on the upcoming building of hangars. Mr. Gales requested a copy of the master plan. Mr. McPherson wanted to know if any existing buildings would have to come down, Mr. Gammel stated that an unoccupied storage building would. Mr. McPherson questioned the pricing on acres vs square footage. Mr. Hennessy stated that there is an undergoing rates and charges study now and the report will be at the next meeting. Mr. Lavergne inquired about the parking lot for Millionaire. Mr. Hennessy stated that there was additional parking across the street. Mr. Spurgeon reiterated that the lease was already in place. Mr. Spurgeon inquired about the CPI increase. Mr. Hennessy stated that they are currently looking at average cpi over a 3-5 yr. period putting in a cap.

On vote, motion carried.

Vice Chair Mr. McPherson stated that there were no items to discuss and next called for any additions or public comments.

There being none, Mr. McPherson adjourned the Economic Development Committee.

Chair Sam Spurgeon next called upon Commissioner Oday Lavergne, Chair of the Operations Committee.

Mr. Joe McPherson, Committee Vice Chair
ECONOMIC DEVELOPMENT COMMITTEE
England Economic and Industrial Development District

OPERATIONS COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
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The regular meeting of the Audit Committee of the England Economic and Industrial Development District was held on **Thursday, November 16, 2023** in the England Authority Board Room, 1611 Arnold Drive, Alexandria, Louisiana.

Chair Sam Spurgeon called on Commissioner Oday Lavergne, Chair for the Operations Committee.

Commissioner Oday Lavergne, 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, Mr. Lavergne dismissed the Operations Committee.

Chair Sam Spurgeon next called upon Commissioner Jamar Gales, Vice chair of the Human Resources Committee.

Mr. Oday Lavergne, Committee Chair
OPERATIONS COMMITTEE
England Economic and Industrial Development District

HUMAN RESOURCES COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
November 16, 2023

The regular meeting of the Human Resources Committee of the England Economic and Industrial Development District was held on **Thursday, November 16, 2023** in the England Authority Board Room, 1611 Arnold Drive, Alexandria, Louisiana.

Chair Sam Spurgeon called on Commissioner Gailes, Vice Chair for the Human Resources Committee.

Mr. Gailes stated that there were no items on the agenda and called for any additions or comments from the public. There being none, Commissioner Cottano adjourned the Human Resource Committee.

Chair Sam Spurgeon next called upon Commissioner Charlie Weems, Vice Chair of the Capital Projects Committee.

Jamar Gailes, Committee Vice Chair
HUMAN RESOURCE COMMITTEE
England Economic and Industrial Development District

CAPITAL PROJECTS COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
November 16, 2023

The regular meeting of the Capital Projects Committee of the England Economic and Industrial Development District was held on **Thursday, November 16, 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. Steven Mansour, Mr. Dennis Frazier, Mr. Jamar Gales, Mr. Oday Lavergne, Mr. Joe McPherson, Mr. Patrick O'Quin, Mr. Sam Spurgeon, Mr. Zeb Winstead.

Absent: Mr. Taylor Cottan and Patrick O'Quin

Motion by **Mr. Zeb Winstead**, second by **Mr. Jamar Gales**, to adopt Work Authorization Number 1 with Michael Baker International, Inc. for the Rehabilitation and Expansion of North Ramp (Design Only).

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 – No Change
- b) Runway Extension – Still looking at the second week of January.
- c) Runway Safety Area Rehabilitation – At the very end of it. Still waiting for FAA to do final walk through. Replacing panels and asphalt. Hope to be completed by 12/31.
- d) Wildlife Safety Rehab Fencing – Going forward at the very end of it.
- e) Master Plan – Received chapter 8 draft.
- f) North Ramp Wash Rack – Going forward waiting on final notice to proceed. Will be large enough to wash C17. Mr. Lavergne requested a visual on the north ramp. Mr. Gammel showed/explained in detail.
- g) Terminal Security Upgrade – Still waiting on equipment.
- i) ATCT Radio Refurbishment – Still waiting for them to come in. Looking at starting in January.
- j) Page and Ortego Historical Monument – Was shipped but not received yet. Has a call in to check status.

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

- a) Multi - Family Housing – Nothing new to report.
- b) OakWing – Bridges are done, and the water pump should be here in 1-2 days.
- c) Renewable Energy – Finalizing lease with Cleco. Meeting with Cleco team Jan 9th.
- d) Parc England – Mr. Hennessy received word from consultants that we will get the market study tomorrow and then will move forward with RFP from there.
Mr. McPherson requested information on land. Mr. Broussard explained the agreement. Mr. McPherson inquired about the land being considered the industrial part. Mr. McPherson asked if the Meyer and Meyer study was located. Mr. Hennessy explained the findings. Mr. McPherson requested the report

from the Cleco meeting. Mr. Lavergne inquired about the remaining land from Cleco. Mr. Spurgeon recommended a 4 Cap on CPI for upcoming tenants to Mr. Nowlin.

There being no further items to discuss, Mr. Weems adjourned the Capital Project Committee.

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