

THE ENGLAND AUTHORITY
BOARD OF COMMISSIONERS MEETING
December 18, 1992
England Authority Board Room
-REGULAR MEETING-

The England Authority Board of Commissioners met in the England Authority Board Room, located in Building 1803, EAFB, Alexandria, Louisiana. Public officials and members of the public and press were invited.

Commissioners present were:

- John Brewer
- Hank Bruser
- Jack DeWitt
- Barry Hines
- Susan Jaques
- Garland Lawrence
- Jim Meyer
- George Thompson

Commissioners absent were:

- Gene Cotton
- Myron Lawson

Also present were James Holderread, Joe Slowinski, Robert Coon, Joe Moore, Nita Saucier, Renae Saathoff, Albin Provosty, Atty., and members of the public and media.

The meeting was called to order at 11:08 a.m. by Chairman Meyer. The Invocation and Pledge of Allegiance were followed by Roll Call which determined that a quorum was present. Proposed agenda additions were reviewed.

AGENDA

Motion made by Commissioner Hines, to add to the agenda, adoption of a resolution to authorize the Executive Director to establish a Section 457, deferred compensation retirement program for the England Economic and Industrial Development District. Following Commissioner Bruser's explanation that the Personnel Committee needed more time to review the retirement program, action on the resolution was deferred.

Motion made by Commissioner Hines, seconded by Commissioner Thompson, to add to the agenda three items, 1) a resolution on the Final Retreat, 2) a report from Chairman Meyer on highway signage, and 3) a motion to authorize the audit for FY 1991-92. On vote, the motion carried and all items were added to the agenda.

Motion made by Commissioner DeWitt, seconded by Commissioner Bruser, to remove item 4. "Motion to pay all approved bills." from the agenda. On vote, the motion carried.

Motion made by Commissioner Bruser, seconded by Commissioner Thompson, to approve the amended agenda. On vote, the motion carried.

APPROVAL OF MINUTES

Motion made by Commissioner DeWitt, seconded by Commissioner Bruser, to approve the minutes of the November 30, 1992, regular Board of Commissioner's monthly

meeting. On vote, the motion carried.

KENT HOUSE PAINTING REQUEST

Chairman Meyer reviewed for the Board, a letter he had received from Mr. Henley Hunter, President of Kent House, requesting acquisition of the watercolor painting currently hanging inside the Officer's Club entrance. Following Chairman Meyer's explanation of how the England Authority acquired the painting, he recommended that the painting not be sold or declared surplus but made a long term loan to Kent House. Commissioner Bruser suggested the painting be left in its present location and a plaque be placed near the painting which states the location of Kent House for the benefit of those persons interested in visiting Kent House after viewing the painting. Concern was expressed for the possibility of increased donation requests following the Kent House's painting acquisition.

Motion made by Commissioner DeWitt, seconded by Commissioner Bruser, to authorize a written loan agreement between Kent House and the England Authority for the watercolor painting currently located inside the Officer's Club entrance. On vote, the motion failed.

OEA SEMINAR IN AUSTIN, TEXAS

Chairman Meyer reviewed the funding arrangements for the Office of Economic Adjustment seminar scheduled for February 3 and 4, 1993, in Austin, Texas. He stated that OEA has approved funding for participation of two representatives from the England Authority. Chairman Meyer explained that all Commissioners are welcome attend.

Motion made by Commissioner Brewer, seconded by Commissioner Bruser, to authorize travel expenses for the Chairman and Executive Director and any interested Commissioners for attendance at the Office of Economic Adjustment seminar in Austin, Texas on February 3 and 4, 1993. On vote, the motion carried.

ARCHITECT/ENGINEERING FIRM AUTHORIZED

Motion made by Commissioner DeWitt, seconded by Commissioner Thompson, to authorize hiring of the firm of Barron, Heinberg, and Broccato in a joint venture with Pan American Engineers, to perform architect/engineering requirements in the event the England Airpark is the chosen location for the ISB. On vote, the motion carried.

It is noted that Commissioners Bruser, Meyer, and Brewer abstained from participation in the vote, due to their firms involvement with the architect/engineering firm being considered.

UPDATE REPORT ON INSURANCE CONSULTING FIRM

James Holderread reviewed a letter received from the Wyatt Company in which they proposed preparation of a Risk Management Analysis of insurance in place at the England Authority, for a cost of \$10,000 to \$12,000. Mr. Holderread recommended the Wyatt Company be hired and mentioned that they have also done work for the City of Alexandria.

Motion made by Commissioner DeWitt, seconded by Commissioner Brewer, to authorize negotiations of a contract with the Wyatt Company to provide the scope of services as

included in their letter of December 11, 1992. Motion includes authorization of the Chairman's signature to the contract.

Motion amended by Commissioner Bruser, seconded by Commissioner Hines, to include provision of draft contract by legal council to insure that the Wyatt Company covers all England Authority needs. On vote, the motion carried.

EXCESS MWR PROPERTY AUCTIONEER

The current list of excess MWR property was reviewed. Discussion resulted regarding the possibility of additional property that would be available to be included in a public auction or bid process.

Motion made by Commissioner DeWitt, seconded by Commissioner Thompson, to authorize the Executive Director to develop a list of property for an auction tentatively scheduled for March 1993. On vote, the motion carried.

Motion made by Commissioner Bruser, seconded by Commissioner Brewer, to authorize the hiring of Mr. Reagan Nelson as auctioneer, for a usual and customary fee. Attorney, Albin Provosty explained property appraisal requirements. Discussion of proper action to be taken ensued. Motion was withdrawn following this discussion.

Motion made by Commissioner DeWitt, seconded by Commissioner Bruser, to authorize a RFQ for an auctioneer to perform auction of excess MWR property in Spring 1993. On vote, the motion carried.

CARETAKER CONTRACTS

Joe Moore reviewed the list of contractors recommended for approval by the Board of Commissioners. Commissioner Bruser requested identification of firms by their business name, to allow those Commissioners whose private firms are currently involved with businesses being considered, to recuse themselves from Board voting. It was also requested by Commissioner Thompson that minority firms be identified.

Commissioner Bruser recommended that action on contractors be deferred until later in the meeting, to allow time for Joe Moore to prepare a list of contractors identified by business name and minority for Board review.

FBO LEASE

James Holderread reported that the Fixed Base Operator lease is continuing to be discussed with respondents to the RFQ. Jack Sherrill added that the draft FBO lease agreement is being developed and due to be completed soon.

INTERIM PERSONNEL POLICIES

Commissioner Bruser reported that the Legal and Personnel Committee met to review an interim personnel policy for the England Authority staff. He stated that a benefit package and leave policies would be reviewed by the Committee further. Various changes of verbiage were reviewed by Nita Saucier. The Board reviewed the presented policy paragraph by paragraph, presenting and answering questions as necessary.

Motion made by Commissioner Bruser, seconded by Commissioner DeWitt, to authorize the adoption of the presented interim Personnel Policy with the exclusion of the Leave Policies presented. On vote, the motion carried.

Motion made by Commissioner Bruser, seconded by Commissioner DeWitt, to direct the England Authority staff to prepare Job Descriptions, Job Qualifications, and an Organizational Chart for the England Authority personnel. All prepared information is to be presented to the Personnel Committee before the next Board of Commissioners regular meeting. On vote, the motion carried.

AUDIT FOR FY 1991-92

Motion made by Commissioner DeWitt, seconded by Commissioner Brewer, to authorize engagement of the firm of Payne, Moore, and Harrington for the purpose of performing an annual audit for the England Authority fiscal year 1991-92. On vote, the motion carried.

HOLIDAY AUTHORIZATION

Motion made by Commissioner DeWitt, seconded by Commissioner Thompson, to authorize December 24th, 25th, 31st (half day), and January 1st as paid holidays for the England Authority staff. On vote, the motion carried.

RECOGNITION FOR FINAL RETREAT EXECUTION

Chairman Meyer reviewed names of people to be included in a resolution to thank those responsible for the planning and execution of the Commemorative Final Retreat Ceremony held Tuesday, December 15, 1992. Included were the Ceremony Committee, including Chairman Meyer, Jay Ellington, Alice Young, Joe Slowinski, Alvin Mycoff, Christie Frederick and Kelly Edmondson. For site preparation were Seargents Frazier and Salinas, Mrs. Micky Mangum, Reverend Jamison, Rtd. Col. Harry Pratt, 917th Fighter Group of Barksdale AFB, H-Battery 25th Field Artillery 2nd Arms Division at Fort Polk, the Marine JRTC cadets from Alexandria Senior High, the Air Force cadets from Bolton High School, the Army JRTC cadets from Pineville High School, and Mr. Cantrel Wrenn along with the Bolton High School Band.

Motion made by Commissioner DeWitt, seconded by the entire Board, to adopt a resolution to thank those persons responsible for the success of the Commemorative Final Retreat Ceremony held Tuesday, December 15, 1992. On vote, the motion carried.

REPORT ON SIGNAGE

Chairman Meyer reported that on Highways 28 and 1, official highway signs have been erected designating direction to the England Industrial Airpark and Community. He added that the signs for I-49 will also be changed, but will take longer since they come from Baton Rouge.

Commissioner Bruser mentioned the sign on I-49 identifying "Air Base Road". He suggested asking the Rapides Area Planning Commission to look into questioning the residents of Air Base Road as to whether or not they would like to change the name of their road to the more appropriate name of "Air Park Road". It was decided that the Executive Director would be responsible for the inquiry with the Rapides Area Planning Commission.

CARETAKER INSURANCE

Motion made by Commissioner Brewer, seconded by Commissioner Bruser, to add to the meeting agenda, consideration of proposed Caretaker insurance. On vote, the motion carried.

James Holderread reviewed with the Board a Summary of Premiums compiled by the company of Alexander & Alexander. Discussion resulted addressing each type of insurance. It was clarified that quotes are for a twelve month period. Discussion continued as to whether the need for an insurance consultant was still necessary. It was decided to proceed with the hire of the insurance consultant.

PUBLIC COMMENTS & QUESTIONS

Phyllis Mayo of River Oaks Board of Directors requested clarification of the procedure for attaining requested personal property for the River Oaks organization. Chairman Meyer stated that the request would first come before the Economic Development Committee, then to the Board for vote. He further explained that many personal property items located inside many buildings are relevant to the reuse of the building, e.g. arts and crafts equipment are necessary for the reuse of the Arts and Crafts facility. He added that if the building is reused as some other type of facility, and it is deemed that there is no interest in reuse of the equipment therein, it will then be identified as surplus property and considered for disposal through the established procedure.

Marilyn Wellan requested clarification of the process for reviewing Fixed Base Operator RFQ's and questioned the number of responses received by the England Authority initially. Chairman Meyer stated that the Airfield Lease must be in place before the FBO can go into business. He added that only one FBO RFQ response was received before the deadline.

CARETAKER CONTRACTS

Joe Moore presented to the Board a list of bidders by firm name and minority identification. He stated that some minority firms identified did not return the required forms and will be required to do so prior to conducting final negotiations.

CUSTODIAL CONTRACT

Motion made by Commissioner Bruser, seconded by Commissioner Brewer, to authorize final negotiations and award the custodial contract to Tops Janitorial, subject to submission of required legal forms. On vote, the motion carried.

ALARM CONTRACT

Motion made by Commissioner DeWitt, seconded by Commissioner Brewer, to authorize final negotiations and award the alarm maintenance contract to Alexandria Alarms, subject to submission of required legal forms. On vote, the motion carried.

SPRINKLER SYSTEM

Motion made by Commissioner DeWitt, seconded by Commissioner Bruser, to authorize final negotiations and award the sprinkler system contract to American Sprinkler Systems, subject to submission of required legal forms. On vote, the motion carried.

FIRE EXTINGUISHER

Motion made by Commissioner DeWitt, seconded by Commissioner Brewer, to authorize final negotiations and award the fire extinguisher maintenance contract to Gremillion, subject to submission of required legal forms. On vote, the motion carried.

GOLF COURSE MAINTENANCE

Motion made by Commissioner Bruser, seconded by Commissioner Thompson, to authorize final negotiations and award the golf course maintenance contract to Landco, subject to negotiations of a fair compensation in addition to payment to the England Authority for equipment use. Submission of required legal forms will also apply. On vote, the motion carried.

GROUNDS MAINTENANCE

Motion made by Commissioner DeWitt, seconded by Commissioner Bruser, to award to Paco Company, the contract for grounds maintenance services. On vote, the motion carried.

PEST CONTROL

Motion made by Commissioner DeWitt, seconded by Commissioner Brewer, to award to Bolden Pest Control, the contract for pest control services. On vote, the motion carried.

RADIO EQUIPMENT

Motion made by Commissioner Bruser, seconded by Commissioner DeWitt, to table decision to award Walts Communication the radio maintenance contract pending identification of the brand of radio equipment to be provided to the England Authority by the USAF. On vote, the motion carried and decision was tabled.

WASTE DISPOSAL

Motion made by Commissioner DeWitt, seconded by Commissioner Brewer, to award Waste Management of Cenla the contract for refuse collection. On vote, the motion carried.

It is noted that Commissioner Bruser abstained from participation in the vote, due to his firms involvement with the company being considered.

ON-CALL CONTRACTS

Motion made by Commissioner Lawrence, seconded by Commissioner Bruser, to award all "On-Call" contracts recommended to the respective contract services. On vote, the motion carried.

ELECTRICITY

Motion made by Commissioner Thompson, seconded by Commissioner Bruser, to award the electrical distribution system to CLECO. On vote, the motion carried.

It is noted that Commissioner Lawrence abstained from participation in the vote, due to his association with the company being considered.

INTERGOVERNMENTAL AGREEMENTS

Motion made by Commissioner Lawrence, seconded by Commissioner Thompson, to ratify the intergovernmental agreement between the England Authority and the Rapides Parish Sheriff's department for the provision of security services at England Airpark.

Following Commissioner Bruser's request to see the documents for all Intergovernmental Agreements prior to their authorization, motion made by Commissioner Bruser, seconded by Commissioner Brewer, to table authorization of the intergovernmental agreements. On vote, the motion carried, and action was tabled.

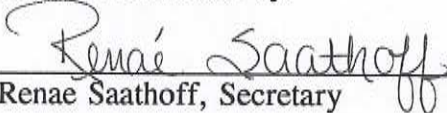
PAYMENT OF INTERGOVERNMENTAL AGREEMENTS

Discussion resulted regarding the need for payment to the organizations providing IGA services.

Motion made by Commissioner DeWitt, seconded by Commissioner Bruser, to authorize payment of services to be provided on Intergovernmental Agreements, on an interim basis until a contract is approved by the Board. On vote, the motion carried.

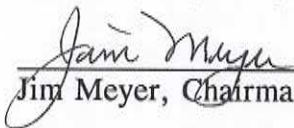
Following the determination that there was no further business to come before the Board motion to adjourned closed the meeting at 1:12 p.m.

Minutes submitted by:



Renae Saathoff, Secretary

Minutes accepted by:



Jim Meyer, Chairman