

**THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
BOARD OF COMMISSIONERS    REGULAR SESSION    FEBRUARY 22, 2018**

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The England Economic and Industrial Development District met in Regular Session at the England Authority Board Room, 1611 Arnold Drive, England Industrial Airpark and Community Alexandria, Louisiana, on **Thursday, FEBRUARY 22, 2018 at 6:11 p.m.**

**There were present**, William Barron, Robert Beck, Richard Bushnell, Robbyn Cooper, Dennis Frazier, Scott Linzay and Charlie Weems.

**Also present were** members of the England Authority staff and legal counsel.

**Absent:** Curman Gaines, Mike Johnson, Joe McPherson

Commissioner Bushnell gave the invocation and Commissioner Beck led the Pledge of Allegiance.

The England Economic and Industrial Development District was duly convened as the governing authority of said District by Mr. Scott Linzay, Chairman, who then stated that the England Economic and Industrial Development District was ready for the transaction of business.

Chairman Linzay called for a motion to approve consent calendar for item #1 through #8.

Motion by **Mr. Frazier**, second by **Mr. Bushnell**, to approve consent calendar for item #1 through #8. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried.

*Consent Calendar:*

**MOTION TO APPROVE MINUTES OF JANUARY 25, 2018 REGULAR BOARD MEETING AND COMMITTEE MEETINGS.**

Motion by **Mr. Barron**, second by **Mr. Bushnell**, to approve Minutes of January 25, 2018 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. **008-2018**

**MOTION TO APPROVE PAYMENT OF ATTORNEY BILL TO PROVOSTY, SADLER, DELAUNAY, APC FOR THE MONTH OF JANUARY 2018.**

Motion by **Mr. Barron**, second by **Mr. Bushnell**, to approve payment of attorney's bill to Provosty, Sadler, deLaunay, APC for the month of January 2018. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **009-2018**

**MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE LOAN AGREEMENT BETWEEN THE NATIONAL MUSEUM OF THE UNITED STATES AIR FORCE AND THE ENGLAND AUTHORITY FOR THE STATIC DISPLAY AIRCRAFT LOCATED AT HERITAGE PARK.**

Motion by **Mr. Barron**, second by **Mr. Bushnell**, to authorize Executive Director to execute loan agreement between the National Museum of the United States Air Force and the England Authority for the static display aircraft located at Heritage Park. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **010-2018**

**MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO RENEW CONTRACT WITH KAZETTE ENTERPRISES, INC., FOR ASSISTANCE WITH DBE PROGRAM FOR ALEXANDRIA INTERNATIONAL AIRPORT.**

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Motion by **Mr. Barron**, second by **Mr. Bushnell**, to authorize Executive Director to renew contract with Kazette Enterprises, Inc. for assistance with DBE Program for Alexandria International Airport. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **011-2018**

**MOTION TO ADOPT BUDGET AMENDMENT #1 TO THE 2017/2018 FISCAL YEAR BUDGET.**

Motion by **Mr. Barron**, second by **Mr. Bushnell**, to adopt Budget Amendment #1 to the 2017/2018 Fiscal Year Budget. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **012-2018**

**MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE AMENDMENT #5 TO THE OAKWING GOLF CLUB L.L.C. SUBLEASE EXTENDING TERMS AND CONDITIONS OF AMENDMENT #4 FOR AN ADDITIONAL 5 YEARS.**

Motion by **Mr. Barron**, second by **Mr. Bushnell**, to authorize Executive Director to execute Amendment #5 to the OakWing Golf Club L.L.C. sublease extending terms and conditions of Amendment #4 for an additional 5 years. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **013-2018**

**MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE AMENDMENT #5 TO THE AIRPORT USE PERMIT BETWEEN EEIDD AND CSI AVIATION SERVICES, INC. TO ACCOMMODATE DELAYS IN AWARD OF FEDERAL CONTRACT.**

Motion by **Mr. Barron**, second by **Mr. Bushnell**, to authorize Executive Director to execute Amendment #5 to the Airport Use Permit between EEIDD and CSI Aviation Services, Inc. to accommodate delays in award of federal contract. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **014-2018**

**MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO ADVERTISE FOR BIDS FOR WILDLIFE EXCLUSION FENCE AT ALEXANDRIA INTERNATIONAL AIRPORT.**

Motion by **Mr. Barron**, second by **Mr. Bushnell**, to authorize Executive Director to advertise for bids for Wildlife Exclusion Fence 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. **015-2018**

**ADDITIONS TO AGENDA**

(By unanimous vote)

Chairman Linzay called for a motion to add the following item to the agenda:

*Motion to appoint Airport Manager as No. 3 in line of succession and Airpark Development Manager as #4 in line of succession following the Executive Director Jon Grafton and Ronnie Hair, Director of Operations and authorizing their ability to act in the absence of Mr. Grafton and Mr. Hair.*

Motion by **Mr. Barron**, second by **Mr. Bushnell**, to add item to agenda.

Chairman Linzay explained that the item needed to be added due to the resignation of Jon Grafton, Executive Director and Ronnie Hair, Director of Operations, effective May 1, 2018, to sign checks and important documents in their absence before and after May 1, 2018.

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Chairman Linzay then called for a roll call vote:

Mr. Barron – Yay  
Mr. Beck – Yay  
Mr. Bushnell – Yay  
Ms. Cooper – Yay  
Mr. Frazier – Yay  
Mr. Gaines – Absent  
Mr. Johnson – Absent  
Mr. Linzay – Yay  
Mr. McPherson – Absent  
Mr. Weems - Yay

By unanimous vote, motion was added to agenda.

**MOTION TO APPOINT AIRPORT MANAGER AS NO. 3 IN LINE OF SUCCESSION AND AIRPARK DEVELOPMENT MANAGER AS #4 IN LINE OF SUCCESSION FOLLOWING THE EXECUTIVE DIRECTOR JON GRAFTON AND RONNIE HAIR, DIRECTOR OF OPERATIONS AND AUTHORIZING THEIR ABILITY TO ACT IN THE ABSENCE OF MR. GRAFTON AND MR. HAIR.**

Motion by **Mr. Barron**, second by **Mr. Bushnell**, to appoint Airport Manager as No. 3 in line of succession and Airpark Development Manager as #4 in line of succession following the Executive Director Jon Grafton and Ronnie Hair, Director of Operations and authorizing their ability to act in the absence of Mr. Grafton and Mr. Hair. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried.

**016-2018**

Chairman Linzay called for a motion to add the following item to the agenda:  
*Motion to appoint Mr. Charlie Weems to head search for Executive Director.*

Motion by **Mr. Barron**, second by **Mr. Bushnell**, to add item to agenda.

Chairman Linzay called for a roll call vote:

Mr. Barron – Yay  
Mr. Beck – Yay  
Mr. Bushnell – Yay  
Ms. Cooper – Yay  
Mr. Frazier – Yay  
Mr. Gaines – Absent  
Mr. Johnson – Absent  
Mr. Linzay – Yay  
Mr. McPherson – Absent  
Mr. Weems - Yay

By unanimous vote, motion was added to agenda.

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**MOTION TO APPOINT MR. CHARLIE WEEMS TO HEAD THE SEARCH FOR EXECUTIVE DIRECTOR FOR THE EEIDD.**

Motion by **Mr. Barron**, second by **Mr. Frazier**, to appoint Mr. Charlie Weems to head search the search for Executive Director for the EEIDD. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **017-2018**

**F. Comments by Legal counsel – N/A**

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

**H. Staff Report – Financial Report – 58%** through fiscal year; collected 57.17% of revenue and expended 53% of the budget.

**- Comparative Air Traffic Report – N/A**

**- Economic Development – N/A**

Mr. Grafton thanked Board and staff for his tenure of 24 years with England Airpark.

Chairman Linzay publicly thanked Mr. Grafton for his 24 years of service and dedication with England Airpark and Alexandria community. Also heard from past Commissioner Mike Tudor, Colonel Ray Schindler, Wayne Denley, Dudley Hixson and members of the England Authority Board of Commissioners.

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

**J. Adjourn - Motion by Mr. Bushnell**, second by **Mr. Frazier**, to adjourn the meeting.

By unanimous vote, with there being no further business to come before the Board, meeting was adjourned at **6:35 p.m.**

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**Scott Linzay, Chairman**

*England Economic and Industrial Development District  
Board of Commissioners*

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**Robbyn Cooper, Secretary/Treasurer**

*England Economic and Industrial Development District  
Board of Commissioners*

**ADMIN/LEGAL COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT

The regular meeting of the Admin/Legal Committee of the England Economic and Industrial Development District was held at **on Thursday, FEBRUARY 22, 2018**, in the England Authority Board Room.

Chairman Linzay called the committee meetings to order and requested Mr. Weems to Chair Admin/Legal Committee. Chairman Weems called for any comments from Public.

**The following were present:** Mr. Barron, Mr. Beck, Mr. Bushnell, Ms. Cooper, Mr. Frazier, and Mr. Weems.

**Absent:** Mr. Gaines, Mr. Johnson, Mr. McPherson

Motion by **Mr. Barron**, second by **Mr. Frazier**, to approve payment of attorney bill to Provosty, Sadler and deLaunay for the month of January 2018. On vote, motion carried.

Motion by **Mr. Barron**, second by **Mr. Bushnell**, to authorize Executive Director to execute loan agreement between the National Museum of the United States Air Force and the England Authority for the static display aircraft located at Heritage Park. On vote, motion carried.

Motion by **Mr. Bushnell**, second by **Mr. Frazier**, to authorize Executive Director to renew contract with Kazette Enterprises, Inc. for assistance with DBE Program for Alexandria International Airport.

The DBE program implements England Authority's disadvantaged business enterprise with FAA Funds and capital projects and has won national awards.

Mr. Gammel stated that England Authority is a model for the area and Ms. Johnny Varnado does an excellent job and England Authority is required to have this program to obtain federal funds.

Mr. Mike Tudor, past commissioner of the England Authority board of commissioners, praised Executive Director, Jon Grafton, for having the leadership to create the DBE program for the England Authority.

Also heard from Wayne Denley with CLEDA.

There being no other items the Admin/Legal Committee was adjourned.

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Mr. Charlie Weems, Committee Chairman  
**England Economic and Industrial Development District**  
Board of Commissioners

**FINANCE COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT  
**FEBRUARY 22, 2018**

The regular meeting of the Finance Committee of the England Economic and Industrial Development District was held on **Thursday, FEBRUARY 22, 2018**, in the England Authority Board Room. The following were present: Mr. Frazier, Mr. Beck, Mr. Barron, Mr. Bushnell, Ms. Cooper and Mr. Weems.

**Absent:** Mr. Gaines, Mr. Johnson, Mr. McPherson

Chairman Frazier called for any comments from the public. There being none, Mr. Frazier proceeded with Finance Committee meeting.

Received schedule of paid invoices for the month of January 2018.

Motion **by Mr. Barron**, second by **Mr. Weems**, to adopt Budget Amendment #1 to the 2017/2018 Fiscal Year Budget. On vote, motion carried.

Mr. Grafton briefed board regarding Amendment #1 to the 2017/2018 Fiscal Year Budget.

Mr. Grafton publicly thanked Mr. Gammel and Mr. Brown for their work in securing the FAA funds.

There being no other items to discuss, the Finance Committee was adjourned.

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Mr. Dennis Frazier, Committee Chairman  
**England Economic and Industrial Development District**  
Board of Commissioners

**CAPITAL PROJECTS COMMITTEE**  
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT

**FEBRUARY 22, 2018**

The regular meeting of the Capital Projects Committee of the England Economic and Industrial Development District was held on **Thursday, FEBRUARY 22, 2018**, in the England Authority Board Room. Mr. Bushnell called for a roll call. The following were present: Mr. Barron, Mr. Beck, Mr. Bushnell, Ms. Cooper, Mr. Frazier, Mr. Gaines, and Mr. Weems.

**Absent:** Mr. Gaines, Mr. Johnson, Mr. McPherson

Chairman Bushnell called for any public comments. There being none, Mr. Bushnell proceeded with agenda.

Motion by **Mr. Weems**, second by **Mr. Barron**, to authorize Executive Director to advertise for bids for Wildlife Exclusion Fence at Alexandria International Airport. On vote, motion carried.

Mr. Grafton presented the following reports:

- a. Part 150 Noise Program – To date, we have secured \$74 million. We are moving forward.
- b. Runway 18/36 Extension – Right in middle of environmental phase and getting very close to design for construction.
- c. Westside Development – In limbo at this time, 60 days away from finishing plans. Can have it out for bid if money comes in.
- d. Rental Car Project Phase II – Facility is looking great. 70% complete.
- e. Airfield Electrical Rehab – 85% to 90% complete. Will be wrapping project up soon. This is a \$12 million project that has lasted over 3 years. We are now in a safe position and are rewired for next 30 years.
- f. Emergency Access Road – Laying down asphalt on emergency access road. Should be completed in next 6-7 weeks.
- g. North Emergency Access Road – (Harold Miles Road) Starting bridge replacement; One year project.
- h. Community Center Replacement Project – Mr. Grafton answered questions posed by Mr. McPherson regarding Community Center. A handout/report was given to Commissioners.
  - Bldg. rental fee – Should be comparative to other public buildings in area, but will calculate out during construction of which will take a year.
  - There will be no additional staff needed on regular basis.
  - Will have minimal maintenance cost.
  - There are “2” alternates – 1. Frank Andrews – porch and terrace. 2. Canopy on porch of Frank Andrews Drive over ground sitting area.
  - Road circulation/improvement: \$264,900 for road in front of bldg. – it is in Street Improvement Program.
  - Finished plans – approximately June/July. Hope to let bids for August 2018. Hope to open for summer of 2019.

- i. Roundabout Sculpture Project – Models should be back in by March 15<sup>th</sup> so that local advisory group of local folk can make recommendations and alternately select sculpture for project. Mr. Grafton also asked commissioners for any names for this group.

There being no other items, the Capital Projects Committee was adjourned.

Committee meetings ended at 6:10 p.m.

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Mr. Richard Bushnell, Committee Chairman  
England Economic and Industrial Development District  
Board of Commissioners