

**RESOLUTION NO. \_\_\_\_\_-2024**

**STATE OF LOUISIANA**

**PARISH OF RAPIDES**

**In the Name and by the Authority of  
The England Economic & Industrial Development District**

**RESOLUTION**

**BE IT RESOLVED, THAT THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT HEREBY AMENDS SECTIONS 2-56, 2-78, 2-80, 2-104, 4-25, 4-33, 4-37, 4-69, 4-71, 4-72, 4-75, 4-76, 4-99, 4-100, 4-102, 4-104, 4-129, 4-132, 4-164, 6-88, 6-89, 6-90, 6-91, 6-92, 6-116, 6-150, 6-201, 6-228, 6-229, 6-260, 6-285, 6-286, 6-288, 6-289, 6-290, 6-295, 8-2, 8-3, 8-4, 8-5, 8-23, 8-30, AND 8-31 OF ITS CODE OF ORDINANCES AND POLICIES; REPEALS SECTIONS 4-38, 8-1, 8-5 THROUGH 8-28, AND 8-71 THROUGH 8-102 OF ITS CODE OF ORDINANCES AND POLICIES; ENACTS SECTION 4-2 WITHIN ITS CODE OF ORDINANCES AND POLICIES; AND FURTHER PROVIDES WHEN THIS RESOLUTION SHALL BECOME EFFECTIVE**

**WHEREAS**, the England Economic and Industrial Development District (hereafter, the “EEIDD”) has a Code of Ordinances and Policies (hereafter, the “EEIDD Code”) maintained through the efforts of its staff; and,

**WHEREAS**, the Board of Commissioners of the EEIDD directed its Executive Director and attorney to review and propose updates to the EEIDD Code as determined proper and necessary; and,

**WHEREAS**, on February 22, 2024, and March 28, 2024, at regularly scheduled meetings of the Board of Commissioners of the EEIDD, the first of two reports containing proposed amendments to the EEIDD Code were presented; and,

**WHEREAS**, on May 23, 2024, at a specially called meeting, duly noticed, of the Administrative and Legal Committee of the Board of Commissioners of the EEIDD, a second report containing additional proposed amendments to the EEIDD Code was presented;

**WHEREAS**, on June 27, 2024, a resolution was introduced at the regularly scheduled meeting of the Board of Commissioners of the EEIDD, and laid over for publication; and,

**WHEREAS**, the Board of Commissioners of the England Economic and Industrial Development District does hereby recommend final adoption of the following amendments to the EEIDD Code;

**NOW THEREFORE, BE IT ORDAINED** by the EEIDD Board of Commissioners, in legal session convened, that Part II, Chapter 2, Article III, Section 2-56 of its Code of Ordinances and Policies, England Economic and Industrial Development District, Louisiana, is hereby *amended* to read as follows:

**Section 1.** That Part II, Chapter 2, Article III, Section 2-56, Subsections (c) and (f) are hereby amended and reenacted to read as follows:

§ 2-56. – District committees.

\* \* \*

(c) The standing committees of the board shall consist of the following committees:

- (1) Executive;
- (2) Finance and Audit;
- (3) Administrative and Legal;
- (4) Economic Development; and,
- (5) Capital Projects.

\* \* \*

(f) The chairman of the board shall appoint the chair, vice-chair, and members of all board committees other than the executive committee. Each standing committee shall consist of not less than three members of the board; special and ad hoc committees shall consist of that number of members determined by the chairman.

**Section 2.** That Part II, Chapter 2, Article IV, Section 2-78, Subsections (b), (c), and (f) are hereby amended and reenacted to read as follows:

§ 2-78. – Legal.

\* \* \*

(b) (1) Indemnification. It is hereby declared to be the public policy of the district that the district shall defend, hold harmless, and indemnify each official, officer and employee of the district from any financial loss which, for purposes of this section, shall mean and include court costs, judicial interest, and monetary damages, arising out of any claim, demand, suit, or judgment in any court by reason of alleged negligence or other act by the official, officer or employee, if the official, officer or employee, at the time damages were sustained, was acting in the discharge of his duties and within the scope of his office or employment and such damage did not result from the intentional wrongful act or gross negligence of the official, officer or employee.

(2) Except as would conflict with other express sections of this Code of Ordinances and Policies or by their nature are inapplicable to the district, the district hereby adopts La. R.S. 13:5101, et seq. as amended where applicable to political subdivisions, to provide the district's obligation to defend, hold harmless, and indemnify its officials, officers, and employees acting in the discharge of his duties and within the scope of his office or employment and such damage did not result from the intentional wrongful act or gross negligence of the official, officer or employee.

(c) Within five days after an official, officer or employee is served with any summons, complaint, process notice, demand or pleading, he shall deliver the original or a copy thereof to the district's attorney. Failure to make the required delivery under this section to the district's attorney may preclude indemnification hereof if, within the discretion of the district, such failure has prejudiced the ability of the district in its defense and indemnification of the official, officer, or employee. Upon delivery to the district's attorney, the district's attorney shall within five days furnish a copy of the summons, complaint, process, notice, demand, or pleading to the full board and executive director.

Upon such delivery, the district's attorney shall assume control of the defense of the official, officer, or employee, unless:

\* \* \*

- (f) Subject to the requirements of subsection (g) of this section, if an official, officer, or employee of the district is held liable for monetary damages for actions arising under the circumstances provided by this section, the board may, pursuant to La. R.S. 13:5109(B)(2), appropriate a sum sufficient to reimburse the official, officer, or employee. The court, upon request of any party, shall give written findings of fact as to whether the official, officer, or employee was acting in the discharge of his duties and within the scope of his employment, and whether the damages were the result of the intentional wrongful act or gross negligence of the official, officer, or employee. An out of court settlement shall have the effect of a judgment of a court of competent jurisdiction for purposes of this section, but the settlement shall be approved by the district attorney.

\* \* \*

**Section 3.** That Part II, Chapter 2, Article IV, Section 2-80, Subsection (b) is hereby amended and reenacted to read as follows:

§ 2-80. – Policy statement on commissioner's travel.

\* \* \*

(b) Types of travel authorized for reimbursement:

- (1) On official business for the England Authority.
- (2) Meetings of the ADC, AAAE, or related organizations.
- (3) U.S. Army sponsored functions at a U.S. Army installation located within Rapides or Vernon Parish;
- (4) England Authority sponsored or board approved functions.

**Section 4.** That Part II, Chapter 2, Article V, Section 2-104, Subsection (2) is hereby amended and reenacted to read as follows:

§ 2-104. – Commercial Real Estate.

\* \* \*

(2) Guidelines.

- (a) All prospects shall be reviewed as to their conformance with the reuse plan, airport master plan and the long-term goals of the authority.
- (b) New economic activities created by prospects which are located outside of the parish will be afforded the highest level of flexibility as possible.
- (c) The executive director, or his designee, is not authorized to consider any prospect from the parish for location at the airpark, except as provided, as follows:
  - 1. A business which requires a location in close proximity to England Airpark to support an existing or new business located at the airpark.
  - 2. A non-profit business or governmental entity which requires use of a specific type of building which exists at the airpark, such as, a healthcare facility, church, school, or recreational facility, etc.
  - 3. A business which is located in the parish but cannot be accommodated by the local private sector because of its space requirements, lease term requirements, timing requirements, location or quality of the needed facility.
- (d) Airpark buildings and property shall be offered for lease at fair market value, including as provided for in subsection 3(c) of this section.

**Section 5.** That Part II, Chapter 2, Article V, Sections 2-104, Subsection (3) is hereby amended and reenacted to read as follows:

(3) Implementation.

- (a) The executive director, or his designee, will create a database of all building and property located in the airpark available for lease, according to class, highest and best use and location. Among other things, the database shall include a brief description of each building or tract of land, status of availability, physical condition, etc.

- (b) At least annually, the executive director shall survey the lease market of the parish, excluding the airpark, for comparable lease properties to establish an average market lease rate for each class and/or type of building in the airpark.
- (c) With the presentation of any lease for approval by the board, the executive director, or his designee, shall provide a brief written justification of the lease rate as it relates to the appropriate fair market lease amount for the property, including consideration of the property's age, design, physical condition, or function obsolescence, and the District's responsibility and projected costs for needed repairs or renovations to buildings.

**Section 6.** That Part II, Chapter 4, Article I, Section 4-2 is hereby enacted to read as follows:

§ 4-2. – Appeal from ejection by executive director.

- (1) Initiating an appeal. Any appeal from an ejection or barring by the executive director under this Chapter must be received by the District's Secretary within thirty (30) calendar days of the effective date of the action complained against, or thirty (30) calendar days from the date the appellant first learned of the action, whichever occurs last. Weekends and legal holidays shall not serve to extend the thirty (30) day limitation, unless such weekends and legal holidays occur on the last day of the thirty (30) day period for filing and receipt of appeals. Following the expiration of the thirty (30) calendar day period for filing and receipt of appeals, no appeal shall be amended or supplemented in such a way as to change the fundamental issues involving in the original appeal.
- (2) The notice of appeal shall be sent or submitted to: Executive Director, England Economic and Industrial Development District, 1611 Arnold Drive, Alexandria, LA 71303.
- (3) The notice of appeal must include the following information:
  - (a) The name, address, and telephone number of the interested party filing the appeal, and the name of the owner and/or customer if the appeal is being filed by an interested party other than the owner and/or customer.
  - (b) The property address and a facility contact person if different from the owner.

- (c) The decision, enforcement action, or other action being appealed and the decision of the action.
  - (d) An indication of the appellant's status as an interested party.
  - (e) A statement giving specific reason why the appellant believes the decision of the Director or his designee is incorrect or does not comply with the rules and regulations found in this chapter.
  - (f) New or different documents, drawings, plans, or other material appellant believes supports the case.
- (4) Upon the lodging of an appeal under this Chapter, the Executive Director shall transmit to the Board all papers constituting the record upon which the action appealed from was taken.
- (5) Hearing.
- (a) The Board shall fix a reasonable time for the hearing of appeal, not to exceed ninety (90) days from the lodging of the appeal. The Board shall give public notice thereof and decide the same within a reasonable time. At the hearing, any party may appear in person or by agent or attorney.
  - (b) The Board may itself conduct the hearing and take the evidence, or may designate any of its members or any officer or employee to:
    - (1) Issue in the name of the Board notices of hearings requested the attendance and testimony of witnesses and the production of evidence relevant to any matter involved in such hearings;
    - (2) Take the evidence;
    - (3) Transmit a report of the evidence and hearings, including transcripts and other evidence, together with recommendations to the District for action thereon.
  - (c) At any hearing held pursuant to this article, testimony must be under oath and recorded steno graphically. The transcript, so recorded, will be made available to any member of the public or any party to the hearing upon payment of the usual charges thereof.
  - (d) After the Board has reviewed the evidence, it shall issue a decision within a reasonable period of time not to exceed thirty (30) days following the hearing, Further orders and directives as are necessary and appropriate may be issued.

- (e) Rules; meetings. The board of commissioners shall adopt rules necessary to the conduct of its affairs and in keeping with the provisions of this Chapter. Meetings shall be held at the call of the chairman and at such other times the board may determine. The chairman, or in his absence the acting chairman, may administer oaths and compel the attendance of witnesses. All meetings shall be open to the public.
- (f) Appeal of Board ruling. A party or person aggrieved by the Board's decision shall the right of judicial review of such determination in the Ninth Judicial District Court in Rapides Parish.

**Section 7.** That Part II, Chapter 4, Article I, Section 4-25(g) is hereby amended and reenacted to read as follows:

§ 4-25. – Commercial operations.

\* \* \*

- (g) Notwithstanding the above requirements regarding written agreements, all commercial air-carriers choosing not to execute a written agreement wherein airport rates and charges are negotiated shall be considered a non-signatory air-carrier and subject to the following rates and charges, as applicable, for use of the airpark facilities:
  - (1) Landing charge. The non-signatory landing charge shall be calculated at two times the monetary charge per 1,000 pounds of gross weight for each airplane landing on the airfield assessed to those air-carriers executing a written agreement. For example, if those air-carriers executing a written agreement are charged \$0.54 per 1,000 pounds based on the gross weight of each airplane landing on the airfield, then a non-signatory air-carrier will be charged \$1.08 per 1,000 pounds based on the gross weight of each airplane landing on the airfield.
  - (2) Ramp Charge. The non-signatory charge for ramp usage and privileges shall be calculated per day for each airplane accessing and/or using the ramp area as designated by the executive director or his designee and available through the executive director's office, at the ramp charge rate published by the district.



- (3) Airport terminal use charge. The non-signatory airport terminal use charge shall be calculated per airplane accessing the airport terminal, at the airport terminal usage charge published by the district.

**Section 8.** That Part II, Chapter 4, Article II, Section 4-33 is hereby amended and reenacted to read as follows:

§ 4-33. – Wrecked aircraft.

All aircraft owners, pilots, and agents, shall be responsible to notifying FAA of disabled or wrecked aircraft and for prompt removal of such aircraft from operational areas of the airport only with the specific prior approval and under the direction of the executive director and/or his designee.

**Section 9.** That Part II, Chapter 4, Article II, Section 4-37 is hereby amended and reenacted to read as follows:

§ 4-37. – Licensed pilots.

Only persons holding current airmen and physical certificates issued by the FAA shall be authorized to operate aircraft upon the airport except as provided for herein. This limitation shall not apply to students in training under licensed instructors nor to official aircraft of the federal government or of a state, territory or political subdivision thereof, or to aircraft properly licensed by a foreign government with which the United States has reciprocal agreement covering operation of such foreign licensed aircraft. Use of the airport by ultralight vehicles shall be in accordance with FAR Part 103 and any other rules established at the airport.

**Section 10.** That Part II, Chapter 4, Article II, Section 4-38 is hereby repealed.

**Section 11.** That Part II, Chapter 4, Article III, Section 4-69(a) is hereby amended and reenacted to read as follows:

§ 4-69. – Vehicular Traffic.

- (a) Access to ramp areas, taxiways, infield areas, runways and airfield perimeter roads (“restricted areas”) shall be authorized by the executive director and/or his designee, only. Personnel requesting such access must satisfactorily complete the airport vehicle operators training course, possess a valid gate access card, and must comply with Transportation Security Administration requirements and policies, as contained within the Airport Security Manual, available through the executive director’s office. The executive director or his designee retain the right to deny, suspend, or revoke a gate access credential if it is determined that the applicant/possessor lacks the necessary qualifications, presents a security risks, failed to act in a prudent manner, or violates any other rules and regulations herein.

**Section 12.** That Part II, Chapter 4, Article III, Section 4-71 is hereby amended and reenacted to read as follows:

§ 4-71. – Fueling of aircraft.

- (a)(1) Fueling operations shall be conducted at Alexandria International Airport only by persons who have obtained the prior approval of the executive director and/or his designee.
- (2) Owners, pilots, and agents engaged in self-fueling, as defined by FAA Advisory Circular 150/5190-6, shall not require prior approval of the executive director and/or his designee, but must be conducted in accordance with all applicable aircraft fueling rules and directives.
- (b) All commercial organizations seeking approval for fueling operations shall provide the executive director and/or his designee with a training plan that meets all FAA requirements and other applicable aircraft fueling rules and directives. Such persons shall also provide a fuel/oil or other hazardous material spill prevention and clean-up

- plan. Fuel storage and dispensing locations shall be designated by the executive director and/or his designee.
- (c) Private fueling facilities and operations shall not be conducted without prior approval of the executive director and/or his designee. Private fueling facilities shall be located on property specifically designated for that purpose. Fueling systems shall be installed and fuel shall be dispensed in accordance with all applicable aircraft fueling rules and directives.
  - (d) Aircraft shall not be fueled while an engine is operating, while inside a hangar or other enclosed place or while any person, aircrew or passengers, may be on board.
  - (e) All aircraft shall be positively bonded while being serviced with fuel. Aircraft being serviced directly from a fuel truck shall be positively bonded to the fuel truck, and the fuel truck. Fuel may be stored on and dispensed only at locations designated by the executive director and/or his designee.
  - (f) No fueling operations shall be conducted on an aircraft within 50 feet of any hangar or other structure.
  - (g) Aircraft fuel trucks shall be equipped, operated and maintained in accordance with the current National Fire Protection Association, Incorporated (NFPA) Manual pertaining to “Aircraft Fuel Servicing.”
  - (h) The sale, distribution or introduction of automobile gas for the use in aircraft is not permitted on Alexandria International Airport without prior approval of the executive director and/or his designee. Aircraft authorized by FAA to use auto gas may be privately fueled by their owners only after compliance with established rules of the airport.
  - (i) No fuels of any kind will be stored within a hangar or any other enclosed structure.
  - (j) Any fuel spill, to include any hazardous material, must be immediately contained and promptly reported to airport rescue and firefighting to determine required regulatory clean-up/removal and remedial action.

**Section 13.** That Part II, Chapter 4, Article I, Section 72(c) is hereby repealed, and subsection (d) shall be renumbered accordingly.

**Section 14.** That Part II, Chapter 4, Article III, Section 75(b) is hereby amended and reenacted to read as follows:

§ 4-75. – Parking aircraft.

\* \* \*

(b) Except when actively fueling, aircraft shall not be left parked within 50 feet of an aircraft fuel pump.

**Section 15.** That Part II, Chapter 4, Article III, Section 76 is hereby amended and reenacted to read as follows:

§ 4-76. – Loading/unloading aircraft.

Loading or unloading of aircraft shall be in accordance with current Federal regulations. Loading/unloading of hazardous cargo shall not be conducted without the express prior written approval of the executive director and/or his designee and in accordance with FFA safety regulations.

**Section 16.** That Part II, Chapter 4, Article IV, Section 99 is hereby amended and reenacted to read as follows:

§ 4-99. – Take-offs/landings on ramps, taxiways and aprons.

(a) No take-offs or landings by any fixed wing aircraft shall be made on any ramp, taxiway or apron except with the express, specific authorization of the AEX Air Traffic Control.

(b) Helicopters landing or departing from non-movement areas will do so with prior coordination with AEX Air Traffic Control and at their own risk.

**Section 17.** That Part II, Chapter 4, Article IV, Section 100(b) is hereby amended and reenacted to read as follows:

§ 4-100. – Landings.

\* \* \*

(b) Hover landings or vertical takeoffs by AV-8 (Harrier) and like VSTOL aircraft shall be permitted only by special permission from AEX Air Traffic Control.

**Section 18.** That Part II, Chapter 4, Article IV, Section 102(e) is hereby amended and reenacted to read as follows:

§ 4-102. – Traffic pattern altitudes and directions.

\* \* \*

(e) Pilots shall fly standard rectangular traffic patterns unless specifically authorized otherwise by ATCT personnel.

**Section 19.** That Part II, Chapter 4, Article IV, Section 104 is hereby amended and reenacted to read as follows:

§ 4-104. – Airport control zone (ACZ).

All pilots shall establish two-way communication with AEX Air Traffic Control prior to entering AEX's Class Delta Airspace. All pilots within AEX's Class Delta Airspace shall conform to the flow traffic as directed by AEX Air Traffic Control. Pilots shall establish their proper pattern altitude prior to entering the traffic pattern and shall not deviate from the required altitude until descent for landing is initiated.

**Section 20.** That Part II, Chapter 4, Article V, Section 129 is hereby amended and reenacted to read as follows:

§ 4-129. – Parking.

Transient military pilots shall be provided taxi instructions to the parking ramp of the FBO. JRTC/ISB pilots shall be directed to the North Ramp unless otherwise directed by AEX Air Traffic Control.

**Section 21.** That Part II, Chapter 4, Article V, Section 132(a) is hereby amended and reenacted to read as follows:

§ 4-132. – Hazardous Cargo.

- (a) JRTC G3 officials at Fort Johnson, as may hereafter be renamed, or any other U.S. Army installation as applicable, shall notify the England Airpark Fire Station Alarm Room in accordance with mutually developed procedures for all transport/cargo aircraft carrying hazardous cargo (munitions on pallets, etc.) at least 24 hours prior to estimated time of arrival of the aircraft. Fire department personnel shall then immediately notify the England Airpark Security Office, the airport management office and other such persons as directed by the executive director.

**Section 22.** That Part II, Chapter 4, Article V, Section 132(h) is hereby amended and reenacted to read as follows:

§ 4-132. – Hazardous Cargo.

\* \* \*

(h) All movement of ground vehicles on the airport movement areas shall be properly cleared by AEX Air Traffic Control in direct radio contact with escorting personnel in accordance with published airfield vehicle operating procedures.

**Section 23.** That Part II, Chapter 4, Article VI, Section 164 is hereby amended and reenacted to read as follows:

§ 4-164. – Fueling operations.

- (a) Prior to being fueled, all aircraft shall be positively bonded to the fill stand in accordance with NFPA Manual 407.
- (b) Aircraft being fueled by fuel servicing vehicle shall be bonded to the servicing vehicle.
- (c) Each aircraft fuel servicing tank vehicle shall have two listed fire extinguishers, each having a rating of 20B, one mounted on each side of the vehicle. Where open hose discharge capacity of the aircraft fueling system or equipment than 200 gallons per minute (750 L/min), at least one listed wheeled extinguisher having a rating of not less than 80B, or as otherwise required under NFPA Manual 407.
- (d) All aviation fuel nozzles shall have operative “dead man” controls, which shut off fuel flow when nozzle hand control is released. Use of automatic fuel cut off nozzles shall not be permitted for fueling aircraft nor for any other use on airfield areas.
- (e) The current NFPA Manual 407, “Aircraft Fuel Servicing” and all applicable FARs shall be followed in fueling operations.
- (f) All organizations and individuals conducting aircraft fueling activities shall submit fuel handler training plans and procedures to the executive director and/or his designee and receive approval of same prior to commencing any fuel activities.

**Section 24.** That Part II, Chapter 6, Article IV, Section 6-88(f) is hereby amended and reenacted to read as follows:

§ 6-88. – Annual comprehensive budget.

\* \* \*

- (f) The executive director, in addition to complying with subsection (a) of this section, shall provide to the chair of the board and the chair of the administrative and legal committee a copy of the proposed personnel budget 14 days prior to the submittal of the budget in accordance with subsection (a) of this section.

**Section 25.** That Part II, Chapter 6, Article IV, Section 6-89(a) and (b) are hereby amended and reenacted to read as follows:

§ 6-89. – Record retention and disposal.

- (a) At a minimum, the following financial records will be maintained permanently: audit reports or other comprehensive annual financial statements, if unaudited; fixed asset records; bond records; and any other documents required pursuant to federal or state law or regulation to be maintained permanently.
- (b) All other financial and programmatic records, supporting documents, and other required or pertinent records of the district will be retained for a minimum of three years after the close of the fiscal year or grant program, or until audited, or as may otherwise be required pursuant to federal or state law or regulation, whichever is longer.

**Section 26.** That Part II, Chapter 6, Article IV, Section 6-90 is hereby amended and reenacted to read as follows:

§ 6-90. – Financial reporting.

The Director of Finance will maintain supporting records in sufficient detail to prepare financial statements or other reports, including the following:



(1) Annually:

- (a) Governmental financial report in accordance with generally accepted accounting principles as applied to governmental units, including general purpose financial statements, combining financial statements by fund type, individual fund and account group statements, and such additional schedules as may be required.
- (b) Annual budgets.
- (c) Any additional reports as may be required by grant agreements or the board.

(2) Monthly:

- (a) Trial balance.
- (b) Monthly financial reports for the board.
- (c) Invoices to the organization's funding sources.
- (d) Budget summaries and analyses, by fund and grant.
- (e) Schedule of paid invoices.

(3) Periodically:

- (a) Payroll tax returns and comparable state taxing authority returns.
- (b) Other reports upon request.

**Section 27.** That Part II, Chapter 6, Article IV, Section 6-91(a)(4) is hereby repealed.

**Section 28.** That Part II, Chapter 6, Article IV, Section 6-92 is hereby amended and reenacted to read as follows:

§ 6-92. – Audit.

- (a) The district will solicit requests for proposals for audit services every five years, and the auditor shall be designated as provided for Sec. 2-79 above.
- (b) The audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

- (c) In addition to the above, if the district shall conduct an audit in the manner required by federal law or regulations if required based on the amount of federal assistance awards received by the district for the fiscal year.

**Section 29.** That Part II, Chapter 6, Article V, Section 6-116 is hereby amended and reenacted to read as follows:

§ 6-116. – Cash in bank.

- (a) All bank accounts will be authorized by the board.
- (b) To the maximum extent practical, district funds will be maintained in interest-bearing accounts.
- (c) Adequate physical controls will be maintained over cash receipts from the time the mail is opened until the time of the bank deposit.
- (d) To the maximum extent practical, all receipts shall be deposited within one business day.
- (e) All disbursements of the district, except for petty cash, will be made by check.
- (f) All check signers will be authorized by the board.
- (g) All checks issued by the district will be prenumbered and signed as follows:
  - (1) The executive director will sign all biweekly payroll checks and accounts payable checks not exceeding \$10,000.00.
  - (2) During the valid and verified absence of the executive director due to sickness, vacation, business trips, or other authorized absence, executive director's designee may sign checks which the executive director is authorized under subsection (g)(1) of this Section.
  - (3) Any check greater than \$10,000.00 must be signed by any of two of the following: the chair, the vice-chair, the secretary-treasurer or the immediate past chair of the board.
  - (4) All signatures will be original.
- (h) Electronic funds transfers (payments), including wire transfers, not exceeding \$10,000.00 may be approved by the executive director. Electronic funds transfers (payments), including wire transfers, greater than \$10,000.00 shall be approved by any two of the following: the chairman, the vice-chairman, the secretary-treasurer or the immediate past

chairman of the board. Said transfers may be initiated by the Director of Finance pursuant to receiving the above mentioned authorizations.

**Section 30.** That Part II, Chapter 6, Article VI, Section 6-150(i) is hereby amended and reenacted to read as follows:

§ 6-150. – General long-term debt and related debt service.

\* \* \*

- (i) The Director of Finance will monitor and comply with any special requirements of the indentures.

**Section 31.** That Part II, Chapter 6, Article VIII, Section 6-201(c) is hereby amended and reenacted to read as follows:

§ 6-201. – Prohibited expenditures.

\* \* \*

- (c) If doubt exists as to the legality of an expenditure, approval is required of the Director of Finance, the Executive Director, the district's attorney and the Board prior to incurring the expenditure.

**Section 32.** That Part II, Chapter 6, Article IX, Section 6-228(b) is hereby amended and reenacted to read as follows:

§ 6-228. – Subsidiary records.

\* \* \*

- (b) The Director of Finance or his or her designee is responsible for the maintenance of the above records

**Section 33.** That Part II, Chapter 6, Article IX, Section 6-229(b) is hereby amended and reenacted to read as follows:

§ 6-229. – Physical inventories.

\* \* \*

- (b) The Director of Finance or his or her designee will reconcile the physical inventory to the subsidiary records and from the subsidiary records to the general ledger control account.

**Section 34.** That Part II, Chapter 6, Article X, Section 6-260(c) and (d) are hereby amended and reenacted to read as follows:

§ 6-260. – Preparation of payroll.

\* \* \*

- (c) The payroll roster will be approved by the Executive Director and the Director of Finance.
- (d) The payroll distribution will be approved by the Executive Director and the Director of Finance.

\* \* \*

**Section 35.** That Part II, Chapter 6, Article XI, Section 6-285(c) is hereby amended and reenacted to read as follows:

§ 285. – Policies and objections.

\* \* \*

- (c) The Director of Finance or designee is responsible for all functions related to the acquisition of supplies and services, including overall administration. In performing the functions, the finance manager or designee will adhere to the following objectives:

\* \* \*

**Section 36.** That Part II, Chapter 6, Article XI, Section 6-286(c) is hereby amended and reenacted to read as follows:

§ 6-286. – Standards of conduct.

\* \* \*

- (c) The Director of Finance or designee and all employees involved in the purchasing process will avoid any action or circumstances, such as a gratuity (a payment or gift to obtain favorable treatment or influence an award), family relationship, or financial interest, that might conflict with the proper performance of their duties or compromise the district's acquisition process and will ensure that their conduct at all times is in a manner that maintains trust and confidence in the integrity of the procurement process.

**Section 37.** That Part II, Chapter 6, Article XI, Section 6-288 is hereby amended and reenacted to read as follows:

§ 6-288. – Responsibilities of the Director of Finance.

The Director of Finance or designee will, in addition to other duties:

\* \* \*

**Section 38.** That Part II, Chapter 6, Article X, Section 6-289(a) is hereby amended and reenacted to read as follows:

§ 6-289. – Responsibilities of others.

(a) The requesting departments will:

- (1) Prepare purchase requisitions and include proper justification for the purchase;
- (2) Obtain oral or written quotations as required by the purchasing policy;

- (3) Order the materials or services as directed by the Director of Finance or designee; and
- (4) Promptly provide receiving tickets or other documentation of the receipt to purchasing.

\* \* \*

**Section 39.** That Part II, Chapter 6, Article X, Section 6-290 is hereby amended and reenacted to read as follows:

§ 6-290. – Vendor’s information list.

- (a) The Director of Finance or designee will maintain a vendor’s information list for each vendor containing at a minimum the following information:
  - (1) Company name;
  - (2) Street address;
  - (3) Mailing address;
  - (4) Contact person;
  - (5) Telephone and fax number;
  - (6) Type of business;
  - (7) Minority, woman-owned, and small business information;
  - (8) Tax I.D. number or Social Security Number;
  - (9) Payment terms; and,
  - (10) Description of the type of services provided or materials sold.
- (b) The Director of Finance or designee will update the vendor's information list based on daily business.

**Section 40.** That Part II, Chapter 6, Article X, Section 6-295 is hereby amended and reenacted to read as follows:

§ 6-295. – Gas and diesel fuel management policies.

- (a) The district will maintain complete and accurate records detailing fuel inventory and usage.
- (b) The district will safeguard against fuel loss through the use of surveillance, regular reconciliation of fuel records, and locked tanks as necessary.
- (c) Fuel record reconciliations will be completed by an employee that is not responsible for ordering and/or receiving fuel, and does not have access to dispense fuel.

**Section 41.** That Part II, Chapter 8, Article I, Section 8-1 is hereby repealed.

**Section 42.** Part II, Chapter 8, Article I, Section 8-2(d) is hereby amended and reenacted to read as follows:

§ 8-2. – Organization description.

\* \* \*

(d) The administrative staff is headed by the executive director and supported by the following five divisions.

- (1) *Administration.* Responsible for fiscal, administrative and personnel management.
- (2) *Air side operations.* Responsible for the protection, maintenance, and operation of airport facilities at the district.
- (3) *Land side operations.* Responsible for the protection, maintenance, and operation of all non-airport facilities at the district, and includes economic development of the district, except as provided in subsection (5) below.
- (4) *Military operations.* Responsible for the coordination of all military operations at the district.
- (5) *Community services.* Responsible for the operation of all community services at the district, including, but not limited to, the community services facility.

**Section 43.** That Part II, Chapter 8, Article I, Section 8-3 is hereby amended and reenacted to read as follows:

§ 8-3. – Interview and hiring policy.

The executive director has the sole responsibility for hiring and termination of all staff personnel required to conduct the business of the England Authority.

**Section 44.** That Part II, Chapter 8, Article I, Section 8-4 is hereby amended and reenacted to read as follows:

§ 8-4. – Personnel policies and procedures, employee handbook.

- (a) Employment of all employees of the England Authority shall be regulated by the district's personnel policies and procedures, and employee handbook, effective August 1, 2024, and as may be amended from time to time.
- (b) The district's policies and procedures and employee handbook, effective August 1, 2024, and as may be amended from time to time, is hereby adopted by reference and incorporated herein as if fully set out.

**Section 45.** That Part II, Chapter 8, Article I, Sections 8-5 through 8-28 are hereby repealed in their entirety.

**Section 46.** That Part II, Chapter 8, Article I, Section 8-30 is hereby amended and reenacted to read as follows:

§ 8-30. – Review of district personnel, executive director.

- (a) All employees of the district shall be reviewed on an annual basis by their director supervisor, in writing as to work performance, on or about the anniversary date of said employee.
- (b) Said review shall be placed in the personnel file of the employee.



- (c) The executive director shall be reviewed by all commissioners. The review meeting with the executive director shall be conducted by the chair of the board of commissioners and the chair of the Administrative and Legal committee. The tabulated review, meeting synopsis, *etc.*, shall be placed in the executive director's personnel file and forwarded to each member of the board.

**Section 47.** That Part II, Chapter 8, Article I, Section 8-31(d) is hereby amended and reenacted to read as follows:

§ 8-31. – Grievance procedure.

\* \* \*

- (d) The employee may appeal the decision of the deputy director, by written notice delivered to the deputy director within two business days of receiving the appeal decision. Upon receipt of the appeal, the deputy director shall forward the appeal package, any additional written documentation he considered and a copy of the appeal decision to the executive director. The executive director shall review the appeal package and consider any additional information he believes will aid in the review process. Within five business days of receiving the appeal package, the executive director shall issue a final decision affirming, reversing or modifying the decision of the deputy director, delivering copies of the appeal decision to the employee, the department head and the deputy director. Notice of the final decision shall be copied to the chairman of the board and the chairman of the Administrative and Legal committee

**Section 48.** That Part II, Chapter 8, Article II – Social Media Policy, is hereby repealed in its entirety.

**Section 49.** That Part II, Chapter 8, Article III – Uniform Policy, is hereby repealed in its entirety.

**Section 50.** That any paragraph or subparagraph of any ordinance which has been amended by this resolution which has not expressly been amended or repealed is hereby reenacted.

**Section 51.** That any reference withing the Code of Ordinances and Policies to “chairman” or vice-chairman” shall be replaced with “chair” and “vice-chair,” respectively.

**Section 52.** That this resolution shall become effective August 1, 2024.

**PARISH OF RAPIDES**

**STATE OF LOUISIANA**

I, Charles Weems, do hereby certify that I am the duly qualified and acting Secretary of the Board of Commissioners of the England Economic and Industrial Development District of the Parish of Rapides, Alexandria, Louisiana, and further certify that the above and foregoing constitutes a true and correct copy of a resolution for the minutes of a regular meeting of the England Economic and Industrial Development District held on \_\_\_\_\_, 2024, of said minutes and resolution.

IN WITNESS WHEREOF, I have hereunto subscribed my official signature.

\_\_\_\_\_  
Charles Weems, Secretary

\_\_\_\_\_  
Samual Spurgeon, Chair

\_\_\_\_\_  
Ralph Hennessy, Executive Director