

THE ENGLAND AUTHORITY

June 24, 1993
MEETING MINUTES

Regular Meeting

The England Economic and Industrial Development District met in Regular Session at its regular meeting place, the England Authority Board Room, Building 1803 Arnold Drive, England Industrial Airpark and Community, Alexandria, Louisiana, on Thursday, June 24, 1993 at Four thirteen (4:13) p.m. (Central Standard Time).

There were present: Mr. George Thompson, Vice-Chairman, Mr. John Brewer, Mr. Hank Bruser, Mr. Barry Hines, Mrs. Susan Jaques, Mr. Myron Lawson, and Mr. Garland Lawrence.

Absent were: Mr. Jim Meyer, Mr. Jack DeWitt, and Mr. Gene Cotton.

Also present were Mr. James Holderread, Executive Director, members of the England Authority staff, Mr. Albin Provosty, Attorney, members of the public, press and media.

The invocation was given and the Pledge of Allegiance was led by Mr. Garland Lawrence.

The England Economic and Industrial Development District was duly convened as the governing authority of said District by Mr. George Thompson, Vice-Chairman of the Board of Commissioners, who then stated that the England Economic and Industrial Development District was ready for the transaction of business.

PUBLIC HEARING

A Public Hearing was conducted for the purpose of receiving public comment on the Executive Director's proposed Operating and Capital Budget for Fiscal Year 1993/1994. There being no comments, the meeting did proceed with agenda order.

MINUTES

Motion by Mr. Garland Lawrence, seconded by Mr. John Brewer, to adopt the minutes of the England Economic and Industrial Development District meetings held on May 27, 1993 and June 11, 1993 as published in the Official Journal. On vote, the motion carried.

SOUTHERN LEGISLATIVE CONFERENCE

Motion by Mr. Myron Lawson, seconded by Mr. John Brewer, to authorize travel for Executive Director, a Commissioner or other staff member to speak at the Southern Legislative Conference annual meeting in Mobile, Alabama on July 13, 1993. On vote, the motion carried.

#0094-1993

With a 2/3 vote, the agenda items to receive paid invoices for the month ending May 31, 1993 and to pay attorney bills for month of April 1993, in the amount of \$6,502.75, were removed.

1993/94 BUDGET

Motion by Mr. Hank Bruser, seconded by Mr. Garland Lawrence, to adopt Annual Operating and Capital Budgets for fiscal year 1993/1994, with changes recommended by England Authority Finance Department per following resolution:

A RESOLUTION ADOPTING THE OPERATING BUDGET FOR THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT FOR FISCAL YEAR 93/94; APPROPRIATING FUNDS FOR CAPITAL BUDGET FOR THE FISCAL YEAR 93/94 AS CARRIED OVER FROM PRIOR FISCAL YEAR 92/93 AND OTHER MATTERS WITH RESPECT THERETO.

WHEREAS, the Executive Director has submitted to the Board of Commissioners on June 11, 1993 operating and capital budget for the 1993/94 fiscal year of the England Economic and Industrial Development District,

WHEREAS, a Public Hearing has been held on June 24, 1993 for public comment and input on the operating and capital budget as proposed for the 1993/94 fiscal year,

WHEREAS, the England Authority Finance Committee has met on June 17, 1993 reviewing the proposed budget and has recommended adoption of the proposed FY 93/94 operating and capital budget, now therefore

BE IT RESOLVED, by the Board of Commissioners of the England Economic and Industrial Development District, in legal session convened, that the Board hereby adopts and fully appropriates the 1993/94 operating and capital budgets for the England Economic and Industrial Development District as evidenced in the Executive Director's proposed budget and recommended by the Finance Committee on this date;

BE IT FURTHER RESOLVED, that a copy of said adopted budget is made a part hereof and shall be on file in the administrative office of the England Economic and Industrial Development District.

BE IT FURTHER RESOLVED, that the implementation of said budget shall be on July 1, 1993;

BE IT FURTHER RESOLVED, in accordance with LA. R.S. 39:1310(C) that the adopted budget and any duly authorized amendments thereto, shall constitute the authority of the Executive Director of the England Economic and Industrial Development District to incur liabilities and authorize expenditures from the respective budgeted funds during the fiscal year 1993/94;

BE IT FURTHER RESOLVED, that the Board of Commissioners reserves solely authority for budgetary line item transfers between Cost Center expenditure accounts and among all revenue line item accounts, as expressed through Board adopted budget amendment resolution;

BE IT FURTHER RESOLVED, that the Executive Director has authority to make budgetary line item transfers within budgeted Cost Center's expenditure accounts;

BE IT FURTHER RESOLVED, that monies appropriated as excess revenues in all funds shall not be obligated, encumbered or transferred without express consent of the Board

through budget amendment resolution;

BE IT FURTHER RESOLVED, that the adopted appropriations and estimated revenues for the operating Cost Centers, OEA/93, Caretaker/93 and all capital budget projects shall be adjusted by the actual 92/93 fiscal year end budgetary carryover balance as established in conformity with Generally Accepted Accounting Principals and Governmental Accounting Standards;

BE IT FURTHER RESOLVED, an appropriation for a Capital expenditure shall carry over at the close of the fiscal year and continue in force until the purpose for which it was made has been accomplished or abandoned; the purpose of any such appropriation shall be deemed abandoned if three (3) years pass without any disbursement from or encumbrance of the appropriation;

BE IT FURTHER RESOLVED, that the FY 93/94 authorized and approved number of employees for the England Economic and Industrial Development District is hereby indicated, in detail, in the budget document and that there shall be no transfer, creation, or deletion of the budgeted personnel slots without formal board action; and

BE IT FURTHER RESOLVED, that all resolutions or parts of resolution in conflict herewith are hereby repealed.

BE IT FURTHER RESOLVED, that there will be no alterations to existing staff salaries prior to approval by the Legal and Personnel Committee and the Board of Commissioners.
 #0095-1993

On vote, the motion carried.

ACCOUNT TITLE	BUDGET AMOUNT
REVENUES:	
FEDERAL - GRANT: OEA 92/93	225,000
FEDERAL - GRANT: OEA 93/94	525,000
TOTAL GRANTS:	750,000
TRANSFER FROM ENTERPRISE FUND:	
LEASE REV - ISB/G&A	58,338
LEASE REV - JB HUNT	76,946
USE OF PRIOR YEAR REVENUE (LEASE REV)	55,000
TOTAL TRANSFER FROM ENTERPRISE FUND	190,284
TOTAL REVENUE	940,284
EXPENDITURES:	

ACCOUNT TITLE	BUDGET AMOUNT
EXECUTIVE DIRECTOR	62,000
EXECUTIVE SECRETARY	20,000
SECRETARY	18,000
RECEPTIONIST	7,500
DIR OF FINANCE/ADMIN	22,500
ACCOUNTANT	13,500
CONTRACTS/PURCHASING MGR	8,750
DIR OF PROPERTY AND ASSETS	50,000
PROPERTY AND ASSETS MANAGER	35,000
MARKETING & RESEARCH MANAGER	45,000
RESEARCH SPECIALIST	27,000
TOTAL SALARY	309,250
FRINGE:	
FRINGE	77,313
TOTAL FRINGE	77,313
GENERAL ADMIN OPERATING:	
OFFICE SUPPLIES	20,000
POSTAGE	10,000
TELEPHONE	12,000
MAINTENANCE & JANITORIAL	3,500
TRAINING	6,000
TRAVEL	25,000
AUTO EXPENSE	2,500
INSURANCE	10,000
CONTRACT - AUDIT	6,500
CONTRACT - LEGAL	50,000
CONTRACT - CONSULTANT/STUDIES	195,687
CONTRACT - LABOR	10,000
CONTRACT - PHYSICAL/DRUG TESTING	3,000
PRINTING	5,000
ADVERTISING	8,000

ACCOUNT TITLE	BUDGET AMOUNT
MARKETING	49,134
DUES & SUBSCRIPTIONS	10,000
COMPUTER EQUIPMENT/SOFTWARE	10,000
MACHINERY & EQUIPMENT	75,000
TOTAL GEN ADMIN	511,321
OPERATING RESERVE	32,200
DEBT SERVICE:	
CI - 93 (MWR EQUIP)	10,200
TOTAL DEBT SERVICE	10,200
TOTAL BUDGET	940,284
NOTE: OEA/93 proposed budgeted amounts are estimated based FY 92/93 carryover budget balance. Actual budget for FY 93/94 will be adjusted to the actual grant carryover at FYE June 30, 1993.	
REVENUES:	
CONTRACT REVENUE:	
FED - CTAKER 93	617,447
FED - CTAKER 94	2,116,800
FED - CTAKER AIRFIELD/93	219,720
TOTAL CONTRACT REVENUE	2,953,967
TRANSFER FROM ENTERPRISE:	
LEASE REV - ISB/G&A	273,425
TOTAL TRANSFER FROM ENTERPRISE FUND	273,425
TOTAL REVENUE	3,227,392
EXPENDITURES:	
SALARY:	
RECEPTIONIST	7,500
DIR OF FINANCE/ADMIN	22,500
ACCOUNTANT	13,500
CONTRACTS/PURCHASING MGR	26,250

ACCOUNT TITLE	BUDGET AMOUNT
DIR OF OPERATIONS - CARETAKER MGR	50,000
SECRETARY	18,000
UTILITY SYSTEMS MANAGER	35,000
ASSISTANT UTILITY SYSTEMS MANAGER	27,000
BUILDINGS & GROUNDS MANAGER	35,000
ASSISTANT BUILDINGS & GROUNDS MANAGER	27,000
PROPERTY MANAGEMENT SPECIALIST	22,000
VEHICLE MAINTENANCE MANAGER	19,500
VEHICLE MAINTENANCE ASSISTANT	13,500
TOTAL SALARY	316,750
FRINGE:	
FRINGE:	79,188
TOTAL FRINGE	79,188
GENERAL ADMIN OPERATING:	
OFFICE SUPPLIES	16,560
OPERATING SUPPLIES	38,400
POSTAGE	7,200
TELEPHONE	12,000
VEHICLE - OIL & GAS	6,000
VEHICLE - REPAIR & MAINTENANCE	12,000
TRAINING	6,000
TRAVEL	7,200
INSURANCE	140,178
CONTRACT - AUDIT	11,400
CONTRACT - LEGAL	36,000
CONTRACT - LABOR	13,865
CONTRACT - PHYSICAL/DRUG TESTING	2,000
PAGERS	3,600
COMPUTER EQUIPMENT/SOFTWARE	5,000
CONTINGENCY	54,273
TOTAL GEN ADMIN	371,676

ACCOUNT TITLE	BUDGET AMOUNT
INDUSTRIAL AIRPARK OPS/MAINT:	
CUSTODIAL	35,024
GOLF COURSE MAINTENANCE	78,511
RENTAL - EQUIPMENT	22,000
GROUNDS MAINT	526,975
PEST CONTROL	100,400
ELEVATOR MAINT - ON CALL	7,200
METAL BLDG MAINT - ON CALL	43,200
RADIO MAINT - ON CALL	3,439
ROOFING REPAIR - ON CALL	34,400
TELEPHONE MAINT - ON CALL	13,000
PAINTING - ON CALL	20,176
ELECTRICAL DISTRIBUTION - ON CALL	114,880
PAVEMENT/WATER/WWATER/GAS - ON CALL	198,000
WASTE COLLECTION - ON CALL	64,968
ENVIRONMENTAL - ON CALL	13,000
FIRE ALARM MAINTENANCE	10,640
FIRE PROTECTION	655,200
FIRE SUPPRESSION	6,790
FIRE EXTING	6,860
RESOURCE PROTECTION	285,395
TOTAL IND AIRPARK OPS/MAINT	2,240,058
OTHER:	
TRANSFER TO ENTERPRISE FUND	219,720
TOTAL OTHER	219,720
TOTAL BUDGET	3,227,392
NOTE: CT/93 proposed budgeted amounts are estimated based on a prorata portion of the \$2.4 Caretaker contract amount signed in December 1993. Actual budget for FY 93/94 will be adjusted by the current year (FY 92/93) carryover budget balance.	
REVENUES:	
GRANTS:	

ACCOUNT TITLE	BUDGET AMOUNT
STATE - GRANT AIR OPS	1,300,000
TOTAL GRANTS	1,300,000
LEASE REVENUE:	
LEASE REV - ISB/AIR OPS	756,237
LEASE REV - ISB/G&A	299,563
LEASE REV - ISB/DEBT SERV	1,283,333
LEASE REV - ISB/MAINT	90,033
LEASE REV - JB HUNT	301,868
TOTAL LEASE REVENUE	2,731,035
TRANSFER FROM SPECIAL REV FUND:	
FED - CTAKER AIRFIELD/93	219,720
TOTAL TRANSFER FROM SPECIAL REV FUND	219,720
OTHER	
USE OF PRIOR YEAR EARNINGS	55,000
TOTAL REVENUE	4,305,755
EXPENDITURES:	
SALARY:	
AIRPORT OPERATIONS MANAGER	33,000
AIRFIELD MAINT SUPERINT	29,000
AIRFIELD MAINT TECH (2)	48,000
VEHICLE MAINTENANCE MANAGER	6,500
VEHICLE MAINTENANCE ASSISTANT	4,500
TOTAL SALARY	121,000
FRINGE:	
FRINGE	30,250
TOTAL FRINGE	30,250
GENERAL ADMIN OPERATING:	
OFFICE SUPPLIES	5,500
TELEPHONE	6,000
TRAINING	2,000
TRAVEL	2,000

ACCOUNT TITLE	BUDGET AMOUNT
UNIFORMS	1,000
INSURANCE	50,000
DUES & SUBSCRIPTIONS	1,500
TOTAL GEN ADMIN	68,000
INDUSTRIAL AIRPARK OPS/MAINT:	
AIRFIELD BLDG MAINT	41,223
AIRFIELD GRNDS MAINT	32,083
AIRFIELD C AREA MAINT	16,727
TOTAL IND AIRPARK OPS/MAINT	90,033
AIRFIELD OPS/MAINT:	
OPERATING SUPPLIES	32,000
UTILITIES	120,000
VEHICLE - OIL & GAS	28,000
RENTAL - EQUIP	10,000
MAINT - GROUNDS	25,000
MAINT - NAV AID	40,000
MAINT - EQUIPMENT	30,000
CONTRACT - ARFF	480,000
CONTRACT - TOWER OPS	275,000
CONTRACT - LABOR	10,000
OPERATING CAPITAL EQUIP	213,000
CONTINGENCY	143,707
TOTAL AIRFIELD OPS/MAINT	1,406,707
OTHER:	
LEASE PAYMENT - JB HUNT	224,922
OPERATING RESERVE	617,800
TRANSFER TO GENERAL FUND	190,284
TRANSFER TO SPECIAL REV FUND (CARETAKER)	273,425
TOTAL OTHER	1,364,769
DEBT SERVICE:	

ACCOUNT TITLE	BUDGET AMOUNT
ISB - (1.5MM)	1,283,333
TOTAL DEBT SERVICE	1,283,333
TOTAL BUDGET	4,305,755
REVENUES:	
STATE/CAPITAL OUTLAY - BASE REUSE	152,096
STATE/DOTD - FEASIBILITY STUDY	1,222
STATE/OPERATING-93: A & E - ISB/RW ACCESS PAD	104,700
STATE/CAPITAL OUTLAY - ISB/AIRFIELD IMP	2,200,000
FEDERAL/OEA GRANT - BASE REUSE	720
FEDERAL/FAA GRANT - FEASIBILITY STUDY	11,002
FEDERAL/EDA GRANT - RW ACCESS PAD	990,000
FEDERAL/CARETAKER - AIRFIELD 93	233,800
DEBT PROCEEDS	1,450,000
TOTAL REVENUE	5,143,540
APPROPRIATIONS:	
BASE REUSE	43,316
AIRPORT RELOCATION FEASIBILITY STUDY	12,224
RUNWAY ACCESS PAD	2,122,305
ISB/PART 139 LIMITED COMPLIANCE	2,031,809
AIRFIELD IMPROVEMENTS	822,500
UNAPPROPRIATED - BASE REUSE	109,500
UNAPPROPRIATED - AIRFIELD	1,886
TOTAL BUDGET	5,143,540
NOTE: Proposed budgeted amounts are estimated based FY 92/93 carryover budget balance. Actual budget for FY 93/94 will be adjusted to the actual carryover at FYE June 30, 1993.	

ORGANIZATIONAL CHART

Motion by Mr. Hank Bruser, seconded by Mr. John Brewer, to accept England Authority's Organizational Chart with presented corrections. On vote, the motion carried. #0096-1993

CONTRACT WITH BOBBI MORGAN

Motion by Mr. Myron Lawson, seconded by Mr. John Brewer, to authorize Executive Director to enter into professional services contract with Mrs. Bobbi Morgan for technical writing services at a cost of \$35.00 per hour with an upset limit of \$2,000 per month and to authorize

the Executive Director to sign the agreement. On vote, the motion carried. #0097-1993

AIR TRAFFIC CONTROL SERVICE CONTRACT

Summary of Air Traffic Control Proposals:

Barton	\$234,512
LA Guard	\$400,000
Midwest	\$178,448
Signature	\$181,838

Motion by Mr. John Brewer, seconded by Mr. Bruser, to award contract for Air Traffic Control Tower Service to, Midwest Air Traffic Control Services, Inc. at a cost of \$178,448.00 and to authorize the Executive Director to sign the contract. On vote, the motion carried.

#0098-1993

AIRCRAFT RESCUE AND FIRE FIGHTING SERVICE CONTRACT

Summary of Fire Protection Cost Comparison: (Staff/Cost)

LA. National Guard Proposal X	25/\$832,000	30/\$1,083,000	55/\$1,915,000
LA. National Guard Proposal A	20/\$734,000	21/ \$813,000	41/\$1,547,000
LA. National Guard Proposal B	17/\$630,000	15/ \$589,000	32/\$1,219,000

Motion by Mr. Myron Lawson, seconded by Mr. John Brewer and Mr. Garland Lawrence, to award contract for Aircraft Rescue and Fire Fighting Service to Louisiana Air National Guard, Proposal B, at a cost of \$1,219,000 and to authorize the Executive Director to sign the contract. On vote, the motion carried.

#0099-1993

RENAME AIRPORT

Motion by Mr. John Brewer, seconded by Mr. Garland Lawrence, to accept "Alexandria International Airport" as official name for the airport located at England Industrial Airpark. On vote, the motion carried.

#0100-1993

INDEPENDENCE DAY HOLIDAY

Motion by Mr. John Brewer, seconded by Mr. Hank Bruser, to authorize Monday, July 5, 1993 as paid holiday for England Authority staff . On vote, the motion carried.

#0101-1993

PURCHASE AD SPACE

Motion by Mr. John Brewer, seconded by Mr. Myron Lawson, to authorize an Advertising Agreement for one full page color advertisement in the City of Alexandria's "Alexandria Reports '93" publication at a cost of \$1,260 and to authorize the Executive Director to sign the agreement. On vote, the motion carried.

#0102-1993

KISATCHIE-DELTA BOARD MEMBER APPOINTMENT

Motion by Mr. John Brewer, seconded by Mr. Garland Lawrence, to authorize Chairman to appoint a member to Kisatchie-Delta Regional Planning and Development District Board of Directors. On vote, the motion carried.

#0103-1993

FAA HOUSTON CONFERENCE

Motion by Mr. John Brewer, seconded by Mr. Garland Lawrence, to authorize the expenses for the Chairman to attend the FAA Houston Center Users Conference on August 11-12, 1993. On vote, the motion carried. #0104-1993

FINANCIAL REPORT FOR MAY '93

Motion by Mr. John Brewer, seconded by Mr. Garland Lawrence, to receive Financial Report for May 1993. On vote, the motion carried.

RELOCATION OF GLIDESLOPE ANTENNA

Motion by Mr. John Brewer, seconded by Mr. Garland Lawrence, to award the contract for Relocation of Wilcox MK-II (AN/GRN-29) Instrument Landing System Glide Slope Antenna & Associated Equipment is hereby awarded to Aviation Systems Maintenance, Inc., P. O. Box 19355, Lenexa, Kansas 66285-9355, for the Base Proposal Price in the amount of \$23,095; and to authorize the Executive Director to execute contracts and change orders between the England Economic and Industrial Development District and the successful Contractor. On vote, the motion carried. #0105-1993

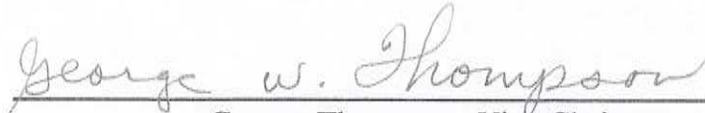
SET CALLED MEETING

Motion by Mr. Hank Bruser, seconded by Mr. Garland Lawrence, to set a called open public meeting for the purpose of opening received bids for the Non-Directional Radio Beacon (NDRB) on July 8, 1993 at 10:00 a.m. if legal counsel concludes that the meeting must be a meeting of the public body, otherwise, the meeting will be conducted by the England Authority staff. On vote, the motion carried. #0106-1993

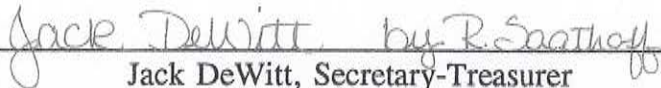
WESTERCHIL CONTRACT CHANGE ORDER

Motion by Mr. Garland Lawrence, seconded by Mr. John Brewer, to authorize the Executive Director to issue a change order to Westerhcil Construction Company requesting acceleration of the Part 139 Construction work from 115 days to 45 days to completion with an upset limit of \$41,581.12. On vote, the motion carried. #0107-1993

There being no further business, it was moved, duly seconded and carried that the meeting be adjourned at 5:13 p.m.



George Thompson, Vice-Chairman
England Economic & Industrial Development District
Board of Commissioners



Jack DeWitt, Secretary-Treasurer
England Economic & Industrial Development District
Board of Commissioners