

The **England Economic and Industrial Development District** met in Regular Session at its regular meeting place, the England Authority Board Room, 1611 Arnold Drive, England Industrial Airpark and Community, Alexandria, Louisiana, on **Thursday, June 25, 1998**, at 4:00 p.m. (Central Standard Time).

There were present: Mr. Gene Cotton, Chairman, Ms. Bridgett Brown, Vice Chairman, Mr. Tom Fowler, Secretary/Treasurer, Mr. Lane Cripps, Mr. Martin Johnson, Mr. Alvin Mykoff, Mr. H. K. Stanley, Mr. Charles Stewart, Mr. Michael Tudor.

Absent: Mr. Kit Provine

Also present were: Mr. Jon Grafton, Executive Director, members of the England Authority staff, legal counsel, press and media.

Mr. Cotton asked that we observe a few moments of silent prayer. Mr. Cotton led the Pledge of Allegiance.

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

MOTION TO APPROVE MINUTES

Motion by **Mr. Cripps**, seconded by **Mr. Johnson** to approve Minutes from the May 28, 1998 Regular Board Meeting and June 4, 1998 Special Called Meeting. On vote, motion carried. **64-1998**

MOTION TO CREATE PUBLIC MEMORIAL

Motion by **Mr. Johnson**, seconded by **Mr. Stewart** to create a public memorial as presented by staff in honor of Jim Meyer at England Airpark. On vote, motion carried. **65-1998**

MOTION TO APPROVE PAYMENT OF ATTORNEY'S BILL

Motion by **Mr. Johnson**, seconded by **Mr. Stewart** to approve payment of attorney's bill for the month of May, 1998. On vote, motion carried. **66-1998**

MOTION TO ADOPT OPERATING AND CAPITAL BUDGETS

Motion by **Mr. Fowler**, seconded by **Mr. Stewart** to adopt a resolution adopting the Operating and Capital Budgets for the England Economic and Industrial Development District for Fiscal Year 1998/1999; appropriating funds for Capital Budget for the Fiscal Year 1998/1999; carrying over Capital Funds from prior Fiscal Year 1997/1998 and other matters with respect thereto. On vote, motion carried. **67-1998**

MOTION TO ADOPT BUDGET AMENDMENT #4

Motion by **Mr. Fowler**, seconded by **Ms. Brown** to adopt budget amendment #4 to Fiscal Year 1997/1998 Operating Budget for EEIDD. On vote, motion carried. **68-1998**

MOTION AUTHORIZING AGREEMENT WITH THOMAS INTERNATIONAL GROUP

Motion by **Mr. Cripps**, seconded by **Mr. Stewart** authorizing the Executive Director to execute agreement with Thomas International Group to prepare application for Foreign-Trade Zone (FTZ) at England Industrial Airpark. On vote, motion carried. **69-1998**

MOTION AUTHORIZING SUPPLEMENTAL APPLICATION WITH LA DEPARTMENT OF ECONOMIC DEVELOPMENT FOR ESTABLISHMENT OF FOREIGN-TRADE ZONE

Motion by **Mr. Mykoff**, seconded by **Mr. Johnson** authorizing the Executive Director to submit supplemental application for \$14,000 to the LA Department of Economic Development for establishment of Foreign-Trade Zone. On vote, motion carried. **70-1998**

MOTION AUTHORIZING EXECUTIVE DIRECTOR TO SUBMIT APPLICATION WITH LA DEPARTMENT OF ECONOMIC DEVELOPMENT FOR EDAP GRANT

Motion by **Mr. Cripps**, seconded by **Mr. Johnson** authorizing the Executive Director to submit application with the LA Department of Economic Development for \$600,000.00 EDAP Grant. On vote, motion carried. **71-1998**

MOTION AUTHORIZING AGREEMENT WITH URS GREINER

Motion by **Mr. Johnson**, seconded by **Mr. Cripps** authorizing the Executive Director to execute agreement with URS Greiner to prepare and submit Passenger Facility Charge application to the FAA. On vote, motion carried. **72-1998**

MOTION AUTHORIZING EXECUTIVE DIRECTOR TO SUBMIT APPLICATION FOR FAA ASSISTANCE

Motion by **Mr. Fowler**, seconded by **Mr. Stewart** authorizing the Executive Director to submit application for FAA assistance for the Taxiway Rehabilitation and Pavement Removal at AEX and to sign necessary documents related thereto. On vote, motion carried. **73-1998**

MOTION ADOPTING RESOLUTION REQUESTING LA DOTD ASSISTANCE TO COMPLETE TAXIWAY REHABILITATION AND PAVEMENT REMOVAL AT AEX

Motion by **Mr. Fowler**, seconded by **Mr. Johnson** adopting resolution requesting LA DOTD to provide assistance necessary to complete Taxiway Rehabilitation and Pavement Removal at AEX and authorizing the Executive Director to sign necessary documents related thereto. On vote, motion carried. **74-1998**

MOTION AUTHORIZING EXECUTIVE DIRECTOR TO EXECUTE AGREEMENT WITH AIRPORT SERVICES COMPANY

Motion by **Mr. Johnson**, seconded by **Mr. Fowler** authorizing Executive Director to execute agreement with Airport Services Company for NAVAIDS maintenance. On vote, motion carried. **75-1998**

MOTION TO EXECUTE LEASE WITH U. S. ARMY FOR INTERMEDIATE STAGING BASE

Motion by **Mr. Fowler**, seconded by **Mr. Stewart** authorizing Executive Director to execute 5 year lease agreement with U. S. Army for the Intermediate Staging Base at England Airpark. On vote, motion carried. **76-1998**

ADDITIONS TO THE AGENDA

Motion by **Mr. Cripps** , seconded by **Ms. Brown** to add the following item to the agenda.

1. Motion adopting "Louisiana Audit Compliance Questionnaire".
2. Motion to authorize England Authority property and liability insurance coverage for 1998/1999.
3. Motion to enter into Executive Session to discuss the character, professional competence, or physical or mental health of the Executive Director, Mr. Jon Grafton, and the Director of Operations, Mr. Ronnie Hair.
4. To receive the report and recommendations of the Employee Committee on Human Resource Management issues.
5. Motion to advertise for bids for Phase I Site Preparation for expansion of England Golf Course.

The Chairman called for a vote. There being no opposition, the above items were added to the agenda.

The Chairman recognized **Mr. Tudor** who made the following motion; Motion to restructure the order of the added agenda items and the remaining items on the agenda in the following order; Item 1, Item 2, Item 4, Item 5, Item F. Comments and Questions by Commissioners, Item G. Executive Director's Report, Item H. Public Comments and Questions, Item 3, and Item I. Adjourn. The motion was seconded by **Ms. Brown**. The Chairman called for a vote, on vote motion carried.

MOTION ADOPTING "LOUISIANA AUDIT COMPLIANCE QUESTIONNAIRE"

Motion by **Mr. Stewart**, seconded by **Ms. Brown** adopting "Louisiana Audit Compliance Questionnaire". On vote, motion carried. **77-1998**

MOTION TO AUTHORIZE ENGLAND AUTHORITY PROPERTY AND LIABILITY INSURANCE COVERAGE FOR 1998/1999

Motion by **Mr. Stewart**, seconded by **Mr. Cripps** to authorize England Authority property

and liability insurance coverage for 1998/1999. Mr. Bob Coon, Purchasing Manager for the England Authority introduced Mr. Bud Breithaupt, with Alexander and Bolton to discuss this coverage with the England Authority Commissioners and staff. During the discussion of coverage, **Ms. Brown** made a motion that the property and liability insurance coverage be renewed on a yearly term as opposed to the three year term as offered. **Mr. Johnson** seconded the motion. After further discussion Ms. Brown withdrew her motion, Mr. Johnson withdrew his second. The Chairman called for a vote. On vote, motion carried. **78-1998**

MOTION TO ADVERTISE FOR BIDS FOR GOLF COURSE EXPANSION

Motion by **Ms. Brown**, seconded by **Mr. Stewart** to advertise for bids for Phase I Site Preparation for expansion of England Golf Course. On vote, motion carried. **79-1998**

RECEIVE REPORT AND RECOMMENDATION ON HUMAN RESOURCE MANAGEMENT ISSUES

At this time the Chairman recognized Mr. Stanley, Chairman of the ad hoc Employee Committee to receive a report and recommendations. Mr. Stanley recommended that there be an ad hoc Human Resource Committee formed to work with management and the attorney's, to develop a process to handle employee grievances. He recommended that this process be developed and added to the Employee Handbook with the approval of the Board. Motion by **Mr. Fowler**, seconded by **Mr. Stewart** to receive the report. On vote the motion carried. **80-1998**

COMMENTS AND QUESTIONS BY COMMISSIONERS

Mr. Tudor reminded Mr. Grafton about the report from Mr. Gammel and the visit by New Orleans Airport. In addition there was discussion concerning Errors and Omissions Insurance. Mr. Tudor expressed a strong desire to have action before the board at the July meeting. Mr. Grafton recognized Mr. Capps with URS Greiner. Mr. Capps presented the board with his report on a possible commercial hangar. Full discussion of the report to occur at July's committee meeting.

EXECUTIVE DIRECTOR'S REPORT

Due to the lateness of the hour, the Executive Director, Director of Administration, Director of Operations and Director of Economic Development gave brief reports on the status of their departments.

MOTION TO ENTER INTO EXECUTIVE SESSION

Motion by **Mr. Stewart**, seconded by **Ms. Brown** to enter into Executive Session to discuss the character, professional competence, or physical or mental health of the Executive Director, Mr. Jon Grafton, and the Director of Operations, Mr. Ronnie Hair. The Chairman called for a roll call vote. Upon unanimous vote, the Board entered into Executive Session.

Mr. Grafton, Mr. Hair and their attorney's were invited to attend.

EXECUTIVE SESSION CONDUCTED

Mr. Tudor moved, with a second from Mr. Stanley, that the Board exit the previously authorized Executive Session. On vote, motion carried. The Board exited the previously authorized Executive Session.

The Chairman asked if there was any further business to come before the Board. **Mr. Tudor** stated that he would like to offer a **motion that after consideration of the subject matter in Executive Session this Board express its full faith and confidence in its Executive Director, Jon Grafton and his Director of Operations, Ronnie Hair.** The Chairman called for any objections to this item being on the agenda. There being none, the item was added. **Mr. Tudor** moved for adoption of the motion, seconded by **Mr. Johnson.** The Chairman called for a vote, it was unanimously adopted. **81-1998**

There being no further business before the board, upon motion by **Mr. Tudor**, seconded by **Ms. Brown**, the meeting was adjourned.

Gene Cotton, Chairman

*England Economic & Industrial Development District
Board of Commissioners*

Tom Fowler, Secretary-Treasurer

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