

**THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
BOARD OF COMMISSIONERS REGULAR SESSION JUNE 28, 2018**

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, June 28, 2018 at 4.30 p.m.**

Chairman Linzay requested a roll call.

There were present, William Barron, Robert Beck, Richard Bushnell, Robbyn Cooper, Dennis Frazier, Curman Gaines, Scott Linzay, Mike Johnson, Joe McPherson and Charlie Weems.

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

Absent:

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 then stated that the first item to discuss would be line item #11 on the regular agenda:
MOTION TO AUTHORIZE INTERIM EXECUTIVE DIRECTOR TO EXECUTE LEASE AGREEMENT BETWEEN EEIDD AND THE BOARD OF SUPERVISORS FOR THE UNIVERSITY OF LOUISIANA SYSTEM ON BEHALF OF NORTHWESTERN STATE UNIVERSITY FOR BUILDING #1901.

David Broussard stated that beginning July 1, 2018, NSU would like to operate the Learning Center in lieu of LSUA and Board of Regents who have been operating it since 2002. Mr. Broussard recognized Dr. Chris Maggio, Dr. Darlene Williams and Jason Parks, Campus Executive Director with Northwestern State University. Lease will be for 5 years with a 5 year renewal term.

Dr. Chris Maggio, President of NSU, addressed Commissioners and staff.

Brief discussion ensued.

Commissioner Weems proposed that the board take up item #11 directly, so as not to duplicate the discussion of the NSU lease in the Economic Development Committee.

Motion by **Mr. Weems**, second by **Mr. Gaines**, to authorize Interim Executive Director to execute lease agreement between EEIDD and the Board of Supervisors for the University of Louisiana system on behalf of Northwestern State University for building #1901. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **068-2018**

ADDITIONS TO AGENDA
(By unanimous vote)

Commissioner Weems called for a motion to enter into Executive Session to discuss candidates for vacant Executive Director's position.

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Motion by **Mr. Weems**, second by **Mr. Gaines**, to enter into Executive Session to discuss qualifications of candidates for vacant Executive Director's position.

Chairman Linzay then called for a roll call vote:

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

Chairman Linzay stated there was a unanimous vote. Board of Commissioners entered into Executive Session at approximately 4:51 p.m.

(Executive Session)

Motion by **Mr. Weems**, second by **Mr. Gaines**, to exit Executive Session at approximately 5:10 p.m. A vote was called and motion carried.

Motion by **Mr. Barron**, second by **Mr. Bushnell**, to enter back into Regular session. On vote, motion carried.

Mr. Weems stated that board had a good discussion of where they were in their search for the vacant position of Executive Director, but have decided to extend the time table for another 30 days after multiple discussions with ADK Consultants. More information will be given at the July meetings.

Chairman Linzay recessed the Regular Board Meeting and requested Commissioner Weems, Chairman of the Admin/Legal Committee, to call the committee meeting to order.

After reviewing/discussing all items in Committee meetings, Chairman Linzay then reconvened the Regular Board Meeting at approximately 6:44 p.m.

There were present, William Barron, Robert Beck, Richard Bushnell, Robbyn Cooper, Dennis Frazier, Curman Gaines, Scott Linzay, Mike Johnson, Joe McPherson and Charlie Weems.

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

Absent:

Chairman Linzay called for a motion to approve consent calendar for items #1 through #10 and item #12.

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Motion by **Mr. Barron**, second by **Ms. Cooper**, to approve consent calendar for items #1 through #10 and #12. 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 MAY 24, 2018 REGULAR BOARD MEETING AND COMMITTEE MEETINGS.

Motion by **Mr. Barron**, second by **Ms. Cooper**, to approve minutes of May 24, 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. **056-2018**

MOTION TO APPROVE PAYMENT OF ATTORNEY'S BILL TO PROVOSTY, SADLER, DELAUNAY, APC FOR THE MONTH OF MAY 2018.

Motion by **Mr. Barron**, second by **Ms. Cooper**, to approve payment of attorney's bill to Provosty, Sadler, deLaunay, APC for the month of May 2018. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **057-2018**

MOTION TO APPROVE PAYMENT OF ATTORNEY'S BILL TO MUNSTERMAN LAW FIRM, LLC FOR THE MONTH OF MAY 2018.

Motion by **Mr. Barron**, second by **Ms. Cooper**, to approve payment of attorney's bill to Munsterman Law Firm, LLC for the month of May 2018. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **058-2018**

MOTION TO WRITE OFF AS UNCOLLECTIBLE HOUSING RECEIVABLES THAT HAVE BEEN OUTSTANDING IN EXCESS OF THREE YEARS.

Motion by **Mr. Barron**, second by **Ms. Cooper**, to write off as uncollectible housing receivables that have been outstanding in excess of three years. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **059-2018**

MOTION TO ADOPT YEAR END BUDGET AMENDMENT #4 FOR FISCAL YEAR 2017/2018.

Motion by **Mr. Barron**, second by **Ms. Cooper**, to adopt Year End Budget Amendment #4 for fiscal year 2017/2018. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **060-2018**

MOTION TO ADOPT THE OPERATING AND CAPITAL BUDGETS FOR THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT FOR FISCAL YEAR 2018/2019; APPROPRIATING FUNDS FOR THE OPERATING AND CAPITAL BUDGET FOR THE FISCAL YEAR 2018/2019; CARRYING OVER CAPITAL FUNDS FROM PRIOR FISCAL YEAR 2017/2018 AND OTHER MATTERS WITH RESPECT THERETO.

Motion by **Mr. Barron**, second by **Ms. Cooper**, to adopt the Operating and Capital Budgets for the England Economic and Industrial Development District for Fiscal Year 2018/2019; appropriating funds for the Operating and Capital Budget for the Fiscal Year 2018/2019; Carrying over Capital Funds from prior Fiscal Year 2017/2018 and other matters with respect thereto. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **061-2018**

MOTION TO ADOPT RESOLUTION AUTHORIZING INTERIM EXECUTIVE DIRECTOR TO EXECUTE AMENDMENT TO SPONSOR/STATE AGREEMENT NO. H012757 BETWEEN THE LOUISIANA

**THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
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DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT AND THE EEIDD FOR THE REHABILITATION OF TAXIWAY LIGHTING, REHABILITATE TERMINAL RAMP, REHABILITATE TAXIWAY, REHABILITATE TAXIWAY B – DESIGN ONLY AND AIRPORT DRAINAGE STUDY PROJECTS IN THE AMOUNT OF \$22,683.00.

Motion by **Mr. Barron**, second by **Ms. Cooper**, to adopt resolution authorizing Interim Executive Director to execute amendment to Sponsor/State Agreement No. H012757 between the Louisiana Department of Transportation and Development and the EEIDD for the Rehabilitation of Taxiway Lighting, Rehabilitate Terminal Ramp, Rehabilitate Taxiway, Rehabilitate Taxiway B – Design Only and Airport Drainage Study projects in the amount of \$22,683.00. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **062-2018**

MOTION TO AUTHORIZE INTERIM EXECUTIVE DIRECTOR TO RENEW GENERAL INSURANCE PROGRAM POLICY COVERING PROPERTY FOR THE YEAR 2018/2019.

Motion by **Mr. Barron**, second by **Ms. Cooper**, to authorize Interim Executive Director to renew general insurance program policy covering property for the year 2018/2019. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **063-2018**

MOTION TO ADOPT “LOUISIANA COMPLIANCE QUESTIONNAIRE” AS REQUIRED PRIOR TO YEAR-END INDEPENDENT AUDIT.

Motion by **Mr. Barron**, second by **Ms. Cooper**, to adopt “Louisiana Compliance Questionnaire” as required prior to year-end independent audit. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **064-2018**

MOTION TO AUTHORIZE INTERIM EXECUTIVE DIRECTOR TO EXECUTE AN AIRPORT USE PERMIT BETWEEN EEIDD AND CLASSIC AIR CHARTER, INC.

Motion by **Mr. Barron**, second by **Ms. Cooper**, to authorize Interim Executive Director to execute an Airport Use Permit between EEIDD and Classic Air Charter, Inc. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **065-2018**

MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE SUBSTANTIAL COMPLETION FOR THE AIRFIELD ELECTRICAL VAULT, AIRFIELD LIGHTING, NAVIGATIONAL AIDS REPLACEMENT & ASSOCIATED IMPROVEMENTS.

Motion by **Mr. Barron**, second by **Ms. Cooper**, to authorize Executive Director to execute substantial completion for the Airfield Electrical Vault, Airfield Lighting, Navigational Aids Replacement & Associated Improvements. The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **066-2018**

Chairman Linzay called for a motion for item #13 as follows:

MOTION TO REJECT THE BANK OF MONTGOMERY REQUEST FOR CONSENT TO ASSIGNMENT, ALLOWING THE BANK OF MONTGOMERY TO RESUBMIT THE REQUEST.

Motion by **Mr. Barron**, second by **Mr. Gaines**, to reject the Bank of Montgomery request for consent to assignment, allowing the Bank of Montgomery to resubmit the request.

The Chair called for any comments from the board or public. There being none, a vote was called and motion carried. **067-2018**

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- F. **Comments by Legal counsel** – N/A
- G. **Comments or Questions by Commissioners** – N/A
- H. **Staff Report – Financial Report** – No report due to lateness of the hour.
 - **Comparative Air Traffic Report** – N/A
 - **Economic Development** – N/A
- I. **Public Comments or Questions** – N/A
- J. **Adjourn** - Motion by **Mr. Bushnell**, second by **Mr. Barron**, to adjourn the meeting.

There being no further business to come before the Board, meeting was adjourned at **6:49 p.m.**

Scott Linzay, Chairman
*England Economic and Industrial Development District
Board of Commissioners*

Robbyn Cooper, Secretary/Treasurer
*England Economic and Industrial Development District
Board of Commissioners*

ADMIN/LEGAL COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
JUNE 28, 2018

The regular meeting of the Admin/Legal Committee of the England Economic and Industrial Development District was held at **4:30 P.M. on Thursday, JUNE 28, 2018**, in the England Authority Board Room.

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

Chairman Linzay next requested a roll call.

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

Chairman Linzay then stated that the first item on the agenda would be line item #2 of the Economic Development Committee as follows:

Motion to authorize Interim Executive Director to execute lease agreement between EEIDD and the Board of Supervisors for the University of Louisiana System on behalf of Northwestern State University for Building #1901.

David Broussard stated that beginning July 1, 2018, NSU would like to operate the Learning Center in lieu of LSUA and Board of Regents who have been operating it since 2002. Mr. Broussard recognized Dr. Chris Maggio, Dr. Darlene Williams and Jason Parks, Campus Executive Director with Northwestern State University.

Dr. Maggio, President of NSU, addressed Commissioners and staff.

Brief discussion ensued.

Commissioner Weems proposed that the board take up item #11 directly, so as not to duplicate the discussion of the NSU lease.

On vote, motion carried.

Commissioner Weems called for a motion to enter into Executive Session to discuss candidates for vacant Executive Director's position.

Motion by **Mr. Weems**, second by **Mr. Gaines**, to enter into Executive Session.

Chairman Linzay then called for a roll call vote:

Mr. Barron - Yes

Mr. Beck - Yes

Mr. Bushnell – Yes

Ms. Cooper – Yes

Mr. Frazier – Yes

Mr. Gaines – Yes

Mr. Johnson – Yes

Mr. Linzay – Yes

Mr. McPherson – Yes

Mr. Weems - Yes

Chairman Linzay stated there was a unanimous vote, board entered into Executive Session.

(Executive Session)

Motion by **Mr. Weems**, second by **Mr. Gaines**, to exit Executive Session. A vote was called and motion carried.

Motion by **Mr. Barron**, second by **Mr. Bushnell**, to enter back into regular committee meetings. On vote, motion carried.

Mr. Weems stated that board had a good discussion of where they were in their search for the vacant position of Executive Director, but have decided to extend the time table for another 30 days after multiple discussions with ADK Consultants. Discussion will ensue at July meetings.

Chairman Weems called the Admin/Legal committee meetings to order. Chairman Weems called for any comments from public. There being none, Chairman Weems requested a roll call.

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

Absent:

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

Motion by **Mr. Barron**, second by **Mr. Bushnell**, to approve payment of attorney's bill to The Munsterman Law Firm, LLC for the month of May 2018.

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

Mr. Charlie Weems, Committee Chairman
Ms. Robbyn Cooper, Committee Vice Chairman
ADMIN/LEGAL COMMITTEE
England Economic & Industrial Development District

FINANCE COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
JUNE 28, 2018

The regular meeting of the Finance Committee of the England Economic and Industrial Development District was held on **Thursday, JUNE 28, 2018**, in the England Authority Board Room. The following were present: Mr. Barron, Mr. Beck, Mr. Bushnell, Ms. Cooper, Mr. Frazier, Mr. Gaines Mr. Johnson, Mr. McPherson and Mr. Weems.

Absent:

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 May 2018.

Motion by **Mr. Weems**, second by **Mr. McPherson**, to write off as uncollectible housing receivables that have been outstanding in excess of three years. On vote, motion carried.

Motion by **Mr. Johnson**, second by **Mr. Bushnell**, to adopt Year End Budget Amendment #4 for fiscal year 2017/2018.

Mr. Gammel reviewed the budget with commissioners.

(At approximately 5:30 p.m., Mr. Beck left meeting in progress).

After lengthy discussion between staff and commissioners, motion was voted on and carried.

Motion by **Ms. Cooper**, second by **Mr. Bushnell**, to adopt the Operating and Capital Budgets for the England Economic and Industrial Development District for Fiscal Year 2018/2019; appropriating funds for the Operating and Capital Budget for the Fiscal Year 2018/2019; carrying over Capital Funds from prior Fiscal Year 2017/2018 and other matters with respect thereto. On vote, motion carried.

Motion by **Mr. Barron**, second by **Mr. Weems**, to adopt resolution authorizing Interim Executive Director to execute amendment to Sponsor/State Agreement No. H012757 between the Louisiana Department of Transportation and Development and the EEIDD for the Rehabilitation of Taxiway Lighting, Rehabilitate Terminal Ramp, Rehabilitate Taxiway, Rehabilitate Taxiway B – Design Only and Airport Drainage Study projects in the amount of \$22,683.00. On vote, motion carried.

Motion by **Mr. Bushnell**, second by **Ms. Cooper**, to authorize Interim Executive Director to renew general insurance program policy covering property for the year 2018/2019.

Mr. Donnie Kendrick with Regions Insurance Company, explained to Commissioners, the policy covering property for 2018/2019.

Mr. Weems led discussion to see if England Airpark could delete or add coverage to help with rate. Discussion ensued.

(Mr. Johnson left meeting in progress at approximately 6:20 p.m.).

(Mr. Frazier left meeting in progress at approximately 6:22 p.m.)
On vote, motion carried.

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

Mr. Dennis Frazier, Committee Chairman
Mr. Robert Beck, Committee Vice-Chairman
Finance Committee
England Economic and Industrial Development District

AUDIT COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
JUNE 28, 2018

The regular meeting of the Audit Committee of the England Economic and Industrial Development District was held on **Thursday, JUNE 28, 2018** in the England Authority Board Room. Chairman Johnson requested a roll call. The following were present: Mr. Barron, Mr. Bushnell, Ms. Cooper, Mr. Gaines, Mr. McPherson and Mr. Weems.

Absent: Mr. Beck, Mr. Frazier, Mr. Johnson

In the absence of Mr. Johnson, Mr. Gaines called for any comments from the public. There being none, Mr. Gaines proceeded with Audit Committee.

Motion by **Mr. Barron**, second by **Mr. Bushnell**, to adopt "Louisiana Compliance Questionnaire" as required prior to year-end independent audit. On vote, motion carried.

There being no items or public comments to discuss, the Audit Committee was adjourned.

Mr. Mike Johnson, Committee Chairman
Mr. Curman Gaines, Committee Vice-Chairman
AUDIT COMMITTEE
England Economic and Industrial Development District

ECONOMIC DEVELOPMENT COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
JUNE 28, 2018

The regular meeting of the Economic Development Committee of the England Economic and Industrial Development District was held on **Thursday, JUNE 28, 2018**, in the England Authority Board Room.

Mr. McPherson called for any comments from the public. There being none, Mr. McPherson proceeded with Economic Development Committee.

Mr. McPherson requested a roll call. The following were present: Mr. Barron, Mr. Bushnell, Ms. Cooper, Mr. Gaines, Mr. McPherson and Mr. Weems.

Absent: Mr. Beck, Mr. Frazier, Mr. Johnson

Motion by **Mr. Barron**, second by **Mr. Weems**, to authorize Interim Executive Director to execute an Airport Use Permit between EEIDD and Classic Air Charter, Inc.

On vote, motion carried.

(Mr. Johnson returned to meeting in progress at approximately 6:28 p.m.)

(Mr. Frazier returned to meeting in progress at approximately 6:29 p.m.)

There being no further items to discuss, meeting was adjourned.

Mr. Joe McPherson, Committee Chairman
Ms. Robbyn Cooper, Committee Vice Chairman
England Economic and Industrial Development District
Board of Commissioners

OPERATIONS COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT

JUNE 28, 2018

The regular meeting of the Operations Committee of the England Economic and Industrial Development District was held on **Thursday, JUNE 28, 2018**, in the England Authority Board Room. William Barron, Chairman, requested a roll call. The following were present: Mr. Barron, Mr. Bushnell, Ms. Cooper, Mr. Frazier, Mr. Gaines, Mr. Johnson, Mr. McPherson and Mr. Weems.

Absent: Mr. Beck

To hear reports on status of Parc England /Bistro and hold appropriate discussion thereto.

Attorney Ryland stated that the Bank of Montgomery was working with interested parties to put together a package to prepare an assignment.

Chairman Linzay stated that on July 6th, the architect firm of BH&B would begin their evaluation of the property to look at the facility and create a punch list.

Discussion ensued.

There being no items to discuss and no public comments, meeting was adjourned.

Mr. William Barron, Committee Chairman
Mr. Dennis Frazier, Committee Vic-Chairman
OPERATIONS COMMITTEE
England Economic and Industrial Development District

HUMAN RESOURCES COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT

JUNE 28, 2018

The regular meeting of the Human Resources Committee of the England Economic and Industrial Development District was held on **JUNE 28, 2018**, in the England Authority Board Room.

Vice Chairman Gaines requested a roll call in the absence of Mr. Beck. The following were present: Mr. Barron, Mr. Bushnell, Ms. Cooper, Mr. Frazier, Mr. Gaines, Mr. Johnson Mr. McPherson and Mr. Weems.

Absent: Mr. Beck

Ms. Cooper called for any comments from the public. There being none, Ms. Cooper proceeded with Human Resorce Committee.

There being no items to discuss, the Human Resources Committee meeting was adjourned.

Mr. Robert Beck, Committee Chairman
Mr. Curman Gaines, Committee Vice-Chairman
HUMAN RESOURCES COMMITTEE
England Economic and Industrial Development District

CAPITAL PROJECTS COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
JUNE 28, 2018

The regular meeting of the Capital Projects Committee of the England Economic and Industrial Development District was held on **Thursday, JUNE 28, 2018** in the England Authority Board Room. Mr. Bushnell called for a roll call. The following were present: Mr. Barron, Mr. Bushnell, Ms. Cooper, Mr. Frazier, Mr. Gaines, Mr. Johnson, Mr. McPherson and Mr. Weems.

Absent: Mr. Beck

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

Motion by **Mr. Johnson**, second by **Mr. Barron**, to authorize Executive Director to execute substantial completion for the Airfield Electrical Vault, Airfield Lighting, Navigational Aids Replacement & Associated Improvements. On vote, motion carried.

(Mr. McPherson left meeting at approximately 6:38 p.m.)

Status Report on:

- a. Part 150 Noise Program - progressing very nicely
- b. Runway 18/36 Extension –no movement
- c. Westside Development - completed
- d. Rental Car Project Phase II - completed
- e. Airfield Electrical Rehab - just finished substantial completion, few more phases with FAA to discuss in future
- g. North Emergency Access Road – Bridge on Hwy 1, pouring bridge deck in mid-July
- h. Community Center Replacement Project – nothing to report at this time
- i. Roundabout Sculpture Project – nothing to report at this time

Committee meetings ended at 6:43 p.m.

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