

**CONSOLIDATED RESCHEDULED WORK SESSION AND RESCHEDULED REGULAR  
BOARD MEETING OF JACKSON MUNICIPAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS  
MARCH 26, 2020**

**I. CALL TO ORDER/ROLL CALL/DECLARATION OF QUORUM**

The Board of Commissioners (the “Board”) of the Jackson Municipal Airport Authority (the “Authority” and “JMAA”) convened its March 26, 2020 Consolidated Rescheduled Work Session and Rescheduled Regular Board Meeting in the Community Room, Main Terminal Building, Jackson-Medgar Wiley Evers International Airport (“JAN”), in Jackson, Mississippi, at Noon (12:00 p.m.) on Thursday, March 26, 2020 (the “Meeting”), pursuant to proper notice. Copies of the Notice Rescheduling the March 19, 2020 Work Session, the Notice Rescheduling the March 23, 2020 Board Meeting, and the Notice of the March 26, 2020 Consolidated Rescheduled Work Session and Rescheduled Board Meeting are attached as Exhibits to the March 26, 2020 Consolidated Rescheduled Work Session and Rescheduled Board Meeting (“Meeting”) Minutes.

Chairman LaWanda D. Harris, presided, called the Meeting to order at Noon (12:00 p.m.), and called the roll of Commissioners.

The following Commissioners were present, in person, during roll call, for a quorum at the Board Meeting:

LaWanda D. Harris, Chairman  
Robert E. Martin, Vice-Chairman  
Pastor James L. Henley Jr., Commissioner  
LTC(R) Lucius Wright, Commissioner

Chairman Harris announced that a quorum was present at the Meeting, as required by the Bylaws of the Authority, and announced that the Meeting would proceed with discussion of the Agenda (the “Agenda”) for the Consolidated Rescheduled Work Session and Rescheduled Board Meeting, rescheduled for Thursday, March 26, 2020, at the Jackson-Medgar Wiley Evers International Airport (“JAN”), in Jackson, Mississippi, at Noon (12:00 p.m.). The following other persons were also present at the Meeting:

Paul A. Brown, JMAA’s Chief Executive Officer  
John L. Walker, Esq., Walker Group, PC, Attorneys at Law (telephonically)  
Kevin Bass, Esq., Walker Group, PC, Attorneys at Law  
And persons listed on **EXHIBIT A: Sign-in Sheet for 3-26-20**

**II. INVOCATION**

Commissioner Pastor James L. Henley Jr. gave the Invocation.

### **III. APPROVAL OF BOARD NOTICES**

- A. Notice of the Board of Commissioners attending the 2020 AAAE/ACI-NA “Washington Legislative Conference” in Washington, D.C., from March 5-6, 2020.
- B. Notice of the Monthly Pre-Work Session Meeting, Friday, March 20, 2020, at Noon (12:00 p.m.) at HKS.
- C. Notice Rescheduling the March 19, 2020 Work Session to Thursday, March 26, 2020, at Noon (12:00 p.m.) at Jackson-Medgar Wiley Evers International Airport.
- D. Notice Rescheduling the March 23, 2020 Monthly Board Meeting to Thursday, March 26, 2020, at Noon at Jackson-Medgar Wiley Evers International Airport.
- E. Notice of the Consolidated Rescheduled Work Session Thursday, March 26, 2020, at Noon at Jackson-Medgar Wiley Evers International Airport
- F. Notice to members of the public that the Consolidated March 26, 2020 Rescheduled Work Session and Rescheduled Board Meeting can be viewed via live stream in the JAN’s Mezzanine area on the 3rd floor of Jackson-Medgar Wiley Evers International Airport

#### **RESOLUTION CY-2020-48**

**APPROVAL OF THE: (I) NOTICE OF THE BOARD ATTENDING THE 2020 AAAE/ACI-NA “WASHINGTON LEGISLATIVE CONFERENCE,” WASHINGTON, D.C., MARCH 5-6, 2020; (II) NOTICE OF THE MARCH 20, 2020 PRE-WORK SESSION; (III) NOTICE RESCHEDULING THE MARCH 19, 2020 WORK SESSION TO THURSDAY, MARCH 26, 2020; (IV) NOTICE RESCHEDULING THE MARCH 23, 2020 BOARD MEETING TO THURSDAY, MARCH 26, 2020; (V) NOTICE OF THE MARCH 26, 2020 CONSOLIDATED WORK SESSION AND BOARD MEETING LOCATION; AND (VI) NOTICE REGARDING PUBLIC ATTENDANCE AT THE MARCH 26, 2020 CONSOLIDATED WORK SESSION AND BOARD MEETING**

After discussion and review, and upon the motion made by Vice-Chairman Martin, seconded by Commissioner LTC(R) Wright, and approved by a unanimous vote, the following Resolution was made and entered.

**RESOLVED**, that the Board hereby approves the: (i) Notice of the Board attending the 2020 AAAE/ACI-NA “Washington Legislative Conference,” in Washington, D.C., March 5-6, 2020; (ii) Notice of the March 20, 2020 Pre-Work Session; (iii) Notice Rescheduling the March 19, 2020 Work Session to Thursday, March 26, 2020, at Noon (12:00 p.m.) at the Jackson-Medgar Wiley Evers International Airport; (iv) Notice Rescheduling the March 23, 2020 Board Meeting to Thursday, March 26, 2020 at Noon (12:00 p.m.) at the Jackson-Medgar Wiley Evers International Airport; (v) Notice of the March 26, 2020 Consolidated Work Session and Board Meeting Thursday, March 26, 2020, at Noon (12:00 p.m.) at the

Jackson-Medgar Wiley Evers International Airport; and (vi) Notice regarding public attendance at the Consolidated Rescheduled Work Session and Rescheduled Board Meeting Thursday, March 26, 2020, at Noon (12:00 p.m.) at the Jackson-Medgar Wiley Evers International Airport.

Yeas: Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

March 26, 2020

#### **IV. APPROVAL AND EXECUTION OF MINUTES**

A. Regular Scheduled Monthly Work Session Thursday, February 20, 2020, at 8:30 a.m. at Jackson-Medgar Wiley Evers International Airport.

B. Regular Scheduled Monthly Board of Commissioners Meeting Monday, February 24, 2020, at 4:00 p.m. at Jackson-Medgar Wiley Evers International Airport.

#### **RESOLUTION CY-2020-49**

#### **APPROVAL OF THE MINUTES OF THE (I) FEBRUARY 20, 2020 REGULAR MONTHLY WORK SESSION; AND THE (II) FEBRUARY 24, 2020 REGULAR MONTHLY BOARD MEETING**

After discussion and review, and upon the motion made by Vice-Chairman Martin and seconded by Commissioner LTC(R) Wright, the Minutes of the February 20, 2020 Regular Work Session, and the Minutes of the February 24, 2020 Regular Monthly Board Meeting were approved by a unanimous vote of the Commissioners, and the following Resolution was made and entered.

**RESOLVED**, that the Board hereby approves the Minutes of the February 20, 2020 Regular Monthly Work Session and the Minutes of the February 24, 2020 Regular Monthly Board Meeting as presented, and directs that said Minutes be filed in the appropriate Minute Book and Records of the Authority.

Yeas: Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

March 26, 2020

#### **V. PUBLIC COMMENTS**

None.

**VI. REPORTS**

**A. Report from the Chairman**

Chairman Harris stated that she had no formal report. However, she encouraged all JMAA’s Staff and members of the public to abide by the guidelines of the U. S. Centers for Disease Control to try to contain the COVID-19 virus.

Chairman Harris then invited Mr. Paul Brown, CEO, to provide his Report.

Mr. Brown first recognized Mr. Shawn Hanks, Information Technology Manager, as JMAA’s Outstanding Employee of the Month. He then stated that Staff would present Mr. Hanks with a Certificate of Excellence in recognition of his achievement. The Board of Commissioners and others in attendance applauded and congratulated Mr. Hanks.

**B. Chief Executive Officer**

**1. Airport Project Manager Summary, Period Ending February 29, 2020  
..... Page 1<sup>1</sup>**

Mr. Paul A. Brown, CEO, directed the Board’s attention to the Airport Project Manager Summary (“APMS”), found at pages 1-15 in the March 26, 2020 Consolidated Rescheduled Work Session and Rescheduled Board Meeting Packet and distributed to the Board before the March 26, 2020 Consolidated Rescheduled Work Session and Rescheduled Board Meeting.

Next, Mr. Brown invited Mr. Tony Esposito, of Kimley Horn, to address the Board. Mr. Esposito provided the Board with the current percentage completion and the anticipated completion date as to each project managed by Kimley Horn. The status of the projects presented is included in the Consolidated Rescheduled Work Session and Rescheduled Board Meeting Packet at pages 1-15. After reviewing the Report and listening to the presentation, the Board discussed the following.

Regarding the Access Control Project, Chairman Harris asked Mr. Esposito to provide the Board with a document, in pdf format, that showed the current percentage completion and anticipated completion date of each project being presented by Kimley-Horn. In response, Mr. Esposito confirmed that he would do so.

Regarding Project No. 005-11, Runway 16R/34L Taxiway Alpha and Cross Connector Taxiways Pavement Rehabilitation, Chairman Harris requested an update as to final completion date. In response, Mr. Esposito informed the Board that the Project is on course to be completed by April 17, 2020, the current scheduled completion date. He added that the current April 17, 2020, completion date was confirmed during the most

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<sup>1</sup> The page numbers herein are the page numbers contained in the Meeting Packet which is attached as an Exhibit to the March 26, 2020 Consolidated Rescheduled Work Session and Rescheduled Board Meeting (“Meeting”) Minutes.

recent meeting on March 26, 2020, and that the Project currently stands at ninety-nine percent (99%) complete.

In response to Vice-Chairman Martin’s inquiry, Mr. Esposito informed the Board that the anticipated completion date could possibly be delayed as the FAA is not currently authorized to be onsite at JAN to participate in a punch list inspection before April 17, 2020.

**2. Airport Activity Statistics Report, Period Ending February 29, 2020**  
.....Page 16

Mr. Brown directed the Board’s attention to the Airport Activity Statistics Report (“AASR”), found at pages 16-28 in the March 26, 2020 Consolidated Rescheduled Work Session and Rescheduled Board Meeting Packet, and distributed to the Board before the March 26, 2020 Consolidated Rescheduled Work Session and Rescheduled Board Meeting. In addition to the Statistics Report for February 2020, Mr. Brown gave the Board the following overview of COVID-19’s effects on JMAA:

1. Passenger Enplanements for February 2020 are down 10.5% in comparison to January 2019. Deplanements are down 6.9%. Total change in passenger volume: negative 8.7%. Year-to-date passenger volume, down 14.8%.
2. Itinerant Operations for February 2020 are down 4.1% in comparison to January 2019. Year-to date itinerant operations, down 7.4%.
3. Local Operations for February 2020 are up 9.4% in comparison to February 2019. Year-to date local operations, down 15.7%.

Mr. Brown explained to the Board that the true effects of the COVID-19 pandemic became very evident in March 2020. He then informed the Board of several cancellations of commercial flights that occurred between March 23, 2020 through March 26, 2020. He added that as to the flights arriving at JAN, they had between 10% to 25% load factors. Lastly, he informed the Board that across the U.S., the aircraft carrier system is down 70% or more in comparison to normal operations at this time of year.

The Board reviewed the Report. After Mr. Brown’s comments, there was a discussion about the impact of COVID-19 pandemic.

In response to Commissioner LTC(R) Wright’s inquiry, Mr. Brown informed the Board that the cancellations at JAN involved all of the airlines. However, he stated that the flights canceled by Delta Airlines had the greatest impact.

**3. Disadvantaged Business Enterprise Report**

Mr. Michael Gater, Interim Chief Administrative Officer, came forward at the request of Mr. Brown. Mr. Gater gave the following statistics as to contracts with

Minority/Women/Disadvantaged Business Enterprises (“M/W/DBEs”) and City of Jackson based businesses during February 2020:

- Direct and Indirect Payments to M/W/DBEs Firms: \$786,751.07 or 53% of the Total Amount of Eligible Payments; and
- Payments to City of Jackson, MS-based firms: \$224,050.83 or 15% of the Total Amount of Eligible Payments

**4. Federal Legislation Report**

Next, Mr. Brown, CEO, updated the Board regarding the legislation being considered by Congress to address the effects of the COVID-19 pandemic on the transportation industry. He stated that the bill to provide financial relief for airports across the nation is expected to pass on Friday, March 27, 2020. He also stated that the bill would provide funding for all the needs of airports, including operating expenses, through direct funding. Further, Mr. Brown explained that the bill would provide in total about \$100,000,000,000.00 in relief for the transportation industry, of which, \$10,000,000,000.00 would be reserved for the aviation industry and \$3,700,000,000.00 for commercial service airports. The funds would be allocated based on 2018 enplanements. Also, he explained that there would be \$3,700,000,000.00 available for airports’ debt service, and the distribution would be based on the airport’s debt service and cash on hand. Finally, Mr. Brown explained the conditions to receive funding from the federal government.

**C. Attorney**

Attorney Kevin Bass announced that there are several matters that he believes the Board should consider during an Executive Session. Therefore, he recommended that the Board enter into Closed Session to discuss those matters at an appropriate time. Lastly, he announced that there is one (1) Resolution for the Board to consider regarding Board Travel at the appropriate time.

**VII. ACTION ITEMS**

**A. Financial Matters**

**1. Financial Reports for February 2020:**

- a. Balance Sheet: Accept.....Page 29*
- b. Income Statement: Accept.....Page 31*

Mr. Brown directed the Board’s attention to the Balance Sheet, Income Statement, and Claims Docket for February 2020, which were included in the Consolidated Rescheduled Work Session and Rescheduled Board Meeting Packet. Mr. Brown stated that the Board would be

asked to adopt resolutions accepting the Balance Sheet and Income Statement for February 2020 and approving payment of the Claims Docket for February 2020.

Then, Mr. Brown recognized Ms. Kathy Hughes, Interim CFO, and asked her to address the Board.

Ms. Hughes gave highlights of the major components of each Financial Statement for February 2020. As to the Balance Sheet and Income Statement, the Board had no questions and considered the Resolution below.

**RESOLUTION CY-2020-50**

**RESOLUTION ACCEPTING/APPROVING THE FEBRUARY 2020 FINANCIAL REPORTS: BALANCE SHEET AND INCOME STATEMENT**

Upon motion by Vice-Chairman Martin, seconded by Commissioner LTC(R) Wright, the following **RESOLUTION** was made and approved by a unanimous vote.

**WHEREAS**, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") reviewed and considered the Authority’s Balance Sheet and Income Statement (“the Financial Reports”) for the month and period ending February 29, 2020, which are included in the Consolidated Rescheduled Work Session and Rescheduled Board Meeting Packet at pages 29-33, and were distributed to the Board prior to the March 26, 2020 Consolidated Rescheduled Work Session and Rescheduled Board Meeting.

**IT IS, THEREFORE, RESOLVED** that the Board hereby accepts and approves the February 2020 Financial Reports: Balance Sheet and Income Statement for February 2020.

Yeas: Harris, Henley, Martin, Wright  
Nays: None  
Abstentions: None

March 26, 2020

At this point during the Meeting, Mr. Patrick Baldwin of Breazeale, Saunders & O’Neil, Ltd. entered the Meeting telephonically. Chairman Harris then announced that the Meeting would proceed with the Audit report, and the Claims Docket would be considered thereafter.

- 2. *Fiscal Year 2019 Annual Financial Audit, JMAA: Authorization to Accept the Independent External Financial Audit for Fiscal Year 2019 (Breazeale, Saunders & O’Neil, Ltd.).....Page 39*

Chairman Harris directed the Board’s attention to the Fiscal Year 2019 Audit and then introduced Mr. Baldwin, Senior Auditor for Breazeale, Saunders & O’Neil, Ltd. (“BSO”), who appeared telephonically, to present the audit findings to the Board.

Mr. Baldwin presented a draft of JMAA’s audited Financial Statements and related reports, along with a PowerPoint presentation entitled “Financial Analysis September 30, 2019,” which appears in the JMAA PowerPoint Presentation at pages 11-22.

Mr. Baldwin explained that the audit report is in draft form because it cannot be issued until the Board approves the report. A copy of the PowerPoint Presentation is attached as an exhibit to the Minutes of the March 26, 2020 Consolidated Rescheduled Work Session and Rescheduled Board Meeting.

Mr. Baldwin explained his firm’s role is to audit JMAA’s Financial Statements and render an opinion on JMAA’s Financial Statements. He informed the Board that his firm, based on its audit, issued an unqualified opinion that JMAA’s Financial Statements fairly present the financial stability and operations of JMAA for the Fiscal Year ending September 30, 2019. He explained the audit highlights outlined on page twelve (12) of the PowerPoint Presentation. Then, Mr. Baldwin provided the following highlights of the audit report that effectively communicate the success of JMAA’s financial audit:

1. Strong position of asset base by JMAA;
2. Extremely strong net position (net equity);
3. Good operating results, year after year; and
4. Clean and unqualified Audit Opinion.

Next, Mr. Baldwin explained two (2) additional reports issued by BSO. He explained the Independent Auditors’ Reports highlights regarding the following: (i) Internal Control Over Financial Reporting and Compliance, appearing on page 19 of JMAA’s PowerPoint Presentation; and (ii) Compliance with Grant and Passenger Facility Charge Program and Internal Control Over Compliance, appearing on page 19 of the draft JMAA’s PowerPoint Presentation. He reported that both reports were “Clean Reports,” with no material weaknesses, no significant deficiencies, and no instances of noncompliance with any regulations. Additionally, Mr. Baldwin explained the Management Letter and the information included therein.

**3. Financial Reports for February 2020 Continued:**

- c. Claims Docket for February 2020: Approve.....Page 34*

Regarding the Claims Docket, the Board held the following discussion:

Commissioner Pastor Henley requested information as to the payment to Fairview Inn was related to Claim Number 97535 on the Claims Docket. In particular, Commissioner Pastor Henley inquired as to who attended the retreat and the purpose of the retreat. In response, Mr. Brown informed the Board that the retreat was attended by JMAA’s Senior Management



Team (Chiefs and Directors), JMAA's Property Manager, and Chairman Harris for some portion of the retreat.

Next, Commissioner Pastor Henley referenced Claim Number 97536 and asked if JMAA had rejoined the Flowood Chamber of Commerce. In response, Mr. Brown informed the Board that JMAA did rejoin the Flowood Chamber of Commerce in the interest of East Metro Corridor Development and beyond.

Commissioner Pastor Henley then referenced Claim Number 97660 and asked about the organization Rankin First Development Foundation. In response, Mr. Brown informed the Board that Rankin First is a Commercial Development and Civic Organization representing the interest of Rankin County, MS, and it is not a part of the Great Jackson Area Partnership.

The Board held some additional discussion regarding the Partnership and the above-stated organizations.

In response to Commissioner LTC(R) Wright's inquiry regarding Claim Number 97539 and Claim Number 97590, Mr. Brown explained that there are two (2) payments to Gateway because the payments relate to different instances. Further, Mr. Brown informed the Board that Staff would work on ensuring that there is one (1) claim for each entity.

Next, Ms. Kathy Hughes, Interim CEO, explained that this claim was added because Staff had an extended time period to address the claims prior to the Meeting. Therefore, additional claims were added to the Docket to ensure invoices were paid in a timely fashion.

#### **RESOLUTION CY-2020-51**

#### **RESOLUTION ACCEPTING/APPROVING THE FEBRUARY 2020 CLAIMS DOCKET**

Upon motion by Vice-Chairman Martin, seconded by Chairman Harris, the following **RESOLUTION** was made and approved by a majority vote 2-1-1.

**WHEREAS**, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") reviewed and considered the Authority's Claims Docket for the month and period ending February 29, 2020, which is included in the Packet at pages 34-38, and was distributed to the Board prior to the March 26, 2020 Consolidated Rescheduled Work Session and Rescheduled Board Meeting.

**IT IS, THEREFORE, RESOLVED** that the Board hereby authorizes payment of the claims appearing on the February 2020 Claims Docket in the amount of \$1,608,812.71

Yeas: Harris, Martin

Nays: Henley

Abstentions: Wright

March 26, 2020

Chairman Harris expressed her concerns regarding the motion passing with two (2) votes for, one (1) vote against, and one (1) abstention. The Board then held some additional discussion regarding the votes on the Claims Docket.

Attorney Bass informed the Board that if a Quorum is present at the Meeting and there are more votes for the motion than against, the motion is passed and resolved. Further, Attorney Bass explained that as the Motion regarding the Claims Docket was moved, properly seconded, and voted on thereafter by the Commissioners in a vote of two (2) votes for, one (1) vote against, and one (1) abstention, the Motion passed.

Lastly, Chairman Harris stated that she is uncomfortable with motions being carried with two (2) affirmative votes. Vice-Chairman Martin seconded the position of Chairman Harris.

Next, Mr. Brown, CEO, explained the Board Memorandum for Project Title: “FY2019 Annual Financial Audit,” and the action request listed therein, which appears at pages 39-40 in the Packet. The Board then resolved the below Resolution.

**4. *Fiscal Year 2019 Annual Financial Audit, Continued.....Page 39***

**RESOLUTION CY-2020-52**

**RESOLUTION ACCEPTING THE FISCAL YEAR 2019 FINANCIAL AUDIT REPORT PRESENTED BY BREAZEALE, SAUNDERS & O’NEIL (“AUDITOR”)**

Upon motion by Vice-Chairman Martin, seconded by Commissioner LTC(R) Wright, the following **RESOLUTION** was made and unanimously approved (4-0-0).

**WHEREAS**, Breazeale, Saunders & O’Neil, Ltd. (“Auditor”) presented and discussed with the Board of JMAA the Fiscal Year 2019 Audited Financial Statements and the Independent Auditor’s Report; and

**WHEREAS**, the Board has reviewed and considered the above-referenced Statements and Report; and

**WHEREAS**, the Board finds that the request to accept the above-referenced Statements and Report, which is explained in the Memorandum dated March 26, 2020, at pages 39-40 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that the Board hereby approves and accepts the FY2019 Financial Statements and the Independent Auditor’s Report; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the Board finds that such request is fully explained in the Memorandum dated March 26, 2020, at pages 39-40 of the Meeting

Packet.

Yeas: Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

March 26, 2020

**B. Construction Projects**

- 1. Rehabilitation of Taxiway Delta Project, HKS: Authorization to: (i) Enter into a Professional Services Agreement to Perform Design Construction Administrative Services; and (ii) Approval to Increase the Current Project Budget (EJES, Inc.).....Page 41*

Mr. Drew Ridinger, Director of Capital Programming, explained the Board Memorandum for Project Title: “Rehabilitation of Taxiway Delta Project at Hawkins Field Airport,” and the action requests listed therein, which appear at pages 41-43 in the Packet. Mr. Ridinger further presented from the JMAA PowerPoint Presentation, at pages 23-28. The JMAA PowerPoint Presentation is attached as an exhibit to the March 26, 2020 Consolidated Rescheduled Work Session and Rescheduled Board Meeting Minutes.

In response to Vice-Chairman Martin’s inquiry, Mr. Ridinger informed the Board that Taxiway Delta is in pretty bad condition, and it is at the end of its useful life. He added that Taxiway Delta is a priority of JMAA’s repair projects because the said runway is in the worse condition.

Next, in response to Commissioner LTC(R) Wright’s inquiry, Mr. Ridinger informed the Board that the project increase amount is correct and that it includes anticipated costs for the redesigned construction.

**RESOLUTION CY-2020-53**

**RESOLUTION AUTHORIZING STAFF TO: (I) NEGOTIATE AND, AFTER REVIEW BY JMAA’S LEGAL COUNSEL, ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH EJES, INCORPORATED (“EJES”), A TEXAS CORPORATION, IN CONNECTION WITH THE REHABILITATION WORK ON TAXIWAY DELTA AT THE HAWKINS FIELD AIRPORT AT AN ESTIMATED PROFESSIONAL SERVICES FEE AMOUNT NOT TO EXCEED \$54,898.00, AND (II) INCREASE THE CURRENT TOTAL PROJECT BUDGET FROM \$334,308.00 to \$535,507.00**

Upon motion by Commissioner LTC(R) Wright, seconded by Commissioner Pastor Henley, the following **RESOLUTION** was made and approved by a majority vote 3-1-0.

**WHEREAS**, the Board has considered the request of Jackson Municipal Airport Authority’s (“JMAA”) Staff for: (i) authority to negotiate and, after review by Legal Counsel for JMAA, enter into a professional services agreement with EJES, Incorporated (“EJES”), a Texas Corporation, to update previously prepared design documents, and perform construction administration services in connection with the rehabilitation work on Taxiway Delta at the Hawkins Field Airport (“HKS”) at an estimated professional services fee amount not to exceed \$54,898.00; and (ii) approval to increase the total current project budget from \$334,308.00 to \$535,507.00; and

**WHEREAS**, EJES is a Certified Disadvantaged Business Enterprise (“DBE”); and

**WHEREAS**, the Board finds that such requests, which are explained in the Memorandum dated March 26, 2020, found at pages 41-43 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that: (i) JMAA’s Staff is authorized to negotiate and execute, after review by legal counsel for JMAA, an agreement with EJES, Incorporated (“EJES”), a Texas Corporation, to update previously prepared design documents, and perform construction administration services in connection with the rehabilitation work on Taxiway Delta at the Hawkins Field Airport (“HKS”) at an estimated professional services fee amount not to exceed \$54,898.00; and (ii) the total current project budget increase from \$334,308.00 to \$535,507.00 is approved; and

**IT IS, THEREFORE, FURTHER RESOLVED** that such requests are fully explained in the Memorandum dated March 26, 2020, found at pages 41-43 of the Meeting Packet.

Yeas: Harris, Henley, Wright  
Nays: Martin  
Abstentions: None

March 26, 2020

**C. Procurements**

None.

**D. Service Agreements**

- 1. Group Health/Dental Insurance Plan, JMAA: Authorization to: (i) Procure Group Health and Dental Insurance Policies for a 12 Month Term; and (ii) Authority to Pay Annual Premium (United Health Care).....Page 44*

Mr. Michael Gater, Interim Chief Administrative Officer, explained the Board Memorandum for Project Title: “Group Health, Dental, and Vision Insurance Policies,” and the action requests listed therein, along with the proposed options attached thereto, all of which appear at

pages 44-48 in the Packet. Mr. Gater further presented from the JMAA PowerPoint Presentation at pages 30-33. The JMAA PowerPoint Presentation is attached as an exhibit to the March 26, 2020 Consolidated Rescheduled Work Session and Rescheduled Board Meeting Minutes.

In response to Vice-Chairman Martin's inquiry, Mr. Gater explained to the Board the information provided to him by Ross & Yerger (JMAA's Insurance Broker) regarding JMAA's status as to coverage from entities other than United Healthcare.

#### **RESOLUTION CY-2020-54**

**RESOLUTION: (I) AUTHORIZING STAFF TO PROCURE GROUP HEALTH AND DENTAL INSURANCE POLICIES FROM UNITED HEALTHCARE FOR A TERM OF TWELVE (12) CALENDAR MONTHS; AND (II) AUTHORIZING STAFF TO MAKE AVAILABLE TO JMAA'S EMPLOYEES VISION INSURANCE THROUGH UHC VISION INSURANCE; AND (III) APPROVING STAFF TO PAY THE BASE MONTHLY PREMIUMS FOR THE HEALTH AND DENTAL INSURANCE POLICIES**

Upon motion by Commissioner Pastor Henley, seconded by Commissioner LTC(R) Wright, the following **RESOLUTION** was made and approved by a unanimous vote.

**WHEREAS**, the Board has considered the request of Jackson Municipal Airport Authority's ("JMAA") Staff for: (i) authority to procure group health and dental insurance policies from United Healthcare ("UHC") for a term of twelve (12) calendar months, effective May 1, 2020; (ii) authority to make available to JMAA's employees through UHC vision insurance entirely paid for by JMAA's employees; and (iii) approval to pay the base monthly premiums for the group health and dental insurance policies; and

**WHEREAS**, the Board finds that such requests, along with the proposed options attached thereto, all of which appear at pages 44-48 in the Packet, which are explained in the Memorandum dated March 26, 2020, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that JMAA's Staff is: (i) authorized to procure group health and dental insurance policies from United Healthcare ("UHC") for a term of twelve (12) calendar months, effective May 1, 2020; (ii) authorized to make available to JMAA's employees through UHC vision insurance entirely paid for by JMAA's employees; and (iii) approved to pay the base monthly premiums for the group health and dental policies insurance; and

**IT IS, THEREFORE, FURTHER RESOLVED** that such requests are fully explained in the Memorandum dated March 26, 2020, along with the proposed options attached thereto, all of which appear at pages 44-48 in the Packet.

Yeas: Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

March 26, 2020

**E. Grants**

None.

**F. Other Matters**

- 1. Delta Airlines Inc., Billing Adjustment, JMAA: Authorization to (i) Adjust Delta Air Lines, Inc., Account in JMAA's Ledger.....Page 49*

Mr. Colin McKee, Director of Commercial Development, explained the Board Memorandum for Project Title: "JMAA's Balance Sheet Adjustment for Delta Air Lines, Inc.'s Billing," and the action request listed therein, along with Delta's January 2020 Invoice attached thereto, all of which appear at pages 49-52 in the Packet. Mr. McKee further presented from the JMAA PowerPoint Presentation at pages 35-37. The JMAA PowerPoint Presentation is attached as an exhibit to the March 26, 2020 Consolidated Rescheduled Work Session and Rescheduled Board Meeting Minutes.

**RESOLUTION CY-2020-55**

**RESOLUTION AUTHORIZING JACKSON MUNICIPAL AIRPORT AUTHORITY'S STAFF TO ADJUST THE DELTA AIR LINES, INC. SUB-LEDGER BILLING ACCOUNT INCLUDED IN JMAA'S BALANCE SHEET**

Upon motion by Commissioner Pastor Henley, seconded by Commissioner LTC(R) Wright, the following **RESOLUTION** was made and approved by a unanimous vote.

**WHEREAS**, the Board has considered the request of Jackson Municipal Airport Authority's ("JMAA") Staff for authority to adjust Delta Air Lines, Inc.'s ("Delta") subledger account in JMAA's ledger in the amount of \$21,637.28 to reflect the accurate balance sheet amount to the current date; and

**WHEREAS**, the Board finds that such request, which is explained in the Memorandum dated March 26, 2020, along with Delta's January 2020 Invoice attached thereto, all of which appear at pages 49-52 in the Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that JMAA's Staff is authorized to adjust Delta Air Lines, Inc.'s ("Delta") sub-ledger account in JMAA's ledger in the amount of \$21,637.28 to reflect the accurate balance sheet amount to the current date; and

**IT IS, THEREFORE, FURTHER RESOLVED** that such request is explained in the Memorandum dated March 26, 2020, along with Delta's January 2020 Invoice attached thereto, all of which appear at pages 49-52 in the Packet.

Yeas: Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

March 26, 2020

**G. New Business**

None.

**H. Consultant Reports**

Regarding several professional service consultants, Chairman Harris announced that the Board is giving them an opportunity to present: (i) the work that each of them completed during the term of their original agreement with JMAA; and (ii) any proposals they may have as to amended/new agreements.

Mr. Brown recognized Mr. Akil Webster, President of eXpert Professional Solutions, LLC (“XPS”), and Mr. Michael Secor, XPS Vice-President of Technical Services for eXpert Professional Solutions, via video conference, to present to the Board.

***1. Expert Professional Solutions***

Mr. Webster announced that XPS would be presenting the first deliverable as required in the Agreement with JMAA. He stated that the presentation would include the SWOT analysis conducted by EPS in evaluating information technology, management, and oversight within JMAA. Mr. Secor then presented from the PowerPoint Presentation entitled “Evaluation of IT Services and Project Management.” The presentation included the following topics: (i) Scope Overview; (ii) Engagement Methodology; (iii) General Observations; (iv) Evaluation Dashboard; (v) IT Project Management Overview and Findings; (vi) Existing Infrastructure Overview and Findings; (vii) IT Service Management Overview; and (viii) Service Management SWOT Analysis. The PowerPoint Presentation is attached as an exhibit to the March 26, 2020 Consolidated Rescheduled Work Session and Rescheduled Board Meeting Minutes

Chairman Harris announced that the Board would consider an action item related to an amendment to the current agreement between JMAA and eXpert Professional Solutions.

**RESOLUTION CY-2020-56**

**RESOLUTION AUTHORIZING: JACKSON MUNICIPAL AIRPORT AUTHORITY’S STAFF TO AMEND AND EXECUTE, AFTER REVIEW BY JMAA’S LEGAL COUNSEL, THE SCOPE OF THE EXISTING JANUARY 3, 2020,**

**PROFESSIONAL CONSULTING SERVICES AGREEMENT WITH EXPERT PROFESSIONAL SOLUTIONS**

Upon motion by Commissioner Pastor Henley, seconded by Vice-Chairman Martin, the following **RESOLUTION** was made and approved by a unanimous vote.

**WHEREAS**, the Board has considered the request of Jackson Municipal Airport Authority’s (“JMAA”) Staff for authority to amend, after the review of JMAA’s Legal Counsel, the existing January 3, 2020, Professional Consulting Services Contract Agreement (“Agreement”) with eXpert Professional Solutions, LLC, of Jackson, Mississippi (“XPS”), for Information Technology and Information Systems Support Services, to include: (i) Project Management Services related to the Enterprise Resource Planning Project; (ii) Procurement Consulting related to JMAA’s procuring of Information Technology related goods and supplies; and (iii) Quarterly Reports to the JMAA Board of Commissioners; and

**WHEREAS**, JMAA is authorized to pay XPS the following fees at the following hourly rates for the additional services: (i) Information Program Manager - \$186.50 per hour; (ii) Information Analyst - \$186.50 per hour; and (iii) Vendor Manager - \$150.00 per hour, up to the maximum amount included in the Agreement; and

**IT IS, THEREFORE, RESOLVED** that JMAA’s Staff is authorized to amend and execute, after review by JMAA’s Legal Counsel, a professional services agreement with eXpert Professional Solutions, LLC, amended to provide Information Technology Consulting Services to include: (i) Project Management Services related to the Enterprise Resource Planning Project; (ii) Procurement Consulting related to JMAA’s procuring of Information Technology related goods and supplies; and (iii) Quarterly Reports to the JMAA Board of Commissioners, and

**IT IS, THEREFORE, FURTHER RESOLVED** that JMAA is authorized to pay XPS the following fees at the following hourly rates for the additional services: (i) Information Program Manager - \$186.50 per hour; (ii) Information Analyst - \$186.50 per hour; and (iii) Vendor Manager - \$150.00 per hour up to the maximum amount, included in the Agreement.

Yeas: Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

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**2. *Postlethwaite & Netterville APAC (“P&N”)***

Mr. Brown then recognized Ms. Helene Wall, Associate Director at P&N, via video conference, to present to the Board.

Ms. Wall announced that P&N would be presenting a modified proposal regarding extending



the current Agreement between JMAA and P&N. She explained that the presentation includes several adjustments which take into account the current business climate related to the effects COVID-19 pandemic. Ms. Wall then presented from the PowerPoint Presentation entitled “Information Provided For Jackson Municipal Airport Authority, March 24, 2020.” The presentation included the following topics: (i) P&N Human Resources Support; (ii) HR Priorities; and (iii) Key Contacts. The PowerPoint Presentation is attached as an exhibit to the March 26, 2020 Consolidated Rescheduled Work Session and Rescheduled Board Meeting Minutes.

Commissioner Pastor Henley exited the Meeting at 2:21 p.m. during P&N’s presentation.

Then Chairman Harris announced that the Board would consider an action item related to the Agreement between JMAA and P&N.

#### **RESOLUTION CY-2020-57**

#### **RESOLUTION AUTHORIZING JACKSON MUNICIPAL AIRPORT AUTHORITY’S STAFF TO EXECUTE, AFTER REVIEW BY JMAA’S LEGAL COUNSEL, AN EXTENDED AND MODIFIED PROFESSIONAL CONSULTING SERVICES AGREEMENT WITH POSTLEWHAITE & NETTERVILLE APAC**

Upon motion by Vice-Chairman Martin, seconded by Commissioner LTC(R) Wright, the following **RESOLUTION** was made and approved by a unanimous vote (3-0-0).

**WHEREAS**, the Board has considered the request of Jackson Municipal Airport Authority’s (“JMAA”) Staff for authority to execute, after the review of JMAA’s Legal Counsel, an extended and modified Professional Consulting Services Contract Agreement with Postlethwaite & Netterville APAC (“P&N”) to provide Human Resources Support Services for a total fee amount not to exceed \$105,000.00; and

**WHEREAS**, the JMAA Board of Commissioners has further considered the March 26, 2020 presentation of P&N entitled Information Provided For Jackson Municipal Airport Authority, March 24, 2020 (“Presentation”) regarding providing Human Resources Support Services for JMAA, which is attached as an exhibit to this Resolution.

**IT IS, THEREFORE, RESOLVED** that JMAA’s Staff is authorized to execute, after review by JMAA’s Legal Counsel, an extended and modified Professional Consulting Services Contract Agreement with P&N to provide Human Resources Support Services for a total fee amount not to exceed \$105,000.00; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the Agreement shall be extended and modified in accordance with the March 26, 2020 P&N’s Presentation entitled Information Provided For Jackson Municipal Airport Authority, March 24, 2020, which is attached as an exhibit to this Resolution.

Yeas: Harris, Martin, Wright  
Nays: None  
Abstentions: None

March 26, 2020

**3. Bentley Miller & Company (“Bentley”)**

Mr. Brown then recognized Ms. Christy Henry, President, and CEO of Bentley Miller, via video conference, to present to the Board.

Ms. Henry introduced Mr. Ronald Matthews, Bentley’s manager regarding the construction portion of the proposal, Mr. Marvin Marchbanks, Bentley’s fiber team manager, and Mr. Aaron Hollingsworth, Bentley’s Business Manager. Next, Ms. Henry presented from the PowerPoint Presentation entitled, “JMAA Fiber Implementation Hawkins Airfield.” The presentation included the following topics: (i) Recap; (ii) Why Fiber; (iii) Methodology; and (iv) The Numbers. The PowerPoint Presentation is attached as an exhibit to the March 26, 2020 Consolidated Rescheduled Work Session and Rescheduled Board Meeting Minutes.

In response to Vice-Chairman Martin’s request, Mr. Matthews and Mr. Marchbanks introduced themselves and provided the Board with their relevant qualifications as to Bentley’s work on this Project.

Chairman Harris thanked Bentley for its Presentation and the work completed to date on the Project. Further, she explained that because the fiber installation project involves a significant financial amount, and currently, JMAA is not sure of the total impact of the COVID-19 pandemic, possibly the Board needs to consider pursuing this Project on a future date.

**I. JMAA Policies and Procedures**

Next, Chairman Harris recognized Mr. Brown to proceed with the Agenda.

**1. Mail and Courier Services Policy**

Mr. Brown announced that Staff is establishing a policy and procedure to address the handling of mail regarding to whom it is routed and the manner in which it is logged, stamped, handled, and tracked. He recognized Dr. Nicole Campbell-Lewis, Director of External Affairs, to address the Board about this policy and procedure.

Dr. Lewis then informed the Board of the need for and the purpose of establishing a Mail and Courier Services Policy and Procedure for mail at JAN. She added that the policy would help ensure that the JMAA’s mail will be delivered and otherwise processed in a timely and efficient manner.

In response to Commissioner LTC(R) Wright’s question, Dr. Lewis, along with the Board, discussed mail delivered to JMAA on Saturdays. After discussion, Chairman Harris

announced that as to any Express Mail, the JMAA administrator on-call during the weekend that such mail is delivered would be responsible for reviewing and processing such mail. Further, Staff will develop the logistics regarding pick-up and drop-off regarding the weekend mail.

In response to Commissioner LTC(R) Wright's next question, Dr. Lewis informed the Board that Staff is working with Mr. Patrick Minor, Hawkins Field Director, to create a mail procedure for Hawkins Field Airport.

### **RESOLUTION CY-2020-58**

### **RESOLUTION ADOPTING A MAIL AND COURIER SERVICES POLICY AND PROCEDURE**

Upon motion by Vice-Chairman Martin, seconded by Commissioner LTC(R) Wright, the following **RESOLUTION** was made and approved by a unanimous vote (3-0-0).

**WHEREAS**, the Board desires to adopt a MAIL AND COURIER SERVICES POLICY AND PROCEDURE; and

**WHEREAS**, the MAIL AND COURIER SERVICES POLICY AND PROCEDURE baring Policy #2-400, attached to this Resolution as Exhibit A, will be adopted

**IT IS, THEREFORE, RESOLVED** that the MAIL AND COURIER SERVICES POLICY AND PROCEDURE baring Policy #2-400, attached to this Resolution as Exhibit A, is adopted; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the MAIL AND COURIER SERVICES POLICY AND PROCEDURE, baring Policy #2-400, attached as Exhibit A to this Resolution shall become effective on March 26, 2020.

Yeas: Harris, Martin, Wright

Nays: None

Abstentions: None

March 26, 2020

### **OPEN SESSION**

The Board, pursuant to the motion of Vice-Chairman Martin, seconded by Commissioner LTC(R) Wright, by a unanimous vote, resolved to close the Meeting. Chairman Harris asked all, except Mr. Paul A. Brown, CEO, and attorneys from Walker Group, PC, to vacate the room. Excluding Attorney Walker, all persons attending the Meeting telephonically or via video conference were disconnected from the Meeting.

All present, with the exception noted, were directed to vacate the room; this was done.

The Board went into Closed Session at 3:19 p.m.

### **CLOSED SESSION**

After discussion regarding matters proposed to be discussed in Executive Session, Vice-Chairman Martin moved that the Board enter Executive Session to consider: potential litigation as to a tort claim matter; potential litigation as to a contract matter; potential litigation regarding a former employee matter; personnel matter regarding certain incumbent employees; potential litigation as to consultants; potential litigation as to a contract matter; potential litigation regarding a construction matter; potential litigation as to a contract matter; economic development matter; and personnel matter regarding an incumbent employee. Commissioner LTC(R) Wright seconded the motion, and the Commissioners unanimously resolved to enter Executive Session for the stated purposes.

The Closed Session ended at 3:28 p.m.

### **OPEN SESSION**

Chairman Harris then invited all persons outside the room to re-enter, and some did. Chairman Harris then stated in Open Session that the Board, during Closed Session, voted to enter Executive Session to discuss: potential litigation as to a tort claim matter; potential litigation as to a contract matter; potential litigation regarding a former employee matter; personnel matter regarding certain incumbent employees; potential litigation as to consultants; potential litigation as to a contract matter; potential litigation regarding a construction matter; potential litigation as to a contract matter; economic development matter; and personnel matter regarding an incumbent employee. Further, she stated that Vice-Chairman Martin made the motion to go into Executive Session, Commissioner LTC(R) Wright seconded the motion, and the Commissioners unanimously resolved to enter Executive Session for the stated purposes.

Chairman Harris asked all present, except for Mr. Paul A. Brown, CEO, and attorneys from Walker Group, PC, to vacate the room. Attorney John Walker remained connected telephonically.

The Board went into Executive Session at 3:30 p.m.

### **EXECUTIVE SESSION**

During the Executive Session, the Board discussed: potential litigation as to a tort claim matter; potential litigation as to a contract matter; potential litigation regarding former employee matter; personnel matter regarding certain incumbent employees; potential litigation as to consultants; potential litigation as to a contract matter; potential litigation regarding a construction matter; potential litigation as to a contract matter; economic development matter; and personnel matter regarding an incumbent employee.

- 1. The Board took the following action as to the potential litigation as to a tort claim matter.*

**RESOLUTION CY-2020-59**

**RESOLUTION AUTHORIZING CERTAIN ACTIONS AS TO A POTENTIAL LITIGATION AS TO A TORT CLAIM MATTER**

Upon Motion by Vice-Chairman Martin, seconded by Commissioner LTC(R) Wright, the following **RESOLUTION** was made and unanimously approved (3-0-0).

**WHEREAS**, the Board of Commissioners (“Board”) of the Jackson Municipal Airport Authority (“JMAA”) has considered potential litigation as to a tort claim matter specified during Executive Session; and

**WHEREAS**, the Board has reviewed the documentation and information provided by Walker Group, PC, JMAA’s Board Counsel, during Executive Session and considered authorizing certain action specified during Executive Session.

**IT IS, THEREFORE, RESOLVED** that the Board authorizes certain actions regarding potential litigation regarding a tort claim matter, as specified during Executive Session.

Yeas: Harris, Martin, Wright

Nays: None

Abstentions: None

March 26, 2020

2. *The Board took no action as to the potential litigation as to a contract matter.*
3. *The Board took no action as to the potential litigation regarding a former employee matter.*

Attorney LaToya Merritt entered the Executive Session telephonically at 4:02 p.m.

4. *The Board took the following action as to personnel matters regarding certain incumbent employees.*

**RESOLUTION CY-2020-60**

**RESOLUTION AS TO PERSONNEL MATTERS REGARDING CERTAIN INCUMBENT EMPLOYEES**

Upon Motion by Vice-Chairman Martin, seconded by Commissioner LTC(R) Wright, the following **RESOLUTION** was made and unanimously approved (3-0-0).

**WHEREAS**, the JMAA Board of Commissioners considered the recommendation of Staff of Jackson Municipal Airport Authority (“JMAA”) as to certain incumbent employees as

specified during Executive Session.

**IT IS, THEREFORE, RESOLVED** that JMAA's Staff is authorized to take the actions as specified during Executive Session as to certain incumbent employees.

Yeas: Harris, Martin, Wright

Nays: None

Abstentions: None

March 26, 2020

5. *The Board took the following actions as to potential litigation regarding certain consultants.*

**RESOLUTION CY-2020-61**

**RESOLUTION AS TO POTENTIAL LITIGATION REGARDING CERTAIN CONSULTANTS**

Upon Motion by Vice-Chairman Martin, seconded by Commissioner LTC(R) Wright, the following **RESOLUTION** was made and unanimously approved (3-0-0).

**WHEREAS**, the JMAA Board of Commissioners considered the recommendation of Staff of Jackson Municipal Airport Authority ("JMAA") as to potential litigation as to certain consultants as specified during Executive Session.

**IT IS, THEREFORE, RESOLVED** that JMAA's Staff is authorized to take the actions as specified during Executive Session as to potential litigation as to certain consultants.

Yeas: Harris, Martin, Wright

Nays: None

Abstentions: None

March 26, 2020

Ms. Kathy Hughes, Interim Chief Financial Officer, entered the Executive Session at 4:28 p.m. and exited the Executive Session at 5:05 p.m.

Attorney LaToya Merritt ended her telephonic attendance in the Executive Session at 5:13 p.m.

6. *The Board took no action as to an additional potential litigation as to a contract matter.*

Attorney Dorsey Carson entered the Executive Session, via video conference, at 5:16 p.m.

Mr. Austin Jenkins, Manager of Operations, and Mr. Will Dickson, Director of Public Safety and Operations, entered the Executive Session at 5:16 p.m.

Mr. Drew Ridinger, Director of Capitol Programming, entered the Executive Session at 5:44 p.m.

Mr. Leroy Lee, Maintenance Manager, entered the Executive Session at 5:55 p.m. and exited the Executive Session at 7:17 p.m.

Mr. Akil Webster, President of eXpert Professional Solutions, entered the Executive Session at 5:55 p.m. and exited the Executive Session at 7:17 p.m.

Mr. Homer Smith, Mr. Reid D. Hedrick, and Mr. Daryl Seay, of Johnson Controls, Inc. entered the Executive Session at 5:55 p.m. and exited the Executive Session at 7:03 p.m.

***7. The Board took no action as to the potential litigation regarding a construction matter.***

Mr. Austin Jenkins, Manager of Operations, Mr. Will Dickson, Director of Public Safety and Operations, and Mr. Drew Ridinger, Director of Capitol Programming, exited the Executive Session at 6:41 p.m.

Attorney Dorsey Carson ended his video conference attendance in the Executive Session at 7:43 p.m.

***8. The Board took no action as to potential litigation as to a contract matter.***

Mr. Patrick Minor, Director of Hawkins Field Airport, Mr. Chad Parker, Director of Procurement, Dr. Nycole Campbell-Lewis, Director of External Affairs, and Ms. Katherine Francabandera, Properties Manager, entered the Executive Session at 7:43 p.m.

Mr. Shadrick Benjamin, IT Specialist, entered the Executive Session at 7:47 p.m. and exited the Executive Session at 7:51 p.m.

Mr. Chad Parker, Director of Procurement, and Ms. Katherine Francabandera, Properties Manager, exited the Executive Session at 7:51 p.m.

***9. The Board took no action as to an economic development matter.***

Mr. Patrick Minor, Director of Hawkins Field Airport, exited the Executive Session at 8:06 p.m.

***10. The Board took the following action as to a personnel matter regarding an incumbent employee.***

**RESOLUTION CY-2020-62**

**RESOLUTION AS TO A PERSONNEL MATTER REGARDING AN INCUMBENT EMPLOYEE**

Upon Motion by Vice-Chairman Martin, seconded by Commissioner LTC(R) Wright, the following **RESOLUTION** was made and unanimously approved (3-0-0).

**WHEREAS**, the JMAA Board of Commissioners considered the current position, salary, and compensation package of an incumbent employee identified during Executive Session and considered promoting said employee to a position identified during Executive Session and adjusting said employee’s salary to an amount specified during Executive Session.

**IT IS, THEREFORE, RESOLVED** that the Board, after considering the current position, salary, and compensation package of an incumbent employee identified during Executive Session, promotes said employee to a position identified during Executive Session and adjusts said employee’s salary to an amount specified during Executive Session

Yeas: Harris, Martin, Wright

Nays: None

Abstentions: None

March 26, 2020

Upon motion by Vice-Chairman Martin, seconded by Commissioner LTC(R) Wright, and unanimous approval of the Commissioners present, the Executive Session ended at 8:26 p.m.

**OPEN SESSION**

Open Session reconvened at 8:27 p.m.

The persons attending the meeting telephonically or via videoconference were invited to rejoin the Meeting in open session. Some persons rejoined the meeting.

Chairman Harris announced that the Meeting was open. She then announced that during Executive Session, the above-stated actions were taken as to: potential litigation as to a tort claim matter; personnel matter regarding certain incumbent employees; potential litigation as to certain consultants; and personnel matter regarding an incumbent employee. She also announced that no action was taken as to: potential litigation as to a contract matter; potential litigation regarding a former employee matter; potential litigation as to a contract matter; potential litigation regarding a construction matter; potential litigation as to a contract matter; and an economic development matter.

The Board then considered the below topic and resolved the Resolution set forth below.

**J. Board Travel**



*1. Vice-Chairman Martin Vehicle Travel.*

**RESOLUTION CY-2020-63**

**RESOLUTION APPROVING STAFF OF THE JACKSON MUNICIPAL AIRPORT AUTHORITY (“JMAA”) TO REIMBURSE VICE-CHAIRMAN ROBERT E. MARTIN FOR TRAVEL TO AN APPROVED SEMINAR**

Upon motion by Commissioner LTC(R) Wright, seconded by Chairman Harris, the following **RESOLUTION** was made in approved by a Majority vote 2-0-1.

**WHEREAS**, the Board of Commissioners (“Board”) of the Jackson Municipal Airport Authority (“JMAA”) finds that it was medically necessary for Vice-Chairman Martin to travel by motor vehicle, instead of commercial airlines, to attend an approved seminar in Washington D.C., during the period of March 5-6, 2020; and

**WHEREAS**, the Board finds that Vice-Chairman Martin is entitled to receive the full amount of vehicle mileage reimbursement for his previously described travel despite said amount exceeding the cost of travel by commercial airline to the location of the seminar attended by Vice-Chairman Martin.

**IT IS, THEREFORE, RESOLVED** that JMAA’s Staff shall reimburse Vice-Chairman Martin for the full amount of his vehicle mileage as to his travel to the approved seminar in Washington D.C., during the period of March 5-6, 2020.

Yeas: Harris, Martin

Nays: None

Abstentions: Wright

March 26, 2020

**VIII. ADJOURNMENT**

Thereafter, it was moved by Vice-Chairman Martin, seconded by Chairman Harris, and resolved by a unanimous vote of the Commissioners present, that the Meeting of the Board was ADJOURNED at 8:40 p.m.

Respectfully submitted,

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Ms. LaWanda D. Harris, Commissioner, and Chairman

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Mr. Robert. E. Martin, Commissioner, and Vice-Chairman

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Pastor James L. Henley, Jr., Commissioner

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LTC(R) Lucius Wright, Commissioner