2016 Architectural, Engineering and Construction Industry Day with JMAA

JANUARY 12, 2016

Welcome to Industry Day!!

Purchasing at JMAA

Jackson Municipal Airport Authority

Overview

- Competitive Bid Process/Thresholds
- Types of Procurements
  - Quotes
  - Sealed Bids
  - Sealed Proposals
  - Statement Qualifications
- Critical Documents
- Summary
- Q & A

Competitive Bid Process/Thresholds

- **MS Code - Section 31-7-13 (a), (b), or (c)**
- **$0 to $5,000.00** – no bids required
- **$5,000.01 to $50,000** – at least two written, signed quotes
- **Over $50,000** – Formal sealed bids required
- All purchases in excess of $50,000 must be advertised in a local paper and the Mississippi Contract Procurement Center's website.

Jackson Municipal Airport Authority

Types of Procurements

- Quotes
- Sealed Bids
- Sealed Proposals
- Request for Qualifications

Quotes

- Purchase of commodities and equipment $50,000.00 or below.
- Services, repairs, and construction $50,000.00 or below.
- Letter of Solicitation.
- Quotation Sheet included for submission.
- Lowest and best offer.
- All questions are addressed through Procurement.

Sealed Bids

- Purchase of commodities and equipment over $50,000.00.
- Construction over $50,000.00.
- Advertised in the county paper the governing authority is located in twice, one week apart.
- Posted on the Mississippi Contract Procurement Center's website.

Sealed Bids Continued

- Deadline no less than 7 working days from last advertisement for commodities and equipment and 15 working days for construction.
- Bid Sheet included for submission.
- Lowest and best offer.
- All questions are addressed through Procurement.

Sealed Proposals

- Professional Services.
- Advertised in county paper the governing authority is located in twice, one week apart.
- A minimum of 30 days from advertising is given unless a shorter time is deemed necessary.
- Selection based on criteria set in the Request for Proposals.

Sealed Proposals Continued

- Fees are not the determining factor, but is scored. The higher the price, the lower the points awarded.
- All questions are addressed through Procurement.

Jackson Municipal Airport Authority

Statements of Qualifications

- Professional Services for Architectural and Engineering services.
- Advertised in local county paper the governing authority is located in twice, one week apart.
- A minimum of 30 days from advertising is given unless a shorter time is deemed necessary.
- Selection based on criteria set in the Request for Qualifications.

Statements of Qualifications Con't.

- Fees are not included, but negotiated after selection.
- All questions are addressed through Procurement.

Critical Documents

- Conflict of Interest Statement
- City of Jackson Business Privilege License
- Certificates of Insurance
- All other documents requested in solicitation

Summary

- As a governing authority, JMAA is obligated to follow certain laws and policies.
- To insure a fair process for everyone, all inquires are to flow through Procurement.
- All documents requested are for a reason and expected to be enclosed for consideration.

Jackson Municipal Airport Authority

Questions?

Karen Hatten, CPPO, CPM
601-969-5631 x 210
khatten@jmaa.com

Chad Parker, CPM
601-939-5631 x 516
cparker@jmaa.com

DBE Participation

???

27

What is a DBE?

Disadvantaged Business Enterprise

- An independent for profit small business which is at least **51% owned** by one or more individuals who are both **socially and economically disadvantaged** or, in the case of a corporation, in which 51% of the stock is owned by one or more such individuals; and whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

- Which meets the size standards of 13 CFR Part 121.2 and other relevant regulations.

Overview of DBE Program

Legislative History:

- 1961 Executive Order 10925
- 1965-Executive Order 11246
- 1968-Black Capitalism, SBA 8(a) Program
- 1969-Executive Order 11458, U.S. Office of Minority Business Enterprise
- 1971-Executive Order 11625
- 1974-Local MBE Programs (Atlanta, Cleveland, Gary, Newark)
- 1978-President Carter's Urban Policy
- 1979-Executive Order 12138
- 1980-First DOT Program

Jackson Municipal Airport Authority

Overview of DBE Program

Legislative History:

- 1982-Surface Transportation Assistance Act of 1982 (10% National Goal)
- 1987-Surface Transportation Uniform Relocation Assistance Act (STURAA)-added women
- 1997-Intermodal Surface Transportation Efficiency Act (ISTEA)
- 1998-Transportation Equity Act for the 21st Century (TEA-21)
- 2005-Safe, Accountable, Flexible, Efficient Transportation Equity Act-Legacy for Users (SAFETEA-LU)
- 2012-Moving America for Progress in the 21st Century (MAP-21)

Jackson Municipal Airport Authority

Overview of the DBE Program

Program Purpose

- Encourage and Facilitate
- Maximum opportunity to participate

Jackson Municipal Airport Authority

Overview of the DBE Program

Who Must Have a DBE Program?

- All FHWA primary recipients receiving funds authorized by a statute to which 49 CFR Part 26 applies;
- FTA recipients receiving planning, capital and/or operating assistance who will award prime contracts (excluding transit vehicle purchases) the cumulative total value of which exceeds $250,000 in FTA funds in a Federal fiscal year;
- FAA recipients receiving grants for airport planning or development who will award prime contracts the cumulative total value of which exceeds $250,000 in FAA funds in a Federal fiscal year;

Jackson Municipal Airport Authority

Overview of the DBE Program

Program Objectives:

- Non-discrimination in the awarding of contracts
- To Create a level playing field
- To ensure the program is narrowly tailored;
- To ensure that only eligible firms participate
- To help remove barriers
- To promote DBEs in all types of contracts and procurement activities
- To provide appropriate flexibility to recipients in establishing and providing opportunities for DBEs

Jackson Municipal Airport Authority

Why Do We Set Goals?

I BROUGHT YOU TO THE OFFICE TODAY, HONEY, TO SHOW YOU WHAT YOU COULD LOOK FORWARD TO...
...IF YOU WERE A MAN.
ROTHS
©1993 PITTSBURGH POST-GAZETTE

DBE Goal Setting Methodology

DBE Goal Setting Methodology

DBE Goal Setting Components

- Determining the weight of each scope of work on the project
- Determining the availability of M/W/DBE firms for each scope of work on the project

Complete two mathematical formulas for each component

Good Faith Efforts

Timely soliciting certified firms with capability to perform the work

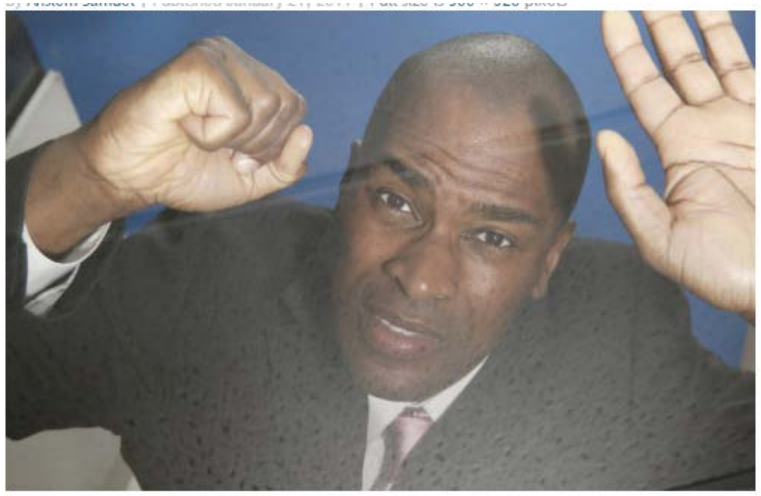
Breaking down the work into economically feasible units

Negotiating in good faith with certified firms

Assist with bonding, lines of credit, insurance

Assist with equipment, supplies, materials, etc.

Good Faith Effort?



How Can You Help?

Prepare to become a serious player in the market

Prime contractors take program seriously

Consider joint ventures and mentor-protégé relationships

Give JMAA 3 Ps on our project

Three Ps’

Jackson Municipal Airport Authority

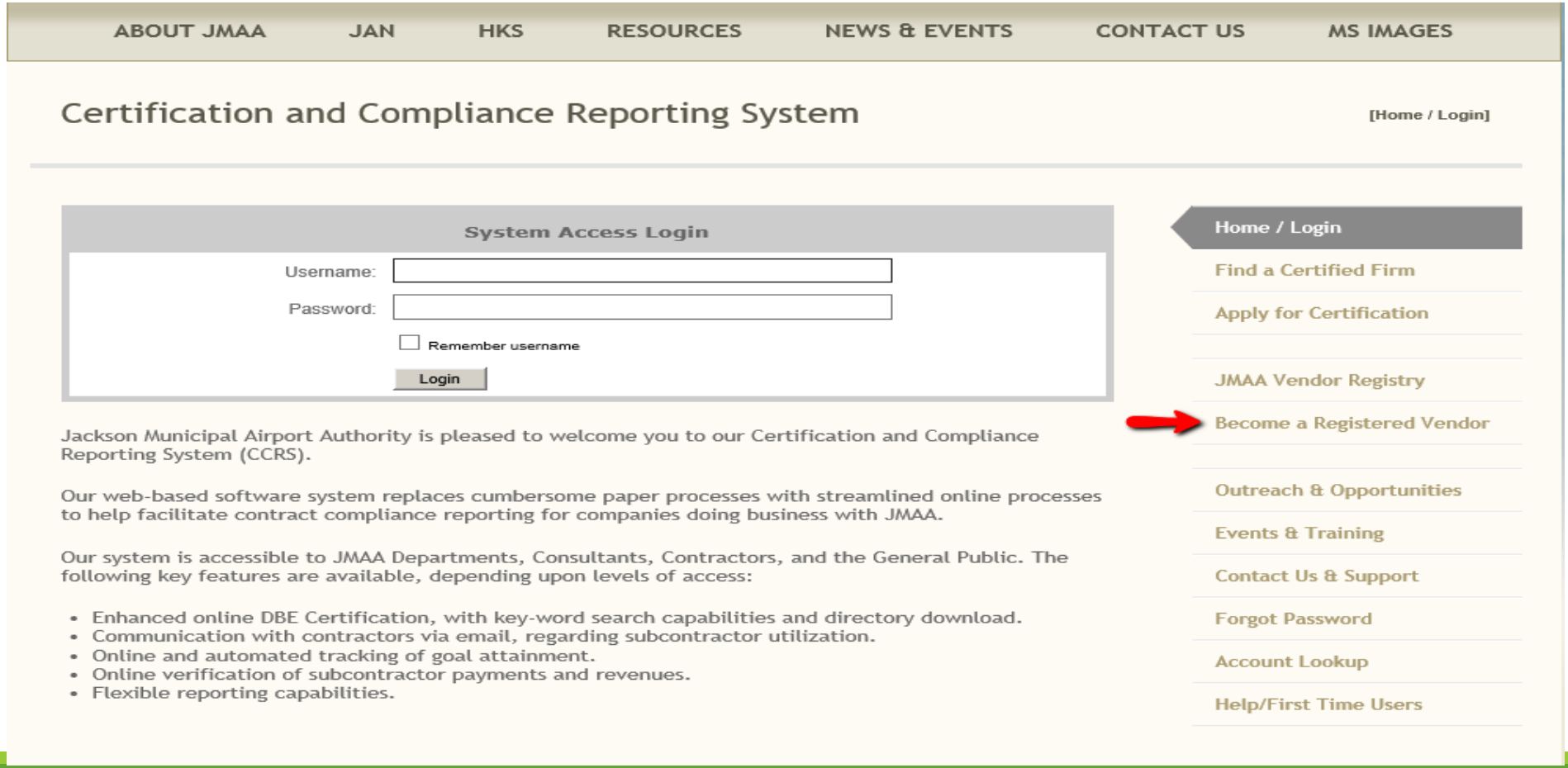
We are a Great Owner!!

- **Good Project**
- **Good Participation**
- **Great Price**

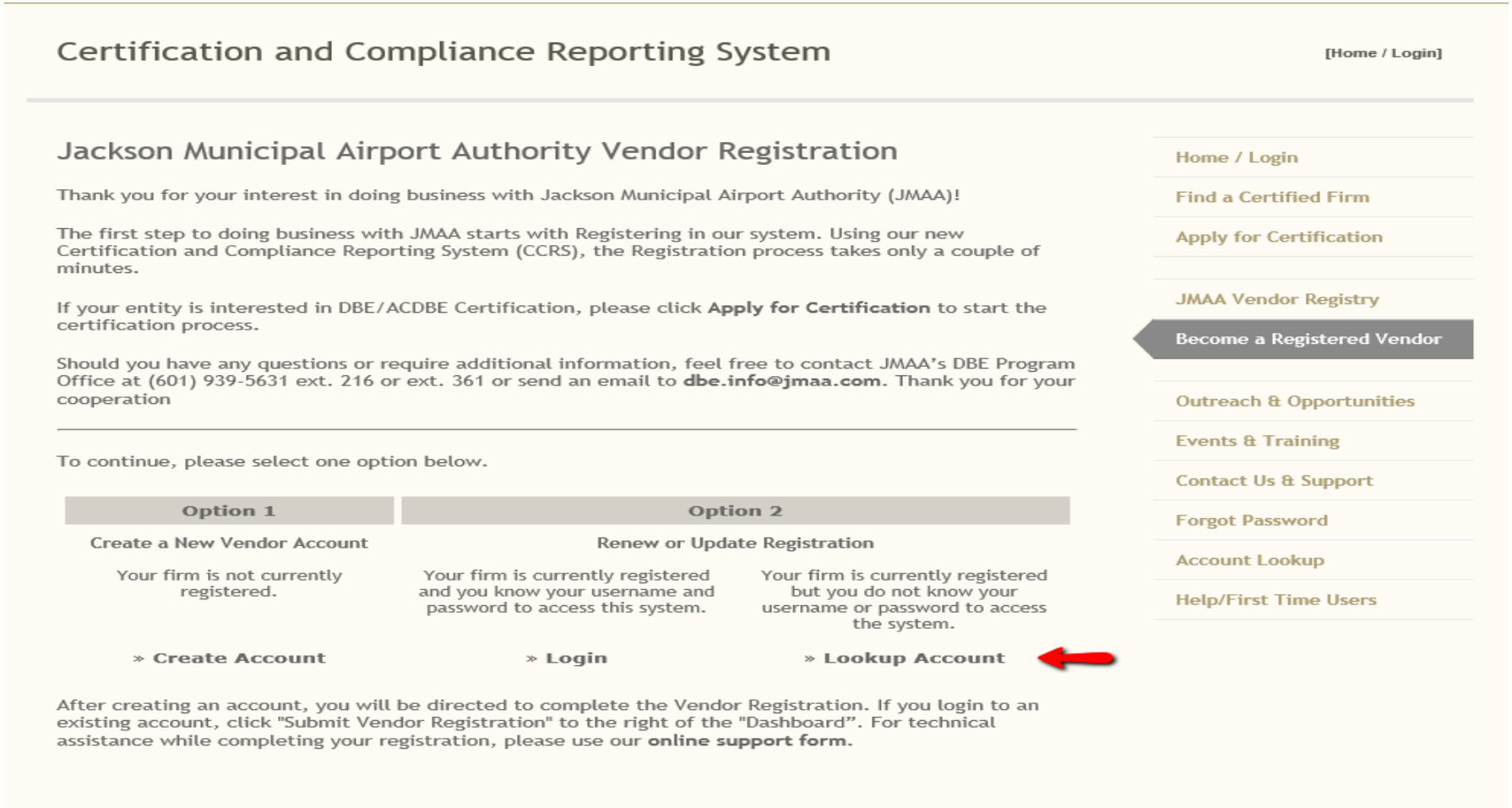
Jackson Municipal Airport Authority

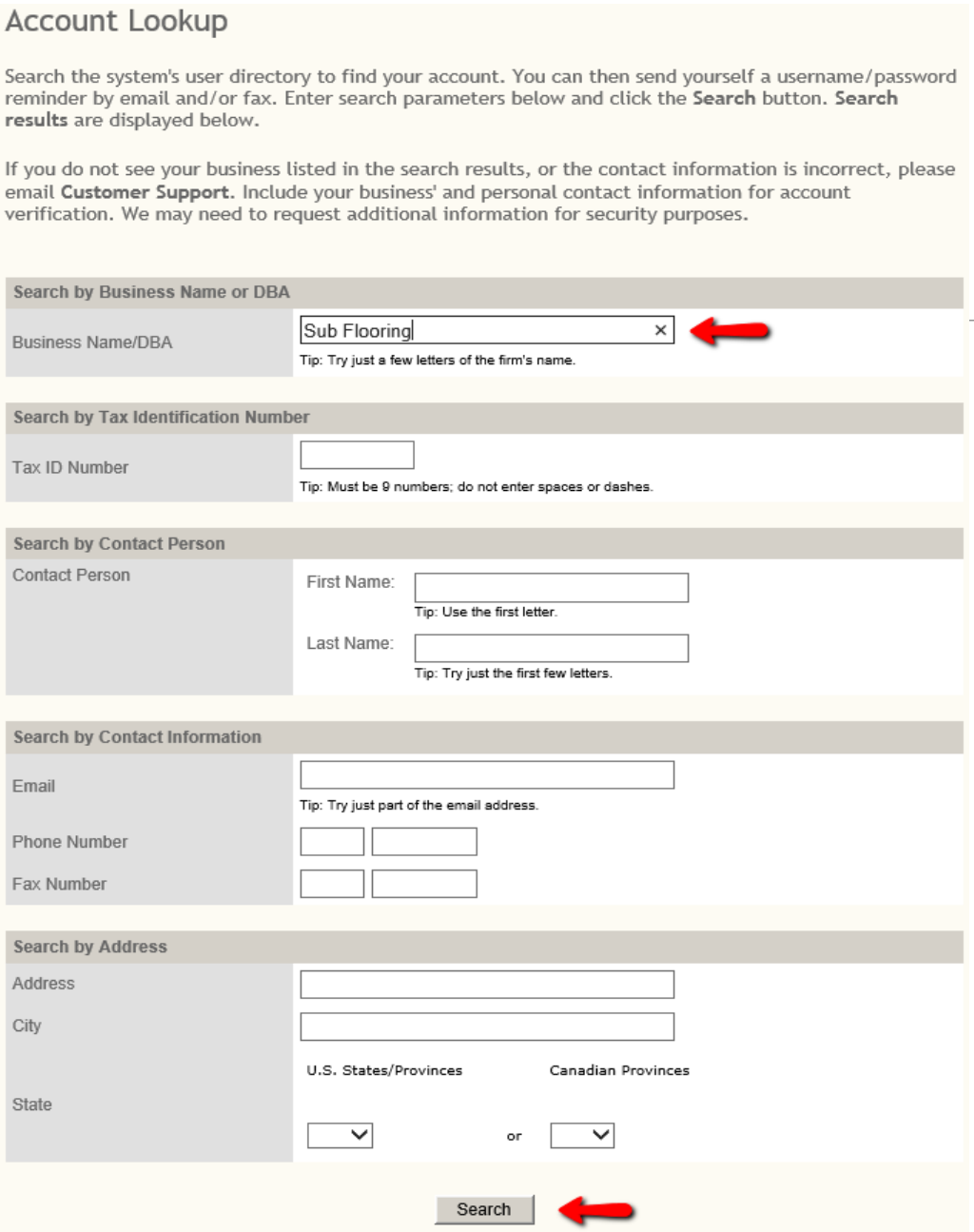
JMAA VENDOR REGISTRATION

Go to https://jmaa.dbesystem.com
Click 'Become a Registered Vendor'



If you are unsure if you have an account, click ‘Lookup Account’



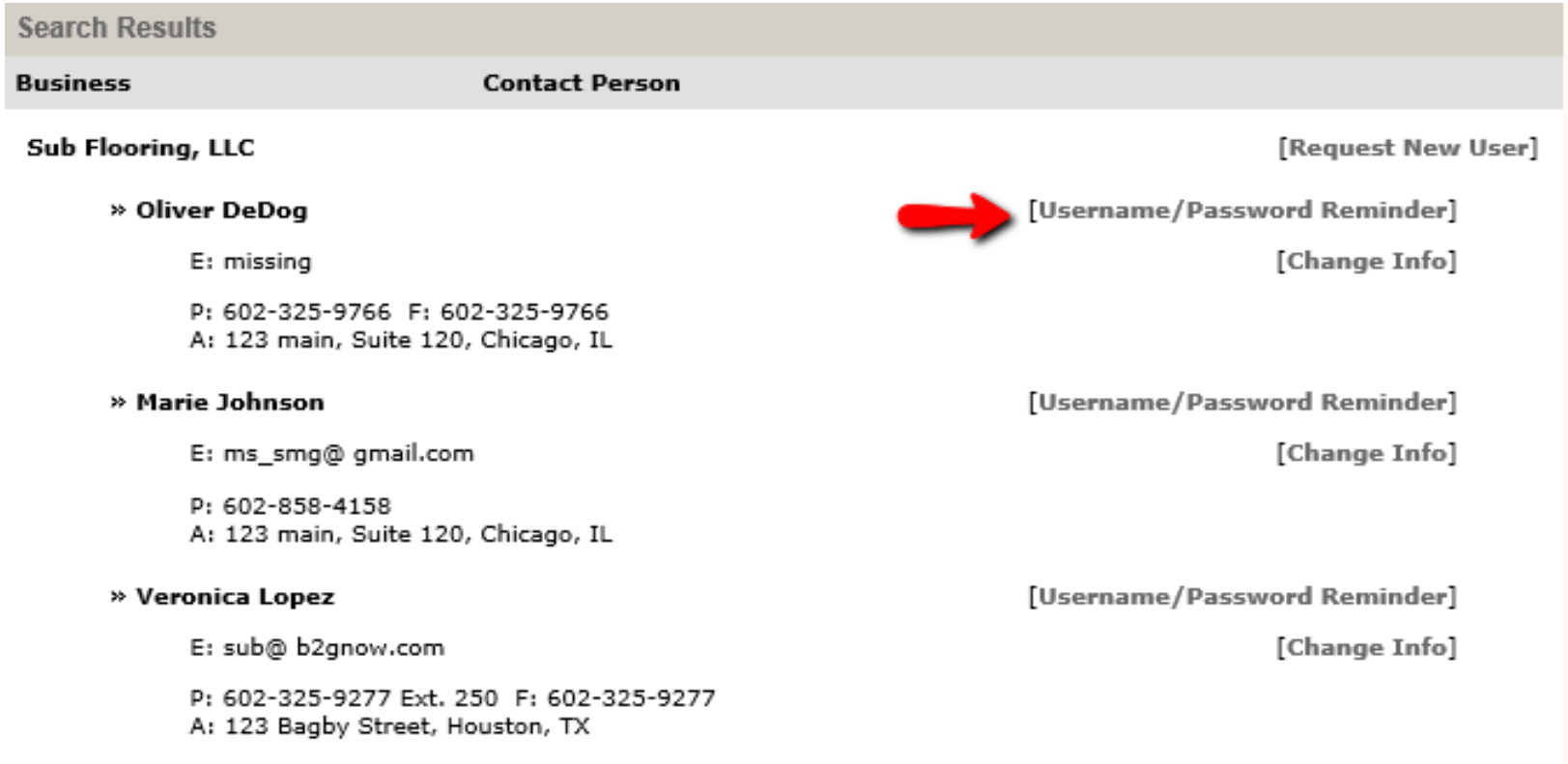


Jackson Municipal Airport Authority

Search the database for your account by Business Name

If your firm appears in the search results, you can request a ‘Username/Password Reminder’ for an existing user account or you can add a user account by clicking ‘Request New User’

Jackson Municipal Airport Authority



If your firm did not appear in the Account Lookup search results, go to the previous page and click 'Create Account' and follow the instructions

Once you know your Username and Password, Click 'Login'

Enter your Username and Password, then click ‘Login’

Vendor Registration: Edit Registration

Help & Tools

This application is for firms that wish to be recognized as a Vendor with Jackson Municipal Airport Authority and listed in JMAA's Vendor Registration Directory.

In order to submit your Vendor Application, please note fields marked with a red asterisk are required and must be answered. You must also attach in electronic format the required supporting documents listed below.

Note: Failure to provide the required information and documentation will result in a process delay and/or rejection of your registration.

* required entry

Vendor Registration

Name	JMAA Vendor Registration
Description	Vendor Registration to do business with JMAA

Vendor Information

Primary Contact *	Esh Test
Company Email *	nrb@b2gnow.com
Tax ID Number *	000000889 (Federal Tax ID)
Company Type *	Corporation

Business Information

Nature of Business *

Check all that apply:

- ☐ Construction
- ☐ Professional Services
- ☐ Supplies/Products/Commodities
- ☐ Architect/Engineer
- ☐ Other

What year was your firm incorporated/founded *

Enter year in YYYY format only:

Firm's average gross receipts *

Sum your receipts over the last three years and divide by three. If your firm has not been in business three years, add the receipts for the years in business and divide by the number of years.

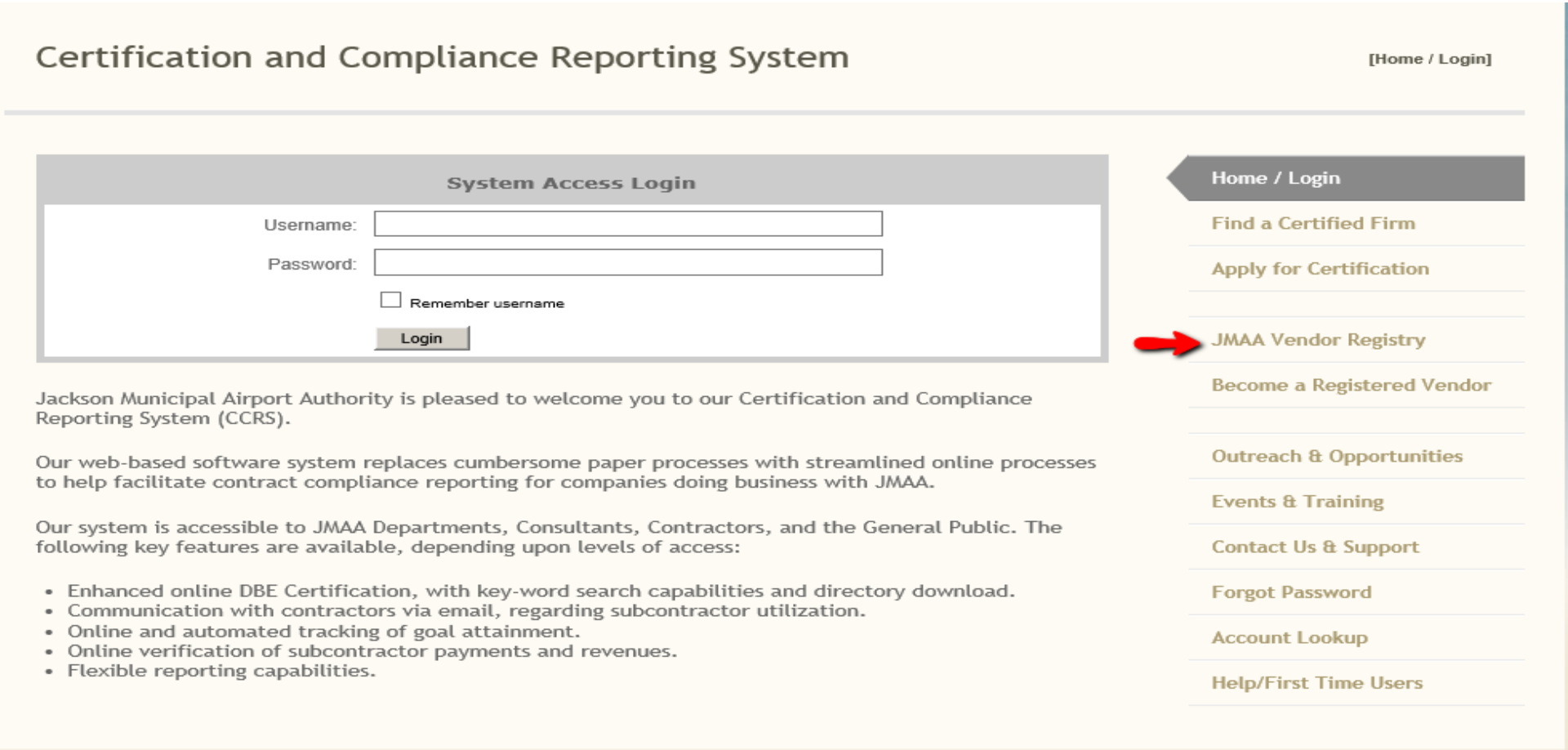
- ○ Less than $500,000
- ○ $500,000 - $1 million
- ○ $1 million - $2 million
- ○ $2 million - $5 million
- ○ $5 million - $10 million
- ○ $10 million - $22.41 million
- ○ More than $22.41 million

You will be redirected to the Vendor Registration Form

Jackson Municipal Airport Authority

Complete all required fields, upload appropriate documents and Submit the Application

Your application will be reviewed and upon approval your firm will be added to the JMAA Vendor Registry



Contact Information

Mr. Jack Thomas
Director, DBE & Community Development
Phone: 601.664.3518
Fax: 601.664.3597
jthomas@jmaa.com

Ms. Sharon Carter
DBE Program Manager
Phone: 601.939.5631 x 216
Fax: 601.664.3597
scarter@jmaa.com

Project Requirements

Certificate of Authority

Certificate of Responsibility

Bonding Requirements

THE MAY LAW FIRM, PLLC

Jackson Municipal Airport Authority

Jackson-Medgar Wiley Evers International Airport's 2016 Architectual Engineering and Construction Industry Briefing

Bonding Requirements

1. Bid Bond
2. Performance Bond
3. Payment Bond

Construction Contractors

- Certificate of Responsibility Required
- Consequences of Failure to Obtain Certificate of Responsibility
- Additional Requirements for Nonresidents

Engineer Services

- Certificate of Authority

- Failure to Obtain Certificate Authority

Architectural Services

- Certificate to Practice Architectural (Mississippi State Board of Architecture)

- Specific Nonresident Requirement

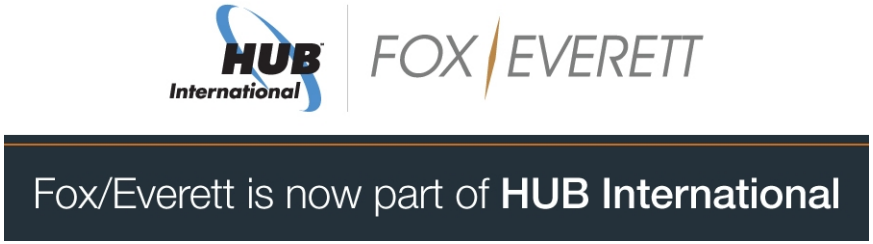
Insurance

Porter's Insurance Agency
1020 University Blvd
Jackson, MS 39204
601.355.8471

www.portersinsurance.com

Partnership with HUB International

Porter's Insurance based in Jackson, MS and Fox Everett now a part of HUB International of Ridgeland, MS have been partnering on projects for more than 10 years now. We currently have all lines of insurance at the Medgar Evers Jackson Municipal Airport Authority and offer detailed risk management services through our combined expertise and belief in community.



Porters & HUB International

- Porters Insurance, a Independent and Minority Agency started by Richard Porter in 1983 has been serving the Commercial and Personal insurance needs of MS Clients for 33 years while distinguishing himself as a true Jackson leader through Community and Development. Since then the Porters have continued to grow and excel based on the same principals.
- Fox Everett, the largest Independent Agency in MS started in 1945 is now part of HUB International, the 9th largest broker in the world.
- The Porters and HUB International have a trusted partnership that have allowed both to serve their clients and reduce their overall Total Cost of Risk.
- With the combination of both firms dedicated to community and overall reduction of risk, the combination of skill sets offer overall Risk Management needs to our clients that is unprecedented in our opinion.

Requirements of Insurance for JMAA

- Commercial General Liability
- Workers Compensation
- Commercial Auto
- Inland Marine
- Professional Liability
- Employment Practices Liability Insurance

Commercial General Liability

This is information needed to obtain a **quote** for Commercial General Liability: (Bodily Injury/Property Damage to a Third Party)

- Concise information on what your firm does
- How many owners
- How many employees
- Employee Payroll
- Estimated total annual income for the firm
- JMAA listed as an additional insured
- $1,000,000 Aggregate

Workers Compensation

- State law requires a firm that has 5 or more employees to have Workers Compensation. (medical/lost wages due to an on the job injury)
- No Fault
- Must have a Tax Id number
- Even if firms do not meet statutory requirements for Workers Compensation, it does not necessarily relieve owners of their financial responsibility.
- JMAA requires statutory Limits including Employers Liability.

Commercial Auto

- Schedule of autos with VIN for all vehicles used in the business
- Drivers' Information- Name, Martial Status, Driver's Licenses Number, Date of Birth, and any violations in the past 3 years
- What the vehicles will be used for and/or transporting?
- Depending on what the vehicles will be transporting a requirement may be the state minimum which is liability 25/50/25 or $1,000,000 liability.
- JMAA requires $1,000,000 CSL

Inland Marine

- Coverage on any equipment used at the site or left overnight
- Mobile Equipment not licensed for road use
- VIN for the equipment
- Current Value of the equipment

Professional Liability

- Architects and Engineers- Whether small or large and no matter how careful the work is constantly under the spotlight and can be constantly scrutinized leaving the chance of facing a lawsuit alleging negligence or failure to render professional services. JMAA requires $1,000,000
- Contractors Errors/Omissions- designed to protect a business owner or general contractor for the potential liability exposure from the negligent acts of a subcontractor or independent contractor above and beyond the comprehensive general liability policy.

Employment Practices Liability Insurance

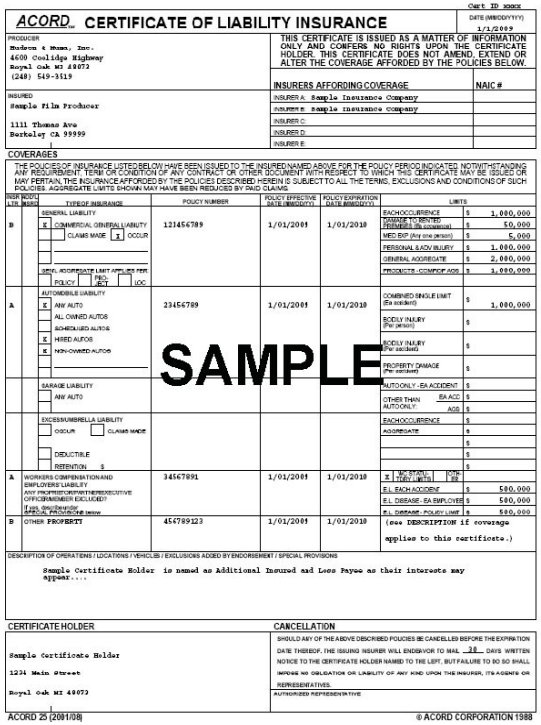
- Employee initiated law suits- ex. Discrimination, Harassment, Wrongful Termination, Refusal to Promote, Reason for income ADA, FMLA violations etc…

EEOC CLAIMS

- Specifically excluded by the Comprehensive General Liability Policy

Proof of Insurance

- Certificate of Insurance
  - Show all the coverages the firm has
  - JMAA must be listed as an additional insured on the policy



Cert ID xxxx

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 1/1/2009

PRODUCER
Hudson & Mann, Inc.
4600 Coolidge Highway
Royal Oak MI 48072
(248) 549-3519

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
Sample Film Producer

1111 Thomas Ave
Berkeley CA 99999

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Sample Insurance Company	
INSURER B: Sample Insurance Company	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADDL INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
B		GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS MADE X OCCUR GEN. AGGREGATE LIMIT APPLIES PER: POLICY PROJECT LOC	121456789	1/01/2009	1/01/2010	EACH OCCURRENCE	$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 50,000
						MED EXP (Any one person)	$ 5,000
						PERSONAL & ADV INJURY	$ 1,000,000
						GENERAL AGGREGATE	$ 2,000,000
						PRODUCTS - COMP/OP AGG	$ 1,000,000
A		AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS	23456789	1/01/2009	1/01/2010	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
						BODILY INJURY (Per person)	$
						BODILY INJURY (Per accident)	$
						PROPERTY DAMAGE (Per accident)	$
						AUTO ONLY - EA ACCIDENT	$
						OTHER THAN AUTO ONLY: EA ACC	$
						AGG	$
		EXCESS/UMBRELLA LIABILITY OCCUR CLAIMS MADE DEDUCTIBLE RETENTION $				EACH OCCURRENCE	$
						AGGREGATE	$
							$
							$
							$
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	34567891	1/01/2009	1/01/2010	X WC STATU-TORY LIMITS OTH-ER	
						E.L. EACH ACCIDENT	$ 500,000
						E.L. DISEASE - EA EMPLOYEE	$ 500,000
						E.L. DISEASE - POLICY LIMIT	$ 500,000
B		OTHER PROPERTY	456789123	1/01/2009	1/01/2010	(see DESCRIPTION if coverage applies to this certificate.)	

SAMPLE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Sample Certificate Holder is named as Additional Insured and Loss Payee as their interests may appear....

CERTIFICATE HOLDER

Sample Certificate Holder

1234 Main Street

Royal Oak MI 48072

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2001/08)

© ACORD CORPORATION 1988

Risk Management Platform

Risk Management Process

- Risk Identification
- Risk Analysis and Measurement
- Risk Control
- Risk Financing
- Risk Implementation and Monitoring

Four Ways To Manage Risk

- Avoiding the Risk
- Minimizing or reducing the negative effect of Risk
- Transferring the Risk
- Accepting some or all of the consequences of Risk

TEAM SPORT

Together

Everyone

Accomplishes

More (because)

Strategic

Partners

Optimize

Resources (and)

Time

Contact Information

Porter's Insurance Agency

1020 University Blvd

Jackson MS 39204

601.355.8471 (phone)

601.353.7833 (fax)

www.portersinsurance.com

lporter@portersinsurance.com

HUB International

300 Concourse Blvd. Suite 300

Ridgeland MS 39157

601.607.5500 (phone)

601.981.9243 (fax)

http://www.foxeverett.com

Mark.Merritte@hubinternational.com

Fox/Everett is now part of **HUB International**

Security/Badging

JMAA Badging Procedures

Security Identification/Access Media Required at the Jackson-Medgar Wiley Evers International Airport

- Why is Security Identification/Access Media Required at the Jackson-Medgar Wiley Evers International Airport?
  - Airport Security Identification/Access Media is a key element in providing a secure work environment for all employees at the Jackson-Medgar Wiley Evers International Airport (JAN). All personnel engaged in work-related activity at JAN are required to obtain personnel Security Identification/Access Media issued by the Jackson Municipal Airport Authority (JMAA) Identification Office.
- Each company sponsoring employees for Security Identification/Access Media must first establish at least one Authorized Signatory and an On Line application account.

Authorized Signatory

- A critical part of Security Identification/Access Media is designating a responsible party or parties for Security Identification/Access Media - related applications, utilization, and ultimately returning Security Identification/Access Media to the Airport Identification Office.
- This is why the Jackson Municipal Airport Authority (JMAA) has implemented the Authorized Signatory Certification Program (ASCP). Under this program, representatives from each of our business partners, tenants, JMAA's own project managers, and supervisory staff are specially trained on the rules and regulations, processes and procedures necessary to become an Authorized Signatory.
- As an Authorized Signatory you will receive specialized training and specific information on your responsibilities and authorities.
- Prime Contractors working at JMAA will be required to identify all approved subcontractors, and will be ultimately responsible for collecting and returning all personnel identification media and vehicle hang tags (if issued) to JMAA at the conclusion of a project.
- Subcontractors are required to provide their own Signatory Authorities.

CHECK
JAN FLIGHT STATUS

ABOUT JMAA | JACKSON-MEDGAR WILEY EVERS INTERNATIONAL AIRPORT | HAWKINS FIELD | CONTACT US
RESOURCES | NEWS & EVENTS | DBE INFORMATION | PUBLIC MEETINGS | EMPLOYMENT OPPORTUNITIES

Serving Jackson, Mississippi

Our mission is to operate Jackson-Medgar Wiley Evers International Airport and Hawkins Field, and thereby connect its patrons to the worldwide international transportation network.

Public Meetings This Month

Special Meeting - Monday, January 4, 2016 - 2:00 PM. Jackson-Medgar Wiley Evers International Airport Community Room.

Board of Commissioners Work Session - Thursday, January 21, 2016 - 8:30 AM. Jackson-Medgar Wiley Evers International Airport Community Room.

Board of Commissioners Meeting - Monday, January 25, 2016 - 4:00 PM. Hawkins Field Airport.

Quick Links
- Airline Information
- Car Rentals
- Buses, Taxis, Limos
- Parking Lot Maps/Rates
- Driving Directions
- Terminal Maps
- Amenities
- General Aviation
- Cargo Facilities
- Badging Information

About JMAA
- History
- Vision, Mission, & Core Values
- Leadership
- Statistics
- Construction & Planning
- RFP - RFB Center
- News & Events
- Customer Service
- Employment

JAN
- Overview
- Flight Information
- Booking Buddy
- Airport Guide
- Ground Transportation
- Mississippi Air Cargo Logistics Center
- Contacts

HKS
- Overview
- Airport Facts
- Community Service
- Business Services
- Safety and Security
- Military Presence
- Driving Directions

Jackson Municipal Airport Authority

Badge Application

- Each applicant must provide the JMAA Identification Office a JMAA Access Media Application. This application is located on the JMAA website (jmaa.com) under Badging Information.
- The Authorized Signatory for your company must complete this application through the company's On-Line Account on the applicant's behalf.

Jackson Municipal Airport Authority

- Login
- Home Page
- Fees
- Contact Us
- FAQ

Welcome to the Jackson Municipal Airport Authority Identification Office Online

Click to enter

Office Schedules

- Monday through Friday 0700-1200 hours and 1300-1600 hours

After hours please call our Airport Operations Center at 601.939.5631

Applicant User Guide
Authorized Signatory Guide
Lost Badge Form

Badge Application

IMPORTANT: Although the fingerprinting and general class times are listed above, a **twenty-four hour advanced** notification is required for all fingerprinting and training. Email your schedule request to IDOffice@jmaa.com.

You are currently logged out.

In Person Application Submission

- Once an application has been submitted through the company's On-Line Account, the applicant must report to the ID Office in person.
- Each applicant must present two forms of identification:
  - One type must be a valid, government issued photo ID, such as a driver's license, state ID, or military ID.
  - One type must be a verification of employment authorization such as a U.S. Passport, Social Security Card, birth certificate, or Permanent Resident Card ("Green Card").
  - Only Original documents are accepted. **Copies of identification and employment authorization forms are not accepted.**

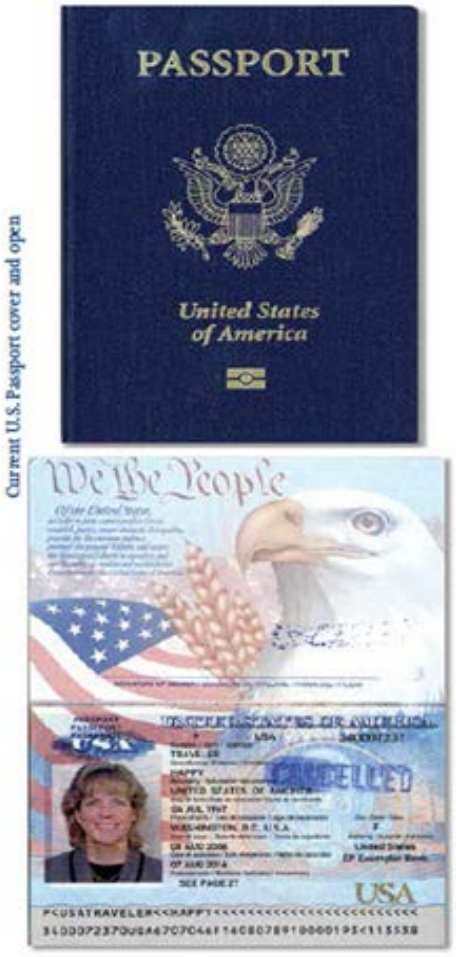
Examples of Acceptable Forms of Identification

Jackson Municipal Airport Authority

U.S. Passport

The U.S. Department of State issues the U.S. passport to U.S. citizens and noncitizen nationals. There are a small number of versions still in circulation that may differ from the main versions shown here.

Current U.S. Passport cover and open



Older U.S. Passport cover and open

Examples of Acceptable Forms of Identification

Jackson Municipal Airport Authority

Permanent Resident Card (Form I-551)

On May 11, 2010, USCIS began issuing the newly re-designed Permanent Resident Card, also known as the Green Card, which is now green in keeping with its long-standing nickname. The card is personalized with the bearer's photo, name, USCIS number, alien registration number, date of birth, and laser-engraved fingerprint, as well as the card expiration date.

Note that on the new card, shown below, the lawful permanent resident's alien registration number, commonly known as the A number, is found under the USCIS # heading. The A number is also located on the back of the card.

Current Permanent Resident Card (Form I-551) front and back

Examples of Acceptable Forms of Identification

Jackson Municipal Airport Authority

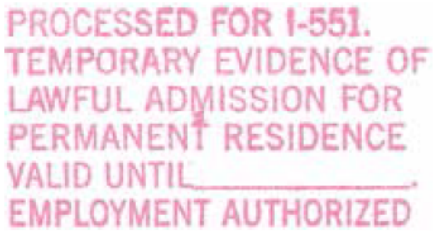
Foreign Passport with I-551 Stamp or MRIV

Unexpired Foreign Passport with I-551 Stamp

USCIS uses either an I-551 stamp or a temporary I-551 printed notation on a machine-readable immigrant visa (MRIV) to denote temporary evidence of lawful permanent residence. Sometimes, if no foreign passport is available, USCIS will place the I-551 stamp on a Form I-94 and affix a photograph of the bearer to the form. This document is considered a receipt.

Reverify the employee in Section 3 of Form I-9 when the stamp in the passport expires, or one year after the issuance date if the stamp does not include an expiration date. For temporary I-551 receipts, at the end of the receipt validity period, the individual must present the Permanent Resident Card (Form I-551) for Section 2 of Form I-9.

The MRIV demonstrates permanent resident status for one year from the date of admission found in the foreign passport that contains the MRIV.



I-551 Stamp

Examples of Acceptable Forms of Identification

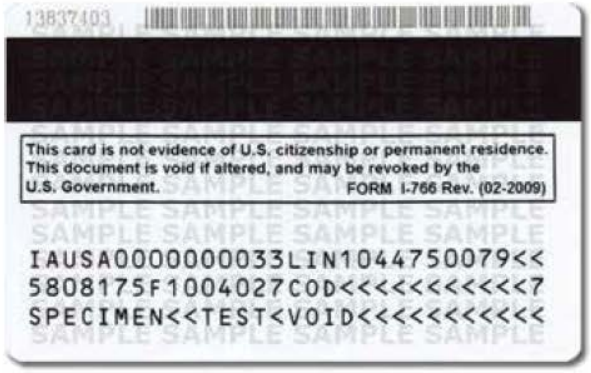
Jackson Municipal Airport Authority

Employment Authorization Document (Form I-766)

USCIS issues the Employment Authorization Document (Form I-766) to individuals granted temporary employment authorization in the United States. The card contains the bearer's photograph, fingerprint, card number, Alien number, birth date, and signature, along with a holographic film and the DHS seal. The expiration date is located at the bottom of the card. Cards may contain one of the following notations above the expiration date: "Not Valid for Reentry to U.S.", "Valid for Reentry to U.S." or "Serves as I-512 Advance Parole."

Employment Authorization Document (Form I-766) with notation "NOT VALID FOR REENTRY TO U.S."

Employment Authorization Document (Form I-766) with notation "VALID FOR REENTRY TO U.S."



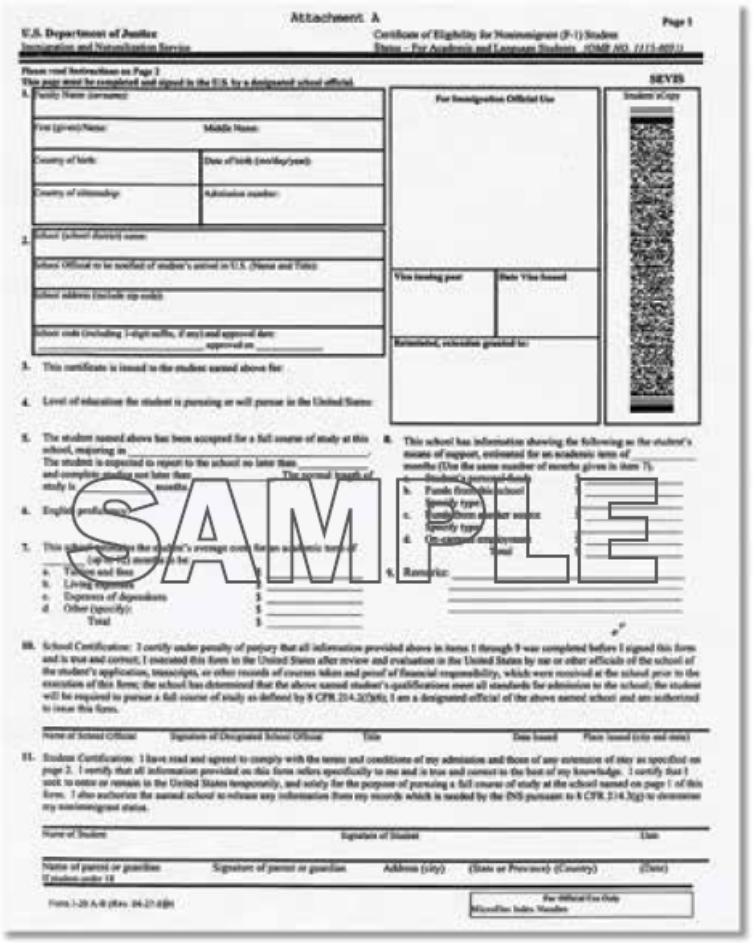
Examples of Acceptable Forms of Identification

Jackson Municipal Airport Authority

Form I-20 Accompanied by Form I-94 or Form I-94A

Form I-94 or Form I-94A for F-1 nonimmigrant students must be accompanied by a Form I-20, *Certificate of Eligibility for Nonimmigrant Students*, endorsed with employment authorization by the designated school official for off-campus employment or curricular practical training. USCIS will issue an Employment Authorization Document (Form I-766) to all students (F-1 and M-1) authorized for a post-completion OPT period.

(See Form I-94 on next page.)



Form I-20 Accompanied by Form I-94 or Form I-94A

Examples of Acceptable Forms of Identification

Jackson Municipal Airport Authority

Form DS-2019 Accompanied by Form I-94 or Form I-94A

Nonimmigrant exchange visitors (J-1) must have a Form I-94 or Form I-94A accompanied by an unexpired Form DS-2019, *Certificate of Eligibility for Exchange Visitor (J-1) Status*, issued by the U.S. Department of State, that specifies the sponsor. J-1 exchange visitors working outside the program indicated on the Form DS-2019 also need a letter from their responsible officer.

(See Form I-94 on next page.)

U.S. Department of State

CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J-1) STATUS

J-1

Sample

Form DS-2019 Accompanied by Form I-94 or Form I-94A

Examples of Acceptable Forms of Identification

Jackson Municipal Airport Authority

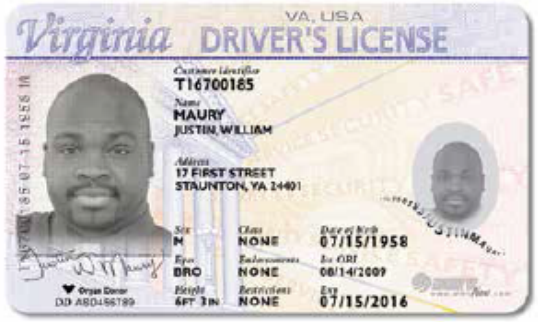
State-issued Driver's License

A driver's license can be issued by any state or territory of the United States (including the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands) or by a Canadian government authority, and is acceptable if it contains a photograph or other identifying information such as name, date of birth, gender, height, eye color, and address.

Some states may place notations on their drivers' licenses that state the card does not confirm employment authorization. For Form I-9 purposes, these drivers' licenses, along with every other state's, establish the identity of an employee. When presenting any driver's license, the employee must also present a List C document that establishes employment authorization.

State-issued drivers' licenses vary from state to state.

The illustrations below do not necessarily reflect the actual size of the documents.

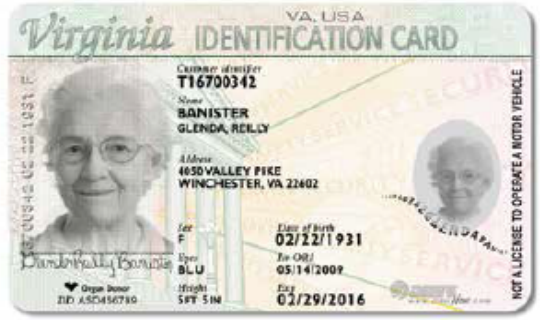


Driver's License from the Commonwealth of Virginia

State-issued ID Card

An ID card can be issued by any state (including the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands) or by a local government, and is acceptable if it contains a photograph or other identifying information such as name, date of birth, gender, height, eye color, and address.

Some states may place notations on their ID cards that state the card does not confirm employment authorization. For Form I-9 purposes, these cards, along with every other state's, establish the identity of an employee. When presenting any state-issued ID card, the employee must also present a List C document that establishes employment authorization.



Identification card from the Commonwealth of Virginia

Examples of Acceptable Forms of Identification

Jackson Municipal Airport Authority

U.S. Social Security Account Number Card

The U.S. Social Security account number card is issued by the Social Security Administration (older versions were issued by the U.S. Department of Health and Human Services), and can be presented as a List C document unless the card specifies that it does not authorize employment in the United States. Metal or plastic reproductions are not acceptable.

U.S. Social Security Card

Certifications of Birth Issued by the U.S. Department of State

These documents may vary in color and paper used. All will include a raised seal of the office that issued the document, and may contain a watermark and raised printing.

Certification of Birth Abroad Issued by the U.S. Department of State (FS-545)

Examples of Acceptable Forms of Identification

Jackson Municipal Airport Authority

Birth Certificate

Only an original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United States that bears an official seal is acceptable. Versions will vary by state and year of birth.

Beginning October 31, 2010, only Puerto Rico birth certificates issued on or after July 1, 2010 are valid. Please check www.uscis.gov for guidance on the validity of Puerto Rico birth certificates for Form I-9 purposes.

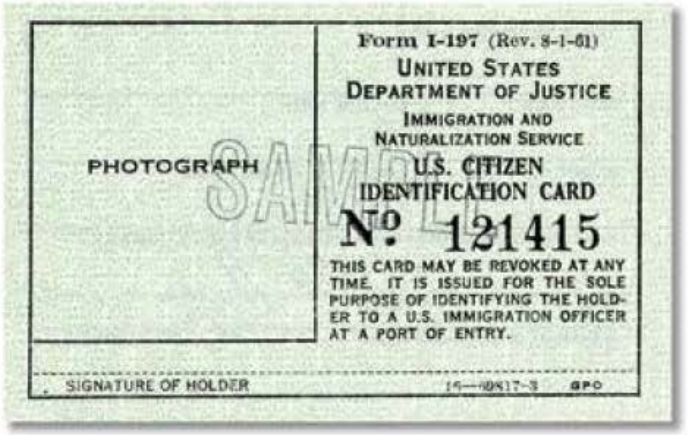
Birth Certificate

Examples of Acceptable Forms of Identification

Jackson Municipal Airport Authority

U.S. Citizen Identification Card (Form I-197)

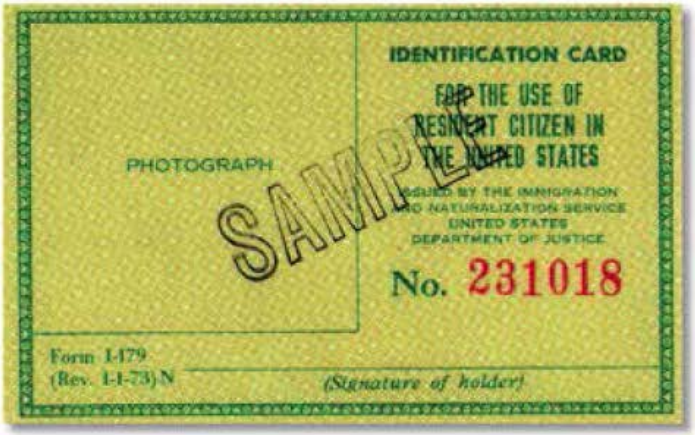
Form I-197 was issued by the former Immigration and Naturalization Service (INS) to naturalized U.S. citizens. Although this card is no longer issued, it is valid indefinitely.



U.S. Citizen Identification Card (Form I-197)

Identification Card for Use of Resident Citizen in the United States (Form I-179)

Form I-179 was issued by INS to U.S. citizens who are residents of the United States. Although this card is no longer issued, it is valid indefinitely.



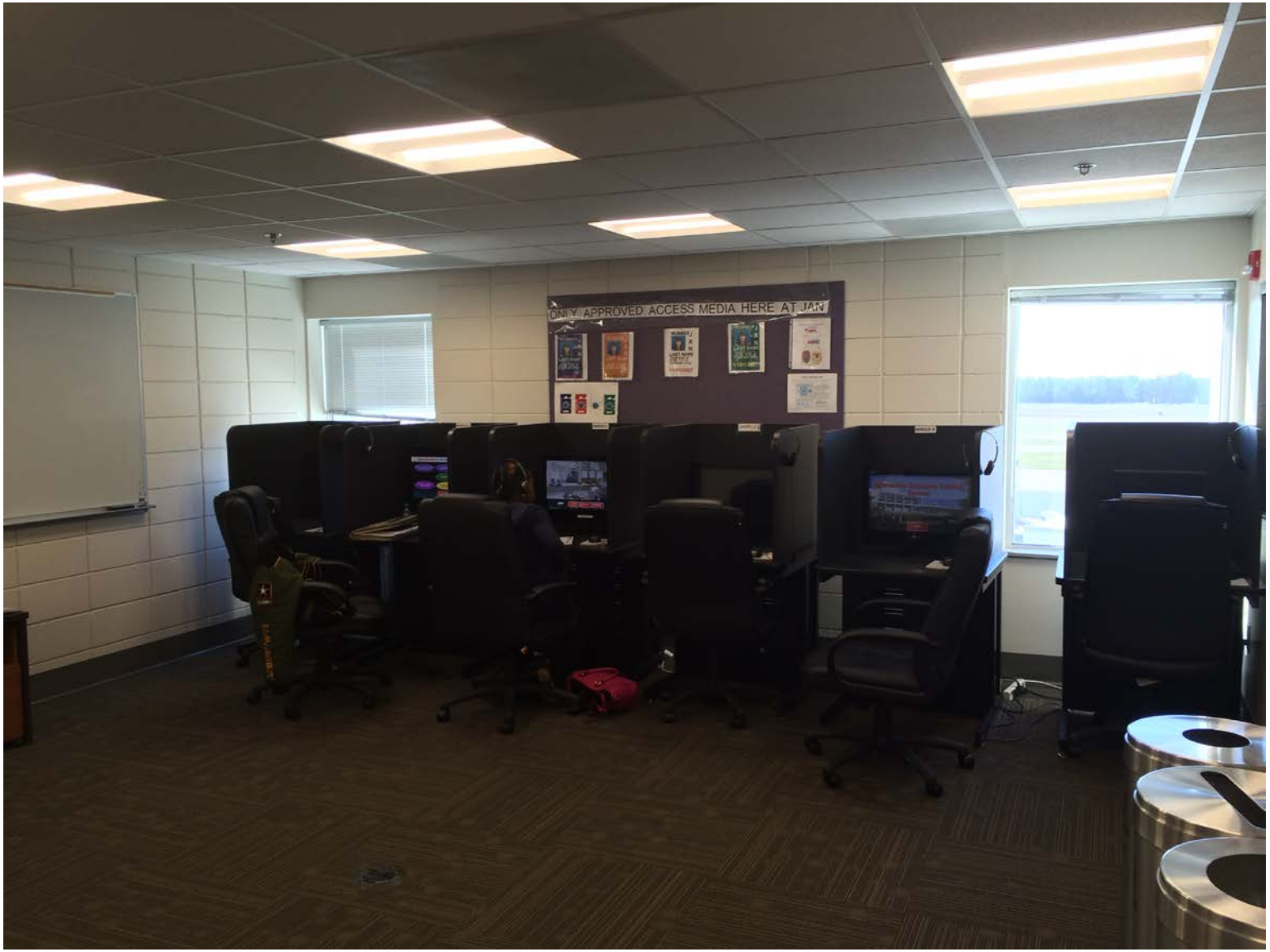
Identification Card for Use of Resident Citizen in the United States (Form I-179)

Criminal History Records Check(CHRC) and Security Threat Assessment (STA)

- Each applicant must undergo a fingerprint based Criminal History Records Check (CHRC) to ensure they are eligible to receive unescorted access privileges. The JMAA Access Media Application provides a list of disqualifying criminal offenses that will prevent an applicant from being granted these privileges. **Please review this list carefully to be sure you and all employees requesting unescorted access privileges are eligible.**
- The ID Office conducts fingerprinting from 7:30am-12pm and 1pm-4pm Monday- Friday. Fingerprint records are electronically transmitted to the Federal Bureau of Investigations (FBI) and the Transportation Security Administration (TSA) for a CHRC and a Security Threat Assessment (STA).
- The CHRC is used to ensure applicants are eligible for unescorted access based on their criminal history for the past 10 calendar years, and the STA is used to ensure all applicants are authorized for employment in the United States.
- CHRC and STA inquiries are usually returned to the ID Office in three to five business days.
- Applicants are strongly advised to contact the ID Office to confirm results prior to returning for additional processing.

Training

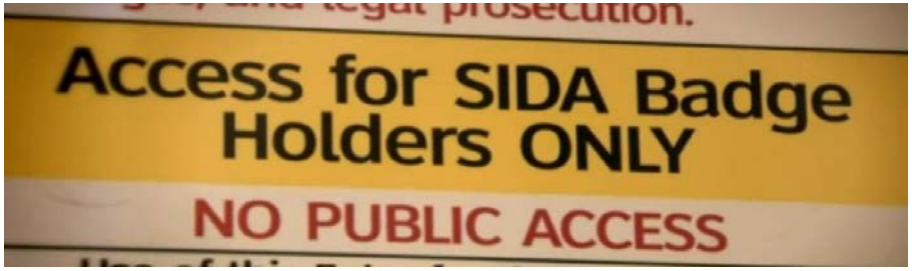
- Once the ID Office has received the results of the CHRC and STA, approved applicants are eligible to complete security and driver's training.
- All applicants must participate in security training. The specific program is dependent on the type of access being requested.
- Applicants should plan to spend approximately 40 minutes in the security training program.
- Applicants seeking authority to operate a motor vehicle on the JAN ramp and airfield must also participate in Driver's training and possess a valid driver's license.
- All training is offered on an interactive computer based system. It is best to call the JMAA ID Office to schedule appointments for training to ensure that a training station is available for your use.
- After successful completion of training, applicants will have their photo taken, personal identification number (PIN) assigned, and badge and driver's permits will be issued.



Jackson Municipal Airport Authority

JMAA SIDA ACCESS MEDIA TRAINING OFFICE

JMAA Airport Security

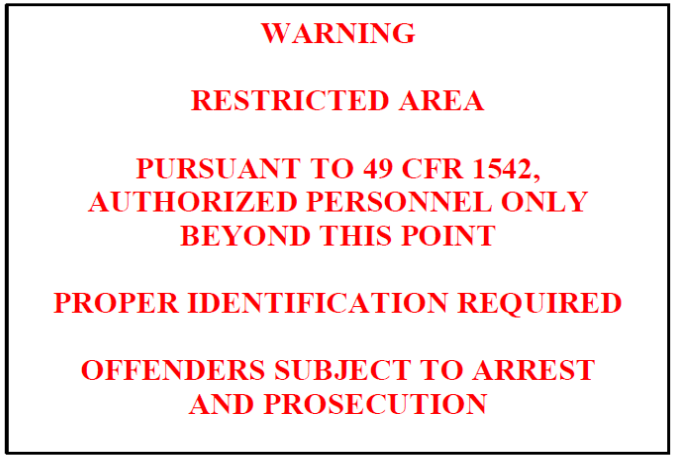


AIRPORT SECURITY AT THE JACKSON-MEDGAR WILEY EVERS INTERNATIONAL AIRPORT

Jackson Municipal Airport Authority

- The operation of Jackson-Medgar Wiley Evers International Airport requires that JMAA adopt a security program in accordance with Federal Regulations that;
  - Provides for the safety and security of persons and property on an aircraft operating in air transportation or intrastate air transportation against an act of criminal violence, aircraft piracy, and the introduction of an unauthorized weapon, explosive, or incendiary onto an aircraft.

AIRPORT SECURITY AT THE JACKSON-MEDGAR WILEY EVERS INTERNATIONAL AIRPORT



- Additionally JMAA must provide procedures to control movement within the SIDA, AOA, Sterile, and Secured Areas, to include providing security identification media to personnel authorized to work within these areas. The procedures must include;
  - Measures for controlling entry to the security controlled areas of JAN to ensure that only those individuals authorized to have unescorted access are able to gain entry access to the SIDA, AOA, Sterile, or Secured Areas.
  - Provide escort procedures for the escorting of individuals who do not have unescorted access authority.

JAN SECURITY DISPLAY AREA MAP

Jackson Municipal Airport Authority

JAN SECURITY AIRPORT IDENTIFICATION BADGES

- JAN Airport ID badges will be issued by the JMAA ID Office, and shall be and remain the property of JAN. An individual employed by more than one company, or changing employers, must obtain an JAN Airport ID badge for each company and use the appropriate Airport ID badge while working for each company.
- JAN Badge colors indicate general areas of authorization. Badge color does not determine access control privileges; rather, access level will be determined by the JMAA ID Office. Certain icons may be affixed to Airport ID badges indicating additional authorization (e.g., Escort privileges, airfield driving privileges). Classes of Airport ID badges issued by JMAA ID Office include:

JAN SECURITY AIRPORT IDENTIFICATION BADGES

- JAN Green Badge – Public Area access only
- JAN White Badge – Sterile Area access (terminal concourses)
- JAN Orange Badge – SIDA Area access
- JAN Blue Badge – SECURED Area

JMAA AIRPORT SECURITY REQUIREMENTS FOR PERSONNEL WORKING ON-SITE AT JAN

- All persons working at JAN or within the airport premises are required to obtain and display JMAA issued identification media.
- All vehicles used to support activity at JAN are required to be properly marked, and must display a valid JMAA issued Vehicle Identification Hang Tag.
  - Vehicles that will be operating within the SIDA/AOA are required to display the name of the company (placard), and a rotating amber beacon while in operation.
  - All drivers operating within the SIDA/AOA must undergo a JMAA Driving Test to be JAN Class 1 certified. These personnel must have a valid state issued driver's license and or CDL as required by MS regulation regarding commercial vehicle operations.

JMAA Access Media - Vehicles

JAN SECURITY IDENTIFICATION DISPLAY REQUIREMENTS AND THE ESCORT OF APPROVED INDIVIDUALS

Jackson Municipal Airport Authority

- No person may enter or be in the Security Identification Display Area (SIDA) or Airport Operations Area (AOA) or unless he or she is:
  - Displaying a valid JAN Airport SIDA ID indicating that he or she has unescorted access privileges, or is under approved escort of an individual who has a valid (SIDA) Identification Card indicating that he or she has unescorted access privileges and privileges to escort others. Badged Employees must display their approved JAN SIDA ID in full view, above waist level, on their outermost garment.
  - An escorting badge holder must keep individuals under his or her escort, in view and under control at all times.
  - 25 percent of a company's total SIDA badged employees may receive escort privileges assigned, though escort assignments are not required.

Use of Airport Entrances, Gates, and Doors

- All badged employees shall enter the Airport SIDA by authorized entrances
- It is the responsibility and duty of all JAN Airport ID badge holders to ensure JMAA's security by closing and securing all gates and doors that are part of JAN's Access Control Security System located within the SIDA, Secured Area, and other parts of the airport when not in use.
- Standards for JMAA Security Identification/Access Media including the JAN Airport Identification Media Application are available online at https://www.jmaasecurity.com/

Safety & Driving

Small Business Resources

Maintenance Projects

UPCOMING MAINTENANCE PROJECTS

Jackson Municipal Airport Authority

- Atlantic Aviation Roof Replacement
- Fall Protection Main Terminal Building
- HVAC Replacement FAA Building
- Baggage Conveyor Rebuild
- Thermal Imaging of Main Terminal Roof

UPCOMING MAINTENANCE PROJECTS

Jackson Municipal Airport Authority

- Building Assessment
- Structural Analysis of Terminal Building Stairwells

JMAA Capital Programming Department

Meenakshi Nieto, A.A.E.
Director of Capital Programming
Email: mnieto@jmaa.com
Phone: 601-939-5631, Ext. 536

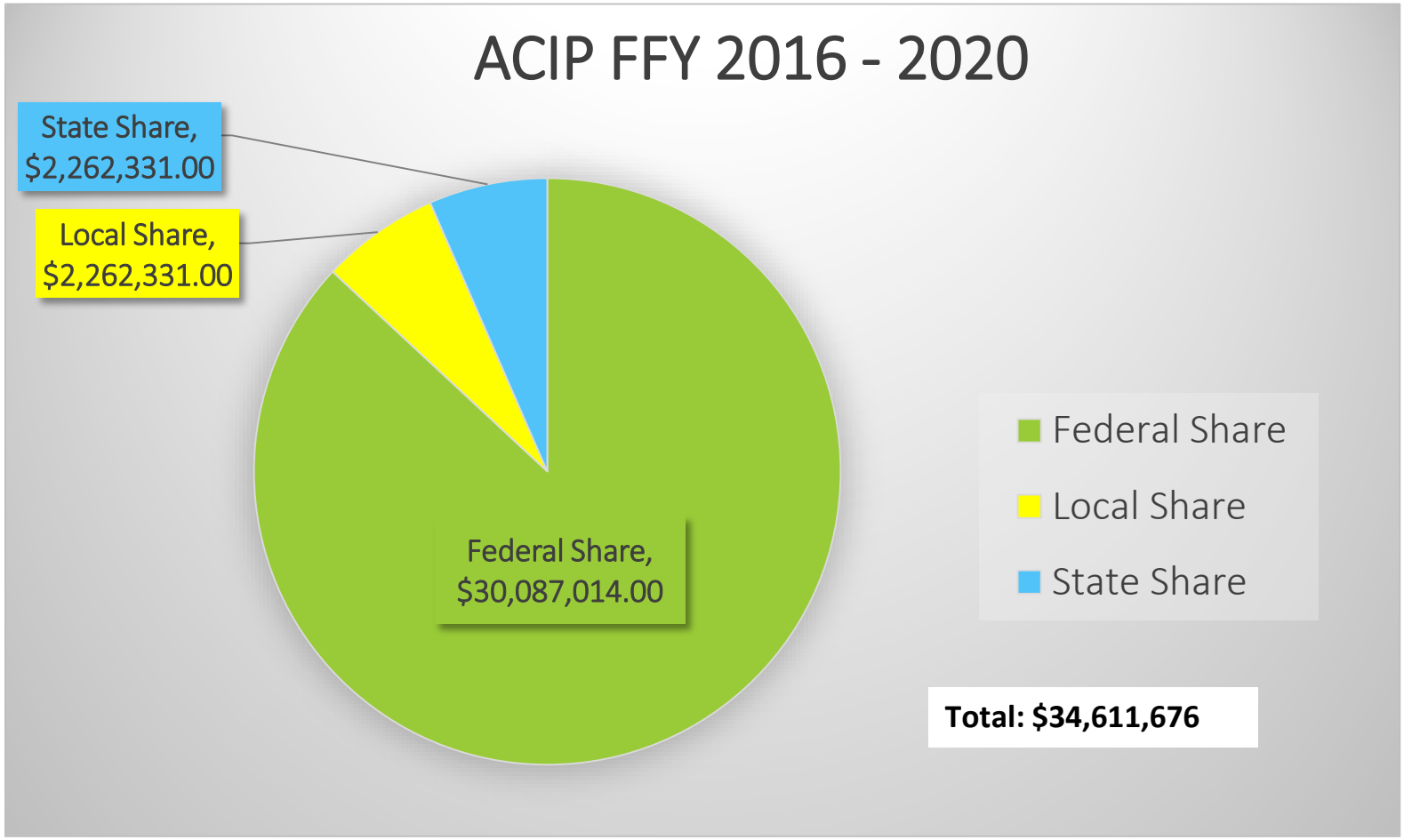
Agenda

- Budget

Airport Capital Improvement Plan & Capital Improvement Plan

- Projects Completed
- Projects On-Going
- Solicitation Process
- Upcoming Projects

JAN Airport Capital Improvement Plan (ACIP) FFY 2016 - 2020



Jackson Municipal Airport Authority

JAN Aerial

JAN Airport Capital Improvement Plan (ACIP) FFY 2016 - 2020

2016

Project Title	Estimated Cost
Access Control Security Project	$ 3,690,000
Design & Construction Runway 16R/34L	$16,969,491
Stormwater Improvements	$ 71,270
Wildlife Management Plan	$ 80,000

2017

Project Title	Estimated Cost
Design & Construction of Ramp (Taxiways Bravo 3, Bravo 4, & East Ramp)	$3,194,445
Design & Construction of Upper Roadway	$1,116,374
Sustainability	$ 120,000
Zero Emissions Grants	$ 80,000

JAN Airport Capital Improvement Plan (ACIP) FFY 2016 - 2020

Jackson Municipal Airport Authority

2018

Project Title	Estimated Cost
Safety Management System	$ 150,000
Design & Construction of Service Road, Phase 1	$2,087,800
Design & Construction of Security Fence, Phase 1	$1,000,000
Security Exit Lane Control Doors	$ 700,000

2019

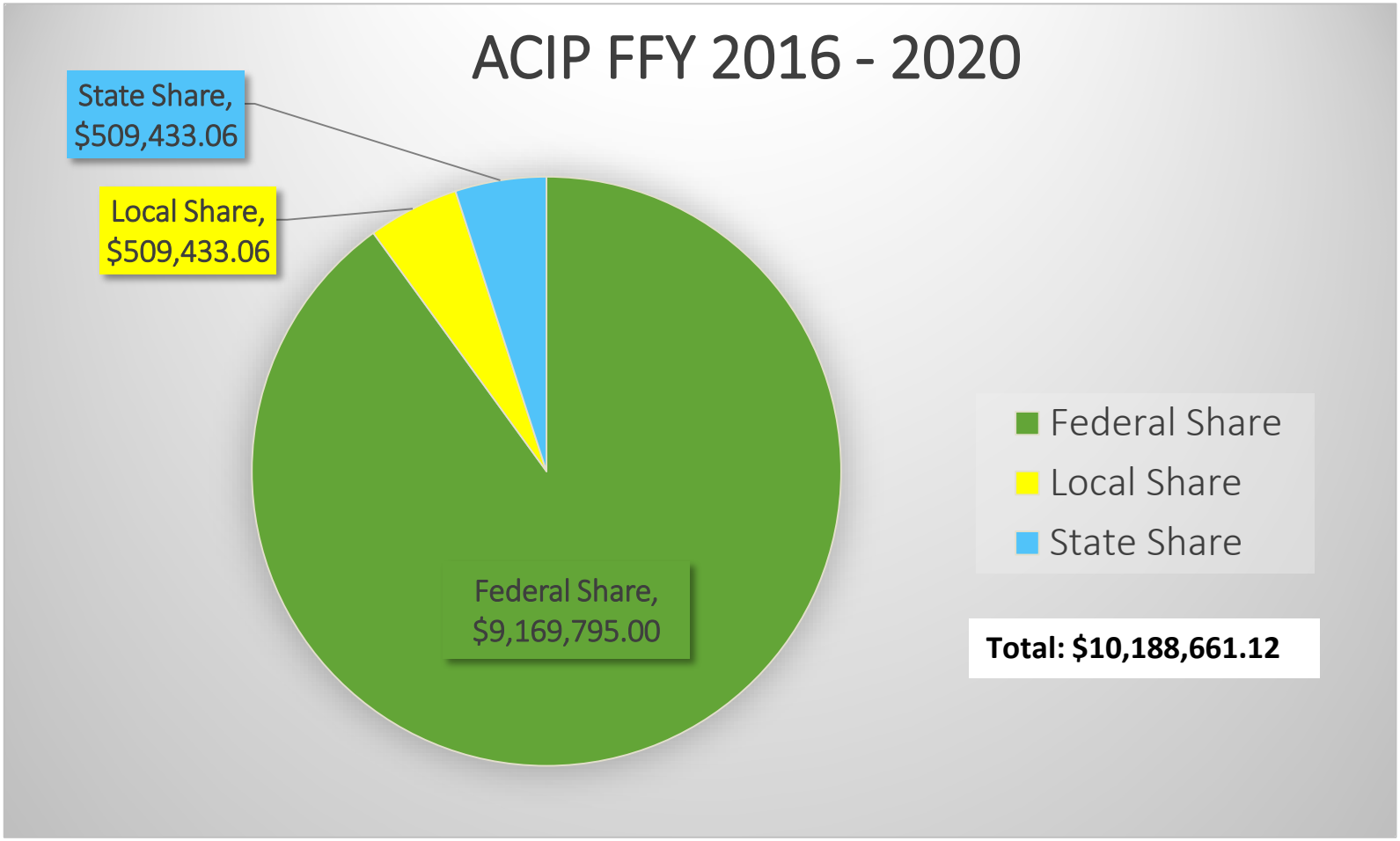
Project Title	Estimated Cost
Design & Construction of Service Road, Phase 2	$3,214,415
Design & Construction of Security Fence, Phase 2	$1,425,000

JAN Airport Capital Improvement Plan (ACIP) FFY 2016 - 2020

2020

Project Title	Estimated Cost
Design & Construction of Service Road, Phase 3	$3,894,151
Design & Construction of Security Fence, Phase 3	$ 500,000

HKS Airport Capital Improvement Plan (ACIP) FFY 2016 - 2020



Jackson Municipal Airport Authority

HKS Aerial

HKS Airport Capital Improvement Plan (ACIP) FFY 2016 - 2020

2016

Project Title	Estimated Cost
Design & Construction of Ramp, Phase 1 (South Ramp)	$ 500,000

2017

Project Title	Estimate Cost
Rehabilitation of Taxiway Lighting	$ 544,000
Construction of Runway 16/34	$7,110,661
Rehabilitation of Runway Lighting 16/34	$ 384,000

HKS Airport Capital Improvement Plan (ACIP) FFY 2016 - 2020

2018

Project Title	Estimated Cost
Design & Construction of Ramp, Phase 2 (West Ramp)	$ 500,000
Pavement Maintenance Management Program	$ 150,000

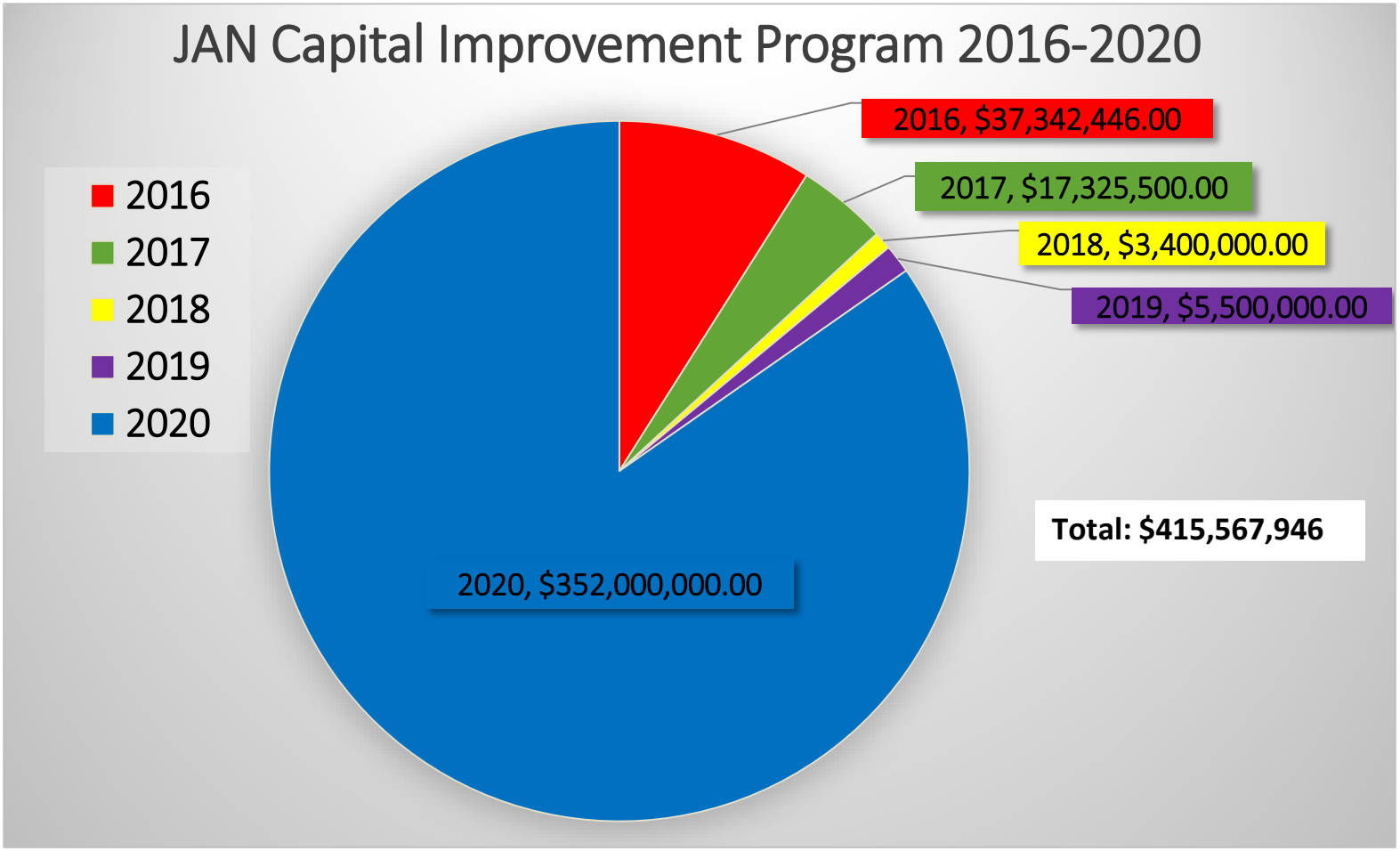
2019

Project Title	Estimated Cost
Design & Construction of Ramp, Phase 3 (West Ramp)	$ 500,000

2020

Project Title	Estimated Cost
Design & Construction of Ramp, Phase 3 (West Ramp)	$ 500,000

JAN Capital Improvement Program (CIP) FFY 2016 - 2020



JAN Capital Improvement Program (CIP) FFY 2016 - 2020

2016

Project Title		Estimated Cost
Pavement Assessment Runway 16R/34L, Taxiway "A"	$	13,000,000.00
Revenue Control Equipment & Software	$	676,720.00
Rental Car Quick Turn Around Facility	$	8,000,000.00
Concession Assessment & Checkpoint Consolidation	$	77,244.00
Assessment and Renovation 5th Floor Terminal Bldg.	$	1,030,000.00
Road Signage	$	495,193.00
Airfield Access Control Security Project	$	12,000,000.00
LED Pole Lighting	$	533,289.00
Video Conference of JMAA	$	30,000.00
JMAA.com & I FLY Jackson.com Web Design & Install	$	100,000.00
Information Technology Server Replacement	$	100,000.00
Roof Fall Protection System	$	300,000.00
Upper Terminal Roadway Replacement	$	1,000,000.00

JAN Capital Improvement Plan (CIP) FFY 2016 - 2020

2017

Project Title		Estimated Cost
Pavement Rehabilitation Taxiway "B" & "C"	$	4,000,000.00
Concession Assessment & Checkpoint Consolidation	$	12,000,000.00
Loop Hearing Assistance System	$	325,500.00
Repaving International Drive	$	1,000,000.00

2018

		Estimated Cost
Passenger Boarding Bridges 2 & 16	$	600,000.00
Replacement of Baggage Belts 2&3	$	500,000.00
Environmental Assessment for Runway 16L/34R Extension	$	300,000.00
Install of Alternative Energy-Solar Panels	$	2,000,000.00

JAN Capital Improvement Program (CIP) FFY 2016 - 2020

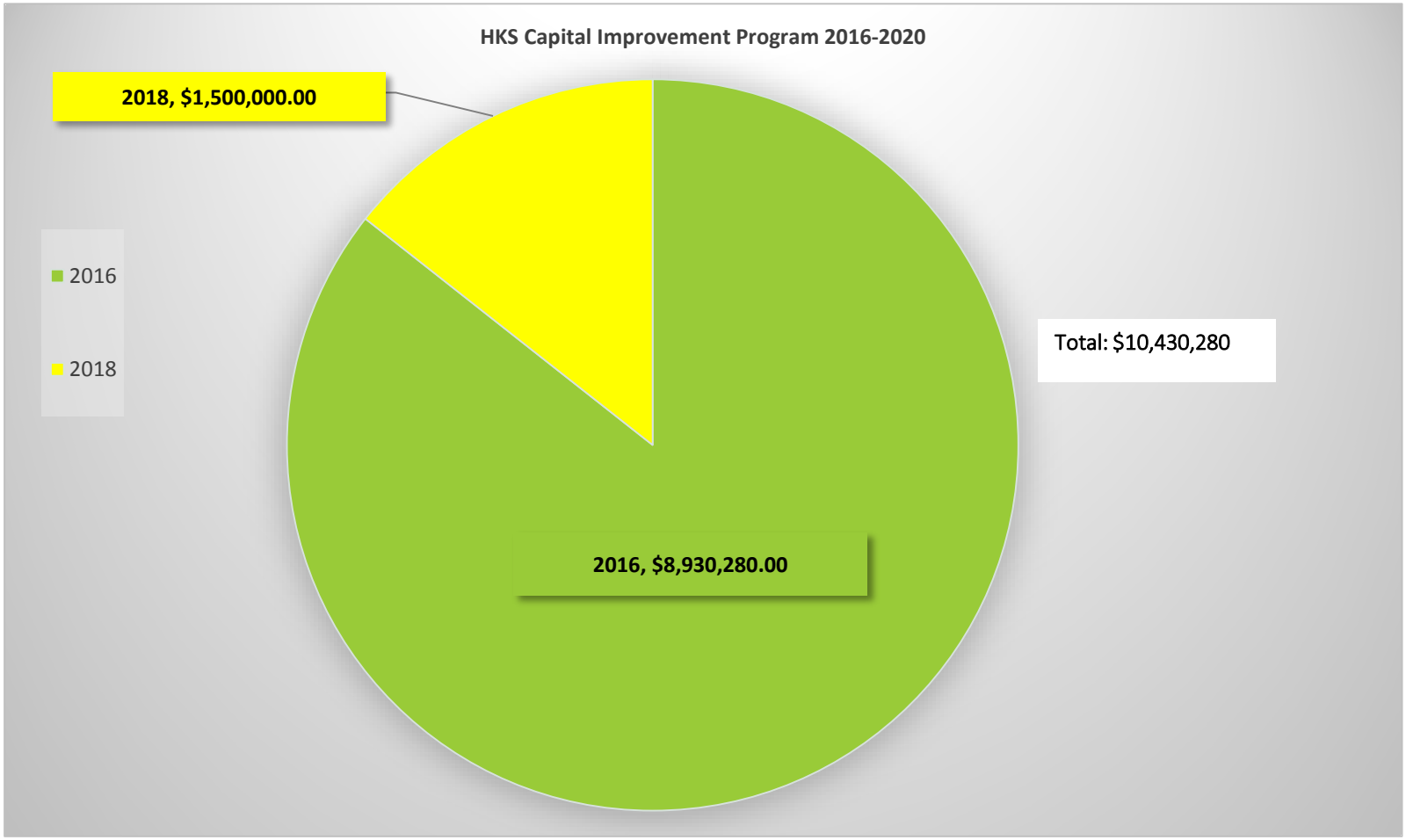
2019

Project Title		Estimated Cost
De-Icing Pad Main Ramp	$	500,000.00
Rehabilitation of Primary Utilities Services	$	5,000,000.00

2020

Project Title		Estimated Cost
Rehabilitation of Energy Management System	$	2,000,000.00
New Terminal Building	$	350,000,000.00

HKS Capital Improvement Program (CIP) FFY 2016 - 2020



HKS Capital Improvement Program (CIP) FFY 2016 - 2020

2016

Project Title		Estimated Cost
HKS Pavement assessment Runway 16/34	$	5,930,280.00
Runway 11-29 Rehabilitation	$	2,600,000.00
HKS Airport Sign	$	100,000.00
South Ramp and Taxiway D/E Repairs	$	300,000.00

2018

Project Title		Estimated Cost
HKS Administrative Building	$	1,500,000.00

Jackson Municipal Airport Authority

Current Projects

- JAN Stormwater Improvements
- JAN Design & Env Assessment
  5th Floor Renovation
- JAN Access Control System
- JAN QTA
- JAN Wayfinding Signage
- JAN Masterplan

Solicitation Process

- Publication of RFQ(P)
- Pre-Submittal Conference
- Receipt of Statements of Qualifications/Proposals
- Selection Committee Review & Recommendations
- Presentation to Board for Award

Jackson Municipal Airport Authority

Scoring & Evaluation Criteria

1. Performance Capability; Value: 25 Points
2. Professional Qualifications; Value: 20 Points
3. Proposed Disadvantage Business Enterprise, Minority Owned, and Woman Owned, and Small Business Participation Plan; Value: 20 Points
4. Customer References; Value: 20 Points
5. Timely Participation & Coordination; Value: 10 Points
6. Quality & Clarity of SOQ; Value: 5 Points

Jackson Municipal Airport Authority

Upcoming Opportunities

- RFQ for Professional Services
- Construction 5th Floor Renovation & Remediation
- Runway 16R/34L & Taxiway Alpha Rehabilitation
- HKS Pavement Assessment Runway 16/34
- Runway 11-29 Rehabilitation
- South Ramp and Taxiway Delta/Echo Repairs

Presenter's Contact Information

Mr. Perry Miller
Chief Operating Officer
Jackson Municipal Airport Authority
601.664.3505
pmiller@jmaa.com

Ms. Arnetrius Branson
Chief Financial Officer
Jackson Municipal Airport Authority
601.664.3525
abranson@jmaa.com

Ms. Karen Hatten
Procurement Specialist
Jackson Municipal Airport Authority
601.939.5631, #210
khatten@jmaa.com

Mr. Jack Thomas
Director of Disadvantaged Business Enterprises
Jackson Municipal Airport Authority
601.664.3518
jthomas@jmaa.com

Ms. Sharon Carter
DBE Program Manager
Jackson Municipal Airport Authority
601.939.5631, #216
scarter@jmaa.com

Lt. Ron Marsalis
Supervisor, Airport Security Division
Jackson Municipal Airport Authority
601.939.5631, #224
rmasalis@jmaa.com

Presenter's Contact Information

Mr. Al Hunt
Safety and Environmental Coordinator
Jackson Municipal Airport Authority
601.939.5631, #227
ahunt@jmaa.com

Mr. Garry Montgomery
Maintenance Manager
Jackson Municipal Airport Authority
601.664.3566
gmontgomery@jmaa.com

Ms. Meenakshi Nieto
Director, Capital Programming
Jackson Municipal Airport Authority
601.664.3536
mnieto@jmaa.com

Ms. LaToya Porter
Agent/Vice President
Porters Insurance Agency
601.355.8471
lporter@portersinsurance.com

Mr. Mark Merritte
Senior Vice President
HUB International Gulf South
601.667.5495
Mark.Merritte@hubinternational.com

Mr. John Richard May, Jr.
Attorney
The May Law Firm
601.944.1888
johnmay@bellsouth.net

Presenter's Contact Information

Ms. Alice Doss
Supervisory Business Opportunity Specialist
U.S. Small Business Administration
601.965.5223
Alice.Doss@sba.gov

Mr. Robert Covington
Deputy Director, Business Development
Mississippi Development Authority
601.359.9226
rcovington@Mississippi.org

Ms. Andrea D. Hendricks
Executive Director
Small Business Capital Fund
601.713.3322
andrea@sbcf-ms.org

Questions?