

**REGULAR MONTHLY MEETING OF JACKSON MUNICIPAL  
AIRPORT AUTHORITY BOARD OF COMMISSIONERS  
April 27, 2015**

**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 Regular Meeting in the Main Terminal Building, Hawkins Field Airport (“HKS”), in Jackson, Mississippi, at 4:00 p.m. on April 27, 2015 (the “Meeting”), pursuant to proper notice.

Chair LaWanda Harris, presiding, called the Meeting to order at 4:00 p.m. and called the roll of Commissioners.

The following Commissioners were present in person at the Meeting.

LaWanda D. Harris, Chair  
Vernon W. Hartley, Sr., Vice-Chair  
Pastor James L. Henley, Jr., Commissioner  
Dr. Rosie L. T. Pridgen, Commissioner  
Evelyn Reed, Commissioner

Chair 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 Regular Monthly Meeting of the Board scheduled for 4:00 p.m. on Monday, April 27, 2015, in the Main Terminal Building, Hawkins Field Airport (“HKS”), in Jackson, Mississippi. The following other persons were also present at the Meeting.

Carl D. Newman, JMAA’s Chief Executive Officer  
Bonnie Wilson, JMAA’s Chief Operating Officer  
John L. Walker, Walker Group, PC Attorneys at Law  
Kevin Bass, Walker Group, PC Attorneys at Law  
John Richard May, Jr., The May Law Firm, PLLC  
And persons listed on [EXHIBIT A: Sign in Sheet for 4-27-15](#)

**II. INVOCATION**

Commissioner Pastor James L. Henley, Jr. gave the invocation.

**III. APPROVAL AND EXECUTION OF MINUTES**

A. Regular Work Session of the Board of Commissioners, March 19, 2015.

B. Regular Meeting of the Board of Commissioners, March 23, 2015.

## **RESOLUTION CY-2015-62**

### **APPROVAL AND EXECUTION OF MARCH MINUTES**

After discussion and review and upon the motion made by Commissioner Pastor James L. Henley, Jr., seconded by Commissioner Dr. Rosie L.T. Pridgen, the Minutes of the Regular Work Session, March 19, 2015, and the Regular Meeting, March 23, 2015, were approved by the affirmative votes of all Commissioners present, and the following resolution was made and entered.

**RESOLVED**, that the Board hereby approves the Minutes of the Regular Work Session, March 19, 2015, and the Regular Meeting of the Board of Commissioners, March 23, 2015, as presented and directs that said minutes be filed in the appropriate minute book and records of the Authority.

Yeas: Hartley, Henley, Pridgen, Harris, Reed

Nays: None

Abstentions: None

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#### **IV. PUBLIC COMMENTS**

None

#### **V. REPORTS**

##### **A. Chair Harris**

Chair Harris informed the public that she, along with the other Commissioners, had the pleasure to attend several ACI/NA Conferences. All Commissioners attended the 2015 ACI-NA/AAAE Airport Board & Commissioners Conference in New Orleans, Louisiana, during the period April 12-14, 2015 and Commissioners Reed, and Pastor Henley attended the ACI/NA Business of Airports Conference in Phoenix, Arizona during the period April 20-22, 2015. Chair Harris then announced that Dr. Pridgen will provide a report on the New Orleans, Louisiana ACI-NA/AAAE conference.

Commissioner Dr. Pridgen gave an overview of the 2015 ACI-NA/AAAE Airport Board & Commissioners Conference in New Orleans and highlights of various topics discussed during it. The agenda for the 2015 ACI-NA/AAAE Airport Board & Commissioners Conference is attached as an exhibit to the April 27, 2015 Monthly Meeting Minutes.

Chair Harris then invited Commissioner Reed to provide a report on the ACI/NA Business of Airports Conference in Phoenix, Arizona.

Commissioner Reed gave an overview of the ACI/NA Business of Airports Conference and

highlights of various topics discussed during the conference in Phoenix. The agenda for the ACI/NA Business of Airports Conference is attached as an exhibit to the April 27, 2015 Monthly Meeting Minutes.

**B. Chief Executive Officer**

Mr. Carl D. Newman, CEO, addressed comments to the Board as he went through Agenda items and made references to supporting documentation in the **Packet for 4-27-15 (“Packet”)**. The Packet is attached as an **Exhibit** to the April 27, 2015 Regular Monthly Meeting Minutes.

1. *Airport Project Manager Summary, Period Ending  
March 31, 2015* ..... *Page 1<sup>1</sup>*
2. *Airport Activity Statistics Report, Period Ending  
March 31, 2015* ..... *Page 13*
3. *Employee and Organizational Recognitions*..... *Page 27*

Mr. Newman and the Board congratulated Richard (“Tim”) Bell, Airport Security Liaison in the Airport Security Department, for his selection as JMAA Employee of the Month for April, 2015, and presented the award to him. The Board then took a photograph with Mr. Bell.

Mr. Newman then recognized Mr. Will Dickson, Airport Security Manager in the Airport Security Department, for being named one of the “Top 50 under 40” in business by the Mississippi Business Journal. The Board of Commissioners and others in attendance congratulated Mr. Dickson. The Board then took a photograph with Mr. Dickson.

Mr. Newman then recognized Ms. Marlina Pickering for being named one of the “Top 50 Under 40” in the legal field. The Board of Commissioners and others in attendance congratulated Ms. Pickering.

Mr. Newman then recognized Carmiscia Ruffld, Airport Security Liaison Lead in the Airport Security Department, as he successfully completed the ANTN program and achieved Level 1, Level 2 and Level 3 certifications from the American Association of Airport Executives. The Board of Commissioners and others in attendance congratulated Mr. Ruffld. The Board then took a photograph with Mr. Ruffld.

Mr. Newman then recognized Albert Hunt, Safety & Environmental Management in the Maintenance Department, as he received a certificate for his achievement in Airport Environmental Management. The Board of Commissioners and others in attendance congratulated Mr. Hunt. The Board then took a photograph with Mr. Hunt.

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<sup>1</sup> “Page #” refers to the page number in the meeting Packet.

**C. Attorney**

Attorney Walker

***1. Adoption of a Resolution engaging Bond Counsel Team for Refunding of 2005 Series A and B Bonds.***

**RESOLUTION CY-2015-63**

**RESOLUTION ADOPTING THE ENGAGEMENT OF A BOND COUNSEL TEAM FOR REFUNDING OF 2005 SERIES A AND B BONDS**

Upon motion by Commissioner Dr. Pridgen, seconded by Commissioner Pastor Henley, the following **RESOLUTION** was made and unanimously approved.

**WHEREAS**, the Governing Body of Jackson Municipal Airport Authority (“JMAA”) desires to possibly refund all or a portion of the following JMAA bond obligations to obtain interest rate savings, enhance JMAA’s annual cash flow and provide flexibility to JMAA in the financing of its projects:

1. \$17,200,000 of Series 2005A Tax Exempt Airport Revenue Bonds, and
2. \$7,775,000 Series 2005B Alternative Minimum Tax Airport Revenue Bonds; and

**WHEREAS**, the issuance of refunding bonds, or obtaining private placement with one or more bond purchasers through a purchasing agent, or obtaining direct placement loans at a fixed rate with one or more banking institutions will result in interest rate savings, enhancement of JMAA’s annual cash flow and flexibility in the financing of JMAA projects.

**IT IS THEREFORE, RESOLVED** that JMAA hereby employs the May Law Firm, PLLC (“MLF”) and Baker, Donelson, Bearman, Caldwell & Berkowitz, PC (“BD”) to serve as Co-Bond counsel (“Co-Bond Counsel”) and Walker Group PC (“WG”) to serve as counsel to JMAA (“JMAA Counsel”) in connection with (1) refunding JMAA bonds, or (2) obtaining private placement through a private placement agent with one or more bond purchasers. Alternatively, Co-Bond Counsel and JMAA Counsel shall work in concert to obtain a direct placement at a fixed rate with one or more banking institutions.

**IT IS THEREFORE, FURTHER RESOLVED** that if JMAA decides to proceed with the refunding, private placement, or direct placement, said attorneys from the May Law Firm PLLC (“MLF”), Baker, Donelson, Bearman, Caldwell & Berkowitz, PC (“BD”) and Walker Group PC (“WG”) shall seek approval from JMAA for the attorney’s fees and expenses they propose to charge for their services to be performed regarding the refinancing mechanism selected by JMAA.

Yeas: Hartley, Henley, Pridgen, Harris, Reed

Nays: None  
Abstentions: None

April 27, 2015

*2. Adoption of a Resolution to Correct Resolution CY-2015-26 as to the Agreement For Drug and/or Alcohol Testing Services.*

**RESOLUTION CY-2015-64**

**RESOLUTION TO CORRECT RESOLUTION CY-2015-26 THE AGREEMENT FOR DRUG AND/OR ALCOHOL TESTING SERVICES**

Upon motion by Commissioner Pastor Henley, seconded by Commissioner Dr. Pridgen, the following **RESOLUTION** was made and unanimously adopted.

**WHEREAS**, the Board, on February 23, 2015, adopted Resolution CY-2015-26 which authorized JMAA's staff to execute an agreement with MEA, Inc., of Ridgeland, Mississippi to provide drug and/or alcohol testing services, on an as needed basis, effective March 1, 2015 until September 30, 2015; and

**WHEREAS**, subsequent to the adoption of the above identified resolution, JMAA's staff learned that "First Intermed Corporation, doing business as MEA Drug Testing Consortium," an affiliated entity of "MEA, Inc.," should have been named in Resolution CY-2015-26 instead of "MEA, Inc.;" and

**WHEREAS**, Resolution CY-2015-26 needs to be corrected to name "First Intermed Corporation, doing business as MEA Drug Testing Consortium", instead of "MEA, Inc." as the entity that JMAA staff is authorized to contract with for drug and/or alcohol testing services; and

**WHEREAS**, otherwise Resolution CY-2015-26 remains the same.

**IT IS THEREFORE, RESOLVED** that Resolution CY-2015-26, adopted on February 23, 2015, is corrected to show "First Intermed Corporation, doing business as "MEA Drug Testing Consortium", instead of "MEA, Inc." as the entity with which JMAA's staff is authorized to contract for drug and/or alcohol testing services and otherwise that Resolution CY-2015-26, adopted February 23, 2015, remains the same.

Yeas: Hartley, Henley, Pridgen, Harris, Reed  
Nays: None  
Abstentions: None

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**3. Adoption of a Resolution to Ratify the Procurement of the Services Identified in the Invoice of MEA Medical Clinic Pearl (“MEA”) dated 2-3-15 for an Employment Physical in the Amount of \$45.00 and Authorize Payment of Said Invoice**

**RESOLUTION CY-2015-65**

**RESOLUTION TO RATIFY THE PROCUREMENT OF SERVICES IDENTIFIED IN THE FEBRUARY 3<sup>RD</sup> 2015 INVOICE OF MEA MEDICAL CLINICS PEARL AND AUTHORIZE PAYMENT FOR THE SAME**

Upon motion by Commissioner Pastor Henley, seconded by Commissioner Dr. Pridgen, the following **RESOLUTION** was made and unanimously adopted.

**WHEREAS**, the Board has considered JMAA’s request to ratify the procurement of a pre-employment physical examination of a prospective JMAA employee by Ms. Rhonda Knight, on or before November 3, 2014, from MEA Medical Clinics Pearl and authorize JMAA’s staff to pay the invoice of MEA Medical Clinics Pearl (“MEA”), dated 2/3/15, for an Employment Physical in the amount of \$45.00. The Board further considered the certificate of Ms. Rhonda Knight, Director of Human Resources and Administration of Jackson Municipal Airport Authority (“JMAA”), which was provided to the Board during the April 23, 2015 Work Session and which is attached as an exhibit to the Minutes of the April 27, 2015 Monthly Board Meeting; and

**IT IS THEREFORE, RESOLVED** that the Board, after considering the certificate of Ms. Rhonda Knight, Director of Human Resources and Administration of Jackson Municipal Airport Authority (“JMAA”), ratifies the procurement pre-employment physical examination of a prospective JMAA employee by Ms. Rhonda Knight, on or before November 3, 2014, from MEA Medical Clinics Pearl and authorizes JMAA’s staff to pay the invoice of MEA Medical Clinics, Pearl (“MEA”), dated 2/3/15, for an Employment Physical in the amount of \$45.00. The certificate was provided to the Board during the April 23, 2015 Work Session and is attached as an exhibit to the Minutes of the April 27, 2015 Monthly Board Meeting.

Yeas: Hartley, Henley, Pridgen, Harris, Reed

Nays: None

Abstentions: None

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**VI. ACTION ITEMS**

**A. Financial Matters**

**1. Financial Reports for March 2015**

- a. Balance Sheet: Accept.....Page 28

b. Income Statement: Accept.....Page 29

Mr. Newman directed the Board's attention to the Balance Sheet, Income Statement and Claims Docket for March, 2015 included in the Packet.

**RESOLUTION CY-2015-66**

**RESOLUTION ACCEPTING/APPROVING MARCH FINANCIAL REPORTS**

Upon motion by Vice Chair Hartley, seconded by Commissioner Pastor Henley, the following **RESOLUTION** was made and approved by unanimous vote.

**WHEREAS**, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") has reviewed and considered the Authority's Balance Sheet and Income Statement ("the Financial Reports") for the month and period ending March 31, 2015, which was included in the Packet, pages 28-31, and was distributed to the Board prior to the April 27, 2015 Regular Meeting of the Board.

**IT IS THEREFORE, RESOLVED** that the Board hereby accepts and approves the Financial Reports: Balance Sheet and Income Statement for March, 2015.

Yeas: Hartley, Henley, Pridgen, Harris, Reed  
Nays: None  
Abstentions: None

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c. Claims Docket for March 2015: Approve..... Page 32

**RESOLUTION CY-2015-67**

**RESOLUTION APPROVING CLAIMS DOCKET**

Upon motion by Vice Chair Hartley, seconded by Commissioner Dr. Pridgen, the following **RESOLUTION** was made and unanimously approved.

**WHEREAS**, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") has reviewed and considered the Authority's Claims Docket ("Claims") for the month and period ending March 31, 2015, which were included in the Packet, pages 32-37, and was distributed to the Board prior to the April 27, 2015, Regular Meeting of the Board.

**IT IS THEREFORE, RESOLVED** that the Board hereby authorizes payment of the Claims in the amount of \$885,304.95.

Yeas: Hartley, Henley, Pridgen, Harris, Reed  
Nays: None  
Abstentions: None

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d. Quarterly Statistics.....Page 38

There were no actions taken pertaining to the Quarterly Statistics.

**2. Early Issues**

None

**B. Service Agreements**

**1. JMAA Contract No. 14-051, Financial Consulting, JMAA: Authorize Modification to Agreement (Public Financial Management, Inc.)....Page 41**

Regarding the requested modification of JMAA's agreement with Public Financial Management, Inc. ("PFM"), Mr. Newman stated that PFM fees for its work as to the refunding of JMAA's bonds is included in the proposed new agreement amount of \$42,070.00. Also JMAA will encourage PFM to seek DBE's to work with it on its work for JMAA.

**RESOLUTION CY-2015-68**

**RESOLUTION AS TO MODIFYING THE CURRENT PROFESSIONAL SERVICES AGREEMENT WITH PUBLIC FINANCIAL MANAGEMENT, INC. AND EXTENDING THE TIME OF THE AGREEMENT THROUGH DECEMBER 2015.**

Upon motion by Commissioner Reed, seconded by Vice Chair Hartley, the following **RESOLUTION** was made and unanimously approved.

**WHEREAS**, the Board has considered the request of JMAA's staff for Authority to execute a modification to the current professional services agreement for the financial consulting and related financial management services with Public Financial Management, Inc. ("PFM"), Pennsylvania Corporation with an office in Largo, Florida, to extend the term of the agreement through December 2015, and increase in the contract in the amount of \$22,070.00; and

**WHEREAS**, the current agreement expires July 31, 2015 and states that fees and expenses are not to exceed \$20,000.00. Therefore, the new total contract amount, with the extension, will be \$42,070.00; and

**WHEREAS**, the Board finds that such request, which is more fully explained in



Memorandum No. Finance 2015-27, at pages 41-42 of the Packet, ought to be granted.

**IT IS THEREFORE, RESOLVED** that JMAA's staff is authorized to execute a modification to the current professional services agreement for Financial Consulting and related Financial Management Services with Public Financial Management, Inc. ("PFM"), at Pennsylvania Corporation with an office in Largo, Florida, to extend the term of the agreement through December 2015 and increase in the contract in the amount of \$22,070.00. Therefore, the new total contract amount with the extension, shall be \$42,070.00. The Board finds that such request is more fully explained in Memorandum No. Finance 2015-27, at pages 41-42 of the Packet.

Yeas: Hartley, Pridgen, Harris, Reed, Henley

Nays: None

Abstentions: None

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2. *Financial Consulting, JMAA: Authorize Solicitation of Proposals...Page 43*

**RESOLUTION CY-2015- 69**

**RESOLUTION AS TO SOLICITING PROPOSALS FOR FINANCIAL ADVISORY SERVICES**

Upon motion by Vice Chair Hartley, seconded by Commissioner Reed, the following **RESOLUTION** was made and unanimously approved.

**WHEREAS**, the Board has considered staff's request for authority to solicit proposals from financial management and planning consultants, with experience in the field of aviation financial management, to support the professional financial management staff in the development of a financial management plan for public financing related services and to provide highly technical consulting services on funds' management issues for the Jackson Municipal Airport Authority ("JMAA").

**WHEREAS**, the base term of this agreement will be for 3 years, with two renewal options for one year each, and an option to cancel if dissatisfied with services; and

**WHEREAS**, the Board finds that such request, which is more fully explained in the memorandum dated April 7, 2015 at pages 43-45 of the Packet, ought to be granted.

**IT IS THEREFORE, RESOLVED** that JMAA's staff is authorized to solicit proposals from financial management and planning consultants with experience in the field of aviation financial management to support the professional financial management staff in the development of a financial management plan for public financing related services and to provide highly technical consulting services on funds' management issues for the Jackson

Municipal Airport Authority (“JMAA”). The base term of this agreement will be for 3 years, with two renewal options for one year each, and an option to cancel if dissatisfied with services. Further, such request is more fully explained in the memorandum dated April 7, 2015 at pages 43-45 of the Packet.

Yeas: Hartley, Pridgen, Harris, Reed, Henley

Nays: None

Abstentions: None

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- 3. *Bond Underwriting Services in Support of Refinancing, JMAA: Authorize Solicitation of Proposals.....Page 46*

**RESOLUTION CY-2015-70**

**RESOLUTION AS TO SOLICITING PROPOSALS FOR BOND UNDERWRITING/INVESTMENT BANKING SERVICES**

Upon motion by Commissioner Pastor Henley, seconded by Commissioner Reed, the following **RESOLUTION** was made and unanimously approved.

**WHEREAS**, the Board has considered the request of JMAA’s staff for authority to solicit proposals from firms to provide Bond Underwriting/Investment Banking services to assist in the preparation, dissemination, and marketing of bond documents and the sale of the Jackson Municipal Airport Authority’s (“JMAA”) Series 2005A Tax Exempt Airport Revenue Bonds and Series 2005B Alternative Minimum Tax Airport Revenue Bonds. The Board finds that such request, which is more fully explained in the memorandum dated April 7, 2015, at pages 46-48, in the Packet, ought to be granted.

**IT IS THEREFORE, RESOLVED** that JMAA’s staff is authorized to solicit proposals from firms to provide Bond Underwriting/Investment Banking services to assist in the preparation, dissemination, and marketing of bond documents and the sale of the Jackson Municipal Airport Authority’s (“JMAA”) Series 2005A Tax Exempt Airport Revenue Bonds and Series 2005B Alternative Minimum Tax Airport Revenue Bonds. Further, such request is more fully explained in the memorandum dated April 7, 2015, at pages 46-48, of the Packet.

Yeas: Hartley, Pridgen, Harris, Reed, Henley

Nays: None

Abstentions: None

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- 4. *Request for Proposal for Bank Loans, JMAA: Authorize Solicitation of Proposal.....Page 49*

**RESOLUTION CY-2015-71**

**RESOLUTION AS TO SOLICITING PROPOSALS FROM BANKING INSTITUTIONS TO PURCHASE DIRECT PLACEMENT BONDS FROM JMAA**

Upon motion by Commissioner Pastor Henley, seconded by Vice Chair Hartley, the following **RESOLUTION** was made and unanimously approved.

**WHEREAS**, the Board has considered the request of JMAA’s staff for authority to solicit proposals from banking institutions interested in purchasing fixed rate direct placement bonds in the amount of up to \$26 million (including insurance costs and any accrued interest up to the redemption date, offset by interest deposits paid to the Trustee) so that JMAA can refinance up to \$25 million of its existing long term debt; and

**WHEREAS**, staff is considering refunding \$17,200,00.00 of JMAA’s Series 2005A Tax Exempt Airport Revenue Bonds and \$7,775,000.00 of the Series 2005B Alternative Minimum Tax Airport Revenue Bonds, a total of \$24,975,000.00 of revenue bond debt; and

**WHEREAS**, the Board finds that such request, which is fully explained in the memorandum dated April 7, 2015, at pages 49-51 of the Packet, ought to be granted.

**IT IS THEREFORE, RESOLVED** that JMAA’s staff is authorized to solicit proposals from banking institutions interested in purchasing fixed rate direct placement bonds of up to \$26 million (including insurance costs and any accrued interest up to the redemption date, offset by interest deposits paid to the Trustee) so that JMAA can refinance up to \$25 million in existing long term debt. Said existing long term debt consist of \$17,200,00.00 of Series 2005A Tax Exempt Airport Revenue Bonds and \$7,775,000.00 of Series 2005B Alternative Minimum Tax Airport Revenue Bonds, which is a total of \$24,975,000.00 of revenue bond debt. Further, such request is fully explained in the memorandum dated April 7, 2015, at pages 49-51 of the Packet.

Yeas: Hartley, Pridgen, Harris, Reed, Henley

Nays: None

Abstentions: None

April 27, 2015

- 5. *JMAA Project No. 002-15, Public Parking Access and Revenue Control System Replacement, JAN: Authorize Agreement (RPS/AJA of Jackson Consulting, LLP).....Page 52*

**RESOLUTION CY-2015-72**

**RESOLUTION AS TO AN AGREEMENT WITH RPS/AJA OF JACKSON, LLP FOR THE REPLACEMENT OF THE PUBLIC PARKING REVENUE CONTROL**

## SYSTEM

Upon motion by Commissioner Pastor Henley, seconded by Commissioner Dr. Pridgen, the following **RESOLUTION** was made and unanimously approved.

**WHEREAS**, the Board has considered the request of JMAA's staff for authority to enter into an agreement with RPS/AJA of Jackson, LLP, a registered Mississippi Limited Liability Partnership, that provides consulting services. The partners are Republic Parking System Inc., and AJA Management and Technical Services, Inc. ("RPS/AJA"). The services to be provided are an assessment of the existing automated Revenue Control System ("RCS"), new design recommendations, procurement specifications, construction reviews and administrative services in support of replacing the existing automated RCS in use at the public parking facilities of Jackson-Medgar Wiley Evers International Airport (JAN). The agreement will commence when executed by JMAA and RPS/AJA and will continue through the completion of the Revenue Control System Replacement Project. The fees for services of RPS/AJA shall not exceed \$70,220.00. The Board finds that such request, which is more fully explained in the memorandum dated April 7, 2015, at pages 52-54 of the Meeting Packet, ought to be granted.

**IT IS THEREFORE, RESOLVED** that JMAA's staff is authorized to enter into an agreement with RPS/AJA of Jackson, LLP, a registered Mississippi Limited Liability Partnership to provide services which include an assessment of the existing automated Revenue Control System ("RCS"), new design recommendations, procurement specifications, construction reviews and administrative services in support of replacing the existing automated RCS currently in use at the public parking facilities of Jackson-Medgar Wiley Evers International Airport (JAN). The agreement will commence when executed by JMAA and RPS/AJA and will continue through the completion of the Revenue Control System Replacement Project. The fees for the services of RPS/AJA shall not exceed \$70,220.00. Further, such request is more fully explained in the memorandum dated April 7, 2015, at pages 52-54 of the Packet.

Yeas: Hartley, Pridgen, Harris, Reed, Henley

Nays: None

Abstentions: None

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6. *Executive Recruitment for Chief Financial Officer, JMAA: Authorize Agreement (Eric L. Mercado/dba/Aviation Career Services).....Page 55*

## RESOLUTION CY-2015-73

### RESOLUTION AS TO PROFESSIONAL SERVICE AGREEMENT WITH ERIC L. MERCADO/DBA/AVIATION CAREER SERVICES ("ACS")

Upon motion by Commissioner Reed, seconded by Vice Chair Hartley, the following

**RESOLUTION** was made and unanimously approved.

**WHEREAS**, the Board has considered the request of JMAA’s staff for authority to execute a professional service agreement with Eric L. Mercado/dba/Aviation Career Services (“ACS”), a minority owned sole proprietorship, licensed in California, to provide services in support of the recruitment of a Chief Financial Officer (“CFO”) for the Jackson Municipal Airport Authority (“JMAA”). The proposed term of the agreement is for four (4) calendar months from the date of the execution of the contract. The fees for services and associated expenses shall not exceed \$22,600.00; and

**WHEREAS**, the Board finds that such request, which is more fully explained in the memorandum dated April 7, 2015, at pages 55-57 of the Packet, ought to be granted.

**IT IS THEREFORE, RESOLVED**, that JMAA’s staff is authorized to execute a professional service agreement with Eric L. Mercado/dba/Aviation Career Services (“ACS”), a minority owned sole proprietorship, licensed in California, to provide services in support of the recruitment of a Chief Financial Officer (“CFO”) for the Jackson Municipal Airport Authority (“JMAA”). The proposed term of the agreement is for four (4) calendar months from the date of the execution of the contract and the fees for services, and associated expenses, shall not exceed \$22,600.00. Further such request is more fully explained in the memorandum dated April 7, 2015, at pages 55-57, of the Packet.

Yeas: Hartley, Pridgen, Harris, Reed, Henley

Nays: None

Abstentions: None

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7. *JMAA Contract No. 14-041, Maintenance Agreement for Fingerprint System, JMAA: Authorize Renewal of Agreement (Cross Match Technologies, Inc.....Page 58*

**RESOLUTION CY-2015-74**

**RESOLUTION AS TO THE RENEWAL OF THE AGREEMENT WITH CROSSMATCH TECHNOLOGIES, INC. FOR THE COLLECTION AND STORAGE OF DIGITAL FINGERPRINT DATA.**

Upon motion by Commissioner Dr. Pridgen, seconded by Vice Chair Hartley, the following **RESOLUTION** was made and unanimously approved.

**WHEREAS**, the Board has considered the request of JMAA’s staff for authority to (i) execute a renewal to the existing maintenance agreement with Cross Match Technologies, Inc. of Palm Beach Gardens, Florida (CrossMatch). The term of the agreement will be for one (1) year, with an option to renew for two (2) additional years at the discretion of the

Jackson Municipal Airport Authority (“JMAA”). The annual fee for the maintenance agreement shall not exceed \$2,321.60; and

**WHEREAS**, the Board finds that such request, which is more fully explained in the memorandum dated April 8, 2015, at pages 58-59 of the Packet, ought to be granted.

**IT IS THEREFORE, RESOLVED** that JMAA’s staff is authorized to (i) execute a renewal to the existing maintenance agreement with Cross Match Technologies, Inc. of Palm Beach Gardens, Florida (CrossMatch). The term of the agreement will be for one (1) year, with an option to renew for two (2) additional years at the discretion of Jackson Municipal Airport Authority (“JMAA”). The annual fee for the maintenance agreement shall not exceed \$2,321.60. Further, such requests is more fully explained in the memorandum dated April 8, 2015 at pages 58-59 of the Packet.

Yeas: Hartley, Pridgen, Harris, Reed, Henley

Nays: None

Abstentions: None

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#### **C. Construction Projects**

None.

#### **D. Procurements**

None.

#### **E. Grants**

None.

Mr. Newman informed the Board that JMAA’s staff has submitted an application for a grant from the Mississippi Department of Transportation Multi-Modal Transportation Improvement Grant Fund and he will provide the Board with status updates as they occur. He further stated that JMAA’s application will be reviewed, along with other grant applicants, and applications are then ranked through a priority system. The priority system determines the grant applicants that are awarded a portion of the grant funds and \$500,000.00 is the maximum grant amount JMAA can receive as to this grant application.

#### **F. Other Matters**

Mr. Newman then directed the Board’s attention to the following Agenda items and requests for the Board’s approval.

- 1. State of Mississippi, Department of Finance and Administration-Office Air*

*Transport Services, Ground Lease, JAN: Approve Renewal of Lease*

.....Page 60

**RESOLUTION CY-2015-75**

**RESOLUTION AS TO A LEASE AGREEMENT WITH THE STATE OF MISSISSIPPI DEPARTMENT OF FINANCE AND ADMINISTRATION-OFFICE OF AIR TRANSPORT SERVICES (“OATS”)**

Upon Motion by Commissioner Pastor Henley, seconded by Commissioner Reed, the following **RESOLUTION** was made and unanimously approved.

**WHEREAS**, the Board has considered JMAA’s staff request for (i) authority to execute a one (1) year, at an annual rent of \$3,125.00, ground lease for 12,500 square feet of land at the Jackson-Medgar Wiley Evers International Airport (“JAN”) with the State of Mississippi Department of Financing and Administration - Office of Air Transport Services (“OATS”) at an annual rent of \$3,125.00, and (ii) approval of the proposed project budget in the amount of \$300.00; and

**WHEREAS**, the Board finds that such requests, which are more fully explained in a memorandum dated April 2, 2015 at pages 60-61 of the Packet, ought to be granted.

**IT IS THEREFORE, RESOLVED** that JMAA’s staff is (i) authorized to execute a ground lease for 12,500 square feet of land at the Jackson-Medgar Wiley Evers International Airport (“JAN”) with the State of Mississippi Department of Financing and Administration - Office of Air Transport Services (“OATS”) at an annual rent of \$3,125.00; and (ii) approved as to the project budget in the amount of \$300.00. Further, such requests are more fully explained in a memorandum dated April 2, 2015 at pages 60-61 of the Packet.

Yeas: Hartley, Pridgen, Harris, Reed, Henley

Nays: None

Abstentions: None

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- 2. *Non-Revenue Ground Lease Renewal for Air Traffic Control Tower (“ATCT”), HKS: Approval Renewal of Lease (Federal Aviation Administration).....Page 62*

**RESOLUTION CY-2015-76**

**RESOLUTION AS TO THE RENEWAL OF THE GROUND LEASE WITH FEDERAL AVIATION ADMINISTRATION**

Upon Motion by Vice Chair Hartley, seconded by Commissioner Dr. Pridgen, the following

**RESOLUTION** was made and unanimously approved.

**WHEREAS**, the Board has considered JMAA's staff request for (i) authority to renew the non-revenue ground lease between the Jackson Municipal Airport Authority and the Federal Aviation Administration for the Air Traffic Control Tower ("ATCT") site at Hawkins Field ("HKS") for a twenty (20) year period beginning, October 1, 2015, ending September 30, 2035, and (ii) approval of the project budget in the amount of \$300.00. The current lease will expire on September 30, 2015 and the FAA has expressed an interest in renewing the lease for .29 acres (12,632 square feet) of land, located on the paved apron surface; and

**WHEREAS**, the Board finds that such requests, which are more fully explained in a memorandum dated March 25, 2015, at pages 62-63 of the Packet, ought to be granted.

**IT IS THEREFORE, RESOLVED** that JMAA's staff is authorized (i) to renew the non-revenue ground lease between the Jackson Municipal Airport Authority and the Federal Aviation Administration for the Air Traffic Control Tower ("ATCT") site at HKS for .29 acres (12,632 square feet) of land, located on the paved apron surface for a twenty (20) year period, beginning October 1, 2015, ending September 30, 2035, and (ii) approved as to the project budget. Further, such requests are more fully explained in a memorandum dated March 25, 2015, at pages 62-63 of the Packet.

Yeas: Hartley, Pridgen, Harris, Reed, Henley

Nays: None

Abstentions: None

April 27, 2015

Mr. Newman, CEO, informed the Board that the office of U.S. Senator Roger Wicker recently contacted him for information about how JMAA would be impacted if the current policies pertaining to contract towers should change. Senator Wicker's office needed this information in preparation for a hearing scheduled on April 28, 2015.

**3. Board Travel**

**(c) Commissioner Reed's Travel to the International Paris Air Show,  
JMAA: Approve Travel (Paris, Le Bourget, France June 12-23, 2015)**

**RESOLUTION CY-2015-77**

**RESOLUTION APPROVING COMMISSIONER REED'S TRAVEL TO THE  
INTERNATIONAL PARIS AIR SHOW IN PARIS, LE BOURGET, FRANCE, JUNE  
12-23, 2015**

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



**WHEREAS**, the 51<sup>st</sup> edition of the International Paris Air Show will take place at the Le Bourget Parc des Expositions in Paris, LeBourget, France, and it brings together all the leading aviation persons and entities in the global aviation industry around economic development opportunities and the latest aviation technological innovations; and

**WHEREAS**, The 2015 International Paris Air Show will offer a unique opportunity for engagement with all the economic, political, institutional and technological global aviation industry persons and entities in a single venue regarding aviation trends and a multitude of aviation and economic development issues of importance to the Jackson Municipal Airport Authority (“Authority” or “JMAA”), as set forth in the Pamphlet for the 2015 Show, attached to the Minutes of the April 27, 2015 Regular Board Meeting Minutes; and

**WHEREAS**, the Board of Commissioners of JMAA recommends, approves and authorizes the travel, lodging and related expenses for Commissioner Reed to attend and participate in the 2015 International Paris Air Show June 12-23, 2015 in Paris, Le Bourget, France for the reasons cited above; and

**WHEREAS**, based upon the above the Board of Commissioners finds that it will be extremely beneficial to the Authority for Commissioner Reed to attend the 2015 International Paris Air Show;

**WHEREAS**, the current Travel Policy for the Board (“Travel Policy”), states that travel outside the continental limits of the United States by a Commissioner on behalf of the Authority shall not be permitted at Authority’s expense unless there is specific prior approval by the Board and a determination by the Board that such travel would be “extremely beneficial” to the Authority; and

**WHEREAS**, the Board has considered the foregoing and has considered the benefits which will accrue to the Authority from the attendance by Commissioner Reed at the 2015 International Paris Air Show.

**IT IS THEREFORE, RESOLVED** that the Board hereby (i) finds and determines that the attendance of and participation in the 2015 International Paris Air Show, June 12-23, 2015 in Paris, Le Bourget, France by Commissioner Reed will be extremely beneficial to the Authority for the reasons cited above, and (ii) approves and authorizes payment and reimbursement for travel, lodging and related expenses for Commissioner Reed to attend and participate in the 2015 International Paris Air Show, as described above, all in accordance with the Travel Policy for JMAA’s Commissioners.

Yeas: Hartley, Henley, Pridgen, Harris, Reed

Nays: None

Abstentions: None

April 27, 2015

Chair Harris then recognized Mr. Eddie Fair, Hinds County Tax Collector, to address the Board and all persons in the audience.

Mr. Fair commended the Board, as well as Mr. Newman, for the great job and foresight with which they are currently operating the Jackson Municipal Airport Authority. He further praised the Board and Mr. Newman for their plans to upgrade Hawkins field and increase activities of it. Finally, he invited the Board and Mr. Newman to feel free to call on him and his office for any assistance the Board and Mr. Newman may need.

### **OPEN SESSION**

Chair Harris noted that it is necessary for the Board to enter closed session to determine if an Executive Session was appropriate and that she would entertain a motion to do such. Vice Chair Hartley then moved that the Board go into a Closed Session to discuss whether to go into an Executive Session to consider several matters appropriate for executive session and Commissioner Dr. Pridgen seconded the motion.

The Board, by a vote of 5-0-0, resolved to close the session, Chair Harris asked all, except Mr. Carl D. Newman, CEO, and the attorneys from Walker Group, PC and The May Law Firm, to please leave the room.

All present with the exceptions noted were directed to leave the room and this was done.

The Board went into Closed Session at 4:52 p.m.

### **CLOSED SESSION**

Commissioner Pastor Henley then moved that the Board enter into Executive Session to discuss two (2) personnel matters. Vice Chair Hartley seconded the motion to enter Executive Session, Commissioners voted 5-0-0 to enter Executive Session for the stated purposes.

The Closed Session ended at 4:56 p.m.

### **OPEN SESSION**

Chair Harris then invited all persons outside the room to re-enter and some did.

Chair Harris then stated in open session that the Board during Closed Session voted to enter into Executive Session to consider matters related to two (2) personnel matters.

Chair Harris asked all present, with the exception of Mr. Carl D. Newman, CEO, and the attorneys from Walker Group, PC and The May Law Firm, to leave the room.

The Board went into Executive Session at 4:57 p.m.

### **EXECUTIVE SESSION**

During the Executive Session, the Board discussed two (2) personnel issues after which the Board resolved the following:

**RESOLUTION CY-2015-78**

**RESOLUTION AS TO AUTHORIZING MR. CARL D. NEWMAN TO TAKE CERTAIN PERSONNEL RELATED ACTIONS**

Upon motion by Commissioner Pastor Henley, seconded by Commissioner Dr. Pridgen, the following **RESOLUTION** was made and unanimously approved.

**WHEREAS**, the Board, during the Executive Session, discussed a personnel issue and authorized certain personnel actions.

**IT IS THEREFORE, RESOLVED** that designated personnel actions discussed during the Executive Session are authorized.

Yeas: Hartley, Pridgen, Harris, Reed, Henley

Nays: None

Abstentions: None

April 27, 2015

Upon motion by Commissioner Pastor Henley, seconded by Commissioner Dr. Pridgen and unanimous approval, the Executive Session was ended at 5:32 pm.

**OPEN SESSION**

All persons outside the room were invited to rejoin the meeting in open session and some persons present outside the room re-entered.

Chair Harris announced that the meeting was once again open. Chair Harris then announced that during Executive Session the Board discussed matters two (2) personnel issues and the Board: (a) took no action regarding one (1) of the personnel issues and (b) voted to authorize certain personnel actions by a vote of 5-0-0.

Commissioner Pastor Henley presented a summary of the financial sessions that he attended at the Business of Airports Conference in Phoenix. The agenda for the Business of Airports Conference: Finance Track is attached as an exhibit to the April 27, 2015 Monthly Board Meeting Minutes.

The Board discussed that the May 25, 2015 Monthly Regular Board Meeting is on a holiday. Chair Harris announced the meeting will be re-scheduled to Tuesday May 26, 2015 at 4:00 p.m.

**G. New Business**

Mr. Newman discussed with the Board the current status of projects listed on the internal projects tracking chart.

**VII. ADJOURNMENT**

Thereafter, it was moved by Commissioner Pastor Henley, seconded by Vice Chair Hartley, and unanimously resolved that the meeting of the Board be ADJOURNED at 5:42 p.m.

Respectfully submitted,

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Ms. LaWanda D. Harris, Chair

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Mr. Vernon W. Hartley, Sr., Vice Chair

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Ms. Evelyn O. Reed, Commissioner

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Pastor James L. Henley, Jr., Commissioner

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Dr. Rosie L.T. Pridgen, Commissioner