

**REGULAR BOARD MEETING OF JACKSON MUNICIPAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
AUGUST 24, 2020**

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

The Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority" and "JMAA") convened its August 24, 2020 Regular Board Meeting in the Community Room, Main Terminal Building, Jackson-Medgar Wiley Evers International Airport ("JAN"), in Jackson, Mississippi, at 4:00 p.m. on Monday, August 24, 2020 (the "Meeting"), pursuant to proper notice.

Chairman LaWanda D. Harris presided, called the Meeting to order at 4:00 p.m., and called the roll of Commissioners.

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

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

Chairman Harris announced that a quorum was present at the Meeting, as required by the Bylaws of the Authority, and announced that the Meeting would proceed with a discussion of the Agenda (the "Agenda") for the Regular Board Meeting, August 24, 2020, at the Jackson-Medgar Wiley Evers International Airport ("JAN"), in Jackson, Mississippi, at 4:00 p.m. Also, the following other persons were present at the Meeting:

Paul A. Brown, JMAA's Chief Executive Officer
John L. Walker, Esq., Walker Group, PC, Attorneys at Law
Kevin Bass, Esq., Walker Group, PC, Attorneys at Law
And persons listed on **EXHIBIT A: Sign-in Sheet for 8-24-20**

II. INVOCATION

Vice-Chairman Robert E. Martin gave the Invocation.

III. APPROVAL OF BOARD NOTICES

A. Notice of the Monthly Pre-Work Session Meeting Friday, August 14, 2020, at Noon at Hawkins Field Airport ("HKS").

RESOLUTION CY-2020-155

APPROVAL OF THE NOTICE OF THE AUGUST 14, 2020 PRE-WORK SESSION MEETING AT HAWKINS FIELD AIRPORT

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

RESOLVED, that the Board hereby approves the Notice of the August 14, 2020 Pre-Work Session Meeting at Hawkins Field Airport.

Yeas: Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

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IV. APPROVAL AND EXECUTION OF MINUTES

- A. Regular Scheduled Monthly Work Session of Board of Commissioners Meeting, Thursday, July 23, 2020, at 8:30 a.m. at Jackson-Medgar Wiley Evers International Airport.
- B. Board of Commissioners Regular Board Meeting, Monday, July 27, 2020, at 4:00 p.m., at Jackson-Medgar Wiley Evers International Airport.
- C. Special Board Meeting of Board of Commissioners, Wednesday, August 5, 2020, at Noon, at Jackson-Medgar Wiley Evers International Airport.

Vice-Chairman Martin moved that the JMAA Board approve the Minutes of the: (I) July 23, 2020 Regular Work Session; (II) July 27, 2020 Regular Board Meeting; and (III) August 5, 2020 Special Meeting, and Commissioner LTC(R) Wright seconded the motion.

Mr. Paul Brown, CEO, then informed the Board that the Minutes of the Regular Work Session needs to be revised as follows:

1. "Carolyn Hopkins," which appears on Page 1 of the July 23, 2020 Work Session Minutes revised to Carolyn "Upkins."
2. "Flex Payments," which appears on Page 2 of the July 23, 2020 Work Session Minutes, revised to read "deferred payments."

Vice-Chairman Martin then amended his motion to include the revisions, as stated above. Commissioner LTC(R) Wright seconded the amended motion, and the Board resolved the following:

RESOLUTION CY-2020-156

APPROVAL OF THE MINUTES OF THE: (I) JULY 23, 2020 REGULAR WORK SESSION, AS AMENDED; (II) JULY 27, 2020 REGULAR BOARD MEETING; AND (III) AUGUST 5, 2020 SPECIAL MEETING

After discussion and review, and upon the motion made by Vice-Chairman Martin, seconded by Commissioner LTC(R) Wright, the Minutes of the: (i) July 23, 2020 Regular Work Session, as amended by revising “Carolyn Hopkins” to read “Carolyn Upkins” on Page 1 and “Flex Payments” to read “deferred payments” on Page 2; (ii) July 27, 2020 Regular Board Meeting; and (iii) August 5, 2020 Special Meeting, were approved by a unanimous vote of the Commissioners, and the following Resolution was made and entered.

RESOLVED, that the Board hereby approves the Minutes of the: (i) July 23, 2020 Regular Work Session, as amended by revising “Carolyn Hopkins” to read “Carolyn Upkins” on Page 1 and “Flex Payments to read “deferred payments” on Page 2; (ii) July 27, 2020 Regular Board Meeting; and (iii) August 5, 2020 Special Meeting as presented, and directs that said Minutes be filed in the appropriate Minute Book and Records of the Authority.

Yeas: Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

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V. PUBLIC COMMENTS

Ms. Valerie Garrett, Executive Assistant, informed the Board that Mr. Mike Secor, with Expert Professional Solutions, signed up for Public Comments. Chairman Harris stated that Mr. Secor was scheduled to make a presentation as to the ERP System. Therefore, Mr. Secor did not speak during the Public Comments period.

There were no public comments.

VI. REPORTS

A. Report from the Chairman

Chairman Harris announced that JMAA is moving forward and getting things done during the Pandemic. She encouraged everyone to stay safe and continue to abide by the CDC Guidelines.

Next, Chairman Harris recognized and thanked the persons attending the Meeting via teleconference. Also, she recognized Ms. Ashley H. McLaughlin, City of Jackson, MS, employee, and welcomed her to the Meeting.

B. Chief Executive Officer

1. Employee Acknowledgements

Mr. Paul Brown, CEO, announced the recognition of several JMAA employees. First, he recognized Mr. Eugene Stewart, Health and Safety Manager, and requested that Mr. Stewart approach the podium. He announced that Mr. Stewart is JMAA's Employee of the Month. Mr. Brown stated that Mr. Stewart worked regular work hours and beyond performing both planned and ad hoc Covid-19 testing. Further, Mr. Stewart is working with the DPSO on health and safety programs to keep both JMAA employees and passengers safe, particularly during the increase in Covid-19 cases. Next, Mr. Brown presented Mr. Stewart with a certificate commemorating his selection as Employee of the Month. The Board of Commissioners and others in attendance applauded and congratulated Mr. Stewart.

Next, Mr. Brown announced that JMAA summer interns would receive certificates for their service to JMAA. Mr. Dontaerius "Chad" Weakley, a student at Alcorn State University, and Mr. Mitchell E. Lee, a University of MS student, are receiving certificates.

2. JMAA's Staff, Tyler Technologies, and Expert Professional Solutions Presentation

Mr. Brown announced that Shawn Hanks, IT Director, along with Tyler Technologies and eXpert Professional Solutions, would present to the Board.

Next, Mr. Akil Webster, Expert Professional Solutions, informed the Board that Mr. Mike Secor would provide an overview of the current status of the ERP Project. He added that he, along with Mr. Secor and Miranda Stevens, will be available to address any questions from the Board. Mr. Secor then announced that Ms. Becky Terry from Tyler Technologies is also attending the Meeting via teleconference.

Mr. Secor then presented from the PowerPoint Presentation entitled "JMAA Project Status, August 21, 2020." The presentation included the following topics: (i) Tyler Munis September Overview; (ii) Munis Issues Log; (iii) Munis Accounts Payable/Accounts Receivable; (iv) Accounts Payable; (v) Munis Payroll; and (vi) Munis Enterprise Asset Management. The PowerPoint Presentation is attached as an exhibit to the August 24, 2020 Regular Board Meeting Minutes.

Mr. Brown asked Mr. Secor if JMAA could create separate accounts in UNIS because JMAA is required to maintain some funds in separate accounts. In response, Mr. Secor informed the Board that his team understands the issue. His team will meet on September 1, 2020, to address said issue. He explained that the meeting participants need to determine whether it will require minor changes or a major change, and after doing so, they will address the issue.

Mr. Secor further explained that this Project is progressing because there is a good group of Staff working on the Project. The JMAA Staff members are aware of the current status of the

Project and the Project Goal.

Next, Mr. Brown informed the Board that Mr. Weakley, the Summer Intern from Alcorn University, arrived at the Meeting. Mr. Brown requested to allow Mr. Weakley to address the Board. The Board agreed.

Mr. Weakley expressed his appreciation for the opportunity to be a summer intern and stated that the experience has truly changed his life for the better. He further said the experience enhanced his career. Mr. Brown presented Mr. Weakley with a certificate from JMAA, thanking him for his service. The Board of Commissioners and others in attendance applauded and congratulated Mr. Weakley. The JMAA Board, along with Mr. Brown, then took a photograph with Mr. Weakley.

Next, the JMAA Board, along with Mr. Brown, took a photograph with Mr. Eugene Stewart, JMAA's Health and Safety Manager.

1. Airport Project Manager Summary, Period Ending July 31, 2020
.....Page 1¹

Mr. Paul A. Brown, CEO, directed the Board's attention to the Airport Project Manager Summary ("APMS"), found on pages 1-13 in the August 24, 2020 Regular Board Meeting Packet, and distributed to the Board before the August 24, 2020 Regular Board Meeting. Mr. Brown informed the Board of the following changes made to the APMS:

1. The "Schedule Completion Percentage" represents the completion schedule; if a Project goes beyond the scheduled date of completion, the APMS will continue to show 99% completion. He explained that this number does not represent the amount of work completed. Instead, the number represents the percentage of time elapsed as to the original time period established for completing the Project.
2. The top right of the APMS has been changed to say "Percentage Paid" to provide a clear explanation of what the number represents.

In response to Commissioner LTC(R) Wright's inquiry as to the percentage of work completed, Mr. Brown informed the Board that Staff would attempt to include a number as to the percentage of work completed. However, the percentage of work completed is subjective and difficult to pinpoint.

After further discussion, Mr. Brown informed the Board that Staff would come up with a chart to present to the Board regarding showing the percentage of work completed.

In response to Chair Harris's next inquiry, Mr. Brown informed the Board that the two percent

¹ The page numbers herein are the page numbers contained in the Meeting Packet which is attached as an Exhibit to the August 24, 2020 Regular Board Meeting ("Meeting") Minutes.

(2%) remaining as to Access Control relates to the two percent (2%) remaining on the schedule. He explained that there is no more work to be completed by Johnson Controls.

Further, Mr. Brown listed the Projects in the Airport Project Manager Summary as to both JAN and Hawkins Field Airport ("HKS"). The APMS was provided to the Board and discussed during the August 20, 2020 Work Session. There was no additional discussion.

2. Airport Activity Statistics Report, Period Ending July 31, 2020
.....**Page 14**

Mr. Brown directed the Board's attention to the Airport Activity Statistics Report ("AASR"), found on pages 14-28 in the August 24, 2020 Regular Board Meeting Packet, and distributed to the Board before the August 24, 2020 Regular Board Meeting. Mr. Brown announced that the passenger statistics report relates to passengers and operations at both JAN and HKS. The AASR was provided and discussed during the August 20, 2020 Work Session. There were no questions from the Board.

3. Disadvantaged Business Enterprise Report

Next, Mr. Brown gave the following statistics as to contracts with Minority/Women/Disadvantaged Business Enterprises ("M/W/DBEs") and City of Jackson based businesses during July 2020:

- Direct and Indirect Payments to M/W/DBEs Firms: 32% of the Total Amount of Eligible Payments; and
- Payments to City of Jackson, MS-based firms: 36% of the Total Amount of Eligible Payments.

C. Attorney

Next, Attorney Walker announced one (1) short matter that he believes the Board should consider during an Executive Session. Therefore, he recommended that the Board enter into Closed Session to discuss the issue at an appropriate time.

VII. ACTION ITEMS

A. Financial Matters

1. Financial Reports for July 2020:

a. Balance Sheet: Accept.....Page 29

Mr. Brown directed the Board's attention to the Balance Sheet for July 2020, which was included in the August 24, 2020 Regular Board Meeting Packet and was discussed at the

August 20, 2020 Work Session. There were no additional questions. Mr. Brown requested that the Board adopt a Resolution accepting the Balance Sheet for July 2020.

RESOLUTION CY-2020-157

RESOLUTION ACCEPTING/APPROVING THE JULY 2020 BALANCE SHEET

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

WHEREAS, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") reviewed and considered the Authority's Balance Sheet for the month and period ending July 31, 2020, which is included in the Regular Board Meeting Packet at pages 29-30, and was distributed to the Board before the August 24, 2020 Regular Board Meeting.

IT IS, THEREFORE, RESOLVED that the Board hereby accepts and approves the Balance Sheet for July 2020.

Yeas: Harris, Martin, Wright

Nays: None

Abstentions: Henley

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b. Income Statement: Accept.....Page 31

Next, Mr. Brown directed the Board's attention to the Income Statement for July 2020, which was included in the August 24, 2020 Regular Board Meeting Packet and was discussed during the August 20, 2020 Work Session. There were no additional questions. Mr. Brown requested that the Board adopt a Resolution accepting the Income Statement for July 2020.

RESOLUTION CY-2020-158

RESOLUTION ACCEPTING/APPROVING THE JULY 2020 INCOME STATEMENT

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

WHEREAS, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") reviewed and considered the Authority's Income Statement for the month and period ending July 31, 2020, which is included in the Regular Board Meeting Packet at pages 31-33, and was distributed to the Board before the August 24, 2020 Regular Board Meeting.

IT IS, THEREFORE, RESOLVED that the Board hereby accepts and approves the Income Statement for July 2020.

Yeas: Harris, Martin, Wright

Nays: None

Abstentions: Henley

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c. Claims Docket for July 2020: Approve.....Page 34

Then, Mr. Brown directed the Board's attention to the Claims Docket for July 2020, which was included in the Regular Board Meeting Packet and discussed during the August 20, 2020 Work Session. There were no additional questions. Mr. Brown requested that the Board adopt a Resolution accepting the Claims Docket for July 2020.

RESOLUTION CY-2020-159

RESOLUTION ACCEPTING/APPROVING THE JULY 2020 CLAIMS DOCKET

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

WHEREAS, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") reviewed and considered the Authority's Claims Docket for the month and period ending July 31, 2020, which is included in the Regular Board Meeting Packet at pages 34-37, and was distributed to the Board before the August 24, 2020 Regular Board Meeting.

IT IS, THEREFORE, RESOLVED that the Board hereby authorizes payment of the claims appearing on the July 2020 Claims Docket for \$2,338,553.97.

Yeas: Harris, Martin, Wright

Nays: Henley

Abstentions: None

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B. Construction Projects

- 1. Passenger Boarding Bridge Replacement at Aircraft Gate 2, JAN: (i) Authorization to Execute an Amendment to JMAA's Existing Professional Services Agreement for Design and Construction Administration Services; (ii) Approve an Amended Scope of Work; and (iii) Approve an Additional Total Amount for Services (Allen and Hoshall).....Page 38*

In response to Commissioner LTC(R) Wright's inquiry, Mr. Brown confirmed that the issue regarding the appropriate passenger bridge weight is being addressed in the amendment.

RESOLUTION CY-2020-160

RESOLUTION: (I) AUTHORIZING JACKSON MUNICIPAL AIRPORT AUTHORITY'S STAFF TO EXECUTE AMENDMENT NO. 1 TO JMAA'S EXISTING PROFESSIONAL SERVICES AGREEMENT FOR DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES WITH ALLEN AND HOSHALL, AFTER JMAA'S LEGAL COUNSEL SUCCESSFULLY NEGOTIATES AND DRAFTS AMENDMENT NO. 1; (II) APPROVING AN AMENDED SCOPE OF WORK; AND (III) APPROVING THE ADDITIONAL FEE AMOUNT NOT-TO-EXCEED \$5,687.50

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

WHEREAS, the Board has considered the request of Jackson Municipal Airport Authority's ("JMAA") Staff for: (i) authority to execute a First Amendment ("Amendment No. 1") to JMAA's existing Professional Services Agreement ("Agreement"), for Design and Construction Administration Services ("Services"), with Allen & Hoshall, PLLC ("Allen & Hoshall"), after JMAA's Legal Counsel successfully negotiates and drafts Amendment No. 1; (ii) approval of an amended Scope of Work to include Geotechnical Exploration Services; and (iii) approval of the additional fee amount not-to-exceed \$5,687.50; and

WHEREAS, the DBE contract percentage after the amendment will be 46.2%, Allen & Hoshall will continue to meet the original Disadvantaged Business Enterprise ("DBE") goal of 30%; and

WHEREAS, the Board finds that such requests, which are explained in Memorandum No. CP 2020-23, dated August 24, 2020, found at pages 38-41 of the Meeting Packet, ought to be granted.

IT IS, THEREFORE, RESOLVED that: (i) JMAA's Staff is authorized to execute a First Amendment ("Amendment No. 1") to JMAA's existing Professional Services Agreement ("Agreement"), for Design and Construction Administration Services ("Services"), with Allen & Hoshall, PLLC ("Allen & Hoshall"), after JMAA's Legal Counsel successfully negotiates and drafts Amendment No. 1; (ii) the amended Scope of Work to include Geotechnical Exploration Services is approved; and (iii) the additional fee amount not-to-exceed \$5,687.50 is approved; and

IT IS, THEREFORE, FURTHER RESOLVED that Allen & Hoshall shall continue to meet the original Disadvantaged Business Enterprise ("DBE") goal of 30% with a DBE contract percentage of 46.2% after the amendment; and

IT IS, THEREFORE, FURTHER RESOLVED that such requests are fully explained in Memorandum No. CP 2020-23, dated August 24, 2020, found on pages 38-41 of the Meeting Packet.

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

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2. *Rehabilitation of Taxiway Delta, HKS: (i) Authorization to Award Construction Bid for Rehabilitation of Taxiway Delta; and (ii) Approve of a Construction Budget Plus a Contingency Amount for the Total Project Amount (Hemphill Construction Company, Inc.).....Page 42*

RESOLUTION CY-2020-161

RESOLUTION: (I) AUTHORIZING JACKSON MUNICIPAL AIRPORT AUTHORITY'S ("JMAA") STAFF TO AWARD THE CONSTRUCTION BID FOR THE REHABILITATION OF TAXIWAY DELTA AT HAWKINS FIELD AIRPORT ("HKS") TO HEMPHILL CONSTRUCTION COMPANY, INC., IN THE AMOUNT OF \$384,404.00; (II) AUTHORIZING JMAA'S STAFF TO EXECUTE AN AGREEMENT WITH HEMPHILL FOR THE CONSTRUCTION SERVICES, AFTER JMAA'S LEGAL COUNSEL SUCCESSFULLY NEGOTIATES AND DRAFTS THE AGREEMENT; AND (III) APPROVAL OF THE CONSTRUCTION BUDGET, PLUS A CONTINGENCY, FOR A TOTAL PROJECT AMOUNT NOT-TO-EXCEED \$422,844.40

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

WHEREAS, the Board has considered the request of Jackson Municipal Airport Authority's ("JMAA") Staff for: (i) authority to award the construction bid for the rehabilitation of Taxiway Delta at Hawkins Field Airport ("HKS") to Hemphill Construction Company, Inc. ("Hemphill"), in the amount of \$384,404.00; (ii) authority to execute an agreement ("Agreement") with Hemphill for the Construction Services ("Services"), after JMAA's Legal Counsel successfully negotiates and drafts the Agreement; and (iii) approval of the construction budget, plus a contingency, for a total project amount not-to-exceed \$422,844.40; and

WHEREAS, Hemphill will contract with Mississippi Paving & Construction, Inc. ("MP&C"), for mobilization, asphalt surface course, and emulsified asphalt tack coat services, and Lewis Electric, Inc., ("LE") for lockout/tag out, constant current regular calibration procedures and adjustment of existing stake mounted edge light to a new grade. MP&C shall

receive 18.71% of the amounts paid to Hemphill and LE shall receive 2.44% of the amounts paid to Hemphill; and

WHEREAS, the Board finds that such requests, which are explained in Memorandum No. CP 2020-25, dated August 24, 2020, found at pages 42-45 of the Meeting Packet, ought to be granted.

IT IS, THEREFORE, RESOLVED that: (i) JMAA's Staff is authorized to award the construction bid for the rehabilitation of Taxiway Delta at Hawkins Field Airport (“HKS”) to Hemphill Construction Company, Inc. (“Hemphill”), in the amount of \$384,404.00; (ii) JMAA's Staff is authorized to execute an agreement (“Agreement”) with Hemphill for the Construction Services (“Services”), after JMAA’s Legal Counsel successfully negotiates and drafts the Agreement; and (iii) the construction budget, plus a contingency, for a total project amount not-to-exceed \$422,844.40 is approved; and

IT IS, THEREFORE, FURTHER RESOLVED that Hemphill shall contract with Mississippi Paving & Construction, Inc. (“MP&C”), for mobilization, asphalt surface course, and emulsified asphalt tack coat services, and Lewis Electric, Inc., (“LE”) for lockout/tag out, constant current regular calibration procedures, and adjustment of existing stake mounted edge light to a new grade. MP&C shall receive 18.71% of the amounts paid to Hemphill and LE shall receive 2.44% of the amounts paid to Hemphill; and

IT IS, THEREFORE, FURTHER RESOLVED that such requests are fully explained in Memorandum No. CP 2020-25, dated August 24, 2020, found on pages 42-45 of the Meeting Packet.

Yeas: Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

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3. *West Concourse Roof Replacement, JAN: Authorization to Re-advertise for Construction Bids for the Replacement of the West Concourse Roofing System of the Terminal Building.....Page 46*

RESOLUTION CY-2020-162

RESOLUTION AUTHORIZING JACKSON MUNICIPAL AIRPORT AUTHORITY'S STAFF TO RE-ADVERTISE A REQUEST FOR BIDS FOR CONSTRUCTION SERVICES FOR THE REPLACEMENT OF THE WEST CONCOURSE ROOFING SYSTEM OF THE TERMINAL BUILDING AT JACKSON-MEDGAR WILEY EVERS INTERNATIONAL AIRPORT (“JAN”)

Upon motion by Vice-Chairman Martin, seconded by Commissioner LTC(R) Wright, the

following **RESOLUTION** was made and approved by a unanimous vote.

WHEREAS, the Board has considered the request of Jackson Municipal Airport Authority's ("JMAA") Staff for authority to re-advertise a Request for Bids ("RFB") for construction services ("Services") for the replacement of the West Concourse Roofing System of the Terminal Building at Jackson-Medgar Wiley Evers International Airport ("JAN"); and

WHEREAS, the Board finds that such request, which is explained in Memorandum No. CP 2020-24, dated August 24, 2020, found at pages 46-48 of the Meeting Packet, ought to be granted.

IT IS, THEREFORE, RESOLVED that JMAA's Staff is authorized to re-advertise a Request for Bids ("RFB") for construction services ("Services") for the replacement of the West Concourse Roofing System of the Terminal Building at Jackson-Medgar Wiley Evers International Airport ("JAN"); and

IT IS, THEREFORE, FURTHER RESOLVED that such request is fully explained in Memorandum No. CP 2020-24, dated August 24, 2020, found on pages 46-48 of the Meeting Packet.

Yeas: Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

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C. Procurements

- 1. Purchase T770 T4 Bobcat Compact Track Loader with 50-inch Forestry Cutter, HKS: Authorization to purchase a T770 T4 Bobcat Track Loader for a total cost via the State of Mississippi Purchasing Contract..... Page 49*

RESOLUTION CY-2020-163

RESOLUTION AUTHORIZING JACKSON MUNICIPAL AIRPORT AUTHORITY'S STAFF TO PURCHASE A T770 T4 BOBCAT COMPACT TRACK LOADER WITH A 50-INCH FORESTRY CUTTER ("COMPACT TRACK LOADER") FOR A TOTAL PURCHASE PRICE NOT-TO-EXCEED \$95,000.00

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

WHEREAS, the Board has considered the request of Jackson Municipal Airport Authority's ("JMAA") Staff for authority to purchase a T770 T4 Bobcat Compact Track Loader with a 50-

inch Forestry Cutter (“Compact Track Loader”) for a total purchase price not-to-exceed \$95,000.00; and

WHEREAS, the Board finds that such request, which is explained in Memorandum No. HKS 2020-08, dated August 24, 2020, found at pages 49-50 of the Meeting Packet, ought to be granted.

IT IS, THEREFORE, RESOLVED that JMAA's Staff is authorized to purchase a T770 T4 Bobcat Compact Track Loader with a 50-inch Forestry Cutter (“Compact Track Loader”) for a total purchase price not-to-exceed \$95,000.00; and

IT IS, THEREFORE, FURTHER RESOLVED that such request is fully explained in Memorandum No. HKS 2020-08, dated August 24, 2020, found on pages 49-50 of the Meeting Packet.

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

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D. Service Agreements

- 1. Hardware/Software Licenses, Subscriptions, and Support Renewals, JMAA: (i) Authorization to Renew Hardware and Software Licenses, Subscriptions, and Support Agreement for Various Services for the FY2021; and (ii) Approve the Total Amount for the Renewals.....Page 51*

RESOLUTION CY-2020-164

RESOLUTION: (I) AUTHORIZING JACKSON MUNICIPAL AIRPORT AUTHORITY'S STAFF TO RENEW HARDWARE AND SOFTWARE LICENSES, SUBSCRIPTIONS, AND SUPPORT AGREEMENTS FOR VARIOUS SERVICES THAT ARE CURRENTLY REGISTERED TO OR POSSESSED BY JMAA, AND SCHEDULED TO EXPIRE DURING JMAA'S FISCAL YEAR 2021, AFTER JMAA'S LEGAL COUNSEL REVIEWS, SUCCESSFULLY NEGOTIATES, AND DRAFTS ANY AGREEMENTS THAT NEED TO BE EXECUTED AS TO SAID RENEWALS; AND (II) APPROVING THE TOTAL AMOUNT FOR THE RENEWALS NOT-TO-EXCEED \$555,100.00

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

WHEREAS, the Board has considered the request of Jackson Municipal Airport Authority's ("JMAA") Staff for: (i) authority to renew hardware and software licenses, subscriptions, and

support agreements for various services that are currently registered to or possessed by JMAA, and scheduled to expire during JMAA's Fiscal Year 2021, after JMAA's Legal Counsel reviews, successfully negotiates, and drafts any agreements that need to be executed as to said renewals; and (ii) approval of a total amount for the renewals not-to-exceed \$555,100.00; and

WHEREAS, the Board finds that such requests, which are explained in Memorandum No. IT 2020-03, dated August 24, 2020, found at pages 51-53 of the Meeting Packet, ought to be granted.

IT IS, THEREFORE, RESOLVED that: (i) JMAA's Staff is authorized to renew hardware and software licenses, subscriptions, and support agreements for various services that are currently registered to or possessed by JMAA, and scheduled to expire during JMAA's Fiscal Year 2021, after JMAA's Legal Counsel reviews, successfully negotiates, and drafts any agreements that need to be executed as to said renewals; and (ii) the total amount for the renewals not-to-exceed \$555,100.00 is approved; and

IT IS, THEREFORE, FURTHER RESOLVED that such requests are fully explained in Memorandum No. IT 2020-03, dated August 24, 2020, found on pages 51-53 of the Meeting Packet.

Yeas: Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

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2. ***Clearing, Grubbing, and Lead Assessment of Site-1, JMAA: (i) Authorization to Award Contract; and (ii) Approval to enter into an Agreement for Services (Advanced Environmental Consultants, Inc.).....Page 54***

Commissioner Pastor Henley asked if the last paragraph on page 55 of the Packet should be revised as the selection process is complete. In response Chairman Harris and Mr. Brown, CEO, explained that the clause is included as a disclosure of the process JMAA utilizes during the bidding process.

Next, in response to Commissioner LTC(R) Wright's inquiry, Mr. Brown informed the Board that the selected bid is under budget.

RESOLUTION CY-2020-165

RESOLUTION: (I) AUTHORIZING JACKSON MUNICIPAL AIRPORT AUTHORITY'S STAFF TO AWARD TO ADVANCED ENVIRONMENTAL CONSULTANTS, INC. A PROFESSIONAL SERVICES AGREEMENT FOR THE CLEARING, GRUBBING, AND LEAD REMEDIATION STUDY OF SITE-1 AT THE

JACKSON-MEDGAR WILEY EVERS INTERNATIONAL AIRPORT (“JAN”), IN AN AMOUNT NOT-TO-EXCEED \$218,893.50, AFTER JMAA’S LEGAL COUNSEL SUCCESSFULLY NEGOTIATES AN AGREEMENT; AND (II) AUTHORITY TO EXECUTE THE AGREEMENT FOR THE SERVICES, AFTER JMAA’S LEGAL COUNSEL DRAFTS THE AGREEMENT

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

WHEREAS, the Board has considered the request of Jackson Municipal Airport Authority's ("JMAA") Staff for authority to: (i) award to Advanced Environmental Consultants, Inc. (“AEC”), of Jackson, MS, a Professional Services Agreement (“Agreement”) for the Clearing, Grubbing, and Lead Remediation Study of Site-1 at the Jackson-Medgar Wiley Evers International Airport (“JAN”) (“Services”), in an amount not-to-exceed \$218,893.50, after JMAA’s Legal Counsel successfully negotiates an Agreement with AEC; and (ii) execute the Agreement with AEC for the Services, after JMAA’s Legal Counsel drafts the Agreement; and

WHEREAS, the Board finds that such requests, which are explained in Memorandum No. Properties 2020-23, dated August 24, 2020, along with Exhibit A attached thereto, found at pages 54-57 of the Meeting Packet, ought to be granted.

IT IS, THEREFORE, RESOLVED that JMAA’s Staff is authorized to: (i) award to Advanced Environmental Consultants, Inc. (“AEC”), of Jackson, MS, a Professional Services Agreement (“Agreement”) for the Clearing, Grubbing, and Lead Remediation Study of Site-1 at the Jackson-Medgar Wiley Evers International Airport (“JAN”) (“Services”), in an amount, not-to-exceed \$218,893.50, after JMAA’s Legal Counsel successfully negotiates an Agreement with AEC; and (ii) execute the Agreement with AEC for the Services, after JMAA’s Legal Counsel drafts the Agreement; and

IT IS, THEREFORE, FURTHER RESOLVED that such requests are fully explained in Memorandum No. Properties 2020-23, dated August 24, 2020, along with Exhibit A attached thereto, found on pages 54-57 of the Meeting Packet.

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

August 24, 2020

3. *Amend Consulting Agreement, JMAA: Authorization to: (i) amend a Professional Services Agreement for Aviation Consultant Services; and (ii) approve an Amended Contract Fee Amount (Unison Consulting, Inc.).....Page 58*

In response to Chairman Harris's inquiry, Mr. Brown informed the Board that the \$403,000.00 is the total contract amount for the services for the life of the agreement.

RESOLUTION CY-2020-166

RESOLUTION: (I) AUTHORIZING JACKSON MUNICIPAL AIRPORT AUTHORITY'S STAFF TO EXECUTE AMENDMENT NO. 1 TO JMAA'S CURRENT PROFESSIONAL SERVICES AGREEMENT WITH UNISON CONSULTING, INC. FOR AVIATION CONSULTING SERVICES, AFTER JMAA'S LEGAL COUNSEL SUCCESSFULLY NEGOTIATES AND DRAFTS AMENDMENT NO. 1; (II) APPROVING AN INCREASED FEE AMOUNT, NOT-TO-EXCEED \$153,000.00; AND (III) APPROVING THE INCREASED TOTAL CONTRACT AMOUNT, NOT-TO-EXCEED \$403,000.00, FOR THE SERVICES

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

WHEREAS, the Board has considered the request of Jackson Municipal Airport Authority's ("JMAA") Staff for: (i) authority to execute an amendment ("Amendment No. 1") to JMAA's current Professional Services Agreement ("Agreement") with Unison Consulting, Inc. ("Unison"), contract number 18-004 for aviation consulting services ("Services"), after JMAA's Legal Counsel successfully negotiates and drafts Amendment No. 1; (ii) approval of an increased fee amount, not-to-exceed \$153,000.00; and (iii) approval of the increased total contract amount, not-to-exceed \$403,000.00, for the Services; and

WHEREAS, the Agreement will expire on 10/31/2020; and

WHEREAS, the Board finds that such requests, which are explained in Memorandum No. Finance 2020-10, dated August 24, 2020, along with the letter from Unison requesting an amendment to its Agreement with JMAA attached thereto, found at pages 58-62 of the Meeting Packet, ought to be granted.

IT IS, THEREFORE, RESOLVED that: (i) JMAA's Staff is authorized to execute an amendment ("Amendment No. 1") to JMAA's current Professional Services Agreement ("Agreement") with Unison Consulting, Inc. ("Unison"), contract number 18-004 for aviation consulting services ("Services"), after JMAA's Legal Counsel successfully negotiates and drafts Amendment No. 1; (ii) the increased fee amount, not-to-exceed \$153,000.00, is approved; and (iii) the increased total contract amount, not-to-exceed \$403,000.00, for the Services is approved; and

IT IS, THEREFORE, FURTHER RESOLVED that the Agreement will expire on 10/31/2020; and

IT IS, THEREFORE, FURTHER RESOLVED that such requests are fully explained in Memorandum No. Finance 2020-10, dated August 24, 2020, along with the letter from Unison

requesting an amendment to its Agreement with JMAA attached thereto, found at pages 58-62 of the Meeting Packet.

Yeas: Harris, Martin, Wright

Nays: Henley

Abstentions: None

August 24, 2020

4. *East Perimeter Fence Tree and Brush Removal, HKS JMAA: (i) Authorization to Accept the Bid regarding the East Perimeter Fence Tree and Brush Removal; and (ii) Approve to enter into a Professional Services Agreement (Advanced Environmental Consultants, Inc.).....Page 63*

Vice-Chairman Martin moved that the JMAA Board approve JMAA's Staff's request, and Commissioner LTC(R) Wright seconded the motion.

Commissioner Pastor Henley informed the Board that the memo should replace "contractor," where it appears on page 63 in the Packet, with "Consultant."

Vice-Chairman Martin then amended his motion to include replacing "contractor," where it appears on page 63 in the Packet, with "Consultant." Commissioner LTC(R) Wright then seconded the amended motion, and the Board resolved the following:

RESOLUTION CY-2020-167

RESOLUTION: (I) AUTHORIZING JACKSON MUNICIPAL AIRPORT AUTHORITY'S STAFF TO ACCEPT THE BID OF ADVANCED ENVIRONMENTAL CONSULTANTS, INC., IN THE AMOUNT OF \$190,894.28, REGARDING THE EAST PERIMETER FENCE TREE AND BRUSH REMOVAL AT HAWKINS FIELD AIRPORT ("HKS"); AND (II) APPROVAL TO ENTER INTO A CONSTRUCTION AGREEMENT, AFTER JMAA'S LEGAL COUNSEL SUCCESSFULLY NEGOTIATES AND DRAFTS THE AGREEMENT

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

WHEREAS, the Board has considered the request of Jackson Municipal Airport Authority's ("JMAA") Staff for: (i) authority to accept the bid of Advanced Environmental Consultants, Inc. ("AEC"), headquartered in Jackson, Mississippi, in the amount of \$190,894.28, regarding the East Perimeter Fence Tree and Brush Removal at Hawkins Field Airport ("HKS"); and (ii) approval to enter into a Construction Agreement ("Agreement") with AEC, after JMAA's Legal Counsel successfully negotiates and drafts the Agreement; and

WHEREAS, the Board finds that such requests, which are explained in Memorandum No. HKS 2020-09, dated August 24, 2020, found at pages 63-65 of the Meeting Packet, ought to be granted.

IT IS, THEREFORE, RESOLVED that JMAA’s Staff is: (i) authorized to accept the bid of Advanced Environmental Consultants, Inc. (“AEC”), headquartered in Jackson, Mississippi, in the amount of \$190,894.28, regarding the East Perimeter Fence Tree and Brush Removal at Hawkins Field Airport (“HKS”); and (ii) approved to enter into a Construction Agreement (“Agreement”) with AEC, after JMAA’s Legal Counsel successfully negotiates and drafts the Agreement; and

IT IS, THEREFORE, FURTHER RESOLVED that such requests are fully explained in Memorandum No. HKS 2020-09, dated August 24, 2020, found on pages 63-65 of the Meeting Packet.

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

August 24, 2020

E. Grants

None.

F. Other Matters

- 1. United States Postal Service Ground Lease Renewal Option #1, JMAA: (i) Authorization to Execute a Ground Lease Renewal Option #1; (ii) Approval of an Annual Lease Amount for a five (5) year renewal option term; and (iii) Approval to Reimburse USPS for Associated Appraisal Services (USPS).....Page 66*

RESOLUTION CY-2020-168

RESOLUTION: (I) AUTHORIZING JACKSON MUNICIPAL AIRPORT AUTHORITY'S STAFF TO EXECUTE GROUND LEASE RENEWAL OPTION #1 AS TO JMAA'S LEASE AGREEMENT WITH THE UNITED STATES POSTAL SERVICE FOR THE LEASE OF 1.52 ACRES OF JMAA PROPERTY, AFTER JMAA'S LEGAL COUNSEL SUCCESSFULLY NEGOTIATES AND DRAFTS OPTION #1; (II) APPROVING AN ANNUAL LEASE AMOUNT NOT-TO-EXCEED \$22,814.46 FOR THE FIVE (5)-YEAR RENEWAL OPTION TERM; AND (III) APPROVING REIMBURSEMENT TO USPS FOR ASSOCIATED APPRAISAL SERVICES IN THE AMOUNT OF \$2,500.00

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

WHEREAS, the Board has considered the request of Jackson Municipal Airport Authority's ("JMAA") Staff for: (i) authority to execute Ground Lease Renewal Option #1 ("Option #1) as to JMAA's Lease Agreement ("Lease Agreement") with the United States Postal Service ("USPS") for the lease of 1.52 acres of JMAA property, after JMAA's Legal Counsel successfully negotiates and drafts Option #1; (ii) approval of an annual lease amount not-to-exceed \$22,814.46, for the five (5)-year renewal option term; and (iii) approval to reimburse USPS for associated appraisal services for \$2,500.00; and

WHEREAS, the Board finds that such requests, which are explained in Memorandum No. Properties 2020-24, dated August 24, 2020, along with Exhibit A attached thereto, at pages 66-68 of the Meeting Packet, ought to be granted.

IT IS, THEREFORE, RESOLVED that: (i) JMAA's Staff is authorized to execute Ground Lease Renewal Option #1 ("Option #1) as to JMAA's Lease Agreement ("Lease Agreement") with the United States Postal Service ("USPS") for the lease of 1.52 acres of JMAA property after JMAA's Legal Counsel successfully negotiates and drafts Option #1; (ii) the annual lease amount not-to-exceed \$22,814.46, for the five (5)-year renewal option term is approved; and (iii) JMAA's Staff is approved to reimburse USPS for associated appraisal services for \$2,500.00; and

IT IS, THEREFORE, FURTHER RESOLVED that such requests are fully explained in Memorandum No. Properties 2020-24, dated August 24, 2020, along with Exhibit A attached thereto, at pages 66-68 of the Meeting Packet.

Yeas: Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

August 24, 2020

OPEN SESSION

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

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

The Board went into Closed Session at 5:03 p.m.

CLOSED SESSION

After a discussion regarding the matters proposed to be discussed in Executive Session, Commissioner Pastor Henley moved that the Board enter Executive Session to consider: one (1) pending litigation matter, JMAA v. Bryant et al.; and one (1) personnel matter regarding a proposed executive-level employee. Vice-Chairman Martin seconded the motion, and the Commissioners resolved to enter Executive Session for the stated purposes by a unanimous vote.

The Closed Session ended at 5:05 p.m.

OPEN SESSION

Chairman Harris then invited persons outside the room to re-enter, and some did. Chairman Harris then stated in Open Session that the Board, during Closed Session, voted to enter Executive Session to discuss: one (1) pending litigation matter, JMAA v. Bryant et al; and one (1) personnel matter regarding a proposed executive-level employee. Further, she stated that Commissioner Pastor Henley made the motion to go into Executive Session, Vice-Chairman Martin seconded the motion, and the Commissioners, by a unanimous vote, resolved to enter Executive Session for the stated purposes.

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

The Board went into Executive Session at 5:08 p.m.

EXECUTIVE SESSION

During the Executive Session, the Board discussed: one (1) pending litigation matter, JMAA v. Bryant et al; and one (1) personnel matter regarding a proposed executive-level employee.

1. *The Board took no action as to the pending litigation matter, JMAA v. Bryant et al.*
2. *The Board took the following action as to the personnel matter regarding a proposed executive-level employee:*

RESOLUTION CY-2020-169

RESOLUTION AS TO A PERSONNEL MATTER REGARDING A PROPOSED EXECUTIVE-LEVEL EMPLOYEE

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

WHEREAS, the JMAA Board of Commissioners considered the discussion and information provided by JMAA's Staff of the Jackson Municipal Airport Authority ("JMAA") as to a proposed executive-level employee as specified during the Executive Session.

IT IS, THEREFORE, RESOLVED that JMAA’s Staff is authorized to take action as specified during Executive Session as to a proposed executive-level employee.

Yeas: Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

August 24, 2020

Upon motion by Commissioner Pastor Henley, seconded by Vice-Chairman Martin, and unanimous approval of the Commissioners, the Executive Session ended at 5:51 p.m.

OPEN SESSION

Open Session reconvened at 5:54 p.m.

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

Chairman Harris announced that the Meeting was open. She then announced that no action was taken as to the pending litigation matter, JMAA v. Bryant et al. Further, she announced that the above-stated action was taken as to one (1) personnel matter regarding a proposed executive-level employee.

G. New Business

1. Commissioner LTC(R) Wright Expressions

Commissioner LTC(R) Wright expressed thanks and appreciation to Vice-Chairman Martin for conducting the giveaway in the Jackson, MS community near Hawkins Field Airport. He added that the Georgetown Neighborhood Association also sends its appreciation. Vice-Chairman Martin thanked Commissioner LTC(R) Wright for the appreciation.

2. Updated Procurement Manual

Chairman Harris informed the Board that she distributed an updated Procurement Manual for the Board’s consideration. She further reported the Board that JMAA’s Legal Counsel reviewed the updated manual.

Commissioner Pastor Henley then commented that he would have liked to receive the updated manual with enough time to review it before the Board Meeting.

RESOLUTION CY-2020-170

RESOLUTION ADOPTING THE REVISED AND UPDATED PROCUREMENT MANUAL FOR THE JACKSON MUNICIPAL AIRPORT AUTHORITY (“JMAA”)

Upon Motion by Vice-Chairman Martin, seconded by Commissioner LTC(R) Wright, the following **RESOLUTION** was made and approved by a majority vote 3-0-1.

WHEREAS, the Jackson Municipal Airport Authority’s (“JMAA”) Staff utilizes a Procurement Handbook in the Procurement Department of JMAA; and

WHEREAS, Staff recommends updating and revising JMAA’s current Procurement Handbook to include several updates; and

WHEREAS, the Board of Commissioners of JMAA have reviewed the proposed updated and revised Procurement Handbook, a copy of which is attached to this Resolution as Exhibit 1, and the Board finds that said proposed revised and updated Procurement Handbook should be adopted and implemented as the Procurement Handbook for JMAA.

IT IS, THEREFORE, RESOLVED that the Board approves the revised and updated Procurement Handbook, a copy of which is attached as Exhibit 1 to this Resolution, as the Procurement Handbook for the Jackson Municipal Airport Authority, and authorizes the use and implementation of said revised and updated Procurement Handbook upon adoption of this Resolution.

Yeas: Harris, Martin, Wright

Nays: None

Abstentions: Henley

August 24, 2020

VIII. ADJOURNMENT

Thereafter, it was moved by Vice-Chairman Martin, seconded by Commissioner LTC(R) Wright, and resolved by a unanimous vote of the Commissioners present, that the Meeting of the Board ADJOURNED at 6:02 p.m.

Respectfully submitted,

Ms. LaWanda D. Harris, Commissioner, and Chairman

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

Pastor James L. Henley, Jr., Commissioner

LTC(R) Lucius Wright, Commissioner

