

**SPECIAL MEETING  
OF  
JACKSON MUNICIPAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS  
AUGUST 27, 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 Special Meeting in the Terminal Building, Hawkins Field Airport ("HKS"), West Ramp Road, in Jackson, Mississippi, at 4:30 p.m., on Thursday, August 27, 2020 (the "Meeting"), pursuant to proper notice. A copy of the Special Meeting Notice is attached as an Exhibit to the August 27, 2020 Special Meeting Minutes.

Chairman LaWanda D. Harris presided, called the Meeting to order at 4:30 p.m., and called the roll of Commissioners.

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

LaWanda D. Harris, Chairman  
Pastor James L. Henley Jr., Commissioner  
LTC(R) Lucius Wright, Commissioner

Chairman Harris announced that a quorum was present at the Special 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 Special Meeting of the Board scheduled for 4:30 p.m. on Thursday, August 27, 2020, in the Terminal Building, Hawkins Field Airport ("HKS"), West Ramp Road, in Jackson, Mississippi. The following other persons were also present at the Meeting:

Paul A. Brown, JMAA's Chief Executive Officer  
John L. Walker, Esq., Walker Group, PC, Attorneys at Law  
And persons listed on **EXHIBIT A: Sign-in Sheet for 8-27-20**

**II. INVOCATION**

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

**III. APPROVAL OF BOARD NOTICE**

- A. Notice of the Special Meeting of the Board of Commissioners ("The Board") of the Jackson Municipal Airport Authority ("JMAA") at 4:30 p.m. on Thursday, August 27, 2020, at Hawkins Field Airport

**RESOLUTION CY-2020-171**

**APPROVAL OF THE NOTICE OF THE AUGUST 27, 2020 SPECIAL MEETING AT HAWKINS FIELD AIRPORT**

After discussion and review, and upon the motion made by Commissioner LTC(R) Wright, seconded by Commissioner Pastor Henley, and approved by a majority vote 2-1-0, the following resolution was made and entered.

**RESOLVED**, that the Board hereby approves the Notice of the August 27, 2020 Special Meeting and directs affixing a copy of it to the Minutes of the August 27, 2020 Special Meeting.

Yeas: Harris, Wright  
Nays: Henley  
Abstentions: None

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The Board discussed whether the Notice is approved by a majority vote of two (2) "Yeas" and one (1) "Nay." Attorney John L. Walker confirmed that the Notice is approved by a majority vote.

**IV. PUBLIC COMMENTS**

None.

**V. PROCUREMENTS**

- a. Fire Alarm System Improvements, JAN: Authorization to (i) re-advertise a Request for Proposals for the replacement of the Fire Alarm System at Jackson-Medgar Wiley Evers International Airport.....Page 1*

Chairman Harris commented that the Selection Process included in Memorandum No. DPSO 2020-16 is not the correct selection process, as it is not the selection process used by JMAA for Request for Proposals ("RFP"). She then stated that the Selection Process needs to be included in the memo needs to be amended.

Next, Mr. Paul Brown, CEO, confirmed that JMAA Funds are the source of funds for this project. He also informed the Board that Staff would aggressively solicit Proposals from DBEs even though there is no Disadvantaged Business Enterprises ("DBE") Participation percentage requirement associated with the project.

Commissioner Pastor Henley then informed the Board that the language in the DBE section should be updated to be consistent with the language utilized in Memorandum No.

Properties 2020-23. Mr. Brown confirmed that Staff would amend the Memorandum as requested.

In response to Commissioner LTC(R) Wright's inquiry as to the reason no bids were submitted in response to the most recent solicitation, Mr. Brown informed the Board that Johnson Controls responded to the initial solicitation and did not respond to the most recent solicitation. He explained that Johnson Controls wrote the initial specifications before the initial RFP was published. Therefore, Staff decided to widen the specifications in the most recent solicitation to ensure more companies could qualify, but no proposals were submitted. Further, he informed the Board that during this solicitation, Staff would utilize more publications, including Mississippi Today, and even some national sources, to advertise for more suitable companies to participate and attract more respondents.

In response to Commissioner Pastor Henley's inquiry, Mr. Brown confirmed that Staff published the previous RFP in June 2020.

#### **RESOLUTION CY-2020-172**

#### **RESOLUTION AUTHORIZING JACKSON MUNICIPAL AIRPORT AUTHORITY'S STAFF TO RE-ADVERTISE A REQUEST FOR PROPOSALS ("RFP") FOR THE REPLACEMENT OF THE JAN FIRE ALARM SYSTEM AT JACKSON-MEDGAR WILEY EVERS INTERNATIONAL AIRPORT**

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

**WHEREAS**, the Board has considered the request of Jackson Municipal Airport Authority's ("JMAA") Staff for authority to re-advertise a Request for Proposals ("RFP") for the replacement of the JAN Fire Alarm System at Jackson-Medgar Wiley Evers International Airport ("JAN"); and

**WHEREAS**, JMAA did not receive any bids in response to the RFP that was advertised for the services related to the JAN Fire Alarm System Improvements; and

**WHEREAS**, the Board finds that such request, which is explained in Memorandum No. DPSO 2020-16, as amended to include JMAA's RFP Selection Process and the updated DBE solicitation language, dated August 27, 2020, found at pages 1-4 of the Special Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that JMAA's Staff is authorized to re-advertise a Request for Proposals ("RFP") for the replacement of the JAN Fire Alarm System at Jackson-Medgar Wiley Evers International Airport ("JAN"); and

**IT IS, THEREFORE, FURTHER RESOLVED** that such request is fully explained in Memorandum No. DPSO 2020-16, as amended to include JMAA's RFP Selection Process and the updated DBE solicitation language, dated August 27, 2020, found on pages 1-4 of the Special Meeting Packet.

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

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Next, Commissioner LTC(R) Wright thanked Mr. Patrick Minor, HKS Manager, for assisting in bringing the fire departments to Hawkins Field Airport for the training conducted on August 26, 2020. Further, he informed the Board that possibly in the future, the Board will see a request regarding additional materials that will be needed to conduct some additional training.

## **VI. ADJOURNMENT**

Thereafter, it was moved by Commissioner Pastor Henley, seconded by Commissioner LTC(R) Wright, and resolved by unanimous vote that the Special Meeting of the Board ADJOURNED at 4:45 p.m.

Respectfully submitted,

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Ms. LaWanda D. Harris, Commissioner, and Chairman

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

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Pastor James L. Henley, Jr., Commissioner

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LTC(R) Lucius Wright, Commissioner