

**RESCHEDULED REGULAR BOARD MEETING OF JACKSON MUNICIPAL AIRPORT  
AUTHORITY BOARD OF COMMISSIONERS  
JUNE 22, 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 June 22, 2020 Rescheduled Regular Board Meeting in the Community Room, Main Terminal Building, Jackson-Medgar Wiley Evers International Airport ("JAN"), in Jackson, Mississippi, at Noon on Monday, June 22, 2020 (the "Meeting"), pursuant to proper notice. A copy of the Notice Rescheduling the June 22, 2020 Board Meeting from 4:00 p.m. to Noon is attached as an Exhibit to the June 22, 2020 Board Meeting ("Meeting") Minutes.

Chairman LaWanda D. Harris, presided, called the Meeting to order at 12:02 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 Rescheduled Regular Board Meeting, June 22, 2020, at the Jackson-Medgar Wiley Evers International Airport ("JAN"), in Jackson, Mississippi, at Noon. 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 6-22-20**

**II. INVOCATION**

Chief Executive Officer Mr. Paul A. Brown gave the Invocation.

**III. APPROVAL OF BOARD NOTICES**

A. Notice of the Monthly Pre-Work Session Meeting Friday, June 12, 2020, at Noon at Hawkins Field Airport ("HKS")

- B. Notice Rescheduling the Monthly Board of Commissioners Meeting scheduled for Monday, June 22, 2020, at 4:00 p.m. at Jackson-Medgar Wiley Evers International Airport rescheduled to Noon (12:00 p.m.)

**RESOLUTION CY-2020-103**

**APPROVAL OF THE: (I) NOTICE OF THE JUNE 12, 2020 PRE-WORK SESSION MEETING; AND (II) NOTICE RESCHEDULING THE JUNE 22, 2020 REGULAR BOARD MEETING FROM 4:00 p.m. TO NOON (12:00 p.m.)**

After discussion and review, and upon the motion made by Vice-Chairman Martin, seconded by Commissioner LTC(R) Wright, and approved by a majority vote 3-0-1, the following Resolution was made and entered.

**RESOLVED**, that the Board hereby approves the: (i) Notice of the June 12, 2020 Pre-Work Session Meeting; and (ii) Notice Rescheduling the June 22, 2020 Regular Board Meeting from 4:00 p.m. to Noon.

Yeas: Harris, Martin, Wright

Nays: None

Abstentions: Henley

June 22, 2020

**IV. APPROVAL AND EXECUTION OF MINUTES**

- A. Special Board Meeting Wednesday, May 13, 2020, at Noon, at Jackson-Medgar Wiley Evers International Airport.
- B. Regular Scheduled Monthly Work Session of Commissioners Meeting, Thursday, May 21, 2020, at 8:30 a.m. at Jackson-Medgar Wiley Evers International Airport.
- C. Board of Commissioners Rescheduled Regular Board Meeting, Tuesday, May 26, 2020, at Noon, at Jackson-Medgar Wiley Evers International Airport.
- D. Special Board Meeting Friday, June 5, 2020, at 10:00 a.m., at Hawkins Field Airport.

**RESOLUTION CY-2020-104**

**APPROVAL OF THE MINUTES OF THE: (I) MAY 13, 2020 SPECIAL MEETING; (II) MAY 21, 2020 REGULAR WORK SESSION; (III) MAY 26, 2020 RESCHEDULED REGULAR BOARD MEETING; AND (IV) JUNE 5, 2020 SPECIAL MEETING**

After discussion and review, and upon the motion made by Vice-Chairman Martin, seconded by Commissioner Pastor Henley, the Minutes of the: (i) May 13, 2020 Special

Meeting; (ii) May 21, 2020 Regular Work Session; (iii) May 26, 2020 Rescheduled Regular Board Meeting; and (iv) June 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) May 13, 2020 Special Meeting; (ii) May 21, 2020 Regular Work Session; (iii) May 26, 2020 Rescheduled Regular Board Meeting; and (iv) June 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

June 22, 2020

**V. PUBLIC COMMENTS**

None.

**VI. REPORTS**

**A. Report from the Chairman**

Chairman Harris stated that change is constant and inevitable. Therefore, JMAA should embrace change as it is good for the organization.

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

**B. Chief Executive Officer**

**1. Airport Project Manager Summary, Period Ending May 31, 2020**

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Mr. Paul A. Brown, CEO, directed the Board's attention to the Airport Project Manager Summary ("APMS"), found at pages 1-14 in the June 22, 2020 Rescheduled Regular Board Meeting Packet, and distributed to the Board before the June 22, 2020 Rescheduled Regular Board Meeting. Mr. Brown listed the projects in the Airport Project Manager Summary as to both JAN and Hawkins Field Airport ("HKS"). Also, the AFMS was provided during the Work Session. Mr. Brown announced that there were no changes to the APMS since the June 18, 2020 Work Session. There were no questions from the Board.

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<sup>1</sup> The page numbers herein are the page numbers contained in the Meeting Packet which is attached as an Exhibit to the June 22, 2020 Rescheduled Regular Board Meeting ("Meeting") Minutes.

**2. Airport Activity Statistics Report, Period Ending May 31, 2020**

Mr. Brown directed the Board's attention to the Airport Activity Statistics Report ("AASR"), found on pages 15-33 in the June 22, 2020 Rescheduled Regular Board Meeting Packet, and distributed to the Board before the June 22, 2020 Rescheduled Regular Board Meeting. Mr. Brown announced the passenger statistics report as to passengers and operations at both JAN and Hawkins Field Airport ("HKS"), which was also provided during the Work Session. He explained that the COVID-19 pandemic continues to affect the traffic at JAN negatively. He also explained that the traffic at HKS has increased by about three percent (3%). Next, Mr. Brown announced that there were no changes to the statistics report since the June 18, 2020 Work Session. Then the following discussion occurred.

Commissioner LTC(R) Wright referenced the font used in the statistics report and requested that Staff use a larger font size. In response, Mr. Brown stated that Staff would use a larger font.

**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 May 2020:

- Direct and Indirect Payments to M/W/DBEs Firms: 23% of the Total Amount of Eligible Payments; and
- Payments to City of Jackson, MS-based firms: 57% of the Total Amount of Eligible Payments.

Chairman Harris recognized Safiya Omari, Ph.D., Chief of Staff for Mayor Chokwe Antar Lumumba, and thanked her for attending the Meeting via video conference.

**4. Expert Professional Solutions-Project Status Report**

Mr. Brown then recognized Mr. Michael Secor, Vice-President of Technical Services for eXpert Professional Solutions ("XPS"), via video conference, to present to the Board.

Mr. Secor presented from the PowerPoint Presentation entitled "JMAA Project Status, June 19, 2020." The presentation included the following topics: (i) Accounts Payable; (ii) Payroll; and (iii) Enterprise Asset Management. The PowerPoint Presentation is attached as an exhibit to the June 22, 2020 Rescheduled Regular Board Meeting Minutes.

Mr. Brown explained to the Board that the Project would address JMAA's deficiencies with particular internet and cell phone service carriers. He stated that JMAA is working to assess the issues and identify which frequencies, etc. are problematic. He added the JMAA would be

able to address the deficiencies once the problems are identified.

Commissioner Pastor Henley asked if Staff considered identifying additional resources for JMAA's in-house IT Department as the Staff Members in the IT Department seem to be performing their regular duties in addition to being pulled to provide support in other areas of JMAA. Mr. Brown, CEO, informed the Board that Staff is considering additional Staff Members for JMAA's IT Department.

Commissioner LTC(R) Wright asked if the interns scheduled to work for JMAA during 2020 would be able to assist the IT Department.

In response, Dr. Nycole Campbell-Lewis, Director of External Affairs, approached the podium. She provided the Board with some of the specifics regarding JMAA's Summer Internship Programs, including when the interns are scheduled to report.

#### **5. *Epic Resources, LLC -Project Status Report***

Next, Mr. Brown recognized Ms. Shellie Michael, President of Epic Resources, LLC, to present to the Board.

Ms. Michael presented an Executive Summary of the work performed by Epic Resources up until June 22, 2020. Ms. Michael distributed the Executive Summary to the Board and addressed the items included in said Executive Summary. The Executive Summary is attached as an exhibit to the June 22, 2020 Rescheduled Regular Board Meeting Minutes. The Board had no questions.

#### **C. Attorney**

Attorney Walker first addressed the following inquiries made by the Board during the June 18, 2020 Work Session:

1. Whether or not there is language in JMAA's lease agreements that restricts the lessee's use of the leased space, Attorney Walker distributed to the Board pages from a recent JMAA lease agreement. He directed the Board to the language in the lease agreement that restricts lessees, without JMAA's permission, from any use of the leased space other than the purpose specified in the lease.
2. Regarding the status of the Medgar Evers fire station in Jackson, MS, Attorney Walker informed the Board that he spoke with Chief Willie Owens. Accordingly, he informed him that JMAA completed all the tasks required to complete the job. Also, Chief Owens told Attorney Walker that the bidding process is ongoing, and the bids will be advertised soon for the construction of the Project. Attorney Walker reported the Board that Chief Owens stated that he would provide updates regarding the bidding process status.

Next, Attorney Walker announced that there are several matters that he believes the Board should consider during an Executive Session. Therefore, he recommended that the Board enter into Closed Session to discuss the matters at an appropriate time.

**VII. ACTION ITEMS**

**A. Financial Matters**

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

*a. Balance Sheet: Accept.....Page 34*

Mr. Brown directed the Board's attention to the Balance Sheet for May 2020, which was included in the Rescheduled Regular Board Meeting Packet. Mr. Brown requested that the Board adopt a Resolution accepting the Balance Sheet for May 2020.

**RESOLUTION CY-2020-105**

**RESOLUTION ACCEPTING/APPROVING THE MAY 2020 BALANCE SHEET**

Upon motion by Commissioner LTC(R) Wright, seconded by Vice-Chairman Martin, 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 Balance Sheet for the month and period ending May 31, 2020, which is included in the Rescheduled Regular Board Meeting Packet at pages 34-35, and was distributed to the Board before the June 22, 2020 Rescheduled Regular Board Meeting.

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

Yeas: Harris, Martin, Wright

Nays: Henley

Abstentions: None

June 22, 2020

*b. Income Statement: Accept.....Page 36*

Next, Mr. Brown directed the Board's attention to the Income Statement for May 2020, which was included in the Rescheduled Regular Board Meeting Packet. Mr. Brown requested that the Board adopt a Resolution accepting the Income Statement for May 2020.

**RESOLUTION CY-2020-106**

**RESOLUTION ACCEPTING/APPROVING THE MAY 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 3-1-0.

**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 May 31, 2020, which is included in the Rescheduled Regular Board Meeting Packet at pages 36-38, and was distributed to the Board before the June 22, 2020 Rescheduled Regular Board Meeting.

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

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

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*c. Claims Docket for May 2020: Approve.....Page 39*

Then, Mr. Brown directed the Board's attention to the Claims Docket for May 2020, which was included in the Rescheduled Regular Board Meeting Packet. Mr. Brown requested that the Board adopt a Resolution accepting the Claims Docket for May 2020.

Vice-Chairman Martin moved that the JMAA Board approve the March 2020 Claims Docket and Commissioner LTC(R) Wright seconded the motion.

The Board then asked the following questions and held the following discussion:

In response Commissioner LTC(R) Wright's question, Chairman Harris informed the Board that the document received by the Commissioners regarding the Claims Docket provides information about the claims.

Commissioner Pastor Henley stated that some claims were added to the current Claims Docket since the Work Session. He asked the reason why the claims were belatedly added. Further, he requested an explanation of the added claims.

In response, Mr. Brown referenced Claim No. 98038, Airways Consulting, LLC ("Airways") and explained that it was added to the Claims Docket because the Consultant needed to expand upon its invoice details. Afterward, Airways completed the additional requirements, and its claim was added to the current Claims Docket.

Chairman Harris requested that a member of the Finance Department approach the podium to respond to Commissioner Pastor Henley's question.

Continuing, Commissioner Pastor Henley asked for an explanation as to the two (2) bills from SP Plus, consisting of Claim No. 98031 and Claim No. 98046.

During the discussion, Chairman Harris requested that the motion regarding the Claims Docket be tabled.

Vice-Chairman Martin then moved to table the motion to approve the Claims Docket. The motion to table was seconded by Commissioner LTC(R) Wright and approved by a unanimous vote.

Next, Mr. Brown invited Ms. Kathy Hughes to the podium to address the Board. At the podium, Ms. Hughes explained each claim that was added to the current Claims Docket after the June 18, 2020 Work Session as follows:

Entergy and Atmos Energy utility bills: She explained that the bills are not received until the eighteenth (18<sup>th</sup>) through the twentieth (20<sup>th</sup>) of each month. Therefore, they were not processed before the June 18, 2020 Work Session. Further, the Finance Department instructed Ms. Edinburg to add claims related to utility bills received after the Work Session to the Claims Docket.

Next, she explained that the invoices from Airways were presented to the Finance Department in time to meet the June 15, 2020 deadline. However, there was some missing documentation, and they were not included on the Claims Docket for the June 18, 2020 Work Session. She explained that the documentation was subsequently submitted, and Staff added it to the Packet Claims Docket for the June 22, 2020 Board Meeting.

Chairman Harris stated that the Board previously decided to pay utility bills within the month received by JMAA.

**B. Construction Projects**

- 1. Centralized Security Checkpoint, JAN: Authorization To Publish a Request for Qualifications ("RFQ") for Architectural and Engineering Services Related to: (i) Providing an Assessment of the Transportation Security Administration ("TSA") Checkpoint Layout Currently Located in the East and West Concourses; (ii) Preparing New Configuration Construction Designs; and (iii) Providing Construction Administration and Oversight for the Proposed Modifications.....Page 42*

**RESOLUTION CY-2020-107**

**RESOLUTION AUTHORIZING JACKSON MUNICIPAL AIRPORT AUTHORITY'S**



**STAFF TO PUBLISH A REQUEST FOR QUALIFICATIONS ("RFQ") FOR ARCHITECTURAL AND ENGINEERING SERVICES RELATED TO: (I) PROVIDING AN ASSESSMENT OF THE TSA CHECKPOINT LAYOUT CURRENTLY LOCATED IN THE EAST AND WEST CONCOURSES; (II) PREPARING NEW CONFIGURATION CONSTRUCTION DESIGNS; AND (III) PROVIDING CONSTRUCTION ADMINISTRATION AND OVERSIGHT FOR THE PROPOSED MODIFICATIONS**

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

**WHEREAS**, the Board has considered the request of Jackson Municipal Airport Authority's ("JMAA") Staff for authority to publish a Request for Qualifications ("RFQ") for architectural and engineering services related to: (i) providing an assessment of the Transportation Security Administration ("TSA") checkpoint layouts currently located in the East and West Concourses of the Jackson-Medgar Wiley Ever International Airport ("JAN"); (ii) preparing new configuration construction designs; and (iii) providing construction administration and oversight for the proposed modifications ("Services"); and

**WHEREAS**, the Board finds that such request, which is explained in the Memorandum dated June 22, 2020, found at pages 42-44 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that JMAA's Staff is authorized to publish a Request for Qualifications ("RFQ") for architectural and engineering services related to: (i) providing an assessment of the Transportation Security Administration ("TSA") checkpoint layouts currently located in the East and West Concourses of the Jackson-Medgar Wiley Ever International Airport ("JAN"); (ii) preparing new configuration construction designs; and (iii) providing construction administration and oversight for the proposed modifications ("Services"); and

**IT IS, THEREFORE, FURTHER RESOLVED** that such request is fully explained in the Memorandum dated June 22, 2020, found on pages 42-44 of the Meeting Packet.

Yeas: Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

June 22, 2020

**C. Procurements**

None.

**D. Service Agreements**

1. *East Perimeter Fence Tree and Brush Removal, HKS: (i) Authorization to Reject the Bids Received; (ii) Authorization to Re-Advertise the Request for Bids ("RFB"); and (iii) Approval of the Amended Budget Amounts ("RFB") for Services.....Page 45*

In response to Commissioner LTC(R) Wright's inquiry, Mr. Brown informed the Board that Staff would re-advertise the Request for Bids during July, review the bids and come back before the Board during August. He added that the Project would be completed by December 2020.

**RESOLUTION CY-2020-108**

**RESOLUTION: (I) AUTHORIZING JACKSON MUNICIPAL AIRPORT AUTHORITY'S ("JMAA") STAFF TO REJECT THE BIDS RECEIVED; (II) AUTHORIZING JMAA'S STAFF TO RE-ADVERTISE THE REQUEST FOR BIDS ("RFB"); AND (III) APPROVING THE AMENDED BUDGET AMOUNT NOT-TO-EXCEED \$195,000.00**

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 reject the bids received; (ii) authority to re-advertise the Request for Bids ("RFB") for East Perimeter Fence Tree and Brush Removal Services ("Services"); and (iii) approval of the amended budget amount not-to-exceed \$195,000.00; and

**WHEREAS**, the Board finds that such requests, which are explained in the Memorandum dated June 22, 2020, found at pages 45-46 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that: (i) JMAA's Staff is authorized to reject the bids received; (ii) JMAA's Staff is authorized to re-advertise the Request for Bids ("RFB") for East Perimeter Fence Tree and Brush Removal Services ("Services"); and (iii) the amended budget amount not-to-exceed \$195,000.00 is approved; and

**IT IS, THEREFORE, FURTHER RESOLVED** that such requests are fully explained in the Memorandum dated June 22, 2020, found on pages 45-46 of the Meeting Packet.

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

June 22, 2020

2. *Amend Professional Service Agreement, JMAA: (i) Authorization to Execute an Amended Professional Services Consultant Agreement with EPIC Resources, LLC ("EPIC") to Perform Services within the Disadvantaged Business Enterprise ("DBE") and Procurement Departments; (ii) Approve the Total Fee for the Services; and (iii) Approve the Amended Agreement Term of One (1) Calendar Year, With a One (1) Year Renewal Option.....Page 47*

**RESOLUTION CY-2020-109**

**RESOLUTION: (I) AUTHORIZING JACKSON MUNICIPAL AIRPORT AUTHORITY'S ("JMAA") STAFF TO EXECUTE, AFTER JMAA'S LEGAL COUNSEL DRAFTS AND NEGOTIATES, AN AMENDED PROFESSIONAL SERVICES CONSULTANT AGREEMENT WITH EPIC RESOURCES, LLC; (II) APPROVING THE TOTAL FEE FOR THE SERVICES; AND (III) APPROVING THE AMENDED AGREEMENT TERM**

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 execute, after JMAA's Legal Counsel drafts and negotiates, an amended professional services consulting agreement with EPIC Resources, LLC ("EPIC") ("Amended Agreement"), to perform services within JMAA's Disadvantaged Business Enterprise ("DBE") and the Procurement Departments; (ii) approval of a total fee amount not to exceed \$120,000.00 for the Services; and (iii) approval of the Amended Agreement term of one (1) calendar year, which will begin on the date the Amended Agreement is executed by the last signatory, with a one (1) calendar year renewal option, at the sole discretion of JMAA; and

**WHEREAS**, the Board finds that such requests, which are explained in the Memorandum dated June 22, 2020, found at pages 47-48 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that: (i) JMAA's Staff is authorized to execute, after JMAA's Legal Counsel drafts and negotiates, an amended professional services consulting agreement with EPIC Resources, LLC ("EPIC") ("Amended Agreement"), to perform services within JMAA's Disadvantaged Business Enterprise ("DBE") and the Procurement Departments; (ii) the total fee amount not-to-exceed \$120,000.00 for the Services is approved; and (iii) the Amended Agreement term of one (1) calendar year, which will begin on the date the Amended Agreement is executed by the last signatory, with a one (1) calendar year renewal option, at the sole discretion of JMAA, is approved; and

**IT IS, THEREFORE, FURTHER RESOLVED** that such requests are fully explained in the Memorandum dated June 22, 2020, found on pages 47-48 of the Meeting Packet.

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

June 22, 2020

3. *Executive Search Contract, JMAA: Authorization to Execute an Agreement With ADK Consulting and Executive Search ("ADK") for a Total Amount for Full-Service Executive Searches to Identify Potential Candidates for Four (4) Key Executive Positions.....Page 49*

Commissioner Pastor Henley commented that JMAA has a current need for additional Staff in lower-level support service positions. Therefore, spending the amount of money required to fill four (4) Executive-Level Positions possibly will cause morale problems amongst Staff in those positions.

In response, Mr. Brown said that Staff would be taking a phased-in approach to fill vacant positions as the volume of passengers traveling at JAN increases to previous levels. He explained that the number of passengers traveling on June 22, 2020, is about six (6) times the number of passengers that traveled at previous points in time during the pandemic. Mr. Brown stated that employing persons in Executive-Level Positions is essential to ensure that JMAA is performing quality work as the numbers increase. Next, he explained the Staff's phased-in approach to employing persons for the vacant Executive-Level positions. Continuing, Mr. Brown provided some specific examples as to JMAA's need for filling the Executive-Level Positions.

**RESOLUTION CY-2020-110**

**RESOLUTION PROVIDING SIGNATORY AUTHORITY TO MR. PAUL BROWN, CHIEF EXECUTIVE OFFICER, TO EXECUTE, AFTER JACKSON MUNICIPAL AIRPORT AUTHORITY'S ("JMAA") LEGAL COUNSEL DRAFTS AND NEGOTIATES, AN AGREEMENT WITH ADK CONSULTING AND EXECUTIVE SEARCH FOR EXECUTIVE SEARCH SERVICES TO IDENTIFY CANDIDATES FOR FOUR (4) KEY EXECUTIVE LEVEL POSITIONS WITHIN JMAA**

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

**WHEREAS**, the Board has considered the request of Jackson Municipal Airport Authority's ("JMAA") Staff to give signatory authority to Mr. Paul Brown, Chief Executive Officer ("CEO"), to execute on behalf of JMAA, after JMAA's Legal Counsel drafts and negotiates, an Agreement with ADK Consulting and Executive Search ("ADK") for Executive Search Services ("Services") to identify potential candidates for four (4) key Executive-Level positions within JMAA; and

**WHEREAS**, the Board further considered the amount of the Agreement for fees and expenses shall not exceed \$117,604.00 for the Services; and

**WHEREAS**, the Board finds that such request, which is explained in the Memorandum dated June 22, 2020, found on page 49 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that Mr. Paul Brown, JMAA's CEO, is authorized to execute on behalf of JMAA, after JMAA's Legal Counsel drafts and negotiates, an Agreement with ADK Consulting and Executive Search ("ADK") for Executive Search Services ("Services") to identify potential candidates for four (4) key Executive-Level positions within JMAA; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the amount of the Agreement for fees and expenses shall not exceed \$117,604.00 for the Services; and

**IT IS, THEREFORE, FURTHER RESOLVED** that such request is fully explained in the Memorandum dated June 22, 2020, found on page 49 of the Meeting Packet.

Yeas: Harris, Martin, Wright

Nays: Henley

Abstentions: None

June 22, 2020

4. *Clearing, Grubbing, and Lead Contamination Assessment Services for JMAA Site 1, JMAA: Authorization to: (i) Reject Bids Received; (ii) Re-Advertise a Request for Bids ("RFB") for Services; and (iii) Approve a Sixty (60) Calendar Day Term of Services and the Total Budget Amount.....Page 50*

**RESOLUTION CY-2020-111**

**RESOLUTION: (I) AUTHORIZING JACKSON MUNICIPAL AIRPORT AUTHORITY'S ("JMAA") STAFF TO REJECT THE BIDS RECEIVED FOR CLEARING, GRUBBING, AND LEAD CONTAMINATION ASSESSMENT SERVICES ("SERVICES"); (II) AUTHORIZING JMAA'S STAFF TO RE-ADVERTISE A REQUEST FOR BIDS ("RFB") FOR THE SERVICES; AND APPROVING A SIXTY (60) DAY CALENDAR TERM FOR SERVICES AND THE TOTAL BUDGET AMOUNT NOT-TO-EXCEED \$220,000.00**

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 reject the bids received for clearing, grubbing, and lead contamination assessment services for the JMAA Site-1 (as shown in Exhibit-A, Page 52 in the Packet) ("Services"); (ii) authority to re-advertise a Request for Bids ("RFB") for the Services; and (iii) approval of a sixty (60) calendar day term of services and the budget in an amount not-to-exceed \$220,000.00 for the Project; and

**WHEREAS**, the Board finds that such requests, which are explained in the Memorandum dated June 22, 2020, along with the attached Exhibit A, found at pages 50-52 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that: (i) JMAA's Staff is authorized to reject the bids received for clearing, grubbing, and lead contamination assessment services for the JMAA Site-1 (as shown in Exhibit-A, Page 52 in the Packet) ("Services"); (ii) JMAA's Staff is authorized to re-advertise a Request for Bids ("RFB") for the Services; and (iii) the sixty (60) calendar day term of services and the budget in an amount not-to-exceed \$220,000.00 for the Project, are approved; and

**IT IS, THEREFORE, FURTHER RESOLVED** that such requests are fully explained in the Memorandum dated June 22, 2020, along with the attached Exhibit A, found on pages 50-52 of the Meeting Packet.

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

June 22, 2020

5. *Fire Alarm System Improvements, JAN: Authorization to: (i) Reject the Bid Received; (ii) Re-Advertise Request for Proposals for the Fire Alarm Project; (iii) Expand and Seek Consultations for Expanded Scope of Work; and (iv) Approve Total Project Budget..... Page 53*

In response to Commissioner LTC(R) Wright's inquiry, Mr. Brown confirmed that the re-advertisement would include an expanded scope of advertisement of the RFP.

**RESOLUTION CY-2020-112**

**RESOLUTION: (I) AUTHORIZING JACKSON MUNICIPAL AIRPORT AUTHORITY'S ("JMAA") STAFF TO REJECT THE PROPOSAL RECEIVED FOR THE JACKSON-MEDGAR WILEY EVERS INTERNATIONAL AIRPORT ("JAN") FIRE ALARM PROJECT; (II) AUTHORIZING JMAA'S STAFF TO RE-ADVERTISE A REQUEST FOR PROPOSALS ("RFP"); (III) AUTHORIZING JMAA'S STAFF TO EXPAND AND SEEK CONSULTATIONS FOR THE EXPANDED SCOPE OF WORK; AND (IV) APPROVING THE TOTAL PROJECT BUDGET AMOUNT NOT-**

**TO-EXCEED \$95,000.00**

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 reject the proposal received for the JAN Fire Alarm System Improvements Project at Jackson-Medgar Wiley Evers International Airport ("JAN") ("Fire Alarm Project"); (ii) authority to re-advertise a Request For Proposals ("RFP") for the Fire Alarm Project; (iii) authority to expand and seek consultations for the expanded scope of work; and (iv) approval of the total project budget amount not-to-exceed \$95,000.00; and

**WHEREAS**, the Board finds that such requests, which are explained in the Memorandum dated June 22, 2020, found at pages 53-56 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that: (i) JMAA's Staff is authorized to reject the proposal received for the JAN Fire Alarm System Improvements Project at Jackson-Medgar Wiley Evers International Airport ("JAN") ("Fire Alarm Project"); (ii) JMAA's Staff is authorized to re-advertise a Request For Proposals ("RFP") for the Fire Alarm Project"; (iii) JMAA's Staff is authorized to expand and seek consultations for the expanded scope of work; and (iv) the total project budget amount not-to-exceed \$95,000.00 is approved; and

**IT IS, THEREFORE, FURTHER RESOLVED** that such requests are fully explained in the Memorandum dated June 22, 2020, found on pages 53-56 of the Meeting Packet.

Yeas: Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

June 22, 2020

**E. Grants**

None.

**F. Other Matters**

1. *Naming and Trademarking of the JMAA Education and Training Academy "Jet-A," JMAA: Authorization to: (i) Approve "JMAA Education and Training Academy" as the Official Title of the Program Informally Known as the JMAA Summer Aviation Academy, the Abbreviated Name and Logo: "Jet-A," and Use of the Tagline, "Fueling the Future of Aviation: Get Set to Jet!;" and (iii) Authorization to Engage Legal Counsel, if needed, To Secure Rights and/or Trademarks Regarding the Approved Items..... Page 57*

Vice-Chairman Martin moved that the JMAA Board: (i) approve "JMAA Education and Training Academy," as the official title of the program informally known as the JMAA Summer Aviation Academy, the abbreviated name and logo: "Jet-A," and use of the tagline, "Fueling the Future of Aviation; Get Set to Jet!;" and (ii) authorize JMAA's Staff to engage legal counsel, if needed, to secure rights and/or trademarks regarding the approved items. Commissioner LTC(R) Wright seconded the motion.

Staff then distributed to the Board a document depicting three (3) logos for the JMAA Education and Training Academy ("Academy"). The Board voted on which logo to use for the Academy. The first (1<sup>st</sup>) logo appearing on the distributed Logo Document, attached to the Meeting Packet, received the most votes to be the logo for the Academy.

Vice-Chairman Martin then moved to amend his previous motion to include as the logo the first (1<sup>st</sup>) logo appearing on the distributed Logo Document, which is attached to the Meeting Packet. Commissioner LTC(R) Wright seconded the Amended Motion. The Board then Resolved the following:

### **RESOLUTION CY-2020-113**

**RESOLUTION: (I) APPROVING "JMAA EDUCATION AND TRAINING ACADEMY" AS THE OFFICIAL TITLE OF THE PROGRAM INFORMALLY KNOWN AS THE JMAA SUMMER AVIATION ACADEMY, THE ABBREVIATED NAME AND LOGO: "JET-A" AND THE TAGLINE, "FUELING THE FUTURE OF AVIATION; GET SET TO JET!;" (II) AUTHORIZING STAFF TO ENGAGE LEGAL COUNSEL, IF NEEDED, TO SECURE RIGHTS AND/OR TRADEMARKS REGARDING THE APPROVED ITEMS; AND (III) APPROVING THE FIRST (1<sup>ST</sup>) LOGO APPEARING ON THE LOGO DOCUMENT**

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: (i) approval of "JMAA Education and Training Academy," as the official title of the program informally known as the JMAA Summer Aviation Academy, "Jet-A," as shown in the Exhibit attached hereto, as the abbreviated name and logo: and use of the tagline, "Fueling the Future of Aviation; Get Set to Jet!;" (ii) authorization to engage legal counsel, if needed, to secure rights and/or trademarks regarding the approved items; and (iii) approval of the first (1<sup>st</sup>) Logo appearing on the Logo Document attached to the Meeting Packet; and

**WHEREAS**, the purpose of "Jet-A" is to engage students from the Jackson Metro Area who have the potential to become future aviation professionals and will provide them with important information regarding career and educational opportunities in aviation through the Academy, consisting of JMAA, Jackson Public Schools, and Jackson State University; and



**WHEREAS**, JMAA will also collaborate with external partners, including nonprofit organizations and other public and private entities, to assist with the Academy's schedule of activities; and

**WHEREAS**, the Board finds that such requests, which are explained in the Memorandum dated June 22, 2020, found at pages 57-58 of the Meeting Packet and the Logo Document attached hereto, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that: (i) the Board approves "JMAA Education and Training Academy," as the official title of the program informally known as the JMAA Summer Aviation Academy, "Jet-A," as shown in the Exhibit attached hereto, as the abbreviated name and logo, and use of the tagline, "Fueling the Future of Aviation; Get Set to Jet!;" (ii) JMAA's Staff is authorized to engage legal counsel, if needed, to secure rights and/or trademarks regarding the approved items; and (iii) the first (1<sup>st</sup>) Logo appearing on the Logo Document attached to the Meeting Packet is approved; and

**IT IS, THEREFORE, FURTHER RESOLVED** that such requests are fully explained in the Memorandum dated June 22, 2020, found on pages 57-58 of the Meeting Packet and the Logo Document attached hereto.

Yeas: Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

June 22, 2020

Mr. Brown commended Ms. LSherie Dean for her work as to logo for "JET-A."

2. *Name and Trademark Search as to "SoJAN Flex Center," JAN: (i) Authorization to Engage Legal Counsel to Conduct a Trademark Search as to "SoJAN Flex Center" the Recently Approved Name of the Formerly Titled South Cargo Building; and (ii) Secure the Naming Rights To Protect Its Use.....Page 59*

**RESOLUTION CY-2020-114**

**RESOLUTION AUTHORIZING JACKSON MUNICIPAL AIRPORT AUTHORITY'S ("JMAA") STAFF TO: (I) ENGAGE LEGAL COUNSEL TO CONDUCT A TRADEMARK SEARCH AS TO "SOJAN FLEX CENTER," THE RECENTLY APPROVED NAME OF THE FORMERLY TITLED SOUTH CARGO BUILDING; AND (II) SECURE THE NAMING RIGHTS TO PROTECT ITS USE**

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 authority to: (i) engage legal counsel to conduct a trademark search as to "SoJAN Flex Center," the recently approved name of the formerly titled South Cargo Building; and (ii) secure the naming rights to protect its use; and

**WHEREAS**, the Board finds that such requests, which are explained in the Memorandum dated June 22, 2020, found on page 59 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that the Board authorizes JMAA's Staff to: (i) engage legal counsel to conduct a trademark search as to "SoJAN Flex Center," the recently approved name of the formerly titled South Cargo Building; and (ii) secure the naming rights to protect its use; and

**IT IS, THEREFORE, FURTHER RESOLVED** that such requests are fully explained in the Memorandum dated June 22, 2020, found on page 59 of the Meeting Packet.

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

June 22, 2020

3. *Renaming of the JMAA Community Newsletter to JetStream Magazine, JMAA: Authorization to: (i) Approve "JetStream," as the Office Title of the JMAA Community Newsletter Known as "Tailwinds;" and (ii) Authorization to Engage Legal Counsel, if Needed, to Secure any Rights and/or Trademarks to Protect the Name "JetStream".....Page 60*

In response to Commissioner Wright's question, Ms. LSherie Dean, JMAA's Public Information Officer, informed the Board that the Newsletter is published quarterly.

**RESOLUTION CY-2020-115**

**RESOLUTION: (I) APPROVING "JETSTREAM" AS THE OFFICIAL TITLE OF THE JMAA COMMUNITY NEWSLETTER KNOWN AS "TAILWINDS;" AND (II) AUTHORIZING JACKSON MUNICIPAL AIRPORT AUTHORITY'S ("JMAA") STAFF TO ENGAGE LEGAL COUNSEL, IF NEEDED, TO SECURE ANY RIGHTS AND/OR TRADEMARKS REGARDING THE OFFICIAL TITLE "JETSTREAM"**

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) approval of "JetStream" as the official title of the JMAA Community

Newsletter known as "Tailwinds;" and (ii) authorization to engage legal counsel, if needed, to secure any rights and/or trademarks regarding the official title "JetStream;" and

**WHEREAS**, the Board finds that such requests, which are explained in the Memorandum dated June 22, 2020, found on page 60 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that: (i) "JetStream" is approved as the official title of the JMAA Community Newsletter known as "Tailwinds;" and (ii) Staff is authorized to engage legal counsel, if needed, to secure any rights and/or trademarks regarding the official title "JetStream;" and

**IT IS, THEREFORE, FURTHER RESOLVED** that such requests are fully explained in the Memorandum dated June 22, 2020, found on page 60 of the Meeting Packet.

Yeas: Harris, Martin, Wright

Nays: None

Abstentions: Henley

June 22, 2020

- 4. *Hangar Termination and Refund of Pre-Paid Hangar Rent, JMAA: Authorization to: (i) Terminate the Hangar Lease Agreement With Emmerson Asset Management, LLC; and (ii) Approve the Refund of Pre-Paid Rent Amount .....Page 61*

**RESOLUTION CY-2020-116**

**RESOLUTION: (I) AUTHORIZING JACKSON MUNICIPAL AIRPORT AUTHORITY'S ("JMAA") STAFF TO TERMINATE THE HANGAR LEASE AGREEMENT WITH EMMERSON ASSET MANAGEMENT, LLC; AND (II) APPROVAL OF THE REFUND OF PRE-PAID RENT AMOUNT**

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 terminate the hangar lease agreement with Emmerson Asset Management, LLC ("Emmerson"); and (ii) approval to refund the pre-paid rent in the amount of \$312.00; and

**WHEREAS**, on March 15, 2020, Emmerson Dailey, Manager for Emmerson, submitted a written request to JMAA's Staff requesting to cancel Emmerson's lease agreement with JMAA as of June 1, 2020; and

**WHEREAS**, the Board finds that such requests, which are explained in the Memorandum dated June 22, 2020, along with Exhibit A-Map and Exhibit B-Resolution CY-2016-149, found at pages 61-63 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that: (i) JMAA's Staff is authorized to terminate the hangar lease agreement with Emmerson Asset Management, LLC ("Emmerson"); and (ii) the pre-paid rent refund of \$312.00 is approved; and

**IT IS, THEREFORE, FURTHER RESOLVED** that such requests are fully explained in the Memorandum dated June 22, 2020, along with Exhibit A-Map and Exhibit B-Resolution CY-2016-149, found at pages 61-63 of the Meeting Packet.

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

June 22, 2020

5. *Hawkins Field ("HKS") Hangar Lease Agreement with PHI Medical, LLC: Authorization to: (i) Execute, After JMAA's Legal Counsel Drafts and Negotiates, a Lease and Fixed Based Operations Agreement for the Hangar Located at 558 West Ramp Road, Jackson, MS 39209, HKS, in the Amount of \$1,180 per month; and (ii) Approval of the Four (4)-Year, Eight (8)-Month Term of the Lease, Beginning June 23, 2020, and Ending February 28, 2025.....Page 64*

**RESOLUTION CY-2020-117**

**RESOLUTION: (I) AUTHORIZING JACKSON MUNICIPAL AIRPORT AUTHORITY'S ("JMAA") STAFF TO EXECUTE, AFTER JMAA'S LEGAL COUNSEL DRAFTS AND NEGOTIATES, A LEASE AND FIXED BASE OPERATIONS AGREEMENT WITH PHI MEDICAL, LLC FOR \$1,180.00 PER MONTH; AND (II) APPROVAL OF THE FOUR (4) YEAR, EIGHT (8) MONTH TERM OF THE LEASE**

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, after JMAA's Legal Counsel drafts and negotiates, a lease and Fixed Base Operations ("FBO") Agreement with PHI Medical, LLC ("PHI") for the hangar located at 558 West Ramp Road, Hawkins Field Airport, Jackson, MS 39209, in the amount of \$1,180.00 per month; and (ii) approval of the four (4) year, eight (8) month term of the lease, beginning on June 23, 2020, and ending on February 28, 2025; and

**WHEREAS**, the Board finds that such requests, which are explained in the Memorandum dated June 22, 2020, along with Exhibit A-Map, found at pages 64-66 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that: (i) JMAA's Staff is authorized to execute, after JMAA's Legal Counsel drafts and negotiates, a lease and Fixed Base Operations ("FBO") Agreement with PHI Medical, LLC ("PHI") for the hangar located at 558 West Ramp Road, Hawkins Field Airport, Jackson, MS 39209, for \$1,180.00 per month; and (ii) the four (4) year, eight (8) month term of the lease, beginning on June 23, 2020, and ending on February 28, 2025, is approved; and

**IT IS, THEREFORE, FURTHER RESOLVED** that such requests are fully explained in the Memorandum dated June 22, 2020, along with Exhibit A-Map, found on pages 64-66 of the Meeting Packet.

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

June 22, 2020

*6. Ledger Adjustment for General Services Administration ("GSA") Lease, JMAA: Authorization to Adjust the Account of the GSA in JMAA's Ledger Account to Reflect the Accurate Balance Sheet Amount to the Current Date.....Page 67*

**RESOLUTION CY-2020-118**

**RESOLUTION AUTHORIZING JACKSON MUNICIPAL AIRPORT AUTHORITY'S ("JMAA") STAFF TO ADJUST THE ACCOUNT OF THE GENERAL SERVICE ADMINISTRATION ("GSA") IN JMAA'S FINANCIAL LEDGER**

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 authority to adjust the account of the General Service Administration ("GSA") (GS-04P-LMS60283) in JMAA's Financial Ledger for \$25,494.33 to adjust the balance sheet amount to the current date; and

**WHEREAS**, the Board finds that such request, which is explained in the Memorandum dated June 22, 2020, found on page 67 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that JMAA's Staff is authorized to adjust the account of the General Service Administration ("GSA") (GS-04P-LMS60283) in JMAA's Financial Ledger for \$25,494.33 to adjust the balance sheet amount to the current date; and

**IT IS, THEREFORE, FURTHER RESOLVED** that such request is fully explained in the Memorandum dated June 22, 2020, found on page 67 of the Meeting Packet.

Yeas: Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

June 22, 2020

7. *Consent to Sublease-AFCO Cargo, LLC to Entergy Nuclear Holding Company #, JAN: Authorization to Execute a Consent to Sublease Document Allowing AFCO CARGO JAN, LLC to sublease to Entergy.....Page 68*

Mr. Brown, JMAA's CEO, stated that he would send a letter to AFC Cargo JAN, LLC, warning the company that JMAA has the right to terminate its lease if the entity enters into any unauthorized sublease agreements. He provided the Board with a draft of the proposed letter.

**RESOLUTION CY-2020-119**

**RESOLUTION AUTHORIZING JACKSON MUNICIPAL AIRPORT AUTHORITY'S ("JMAA") STAFF TO PERMIT MR. PAUL BROWN, JMAA'S CEO, TO EXECUTE, AFTER JMAA'S LEGAL COUNSEL DRAFTS AND NEGOTIATES, A CONSENT TO SUBLEASE ALLOWING AFCO CARGO JAN, LLC, TO SUBLEASE TO ENTERGY NUCLEAR HOLDING COMPANY #1**

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

**WHEREAS**, the Board has considered the request of Jackson Municipal Airport Authority's ("JMAA") Staff for authority to permit Mr. Paul Brown, Chief Executive Officer, to execute a Consent to Sublease document allowing AFCO Cargo JAN, LLC, to sublease to Entergy Nuclear Holding Company #1 ("Entergy"); and

**WHEREAS**, the Board finds that such request, which is explained in the Memorandum dated June 22, 2020, found on page 68 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that JMAA's Staff is authorized to permit Mr. Paul Brown, Chief Executive Officer, to execute a Consent to Sublease document allowing AFCO Cargo JAN, LLC, to sublease to Entergy Nuclear Holding Company #1 ("Entergy"); and

**IT IS, THEREFORE, FURTHER RESOLVED** that such request is fully explained in the Memorandum dated June 22, 2020, found on page 68 of the Meeting Packet.

Yeas: Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

June 22, 2020

### ***Employee Recognition***

Mr. Brown then recognized Mr. Wayne Broadwater, Maintenance Department staff person, and requested that Mr. Broadwater approach the podium. Mr. Brown expressed that it is infrequent that Staff can recognize an employee of longstanding service such as Mr. Broadwater. Continuing Mr. Brown informed the Board that Mr. Broadwater is JMAA's Outstanding Employee of the Month on the month of his fortieth (40<sup>th</sup>) anniversary working with JMAA. Mr. Brown thanked Mr. Broadwater for his service and contributions to the Jackson Municipal Airport Authority. He then presented Mr. Broadwater with a Certificate of Excellence in recognition of this achievement. The JMAA Board, along with Mr. Brown, took a photograph with Mr. Broadwater. The Board of Commissioners and others in attendance applauded and congratulated Mr. Broadwater.

### **OPEN SESSION**

The Board, pursuant to the motion of Commissioner Pastor Henley, seconded by Vice-Chairman Martin, 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 1:37 p.m.

### **CLOSED SESSION**

After a discussion regarding the matters proposed to be discussed in Executive Session, Vice-Chairman Martin moved that the Board enter Executive Session to consider: two (2) potential litigation as to contract matters and potential litigation as to an incumbent employee matter. Commissioner Pastor Henley seconded the motion, and the Commissioners resolved to enter Executive Session for the stated purposes by a unanimous vote.

The Closed Session ended at 1:41 p.m.

### **OPEN SESSION**

Chairman Harris then invited some 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: two (2) potential litigation as to contract matters and potential litigation as to an incumbent employee matter. Further, she stated that Vice-Chairman Martin made the motion to go into Executive Session, Commissioner Pastor Henley 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 1:42 p.m.

### **EXECUTIVE SESSION**

During the Executive Session, the Board discussed: two (2) potential litigation matters as to contracts and potential litigation as to an employee matter.

1. *The Board took no action as to potential litigation as to the first contract matter.*

Attorney Dorsey Carson entered the Executive Session at 1:43 p.m.

2. *The Board took the following action as to the potential litigation as to the second contract matter.*

### **RESOLUTION CY-2020-120**

#### **RESOLUTION AUTHORIZING CERTAIN ACTIONS AS TO POTENTIAL LITIGATION AS TO A CONTRACT MATTER**

Upon Motion by Commissioner Pastor Henley, seconded by Vice-Chairman Martin, the following **RESOLUTION** was made and unanimously approved.

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

**WHEREAS**, the Board has considered the information provided by Staff during Executive Session and considered authorizing certain actions specified during Executive Session.

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

Yeas: Harris, Henley, Martin, Wright

Nays: None

Abstentions: None



June 22, 2020

Dorsey Carson, Esq. exited the Executive Session at 2:26 p.m.

3. *The Board took the following action as to potential litigation as to an incumbent employee matter.*

**RESOLUTION CY-2020-121**

**RESOLUTION AUTHORIZING CERTAIN ACTIONS AS TO POTENTIAL LITIGATION AS TO AN INCUMBENT EMPLOYEE MATTER**

Upon Motion by Commissioner Pastor Henley, seconded by Vice-Chairman Martin, the following **RESOLUTION** was made and unanimously approved.

**WHEREAS**, the Board of Commissioners ("Board") of the Jackson Municipal Airport Authority ("JMAA") has considered potential litigation as to an incumbent employee matter specified during Executive Session; and

**WHEREAS**, the Board has considered the information provided by LaToya Merritt, Esq., Phelps Dunbar LLP, JMAA's Employment Counsel, during Executive Session and considered authorizing certain actions specified during Executive Session.

**IT IS, THEREFORE, RESOLVED** that the Board authorizes certain actions regarding potential litigation as to an incumbent employee matter, as specified during Executive Session.

Yeas: Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

June 22, 2020

Attorney LaToya Merritt entered the Executive Session telephonically at 2:25 p.m. and ended her telephonic participation at 2:41 p.m.

Upon motion by Vice-Chairman Martin, seconded by Commissioner LTC(R) Wright, and unanimous approval of the Commissioners, the Executive Session ended at 2:42 p.m.

**OPEN SESSION**

Open Session reconvened at 2:42 p.m.

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

Chairman Harris announced that the Meeting was open. She then announced that during Executive Session, no action was taken as to potential litigation as to a contract matter. She also announced that the above-stated actions were taken as to potential litigation as to a second contract matter and potential litigation as to an incumbent employee matter.

Chairman Harris then announced that the Board would revisit the Claims Docket for May 2020.

Vice-Chairman Martin then moved to remove from the table the previously tabled motion to approve the Claims Docket. The motion was seconded by Commissioner LTC(R) Wright and approved by a unanimous vote.

Vice-Chairman Martin moved that the JMAA Board approve the May 2020 Claims Docket. Commissioner LTC(R) Wright seconded the motion.

**RESOLUTION CY-2020-122**

**RESOLUTION ACCEPTING/APPROVING THE MAY 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 May 31, 2020, which is included in the Rescheduled Regular Board Meeting Packet at pages 39-41, and was distributed to the Board before the June 22, 2020 Rescheduled Regular Board Meeting.

**IT IS, THEREFORE, RESOLVED** that the Board hereby authorizes payment of the claims appearing on the May 2020 Claims Docket for \$1,153,518.27.

Yeas: Harris, Martin, Wright

Nays: Henley

Abstentions: None

June 22, 2020

**RESOLUTION CY-2020-123**

**RESOLUTION DIRECTING STAFF TO WITHHOLD PAYMENTS TO SP PLUS RELATED TO CLAIM NO. 98031 AND CLAIM NO. 98046 UNTIL JMAA RECEIVES PAYMENT OF ALL FUNDS SP PLUS CURRENTLY OWES TO JMAA**

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 of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") previously considered and authorized payment of the Authority's Claims Docket for the month and period ending May 31, 2020; and

**WHEREAS**, Claim No. 98031 and Claim No. 98046 are claims of SP Plus; and

**WHEREAS**, SP Plus currently owes to JMAA funds related to the Agreement between JMAA and SP Plus; and

**WHEREAS**, the Board directs JMAA's Staff to withhold payment of Claim No. 98031 and Claim No. 98046 to SP Plus until JMAA receives payment of all funds that SP Plus currently owes to JMAA.

**IT IS, THEREFORE, RESOLVED** that JMAA's Staff shall withhold payment of Claim No. 98031 and Claim No. 98046 to SP Plus until JMAA receives payment of all funds that SP Plus currently owes to JMAA.

Yeas: Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

June 22, 2020

**G. New Business**

None.

**VIII. ADJOURNMENT**

Thereafter, it was moved by Vice-Chairman Martin, seconded by Commissioner Pastor Henley, and resolved by a unanimous vote of the Commissioners present, that the Meeting of the Board ADJOURNED at 2:48 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