

**CONSOLIDATED RESCHEDULED WORK SESSION AND RESCHEDULED REGULAR  
BOARD MEETING OF JACKSON MUNICIPAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS  
FEBRUARY 22, 2021**

**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 February 22, 2021 Consolidated Work Session and Board Meeting in the Community Room, Main Terminal Building, Jackson-Medgar Wiley Evers International Airport ("JAN"), in Jackson, Mississippi, at Noon on Monday, February 22, 2021 (the "Meeting"), pursuant to proper notice. Copies of the Notice rescheduling the February 18, 2021 Work Session, the Notice rescheduling the February 22, 2021 Board Meeting, and the Notice of the February 22, 2021 Consolidated Rescheduled Work Session and Rescheduled Board Meeting are attached as Exhibits to the February 22, 2021 Consolidated Rescheduled Work Session and Rescheduled Board Meeting ("Meeting") Minutes.

Chairman Robert E. Martin presided, called the Meeting to order at Noon, and called the roll of Commissioners.

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

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

Chairman Martin 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 Consolidated Rescheduled Work Session and Rescheduled Board Meeting, rescheduled for Monday, February 22, 2021, at Noon, at the Jackson-Medgar Wiley Evers International Airport ("JAN"), in Jackson, Mississippi. 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 2-22-21**

**II. INVOCATION**

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

Next, Chairman Martin praised JMAA's Staff for its diligent effort and hard work during the recent weather crisis. He informed the Board that he received daily briefings and memorandums regarding the actions being taken by JMAA Staff in response to the weather. He is confident that Staff took the appropriate action in response to the weather crisis. Additionally, he stated that the Board needs to address, in the future, possibly having some machinery on-site to address snow removal.

### **III. APPROVAL OF BOARD NOTICES**

- A. Notice of the Monthly Pre-Work Session Meeting, Thursday, February 11, 2021, 9:00 a.m. at Jackson-Medgar Wiley Evers International Airport ("JAN"), in Jackson, Mississippi.
- B. Notice Rescheduling the Regular Monthly Work Session, Thursday, February 18, 2021 at 8:30 a.m., to Monday, February 22, 2021, at Noon (12:00 p.m.) at Jackson-Medgar Wiley Evers International Airport ("JAN"), in Jackson, Mississippi.
- C. Notice of the Consolidated Rescheduled Monthly Work Session and Rescheduled Board Meeting for Monday, February 22, 2021, at Jackson-Medgar Wiley Evers International Airport ("JAN"), in Jackson, Mississippi.
- D. Notice Rescheduling the Scheduled Time of the Regular Scheduled Board Meeting for Monday, February 22, 2021, from 4:00 p.m. to Noon (12:00 p.m.)

### **RESOLUTION CY-2021-15**

**APPROVAL OF THE: (I) NOTICE OF THE FEBRUARY 11, 2021 PRE-WORK SESSION MEETING; (II) NOTICE RESCHEDULING THE FEBRUARY 18, 2021 REGULAR WORK SESSION TO MONDAY, FEBRUARY 22, 2021; (III) NOTICE OF THE FEBRUARY 22, 2021 CONSOLIDATED RESCHEDULED WORK SESSION AND RESCHEDULED BOARD MEETING AT JACKSON-MEDGAR WILEY EVERS INTERNATIONAL AIRPORT; AND (IV) NOTICE RESCHEDULING THE FEBRUARY 22, 2021 REGULAR BOARD MEETING TO NOON (12:00 P.M.)**

After discussion and review, and upon the motion made by Vice-Chairman Harris, seconded by Commissioner Pastor Henley, and approved by a unanimous vote, the following Resolution was made and entered.

**RESOLVED**, that the Board hereby approves the: (i) Notice of the February 11, 2021 Pre-Work Session Meeting; (ii) Notice rescheduling the February 18, 2021 Regular Work Session to Monday, February 22, 2021; (iii) Notice of the February 22, 2021 Consolidated Rescheduled Work Session and Rescheduled Board Meeting at Jackson-Medgar Wiley Evers International Airport; and (iv) Notice Rescheduling the February 22, 2021 Regular Board Meeting to Noon (12:00 p.m.)

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

February 22, 2021

#### **IV. APPROVAL AND EXECUTION OF MINUTES**

- A. Board of Commissioners Regular Monthly Work Session, Thursday, January 21, 2021, at 8:30 a.m. at Jackson-Medgar Wiley Evers International Airport.
- B. Board of Commissioners Regular Monthly Board Meeting, Monday, January 25, 2021, at 4:00 p.m., at Jackson-Medgar Wiley Evers International Airport.

#### **RESOLUTION CY-2021-16**

#### **APPROVAL OF THE MINUTES OF THE JANUARY 21, 2021 REGULAR WORK SESSION AND JANUARY 25, 2021 RELOCATED REGULAR BOARD MEETING**

After discussion and review, and upon the motion made by Vice-Chairman Harris, seconded by Commissioner Pastor Henley, the Minutes of the: (i) January 21, 2021 Regular Work Session; and (ii) January 25, 2021 Relocated Regular Board Meeting were approved by a unanimous vote of the Commissioners present, and the following Resolution was made and entered.

**RESOLVED**, that the Board hereby approves the Minutes of the: (i) January 21, 2021 Regular Work Session; and (ii) January 25, 2021 Relocated Regular Board 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

February 22, 2021

#### **V. PUBLIC COMMENTS**

There were no public comments.

#### **VI. REPORTS**

##### **A. Report from the Chairman**

The Chairman provided his comments earlier during the Meeting.

**B. Chief Executive Officer**

**1. Airport Project Manager Summary, Period Ending January 31, 2021**

.....Page 1<sup>1</sup>

Mr. Paul A. Brown, CEO, directed the Board's attention to the Airport Project Manager Summary ("APMS"), found on pages 1-11 in the February 22, 2021 Consolidated Rescheduled Work Session and Rescheduled Board Meeting Packet and distributed to the Board before the February 22, 2021 Combined Work Session and Regular Board Meeting.

Commissioner LTC(R) Wright asked for an update as to his inquiry during the previous Board Meeting as to possible grant funds awarded to JMAA via the efforts of Congressman Bennie G. Thompson.

In response, Mr. Brown informed the Board that the funds referenced by Commissioner LTC(R) Wright were previously received by JMAA. Further, he informed the Board that the article regarding the funds might have been published after JMAA received the funds.

Next, Mr. Brown addressed the Board and provided the Board with the current percentage completion, current budget percentage allocated, current budget percentage remaining, and the anticipated completion date as to each active project. Further, he requested authorization for Staff to remove several completed projects from the Summary. The status of the projects presented is included in the Consolidated Rescheduled Work Session and Rescheduled Board Meeting Packet at pages 1-11. After reviewing the Report and listening to the presentation, the Board discussed the following:

Regarding the Enterprise Resource Planning Solution Project, Chairman Martin asked for the reason that the ERP Project is currently not ongoing? In response, Mr. Brown stated that JMAA's Staff is not satisfied with Tyler Technologies' knowledge of several aspects of the project and believes that the project has reached a point where it should stop.

Regarding the International Drive Project, Chairman Martin referenced the paving on the upper level of the Jackson-Medgar Wiley Evers International Airport and asked about the absence of the speed bump that was located before the pedestrian walkway. In response, Mr. Brown said that the speed bump was removed for striping. Further, he would find out the reason for the current absence of the speed bump.

Next, Mr. Brown requested that Mr. Brian P. Smith, JMAA's newly hired Facilities Engineer approach the podium. Mr. Smith addressed the Board and provided some of his background and experience as an engineer. Also, he identified some of the projects that he is currently working on for JMAA. The Board welcomed Mr. Smith to JMAA.

---

<sup>1</sup> The page numbers herein are the page numbers contained in the Meeting Packet which is attached as an Exhibit to the February 22, 2021 Consolidated Rescheduled Work Session and Rescheduled Board Meeting ("Meeting") Minutes.

**2. Airport Activity Statistics Report, Period Ending January 31, 2021**

.....Page 12

Mr. Brown directed the Board's attention to the Airport Activity Statistics Report ("AASR"), found on pages 12-30 in the February 22, 2021 Consolidated Rescheduled Work Session and Rescheduled Board Meeting Packet, and distributed to the Board before the February 22, 2021 Consolidated Rescheduled Work Session and Rescheduled Board Meeting. In addition to the Statistics Report for January 2021, Mr. Brown explained to the Board the percentage numbers related to passenger enplanements, itinerate operations, fuel flowage percentage, and cargo and the trends associated with each category.

The Board reviewed the Report and held the following additional discussion:

Chairman Martin referenced the future arrival of Southwest Airlines regarding enplaned passengers. He asked if Staff believes there will be additional passengers traveling through JAN or customers will simply be leaving other airlines to travel with Southwest.

In response, Mr. Brown informed the Board that Staff believes the passengers that will be traveling with Southwest Airlines will be new customers. He explained that some of the passengers who are currently facing the choice of either paying a higher price or driving to another airport would probably look at switching. He added that because of the nature of Southwest's city-focused flow system, there would be a lot of people flying into JAN from destinations not currently served by the current airlines or underserved by them.

Next, Chairman Martin asked what the driving force is as to the decrease in belly cargo. In response, Mr. Brown informed the Board that the decline is related to the lack of passengers. He further explained that some passengers utilize services such a Delta Dash, which is an overnight service, to fly their goods and supplies.

**3. Disadvantaged Business Enterprise Report**

Mr. Brown gave the following statistics as to contracts with Minority/Women/Disadvantaged Business Enterprises ("M/W/DBEs") and City of Jackson, MS, based businesses during January 2021:

- Direct and Indirect Payments to M/W/DBEs Firms: \$88,267.77 or 23% of the Total Amount of Eligible Payments; and
- Payments to City of Jackson, MS-based firms: \$232,796.26 or 71% of the Total Amount of Eligible Payments.

Next, Mr. Brown informed the Board that the document providing the Disadvantaged Business Enterprise Report would be distributed at the Board's request. Mr. Brown then confirmed that the DBE report was emailed to Vice-Chairman Harris.

#### **4. *Staff Reports-Assumption of Parking Responsibilities Update***

Next, Mr. Brown reported to the Board that JMAA's assumption of the parking operations responsibilities on February 10, 2021, at 5:01 p.m., was successful. He informed the Board that there were some very minor difficulties, but Staff was able to anticipate many of those difficulties and prevented a lot of potential mishaps by having the Access Control Group on-site to assist JMAA.

Then, Mr. Brown expressed his appreciation for the very hard work completed by Mr. Michael Huff, Airport Security Manager, and Mrs. Tonya Coakley, Manager of Security, during the transition. He added that Mrs. Coakley worked directly with the transitioning employees. She ensured that they successfully completed the human resource process and were brought on board and oriented. Lastly, he informed the Board that the parking operations are still operating without a hitch for the customers.

The Board then applauded the Staff's efforts in transitioning the parking operations.

Chairman Martin then requested that Mrs. Coakley approach the podium. Afterward, Mrs. Coakley addressed the Board about some of her work for JMAA to assume the parking operations.

#### **5. *Consultant Reports-Epic Resources, LLC***

Next, Mr. Brown recognized Ms. Shellie Michael, President of Epic Resources, LLC ("Epic"), to approach the podium and present to the Board.

Ms. Michael presented a PowerPoint Presentation entitled Epic Resources Quarterly Report to the Board and addressed the items included in said report. The PowerPoint Presentation is attached as an exhibit to the February 22, 2021 Consolidated Rescheduled Work Session and Rescheduled Board Meeting Minutes. Ms. Michael further distributed to the Board Epic's work product binder for the Commissioners to review at their pleasure. Afterward, the Board had the following discussion with Ms. Michael.

In response to Commissioner LTC(R) Wright's inquiry, Ms. Michael informed the Board that Epic assisted five (5) businesses with the DBE Certification Process. The application for those businesses was forwarded to JMAA's Disadvantaged Business Enterprise Department. Further, Ms. Michael informed the Board that the businesses seeking DBE certification are listed in Section 6 of Epic's work product binder.

Vice-Chairman Harris said that based on the number of invoices processed, etc., by Epic, it looks like it saved the day.

#### **6. *Report on Covid-19 Funding***

Next, Mr. Brown stated that, as of February 22, 2021, the Federal Aviation Administration (“FAA”) notified Staff that JMAA would be awarded Covid-19 relief funds. He announced that JMAA would receive Three Million Six Hundred Thirty Thousand Two Hundred Sixteen Dollars (\$3,630,216.00) for operations and maintenance of the airport and One Hundred Seventeen Thousand Five Hundred Eighty-Three Dollars (\$117,583.00) for Concessions. JMAA will have to apply for the funds, and after receiving the relevant documentation, request approval to accept the grant from the JMAA Board and City of Jackson, MS City Council.

Next, Mr. Brown announced that JMAA was appointed by the Airport Council International-North America (“ACI-NA”) to participate on the Nominating Committee for 2021. JMAA’s participation obligates him to stand in as an alternate regarding Airport Class A and B. Therefore, JMAA will be responsible in an alternate capacity for the nomination of ACI-NA Board Members and Executives. There are only seven (7) or so people on this Committee.

Next, Mr. Brown provided the Board with information as to the types of activities, etc., that JMAA’s Operations and Public Safety Department handled during the recent winter storm crisis. He stated that when JAN was in danger of shutting down, the Operations and Public Safety Departments conducted continuous sweeps of the airport premises and continued to do so while JAN was closed. Further, the Departments ensured proper staffing of law enforcement personnel, shuttled employees to and from their homes to make sure JMAA was able to maintain operations and some finance activity. Also, they surveyed primary roadways to ensure accessibility as much as possible, assisted airport rescue and firefighting in getting in and out of Gate 45. Further, they manned all other gates, assisted stranded passengers, and helped restore water to the Terminal Building. He added that Chief McClendon and Austin Jenkins, Manager of Operations, were very diligent in ensuring that the public remained informed during this crisis.

Chairman Martin thanked the Staff, Chief McClendon, and Mr. Jenkins for their diligence and efforts. He added that he was pleased with everything. However, he informed the Board that JMAA needs to have more all-terrain vehicles on-hand for future winter storms.

Regarding the recently awarded Three Million Six Hundred Thousand Dollars (\$3,600,000.00) Covid-19 funds, Commissioner Pastor Henley asked if there are spending requirements time-wise that differ from the previous Cares Act funds.

In response, Mr. Brown said that JMAA would have a one (1) year window to spend the funds awarded from the second relief package.

Next, Commissioner Pastor Henley suggested that since the funds can be used for operations, that they could also be theoretically available to purchase some of the all-terrain vehicles referenced by Chairman Martin.

Chairman Martin thanked Commissioner Pastor Henley for making that suggestion.

## **7. *Employee Acknowledgements***

Next, Mr. Brown announced that Mr. William Carr, a member of the JMAA Procurement Department, who is often referred to as the glue that makes the department go, is JMAA's Employee of the Month for January 2021. He requested that Mr. Carr approach the podium to be recognized. Mr. Brown said that Mr. Carr is being recognized for going beyond the call of duty. He consistently provides service to JMAA, including coming to work early and staying late. He added that Mr. Carr is very dedicated to carrying out his duties in making sure all items, both great and small, are completed.

Mr. Brown then presented Mr. Carr with an Employee of the Month Certificate from JMAA. The Board of Commissioners and others in attendance applauded and congratulated Mr. Carr. Afterward, the JMAA Commissioners and Mr. Brown took a photograph with Mr. Carr.

Next, Mrs. Tonya Coakley, Communications Supervisor, approached the podium. She stated that she worked to assist a few SP personnel members with transitioning the parking operations over to JMAA. Also, she supervised the credit card operation and reporting transition.

Mr. Brown added that Mrs. Coakley was involved in the shadowing before the parking services takeover actually took place. In that regard, she worked with the employees directly, supervised the cash management operations, and worked closely with Mrs. Carolyn Dupre' and JMAA's Finance Department to make sure there was a smooth transition. Mr. Brown praised and thanked Mrs. Coakley for a fantastic job!

Chairman Martin informed Mrs. Coakley that her efforts would not go unnoticed. Also, he congratulated and thanked Mrs. Coakley.

### **C. *Attorney***

First, Attorney John L. Walker addressed Commissioner LTC(R) Wright's inquiry regarding the federal funding receive by JMAA. He explained that during a meeting last year, two (2) articles from the Clarion-Ledger about the Grants that Commissioner LTC(R) Wright brought to the Board's attention were discussed. Also, the Board had some questions regarding JMAA receiving the grant funds. Attorney Walker referenced his call to Congressman Bennie G. Thompson about investigating the status of the possible grant funds. Afterward, one of Congressman Thompson's Staff Persons forwarded the Grant letters to Attorney Walker. Next, Attorney Walker forwarded the letter to all of the Commissioners. He explained that was his last involvement as there were no further inquiries from any Commissioners.

Vice-Chairman Harris said she did not recall receiving any such email. She directed Mr. Walker to re-send the email. In response, Attorney Walker said that he would re-send the email previously sent to the Commissioners regarding Commissioner LTC(R) Wright's inquiry.



Next, Attorney Kevin Bass distributed to the Board a memorandum regarding the Center for Disease Control and Prevention (“CDC”) and Federal Aviation Administration (“FAA”) guidelines regarding Covid-19 facemask requirements on airport property. He explained the provisions of President Joe Biden’s Executive Order regarding Covid-19 facemask requirements. The Board and Attorney Bass held additional discussions regarding JMAA’s requirements related to the Covid-19 facemask requirements, including posted signage compliant with the new Transportation Safety Administration (“TSA”) rules creating and posting at all entrances and inside the Terminal Building and informing JMAA passengers and tenants about them.

Lastly, Attorney Walker announced 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 January 31, 2021***

##### ***a. Balance Sheet: Accept.....Page 31***

Mr. Brown directed the Board's attention to the Balance Sheet for January 2021, which was included in the February 22, 2021 Consolidated Rescheduled Work Session and Rescheduled Board Meeting Packet and was discussed at the February 22, 2021 Consolidated Rescheduled Work Session and Rescheduled Board Meeting. Mr. Brown stated that the Board would be asked to adopt a resolution accepting the Balance Sheet for January 2021.

Then, Mr. Brown recognized Ms. Carolyn Dupre’, Chief Financial Officer, and asked her to address the Board.

Ms. Dupre’ gave highlights of the major components of each Financial Statement for January 2021. As to the Balance Sheet and Income Statement, the Board held the following discussion:

Mr. Brown first noted for the Commissioners that the Unrestricted Cash for the month of January is more than it has been since the beginning of the Pandemic.

Next, Commissioner LTC(R) Wright asked if JMAA is renting out any hangars besides the rental to Atlantic Aviation. In response, Mr. Brown informed the Board that JMAA rents out hangars to Barksdale G3 and Falcon 900 Jet at Tri-Jet Aviation.

Mr. Brown noted that the utility expenses are below budget. He explained that JMAA’s Staff implemented some energy conservation moves to help lower the utility costs. Specifically, the lower level lights in the Terminal Building, which were usually running around the clock, are

now on a daylight timer. Mr. Brown stated that Staff hopes the trend of lower utility costs continues.

Next, Commissioner Pastor Henley explained that from his review of the Income Sheet, JMAA has a One Hundred Eighteen Thousand Dollar (\$118,000.00) of Positive Net Operating Income Year-To-Date. After reviewing the Income Statement, Ms. Dupre' agreed that Commissioner Pastor Henley was correct. Therefore, she said she would correct the Income Statement to reflect this.

Commissioner Pastor Henley and Ms. Dupre' then held some additional discussion regarding JMAA's Year-To-Date income, along with federal grant revenues. Then Commissioner Pastor Henley stated that overall, JMAA is doing well as to its budget. Ms. Dupre' confirmed that regarding the budget, JMAA is doing well.

In response to Vice-Chairman Harris's question, Commissioner Pastor Henley commented that based on the adjustment with the CARES ACT funds, JMAA is doing better than surviving in the current economy.

Then, Commissioner Harris said JMAA is not thriving but is surviving because the CARES ACT funds are helping JMAA. She added that "we" have to keep in mind that the grant funds are being used to offset losses.

The Board then considered the below Resolution.

#### **RESOLUTION CY-2021-17**

#### **RESOLUTION ACCEPTING/APPROVING THE JANUARY 2021 BALANCE SHEET**

Upon motion by Vice-Chairman Harris, seconded by Commissioner Pastor Henley, the following **RESOLUTION** was made and approved by a unanimous vote (4-0-0).

**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 January 31, 2021, which is included in the Consolidated Rescheduled Work Session and Rescheduled Board Meeting Packet at pages 31-32, and was distributed to the Board before the February 22, 2021 Consolidated Rescheduled Work Session and Rescheduled Board Meeting.

**IT IS, THEREFORE, RESOLVED** that the Board hereby accepts and approves the Balance Sheet for January 2021.

Yeas: Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

February 22, 2021

***b. Income Statement: Accept.....Page 33***

Next, Mr. Brown directed the Board's attention to the Income Statement for January 2021, which was included in the February 22, 2021 Consolidated Rescheduled Work Session and Rescheduled Board Meeting Packet and was discussed during the February 22, 2021 Consolidated Rescheduled Work Session and Rescheduled Board Meeting. The Board held no additional discussion.

Then, Mr. Brown requested that the Board adopt a Resolution accepting the Income Statement for January 2021.

**RESOLUTION CY-2021-218**

**RESOLUTION ACCEPTING/APPROVING THE JANUARY 2021 INCOME STATEMENT, AS AMENDED**

Upon motion by Vice-Chairman Harris, seconded by Commissioner LTC(R) Wright, the following **RESOLUTION** was made and approved by a unanimous vote (4-0-0).

**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 January 31, 2021, which is included in the Consolidated Rescheduled Work Session and Rescheduled Board Meeting at pages 33-35, as amended by deleting-\$109,679.36 from the Net Operating Income Year-To-Date Variance Column and inserting \$118,137.03, and was distributed to the Board before the February 22, 2021 Consolidated Rescheduled Work Session and Rescheduled Board Meeting.

**IT IS, THEREFORE, RESOLVED** that the Board hereby accepts and approves the Income Statement, as amended by deleting-\$109,679.36 from the Net Operating Income Year-To-Date Variance Column and by inserting \$118,137.03.

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

February 22, 2021

***c. Claims Docket for January 2021: Approve.....Page 36***

Next, Mr. Brown directed the Board's attention to the Claims Docket for December 2020, which was included in the January 25, 2021 Regular Board Meeting Packet and discussed during the January 21, 2021 Work Session. The Board then held the following discussion:

Vice-Chairman Harris referenced Claim No. 99109 and asked what JMAA is doing with Tyler Technologies (“Tyler”). In response, Mr. Brown informed the Board that Tyler is providing services related to the support agreement for the ERP solution, and the number is an annual amount.

Next, Vice-Chairman Harris referenced Claim No. 99079, the Greater Jackson Chamber Membership. She asked if it is a new claim. Also, she asked if JMAA received an invoice from the Greater Jackson Alliance Membership. In response, Ms. Dupre’ informed the Board that JMAA has only received the invoice for the Chamber Membership.

Continuing, Vice-Chairman Harris referenced Claim No. 99078 and asked the basis of the claim. Mr. Brown responded that the claim is related to the remaining amount owed on the loans for the two (2) shuttle vehicles and the Ford F150 labeled JMAA, which were purchased pursuant to the SP Plus Agreement. He also confirmed that JMAA has possession of all the vehicles.

Next, Commissioner LTC(R) Wright asked for clarification as to Claim No. 99051 and Claim No. 99078, related to SP Plus. In response, Mr. Brown said that Claim No. 99051 is for the operational cost incurred prior to termination, and Claim No. 99078 relates to transferring the assets to JMAA’s possession.

In response to Commissioner Pastor Henley’s comment, Mr. Brown confirmed that JMAA will receive one (1) more invoice from SP Plus.

Mr. Brown then requested that the Board adopt a Resolution accepting the Claims Docket for January 2021.

#### **RESOLUTION CY-2021-19**

#### **RESOLUTION ACCEPTING/APPROVING THE JANUARY 2021 CLAIMS DOCKET**

Upon motion by Vice-Chairman Harris, 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 January 31, 2021, which is included in the Consolidated Rescheduled Work Session and Rescheduled Board Meeting Packet at pages 36-39, and was distributed to the Board before the February 22, 2021 Consolidated Rescheduled Work Session and Rescheduled Board Meeting.

**IT IS, THEREFORE, RESOLVED** that the Board hereby authorizes payment of the claims appearing on the January 2021 Claims Docket for \$953,148.90.

Yeas: Harris, Martin, Wright  
Nays: Henley

Abstentions: None

February 22, 2021

**B. Construction Projects**

- 1. Taxiway Bravo Rehabilitation Project, HKS: (i) Authorization to Publish a Request for Qualifications (“RFQ”) for Engineering and Related Services in Connection with the Taxiway Bravo Rehabilitation Project at Hawkins Field Airport (“HKS”); and (ii) Approval of the Budget Amount Not-to-Exceed \$219,956.00.....Page 40***

Mr. Paul Brown, Chief Executive Officer, explained the Board Memorandum for Project Title: “Taxiway Bravo Rehabilitation Project at Hawkins Field Airport,” and the action requests listed therein, which appear at pages 40-43 in the Packet. Mr. Brown further presented from the JMAA PowerPoint Presentation, at pages 11-12. The JMAA PowerPoint Presentation is attached as an exhibit to the February 22, 2021 Consolidated Rescheduled Work Session and Rescheduled Board Meeting Minutes.

In response to Vice-Chairman Harris’s question as to the project schedule, Mr. Brown informed the Board that Staff projects the completion in one year and a half (1½) from February 22, 2021. He added that once the Requests for Qualifications process is complete, JMAA will secure engineering services and begin planning for the construction phase.

**RESOLUTION CY-2021-20**

**RESOLUTION (I) AUTHORIZING STAFF TO PUBLISH A REQUEST FOR QUALIFICATIONS (“RFQ”) FOR ENGINEERING AND RELATED SERVICES IN CONNECTION WITH THE TAXIWAY BRAVO REHABILITATION PROJECT AT HAWKINS FIELD AIRPORT (“HKS”); AND (II) APPROVAL OF THE BUDGET AMOUNT NOT-TO-EXCEED \$219,956.00**

Upon motion by Vice-Chairman Harris, seconded by Commissioner Pastor Henley, the following **RESOLUTION** was made and approved by a unanimous vote 4-0-0.

**WHEREAS**, the Board has considered the request of Jackson Municipal Airport Authority’s (“JMAA”) Staff for: (i) authority to publish a Request for Qualifications (“RFQ”) for engineering and related services (“Services”) in connection with the Taxiway Bravo Rehabilitation Project (“Project”) at Hawkins Field Airport (“HKS”); and (ii) approval of the budget amount not-to-exceed \$219,956.00; and

**WHEREAS**, the Board finds that such requests, which are explained in Memorandum No. CP 2021-05, dated February 22, 2021, found at pages 40-43 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that: (i) JMAA’s Staff is authorized to publish a Request for Qualifications (“RFQ”) for engineering and related services (“Services”) in connection with the Taxiway Bravo Rehabilitation Project (“Project”) at Hawkins Field Airport (“HKS”); and (ii) the budget amount not-to-exceed \$219,956.00 is approved; and

**IT IS, THEREFORE, FURTHER RESOLVED** that such requests are fully explained in Memorandum No. CP 2021-05, dated February 22, 2021, found at pages 40-43 of the Meeting Packet.

Yeas: Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

February 22, 2021

2. *Taxiway Alpha Phase 2 Rehabilitation Project, JAN: Authorization to: (i) Award a Professional Services Agreement for Engineering and Related Services to Neel-Schaffer, Inc., in an Amount Not-to-Exceed \$1,958,980.00, after an Agreement is Successfully Negotiated; and (ii) Execute the Agreement for the Services (“Agreement”), after JMAA’s Legal Counsel Successfully Negotiates and Drafts the Agreement.....Page 44*

Mr. Paul Brown, Chief Executive Officer, explained the Board Memorandum for Project Title: “Taxiway Alpha Phase 2 Rehabilitation Project at Jackson-Medgar Wiley Evers International Airport,” and the action requests listed therein, which appear at pages 44-48 in the Packet. Mr. Brown further presented from the JMAA PowerPoint Presentation, at pages 13-17. The JMAA PowerPoint Presentation is attached as an exhibit to the February 22, 2021 Consolidated Rescheduled Work Session and Rescheduled Board Meeting Minutes.

In response to Commissioner LTC(R) Wright’s question regarding the fee, Mr. Brown explained that the request is for the engineering portion of the Rehabilitation Project. He informed the Board that Eight Hundred Eighty Thousand One Hundred Seventy-Eight Dollars and Thirty Cents (\$880,178.30) are from AIP Funds, Forty-Four Thousand Four Hundred Fifty-Four Dollars and Thirty-Five Cents (\$44,454.35) are from the Mississippi Department of Transportation (“MDOT”), and One Million Seventy-Four Thousand Three Hundred Seventy-Four Dollars and Thirty-Five Cents (\$1,074,347.35) from JMAA, for a total of One Million Nine Hundred Fifty-Eight Thousand Nine Hundred Eighty Dollars (\$1,958,980.00).

Mr. Brown confirmed Vice-Chairman Harris’s statement that this is a ten million dollar (\$10,000,000.00) project that includes the design phase and construction phase and requires JMAA and MDOT to each provide a five percent (5%) matching funds.

**RESOLUTION CY-2021-21**

**RESOLUTION AUTHORIZING STAFF TO: (I) AWARD A PROFESSIONAL**

**SERVICES AGREEMENT (“AGREEMENT”) FOR ENGINEERING AND RELATED SERVICES TO NEEL-SCHAFFER, INC., IN AN AMOUNT NOT-TO-EXCEED \$1,958,980.00, AFTER AN AGREEMENT IS SUCCESSFULLY NEGOTIATED; AND (II) EXECUTE THE AGREEMENT AFTER JMAA’S LEGAL COUNSEL SUCCESSFULLY NEGOTIATES AND DRAFTS, THE AGREEMENT**

Upon motion by Vice-Chairman Harris, seconded by Commissioner LTC(R) Wright, the following **RESOLUTION** was made and approved by a unanimous vote 4-0-0.

**WHEREAS**, the Board has considered the request of Jackson Municipal Airport Authority’s (“JMAA”) Staff for authority to: (i) award a Professional Services Agreement (“Agreement”) for engineering and related services (“Services”) in connection with the Taxiway Alpha Phase 2 Rehabilitation Project (“Project”) at Jackson-Medgar Wiley Evers International Airport (“JAN”) to Neel-Schaffer, Inc. (“Consultant”), in an amount not-to-exceed \$1,958,980.00, after an Agreement is successfully negotiated and; (ii) execute the Agreement, after JMAA’s Legal Counsel successfully negotiates and drafts the Agreement.

**WHEREAS**, Neel-Schaffer, Inc. shall subcontract with SOL Engineering Service, LLC (“SOL”), a Mississippi Limited Liability Company and certified Disadvantaged Business Enterprise with its principal place of business in Jackson, Mississippi, to perform Construction Administration Services. SOL shall be paid forty and seven-hundredths percent (40.07%) of the amount paid to Neel-Schaffer for the Services under the proposed Agreement; and

**WHEREAS**, the Board finds that such requests, which are explained in Memorandum No. CP 2021-03, dated February 22, 2021, found at pages 44-48 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that JMAA’s Staff is authorized to: (i) award a Professional Services Agreement (“Agreement”) for engineering and related services (“Services”) in connection with the Taxiway Alpha Phase 2 Rehabilitation Project (“Project”) at Jackson-Medgar Wiley Evers International Airport (“JAN”) to Neel-Schaffer, Inc. (“Consultant”), in an amount not-to-exceed \$1,958,980.00, after an Agreement is successfully negotiated and; (ii) execute the Agreement, after JMAA’s Legal Counsel successfully negotiates and drafts the Agreement; and

**IT IS, THEREFORE, FURTHER RESOLVED** that Neel-Schaffer, Inc. shall subcontract with SOL Engineering Service, LLC (“SOL”), a Mississippi Limited Liability Company and certified Disadvantaged Business Enterprise with its principal place of business in Jackson, Mississippi, to perform Construction Administration Services. SOL shall be paid forty and seven-hundredths percent (40.07%) of the amount paid to Neel-Schaffer for the Services under the proposed Agreement; and

**IT IS, THEREFORE, FURTHER RESOLVED** that such requests are fully explained in Memorandum No. CP 2021-03, dated February 22, 2021, found at pages 44-48 of the Meeting Packet.

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

February 22, 2021

**C. Procurements**

None.

**D. Service Agreements**

**E. Grants**

- 1. Airport Multimodal Grant, JMAA: Authorization to (i) Accept the FY2021 Airport Multimodal Grant with the Mississippi Department of Transportation (“MDOT”) State Grant No. MM-0036-0421 in the Amount of \$158,466.00 (“Grant”); and (ii) Authorization for Mr. Paul A. Brown, JMAA’s Chief Executive Officer to Execute the Grant Agreement on Behalf of JMAA .....Page 49*

Mr. Paul Brown, Chief Executive Officer, explained the Board Memorandum for Project Title: “Airport Multimodal Grant,” and the action requests listed therein, which appear at pages 49-50 in the Packet. Mr. Brown further presented from the JMAA PowerPoint Presentation, at page 21. The JMAA PowerPoint Presentation is attached as an exhibit to the February 22, 2021 Consolidated Rescheduled Work Session and Rescheduled Board Meeting Minutes.

Chairman Martin thanked Central District Transportation Commissioner Mr. Willie Simmons and the Department of Transportation Commission for awarding JMAA the MultiModal Grant funds.

**RESOLUTION CY-2021-22**

**RESOLUTION AUTHORIZING: (I) JMAA’S STAFF TO ACCEPT THE FY2021 AIRPORT MULTIMODAL GRANT WITH THE MISSISSIPPI DEPARTMENT OF TRANSPORTATION (“MDOT”) STATE GRANT NO. MM-0036-0421 IN THE AMOUNT OF \$158,466.00 (“GRANT”); AND (II) MR. PAUL A. BROWN, JMAA’S CHIEF EXECUTIVE OFFICER, TO EXECUTE THE GRANT AGREEMENT ON BEHALF OF JMAA**



Upon motion by Vice-Chairman Harris, seconded by Commissioner Pastor Henley, the following **RESOLUTION** was made and approved by a unanimous vote 4-0-0.

**WHEREAS**, the Board has considered the request of Jackson Municipal Airport Authority's ("JMAA") Staff for authority: (i) to accept the Mississippi Department of Transportation ("MDOT") Fiscal Year ("FY") 2021 Airport Multimodal Grant, MDOT Grant No. MM-0036-0421 in the total amount not-to-exceed \$158,466.00 ("MDOT Grant"); and (ii) for Mr. Paul A. Brown, JMAA's Chief Executive Officer, to execute the MDOT Grant Agreement on behalf of JMAA; and

**WHEREAS**, the MDOT Grant will be used for the construction of a hangar at Hawkins Field Airport ("HKS"); and

**WHEREAS**, the Board finds that such requests, which are explained in Memorandum No. Executive 2021-05, dated February 22, 2021, found at pages 49-50 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that: (i) JMAA's Staff is authorized to accept the Mississippi Department of Transportation ("MDOT") Fiscal Year ("FY") 2021 Airport Multimodal Grant, MDOT Grant No. MM-0036-0421 in the total amount not-to-exceed \$158,466.00 ("MDOT Grant"); and (ii) Mr. Paul A. Brown, JMAA's Chief Executive Officer, is authorized to execute the MDOT Grant Agreement on behalf of JMAA; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the MDOT Grant will be used to construct a hangar at Hawkins Field Airport ("HKS"); and

**IT IS, THEREFORE, FURTHER RESOLVED** that such requests are fully explained in Memorandum No. Executive 2021-05, dated February 22, 2021, found at pages 49-50 of the Meeting Packet.

Yeas: Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

February 22, 2021

**F. Other Matters**

**G. New Business**

Commissioner LTC(R) Wright announced that Milwaukee Tool has a job fair at 558 Wright Road on February 25, 2021. Afterward, he read the flyer aloud to the public. He asked that JMAA post flyers for the job fair where applicable so the Milwaukee Tool knows JMAA is a good neighbor.

## **OPEN SESSION**

The Board, pursuant to Commissioner Pastor Henley's motion, seconded by Commissioner LTC(R) Wright, by a unanimous vote 4-0-0, resolved to close the Meeting. Chairman Martin asked all, except Mr. Paul A. Brown, CEO, and attorneys from Walker Group, PC, to vacate the room. Additionally, 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 2:17 p.m.

## **CLOSED SESSION**

After a discussion regarding the matters proposed to be discussed in Executive Session, Vice-Chairman Harris moved that the Board enter Executive Session to consider: potential litigation regarding a governmental entity; and a pending litigation case: Arnetrius Branson v. JMAA and LaWanda Harris. Commissioner LTC(R) Wright seconded the motion, and the Commissioners resolved to enter Executive Session for the stated purposes by a unanimous vote 4-0-0.

The Closed Session ended at 2:23 p.m.

## **OPEN SESSION**

Chairman Martin then invited persons outside the room to re-enter, and some did. Chairman Martin then stated in Open Session that the Board, during Closed Session, voted to enter Executive Session to discuss: potential litigation regarding a governmental entity; and a pending litigation case: Arnetrius Branson v. JMAA and LaWanda Harris. Further, he stated that Vice-Chairman Harris made the motion to go into Executive Session, Commissioner LTC(R) Wright seconded the motion, and the Commissioners resolved, by a unanimous vote, to enter Executive Session for the stated purposes.

Chairman Martin 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 2:25 p.m.

## **EXECUTIVE SESSION**

During the Executive Session, the Board discussed: potential litigation regarding a governmental entity matter; and a pending litigation case: Arnetrius Branson v. JMAA and LaWanda Harris.

- 1. The Board took no action as to potential litigation regarding a governmental entity.*
- 2. The Board took no action as to the pending litigation case: Arnetrius Branson v. JMAA and LaWanda Harris.*

LaToya Merritt, Esq., Phelps Dunbar LLP, entered the Executive Session via teleconference at 2:53 p.m. and exited at 4:00 p.m.

Upon motion by Vice-Chairman Harris, seconded by Commissioner LTC(R) Wright, and unanimous approval of the Commissioners present, the Executive Session ended at 4:01 p.m.

## **OPEN SESSION**

Open Session reconvened at 4:03 p.m.

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

Chairman Martin announced that no action was taken as to: potential litigation regarding a governmental entity; and a pending litigation case: Arnetrius Branson v. JMAA and LaWanda Harris.

### ***1. Resolution re: Budget for Legal Support and Part-Time In-House Legal Counsel***

Vice-Chairman Harris referenced the Resolution she brought before the Board during the January 25, 2021 Board Meeting and stated that the Board received the Resolution previously and asked that the Resolution be considered by the Board.

Next, the Commissioners held a lengthy discussion in which all Commissioners participated regarding the proposed Resolution. Mainly Vice-Chairman Harris spoke in favor of the adoption of the Resolution. While mainly Commissioner Pastor Henley spoke in opposition to the adoption of the Resolution.

## **RESOLUTION CY-2021-23**

Upon motion by Vice-Chairman Harris, seconded by Chairman Martin, the Board adopted the following **RESOLUTION** by a majority vote 2-1-1.

### **RESOLUTION DESIGNATING WALKER GROUP, PC AS SOLE BOARD COUNSEL AND CREATING PART-TIME IN-HOUSE ATTORNEY POSITION**

WHEREAS, on or about December 19, 2013 the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority" or the "JMAA") retained Walker Group, PC ("Walker Group") as General Counsel serving as counsel for both the Board and the Authority itself; and

WHEREAS, the Board has determined that it is in the best interest of the Board and the Authority to retain separate counsel for the Board and for the Authority so as to procure necessary legal services in a more cost-effective and efficient manner; and

WHEREAS, the Board hereby retains Walker Group solely as Board Counsel effective thirty (30) days from the adoption of this Resolution to solely represent the Board during Board meetings and to provide all services associated therewith as determined by the JMAA Legal Committee and to provide additional services on a case-by-case basis as determined by the JMAA Legal Committee; and

WHEREAS, the Board authorizes the negotiation and execution of a professional services agreement between the Board and Walker Group on such terms and conditions as is customary for Board Counsel services with fees commensurate with the above description of services for provision of professional legal services to the Board solely as Board Counsel; and

WHEREAS, the Board has determined that a part-time in-house attorney should be employed to handle the day-to-day legal matters of the Authority and to have direct access to the Chief Executive Officer of the Authority; and

WHEREAS, the Authority is hereby authorizing the Human Resources Department of the JMAA to create an in-house attorney position that is deemed necessary and appropriate to provide such services, and that Human Resources shall designate a commensurate salary and benefits adequate to discharge such responsibilities.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby resolve as follows:

1. That the Walker Group, PC is hereby retained solely as legal counsel to the Board of the JMAA and shall be designated Board Counsel effective thirty (30) days from adoption of this Resolution.
2. That the services to be provided to the Board of the JMAA by Walker Group, PC as Board Counsel will be representation of the Board at Board meetings and provision of all services associated therewith as determined by the Board, and additional services as assigned by the JMAA Legal Committee on a case-by-case basis.
3. That the Board of the JMAA are hereby designated and authorized to negotiate fees for Board Counsel services in accordance with the scope of work deemed necessary stated herein and to retain professional assistance to aid in such negotiations, including negotiation of the terms and conditions of the employment of Board Counsel not-to-exceed a budget of \$300,000.00 for fiscal year 2021-2022.
4. That, further, the Human Resources Department of the JMAA is authorized to create a job description and position to hire a part-time in-house attorney to provide day-to-day legal services to the JMAA.

5. That all prior Resolutions concerning employment of General Counsel, Board Counsel, or In-House Counsel are hereby rescinded, and of no further force and effect to the extent, they conflict with any aspect of this Resolution as of the effective date of this Resolution.

6. That this Resolution takes effect thirty (30) days from adoption hereof.

Yeas: Harris, Martin

Nays: Henley

Abstentions: Wright

February 22, 2021

Chairman Martin announced that the motion passed, and the Resolution was adopted. After said announcement by Chairman Martin, Commissioner LTC(R) Wright asked if he could change his vote. In response, Chairman Martin said Commissioner LTC(R) Wright could not change his vote.

#### **VIII. ADJOURNMENT**

Thereafter, it was moved by Vice-Chairman Harris, seconded by Chairman Martin, and resolved by a majority vote 3-1-0 (Commissioner Pastor Henley voted Nay) of the Commissioners present, that the Meeting of the Board be ADJOURNED at 4:51 p.m.

Respectfully submitted,

---

Mr. Robert E. Martin, Commissioner, and Chairman

---

Ms. LaWanda D. Harris, Commissioner, and Vice-Chairman

---

Dr. Hursie Davis-Sullivan, Commissioner

---

Pastor James L. Henley, Jr., Commissioner

---

LTC(R) Lucius Wright, Commissioner