

**COMBINED RESUMED WORK SESSION AND BOARD MEETING OF JACKSON
MUNICIPAL AIRPORT AUTHORITY BOARD OF COMMISSIONERS
JANUARY 22, 2018**

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”) resumed its January 18, 2018 Regular Work Session and convened its Regular Board Meeting in the Community Room, Main Terminal Building Hawkins, Field Airport (“HKS”), West Ramp Road, in Jackson, Mississippi, at 4:00 p.m. on Monday, January 22, 2018 (the “Meeting”), pursuant to proper notice. A copy of the Notice resuming the January 18, 2018 Regular Work Session is attached as an Exhibit to the January 22, 2018 Combined Resumed Work Session and Board Meeting (“Meeting”) Minutes.

Chairman Pastor James L. Henley, Jr., presided, called the Meeting to order at 4:00 p.m. and called the roll of Commissioners.

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

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

Chairman Pastor Henley announced that a quorum was present at the Meeting, as required by the Bylaws of the Authority, and announced that the Meeting would proceed with discussion of the Agenda (the “Agenda”) for the Combined Resumed Work Session and Board Meeting scheduled for 4:00 p.m. on Monday, January 22, 2018, in the Community Room, Main Terminal Building, Hawkins Field Airport (“HKS”), West Ramp Road, in Jackson, Mississippi. The following other persons were also present at the Meeting:

Carl D. Newman, A.A.E., JMAA’s Chief Executive Officer
Arnetrius Branson, JMAA’s Chief Financial Officer
John L. Walker, Esq., Walker Group, PC, Attorneys at Law
Kevin Bass, Esq., Walker Group, PC, Attorneys at Law
Regina May, Esq., The May Law Firm, PLLC, Attorneys at Law
John R. May, Esq., The May Law Firm, PLLC, Attorneys at Law
And persons listed on **EXHIBIT A: Sign in Sheet for 1-22-18**

II. INVOCATION

Attorney John L. Walker gave the Invocation.

III. APPROVAL OF BOARD NOTICE

- A. Notice Regarding the resuming of the January 18, 2018 Work Session to occur simultaneously with the Regular Board on Monday, January 22, 2017, at 4:00 p.m.

RESOLUTION CY-2018-3

APPROVAL OF THE NOTICE OF RESUMING OF THE JANUARY 18, 2018 WORK SESSION ON MONDAY, JANUARY 22, 2018 AT 4:00 P.M. IN CONJUNCTION WITH THE REGULARLY SCHEDULED BOARD MEETING

After discussion and review, and upon the motion made by Vice Chairman Harris, seconded by Commissioner LTC(R) Wright, and approved by unanimous vote (4-0-0), the following resolution was made and entered.

RESOLVED, that the Board hereby approves the Notice Resuming the January 18, 2018 Work Session in conjunction with the January 22, 2018 Regular Board Meeting.

Yeas: Harris, Henley, Reed, Wright

Nays: None

Abstentions: None

January 22, 2018

IV. APPROVAL AND EXECUTION OF MINUTES

- A. Combined Work Session and Regular Meeting of the Board of Commissioners, December 21, 2017

RESOLUTION CY-2018-4

APPROVAL OF THE DECEMBER 21, 2017 COMBINED WORK SESSION AND REGULAR BOARD MEETING MINUTES

After discussion and review and upon the motion made by Vice Chairman Harris, seconded by Commissioner LTC(R) Wright, the Minutes of the Combined Work Session and Regular Board Meeting, December 21, 2017, were approved by unanimous vote of the Commissioners and the following resolution was made and entered.

RESOLVED, that the Board hereby approves the Minutes of the Combined Work Session and Regular Board Meeting, December 21, 2017, as presented, and directs that said Minutes be filed in the appropriate Minute Book and Records of the Authority.

Yeas: Harris, Henley, Reed, Wright

Nays: None

Abstentions: None

January 22, 2018

V. PUBLIC COMMENTS

Alice Tisdale.

Mrs. Tisdale thanked the Board for the love and support shown to Commissioner Dr. Rosie L.T.P. Johnson and her friends and family, before and after her transition. On behalf of the Jackson Advocate, she thanked the Board for allowing and being supportive of the Jackson Advocate's mission to document the life and accomplishments of special individuals, such as Dr. Johnson.

VI. REPORTS

A. Report from the Chairman

For the Chairman's Report, Chairman Pastor Henley referenced the presentation given by him during the Homegoing celebration for Dr. Johnson. He told about the circumstances of his initial meeting with Dr. Johnson. He described Dr. Johnson as a respectful and caring person. Moreover, according to Chairman Pastor Henley, Dr. Johnson was a person who let God lead her. He stated that she manifested the Christ in her and did as the scripture says "Whatever you do, do it as unto the Lord."

Next, he recognized Mr. Carl D. Newman, CEO, to present his reports.

B. Chief Executive Officer

**1. Airport Project Manager Summary, Period Ending
December 31, 2017.....Page 1¹**

Mr. Newman directed the Board's attention to the Airport Project Manager Summary ("APMS"), found on pages 1-17 in the Packet and distributed to the Board before the Combined Resumed Work Session and Board Meeting. The Board reviewed the Report and had no questions.

**2. Airport Activity Statistics Report, Period Ending
December 31, 2017.....Page 18**

Mr. Newman directed the Board's attention to the Airport Activity Statistics Report, which was distributed before the Combined Resumed Work Session and Board

¹ The page numbers herein are the page numbers contained in the Meeting Packet which is attached as an Exhibit to the January 22, 2018 Combined Resumed Work Session and Board Meeting Minutes.

Meeting and found at pages 18-30 in the January 22, 2018 Combined Resumed Work Session and Regular Board Meeting Packet. The Board reviewed the Report and had no questions.

3. *MS-Based Businesses During December 2017*

Mr. Newman recognized Mr. Jack Thomas, Director of DBE and Community Development, to discuss the statistics as to payments by JMAA to minority businesses and the City of Jackson, MS-based businesses during December 2017.

Mr. Thomas informed the Board about the following payment statistics of JMAA during December 2017, as to minority businesses and City of Jackson, MS-based businesses.

- Percentage of Direct and Indirect Payments to MWBE or DBE Firms: 19.9% of the total amount of eligible payments;
- Percentage of Payments to City of Jackson, MS-based firms: 16.9%.

4. *Airports Council International-North America*

Mr. Newman announced that JMAA received a letter from ACI-NA addressed to the JMAA Board of Commissioners expressing condolences concerning Commissioner Dr. Rosie L.T.P. Johnson's transition. Mr. Newman then read the letter aloud. The letter received from ACI-NA is attached as an exhibit to the January 22, 2018 Meeting Minutes.

5. *CEO: Entities Quarterly Report*

Mr. Newman provided the following reports as to the entities with boards on which he serves as a representative of JMAA:

i. *West Rankin Utility Authority*

Mr. Newman stated that the authority continues to meet, and continues working to repair the crossing at Highway 18. He also informed the Board that the West Rankin Utility Authority Board voted to use Raymond James for the bond refinancing as to the water treatment plant. He stated that the plant is approximately seven percent (7%) complete. Lastly, he noted that the City of Jackson had withdrawn the lawsuit filed against Rankin County concerning the permit for the water treatment plant.

ii. *East Metro Corridor Commission*

Mr. Newman informed the Board that the Commission is continuing with the

acquisition of the right away for the final phase of the Corridor. He added that the Commission continues to work on funding for the final phase, and he does not anticipate JMAA being asked for funding related to the final phase.

iii. Greater Jackson Chamber Partnership

During the November Partnership meeting, Ms. Yumeka Rushing, with the Kellogg Foundation, spoke about the foundation's investment into education in Mississippi during the last ten (10) years. He informed the Board that Ms. Rushing expressed that Kellogg wants to see more progress made in the Jackson Public School District. He also provided further statements made by Ms. Rushing. At the meeting there was a discussion on economic development concerning the One Lake Development Project, a report on the "One Cent Sales Tax Commission," and the strategic plan for the Greater Jackson Partnership.

He then announced that the Greater Jackson Chamber Partnership annual meeting is scheduled for January 24, 2018, for those interested in attending.

iv. Greater Jackson Alliance

During the Greater Jackson Alliance November meeting, the discussion was centered around the 2018 recruiting trips. They also discussed the status of the corridor and appointments to the Foreign Trade Zone-158 Board.

v. Greater Mississippi Foreign-Trade Zone Board, Inc.

Mr. Newman inquired if any Commissioner was aware of the status of the City of Jackson appointees, The Greater Mississippi Foreign-Trade Zone Inc. ("FTZ") Board. The Board held some discussion concerning the FTZ Board. Commissioner LTC(R) Wright then stated that some action from the City of Jackson concerning Board appointments should occur soon.

C. Attorney

1. Next, Attorney Walker announced that there is one (1) matter that he recommends the Board take up during an Executive Session. Therefore, he recommended the Board enter Closed Session to consider the said matter at an appropriate time.
2. Mr. Walker then reminded the Board to forward any proposed Bylaw amendments to the Walker Group, PC before the February 2018 Work Session Meeting.

VII. ACTION ITEMS

A. Financial Matters

I. Financial Reports for December 2017:

(a) Balance Sheet: Accept.....Page 31

(b) Income Statement: Accept.....Page 33

Mr. Newman directed the Board's attention to the Balance Sheet, Income Statement, and Claims Docket for December 2017, which was included in the Packet, and he discussed them with the Board. Mr. Newman stated that the Board would be asked to adopt resolutions accepting the Balance Sheet and Income Statement for December 2017 and approving payment of the Claims Docket for December 2017.

Afterwards, Mr. Newman recognized Ms. Arnetrius Branson, Chief Financial Officer, and asked her to address the Board.

Ms. Branson gave highlights of the major components of each financial statement for December 2017 as follows:

Regarding the Balance Sheet, Ms. Branson informed the Board that total assets increased by \$2,600,000.00 or 2% during December 2017, as compared to December 2016. This increase was primarily due to the net effect of an increase in work-in-progress, \$10,000,000.00, a reduction in property, plant, and equipment \$5,700,000.00 and a reduction in total current assets, \$1,700,000.00. For December 2017, unrestricted cash was \$13,000,000.00. Total cash for December 2017 was \$47,000,000.00, which is a \$2,100,000.00 or 4% decrease in total cash, as compared to December 2016.

Total liabilities decreased by \$953,000.00, which is equal to 2%, as compared to December 2016, primarily due to a \$1,250,000.00 decrease in total long-term debt netted against a \$297,000.00 or 8% increase in current liabilities. The increase in current liabilities was primarily due to major construction expenses such as the following:

- Flagstar / Concessions Facility Improvements - \$46,000.00
- Gregory Construction / Runway 11/29 Rehabilitation at HKS - \$207,000.00
- IMS Engineers / West Runway / Taxiway - \$24,000.00
- Kimley Horn: \$84,000.00 on capital projects - \$111,000.00
 - West Runway - \$31,000.00
 - Access Control - \$4,000.00
 - Atlantic Aviation Roof - \$5,800.00
 - Upper Terminal Roadway - \$5,500.00
 - TSA Renovations - \$26,000.00
 - HKS Runway 11/29 - \$7,200.00 and other smaller payments

- Neel Schaffer - \$45,000.00
 - HKS Rehabilitation of 11/29 - \$28,000.00
 - Upper Terminal Roadway Rehabilitation - \$17,000.00
- Superior / West Runway - \$122,000.00

Passenger enplanements for December 2017 were 10% below budget as compared to December 2016. Commercial landings were 3% below budget and cargo landings were 4% above budget as compared to December 2016.

Regarding the Income Statement, operating income for December 2017 was \$1,300,000.00 or \$59,000.00 below budget which equates to 4%. The following item contributed to the variance:

1. Parking was \$394,000.00, which was \$43,000.00 or 10% below budget. The reduction can be attributed to the reduction in enplanements. Year-to-date, parking revenue was \$1,400,000.00, which was \$44,000.00 or 3% below budget.

Year-to-date operating income was \$4,200,000.00, which was \$17,000.00 or flat in terms of percentage.

JMAA's total operating expenses for December 2017 were \$1,200,000.00, which equates to approximately 1% or \$15,000.00 above budget.

Major line items contributing to this month's variance was as follows:

- Salaries and other payroll related benefits combined were \$106,000.00 below budget due to employment vacancies.
- Overtime was over budget by \$6,500.00. This was primarily due to non-budgeted payroll at HKS. The Operational staff is monitoring the airfield during the rehabilitation of runway 11/29.
- Parking management fees were \$40,000.00 or 82% above budget which resulted from the payment of three (3) prior months of payroll (September, October, and November 2017) for the subcontractor (Global).
- Chemicals were over budget \$14,000.00 due to the purchase of additional de-icing fluid for the runways and taxiways.

Year-to-date operating expenses were \$3,600,000.00 or \$226,000.00 below budget which equates to 6%.

Account with irregular account balance:

- Board Services/Supplies – has a credit balance of \$267.79 due to the reclassification of a posting error from the prior month. (Business meals were reclassified from supplies to business meals.)

Net Operating Income for December 2017 was \$117,000.00, which was \$73,000.00 or 39% below budget.

Capital and other income were \$786,000.00, which equates to \$1,400,000.00 or 63% below budget. This reduction was primarily due to federal and state grant revenue reductions caused by the work stoppage on the west runway.

For December 2017, net income was \$129,000.00, which equals to \$1,400,000.00 or 92% below budget.

In response to Chairman Pastor Henley's request, Mr. Newman provided the Board with an update on the status of the restaurant in the west concourse. He informed the Board that some minor conflict with MSE Foods has occurred, and there was a meeting held during the week before the Board Meeting to attempt to work out the differences. He added that he was not certain that Staff and MSE Foods would be able to work out the differences; therefore, Staff is working on a contingency plan to present to the Board.

RESOLUTION CY-2018-5

RESOLUTION ACCEPTING/APPROVING THE DECEMBER 2017 FINANCIAL REPORTS: BALANCE SHEET AND INCOME STATEMENT

Upon motion by Vice Chairman Harris, seconded by Commissioner Reed the following **RESOLUTION** was made and approved by unanimous vote.

WHEREAS, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") reviewed and considered the Authority's Balance Sheet and Income Statement ("the Financial Reports") for the month and period ending December 31, 2017, which were included in the Packet, at pages 31-35 and distributed to the Board prior to the January 22, 2018 Combined Resumed Work Session and Board Meeting.

IT IS, THEREFORE, RESOLVED that the Board hereby accepts and approves the December 2017 Financial Reports: Balance Sheet and Income Statement for December 2017.

Yeas: Harris, Henley, Reed, Wright

Nays: None

Abstentions: None

January 22, 2018

(c) *Claims Docket for December 2017: Approve.....Page 36*

In response to Chairman Pastor Henley's inquiry as to Claim No. 94413, Mr. Garry Montgomery, Maintenance Manager, informed the Board that the tractor maintenance was not spent on equipment that will be disposed of by JMAA. He added that the increase in maintenance was the result of equipment wear and tear caused by new operators.

In response to Chairman Pastor Henley's next inquiry as to Claim No. 94503, Ms. Branson informed the Board that the payment was related to a trailer device for dispensing de-icing fluid.

Next, Chairman Henley inquired about Claim No. 94402. In response, Ms. Branson informed the Board that the payment was for the purchase of Microsoft licenses.

Lastly, Chairman Pastor Henley inquired about Claim No. 94464 and requested an explanation as to why food service providers in the City of Jackson were not contacted to cater the event.

Mr. Newman, along with LSherie Dean, Marketing & Comm. Project Support, explained to the Board that Staff made substantial effort to contact food service providers within the City of Jackson. The catering services paid for by this claim were for services on Thanksgiving Day and Christmas Day and no Jackson based caterers provided services on those dates.

RESOLUTION CY-2018-6

RESOLUTION APPROVING THE CLAIMS DOCKET FOR THE MONTH AND PERIOD ENDING DECEMBER 31, 2017

Upon motion by Vice Chairman Harris, seconded by Commissioner LTC(R) Wright, the following **RESOLUTION** was made and unanimously approved.

WHEREAS, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") reviewed and considered the Authority's Claims Docket ("Claims") for the month and period ending December 31, 2017, which was included in the Packet, at pages 36-39, and distributed to the Board prior to the January 22, 2018 Combined Resumed Work Session and Board Meeting.

IT IS, THEREFORE, RESOLVED that the Board hereby authorizes payment of the Claims for \$961,551.16.

Yeas: Harris, Henley, Reed, Wright

Nays: None

Abstentions: None

January 22, 2018

(d) Quarterly Statistics.....Page 40

Next, Ms. Branson presented the Quarterly Statistics for 1st Quarter Fiscal Year 2018 ending December 31, 2017. There were no actions taken about the Quarterly Statistics.

B. Construction Projects

None.

C. Procurements

None.

D. Service Agreements

1. Maintenance Facility Roof Replacement, JAN: Authority to Award Professional Services Contract (Durrell Design Group PLLC).....Page 43.

Chairman Pastor Henley explained the Staff's request appearing at Pages 43-46 in the Packet. During discussion of the request, Mr. Newman and JMAA Staff responded to the Board questions as follows.

In response to Chairman Pastor Henley's inquiry concerning when Durrell Design Group moved into the City of Jackson, Mr. Newman deferred to JMAA Staff Members. The owner of Durrell Design Group, PLLC, who was present at the Meeting, was invited to address the Board.

Mr. Greg Durrell, the owner of Durrell Design Group, PLLC ("Durrell"), introduced himself and informed the Board that his company was originally founded in Clinton, MS. Subsequently, Durrell moved to Jackson in 2017 after purchasing and renovating a building in Jackson. He stated that the firm is no longer located in Clinton, MS.

In response to Chairman Pastor Henley's next inquiry, Mr. Newman informed the Board that for this type of procurement, past experience in the field of aviation is not a requirement. He further stated that there are procurements for which aviation experience is important. In this particular instance where the project is somewhat standard, aviation field experience is not required.

Chairman Pastor Henley then clarified and confirmed his understanding of Mr. Newman's statement. He confirmed that it was his understanding that if the project is standard and is performed in non-aviation environments, aviation experience is not an important factor. Mr. Newman agreed.

Next, Chairman Pastor Henley stated that previously Staff told the Board that the prior experience of respondents with JMAA is considered. He then asked if, during evaluations of the Statements of Qualifications, the selection committee discussed the past work experience of any of the respondents with JMAA.

In response, Mr. Chad Parker informed the Board that as a part of this project, experience was one (1) of the elements considered. He added that the evaluation ratings were selected based on the information included in each of the respondents' Statement of Qualifications, ("SOQ"). He explained that this would have included any information in the SOQ related to each respondents' experience with JMAA.

RESOLUTION CY-2018-7

RESOLUTION GRANTING AUTHORITY TO AWARD A PROFESSIONAL SERVICES CONTRACT TO DURRELL DESIGN GROUP, PLLC IN CONNECTION WITH THE JACKSON-MEDGAR WILEY EVERS INTERNATIONAL AIRPORT MAINTENANCE FACILITY ROOF REPLACEMENT PROJECT

Upon motion by Commissioner LTC(R) Wright, seconded by Commissioner Reed, the following **RESOLUTION** was made and approved by majority vote 2-0-2.

WHEREAS, the Board has considered the request of JMAA Staff for: (i) authority to award the contract for professional services in connection with the Jackson-Medgar Wiley Evers International Airport ("JAN") Maintenance Facility Roof Replacement Project to Durrell Design Group, PLLC ("Durrell Design Group") of Jackson, Mississippi for fees plus contingency not to exceed \$38,855.00; and (ii) approval of the budget amount of \$51,385.00 for this phase of the Project; and

WHEREAS, Durrell Design Group, a Certified Disadvantaged Business Enterprise ("DBE") will be supported by Advanced Environmental Consultants, a Certified DBE, which shall receive 9.6% of the total amount paid by JMAA to Durrell Design Group. Therefore, this project has 100% DBE participation; and

WHEREAS, the Board finds that such requests, which are explained in the Memorandum dated January 22, 2018, at pages 43-46 of the Meeting Packet, ought to be granted.

IT IS, THEREFORE, RESOLVED that the Board is: (i) authorized to award the contract for professional services in connection with the JAN Maintenance Facility Roof Replacement Project to Durrell Design Group, PLLC ("Durrell Design Group") of Jackson, Mississippi for fees plus contingency not to exceed \$38,855.00; and (ii) the budget amount of \$51,385.00 for this phase of the Project is approved.

IT IS, THEREFORE, FURTHER RESOLVED that Durrell Design Group, a Certified Disadvantaged Business Enterprise ("DBE") will be supported by Advanced Environmental Consultants ("AEC"), a Certified DBE, which shall receive 9.6% of the total amount paid by JMAA to Durrell Design Group. Therefore, this project has 100% DBE participation; and

IT IS, THEREFORE, FURTHER RESOLVED that the Board finds that such requests are fully explained in the Memorandum dated January 22, 2018, at pages 43-46 of the Meeting Packet.

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

January 22, 2018

2. International Drive Rehabilitation, JAN: Authority to Publish a Request for Qualifications and Approve the Estimated Engineering Services Budget.....Page 47

Chairman Pastor Henley explained the Staff’s request appearing at Pages 47-50 in the Packet. Afterward, the following discussion took place.

In response to Commissioner Reed’s comment regarding the need for an alternate route, Mr. Newman informed the Board of Commissioners that the Memo addresses having an alternate entry and exit route to and from JAN, in the event of an emergency that causes International Drive to close.

Mr. Newman then confirmed that the Strategic Plan 2021 includes plans to address the Hawkins Field entrance at Woodrow Wilson Drive, in response to Commissioner LTC(R) Wright’s inquiry.

Next, in response to Chairman Pastor Henley’s inquiry, Mr. Newman confirmed that the “Scope of Work” section in the Board Memo, at Pages 47-50 of the Packet, should include an additional sentence that states: “assessment of vacated road and alternate exit ways.”

Mr. Newman then informed the Board that to complete the International Drive Rehabilitation Project, an alternate route has to be available for entry and exit.

RESOLUTION CY-2018-8

RESOLUTION GRANTING AUTHORITY TO PUBLISH A REQUEST FOR QUALIFICATIONS FOR ENGINEERING DESIGN SERVICES AND CONSTRUCTION OVERSIGHT; APPROVAL OF THE ESTIMATED ENGINEERING BUDGET; AND APPROVAL OF THE BUDGET FOR THIS PHASE OF THE PROJECT

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

WHEREAS, the Board has considered the request of JMAA’s Staff for: (i) authority to publish a Request for Qualifications (“RFQ”) for engineering design services and construction oversight; (ii) approval of the \$385,100.00 estimated engineering services budget; and (iii) approval of the budget for this phase of the Project for \$411,623.00, all in connection with the JAN International Drive Rehabilitation Project; and

WHEREAS, the Board finds that such requests, which are explained in the Memorandum dated January 22, 2018, as amended to include “assessment of vacated road and alternate exit ways” in the scope of work, at pages 47-50 of the Meeting Packet, ought to be granted.

IT IS, THEREFORE, RESOLVED that: (i) the Board is authorized to publish a Request for Qualifications (“RFQ”) for engineering design services and construction oversight; (ii) the \$385,100.00 estimated engineering services budget is approved; and (iii) the budget of \$411,623.00 for this phase of the Project for \$411,623.00 is approved, all in connection with the JAN International Drive Rehabilitation Project; and

IT IS, THEREFORE, FURTHER RESOLVED that the Board finds that such requests are fully explained in the Memorandum dated January 22, 2018, as amended to include “assessment of vacated road and alternate exit ways” in the scope of work, at pages 47-50 of the Meeting Packet.

Yeas: Harris, Henley, Reed, Wright

Nays: None

Abstentions: None

January 22, 2018

- 3. *5th Floor and West Concourse Roof Replacement, JAN: Authority to Publish a Request for Qualifications and Approve the Estimated Architectural Services Budget.....Page 51*

Chairman Pastor Henley explained the Staff’s request appearing at Pages 51-54 in the Packet. The Board asked no questions, and there was no discussion concerning this request.

RESOLUTION CY-2018-9

RESOLUTION GRANTING AUTHORITY TO PUBLISH A REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL DESIGN SERVICES AND CONSTRUCTION OVERSIGHT; APPROVAL OF THE ESTIMATED ARCHITECTURAL SERVICES BUDGET; AND APPROVAL OF THE BUDGET FOR THE 5TH FLOOR MAIN TERMINAL BUILDING AND WEST CONCOURSE ROOF REPLACEMENT

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

WHEREAS, the Board has considered the request of JMAA’s Staff for: (i) authority to publish a Request for Qualification (“RFQ”) for architectural design services and construction oversight; (ii) approval of the estimated architectural services budget of \$62,000.00; and (iii) approval of the budget for this phase of the Project for \$95,200.00, all in connection with the JAN Main Terminal 5th Floor and West Concourse Roofs Replacement; and

WHEREAS, the Board finds that such requests, which are explained in the Memorandum dated January 22, 2018, at pages 51-54 of the Meeting Packet, ought to be granted.

IT IS, THEREFORE, RESOLVED that: (i) the Board is authorized to publish a Request for Qualifications (“RFQ”) for architectural design services and construction oversight; (ii) the \$62,000.00 estimate architectural services budget is approved; and (iii) the budget of \$95,200.00 for this phase of the Project is approved, all in connection with the JAN International Drive Rehabilitation Project; and

IT IS, THEREFORE, FURTHER RESOLVED that the Board finds that such requests are fully explained in the Memorandum dated January 22, 2018, at pages 51-54 of the Meeting Packet.

Yeas: Harris, Henley, Reed, Wright

Nays: None

Abstentions: None

January 22, 2018

E. Grants

None.

F. Other Matters

1. *Property Real Estate Brokerage Services, JMAA: Authority to Issue a Request for Proposal for the Jackson-Medgar Wiley Evers International Airport with emphasis on the East Metro Corridor and Hawkins Field.....Page 55*

MOTION TO AUTHORIZE JMAA’S STAFF TO ISSUE A REQUEST FOR PROPOSALS FOR REAL ESTATE BROKERAGE SERVICES

The Board considered the **MOTION** by Commissioner Reed, seconded by Vice Chairman Harris, to authorize JMAA Staff to issue a Request for Proposals for Brokerage Services.

Chairman Pastor Henley explained the Staff’s request appearing at Pages 55-57 in the Packet.

The Board held the following discussion.

Commissioner LTC(R) Wright addressed the Board and stated that there had been some discussion among the City of Jackson Leadership and Planning Director Dr. Mukesh Kumar's office concerning the East Metro Corridor. One matter discussed was potentially getting some zoning and other people involved on the City's behalf. He added that the City of Jackson is interested in the development occurring around the airport and the involved parties, and because the City is interested in expediting the development, the City will contact JMAA Staff concerning the zoning issue shortly to discuss the property.

In response, Mr. Newman informed the Board that Staff's request herein as to Brokerage Services and having the City of Jackson involved is something that can be done simultaneously.

Commissioner LTC(R) Wright then clarified that the City wants to make sure they are aware or have some say as to zoning of land adjoining JMAA property that is incorporated or leased by the City of Jackson.

In response to Chairman Pastor Henley's inquiry, Mr. Newman informed the Board that any broker selected would only receive compensation for suitors brought forth by it. The broker will not be compensated for any deals already being considered by JMAA. Further, he confirmed that the above-stated would be included in the RFP and the contract agreement to make sure all potential brokers are aware that they will only be compensated for an agreement that arises because of their efforts.

Chairman Pastor Henley then asked the Board Members their opinions regarding serving as the Selection Committee for this project or allowing the Staff Members to serve as the Selection Committee.

The Board held some discussion concerning the Brokerage Service Project and by a consensus agreed that the JMAA Board of Commissioners would serve as the Selection Committee for this project.

Chairman Pastor Henley then announced that the Board decided, by consensus, to serve as the Selection Committee as to the Brokerage Services.

Then Chairman Pastor Henley called for a motion amending the previous motion for authority to issue a Request for Proposals.

RESOLUTION CY-2018-10

RESOLUTION AUTHORIZING JMAA'S STAFF TO ISSUE A REQUEST FOR PROPOSALS FOR REAL ESTATE BROKERAGE SERVICES AND DETERMINING THAT THE BOARD WILL SERVE AS THE SELECTION

COMMITTEE

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

WHEREAS, the Board has considered the request of JMAA Staff for authority to solicit proposals for Real Estate Brokerage Services for the Jackson Municipal Airport Authority's ("JMAA"), Jackson-Medgar Wiley Evers International Airport with emphasis on the East Metro Corridor ("EMC") property and Hawkins Field property; and

WHEREAS, the JMAA Board of Commissioners want to serve as the Selection Committee to select the Real Estate Brokerage Services service provider; and

WHEREAS, the Board finds that such request, which is explained in the Memorandum dated January 22, 2018, at pages 55-57 of the Meeting Packet, except that the Selection Committee will be the JMAA Board of Commissioners, ought to be granted.

IT IS, THEREFORE, RESOLVED that JMAA's Staff is authorized to solicit proposals for Real Estate Brokerage Services for the Jackson Municipal Airport Authority's ("JMAA"), Jackson-Medgar Wiley Evers International Airport with emphasis on the East Metro Corridor ("EMC") property and Hawkins Field property; and

IT IS, THEREFORE, FURTHER RESOLVED that the JMAA Board of Commissioners will serve as the Selection Committee to select the Real Estate Brokerage Services service provider; and

IT IS, THEREFORE, FURTHER RESOLVED that the Board finds that such request is fully explained in the Memorandum, dated January 22, 2018, at pages 65-67 of the Meeting Packet, except that the Selection Committee will be the JMAA Board of Commissioners.

Yeas: Harris, Henley, Reed, Wright

Nays: None

Abstentions: None

January 22, 2018

G. New Business

1. *Commissioner Reed*

Commissioner Reed announced that the family of former Commissioner Dr. Rosie L.T.P. Johnson is accepting donations for the Mississippi School for the Blind to honor the life and service of Dr. Johnson. She provided the information to the Board as well as the audience concerning how to go about contributing.

OPEN SESSION

Chairman Pastor Henley stated that it was necessary for the Board to enter Closed Session to determine if an Executive Session is appropriate and that he would entertain a motion to do this. Commissioner LTC(R) Wright then moved that the Board go into a Closed Session to discuss whether to go into an Executive Session to consider matters that he believed could be discussed in Executive Session and Commissioner Reed seconded the motion.

The Board unanimously resolved to close the Meeting. Chairman Pastor Henley asked all, except Mr. Carl Newman, CEO, Ms. Arnetrius Branson, CFO, attorneys from Walker Group, PC, and The May Law Firm, to leave the room.

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

The Board went into Closed Session at 4:51 p.m.

CLOSED SESSION

Vice Chairman Harris then moved that the Board enter Executive Session to discuss one (1) pending litigation matter, Cresslyn Bailey v. Jackson Municipal Airport Authority. Commissioner Reed seconded the motion to enter Executive Session and the Commissioners unanimously (4-0-0) resolved to enter Executive Session for the stated purpose.

The Closed Session ended at 4:53 p.m.

OPEN SESSION

Chairman Pastor Henley then invited all persons outside the room to re-enter, some did. Chairman Pastor Henley then stated in Open Session that the Board, during Closed Session, voted to enter Executive Session to discuss one (1) pending litigation matter, Cresslyn Bailey v. Jackson Municipal Airport Authority.

Chairman Pastor Henley asked all present, except for Mr. Carl Newman, CEO, Ms. Arnetrius Branson, CFO, attorneys from Walker Group, PC, and The May Law Firm, to leave the room. All present, with the exceptions noted, were directed to vacate the room; this was done.

The Board went into Executive Session at 4:54 p.m.

EXECUTIVE SESSION

During the Executive Session, the Board discussed one (1) pending litigation matter, Cresslyn Bailey v. Jackson Municipal Airport Authority.

- 1. The Board took the following action as to the pending litigation matter, Cresslyn Bailey v. Jackson Municipal Airport Authority.***

RESOLUTION CY-2018-11

RESOLUTION AUTHORIZING CHAIRMAN PASTOR HENLEY TO EXECUTE AGREEMENT RESOLVING CURRENT LITIGATION

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

WHEREAS, the Board has considered authorizing Chairman Pastor Henley to execute an agreement resolving current litigation Cresslyn Bailey v. Jackson Municipal Airport Authority, pursuant to the terms and conditions discussed during Executive Session; and

IT IS, THEREFORE, RESOLVED that Chairman Pastor Henley is authorized to execute an agreement resolving the current litigation Cresslyn Bailey v. Jackson Municipal Airport Authority, pursuant to the terms and conditions discussed during Executive Session.

Yeas: Henley, Reed, Wright

Nays: Harris

Abstentions: None

January 22, 2018

Upon motion by Commissioner Reed, seconded by Commissioner LTC(R)Wright and unanimous approval of the Commissioners, the Executive Session ended at 5:03 p.m.

Open Session reconvened at 5:04 p.m.

OPEN SESSION

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

Chairman Pastor Henley announced that the meeting was once again open. He then announced that during Executive Session the Board considered the previously identified motion and took the previously identified action on said motion.

Regarding the action taken, Chairman Pastor Henley announced that the Board voted to authorize him, as Chairman, to execute an agreement resolving the current litigation Cresslyn Bailey v. Jackson Municipal Airport Authority, pursuant to the terms and conditions discussed during Executive Session. The vote of the Commissioners on this matter: Commissioners Henley, Reed, and Wright voted "Yea;" Vice Chairman Harris voted "Nay."

VIII. ADJOURNMENT

Thereafter, it was moved by Commissioner Harris, seconded by Commissioner Reed, and resolved by a unanimous vote of the Commissioners present that the meeting of the Board was ADJOURNED at 5:04 p.m.

Respectfully submitted,

Pastor James L. Henley, Jr., Commissioner and Chairman

Ms. LaWanda D. Harris, Commissioner and Vice Chairman

Ms. Evelyn O. Reed, Commissioner

LTC(R) Lucius Wright, Commissioner