

**MINUTES OF THE REGULAR SCHEDULED WORK SESSION  
OF THE JACKSON MUNICIPAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS**

**January 23, 2020**

**8:30a.m.**

- I. CALL TO ORDER.** The January 23, 2020 Regular Scheduled Work Session of the Jackson Municipal Airport Authority was called to order by Chairman LaWanda D. Harris at 8:30 a.m.
- II. ROLL CALL/DECLARATION OF A QUORUM.** Chairman LaWanda D. Harris conducted the Roll Call including herself, Vice-Chairman Robert E. Martin, Commissioner Lee Bernard and Commissioner James L. Henley, Jr. whom joined by teleconference. The aforementioned Commissioners were present, and a quorum was declared.
- III. INVOCATION.** The invocation was given by Paul A. Brown, Chief Executive Officer
- IV. APPROVAL OF NOTICES AND EXECUTION OF MINUTES.** Chairman Harris stated that the approvals of notices and minutes would take place on Monday, January 27, 2020 at 4:00 p.m. during the Regular Scheduled Board Meeting.
- V. PUBLIC COMMENTS.** There was one public comment from Alex Harvey of Legacy Land Management who introduced himself to the Board and briefly explained his services offered. Mr. Harvey provided the Commissioners with a handout and stated he we would like to do business with Jackson Municipal Airport Authority. His specific services included: forest management, wildlife management and environmental services. The Board thanked Mr. Harvey for coming and directed him to reach out to Mr. Bryan Gleason, DBE Director.
- VI. REPORTS**
  - A. Report from the Chairman.**

Chairman Harris thanked staff for working through the organizational changes and welcoming new management and leadership. In addition, Chairman Harris recognized and thanked Mr. Warren, COO for his efforts to keep the continuity going while leading the JMAA organization as the Interim CEO for the past several months. The Board of Commissioners presented Mr. Warren with a plaque of appreciation and leadership.
  - B. Chief Executive Officer.** Mr. Paul A. Brown, CEO reviewed and provided a summary of the active project lists. In addition, Mr. Brown reviewed and provided a detail summary of the Airport Activity Statistics Report.

**C. Attorney.** Attorney Walker stated there were several matters to go before the Board. The Walker Group has sent the Board recent information on the per diem status. In addition, a draft resolution regarding the Edinburgh matter and travel was sent for review. Attorney Walker also stated there is matter he will suggest to take up in Executive Session.

## **VII. ACTION ITEMS**

Mr. Brown, CEO stated that as it relates to project updates, Mr. Bryan Gleason, Director of Disadvantaged Business Enterprise would come forward to present the DBE participation report for this month. Mr. Gleason stated the participation report was as follows: thirty percent (38%) of expenditures went to MWDBEs in the form of direct payments and subcontractor payments. Fifty two percent (52%) went to the City of Jackson businesses for MWDBEs and non-MWDBEs. Mr. Gleason asked the Board if there were any questions regarding the DBE report or items on the claims docket. There were no further questions on the DBE report.

Moreover, Mr. Gleason introduced Ms. Shelly Michaels, Founder and President of EPIC Resources who came before the Board to present her services of DBE Resources for small, minority businesses. Ms. Michaels presented the Board with a handout of services offered which included disparity studies, outreach, assistance with identifying and vetting qualified DBEs and completing DBE certification.

In addition to the project updates, Mr. Tony Esposito with Kimley-Horn provided the Board with a status update on the twelve (12) JMAA capital projects currently in progress. Those projects included: 1) 16/34 HKS Runway, 2) HKS Rehabilitation Project, 3) 5<sup>th</sup> Floor Roof Construction Project, 4) Security Reconfiguration Project, 5) FAA Roof Reconstruction Project, 6) Passenger Board Bridge-Gate No. 2, 7) Perimeter Service Road Rehabilitation Project, 8) QTA Project, 9) Terminal Feasibility Study, 10) International Drive Project, 11) Runway 16R/34L Project, and 12) Security Access Control Project.

Mr. Brown introduce Ms. Helene Wall with Postlewaite and Netterville (P&N) to provide a status on update, and review of the project for 2019 and look at forecast for 2020 and ask for an extended contract. Ms. Wall was accompanied by Lauren Hanskins who is an associate with P&N. A handout was given to the Board of Commissioners.

Mr. Helaire came before the Board of Commissioners to provide an ERP project status update. After discussion, the Board has request to provide a Gantt chart on the timeline with progressions.

Mr. Brown, CEO stated this concluded the projects update and recognized Ms. Branson, CFO to provide an overview of the financial reports for this month.

## **A. Financial Matters**

- 1. Financial Reports for December 2019: Balance Sheet, Income Statement, Claims Docket.** CFO Arnetrius Branson presented the preliminary financial matters to the Board of Commissioners for the month of November. There were no questions about the Balance Sheet, Income Statement, or Claims Docket. Commissioner Harris stated the Board would address any issues related to the Claims Docket during executive session. After discussion Chair Harris requested to see a breakdown of additional claims from the claims docket. Commissioner Bernard requested if the ERP system could track the route and aging of invoices for payments due.
- 2. Personal Property: Disposal of Surplus Property and Write Off, JMAA: Authorization to Adopt a Resolution in accordance with JMAA Policies and Procedures regarding the Sales of Surplus Property to (i) declare as surplus the pieces of personal property owned by JMAA in Exhibit A; (ii) dispose of the personal property owned by JMAA; and (iii) write off the pieces of personal property owned by JMAA as outlined in Exhibit B.** The board reviewed Exhibits A & B and questioned the process of monitoring inventory. How often is inventory conducted and suggested that JMAA looks into visiting inventory more frequency. Mr. Brown, CEO suggested JMAA looks into the Radio frequency digital (RFD) system to digitally track our equipment.

CEO Brown stated this concluded the items for financial reports.

## **B. Construction Projects.** CEO Brown introduced Mr. Drew Ridinger to present the action items for construction projects today.

- 1. Passenger Boarding Bridge, JAN: Authorization to (i) award a Professional Services Agreement for the Passenger Board Bridge at Aircraft Gate No. 2; (ii) increase engineering budget; and (iii) increase overall budget (Allen & Hoshall)** Mr. Drew Ridinger proceeded with his presentation and action items requested. There were discussions regarding the type and size of the bridge. Mr. Ridinger stated he will work with the design engineers on the requests. Chair Harris questioned if JMAA has done our due diligence on this matter. Mr. Brown, CEO called Ms. Tillman, Facilities Engineer before the Board the address her research and contact with other engineers referencing capital projects.

## **C. Procurement.** None

- 1. Vehicle Purchases, JAN: Authorization to (i) purchase three vehicles, one vehicle for the Department of Public Safety and Operations, one vehicle for Hawkins Field, and one vehicle for the Executive Department.** Mr. Will Dickson proceeded with his presentation and action items requested. Mr. Dickson also stated that the pricing is base of the State of Mississippi Procurement Contracts. Commissioner Henley recommended we check with the local vendors to ask if they

can match our State of Mississippi Procurement Contract. There were no questions from the Board regarding this Service Agreement request.

**D. Service Agreements.**

**1. East Perimeter Fence Tree and Brush Removal, HKS: Authorization to (i) issue a Request for Bids of approximately 1.5 miles along the fence line; and (ii) approval of the total project budget.** Mr. Pat Minor proceeded with his presentation and action items requested. There were several comments but no questions from the Board of Commissioners regarding this project. Commissioner Bernard commented that JMAA should verify landownership where the properties merge.

**2. Clearing and Grubbing Services, JAN: Authorization to issue a Request for Bids for clearing and grubbing services of 31.7 acres near East Metro Corridor Parkway; (ii) approval of 60 calendar day term for Services; and (iii) approval of the Services total budget.** Mr. Chad Parker proceeded with his presentation and action items requested. There were several comments but no specific questions from the Board of Commissioners regarding this project. Commissioner Martin said that JMAA should consider when trees are moved from properties, we should consider the potential of an insect issue on the land.

**E. Grants.** None.

**F. Other Matters.**

**1. Raspet Flight Research Laboratory Letter of Agreement, JAN: Authorization to (i) execute an Agreement for Unmanned Aircraft Systems (UAS) flight operations (Mississippi State University).** CEO Brown introduced Mr. Will Dickson to present the next action item. Accompanying Mr. Dickson is Mr. Dallas Brooks, Director of Raspet Flight Research at Mississippi State. After multiple questions asked, Mr. Brooks stated that the altitude is between 3,000-6,500. He also stated the program focuses on safety and security first.

**2. Terminal Space Lease Agreement, HKS: Authorization to execute a Terminal Space Lease Agreement for approximately 1,537 square feet of space to (PHI Health), LLC.** Mr. Pat Minor proceeded with his presentation and action items requested. There were no further questions regarding the action item presented

**G. New Business.** None.

The Chairman called for a motion to go into closed session. Motion was made by Commissioner Martin and seconded by Commissioner Wright. A call for a vote was made to go into closed session and the vote was unanimous.

The board re-opened the floor and reported there were a few matters discussed during closed session; however, no action was taken on those matters.

**VIII. ADJOURNMENT**

**A. Chairman Harris called for a Motion to Adjourn the Meeting.**

Motion: Commissioner Henley; Seconded: Commissioner Wright; No further discussion; Vote was unanimous. The meeting adjourned.

Respectfully submitted,

---

Ms. LaWanda D. Harris, Commissioner and Chairman

---

Robert E. Martin, Commissioner and Vice Chairman

---

Lee A. Bernard, Jr., Commissioner

---

Pastor James L. Henley, Jr., Commissioner

---

LTC(R) Lucius Wright, Commissioner