

**SPECIAL MEETING OF JACKSON MUNICIPAL  
AIRPORT AUTHORITY BOARD OF COMMISSIONERS  
JULY 11, 2019**

**I. CALL TO ORDER/ROLL CALL/DECLARATION OF QUORUM**

The Board of Commissioners (the “Board”) of the Jackson Municipal Airport Authority (the “Authority” and “JMAA”) convened its Special Meeting in the Terminal Building, Hawkins Field Airport (“HKS”), in Jackson, Mississippi, at 10:00 a.m., on Thursday, July 11, 2019 (the “Meeting”), pursuant to proper notice. A copy of the Notice is attached as an Exhibit to the July 11, 2019, Special Meeting Minutes.

Chairman LaWanda D. Harris, presided, called the Meeting to order at 10:00 a.m. and called the roll of Commissioners.

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

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

Chairman Harris, announced that a quorum was present at the Special Meeting, as required by the Bylaws of the Authority, and announced that the Meeting would proceed with discussion of the Agenda (the “Agenda”) for the Special Meeting of the Board scheduled for 10:00 a.m. on Thursday, July 11, 2019 in the Terminal Building, Hawkins Field Airport (“HKS”), in Jackson, Mississippi. The following other persons were also present at the Meeting:

Perry Miller, M.S., A.A.E., I.A.P. JMAA’s Interim Chief Executive Officer  
Darion Warren, CFM, JMAA’s Interim Chief Operating Officer  
Kevin Bass, Esq., Walker Group, PC, Attorneys at Law  
And persons listed on **EXHIBIT A: Sign-in Sheet for 7-11-19**

**II. INVOCATION**

Commissioner Pastor Henley gave the Invocation.

**III. ACCEPTANCE OF NOTICE**

**A.** Notice of the Special Meeting of the Board of Commissioners (“The Board”) of the Jackson Municipal Airport Authority (“JMAA”) on July 11, 2019, at 10:00 a.m.

**RESOLUTION CY-2019-97**

## **APPROVAL OF THE NOTICE OF THE JULY 11, 2019 SPECIAL MEETING**

After discussion and review, and upon the motion made by Commissioner Martin, 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 of the July 11, 2019, Special Meeting and directs that said notice be filed in the appropriate minute book and records of the Authority.

Yeas: Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

July 11, 2019

### **IV. PUBLIC COMMENTS**

None.

### **V. ACTION ITEMS**

#### **A. OTHER MATTERS**

##### ***I. JMAA Fiscal Year 2020 Operating Maintenance Budget Presentation by Perry J. Miller, A.A.E., Interim CEO and Arnetrius Branson, CFO***

Mr. Perry J. Miller, A.A.E., Interim Chief Executive Officer, addressed the Commissioners and informed them that a draft of the Fiscal Year 2020 Budget is being presented for their consideration. He requested the Commissioners to ask any questions and voice any concerns. Also, he noted that a goal of the budget was to ensure that the landing fee remains flat through fiscal year 2020. He also noted that the budget will reflect that JMAA will have to rely on the State of Mississippi to assist with the projects at Hawkins Field Airport.

Next, Mrs. Arnetrius Branson, JMAA's Chief Financial Officer, provided information concerning the particulars of the draft budget contained in the JMAA Fiscal Year 2020 Annual Budget Presentation. The JMAA Fiscal Year 2020 Annual Budget Presentation is attached as an exhibit to the July 11, 2019, Special Meeting Minutes. The components of the Budget Presentation included the following: "Financial Metrics/Goals" (page 2); "Statement of Income and Expenses – FY19 Forecast / FY20 Budget" (page 9) "Major Operating Revenue Changes FY19 Forecast / FY20 Budget" (page 12); "Major Operating Expense Changes FY19 Forecast / FY20 Budget" (pages 16-18); and "2020 Capital Budget" (page 25).

The Commissioners, along with Mr. Miller, Interim CEO, and Mrs. Arnetrius Branson,

CFO, then held some discussion concerning air service development and the departure of Via Airlines from JAN.

In response to an inquiry from Commissioner LTC(R) Wright, Mr. Yul McNair, Business Development Director, informed the Board that Via Airlines is not communicating with any airports throughout the country and that the company's sudden departure from JAN is not an isolated incident.

Chairman Harris then requested that Staff provide the Staff with a presentation on air service development and provide the Board with information as to the operating agreements that JMAA has in place with the airlines.

Mr. Miller confirmed that Staff will present an air service development presentation to the Board during the August 2019 Work Session, and sooner, if possible.

Next, Mr. Miller requested that the Board approve the Fiscal Year 2020 proposed budget.

The Board then resolved the following Resolution.

**RESOLUTION CY-2019-98**

**RESOLUTION APPROVING AND ADOPTING THE 2020 FISCAL YEAR OPERATING AND MAINTENANCE BUDGET AND THE FISCAL YEAR 2020 CAPITAL BUDGET**

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

**WHEREAS**, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") has reviewed and considered Staff's request for adoption and approval of: (i) the Fiscal Year 2020 Operating & Maintenance Budget; and (ii) the Fiscal Year 2020 Capital Budget, contained in the FY 2020 Budget Presentation Booklet entitled "JMAA Fiscal Year 2020 Annual Budgets," which was distributed to the Board prior to the July 11, 2019, Special Meeting, along with the changes requested by the Commissioners during the July 11, 2019 Special Meeting; and

**WHEREAS**, the key elements of the proposed Operating & Maintenance Budget in Fiscal Year 2020 and Primary Funding Sources for Capital Expenditures are contained in the Memorandum dated July 22, 2019, which is attached as an exhibit to this Resolution.

**IT IS, THEREFORE, RESOLVED** that the Board hereby adopts and approves: (i) the Fiscal Year 2020 Operating & Maintenance Budget; and (ii) the Fiscal Year 2020 Capital Budget, contained in the FY 2020 Budget Presentation Booklet entitled "JMAA

Fiscal Year 2020 Annual Budgets,” which was distributed to the Board prior to the July 11, 2019 Special Board Meeting, along with the changes requested by the Commissioners during the July 11, 2019 Special Meeting; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the key elements of the proposed Operating & Maintenance Budget for Fiscal Year 2020 and Primary Funding Sources for Capital Expenditures estimated to be undertaken in Fiscal Year 2020 are contained in the Board Memorandum dated July 22, 2019, which is attached as an exhibit to the Resolution herein.

Yeas: Harris, Martin, Wright

Nays: None

Abstentions: Henley

July 11, 2019

2. ***JMAA Fiscal Year 2020 Operating Maintenance Budget Presentation by Perry J. Miller, A.A.E., Interim CEO and Arnetrius Branson, CFO***

Ms. Branson explained that this request will allow JMAA Staff to transfer funds amongst various accounts within major categories without having to request specific authorization from the Board each time a transfer is needed. Further, she explained that any future transfer will not impact the total revenues, total expenses, or the total board approved budget of any category. She stated that this is because the money would simply move from account to account within each category. Therefore, the budget of each major category will remain the same after each transfer, if any.

**RESOLUTION CY-2019-99**

**RESOLUTION APPROVING JMAA STAFF TO REALIGN COSTS WITHIN THE MAJOR REVENUE/COST CATEGORIES IN THE BUDGET AS NEEDED**

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

**WHEREAS**, the JMAA Board of Commissioners has considered Staff’s request for authorization to realign costs within the major revenue and expense categories in the future JMAA budgets, as needed, by transferring funds among various accounts while not impacting the total revenues and expenditures within each major cost category approved by the Board of Commissioners; and

**WHEREAS**, the total revenues and total expenses or budget of each major category will remain at the amount approved by the Board pursuant to **RESOLUTION CY-2019-98** above or pursuant to any Resolution approving any fiscal year budget in the future, in the event funds are transferred within major accounts pursuant to the Resolution

herein; and

**IT IS, THEREFORE, RESOLVED** that JMAA Staff is authorized to realign costs within the major revenue and expense categories in the Fiscal Year 2020 and future fiscal year budgets, as needed, by transferring funds among various accounts while not impacting the total revenues and expenditures within each major cost category approved by the Board of Commissioners.

**IT IS, THEREFORE, FURTHER RESOLVED** that the total revenues or budget of each major category will remain at the amount approved by the Board pursuant to **RESOLUTION CY-2019-98** above or pursuant to any Resolution approving any fiscal year budget in the future, in the event funds are transferred within major accounts pursuant to the Resolution herein.

Yeas: Harris, Martin, Wright

Nays: None

Abstentions: Henley

July 11, 2019

## **VII. ADJOURNMENT**

Thereafter, it was moved by Commissioner Martin, seconded by Commissioner LTC(R) Wright, and resolved by unanimous vote of the Commissioners present that the Special Meeting of the Board be ADJOURNED at 11:09 a.m.

Respectfully submitted,

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Ms. LaWanda D. Harris, Commissioner and Chairman

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Mr. Lee A. Bernard Jr., Commissioner and Vice-Chairman

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Pastor James L. Henley, Jr., Commissioner

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Mr. Robert. E. Martin, Commissioner

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LTC(R) Lucius Wright, Commissioner