

**COMBINED RESCHEDULED WORK SESSION AND RESCHEDULED REGULAR  
MEETING OF JACKSON MUNICIPAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS  
JUNE 28, 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 June 28, 2019 Combined Rescheduled Work Session and Rescheduled Regular Board Meeting in the Community Room, Main Terminal Building, Jackson-Medgar Wiley Evers International Airport (“JAN”), in Jackson, Mississippi, at 8:30 a.m. on Friday, June 28, 2019 (the “Meeting”), pursuant to proper notice. Copies of the Notice Rescheduling the June 20, 2019 Work Session, the Notice Rescheduling the June 24, 2019 Board Meeting, and the Notice of the Consolidated Rescheduled Work Session and Rescheduled Board Meeting are attached as Exhibits to the June 28, 2019 Consolidated Rescheduled Work Session and Rescheduled Board Meeting (“Meeting”) Minutes.

Chairman LaWanda D. Harris, presided, called the Meeting to order at 8:30 a.m., and called the roll of Commissioners.

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

LaWanda D. Harris, Chairman  
Lee A. Bernard Jr., Vice-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 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 Rescheduled Work Session and Rescheduled Regular Board Meeting scheduled for Friday, June 28, 2019, in the Community Room, Main Terminal Building, Jackson-Medgar Wiley Evers International Airport (“JAN”), 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  
John L. Walker, Esq., Walker Group, PC, Attorneys at Law  
Kevin Bass, Esq., Walker Group, PC, Attorneys at Law  
And persons listed on **EXHIBIT A: Sign in Sheet for 6-28-19**

**II. INVOCATION**

Commissioner Robert E. Martin gave the Invocation.

**III. APPROVAL OF BOARD NOTICES**

- A. Notice Scheduling the June 2019 Pre-Work Session.
- B. Notice of the Rescheduling of the June 20, 2019 Regular Monthly Work Session.
- C. Notice of the Rescheduling of the June 24, 2019 Regular Monthly Meeting.
- D. Notice of the Combined Rescheduled June 20, 2019 Regular Monthly Work Session and Rescheduled June 24, 2019, Regular Monthly Meeting.

**RESOLUTION CY-2019-84**

**APPROVAL OF THE NOTICES AS TO: (I) SCHEDULING THE JUNE 19, 2019 PRE-WORK SESSION; (II) RESCHEDULING THE JUNE 20, 2019 REGULAR MONTHLY WORK SESSION; (III) RESCHEDULING THE JUNE 24, 2019 REGULAR MONTHLY MEETING; AND (IV) THE COMBINED RESCHEDULED JUNE 20, 2019 REGULAR WORK SESSION AND RESCHEDULED JUNE 24, 2019 REGULAR MONTHLY MEETING**

After discussion and review, and upon the motion made by Commissioner Martin, seconded by Vice-Chairman Bernard, and approved by unanimous vote, the following resolution was made and entered.

**RESOLVED**, that the Board hereby approves the following: (i) Notice Scheduling the June 19, 2019 Pre-Work Session; (ii) Notice of the Rescheduling of the June 20, 2019 Regular Monthly Work Session; (iii) Notice of the Rescheduling of the June 24, 2019 Regular Monthly Meeting; and (iv) Notice of the Combined Rescheduled June 20, 2019 Regular Work Session and Rescheduled June 24, 2019 Regular Monthly Meeting.

Yeas: Bernard, Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

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**IV. APPROVAL AND EXECUTION OF MINUTES**

- A. Combined Regular Work Session and Rescheduled May 27, 2019, Regular Monthly Meeting, May 23, 2019.
- B. Special Meeting of the Board of Commissioners, June 11, 2019.

**RESOLUTION CY-2019-85**

**APPROVAL OF THE MAY 23, 2019 COMBINED REGULAR WORK SESSION AND RESCHEDULED MAY 27, 2019 REGULAR BOARD MEETING AND THE JUNE 11, 2019 SPECIAL MEETING MINUTES OF THE BOARD OF COMMISSIONERS**

After discussion and review, and upon the motion made by Commissioner Martin, and seconded by Commissioner LTC(R) Wright, the Minutes of the May 23, 2019 Combined Regular Work Session and Rescheduled May 27, 2019 and the June 11, 2019 Special Board Meeting were approved by a unanimous vote of the Commissioners, and the following resolution was made and entered.

**RESOLVED**, that the Board hereby approves the Minutes of the May 23, 2019 Combined Regular Work Session and Rescheduled May 27, 2019 and the June 11, 2019 Special Board Meeting of the Board of Commissioners, as presented, and directs that said Minutes be filed in the appropriate Minute Book and Records of the Authority.

Yeas: Bernard, Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

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**V. PUBLIC COMMENTS**

None.

**VI. REPORTS**

**A. Report from the Chairman**

Chairman Harris announced that the Board and Staff had a purposeful trip to the Paris International Air Show. Continuing, she stated that the JMAA Board of Commissioners and JMAA Staff Members are committed to economic growth and development as to the Hawkins Field Airport and the Jackson-Medgar Wiley Evers International Airport. She added that the JMAA Board wants to be a catalyst, along with the City of Jackson, MS, for economic development.

Chairman Harris then invited Mr. Perry Miller, Interim CEO, to provide his Report.

**B. Interim Chief Executive Officer**

Mr. Miller echoed the sentiments of Chairman Harris as to the Paris International Air Show.

Commissioner Pastor Henley then added that over the last year, JMAA’s flight numbers grew ten (10) percent as JMAA flight services continue to improve.

**1. Airport Project Manager Summary, Period Ending May 31, 2019**  
.....Page 1

Mr. Miller directed the Board’s attention to the Airport Project Manager Summary (“APMS”), found at pages 1-18 in the June 28, 2019 Combined Rescheduled Work Session and Rescheduled Regular Board Meeting Packet and distributed to the Board before the June 28, 2019 Combined Rescheduled Work Session and Rescheduled Regular Board Meeting. The Board reviewed the Report and had no questions.

**2. Airport Activity Statistics Report, Period Ending May 31, 2019**  
.....Page 19

Next, Mr. Miller directed the Board’s attention to the Airport Activity Statistics Report (“AASR”), found at pages 19-32 in the June 28, 2019 Combined Work Session and Rescheduled Regular Board Meeting Packet and distributed to the Board before the June 28, 2019 Combined Rescheduled Work Session and Rescheduled Regular Board Meeting. The Board reviewed the Report and had no questions.

Then, Ms. Sharon Carter, DBE Manager, came forward at the request of Mr. Miller and gave the following statistics as to contracts with Minority/Women/Disadvantaged Business Enterprises (“M/W/DBEs”) and City of Jackson based businesses during May 2019:

- Direct and Indirect Payments to M/W/DBEs Firms: \$263,748.00 or 23% of the Total Amount of Eligible Payments; and
- Payments to City of Jackson, MS-based firms: \$340,332.00 or 30% of the Total Amount of Eligible Payments

**3. Strategic Plan 2021 Modifications.**

Next, Mr. Miller invited Mr. Bryan Helaire, Director of Information Technology, to the podium to present to the Board proposed changes to Strategic Plan 2021. Mr. Helaire explained the requested changes to the Board and further presented from the JMAA PowerPoint Presentation, at pages 3-4, which is attached as an exhibit to the June 28, 2019 Combined Rescheduled Work Session and Rescheduled Board Meeting Minutes.

Mr. Helaire explained that the Staff is requesting to revise Strategic Plan 2021 as it is an evolving document, and some of JMAA’s priorities have changed. Next, Mr. Helaire informed the Board that JMAA’s revised priority of projects will be in the following order: (i) Hawkins Field Economic Development; (ii) Renovations to the terminal with improved concessions; (iii) Development of a Rental Car Facility in the terminal core; (iv) Development of airport lodging and commercial development near the terminal core; (v) Completion of East

Metro Parkway and Land Development.

Next, Commissioner Martin asked what specific projects were in progress at Hawkins?

In response, Mr. Helaire informed the Board that the first deliverable for Hawkins Field Airport is an economic revitalization action plan. He further referenced some additional projects that will be presented to the Board at a later date and explained that some specific areas that will be addressed are IT infrastructure and security.

Next, Mr. Yul McNair, Business Development Director, approached the podium and responded to Commissioner Martin's question as to plans to increase traffic at Hawkins Field Airport.

Mr. McNair explained that Staff is currently working with a local marketing firm in developing a clear and comprehensive marketing plan for Hawkins Field Airport that will provide a plan to take Hawkins Field to another level. He explained that the plan is going to focus on operations as well as general business.

The Board had some additional discussion concerning the plans for development at the Hawkins Field Airport.

#### **RESOLUTION CY-2019-86**

#### **RESOLUTION AUTHORIZING AND ACCEPTING THE MODIFIED PRIORITY OF THE PROJECTS WITHIN STRATEGIC PLAN 2021**

Upon motion by Commissioner LTC(R) Wright, seconded by Commissioner Martin, the following **RESOLUTION** was made and approved by a unanimous vote.

**WHEREAS**, the current priority of projects in Strategic Plan 2021 is as follows:

1. Development of airport lodging and commercial development near the terminal core.
2. Renovations to the terminal with improved concessions.
3. Development of a Consolidated Rental Car Facility in the terminal core.
4. Designation of new entrance and development for Hawkins Field Airport.
5. Completion of East Metro Parkway and Land Development; and

**WHEREAS**, the Board has considered the request of the Jackson Municipal Airport Authority ("JMAA") Staff for: (i) authorization to modify the current priority of projects in Strategic Plan 2021 as follows:

1. Hawkins Field Economic Development
2. Renovations to the terminal with improved concessions.
3. Development of a Rental Car Facility in the terminal core.
4. Development of airport lodging and commercial development near the terminal core.

5. Completion of East Metro Parkway and Land Development; and

**WHEREAS**, after Staff explained the reasons to modify the Strategic Plan, the Board finds that this request ought to be granted.

**IT IS, THEREFORE, RESOLVED** that the current priority of projects in Strategic Plan 2021 is modified to read as follows:

1. Hawkins Field Economic Development
2. Renovations to the terminal with improved concessions.
3. Development of a Rental Car Facility in the terminal core.
4. Development of airport lodging and commercial development near the terminal core.
5. Completion of East Metro Parkway and Land Development; and

Yeas: Bernard, Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

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**C. Attorney**

Attorney Walker stated the following:

1. Before the June 28, 2019 Combined Rescheduled Regular Work Session and Rescheduled Regular Meeting, a proposed Resolution Amending JMAA's Travel Policy was distributed to each Commissioner. Therefore, he recommended that the Board consider said Resolution at an appropriate time.
2. There are several matters that the Board should consider during an Executive Session. Therefore, he recommended the Board enter into Closed Session to discuss those matters at an appropriate time.

Chairman Harris announced that the Board would consider the Resolutions during the New Business section of the Agenda.

**VII. ACTION ITEMS**

**A. Financial Matters**

**1. Financial Reports for May 2019:**

- a. Balance Sheet: Accept.....Page 32*
- b. Income Statement: Accept.....Page 34*

As to the Income Statement Commissioner Pastor Henley explained that by including grant revenue that JMAA has not received in the budget, the organization is making the budget look like it is in a worse position than it is in. He recommended amending the budget to remove grant funds once JMAA learns it will not receive them.

**RESOLUTION CY-2019-87**

**RESOLUTION ACCEPTING/APPROVING THE MAY 2019 FINANCIAL REPORTS:  
BALANCE SHEET AND INCOME STATEMENT**

Upon motion by Commissioner LTC(R) Wright, seconded by Vice-Chairman Bernard, the following **RESOLUTION** was made and approved by majority vote 4-0-1.

**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 May 31, 2019, which are included in the Packet at pages 32-36, and were distributed to the Board prior to the June 28, 2019 Combined Rescheduled Work Session and Rescheduled Regular Board Meeting.

**IT IS, THEREFORE, RESOLVED** that the Board hereby accepts and approves the May 2019 Financial Reports: Balance Sheet and Income Statement for May 2019.

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

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*c. Claims Docket for May 2019: Approve.....Page 37*

Commissioner Pastor Henley asked if Claim No. 96379 to the Greater Jackson Chamber Partnership was to the Alliance or the Partnership.

In response, Mr. Miller informed the Board that Claim No. 96379 was to the Partnership.

Next, in response to Chairman Harris' question, Mr. Miller informed the Board that the next meeting has been scheduled and that he has it on his calendar to attend. He added that JMAA has not been to a meeting since March.

Chairman Harris then directed the Staff to withhold the payment of Claim No. 96379 to the Greater Jackson Chamber Partnership and the Board will consider said Claim at a later date and time.

**RESOLUTION CY-2019-88**

**RESOLUTION APPROVING THE AMENDED CLAIMS DOCKET FOR THE MONTH AND PERIOD ENDING MAY 31, 2019**

Upon motion by Vice-Chairman Bernard, seconded by Commissioner Martin, the following **RESOLUTION** was made and approved by a majority vote 4-0-1.

**WHEREAS**, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") reviewed and considered the Authority's Amended Claims Docket ("Claims") for the month and period ending May 31, 2019, which was included in the Packet, at pages 37-39 and distributed to the Board prior to the June 28, 2019 Combined Rescheduled Work Session and Rescheduled Board Meeting Minutes; and

**WHEREAS**, the Board of Commissioners desires to amend the Claims Docket, by removing Claim No. 96379 to the Greater Jackson Partnership in the amount of \$25,000.00.

**IT IS, THEREFORE, RESOLVED** that the Claims Docket for May 2019, is amended by removing the Claim No. 96379 as to Greater Jackson Partnership in the amount of \$25,000.00.

**IT IS, THEREFORE, FURTHER RESOLVED** that the Board hereby authorizes payment of the Claims in the amount of \$1,208,798.60, which excludes the amount of Claim No. 96379.

Yeas: Bernard, Harris, Martin, Wright

Nays: Henley

Abstentions: None

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**2. *Customer Facility Charge, JMAA: Authorization to Increase.....Page 40***

Ms. Arnetrius Branson, CFO, explained the Board Memorandum for Project Title: "Customer Facility Charge Increase," and the action requests listed therein, which appear at pages 40-41 in the Packet. Ms. Branson further presented from the JMAA PowerPoint Presentation, at page 7. The JMAA PowerPoint Presentation is attached as an exhibit to the June 28, 2019 Combined Rescheduled Work Session and Rescheduled Board Meeting Minutes.

Commissioner Pastor Henley asked what historical data was utilized in conducting the analysis to determine the increased amount. In response, Ms. Branson explained the data utilized in determining the CFC increase.

Then, Commissioner Pastor Henley requested that Staff provides the Commissioners with a spreadsheet showing the analysis conducted regarding the CFC increase.

In response, Chairman Harris stated that the Agenda should proceed. Further, she said the



meeting would return to this portion of the Agenda after the Board of Commissioners receives and reviews the requested analysis.

**B. Construction Projects**

1. *International Drive Rehabilitation Project, JAN: Authorization to (i) Reject the Bids Received; (ii) Increase the Approved Project Budget; and (iii) Re-Advertise for Construction Bids.....Page 42*

Mr. Drew Ridinger, Interim Director of Capital Programming, explained the Board Memorandum for Project Title: "Jackson-Medgar Wiley Evers International Airport International Drive Rehab Project," and the action requests listed therein, which appear at pages 42-44 in the Packet. Mr. Ridinger further presented from the JMAA PowerPoint Presentation, at pages 9-13. The JMAA PowerPoint Presentation is attached as an exhibit to the June 28, 2019 Combined Rescheduled Work Session and Rescheduled Board Meeting Minutes.

**RESOLUTION CY-2019-89**

**RESOLUTION REGARDING THE JACKSON-MEDGAR WILEY EVERS INTERNATIONAL AIRPORT ("JAN") INTERNATIONAL DRIVE REHABILITATION PROJECT AT JAN GRANTING AUTHORITY TO: (I) REJECT THE TWO BIDS RECEIVED; (II) INCREASE THE APPROVED PROJECT BUDGET; AND (III) RE-ADVERTISE FOR CONSTRUCTION BIDS**

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

**WHEREAS**, on June 3, 2019, the Jackson Municipal Airport Authority ("JMAA") received two (2) bids in connection with the International Drive Rehabilitation project at JAN; and

**WHEREAS**, both of the bids exceeded the authorized construction budget of \$952,000.00; and

**WHEREAS**, Staff, along with Michael Baker, Inc., JMAA's Engineering Consultant, reviewed the bids and identified issues that likely resulted in receiving bids that exceeded the project budget; and

**WHEREAS**, the Board has considered the request of the Jackson Municipal Airport Authority ("JMAA") Staff for authority to: (i) reject the two (2) bids received; (ii) increase the approved project budget to an amount not to exceed \$1,487,999.00; and (iii) re-advertise for construction bids; and

**WHEREAS**, the Board finds that such requests, which are explained in the Memorandum dated June 28, 2019, located at pages 42-44 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that on June 3, 2019, the Jackson Municipal Airport Authority (“JMAA”) received two (2) bids in connection with the International Drive Rehabilitation project at JAN; and

**IT IS, THEREFORE, FURTHER RESOLVED** that both of the bids exceeded the authorized construction budget of \$952,000.00; and

**IT IS, THEREFORE, FURTHER RESOLVED** that Staff is authorized to: (i) reject the two (2) bids received; (ii) increase the approved project budget to an amount not to exceed \$1,487,999.00; and (iii) re-advertise for construction bids; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the Board finds that such requests are fully explained in the Memorandum dated June 28, 2019, found at pages 42-44 of the Meeting Packet.

Yeas: Bernard, Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

June 28, 2019

**C. Procurements**

None.

**D. Service Agreements**

1. *Lawn Care and Landscape Maintenance Services, JAN: (i) Authorization to Award the Contract; (ii) Approval of a Two (2) Calendar Year Term; and (iii) Approval of a Not To Exceed Amount.....Page 45*

Mr. Leroy Lee, Maintenance Manager, explained the Board Memorandum for Project Title: “Lawn Care and Landscape Maintenance Services,” and the action requests listed therein, which appear at pages 45-48 in the Packet. Mr. Lee further presented from the JMAA PowerPoint Presentation, at pages 16-22. The JMAA PowerPoint Presentation is attached as an exhibit to the June 28, 2019 Combined Rescheduled Work Session and Rescheduled Board Meeting Minutes.

In response to Commissioner Wright’s question, Ms. Robin Byrd, Procurement Manager, informed the Board that once the bids are accepted and the deadline is reached, the evaluation team reviews the bids. During the review process, the evaluation team determines whether each bid includes the needed licenses. She further informed the Board that the Staff selects the lowest and most responsible and responsive bidder to bring before the Board.

Next, Commissioner Pastor Henley requested that Staff clarify the name and type of business entity of the Mississippi Yard Barber, the entity that JMAA contracted with to provide the

lawn care services. He explained the reason JMAA needs to ensure that the payments for services are being provided to the entity with which JMAA contracted.

**RESOLUTION CY-2019-90**

**RESOLUTION: (I) GRANTING AUTHORITY TO AWARD THE CONTRACT FOR LAWN CARE AND LANDSCAPE MAINTENANCE SERVICES FOR AREAS ALONG INTERNATIONAL DRIVE, ETC. TO MISSISSIPPI YARD BARBER, LLC; (II) APPROVING A TWO (2) CALENDAR TERM; AND (III) APPROVING THE CONTRACT AMOUNT NOT TO EXCEED \$342,471.91**

Upon motion by Commissioner Pastor Henley, seconded by Vice-Chairman Bernard, the following **RESOLUTION** was made and approved by a majority vote (4-0-1).

**WHEREAS**, the Board has considered the request of the Jackson Municipal Airport Authority (“JMAA”) Staff for: (i) authorization to award to MS Yard Barber, LLC (“Contractor”), a Mississippi Corporation located at 173 Northwind Drive Madison, MS 39110, the contract for lawn care and landscape maintenance services for the areas alongside and around International Drive, the teardrop, main terminal, garage, and surface parking south of the garage located at the Jackson-Medgar Wiley Evers International Airport (“JAN”), including the area around MS Air Cargo Logistics; (ii) approval of a two (2) calendar year term for the lawn care and landscape maintenance services; and (iii) approval of the lawn care and landscape maintenance services contract in an amount not to exceed \$342,471.92; and

**WHEREAS**, JMAA received and JMAA Staff reviewed three (3) bids for the lawn care and landscape maintenance services for accuracy, adequacy, and completeness and recommended that the JMAA Board of Commissioners award the contract to Mississippi Yard Barber, LLC for the amount of its bid; and

**WHEREAS**, the Board finds that such requests, which are explained in the Memorandum dated June 28, 2019, found at pages 45-48 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that: (i) Staff is authorized to award, to Mississippi Yard Barber, LLC (“Contractor”), a Mississippi Corporation located at 173 Northwind Drive Madison, MS 39110, the contract for lawn care and landscape maintenance services for the areas alongside and around International Drive, the teardrop, main terminal, garage, and surface parking south of the garage located at the Jackson-Medgar Wiley Evers International Airport (“JAN”), including the area around MS Air Cargo Logistics; (ii) the two (2) calendar year term for the lawn care and landscape maintenance services is approved; and (iii) the lawn care and landscape maintenance services contract in an amount not to exceed \$342,471.92 is approved; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the Board finds that such requests are fully explained in the Memorandum dated June 28, 2019, at pages 45-48 of the Meeting Packet.

Yeas: Bernard, Harris, Henley, Martin

Nays: None

Abstentions: Wright

June 28, 2019

**E. Grants**

None.

**F. Other Matters**

Mr. Miller, Interim CEO, announced some personnel changes.

He introduced Mr. Darion Warren as JMAA's Interim Chief Operating Officer and invited Mr. Warren to address the Board. Mr. Warren expressed his appreciation for the opportunity to serve.

Mr. Miller then introduced Mr. Drew Ridinger as JMAA's Interim Director of Capital Programming.

The Board congratulated both employees as to their new positions.

**OPEN SESSION**

The Board, pursuant to the motion of Commissioner LTC(R) Wright, seconded by Vice-Chairman Bernard, by unanimous vote, resolved to close the Meeting. Chairman Harris asked all, except Mr. Perry Miller, Interim CEO; Mr. Darion Warren, Interim COO; and attorneys from Walker Group, PC to vacate the room.

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

The Board went into Closed Session at 9:26 a.m.

**CLOSED SESSION**

After discussion regarding matters proposed to be discussed in Executive Session, Commissioner LTC(R) Wright moved that the Board enter Executive Session to consider: a personnel matter regarding a former employee; a pending litigation matter, JMAA v. Bryant et al.; a personnel matter regarding the HR Director position; an economic development matter regarding JMAA grant funding; a potential economic development matter related to the International Air Show; a personnel matter regarding an incumbent employee; and a potential litigation matter regarding a construction project. Commissioner Martin seconded the motion, and the Commissioners unanimously resolved to enter Executive Session for the stated purposes.

The Closed Session ended at 9:34 a.m.

## **OPEN SESSION**

Chairman Harris then invited all persons outside the room to re-enter, and some did. Chairman Harris then stated in Open Session that the Board, during Closed Session, voted to enter Executive Session to discuss: a personnel matter regarding a former employee; a pending litigation matter, JMAA v. Bryant et al.; a personnel matter regarding the HR Director position; an economic development matter regarding JMAA grant funding; a potential economic development matter related to the International Air Show; a personnel matter regarding an incumbent employee; and a potential litigation matter regarding a construction project. Further, she stated that Commissioner LTC(R) Wright made the motion to go into Executive Session and Commissioner Martin seconded the motion. Afterward, she said the Commissioners unanimously resolved to enter Executive Session for the stated purposes.

Chairman Harris asked all present, except for Mr. Perry Miller, Interim CEO, Mr. Darion Warren, Interim COO, LaToya Merritt, Esq., Phelps Dunbar LLP, and attorneys from Walker Group, PC to vacate the room.

The Board went into Executive Session at 9:35 a.m.

## **EXECUTIVE SESSION**

During the Executive Session, the Board discussed the following: a personnel matter regarding a former employee; a pending litigation matter, JMAA v. Bryant et al.; a personnel matter regarding the HR Director position; an economic development matter regarding JMAA grant funding; a potential economic development matter related to the International Air Show; a personnel matter regarding an incumbent employee; and a potential litigation matter regarding a construction project.

1. *The Board took no action as to the personnel matter regarding a former employee.*
2. *The Board took no action as to the pending litigation matter, JMAA v. Bryant et al.*
3. *The Board took no action as to the personnel matter regarding the HR Director position.*

Attorney LaToya Merritt departed the Executive Session at 10:10 a.m.

4. *The Board took no action as to the economic development matter regarding JMAA grant funding.*
5. *The Board took no action as to the potential economic development matter related to the International Air Show;*
6. *The Board took no action as to the personnel matter regarding an incumbent employee*
7. *The Board took no action as to the potential litigation matter regarding a construction*

*project.*

Upon motion by Commissioner Pastor Henley, seconded by Commissioner Martin, and unanimous approval of the Commissioners present, the Executive Session ended at 11:53 a.m.

### **OPEN SESSION**

Open Session reconvened at 11:55 a.m.

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

Chairman Harris announced that the meeting was open. She announced that no actions were taken regarding the matters discussed and considered during Executive Session.

The Board then returned to item No. 2 under Financial Matters and resolved the following Resolution:

#### **RESOLUTION CY-2019-91**

#### **RESOLUTION GRANTING AUTHORITY TO INCREASE CUSTOMER FACILITY CHARGE BY FIFTY CENTS (\$0.50)**

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

**WHEREAS**, the Board has considered Staff's request for authority to increase the Customer Facility Charge to \$5.50 from \$5.00 (a fifty cents increase) for each day that a customer leases or rents an automobile (a "transaction day"), effective August 1, 2019; and

**WHEREAS**, the Board finds that such request, which is explained in the Memorandum dated June 28, 2019, at pages 40-41 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that Staff is authorized to increase the Customer Facility Charge to \$5.50 from \$5.00 (a fifty cents increase) for each day that a customer leases or rents an automobile (a "transaction day"), effective August 1, 2019; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the Board finds that such request is fully explained in the Memorandum dated June 28, 2019, at pages 40-41 of the Meeting Packet.

Yeas: Bernard, Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

June 28, 2019

**G. New Business**

**1. JMAA Travel Policy Amendments**

**RESOLUTION CY-2019-92**

**RESOLUTION AMENDING SECTIONS OF THE JACKSON MUNICIPAL AIRPORT AUTHORITY TRAVEL POLICY FOR AIRPORT COMMISSIONERS**

Upon motion by Commissioner Pastor Henley, seconded by Commissioner LTC(R) Wright, the following **RESOLUTION** was made and approved by a unanimous vote.

**WHEREAS**, certain sections of the current Jackson Municipal Airport Authority Travel Policy for Airport Authority Commissioners (“Travel Policy”) need to be revised in accordance with certain Mississippi statutes, rules, and regulations.

**IT IS, THEREFORE, RESOLVED** that the following sections of the Travel Policies shall be amended to read as said forth in the “**AMENDED PROVISION**” sections as follows:

**CURRENT PROVISION**

- 5.4. Commissioners receiving a Travel Advance must furnish the Finance Department with an expense report, original detailed receipts, and any unexpended funds within thirty (30) days of the completion of the travel.
  - 5.4.1. Original receipts or vouchers must accompany the expense report for all charges over \$10.00 unless receipts are normally not available for that type of expense.
  - 5.4.2. The Department of Finance shall prepare a standard expense reporting form to document expenditures.

**AMENDED PROVISION**

- 5.4. Commissioners receiving a Travel Advance must furnish the Finance Department with an expense report, original detailed receipts, and any unexpended funds *within five (5) working days of the month in which the travel is completed.*
  - 5.4.1. Original receipts or vouchers must accompany the expense report for all charges over \$10.00 unless receipts usually are not available for that type of expense.
  - 5.4.2. The Department of Finance shall prepare a standard expense reporting form to document expenditures.

**CURRENT PROVISION**

- 7.2. Commissioners may, as necessary, expend Travel Advance funds for expenses eligible for reimbursement, in connection with authorized travel, as described in Paragraph 3 above.

**AMENDED PROVISION**

- 7.2. Commissioners may, as necessary, receive Travel Advance funds, *in connection with authorized travel, as described in this Policy.*

- 7.3 *All Travel Advances shall be in compliance with the following:*

7.3.1 *State Auditor's Rules And Regulations For The Advance Payment Of Travel Related Expenses OAS Circular No. 15 – Effective July 17, 1990, a copy of which is attached*

7.3.2 *State Department of Finance and Administrations' daily limits on expenditures for meals*

7.3.3 *Section 25-3-41, Miss. Code of 1972, as amended, requirements*

Yeas: Bernard, Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

June 28, 2019

2. *JMAA Board of Commissioners Travel to the 2019 Mississippi Policy Conference, Tunica, MS*

**RESOLUTION CY-2019-93**

**RESOLUTION APPROVING THE TRAVEL TO AND PARTICIPATION OF THE JACKSON MUNICIPAL AIRPORT AUTHORITY BOARD OF COMMISSIONERS: CHAIRMAN LAWANDA D. HARRIS, VICE-CHAIRMAN LEE A. BERNARD JR., PASTOR JAMES L. HENLEY JR., ROBERT E. MARTIN, AND LTC(R) LUCIUS WRIGHT IN THE 2019 MISSISSIPPI POLICY CONFERENCE IN TUNICA, MS, AUGUST 8-11, 2019**

Upon motion by Commissioner Pastor Henley, seconded by Commissioner Martin, the following **RESOLUTION** was made and unanimously approved.



**WHEREAS**, the Congressional Black Caucus Institute’s “CBCI 2019 Mississippi Policy Conference” brings together community leaders, state and local elected officials, private sector leaders, labor leaders, academics, and government officials for policy sessions, and in-depth discussions concerning many issues of importance to Jackson Municipal Airport Authority (“JMAA”); and

**WHEREAS**, the Policy Conference will offer: (i) a three (3)-day format that centers around six (6) core policy areas, including healthcare, small business development, political participation, infrastructure, education, and community justice; (ii) multiple policy sessions and workshops are strategically structured to elicit diverse thoughts on issues that impact the quality of life for minority communities; and (iii) an opportunity for the Board of Commissioners to discuss issues of importance to JMAA with U.S. Congressmen and their Staff members, as well as issue area experts, as set forth in the attached conference schedule for the 2019 Policy Conference; and

**WHEREAS**, the objectives of this conference are congruent with many aspects of JMAA’s Strategic Plan 2021 and the information gained by participation will further the Commissioners’ knowledge of the policy areas and will be used to help improve quality decision making for the benefits of JMAA and JMAA’s constituents; and

**WHEREAS**, the Board of Commissioners of JMAA recommends, approves, and authorizes the travel, lodging, and related expenses for Chairman Harris, Vice-Chairman Bernard, Commissioner Pastor Henley, Commissioner Martin, and Commissioner LTC(R) Wright to attend and participate in the 2019 Mississippi Policy Conference, August 8-11, 2019, in Tunica, MS for the reasons cited above; and

**WHEREAS**, the current Travel Policy for the Board (“Travel Policy”) requires that travel to a meeting or conference sponsored by an organization other than the Airport Council International-North America, Airport Minority Council, or the American Association of Airport Executives be pre-approved by the Board; and

**WHEREAS**, based on the above, the Board of Commissioners finds that it will be extremely beneficial to the Authority for Chairman Harris, Vice-Chairman Bernard, Commissioner Pastor Henley, Commissioner Martin, and Commissioner LTC(R) Wright to attend and participate in the 2019 Mississippi Policy Conference, August 8-11, 2019, in Tunica, MS.

**NOW, THEREFORE, BE IT RESOLVED**, the Board hereby: (i) finds and determines that travel to and participation by Chairman LaWanda D. Harris, Vice-Chairman Lee A. Bernard, Jr., Commissioner Pastor James L. Henley, Jr., Commissioner Robert E. Martin, and Commissioner LTC(R) Lucius Wright in the 2019 Mississippi Policy Conference, August 8-11, 2019, Tunica, MS, will be extremely beneficial to JMAA for the reasons cited above; and (ii) approves and authorizes payment and reimbursement for travel, lodging, and related expenses for Chairman LaWanda D. Harris, Vice-Chairman Lee A. Bernard, Jr., Commissioner Pastor James L. Henley, Jr., Commissioner Robert E. Martin, and

Commissioner LTC(R) Lucius Wright to attend and participate in the 2019 Mississippi Policy Conference as described above, all in accordance with the Travel Policy of JMAA.

Yeas: Bernard, Harris, Henley, Martin, Wright

Nays: None

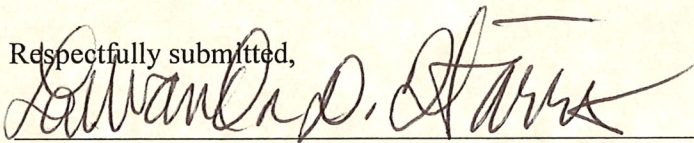
Abstentions: None

June 28, 2019

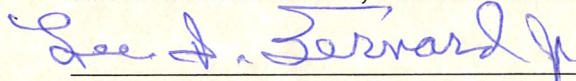
### VIII. ADJOURNMENT

Thereafter, it was moved by Commissioner Pastor Henley, seconded by Commissioner Martin, and resolved by a unanimous vote, that the meeting of the Board was ADJOURNED at 12:08 p.m.

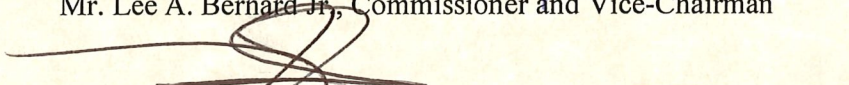
Respectfully submitted,



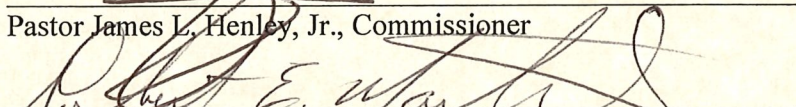
Ms. LaWanda D. Harris, Commissioner and Chairman




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



Pastor James L. Henley, Jr., Commissioner



Mr. Robert E. Martin, Commissioner



LTC(R) Lucius Wright, Commissioner