

**REGULAR MONTHLY MEETING OF JACKSON MUNICIPAL
AIRPORT AUTHORITY BOARD OF COMMISSIONERS
MARCH 28, 2016**

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 Regular Monthly Board Meeting in the Community Room, Main Terminal Building, Jackson-Medgar Wiley Evers International Airport (“JAN”), in Jackson, Mississippi, at 4:00 p.m. on Monday, March 28, 2016 (the “Meeting”), pursuant to proper notice.

Chairman Rosie L.T. Pridgen, Ph. D., 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:

Rosie L.T. Pridgen, Ph. D., Commissioner and Chairman
Pastor James L. Henley, Jr., Commissioner and Vice Chairman
Vernon W. Hartley, Sr., Commissioner
Evelyn O. Reed, Commissioner

Chairman Dr. Pridgen 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 Regular Monthly Meeting of the Board scheduled for 4:00 p.m. on Monday, March 28, 2016 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:

Carl D. Newman, A.A.E., JMAA’s Chief Executive Officer
Perry Miller, JMAA’s Chief Operating 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, Jr., Esq., The May Law Firm, PLLC, Attorneys at Law
And persons listed on [EXHIBIT A: Sign in Sheet for 3-28-16](#)

Chairman Dr. Pridgen announced that Commissioner Harris communicated to her that she would not be able to attend the March 28, 2016 meeting.

II. INVOCATION

Vice Chairman Pastor James L. Henley, Jr., gave the Invocation.

III. APPROVAL AND EXECUTION OF FEBRUARY 18, 2016 REGULAR WORK SESSION; FEBRUARY 24, 2016 RESCHEDULED REGULAR BOARD MEETING; FEBRUARY 29, 2016 SPECIAL MEETING AND MARCH 8, 2016 SPECIAL MEETINGS MINUTES AND BOARD MEETING NOTICE RE COMMISSIONERS ATTENDING THE ACI-NA/AAAE LEGISLATIVE CONFERENCE AND MEETINGS WITH CONGRESSIONAL DELEGATION AND FEDERAL AVIATION ADMINISTRATION STAFF PERSON

- A. Regular Work Session of the Board of Commissioners, February 18, 2016
- B. Rescheduled Monthly Meeting of the Board of Commissioners, February 24, 2016
- C. Special Meeting of the Board of Commissioners, February 29, 2016
- D. Special Meeting of the Board of Commissioners, March 8, 2016
- E. Notice Regarding the Board of Commissioners of the Jackson Municipal Airport Authority Attending the ACI-NA/AAAE's "Washington Legislative Conference" in Washington, D.C., during the period March 15 through March 16, 2016, and Meetings with Various Members of the Mississippi Congressional Delegation and a Federal Aviation Administration Staff Person on March 16, 2016.

RESOLUTION CY-2016-28

APPROVAL AND EXECUTION OF THE MINUTES FOR THE FEBRUARY 2016 MEETINGS AND MARCH 8, 2016 SPECIAL MEETING

After discussion and review and upon the motion made by Vice Chairman Pastor Henley, seconded by Commissioner Hartley, the Minutes of the Regular Work Session, February 18, 2016; the Rescheduled Monthly Board Meeting, February 24, 2016; the Special Meeting, February 29, 2016; and the Special Meeting, March 8, 2016 were approved by the affirmative votes of all Commissioners present, and the following resolution was made and entered.

RESOLVED, that the Board hereby approves the Minutes of the Regular Work Session, February 18, 2016; the Rescheduled Board Meeting, February 24, 2016; the Special Meeting, February 29, 2016; and the Special Meeting, March 8, 2016, as presented, and directs that said Minutes be filed in the appropriate Minute Book and Records of the Authority.

Yeas: Hartley, Henley, Pridgen, Reed

Nays: None

Abstentions: None

March 28, 2016

RESOLUTION CY-2016-29

APPROVAL OF THE NOTICE REGARDING THE BOARD OF COMMISSIONERS ATTENDING THE ACI-NA/AAAE'S "WASHINGTON LEGISLATIVE CONFERENCE," IN WASHINGTON, D.C., DURING THE PERIOD MARCH 15 THROUGH MARCH 16, 2016 AND MEETING WITH VARIOUS MEMBERS OF THE MISSISSIPPI CONGRESSIONAL DELEGATION AND A FEDERAL AVIATION ADMINISTRATION STAFF PERSON ON MARCH 16, 2016

After discussion and review, and upon the motion made by Commissioner Reed, seconded by Vice Chairman Pastor Henley, and approved by the affirmative vote of all Commissioners present, the following resolution was made and entered.

RESOLVED, that the Board hereby approves the Notice of the Board of Commissioners of the Jackson Municipal Airport Authority attending the ACI-NA/AAAE's "Washington Legislative Conference" in Washington, D.C., during the period March 15 through March 16, 2016, and meeting with various members of the Mississippi Congressional Delegation and a Federal Aviation Administration Staff Person on March 16, 2016, and directs the filing of said Notice in the appropriate Minute Book and Records of the Authority.

Yeas: Hartley, Henley, Pridgen, Reed

Nays: None

Abstentions: None

March 28, 2016

IV. PUBLIC COMMENTS

None

V. REPORTS

A. Chairman Dr. Pridgen

Chairman Dr. Pridgen, as her report, summarized the ACI-NA/AAAE's "Washington Legislative Conference" held in Washington, D.C., March 16-17, 2016. She announced that she attended several informative sessions. She stated that some of the topics discussed during the conference sessions included upcoming aviation issues and the future challenges of and opportunities in the airport industry. Congressman Bennie G. Thompson was a presenter during the conference. The agenda of the "Washington Legislative Conference" is attached as an exhibit to the March 28, 2016 Board Meeting Minutes.

Further, she discussed the Board's meetings with the Mississippi Congressional Delegation, which included Senator Thad Cochran, Senator Roger F. Wicker, Representative Bennie G.

Thompson and Representative Gregory Harper. Chairman Dr. Pridgen's complete report is attached as an exhibit to the March 28, 2016 Regular Board Meeting Minutes.

B. Chief Executive Officer

Hawkins Field Airport ("HKS") Immediate Improvement Plan

Mr. Carl D. Newman, CEO, recognized Mr. Perry Miller, COO, and Mr. Sam Carver, Airport Manager of HKS, to provide a PowerPoint Presentation concerning possible immediate improvements at HKS. Mr. Miller gave an overview of the potential improvements, and invited Mr. Carver to present details of the improvement plan. Mr. Carver reviewed the specifics of the potential improvement including the seven (7) action items that could be implemented immediately, upon the Board's authorization. He then provided information about them in a PowerPoint Presentation. The PowerPoint Presentation is attached as an exhibit to the March 28, 2016 Regular Board Meeting Minutes.

Mr. Carver informed the Board that all awarded contracts for service related to the improvement plan will be vetted using the appropriate procurement process.

RESOLUTION CY-2016-30

RESOLUTION OF THE JACKSON MUNICIPAL AIRPORT AUTHORITY'S BOARD OF COMMISSIONERS AUTHORIZING THE ACTION PLAN FOR IMMEDIATE IMPROVEMENTS TO HAWKINS FIELD AIRPORT

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

WHEREAS, since 1928 the City of Jackson, Mississippi has owned and invested in Hawkins Field, a general aviation airport; and

WHEREAS, the Board of Commissioners desire to improve the lighting, landscaping, security, and aesthetics of the buildings and facilities at HKS; and

WHEREAS, JMAA's Staff has presented and JMAA's Board has considered an Action Plan consisting of seven (7) action items for immediate improvements at the Hawkins Field Airport; and

WHEREAS, the Board has considered the Action Plan total budget amount not to exceed \$220,000.

IT IS THEREFORE, RESOLVED that the Board of Commissioners authorize JMAA's Staff to take the actions needed to proceed with and complete the Hawkins Field Airport Action Plan for Immediate Improvements, which is attached as an Exhibit to the March 28, 2016 Board Meeting Minutes, for a budget amount not to exceed \$220,000.

Yeas: Hartley, Henley, Pridgen, Reed

Nays: None

Abstentions: None

March 28, 2016

Commissioner Hartley urged JMAA Staff to use as many local contractors as possible to perform the work at Hawkins.

1. Airport Project Manager Summary, Period Ending
February 29, 2016..... **Page 1**

2. Airport Activity Statistics Report, Period Ending
February 29, 2016..... **Page 14**

Ms. Meenakshi Nieto, A.A.E., Director of Capital Programming, provided an update concerning the Fifth Floor Renovation Project. She informed the Board that Staff is working with a Certified Industrial Hygienist (“CIH”) to secure a CIH report requested by JMAA’s environmental hazard insurance carrier. A CIH visited JAN on Monday, March 21, 2016. Before the project moves forward, JMAA has to receive approval of the CIH’s remediation scope of work by JMAA’s environmental hazard’s insurance carrier. She stated that the solicitation documents have been compiled, and once approval of the CIH scope of work is received, the remediation portion will be entered into the document and the solicitation for the project will be advertised.

Attorney Walker stated that it took an extended amount of time for JMAA’s environmental hazard’s insurance carrier to approve the scope of work of the Certified Industrial Hygienist, but the project is now moving forward.

C. Attorney

Attorney John L. Walker announced that there were several matters that he recommends that the Board take up during an Executive Session. Therefore, he recommended that Chairman Dr. Pridgen present those for consideration at the appropriate time.

VI. ACTION ITEMS

A. Financial Matters

1. Financial Reports for February, 2016:

- a. Balance Sheet: Accept.....Page 28
- b. Income Statement: Accept.....Page 29

RESOLUTION CY-2016-31

RESOLUTION ACCEPTING/APPROVING FEBRUARY 2016 FINANCIAL REPORTS

Upon motion by Vice Chairman Pastor Henley, seconded by Commissioner Hartley, 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 February 29, 2016, which was included in the Packet, pages 28-31, and was distributed to the Board prior to the March 28, 2016 Regular Monthly Meeting of the Board.

IT IS THEREFORE, RESOLVED that the Board hereby accepts and approves the February, 2016 Financial Reports: Balance Sheet and Income Statement for February, 2016.

Yeas: Hartley, Henley, Pridgen, Reed
Nays: None
Abstentions: None

March 28, 2016

c. Claims Docket for February, 2016: Approve.....Page 32

RESOLUTION CY-2016-32

RESOLUTION APPROVING THE CLAIMS DOCKET FOR THE MONTH AND PERIOD ENDING FEBRUARY 29, 2016

Upon motion by Commissioner Reed, seconded by Commissioner Hartley, 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") has reviewed and considered the Authority’s Claims Docket (“Claims”) for the month and period ending February 29, 2016, which was included in the Packet, pages 32-36, and was distributed to the Board prior to the March 28, 2016 Regular Monthly Meeting of the Board.

IT IS THEREFORE, RESOLVED that the Board hereby authorizes payment of the Claims in the amount of \$485,915.52.

Yeas: Hartley, Henley, Pridgen, Reed
Nays: None
Abstentions: None

March 28, 2016

2. *Fiscal Year 2015 Audit.....Page 37*

RESOLUTION CY-2016-33

RESOLUTION ACCEPTING THE FISCAL YEAR 2015 FINANCIAL AUDIT REPORT AND RESTATED FISCAL YEAR 2014 FINANCIAL PLANNER AUDIT REPORT PRESENTED BY BREAZEALE SAUNDERS AND O’NEIL

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

WHEREAS, Breazeale, Saunders, & O’Neil, Ltd. (“Auditors”) have presented and discussed with the Board of JMAA the Fiscal Year 2015 Audited Financial Statements and Independent Auditors’ Reports and Restatement of Fiscal Year 2014 Audit Report; and

WHEREAS, the Board has reviewed and considered the above referenced Reports; and

WHEREAS, the Board finds that the request to approve the above referenced Report is explained in the Memorandum dated March 24, 2016, at pages 37-38 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that the Board hereby approves and accepts the FY2015 Financial Statements and Independent Auditor’s Report and Restatement of FY2014 Financial Audit Report.

IT IS THEREFORE, FURTHER RESOLVED that the Board find such request is fully explained in the Memorandum dated March 24, 2016, at pages 37-38 of the Meeting Packet.

Yeas: Hartley, Henley, Pridgen, Reed

Nays: None

Abstentions: None

March 28, 2015

3. **Early Issues**

None

B. Service Agreements

1. *JMAA Contact No. 10-009, Television Services, JAN: Authorize Amendment to Agreement (DirecTV).....Page 39*

RESOLUTION CY-2016-34

RESOLUTION AUTHORIZING AMENDMENT OF A SERVICE AGREEMENT WITH DIRECTTV, LLC.

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

WHEREAS, JMAA’s Staff is requesting authority to execute an amendment to the current service agreement with DirecTV, LLC, a California Corporation registered in Mississippi, to provide high definition television (“HD”) programming at the Jackson-Medgar Wiley Evers International Airport; and

WHEREAS, the annual cost for the additional services shall not exceed \$4,300.00 during the initial term of one (1) calendar year, for a new annual service fee for HD programming in the amount of \$6,000.00; and

WHEREAS, the Board finds that such request, which is explained in the Memorandum dated March 9, 2016, found at pages 39-40 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that the Board authorizes JMAA’s Staff to execute an amendment to the current service agreement with DirecTV, LLC, a California Corporation registered in Mississippi, to provide HD programming at the Jackson-Medgar Wiley Evers International Airport; and

IT IS THEREFORE, FURTHER RESOLVED that the annual cost for the additional services shall not exceed \$4,300.00 during the initial term of one (1) calendar year, for a new annual service fee for HD programming in the amount of \$6,000.00; and

IT IS THEREFORE, FURTHER RESOLVED that the Board finds that such request is fully explained in the Memorandum dated March 9, 2016, at pages 39-40 of the Meeting Packet.

Yeas: Hartley, Henley, Pridgen, Reed

Nays: None

Abstentions: None

March 28, 2016

- 2. *Pest Control, JAN and HKS: Authorize Agreement (Reed Exterminating Co.).....Page 41*

RESOLUTION CY-2016-35

RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH REED EXTERMINATING CO., INC.

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

WHEREAS, JMAA’s Staff is requesting authority to execute an agreement with Reed Exterminating Co., Inc. (“Reed”), a Mississippi corporation and certified Disadvantaged Business Enterprise (“DBE”) of Greenville, Mississippi, to provide pest control services for the Jackson-Medgar Wiley Evers International Airport and Hawkins Field Airport; and

WHEREAS, the proposed term of the agreement is for two (2) calendar years, commencing April 1, 2016 and ending March 31, 2018, and the cost shall not exceed \$3,900.00 per year, for a total contract amount not to exceed \$7,800.00; and

WHEREAS, the Board finds that such request, which is explained in the Memorandum dated March 9, 2016, found at pages 41-43 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that the Board authorizes JMAA’s Staff to execute an agreement with Reed Exterminating Co., Inc. (“Reed”), a Mississippi corporation and certified Disadvantaged Business Enterprise (“DBE”) of Greenville, Mississippi, to provide pest control services for the Jackson-Medgar Wiley Evers International Airport and Hawkins Field Airport; and

IT IS THEREFORE, FURTHER RESOLVED that the proposed term of the agreement is for two (2) calendar years, commencing April 1, 2016 and ending March 31, 2018, and the cost shall not exceed \$3,900.00 per year, for a total contract amount not to exceed \$7,800.00; and

IT IS THEREFORE, FURTHER RESOLVED that the Board finds that such request is fully explained in the Memorandum dated March 9, 2016, found at pages 41-43 of the Meeting Packet.

Yeas: Hartley, Henley, Pridgen, Reed

Nays: None

Abstentions: None

March 28, 2016

Commissioner Reed announced, for the record, that she is neither affiliated with nor related to any of the owners of Reed Exterminating Co. Inc.

- 3. ***On Call Roof Repair Services, JAN: Authorize Agreement (AI Roof Savers, Inc.).....Page 44***

RESOLUTION CY-2016-36

RESOLUTION AUTHORIZING THE EXECUTION OF A NON-PROFESSIONAL SERVICE AGREEMENT WITH A1 ROOF SAVERS, INC.

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

WHEREAS, the Board has considered the request of JMAA’s Staff for authority to enter into a non-professional service agreement with A1 Roof Savers, Inc. (“A1”), a Mississippi Corporation, of Jackson, Mississippi, to provide small-scale roofing repairs on buildings located at the Jackson-Medgar Wiley Evers International Airport and Hawkins Field Airport owned and operated by the Jackson Municipal Airport Authority (“JMAA”); and

WHEREAS, the proposed agreement provides for on-call, as needed, roofing repair services at a fixed rate of \$40.00 per hour and the cost of materials per occurrence not to exceed \$5,000.00; and

WHEREAS, the term of the proposed agreement is for two (2) calendar years, commencing April 1, 2016 and ending March 31, 2018; and

WHEREAS, the Board finds that such request, which is explained in the Memorandum dated March 9, 2016, at pages 44-45 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that JMAA’s Staff is authorized to execute a non-professional service agreement with A1 Roof Savers, Inc. (“A1”), a Mississippi Corporation, of Jackson, Mississippi, to provide small-scale roofing repairs on buildings located at the Jackson-Medgar Wiley Evers International Airport and Hawkins Field Airport owned and operated by the Jackson Municipal Airport Authority; and

IT IS THEREFORE, FURTHER RESOLVED that the agreement shall provide for on-call, as needed, roofing repair services, at a fixed rate of \$40.00 per hour and a cost of materials per occurrence to not exceed \$5,000.00 and the term of the agreement shall be for two (2) calendar years, commencing April 1, 2016 and ending March 31, 2018; and

IT IS THEREFORE, FURTHER RESOLVED that the Board finds that such request is fully explained in the Memorandum dated March 9, 2016, at pages 44-45 of the Meeting Packet.

Yeas: Hartley, Henley, Pridgen, Reed

Nays: None

Abstentions: None

March 28, 2016

4. Health Insurance Benefits Brokerage ServicesPage 46

Vice Chairman Pastor Henley stated that he believed that JMAA’s current insurance broker,

Porter's Insurance Agency, Inc. ("Porter's"), should handle the services requested as to Health Insurance Benefits Brokerage Services. The Board, along with Mr. Newman, CEO, and Ms. Renee Antoine, Director of Human Resources and Administration, discussed whether there is a need to proceed with soliciting a Health Insurance Benefits Broker, as the solicitation process to identify and contract with an additional broker will require additional time and finances.

Mr. Newman stated that specialized services are required in this instance, and Staff is not aware if Porter's provides the specialized services, as the scope of the needed services is beyond simply brokering insurance. Accordingly, he asked that the Board to authorize JMAA's Staff to proceed with the solicitation process and informed the Board that Staff will contact Porter's concerning providing these services.

Mr. Newman and Ms. Antoine explained to the Board that currently JMAA does not have a long term agreement in place concerning health care insurance for JMAA employees. Therefore they stated that the opportunity to explore options from various carriers should be exercised to ensure JMAA has the best insurance rates for its employees. They further explained that the insurance rates of JMAA employees will be impacted because of several significant events that occurred at JAN. As a result, a skilled broker will be needed to secure the best rates for health insurance coverage for JMAA employees.

RESOLUTION CY-2016-37

RESOLUTION AUTHORIZING JMAA TO SOLICIT REQUEST FOR PROPOSALS FOR HEALTH INSURANCE BENEFITS BROKERAGE SERVICES

Upon motion by Commissioner Hartley, seconded by Commissioner Reed, the following **RESOLUTION** was made and approved by a majority vote 3-1-0.

WHEREAS, the Board has considered the request of JMAA's Staff for authority to solicit proposals from insurance brokers, with experience regarding public employee health care plan benefit options, to identify providers of health benefits plans, negotiate terms and premiums, and provide professional assistance with benefit matters, on an as needed basis; and

WHEREAS, the term of the proposed agreement will be for two (2) year(s). Also, the agreement, solely at the option of JMAA, may be renewed two (2) times for one (1) year periods; and

WHEREAS, fee for the insurance broker's services will be paid by the health insurance carrier selected by JMAA, as commission, based on the premium paid by JMAA to the health insurance carrier for the health insurance policy. Therefore, JMAA will not be required to pay any amount to the broker for its services; and

WHEREAS, the Board finds that such request, which is explained in the Memorandum

dated March 16, 2016, at pages 46-48 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that JMAA’s Staff is authorized to solicit proposals from insurance brokers, with experience regarding public employee health care plan benefit options, to identify providers of health benefits plans, negotiate terms and premiums, and provide professional assistance with benefit matters, on an as needed basis; and

IT IS THEREFORE, FURTHER RESOLVED that the term of the proposed agreement will be for two (2) year(s). Also, the agreement, solely at the option of JMAA, may be renewed two (2) times for one (1) year periods; and

IT IS THEREFORE, FURTHER RESOLVED that the fee for the insurance broker’s services will be paid by the health insurance carrier selected by JMAA, as commission, based on the premium paid by JMAA to the health insurance carrier for the health insurance policy. Therefore, JMAA will not be required to pay any amount to the broker for its services. The Board finds that such request is fully explained in the Memorandum dated March 16, 2016, at pages 46-48 of the Meeting Packet.

Yeas: Hartley, Pridgen, Reed

Nays: Henley

Abstentions: None

March 28, 2016

C. Construction Projects

- 1. JMAA Project No. 014-11, Airport Security and Access Control Systems Improvements, JAN: Authorize Amendment to Agreement (The Faith Group, LLC); Authorize Advertisement for Bids and Approval of the Construction BudgetPage 49*

RESOLUTION CY-2016-38

RESOLUTION AUTHORIZING AMENDMENT OF A PROFESSIONAL SERVICES AGREEMENT WITH FAITH GROUP, LLC FOR ADDITIONAL DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES; AUTHORIZE ADVERTISEMENT FOR BIDS AND APPROVAL OF THE CONSTRUCTION BUDGET

Upon motion by Commissioner Hartley, seconded by Chairman Pridgen, the following **RESOLUTION** was made and approved by a majority vote 3-1-0.

WHEREAS, the Board has considered the request of JMAA’s Staff for authority to execute an amendment to the Jackson Municipal Airport Authority (“JMAA”) professional services contract with the Faith Group, LLC (“Faith Group”) for additional design and construction administration services in support of Airport Security and Access Control Systems

Improvements, JMAA Project No. 014-11 (“the Project”), in the amount of \$604,049.00, for a new total contract amount not to exceed \$2,782,129.00; and

WHEREAS, the Board is also considering the request of Staff for: (i) authority to advertise for competitive bids for construction in support of the Project; and (ii) approval of the proposed construction budget in the amount of \$11,552,009.00; and

WHEREAS, the Board finds that such requests, which are explained in the Memorandum dated March 9, 2016, at pages 49-53 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that JMAA’s Staff is authorized to execute an amendment to the Jackson Municipal Airport Authority professional services contract with the Faith Group, LLC (“Faith Group”) for additional design and construction administration services in support of Airport Security and Access Control Systems Improvements, JMAA Project No. 014-11 (“the Project”), in the amount of \$604,049.00, for a new total contract amount not to exceed \$2,782,129.00; and

IT IS THEREFORE, FURTHER RESOLVED that (i) JMAA’s Staff is authorized to advertise for competitive bids for construction in support of the Project; and (ii) the construction budget in the amount of \$11,552,009.00 is approved; and

IT IS THEREFORE, FURTHER RESOLVED that the Board finds that such requests are fully explained in the Memorandum dated March 9, 2016, at pages 49-53 of the Meeting Packet.

Yeas: Hartley, Pridgen, Reed
Nays: Henley
Abstentions: None

March 28, 2016

- 2. *JMAA Project No. 011-13, Roadway Signage Improvements, JAN: Authorize Advertisement for Bids and Approval to Increase the Construction BudgetPage 54*

RESOLUTION CY-2016-39

RESOLUTION AUTHORIZING STAFF TO SOLICIT BIDS FOR CONSTRUCTION IN SUPPORT OF ROADWAY SIGNAGE IMPROVEMENT AND APPROVAL TO INCREASE THE CONSTRUCTION BUDGET

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

WHEREAS, the Board has considered the request of JMAA’s Staff for: (i) authority to advertise for competitive bids for construction in support of Roadway Signage and

Improvements at the Jackson-Medgar Wiley Evers International Airport (JAN), JMAA Project No.011-13; and (ii) approval to increase the construction budget from \$375,000.00 to \$620,000.00, for the new schematic concept and additional signage; and

WHEREAS, the Board finds that such requests, which are explained in the Memorandum dated March 9, 2016, at pages 54-56 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that: (i) JMAA’s Staff is authorized to advertise for competitive bids for construction in support of Roadway Signage and Improvements at the Jackson-Medgar Wiley Evers International Airport, JMAA Project No.011-13; and (ii) the construction budget increase from \$375,000.00 to \$620,000.00 for the new schematic concept and additional signage is approved; and

IT IS THEREFORE, FURTHER RESOLVED that the Board finds that such requests are fully explained in the Memorandum dated March 9, 2016, at pages 54-56 of the Meeting Packet.

Yeas: Hartley, Henley, Pridgen, Reed
Nays: None
Abstentions: None

March 28, 2016

D. Procurements

None

D. Grants

- 1. *JMAA Project 008-12, HKS: Authorize Withdraw of Prior Acceptance..... Page 57*

RESOLUTION CY-2016-40

RESOLUTION AUTHORIZING STAFF TO WITHDRAW PRIOR ACCEPTANCE OF FISCAL YEAR 2014 MULTI-MODAL TRANSPORTATION IMPROVEMENT PROGRAM FUNDS

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

WHEREAS, the Board has considered the request of JMAA’s Staff for authority to withdraw the prior acceptance of certain Fiscal Year 2014 Multi-Modal Transportation Improvement Program (MMTIP) funds, in the amount of \$444,739.84.

WHEREAS, originally, \$484,130.00 was allocated in support of engineering and

construction cost associated with JMAA Project 008-12 Pavement Assessment and Overlay of Runway 11/29 at Hawkins Field Airport (“Project 008-12”); and

WHEREAS, Staff has revised the plan for airfield geometry at HKS, and is recommending repair and preservation of Runway 11/29 as an active runway, and will reapply for MMTIP funds during the Fiscal Year 2016 cycle for funds to support the revised project design; and

WHEREAS, the Board finds that such request, which is explained in the Memorandum dated March 8, 2016, at pages 57-58 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that JMAA’s Staff is authorized to withdraw the prior acceptance of certain Fiscal Year 2014 Multi-Modal Transportation Improvement Program (MMTIP) funds, in the amount of \$444,739.84; and

IT IS THEREFORE, FURTHER RESOLVED that originally, \$484,130.00 was allocated in support of engineering and construction cost associated with JMAA Project 008-12 Pavement Assessment and Overlay of Runway 11/29 at Hawkins Field Airport (“Project 008-12”); and

IT IS THEREFORE, FURTHER RESOLVED that Staff has revised the plan for airfield geometry at HKS, and is recommending repair and preservation of Runway 11/29 as an active runway, and will reapply for MMTIP funds during the Fiscal Year 2016 cycle for funds to support the revised project design; and

IT IS THEREFORE, FURTHER RESOLVED, that the Board finds that such request is fully explained in the Memorandum dated March 8, 2016, at pages 57-58 of the Meeting Packet.

Yeas: Hartley, Henley, Pridgen, Reed

Nays: None

Abstentions: None

March 28, 2016

E. Other Matters

- 1. Shoe Shine Concession at Jackson-Medgar Wiley Evers International Airport, JAN: Authorize Agreement (CTN Service Agency, Inc. DBA Superior Shine).....Page 59*

RESOLUTION CY-2016-41

RESOLUTION AUTHORIZING CONCESSIONS AGREEMENT WITH CTN SERVICE AGENCY, INC. FOR SHOE SHINE SERVICES

Upon motion by Vice Chairman Pastor Henley, seconded by Commissioner Reed, the
Page 15 of 23

following **RESOLUTION** was made and approved by unanimous vote.

WHEREAS, the Board has considered the request of JMAA’s Staff for authority to enter into a Concessions Agreement with CTN Service Agency, Inc. DBA Superior Shine (“Superior Shine”), a New York corporation, and a Certified Airport Concessions Disadvantaged Business Enterprise (“ACDBE”) to provide shoe shine services; and

WHEREAS, the proposed term of the agreement will be for two (2) calendar years, with Jackson Municipal Airport Authority (“JMAA”) having the option to offer a renewal for two (2) additional years; and

WHEREAS, Superior Shine will pay JMAA \$100 per month for each sixty-square foot location, as terminal rent. The annual amount is \$1,200.00 for each location, or \$2,400.00 annually, for the two (2) locations; and

WHEREAS, the Board finds that such request, which is explained in the Memorandum dated March 8, 2016, at pages 59-61 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that JMAA’s Staff is authorized to enter into a Concessions Agreement with CTN Service Agency, Inc. DBA Superior Shine (“Superior Shine”), a New York corporation, and a Certified Airport Concessions Disadvantaged Business Enterprise (“ACDBE”) to provide shoe shine services; and

IT IS THEREFORE, FUTHER RESOLVED that the proposed term of the agreement will be for two (2) calendar years, with JMAA having the option to offer a renewal for two (2) additional years;

IT IS THEREFORE, FUTHER RESOLVED that Superior Shine will pay, as terminal rent, to JMAA \$100 per month for each sixty-square foot location; \$1,200.00 annually for each location, or \$2,400.00 annually, for the two (2) locations; and

IT IS THEREFORE, FURTHER RESOLVED that Board finds that such request is fully explained in the Memorandum dated March 8, 2016, at pages 59-61 of the Meeting Packet.

Yeas: Hartley, Henley, Pridgen, Reed
Nays: None
Abstentions: None

March 28, 2016

2. University of Mississippi Medical Center Lease, JAN: Authorize Execution
.....Page 62

RESOLUTION CY-2016-42

RESOLUTION AUTHORIZING LEASE OF SOUTH FREIGHTWAYS DRIVE 32,130 FOOT BUILDING TO THE UNIVERSITY OF MISSISSIPPI MEDICAL CENTER.

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

WHEREAS, the Board has considered the request of JMAA's Staff for authority to execute a new lease with the University of Mississippi Medical Center ("UMMC") for the Jackson Municipal Airport Authority's 32,130 square foot building, located on South Freightways Drive at the Jackson-Medgar Wiley Evers International Airport ("JAN"); and

WHEREAS, the current UMMC lease expires June 30, 2016, and the new term of the proposed lease will commence July 1, 2016 and end June 30, 2017; and

WHEREAS, UMMC has requested an option to renew the lease for two additional years, in one-year increments, based on available funding; and

WHEREAS, the current annual rent of \$7.00 per square foot plus a \$1,200.00 per month electricity surcharge will apply to the new lease throughout the three-year term, and revenue to JMAA will remain at \$239,310.00 per year; and

WHEREAS, the Board finds that such requests, which are explained in the Memorandum dated March 9, 2016, found at pages 62-63 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that JMAA's Staff is authorized to execute a new lease with UMMC for the Jackson Municipal Airport Authority's 32,130 square foot building, located on South Freightways Drive at the Jackson-Medgar Wiley Evers International Airport: and

IT IS THEREFORE, FUTHER RESOLVED that the new term of the proposed lease will commence July 1, 2016 and end June 30, 2017, and UMMC has an option to renew the lease for two additional years in one-year increments, based on available funding and the current annual rent of \$7.00 per square foot, plus a \$1,200.00 per month electricity surcharge will apply to the new lease throughout the three-year term;

IT IS THEREFORE, FUTHER RESOLVED that revenue to JMAA will remain at \$239,310.00 per year; and;

IT IS THEREFORE, FURTHER RESOLVED the Board finds that such request is fully explained in the Memorandum dated March 8, 2016, at pages 62-63 of the Meeting Packet.

Yeas: Hartley, Henley, Pridgen, Reed

Nays: None

Abstentions: None

March 28, 2016

- 3. *State of Mississippi Office of Air Transport Services Lease, JAN: Authorize Renewal And Approval of Project BudgetPage 64*

RESOLUTION CY-2016-43

RESOLUTION AUTHORIZING GROUND LEASE OF 12,500 SQUARE FEET OF LAND AT JACKSON-MEDGAR WILEY EVERS INTERNATIONAL AIRPORT TO THE STATE OF MISSISSIPPI DEPARTMENT OF FINANCE AND ADMINISTRATION AND APPROVAL OF PROJECT BUDGET

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

WHEREAS, the Board has considered the request of JMAA’s Staff for: (i) authority to execute a ground lease for 12,500 square feet of land at the Jackson-Medgar Wiley Evers International Airport (“JAN”) with the State of Mississippi Department of Finance and Administration, Office of Air Transport Services (“OATS”) beginning on July 1, 2016 for a term of one (1) year at the rate of \$.25 per square feet or \$3,125.00 for the one (1) year term; and (ii) approval of the proposed project budget; and

WHEREAS, the Board finds that such requests, which are explained in the Memorandum dated March 9, 2016, at page 64 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that: (i) JMAA’s Staff is authorized to execute a ground lease for 12,500 square feet of land at the Jackson-Medgar Wiley Evers International Airport with the State of Mississippi Department of Finance and Administration – Office of Air Transport Services, beginning on July 1, 2016 for a term of one (1) year at the rate of \$.25 per square feet or \$3,125.00 for the one (1) year term; and (ii) the project budget is approved; and

IT IS THEREFORE, FUTHER RESOLVED that the Board finds that such requests are fully explained in the Memorandum dated March 8, 2016, at page 64 of the Meeting Packet.

Yeas: Hartley, Henley, Pridgen, Reed
Nays: None
Abstentions: None

March 28, 2016

Ms. Meenakshi Nieto, A.A. E., Director of Capital Programming, provided an update concerning the lighting project on MS Highway 475. Recently, she met with Entergy, the corporation performing the installation. Currently, it does not have a timeline, but as the company is changing the type of light bulbs it installs, the company will revisit the illumination study previously conducted. She further stated that Entergy is in the process of

finalizing the plans, etc. of the MS Highway 475 lighting project. It will present the plans, etc. to JMAA prior to installation to avoid any potential aviation or FAA issues. Once JMAA approves the plan, etc., the lighting project will move forward.

4. Board Travel

Commissioner Hartley presented several noteworthy topics that were discussed during the ACI-NA/AAAE's "Washington Legislative Conference" in Washington, D.C., held March 16-17, 2016. The agenda of the "Washington Legislative Conference" is attached as an exhibit to the March 28, 2016 Board Meeting Minutes.

OPEN SESSION

Vice Chairman Pastor Henley 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 can be discussed in Executive Session, and Commissioner Hartley seconded the motion.

The Board by a vote of 4-0-0, resolved that the session be closed. Chairman Dr. Pridgen asked all, except Mr. Carl D. Newman, CEO, Mr. Perry Miller, COO, 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 5:08 p.m.

CLOSED SESSION

Vice Chairman Pastor Henley then moved that the Board enter into Executive Session to discuss one (1) potential litigation matter as to potential legislation, one (1) personnel matter as to an employment offer to an executive position candidate and one (1) economic development matter. Commissioner Hartley seconded the motion to enter Executive Session, and the Commissioners voted 4-0-0 to enter Executive Session for the stated purposes.

The Closed Session ended at 5:11 p.m.

OPEN SESSION

Chairman Dr. Pridgen then invited all persons outside the room to re-enter, some did. Chairman Dr. Pridgen then stated in Open Session that the Board, during Closed Session, voted to enter into Executive Session to consider one (1) potential litigation matter as to potential legislation, one (1) personnel matter as to an employment offer to an executive level candidate and one (1) economic development matter.

Chairman Dr. Pridgen asked all present, with the exception of Mr. Carl D. Newman, CEO, Mr. Perry Miller, COO, Ms. Renee Antoine, Director of Human Resources and Administration, attorneys from Walker Group, PC and The May Law Firm, to leave the room.

The Board went into Executive Session at 5:13 p.m.

EXECUTIVE SESSION

During the Executive Session, the Board discussed one (1) personnel matter as to an employment offer to an executive level candidate, one (1) potential litigation matter as to potential legislation and one (1) economic development matter.

1. Authorization to Offer Employment to a Potential Director of Information Systems and Technology and Offer a Compensation Package.

RESOLUTION CY-2015-44

RESOLUTION AUTHORIZING JMAA'S CEO TO OFFER EMPLOYMENT AND A SPECIFIED COMPENSATION PACKAGE TO A POTENTIAL DIRECTOR OF INFORMATION SYSTEMS AND TECHNOLOGY

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

WHEREAS, the Board has considered the request of JMAA's CEO to offer the position of Director of Information Systems and Technology and a specified compensation package to a specified potential executive level employee for an amount of compensation and conditions specified during Executive Session. Further, the compensation amount for the position shall become effective on the start date of employment included in the potential employee's contract agreement.

IT IS THEREFORE, RESOLVED that JMAA's CEO is authorized to offer the position of Director of Information Systems and Technology to a specified potential executive level employee for an amount of compensation and conditions specified during Executive Session. The compensation amount for the position shall become effective on start date of employment included in the potential employee's contract agreement.

Yeas: Hartley, Pridgen, Reed
Nays: Henley
Abstentions: None

March 28, 2016

Ms. Renee Antoine, Director of Human Resources and Administration, remained in the Executive Session regarding discussion of one (1) personnel matter as to an employment offer to an executive

level candidate, at the conclusion of the discussion concerning this topic she was asked to leave the Executive Session at 5:32 p.m.

2. *Authorization to file Litigation, Amendment to Contract with Justice Fred L. Banks, Jr. and negotiate with Scott P. Lewis.*

RESOLUTION CY-2015-45

RESOLUTION AUTHORIZING FILING OF LITIGATION, AMENDMENT TO CONTRACT WITH JUSTICE FRED BANKS AND PHELPS DUNBAR LLP AND NEGOTIATION WITH SCOTT P. LEWIS AND ANDERSON KREIGER LLP

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

WHEREAS, the Board considered authorizing the filing of litigation by Justice Fred L. Banks, Jr., and Phelps Dunbar LLP and John L. Walker, Esq. and Walker Group, PC regarding the potential litigation matter as to potential litigation previously specified; and

WHEREAS, the Board considered authorizing a litigation budget of \$125,695.00, plus expenses such as court fees, court reporter fees, etc. for Justice Fred L. Banks, Jr., and Phelps Dunbar LLP regarding the potential litigation matter as to potential legislation previously specified; and

WHEREAS, the Board, as to the potential litigation matter as to potential legislation previously specified, considered authorizing the Walker Group, PC, General Counsel for the Jackson Municipal Airport Authority, and Mr. Carl D. Newman, A.A.E., JMAA Chief Executive Officer, to: (i) determine the professional services to be provided by Scott P. Lewis, Esq. and Anderson Kreiger LLP; and (ii) negotiate a professional services agreement with Scott P. Lewis, Esq. and Anderson Kreiger LLP, at an hourly rate not to exceed \$500.00, for a professional services agreement amount not to exceed of \$50,000.00.

IT IS THEREFORE, RESOLVED that Justice Fred L. Banks, Jr., and Phelps Dunbar LLP and John L. Walker and Walker Group, PC regarding the potential litigation matter as to potential legislation previously specified are authorized to file litigation; and

IT IS THEREFORE, FURTHER RESOLVED that as to Justice Fred Banks, Jr. and Phelps Dunbar, LLP, the Board approves the litigation budget amount not to exceed \$125,695.00, plus expenses such as court fees, court reporter fees, etc.; and

IT IS THEREFORE, FURTHER RESOLVED that the Board authorizes the Walker Group, PC, General Counsel for the Jackson Municipal Airport Authority, and Mr. Carl D. Newman, A.A.E., JMAA Chief Executive Officer, to: (i) determine the professional services to be provided by Scott P. Lewis, Esq. and Anderson Kreiger LLP; and (ii) negotiate a professional services agreement with Scott P. Lewis, Esq. and Anderson Kreiger LLP, at an

hourly rate not to exceed \$500.00 per hour, for an agreement amount not to exceed \$50,000.00.

Yeas: Hartley, Henley, Pridgen, Reed
Nays: None
Abstentions: None

March 28, 2016

Vice Chairman Pastor Henley departed the March 28, 2016 Regular Board Meeting during Executive Session at 6:45 p.m.

Upon motion by Commissioner Hartley, seconded by Commissioner Reed, and unanimous approval (3-0-0) of the Commissioners present, the Executive Session was ended at 7:18 p.m.

Chairman Dr. Pridgen invited all persons outside the room to re-enter; some did, and Chairman Dr. Pridgen announced that the meeting was once again open.

OPEN SESSION

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

Open Session reconvened at 7:19 p.m.

Chairman Dr. Pridgen announced that the meeting was once again open. Chairman Dr. Pridgen then announced that during Executive Session the Board considered the previously identified motions and took the previously identified action on those motions.

Chairman, Dr. Pridgen then announced that no actions were taken as to one (1) economic development matter.

G. New Business

- 1. Subcommittee to review, etc. the contracting policies and procedures of the Jackson Municipal Airport Authority.***

RESOLUTION CY-2016-46

RESOLUTION CREATING A SUBCOMMITTEE OF THE BOARD OF COMMISSIONERS CONSISTING OF COMMISSIONER LAWANDA D. HARRIS AND COMMISSIONER VERNON W. HARTLEY, SR. TO REVIEW, ETC. THE CONTRACTING POLICIES AND PROCEDURES OF THE JACKSON MUNICIPAL AIRPORT AUTHORITY

Upon motion by Commissioner Hartley, seconded by Commissioner Reed, the following **RESOLUTION** was made and unanimously approved by all Commissioners present.

WHEREAS, the Jackson Municipal Airport Authority (“JMAA”) Board of Commissioners has considered appointing a subcommittee of the Board composed of Commissioner LaWanda D. Harris and Commissioner Vernon W. Hartley, Jr. to review, etc. the contracting policies and procedures of JMAA and report to the full Board their findings and any recommendations they may have.

NOW BE IT THEREFORE, RESOLVED that the JMAA Board of Commissioners appoints a subcommittee of the Board composed of Commissioner LaWanda D. Harris and Commissioner Vernon W. Hartley, Jr. to review, etc. the contracting policies and procedures of JMAA and report to the full Board their findings and any recommendations they may have.

Yeas: Pridgen, Hartley, Reed

Nays: None

Abstentions: None

March 28, 2016

VII. ADJOURNMENT

Thereafter, it was moved by Commissioner Reed, seconded by Commissioner Hartley, and unanimously resolved by all Commissioners present that the meeting of the Board be **ADJOURNED** at 7:24 p.m.

Respectfully submitted,

Rosie L.T. Pridgen, Ph. D., Commissioner and Chairman

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

Ms. LaWanda D. Harris, Commissioner

Mr. Vernon W. Hartley, Sr., Commissioner

Ms. Evelyn O. Reed, Commissioner