

SPECIAL BOARD MEETING OF JACKSON MUNICIPAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
May 10, 2021

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

Pursuant to proper notice, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority" and "JMAA") convened its Special Meeting in the Conference Room, Main Terminal Building, at the Hawkins Field Airport ("HKS") in Jackson, Mississippi at noon (4:00 p.m.) on Monday, May 10, 2021. A copy of the Special Meeting Notice is attached as Exhibit "A" to the May 10, 2021 Special Meeting Minutes.

Chairman Robert E. Martin 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:

Robert E. Martin, Chairman, Present
LaWanda D. Harris, Vice-Chairwoman, Present
LTC(R) Lucius Wright, Commissioner, Present

Chairman Martin announced that a quorum was present at the Regular Meeting and that the Meeting would proceed with a discussion of the Agenda (the "Agenda") for the Board Meeting. The following other persons were also present at the Meeting:

Paul A. Brown, JMAA's Chief Executive Officer
Regina R. May, Esq., The May Law Firm, PLLC
And persons listed on the **Sign-in Sheet for 5-10-2021, Exhibit B to the May 10, 2021, Special Board Meeting Minutes**

II. INVOCATION

Chief Executive Officer ("CEO") Paul A. Brown gave the Invocation.

III. ACCEPTANCE OF BOARD NOTICES

- A. Notice of the Special Meeting of the JMAA Board of Commissioners Monday, May 10, 2021 at 4:00 p.m. at Hawkins Field Airport (HKS).
- B. First Amended Notice of Special Meeting of the JMAA Board of Commissioners Monday, May 10, 2021 at 4:00 p.m. at Hawkins Field Airport (HKS).
- C. Second Amended Notice of Special Meeting of the JMAA Board of Commissioners Monday, May 10, 2021 at 4:00 p.m. Hawkins Field Airport (HKS).

After review and discussion, and upon motion made by Vice-Chairwoman Harris, seconded by Commissioner LTC(R) Wright, the Board approved by unanimous vote 3-0-0, and the following resolution was passed.

**APPROVAL OF THE NOTICE OF THE APRIL 8, 2021 SPECIAL MEETING,
APPROVAL OF THE FIRST AMENDED NOTICE OF THE MAY 10, 2021 SPECIAL
MEETING; AND APPROVAL OF THE SECOND AMENDED NOTICE OF THE MAY 10,
2021 SPECIAL MEETING.**

RESOLUTION CY 2021-52

RESOLVED, that the Board hereby approves the Notice of the May 10, 2021 Special Meeting, the Amended Notice of the Board of Commissioners Special Meeting, and Second Amended Notice of the Board of Commissioners Special Meeting at 4:00 p.m. at Hawkins Field Airport, and directs a copy of said notices be affixed to the Minutes of the May 10, 2021 Special Meeting.

Yeas: Martin, Harris, Wright

Nays: None

Abstentions: None

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IV. APPROVAL AND EXECUTION OF MINUTES

A. Regular Board Meeting, Monday, March 22, 2021 with pending corrections to be submitted by Vice-Chairwoman Harris

After review and discussion, and upon motion made by Commissioner Wright Vice-Chairwoman Harris, seconded by Vice-Chairwoman Harris, and the Minutes of the March 22, 2021 Regular Monthly Board Meeting as presented were approved by unanimous vote of the Commissioners and the following Resolution was passed.

RESOLUTION CY 2021-53

RESOLVED, that the Board hereby approves the Minutes of the Regular Monthly Board Meeting, March 22, 2021 as presented are hereby approved, and directs that said Minutes be filed in the appropriate Minute Book and Records of the Authority.

Yeas: Harris, Martin, Wright

Nays: None

Abstentions: None

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V. PUBLIC COMMENT. None.

VI. REPORTS. None.

VII. ACTION ITEMS

A. SERVICE AGREEMENTS

1. Ad Hoc On-Call Engineering Services Project Management.

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CEO Paul A. Brown directed the Board’s attention to the Corrected Memorandum previously provided to the Board prior to the Special Meeting.

Next, upon motion by Vice-Chairman Harris, and seconded by Commissioner Wright with a question regarding advertising procedures the following RESOLUTION was approved by unanimous vote.

RESOLUTION CY 2021-54

RESOLUTION AUTHORIZING JMAA STAFF TO (i) ADVERTISE TO AD HOC ON-CALL ENGINEERING SERVICES FOR SPECIFIC PROJECTS CURRENTLY ONGOING AT HAWKINS FIELD AIRPORT (“HKS”) AND JACKSON-MEDGAR WILEY EVERS INTERNATIONAL AIRPORT (JAN) AND; (II) AUTHORIZING A BUDGET AMOUNT NOT TO EXCEED ONE HUNDRED THOUSAND DOLLARS (\$100,000.00)

WHEREAS, the Board has considered the request of Jackson Municipal Airport Authority (“JMAA”) Staff to: (i) advertise for ad hoc on-call engineering services for specific projects currently ongoing at Hawkins Field Airport (“HKS”) and Jackson-Medgar Wiley Evers International Airport (“JAN”); and (ii) to approve a budget amount not-to-exceed One Hundred Thousand Dollars (\$100,000.00).

WHEREAS, the Board finds that such request, which is explained in the Memorandum dated May 10, 2021, found at pages 1-2 of the Board Packet, ought to be granted.

IT IS THEREFORE RESOLVED that JMAA’s Staff is authorized to: (i) advertise for ad hoc on-call engineering services for specific projects currently ongoing at Hawkins Field Airport (“HKS”) and Jackson-Medgar Wiley Evers International Airport (“JAN”); and (ii) the JMAA Board approves a budget amount not to exceed One Hundred Thousand Dollars (\$100,000.00).

Yeas: Martin, Harris, Wright

Nays: None

Abstentions: None

2. Taxiway Led Light Project - Acceptance of Bid of Tony Watson, Inc.

TAXIWAY LED LIGHTING PROJECT – ACCEPTANCE OF BID

enter to Tony Watson, Inc. accept the bid of Tony Watson, 660,586.60 re led lighting (ii) approval to

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Next, upon motion by Vice-Chairwoman Harris, and seconded by Commissioner Wright the following RESOLUTION was approved by unanimous vote. B DBE GOALS WERE EXCEEDED

RESOLUTION CY 2021-55

RESOLUTION AUTHORIZING JMAA STAFF TO: (I) ACCEPT THE BID OF TONY WATSON, INC. IN THE AMOUNT OF \$660,586.60 REGARDING THE TAXIWAY ALPHA, BRAVO, AND CHARLIE LED LIGHTS PROJECT AT HAWKINS FIELD AIRPORT (“HKS”); AND (II) ENTER INTO A CONSTRUCTION AGREEMENT AFTER JMAA’S LEGAL COUNSEL SUCCESSFULLY NEGOTIATES AND DRAFTS AN AGREEMENT WITH TONY WATSON, INC.

WHEREAS, the Board has considered the request of Jackson Municipal Airport Authority (“JMAA”) Staff to: (i) accept the bid of Tony Watson, Inc. in the amount of \$660,586.60 regarding the Taxiway Alpha, Bravo, and Charlie LED Lighting Project at Hawkins Field (“HKS”); and (ii) enter into a construction agreement after JMAA legal counsel successfully negotiates and drafts an agreement with Tony Watson, Inc..

WHEREAS, the Board finds that such request, which is explained in the Memorandum dated May 10, 2021, found at pages 3-5 of the Board Packet, ought to be granted.

IT IS THEREFORE RESOLVED that JMAA’s Staff is authorized to (i) accept the bid of Tony Watson, Inc. in the amount of \$660,586.60 regarding the Taxiway Alpha, Bravo, and Charlie LED Lighting Project at Hawkins Field (“HKS”); and (ii) enter into a construction agreement after JMAA legal counsel successfully negotiates and drafts an agreement with Tony Watson, Inc.

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

B. GRANT

APPROVING THE ACCEPTANCE BY JMAA OF THE ADDENDUM TO AIRPORT RELIEF / RESPONSE GRANT NO. 3-28-0037-059-2021

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UPON motion by Vice-Chairwoman Harris, seconded by Commissioner LTC(R) Wright, and discussion the following RESOLUTION was made and approved by unanimous vote: 3-0-0.

RESOLUTION CY 2021-56

RESOLUTION APPROVING THE ACCEPTANCE BY THE JACKSON MUNICIPAL AIRPORT AUTHORITY OF THE ADDENDUM TO AIRPORT CORONAVIRUS RELIEF / RESPONSE GRANT PROGRAM, GRANT NO. 3-28-0037-060-2021; AND ADOPTING AND RATIFYING EXECUTION OF SAID AIRPORT CORONAVIRUS RESPONSE GRANT PROGRAM CONCESSIONS ADDENUM BY CHIEF EXECUTIVE OFFICER PAUL A. BROWN AND LEGAL COUNSEL JOHN RICHARD MAY, JR. ON BEHALF OF THE JACKSON MUNICIPAL

AIRPORT AUTHORITY (“JMAA”), AS OFFERED BY THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FEDERAL AVIATION ADMINISTRATION, AND AUTHORIZING JMAA STAFF TO SEEK A SIMILAR RESOLUTION AND ACTION FROM THE CITY COUNCIL OF JACKSON, MISSISSIPPI, AS CO-SPONSOR, FOR PURPOSES DIRECTLY RELATED TO THE JACKSON-MEDGAR WILEY EVERS INTERNATIONAL AIRPORT (“AIRPORT”) TO PROVIDE RELIEF FROM RENT AND MINIMUM ANNUAL GUARANTEES OBLIGATIONS FOR ALL ELIGIBLE AIRPORT CONCESSIONS AT THE AIRPORT.

WHEREAS, the Board of Commissioners (the “Board”) has considered the recommendation of the Staff of the Jackson Municipal Airport Authority (“JMAA”) that the Board accept the addendum offered to JMAA by the United States Department of Transportation, Federal Aviation Administration (“FAA”), to the AIRPORT CORONAVIRUS RELIEF/RESPONSE GRANT PROGRAM GRANT, Grant No. 3-28-0037-060-2021 (the “GRANT”), which was previously-approved and accepted by the Board, and which addendum thereto would provide relief from rent and minimum annual guarantees (“MAG”) obligations to JMAA from eligible airport concessions at the Airport; and

WHEREAS, the Federal Aviation Administration addendum, AIRPORT CONONAVIRUS RESPONSE GRANT PROGRAM CONCESSIONS ADDENDUM NO. 3-28-0037-060-2021 (the “ADDENDUM”), is for an amount not-to-exceed One Hundred Seventeen Thousand, Five Hundred Eighty-Three Dollars (\$117,583.00); and

WHEREAS, the concessions ADDENDUM grant offer is contingent upon JMAA, as the Grant Sponsor, authorizing its representative to execute the ADDENDUM offer and agreement, followed by JMAA’s attorney’s execution of a “Certificate of Sponsor’s Attorney” in order for the ADDENDUM to be finalized; and

WHEREAS, the City of Jackson, Mississippi (“City”), as the Co-sponsor with JMAA of the Airport, is also required to execute the concessions ADDENDUM offer and agreement; and therefore, the Mayor, or his designee, and the City Attorney of the City must be authorized by the City Council of the City to execute the ADDENDUM offer and agreement in order for JMAA to receive the ADDENDUM grant funds; and

WHEREAS, the FAA circulated the ADDENDUM for execution by JMAA’s Chief Executive Officer and its Legal Counsel, as well as by the Mayor of the City of Jackson and the City Attorney, prior to obtaining resolutions authorizing such action by the City and JMAA, and now requires that such resolutions and actions be authorized, approved, and ratified; and

WHEREAS, JMAA’s Staff is therefore requesting Board authority to seek a resolution from the City Council of the City that provides that the City, as Co-Sponsor of the Airport: (i) approves acceptance of the ADDENDUM in an amount not-to-exceed One Hundred Seventeen Thousand, Five Hundred Eighty-Three Dollars (\$117,583.00); (ii) adopts and ratifies the Mayor’s prior execution of the ADDENDUM offer and agreement; and (iii) adopts and ratifies the City Attorney’s prior execution of the “Certificate of Sponsor’s Attorney,” in accordance with the ADDENDUM offer and agreement; and

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Commissioners of the Jackson Municipal Airport Authority that the ADDENDUM grant be, and it is, hereby accepted and approved; and

IT IS FURTHER RESOLVED that the Board accepts the ADDENDUM grant in an amount not-to-exceed One Hundred Seventeen Thousand, Five Hundred Eighty-Three Dollars (\$117,583.00); and

IT IS FURTHER RESOLVED that Chief Executive Officer Paul A. Brown and JMAA Legal Counsel John Richard May, Jr.'s prior execution of the ADDENDUM offer and agreement in connection with AIRPORT CORONAVIRUS RELIEF/RESPONSE GRANT CONCESSIONS ADDENDUM NUMBER 3-28-0037-060-2021, to provide relief from rent and minimum annual guarantees to eligible airport concessions at the Jackson-Medgar Wiley Evers International Airport, is hereby adopted and ratified as of the latter of the dates of execution by JMAA's Chief Executive Officer and Legal Counsel.

IT IS FURTHER RESOLVED that JMAA's Staff is directed to seek a resolution from the City Council of the City which provides that the City, as Co-Sponsor of the Airport: (i) approves and accepts the ADDENDUM grant in an amount not-to-exceed One Hundred Seventeen Thousand, Five Hundred Eighty-Three Dollars (\$117,583.00); (ii) adopts and ratifies the Mayor's prior execution of the ADDENDUM offer and agreement; and (iii) adopts and ratifies the City Attorney's prior execution of a "Certificate of Sponsor's Attorney," all as required by the ADDENDUM offer and agreement.

IT IS FURTHER RESOLVED that any and all prior acts performed by JMAA Staff in applying for the ADDENDUM grant are hereby ratified, adopted, and approved by the Board.

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C. OTHER MATTERS

1. ORGANIZATIONAL CHART

Next, CEO Paul A. Brown directed the Board's attention to Page 8-14 of the Board Packet. After brief questions and answers, upon motion by Vice-Chairwoman Harris, seconded by Commissioner Wright, the following RESOLUTION was made and approved by unanimous vote: (3-0-0).

RESOLUTION CY 2021-57

RESOLUTION AUTHORIZING JMAA's STAFF TO UPDATE THE ORGANIZATION CHART

WHEREAS, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") reviewed and considered the Authority's Request to update the Authority's Organizational Chart, which is included in the Board Packet at pages 16 -18, and was distributed to the Board prior to the May 10, 2021 Special Board Meeting.

IT IS THEREFORE, RESOLVED that the Board hereby accepts and approves the updated organizational chart and directs a copy of which is included in the Board Packet at pages 8 - 13, which was distributed to the Board prior to the May 10, 2021 Special Board Meeting, and directs that a copy of said updated organizational chart be affixed to the Minutes of the May 10, 2021 Special Meeting.

VII. ADJOURNMENT

Thereafter, it was moved by Chairman Martin, seconded by Vice-Chairwoman that the Regular Monthly Meeting of the Board ADJOURN. The vote was unanimous and the Meeting adjourned at 4:30 p.m.

Respectfully submitted,

Mr. Robert. E. Martin, Commissioner and Chairman

Ms. LaWanda D. Harris Commissioner and Vice-Chairwoman

LTC(R) Lucius Wright, Commissioner