

**CONSOLIDATED RESCHEDULED WORK SESSION AND RESCHEDULED
REGULAR BOARD MEETING OF JACKSON MUNICIPAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
MAY 20, 2021**

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 May 20, 2021 Consolidated Work Session and Board Meeting in the Community Room, Main Terminal Building, Jackson-Medgar Wiley Evers International Airport ("JAN"), in Jackson, Mississippi, at Noon on Thursday, May 20, 2021 (the "Meeting"), pursuant to proper notice. Copies of the Notice rescheduling the May 24, 2021 Board Meeting, and the Notice of the May 20, 2021 Consolidated Rescheduled Work Session and Rescheduled Board Meeting are attached as Exhibits to the May 20, 2021 Consolidated Rescheduled Work Session and Rescheduled Board Meeting ("Meeting") Minutes.

Chairman Robert E. Martin 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:

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 Consolidated Rescheduled Work Session and Rescheduled Board 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 5-20-2021, Exhibit B to the May 20, 2021 Regular Board Meeting Minutes**

II. INVOCATION

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

III. APPROVAL OF BOARD NOTICES

A. Notice of the Monthly("Monthly") Pre-Work Session Meeting, Friday, May 14, 2021, Noon (12:00 p.m.) at Hawkins Field Airport (HKS), in Jackson, Mississippi.

- B. Notice of the Consolidated Rescheduled Monthly (“Monthly”) Work Session and Rescheduled Monthly Board Meeting of the Board of Commissioners for Thursday, May 20, 2021, at 8:30 a.m. in the Community Room, Jackson-Medgar Wiley Evers International Airport (“JAN”), in Jackson, Mississippi.

IV. APPROVAL AND EXECUTION OF MINUTES

- A. Regular Board Meeting of the Board of Commissioners, Monday, April 26, 2021, at 12 (Noon) at Jackson-Medgar Wiley Evers International Airport.

RESOLUTION CY 2021-58

RESOLVED, that the Board hereby approves the Minutes of the Regular Board Meeting of the Board of Commissioners, Monday, April 26, 2021, as presented are hereby unanimously approved, and directs that said Minutes be posted on JMAA’s website and filed in the appropriate Minute Book and Records of the Authority.

May 20, 2021

IV. PUBLIC COMMENTS

None.

V. REPORTS

- A. Report from the Chairman. There was no report from the Chairman.
- B. Chief Executive Officer

- 1. Airport Project Manager Summary, Period Ending April 30, 2021
..... **Page 1**

Mr. Paul A. Brown, CEO, directed the Board’s attention to the Airport Project Manager Summary (“APMS”), found at pages 1-10 in the May 2021 Regular Board Packet and distributed to the Board before the May 20, 2021 Consolidated Rescheduled Work Session and Board Meeting. Mr. Brown addressed various questions of Commissioners regarding status of airport projects.

- 2. Airport Activity Statistics Report, Period Ending April 30, 2021
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Next, Mr. Brown directed the Board’s attention to the Airport Activity Statistics Report (“AASR”), found at pages 11-13 in the May 20, 2021 Consolidated Rescheduled Work Session and Board Meeting, and

distributed to the Board before the May 20, 2021 Consolidated Rescheduled Work Session and Board Meeting. Mr. Brown gave the following summary: Flight Operations: JAN had 5770 flights, up 118% versus April 2020; JAN air carrier frequency: 918 flights – 156% more than April 2020; Hawkins Field Airport – 1489, down 11% - versus April 2020.

The Board reviewed the Report and had no questions.

3. Disadvantage Business Enterprise (“DBE”) Report

Mr. Brown gave the following statistics as to contracts with Minority/Women/Disadvantaged Business Enterprises (“M/W/DBEs”) and City of Jackson, MS, based businesses during April 2021:

- Direct and Indirect Payments to M/W/DBEs Firms: \$271,829.40 or 16% of \$1,713,029.63, the Total Amount of Eligible Payments; and
- Payments to City of Jackson, MS-based firms: \$331,307.23 of the Total Amount of Eligible Payments.

4. Staff Reports. There were no Staff reports.

5. Consultant Report –

A. The Daniels Group – Trey Daniels and Donna Echols provided the 2021 Legislative Session recap; they reported on JMAA’s legislative agenda challenges, and JMAA’s support from Commissioner Willie Simmons, Central District of MS Department of Transportation, with a \$158,000 grant for aircraft hangar development; the Daniels Group also expressed the support from the Hinds County Legislative Delegation, particularly from Rep. Earl Banks, and Rep. Debra Gibbs; they also described their recommended legislative strategies/opportunities for the 2022 Session.

B. HOPE, LLC

Hope provided its Mid-Year Performance Review. Hope was engaged to improve the Staff’s performance and efficiency. Hope reviewed and updated the employee handbook/policies, provided employee training and development programs and made recommendations to Human Resources including those designed to ensure federal regulations compliance and to enhance ongoing professional development.

C. Attorney – The Attorney had no report.

VII. ACTION ITEMS

A. Financial Matters

1. Financial Reports for April 2021:
 - a. **Balance Sheet: Approved.....Page 14**

RESOLUTION ACCEPTING/APPROVING THE APRIL 30, 2021 BALANCE SHEET

Upon motion by Vice-Chairwoman Harris, seconded by Commissioner Wright, the following Resolution was made approved by unanimous vote.

RESOLUTION CY 2021-59

WHEREAS, the Board of Commissioners (the “Board”) of the Jackson Municipal Airport Authority (the “Authority”) reviewed and considered the Authority’s Balance Sheet for the month and period ending April 30, 2021, which is included in the Board Packet at pages 14 -15, which was distributed to the Board prior to the May 20, 2021 Consolidated Board Meeting.

IT IS THEREFORE, RESOLVED that the Board hereby accepts and approves the April 2021 Balance Sheet.

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

May 20, 2021

- b. **Income Statement: Approved Page 16**

RESOLUTION ACCEPTING/APPROVING THE MARCH 2021 INCOME STATEMENT

Upon motion by Vice-Chairwoman Harris, seconded by Commissioner Wright, the following Resolution was made and unanimously approved.

RESOLUTION CY 2021-60

WHEREAS, the Board of Commissioners (the “Board”) of the Jackson Municipal Airport Authority (the “Authority”) reviewed and considered the Authority’s Income Statement for the month and period ending April 30, 2021, which is included in the Board Packet at pages 16 -19, and was distributed to the Board prior to the May 20, 2021 Consolidated Work Session and Rescheduled Board Meeting.

IT IS THEREFORE, RESOLVED that the Board hereby accepts and approves the March 2021 Income Statement.

Yeas: Harris, Martin, Wright

Nays: None
Abstentions: None

April 26, 2021

c. Claims Docket: ApprovedPage 20

RESOLUTION ACCEPTING/APPROVING THE APRIL 2021 CLAIMS DOCKET

Upon motion by Vice-Chairwoman Harris, seconded by Commissioner Wright, the following Resolution was made and the approved by unanimous vote.

RESOLUTION CY 2021-61

WHEREAS, the Board of Commissioners (the “Board”) of the Jackson Municipal Airport Authority (the “Authority”) reviewed and considered the Authority’s Claims Docket for the month and period ending April 30, 2021, which is included in the Packet at pages 19-25, and was distributed to the Board prior to the May 20, 2021 Consolidated Work Session and Regular Board Meeting.

IT IS THEREFORE, RESOLVED that the Board hereby accepts and approves the April 2021 Claims Docket.

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

April 26, 2021

- B. Construction Projects.** None
- C. Procurements.** None
- D. Service Agreements.** None
- E. Grants.** None.
- F. Other Matters.**

RESOLUTION CY 2021-62

Upon motion by Vice-Chairwoman Harris, seconded by Commissioner Wright, the following Resolution was made and the approved by majority vote.

RESOLUTION AUTHORIZING JMAA STAFF TO: (i) APPROVE A ONE-YEAR EXTENSION OPTION UNDER THE CURRENT NON-EXCLUSIVE

CONCESSION AGREEMENT FOR ON-AIRPORT RENTAL OPERATIONS (RENTAL CARS AGREEMENT”); AND (ii) AMEND THE AGREEMENT FOR THE THREE RENTAL CAR COMPANIES, ENTERPRISE LEASING COMPANY-SOUTH CENTRAL, AVIS BUDGET CAR RENTAL, LLC AND HERTZ CORPORATION

WHEREAS, the Board has considered the request of Jackson Municipal Airport Authority (“JMAA”) Staff for authority to: (i) approve a one-year extension option under the current non-exclusive concession agreement for on-airport rental operations (“Rental Cars Agreement”); and (ii) amend the agreement for the three rental car companies, Enterprise Leasing Company-South Central, Avis Budget Car Rental, LLC and Hertz Corporation.

IT IS THEREFORE RESOLVED that JMAA’s Staff is authorized to: (i) procure group health and dental insurance policies from United (i) approve a one-year extension option under the current non-exclusive concession agreement for on-airport rental operations (“Rental Cars Agreement”); and (ii) amend the agreement for the three rental car companies, Enterprise Leasing Company-South Central, Avis Budget Car Rental, LLC and Hertz Corporation.

Yeas: Harris, Martin, Wright

Nays: None

Abstentions: None

May 20, 2021

RESOLUTION CY 2021-63

Upon motion by Vice-Chairwoman Harris, seconded by Commissioner Wright, the following Resolution was made and the approved by unanimous vote.

RESOLUTION AUTHORIZING JMAA STAFF TO AMEND A PROFESSIONAL SERVICE AGREEMENT WITH THE DANIELS GROUP TO PROVIDE STATE LEGISLATIVE CONSULTING SERVICES TO THE JACKSON MUNICIPAL AIRPORT AUTHORITY

WHEREAS, the Board has considered the request of Jackson Municipal Airport Authority (“JMAA”) Staff for authority to (i) amend the Jackson Municipal Airport Authority’s professional services agreement with the Daniels Group by increasing the contract amount to a not-to-exceed amount of One Hundred Thousand Dollars (\$100,000.00) payable monthly at Seven Thousand Five Hundred Dollars (\$7,500.00), and (ii) extend the term to May 19, 2022.

IT IS THEREFORE RESOLVED that JMAA’s Staff is authorized to amend a professional services agreement with The Daniels Group to (i) amend the Jackson Municipal Airport Authority’s professional services agreement with the Daniels

Group by increasing the contract amount to a not-to-exceed amount of One Hundred Thousand Dollars (\$100,000.00) payable monthly at Seven Thousand Five Hundred Dollars (\$7,500.00), and (ii) extend the term to May 19, 2022.

Yeas: Harris, Martin, Wright

Nays: None

Abstentions: None

May 20, 2021

RESOLUTION CY 2021-64

RESOLUTION AUTHORIZING JMAA STAFF TO EXECUTE AN AMENDMENT (“AMENDMENT NO. 1”) TO THE JACKSON MUNICIPAL AIRPORT AUTHORITY’S PROFESSIONAL SERVICES AGREEMENT WITH EDUCATIONAL SERVICES FOR HOPE, LLC FOR HUMAN RESOURCES CONSULTING SERVICES

WHEREAS, the Jackson Municipal Airport Authority Board has considered the JMAA staff’s request to (i) amend the Jackson Municipal Airport Authority’s professional services agreement with Educational Services for Hope, LLC for Human Resources Consulting Services by increasing the contract amount by Fifty Thousand Dollars (\$50,000.00), after JMAA’s Attorney successfully negotiates and drafts Amendment No 1; and (ii) increase the total contract amount to a not-to-exceed amount of One Hundred Forty-Five Thousand Dollars (\$145,000.00).

IT IS THEREFORE RESOLVED that JMAA’s Staff is authorized to: (i) amend the Jackson Municipal Airport Authority’s professional services agreement with Educational Services for Hope, LLC for Human Resources Consulting Services by increasing the contract amount by Fifty Thousand Dollars (\$50,000.00), after JMAA’s Attorney successfully negotiates and drafts Amendment No 1; and (ii) increase the total contract amount to a not-to-exceed amount of One Hundred Forty-Five Thousand Dollars (\$145,000.00).

Yeas: Harris, Martin, Wright

Nays: None

Abstentions: None

May 20, 2021

RESOLUTION CY 2021-65

Upon motion by Vice-Chairwoman Harris, seconded by Commissioner Wright, the following Resolution was made and the vote was unanimous (3-0-0).

RESOLUTION AUTHORIZING JMAA STAFF TO EXECUTE AN

AMENDMENT (“AMENDMENT NO. 2”) TO THE JACKSON MUNICIPAL AIRPORT AUTHORITY’S CONTRACT WITH UNISON CONSULTING, INC. (CONTRACT NO. NO. 2020148) FOR AVIATION CONSULTING SERVICES

WHEREAS, the Jackson Municipal Airport Authority Board has considered the JMAA staff’s request to (i) amend the Jackson Municipal Airport Authority’s contract with Unison Consulting, Inc. (Contract No. 2020148) for aviation consulting services, after JMAA’s Attorney successfully negotiates and drafts Amendment No 2; (ii) to increase the total contract amount by Sixty Thousand Dollars (\$60,000.00); and (iii) extend the term of the contract from June 11, 2021 to September 30, 2021.

IT IS THEREFORE RESOLVED that JMAA’s Staff is authorized to: (i) amend the Jackson Municipal Airport Authority’s contract with Unison Consulting, Inc. (Contract No. 2020148) for aviation consulting services, after JMAA’s Attorney successfully negotiates and drafts Amendment No 2; (ii) to increase the total contract amount by Sixty Thousand Dollars (\$60,000.00); and (iii) extend the term of the contract from June 11, 2021 to September 30, 2021.

Yeas: Harris, Martin, Wright

Nays: None

Abstentions: None

May 20, 2021

RESOLUTION CY 2021-66

Upon motion by Vice-Chairwoman Harris, seconded by Commissioner Wright, and after some discussion by the Board and Staff the following Resolution was made and the approved by unanimous vote.

RESOLUTION AUTHORIZING JMAA STAFF TO (I) INCLUDE SIX ADDENDA TO THE JMAA EMPLOYEE HANDBOOK (THE “HANDBOOK”), EMPLOYEE TIME-IN AND OUT POLICY, PROBLEM RESOLUTION PROCEDURES POLICY, OPEN COMMUNICATION POLICY, ADMINISTRATIVE ON-CALL POLICY, ADMINISTRATOR ON-CALL FORM, SIGNATURE AUTHORITY POLICY, AND MEDIA RELATIONS COMPLIANCE POLICY

WHEREAS, the Jackson Municipal Airport Authority Board has considered the JMAA staff’s request to revise the JMAA Employee Handbook (the “Handbook”) to include the following six (6) addenda: Employee Time-In and Out Policy, Problem Resolution Procedures Policy, Open Communication Policy Administrative On-Call Policy; Administrator On-Call Form, Signature Authority Policy, and Media Relations Compliance Policy.

IT IS THEREFORE RESOLVED that JMAA’s Staff is authorized to revise the JMAA Employee Handbook (the “Handbook”) to include the following six (6) addenda: Employee Time-In and Out Policy, Problem Resolution Procedures Policy, Open Communication Policy, Administrative On-Call Policy, Administrator On-Call Form, Signature Authority Policy, and Media Relations Compliance Policy.

Yeas: Harris, Martin, Wright

Nays: None

Abstentions: None

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4. Fiscal Year 2020 Annual Financial Audit, Continued.....Page 39

RESOLUTION CY-2020-67

Upon motion by Vice-Chairwoman Harris, seconded by Commissioner LTC(R) Wright, the following **RESOLUTION** was made and unanimously approved (3-0-0).

RESOLUTION ACCEPTING THE FISCAL YEAR 2020 FINANCIAL AUDIT REPORT OF BREAZEALE, SAUNDERS & O’NEIL (“AUDITOR”)

WHEREAS, Breazeale, Saunders & O’Neil, JMAA’s independent auditor (“Auditor”) prepared and submitted to JMAA the Fiscal Year 2020 Audited Financial Statements and the Independent Auditor’s Report; and

WHEREAS, CEO Paul Brown presented to the Board of JMAA the Auditor’s Fiscal Year 2020 Audited Financial Statements and the Independent Auditor’s Report; and

WHEREAS, the Board has reviewed and considered the above-referenced Statements and Report; and

WHEREAS, the Board finds that the request to accept the above-referenced Statements and Report, which is explained in the Memorandum dated March 26, 2020, at pages 45 -46 of the Meeting Packet, ought to be granted.

IT IS, THEREFORE, RESOLVED that the Board finds that such request is fully explained in the Memorandum at pages 46 and 47 provided to the Board in the Meeting Packet prior to the Board Meeting; and

IT IS, THEREFORE, FURTHER RESOLVED that the Board hereby approves and accepts the FY2020 Financial Statements and the Independent Auditor’s Report.

Yeas: Harris, Martin, Wright

Nays: None

Abstentions: None

May 20, 2021

G. NEW BUSINESS – No new business.

OPEN SESSION

Next, the Board, pursuant to motion by Vice-Chairwoman Harris, seconded by Commissioner Wright, voted to close the meeting to consider the advisability of going into Executive Session. The vote was unanimous. (3-0-0)

Yeas: Harris, Martin, Wright

Nays: None

Abstentions: None

Thereafter, Chairman Martin asked all, except CEO Paul A. Brown, and Attorney Regina May to vacate the room.

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

CLOSED SESSION

After discussion regarding the matters proposed to be discussed in Executive Session, Vice-Chairwoman Harris moved and that the Board enter Executive Session to discuss four employment matters, and Commissioner Wright seconded the motion with an amendment to discuss an economic development matter, and the Commissioners voted to enter Executive Session for the stated purposes by unanimous vote (3-0-0).

The Closed Session ended at 9:40 a.m.

EXECUTIVE SESSION

The Board went into Executive Session. During the Executive Session, the Board discussed: four (4) personnel matters regarding three (3) new hires and one (1) incumbent employee promotion, and an economic development matter. The Board took the following action concerning the proposed matters.

RESOLUTION AS TO PERSONNEL MATTERS REGARDING NEW HIRES AND CERTAIN INCUMBENT EMPLOYEE

RESOLUTION CY 2021-68

Upon Motion by Vice-Chairwoman Harris, seconded by Commissioner LTC(R) Wright, the following RESOLUTION was made and unanimously approved (3-0-0).

WHEREAS, the JMAA Board of Commissioners considered the recommendation of Staff of Jackson Municipal Airport Authority (“JMAA”) as to the employment of three individuals with salary, benefits, and compensation as specified during Executive Session; and

WHEREAS, the JMAA Board of Commissioners considered the recommendation of Staff of JMAA as to the promotion of one incumbent employee with salary, benefits, and compensation as specified during Executive Session.

IT IS, THEREFORE, RESOLVED that JMAA’s Staff is authorized to take the actions as to the employment of three individuals with JMAA with salary, benefits, and compensation as specified during Executive Session; and

IT IS, THEREFORE, FURHER RESOLVED that JMAA’s Staff is authorized to take the actions as to the promotion of one incumbent employee with JMAA with salary, benefits, and compensation as specified during Executive Session.

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

May 20, 2021

Executive Session ended at 10:49 a.m.

OPEN SESSION

Open session reconvened at 10:51 a.m.

Chair Martin announced the actions taken by the Board in Executive Session as follow:

- 1. The Board took the following action as to the following personnel matters:***
 - a. The Board ratified the employment of three (3) individuals with specified salary, benefits, and compensation;***
 - b. The Board ratified the promotion of one (1) certain incumbent employee with specified salary, compensation and benefits.***

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

- 2. The Board discussed a certain economic development matter but no action was taken.***

Next, Chair Martin recognized CEO Paul Brown who presented another “Other Matters” matter for the Board’s consideration.

Upon motion by Vice-Chairwoman Harris, seconded by Commissioner Wright, the following **RESOLUTION** was made and unanimously approved (3-0-0).

RESOLUTION CY 2021-69

RESOLUTION AUTHORIZING JMAA STAFF TO: (i) ADVERTISE FOR A REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL SERVICES FOR ON-CALL MAINTENANCE SERVICES AIRPORT PASSENGER BOARDING BRIDGES AT JACKSON-MEDGAR WILEY EVERS INTERNATIONAL AIRPORT (JAN), AND (ii) TO APPROVE A BUDGET NOT-TO-EXCEED \$100,000.00

WHEREAS, the Jackson Municipal Airport Authority Board has considered the JMAA staff's request to (i) advertise for a Request for Proposal (RFP) for professional services for on-call maintenance services airport passenger boarding bridges at Jackson-Medgar Wiley Evers International Airport (JAN); and (iii) approve a budget not-to-exceed \$100,000.00.

IT IS THEREFORE RESOLVED that JMAA's Staff is authorized to: (i) advertise for a Request for Proposal (RFP) for professional services for on-call maintenance services airport passenger boarding bridges at Jackson-Medgar Wiley Evers International Airport (JAN); and (iii) approve a budget not-to-exceed \$100,000.00.

Yeas: Harris, Martin, Wright

Nays: None

Abstentions: None

May 20, 2021

VII. ADJOURNMENT

Thereafter, it was moved by Chairman Martin, seconded by Vice-Chairman Harris that the Board ADJOURN. The vote was unanimous and the Meeting adjourned at 10:59 a.m.

Respectfully submitted,

Mr. Robert. E. Martin, Commissioner and Chairman

Ms. LaWanda D. Harris Commissioner and Vice-Chairwoman

LTC(R) Lucius Wright, Commissioner