

**REGULAR BOARD MEETING OF JACKSON MUNICIPAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS  
OCTOBER 22, 2018**

**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”), October 22, 2018 Regular Board Meeting in the Community Room, Main Terminal Building, Hawkins Field Airport (“HKS”), in Jackson, Mississippi, at 4:00 p.m. on Monday, October 22, 2018 (the “Meeting”), pursuant to proper notice.

Chairman LaWanda D. Harris., 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:

LaWanda D. Harris, Chairman  
Lee A. Bernard Jr., Vice-Chairman  
LTC(R) Lucius Wright, Commissioner  
Pastor James L. Henley Jr., 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 Regular Board Meeting scheduled for Monday, October 22, 2018, in the Community Room, Main Terminal Building, Hawkins Field Airport (“HKS”), 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, M.S., A.A.E., I.A.P. 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  
And persons listed on **EXHIBIT A: Sign in Sheet for 10-22-18**

**II. INVOCATION**

Commissioner Pastor Henley gave the Invocation.

**III. APPROVAL OF BOARD NOTICE AND APPROVAL AND EXECUTION OF MINUTES**

A. Notice of October 2018 Pre-Work Session on Friday, October 12, 2018.

B. Minutes of Rescheduled Regular Monthly Work Session, September 21, 2018.

C. Minutes of Regular Meeting of the Board of Commissioners, September 24, 2018.

**RESOLUTION CY-2018-140**

**APPROVAL OF: (I) THE NOTICE OF THE OCTOBER 15, 2018 PRE-WORK SESSION; (II) THE SEPTEMBER 21, 2018 RESCHEDULED WORK SESSION MINUTES; AND (III) THE SEPTEMBER 24, 2018 REGULAR BOARD MEETING MINUTES**

After discussion and review, and upon the motion made by Commissioner Pastor Henley, seconded by Commissioner LTC(R) Wright, approved by unanimous vote, the following resolution was made and entered.

**RESOLVED**, that the Board hereby approves the Notice of the October 15, 2018 Monthly Pre-Work Session; and

**FURTHER RESOLVED**, that the Board hereby approves the Minutes of the September 21, 2018 Rescheduled Work Session and the Minutes of the September 24, 2018 Regular Board Minutes, as presented, and directs that said Minutes be filed in the appropriate Minute Book and Records of the Authority.

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

October 22, 2018

**V. PUBLIC COMMENTS**

None.

**VI. REPORTS**

**A. Report from the Chairman**

Chairman Harris announced that she is glad to be present at the meeting and to serve JMAA and the City of Jackson, MS, as the Chairman of the Board.

**B. Chief Executive Officer**

- 1. **Airport Project Manager Summary, Period Ending September 30, 2018..... Page 1<sup>1</sup>**

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<sup>1</sup> The page numbers herein are the page numbers contained in the Meeting Packet, which is attached as an Exhibit to the

Mr. Carl D. Newman, CEO, directed the Board's attention to the Airport Project Manager Summary ("APMS"), found at pages 1-18 in the October 22, 2018 Board Meeting Packet and distributed to the Board before the October 22, 2018, Regular Board Meeting. The Board reviewed the Summary and asked the following questions.

Commissioner Pastor Henley referenced the Active Projects Summary ("Summary") on page 2 of the Packet and the total "Remaining Balance" on it. He then asked if the amount stated is the remaining balance of all active pending projects. Mr. Carl D. Newman, CEO, confirmed that Commissioner Pastor Henley's statement was correct.

Next, Commissioner Pastor Henley asked if the remaining balance for any indefinitely suspended projects, other than the Hawkins Field Terminal Restroom Renovation Project, is included in the Summary's total "Remaining Balance." Mr. Newman informed the Board that he was not aware of there being a remaining balance regarding any other indefinitely suspended Project included in the Summary's total "Remaining Balance."

Then, Mr. Newman recommended that the Hawkins Field Terminal Restroom Renovation Project be removed from the "Summary" list, in response to Commissioner Pastor Henley's inquiry as to whether it is proper for said project to remain on the "Summary" list.

Mr. Newman reminded the Board about a past discussion regarding the Hawkins' Bathroom Renovation Project and a possible agreement with a potential fixed base operator at Hawkins Field that will renovate the bathrooms. Continuing, Mr. Newman stated that Staff is engaged in ongoing conversation with a potential fixed based operator about taking over the Hawkins Field Terminal Building and renovating the restrooms, as a part of the possible agreement between JMAA and the fixed based operator.

Chairman Harris said that she wants to ensure that renovation of the restrooms at Hawkins Field is a priority and that Staff is constantly engaging with a potential fixed based operator to do this.

Commissioner Pastor Henley stated that to terminate the Bathroom Enhancement Project at Hawkins Field, the Board needs to adopt a resolution directing its termination.

The Board further discussed removing the Hawkins' Restroom Project as an Active Project. Afterward, a motion was made to remove the Hawkins Field Terminal Restroom Renovation Project, Project Number: 07-18, from JMAA's Active Project List.

Mr. Newman confirmed that the total cost remaining on the Hawkins Field Terminal Restroom Renovation Project is \$289,789.00.

Next, Commissioner Pastor Henley asked if the actual amount of agreements less than \$50,000.00, personally approved by Mr. Newman, CEO, during the period September 15, 2018 to October 12, 2018, was \$66,800.00, and whether that amount is approximately 23.05% of the Hawkins's Field Renovation Project balance. Further, he asked if the \$66,800.00 spent was for consulting contracts related to projects in Rankin County versus the City of Jackson, MS.

In response, Mr. Newman agreed that the total amount and percentage stated by Commissioner Pastor Henley were correct. Further, Mr. Newman stated that the services provided by those contracts were for enhancements in Rankin County at JAN.

Subsequently, the following resolution was adopted by the Board.

**RESOLUTION CY-2018-141**

**RESOLUTION REMOVING THE HAWKINS FIELD TERMINAL RESTROOM RENOVATION PROJECT, PROJECT NUMBER 07-18, FROM THE JMAA ACTIVE PROJECTS LISTINGS**

Upon motion by Vice-Chairman Bernard, seconded by Chairman Harris, the following **RESOLUTION** was made and approved by a majority vote 3-1-0.

**WHEREAS**, the Board desires to remove the Hawkins Field Terminal Restroom Renovation Project, Project Number 07-18, from JMAA's Active Projects Listings; and

**WHEREAS**, the work related to the Hawkins Field Terminal Restroom Renovation Project was suspended by the Board on July 23, 2018, via Resolution CY-2018-110; and

**WHEREAS**, because the work related to the Hawkins Field Terminal Restroom Renovation Project was suspended by the Board, the project is no longer an active project.

**IT IS, THEREFORE, RESOLVED** that the Board removes the Hawkins Field Terminal Restroom Renovation Project, Project Number 07-18, from the JMAA Active Projects Listings.

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

October 22, 2018

- 2. **Airport Activity Statistics Report, Period Ending September 30, 2018**  
.....Page 19

Mr. Newman directed the Board's attention to the Airport Activity Statistics Report, which was distributed to the Board before October 22, 2018 Regular Board Meeting, found at pages

19-31 in the October 22, 2018 Regular Board Meeting Packet. The Board reviewed the Report, and there were no questions about the Activity Statistics Report.

Vice-Chairman Bernard asked to return to Active Projects Listings to discuss Project Number: 11-17, the Roadway Rehabilitation Project on the upper level at JAN. Vice-Chairman Bernard asked: (1) how many upper-level doors are blocked while the project is ongoing; and (2) how the project affects the ability of passengers to enter and exit the Terminal Building, utilize skycap services, etc.

In response, Mr. Newman informed the Board that different doors are closed during different phases of the project. Mr. Darion Warren, Director of Capital Programming, informed the Board that currently two (2) of the three (3) upper-level doors are closed due to the rehabilitation project.

Vice-Chairman Bernard stated that some passengers asked him questions about the closings because they could not locate any skycaps to assist them with their luggage. Next, Vice-Chairman Bernard asked if there any notices posted that informs the public about the current location where to drop-off, etc. In response, Mr. Warren informed the Board that there are signs providing directions to the current drop off locations.

Next, Vice-Chairman Bernard asked whether Staff has considered allowing passengers to drop-off downstairs and making skycap service available downstairs. In response, Mr. Newman informed the Board other than the first day of construction, Staff has not received any complaints about this concern. Mr. Newman added that Staff would look at possible ways to address those concerns of Vice-Chairman Bernard.

### **C. Attorney**

Attorney Walker greeted the Board. Afterward, he announced that there are no items to present from Board Counsel.

## **VII. ACTION ITEMS**

### **A. Financial Matters**

#### **1. Financial Reports for September 2018:**

*(a) Balance Sheet: Accept.....Page 32*

*(b) Income Statement: Accept.....Page 34*

### **RESOLUTION CY-2018-142**

### **RESOLUTION ACCEPTING/APPROVING THE SEPTEMBER 2018 FINANCIAL REPORTS: BALANCE SHEET AND INCOME STATEMENT**

Upon motion by Vice-Chairman Bernard, seconded by Commissioner LTC(R) Wright, 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 September 30, 2018, which are included in the Packet, at pages 32-36, and were distributed to the Board prior to the October 22, 2018 Regular Board Meeting.

**IT IS, THEREFORE, RESOLVED** that the Board hereby accept and approves the September 2018 Financial Reports: Balance Sheet and Income Statement for September 2018.

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

October 22, 2018

*(c) Claims Docket for September 2018: Approve.....Page 37*

**RESOLUTION CY-2018-143**

**RESOLUTION APPROVING THE CLAIMS DOCKET FOR THE MONTH AND PERIOD ENDING SEPTEMBER 30, 2018**

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

**WHEREAS**, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") reviewed and considered the Authority's Claims Docket ("Claims") for the month and period ending September 30, 2018, which is included in the Packet, at pages 37-40, and was distributed to the Board prior to the October 22, 2018 Regular Board Meeting.

**IT IS, THEREFORE, RESOLVED** that the Board hereby authorizes payment of the Claims in the amount of \$2,689,731.57.

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

October 22, 2018

*(d) Quarterly Statistics.....Page 41*

There were no inquiries or actions taken regarding the Quarterly Statistics.

2. *CPA Firm, JMAA: Authorization to Execute Agreement.....Page 44*

**RESOLUTION CY-2018-144**

**RESOLUTION GRANTING AUTHORITY TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH BREAZEALE SAUNDERS, & O'NEIL LTD OF JACKSON, MISSISSIPPI FOR FINANCIAL AUDITS AND AS-NEEDED CONSULTING SERVICES**

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

**WHEREAS**, the Board has considered Staff's request for authority to execute a professional services agreement with Breazeale, Saunders, & O'Neil LTD ("BSO") of Jackson, Mississippi, to conduct financial audits of the Jackson Municipal Airport Authority's ("JMAA") financial statements, audit fixed assets, and provide consulting services on an as-needed basis; and

**WHEREAS**, the term of the agreement is proposed for three (3) years, with two (2) one (1)-year renewal options; and

**WHEREAS**, the proposed agreement budget amount is \$300,000.00 for the three (3) year base term of the agreement; and

**WHEREAS**, BSO shall subcontract with William CPA Firm ("Williams"), a certified DBE located in Ridgeland, MS, and BSO shall pay Williams 35% of the fees paid by JMAA.

**WHEREAS**, the Board finds that such request, which is explained in the Memorandum dated October 22, 2018, found at pages 44-46 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that Staff is authorized to execute a professional services agreement with Breazeale, Saunders, & O'Neil LTD ("BSO") of Jackson, Mississippi, to conduct financial audits of the Jackson Municipal Airport Authority's ("JMAA") financial statements, audit fixed assets, and provide consulting services on an as-needed basis; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the agreement is for three (3) years, with two (2) one (1)-year renewal options; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the agreement budget amount is \$300,000.00 for the three (3) year base term of the agreement; and

**IT IS, THEREFORE, FURTHER RESOLVED** that BSO shall subcontract with Williams, a certified DBE located in Ridgeland, MS, and BSO shall pay Williams 35% of the fees paid by JMAA.

**IT IS, THEREFORE, FURTHER RESOLVED** that the Board finds that such request is fully explained in the Memorandum dated October 22, 2018, found at pages 44-46 of the Meeting Packet.

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

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3. Early Issue.....*Page 47*

**RESOLUTION CY-2018-145**

**RESOLUTION AUTHORIZING AN EARLY ISSUE PAYMENT FOR TRAVEL REIMBURSEMENTS TO CHAIRMAN LAWANDA D. HARRIS AND VICE-CHAIRMAN LEE A. BERNARD**

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

**WHEREAS**, the Board has considered the requests of JMAA's Staff for the authority to make early issue payments of: (i) Five Hundred Eighty-Four Dollars and Nineteen Cents (\$584.19) to Chairman Harris as a travel reimbursement for travel related expenses incurred during the ACI-NA 2018 Annual Conference and Exhibition held in Nashville, Tennessee from September 30, 2018 through October 2, 2018; and (ii) Two Hundred Ninety-Five Dollars and Two Cents (\$295.02) to Vice-Chairman Bernard as a travel reimbursement for travel related expenses incurred during the AMAC 34<sup>th</sup> Annual Airport Business Diversity Conference in Seattle, Washington from August 21-25, 2018; and

**WHEREAS**, requests for the reimbursement was submitted after the deadline date for payments to be included on the current claims docket; and

**WHEREAS**, the Board finds that such requests, which are fully explained in a Memorandum dated October 22, 2018, at page 47 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that JMAA's Staff is authorized to make early issue payments of: (i) Five Hundred Eighty-Four Dollars and Nineteen Cents (\$584.19) to Chairman Harris as a travel reimbursement for travel related expenses incurred during the ACI-NA 2018 Annual Conference and Exhibition held in Nashville, Tennessee, from September 30, 2018 through October 2, 2018; and (ii) Two Hundred Ninety-Five Dollars and Two Cents (\$295.02) to Vice-Chairman Bernard as a travel reimbursement for travel related



expenses incurred during the AMAC 34<sup>th</sup> Annual Airport Business Diversity Conference in Seattle, Washington, from August 21-25, 2018; and

**IT IS, THEREFORE, FURTHER RESOLVED** that such requests are fully explained in the Memorandum dated October 22, 2018, at page 47 of the Meeting Packet.

Yeas: Bernard, Harris, Henley, Wright

Nays: None

Abstentions: None

October 22, 2018

**B. Construction Projects**

None.

**C. Procurements**

None.

**D. Service Agreements**

**E. Grants**

None.

**F. Other Matters**

1. *Hotel Development Services, JAN: Authorization to Publish a Request for Proposal.....Page 48*

**RESOLUTION CY-2018-146**

**RESOLUTION GRANTING AUTHORITY TO PUBLISH A REQUEST FOR PROPOSALS FOR THE FINANCING, DESIGNING, DEVELOPING, CONSTRUCTING, LEASING, AND OPERATING AN ON-AIRPORT HOTEL FACILITY AT THE JACKSON-MEDGER WILEY EVERS INTERNATIONAL AIRPORT**

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

**WHEREAS**, the Board has considered Staff's request for authority to publish a Request for Proposals (RFP) for the financing, designing, developing, constructing, leasing, and operating

an on-airport hotel facility at the Jackson-Medgar Wiley Evers International Airport (“JAN”); and

**WHEREAS**, this facility will generate additional non-aviation revenue for JMAA and improve the customer experience for JMAA’s tenants, passengers, and guests; and

**WHEREAS**, the Board finds that such request, which is explained in the Memorandum dated October 22, 2018, found at pages 48-50 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that Staff is authorized to publish a Request for Proposals (RFP) for the financing, designing, developing, constructing, leasing, and operating an on-airport hotel facility at the Jackson-Medgar Wiley Evers International Airport (“JAN”); and

**IT IS, THEREFORE, FURTHER RESOLVED** that the Board finds that such request is fully explained in the Memorandum dated October 22, 2018, found at pages 48-50 of the Meeting Packet.

Yeas: Bernard, Harris, Henley, Wright

Nays: None

Abstentions: None

October 22, 2018

- 2. *Terminal Space, JAN: Authorization to Execute Lease Agreement (Frontier Airlines, Inc.).....Page 51*

**RESOLUTION CY-2018-147**

**RESOLUTION GRANTING AUTHORITY TO EXECUTE A LEASE AGREEMENT WITH FRONTIER AIRLINES, INC. FOR THE LEASE OF DEDICATED OFFICE SPACE AT THE JACKSON-MEDGAR WILEY EVERS INTERNATIONAL AIRPORT (“JAN”)**

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

**WHEREAS**, the Board has considered Staff’s request for authority to execute a Terminal Space Lease Agreement with Frontier Airlines, Inc, for approximately 131.79 square feet of dedicated office space for its Airline Ticket Office; and

**WHEREAS**, the lease will be month-to-month coinciding with the terms of Frontier Airlines Use Permit-Common Use Agreement; and

**WHEREAS**, the proposed rental fee is \$79.88 per square foot per annum based on our FY 2019 rental rate; and

**WHEREAS**, the Board finds that such request, which is explained in the Memorandum dated October 22, 2018, found at pages 51-53 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that Staff is authorized to execute a Terminal Space Lease Agreement with Frontier Airlines, Inc, for approximately 131.79 square feet of dedicated office space for its Airline Ticket Office; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the lease will be month-to-month coinciding with the terms of Frontier Airlines Use Permit-Common Use Agreement; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the rental fee is \$79.88 per square foot per annum based on our FY 2019 rental rate; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the Board finds that such request is fully explained in the Memorandum dated October 22, 2018, found at pages 51-53 of the Meeting Packet.

Yeas: Bernard, Harris, Henley, Wright

Nays: None

Abstentions: None

October 22, 2018

3. *Terminal Space, JAN: Authorization to Amend Current Lease Agreement (AMS/AJA Jackson, J. V., d/b/a Hudson Group and AJA Management and Technical Services, Inc.).....Page 54*

**RESOLUTION CY-2018-148**

**RESOLUTION GRANTING AUTHORITY TO AMEND THE EXISTING TERMINAL SPACE LEASE AGREEMENT BETWEEN AMS/AJA JACKSON J.V., D/B/A HUDSON GROUP AND AJA MANAGEMENT AND TECHNICAL SERVICES, INC. ("HUDSON") AND THE JACKSON MUNICIPAL AIRPORT AUTHORITY**

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

**WHEREAS**, the Board has considered Staff's request for authority to amend the current Terminal Space Lease Agreement between AMS/AJA Jackson J.V., d/b/a/ Hudson Group and AJA Management and Technical Services, Inc. ("Hudson") and the Jackson Municipal Airport Authority ("JMAA"); and

**WHEREAS**, in October 2017, JMAA entered into a Terminal Space Lease Agreement (Agreement No. 17-082) with Hudson for the lease of office space and storage space,

including Office 571, at the Jackson-Medgar Wiley Evers International Airport (“JAN”), as specified in the attached Board Memorandum; and

**WHEREAS**, on August 29, 2018, JMAA received a notification letter from Hudson stating that it no longer desires to lease Office 571; and

**WHEREAS**, the Board finds that such request, which is explained in the Memorandum dated October 22, 2018, and attached notification letter from Hudson, found at pages 54-56 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that Staff is authorized to amend the current Terminal Space Lease Agreement between AMS/AJA Jackson J.V., d/b/a/ Hudson Group and AJA Management and Technical Services, Inc. (“Hudson”) and the Jackson Municipal Airport Authority (“JMAA”); and

**IT IS, THEREFORE, FURTHER RESOLVED** that the Board finds that such request is fully explained in the Memorandum dated October 22, 2018, and attached notification letter from Hudson, found at pages 54-56 of the Meeting Packet.

Yeas: Bernard, Harris, Henley, Wright

Nays: None

Abstentions: None

October 22, 2018

- 4. *Ground Lease Agreement, JMAA: Authorization to Consent to Assignment (Lodging Venture, LLC).....Page 57*

**RESOLUTION CY-2018-149**

**RESOLUTION GRANTING AUTHORITY TO: (I) CONSENT TO THE ASSIGNMENT OF AUGUST 14, 1997 GROUND LEASE AGREEMENT BETWEEN LODGING VENTURE, LLC AND JMAA; AND (II) AMEND THE HOTEL LEASE**

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

**WHEREAS**, the Board has considered Staff’s request for authority to: (i) consent to the assignment of that certain Ground Lease Agreement dated August 14, 1997, as amended and restated (the “Hotel Lease”), between Lodging Venture, LLC (“Lodging Venture”) and the Jackson Municipal Airport Authority (“JMAA”) by way of assignment of same to Lodging Venture from Jackson SI Note, LLC, and now from Lodging Venture to RKSAI, LLC (“RKSAI”), a Mississippi, limited liability company; and (ii) amend the Hotel Lease to clarify that rent is due monthly; and

**WHEREAS**, the Board finds that such requests, which are explained in the Memorandum dated October 22, 2018, found at pages 57-58 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that Staff is authorized to: (i) consent to the assignment of that certain Ground Lease Agreement dated August 14, 1997, as amended and restated (the "Hotel Lease"), between Lodging Venture, LLC ("Lodging Venture") and the Jackson Municipal Airport Authority ("JMAA") by way of assignment of same to Lodging Venture from Jackson SI Note, LLC, and now from Lodging Venture to RKSAL, LLC ("RKSAL"), a Mississippi limited liability company; and (ii) amend the Hotel Lease to clarify that rent is due monthly; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the Board finds that such requests are fully explained in the Memorandum dated October 22, 2018, found at pages 57-58 of the Meeting Packet.

Yeas: Bernard, Harris, Henley, Wright

Nays: None

Abstentions: None

October 22, 2018

**G. New Business**

**1. *Commissioners' travel to the AAAE Executives 33<sup>rd</sup> Annual Aviation Issues Conference***

Commissioner Pastor Henley referenced Chairman Harris' request that consideration of travel to the Aviation Issues Conference be moved to October 2018 and asked if the Board is going to consider a motion concerning the travel. The Board then made and resolved the following:

**RESOLUTION CY-2018-150**

**RESOLUTION APPROVING CHAIRMAN LAWANDA D. HARRIS; VICE-CHAIRMAN LEE A. BERNARD JR.; COMMISSIONER PASTOR JAMES L. HENLEY JR.; AND COMMISSIONER LTC(R) LUCIUS WRIGHT TRAVELING TO AND PARTICIPATION IN THE AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES' 33<sup>rd</sup> ANNUAL AVIATION ISSUES CONFERENCE IN MAUI, HAWAII, JANUARY 6-10, 2019**

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

**WHEREAS**, the AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES (AAAE) Aviation Issues Annual Conference has served as the preeminent gathering of aviation professionals for more than three (3) decades, bringing together top-level officials from

government and all segments of the aviation industry for in-depth discussions of key issues and charting the course for the Washington, D.C. agenda in 2019; and

**WHEREAS**, the 2019 conference will offer a unique, multi-day format with unparalleled opportunity for direct engagement and exchange with decision makers and industry leaders, as well as Washington officials from Capitol Hill, Federal Aviation Administration (FAA), and Transportation Safety Administration (TSA), regarding a multitude of issues of importance to the Jackson Municipal Airport Authority (JMAA), as set forth in the attached Agenda for the 2019 Conference; and

**WHEREAS**, the Board of Commissioners of JMAA recommends, approves, and authorizes the travel, lodging, and related expenses for Chairman LaWanda D. Harris, Vice-Chairman Lee A. Bernard Jr., Commissioner Pastor James L. Henley Jr., and Commissioner LTC(R) Lucius Wright to attend and participate in the 2019 AAAE Aviation Issues 33<sup>rd</sup> Annual Conference, January 6-10, 2019, in Maui, Hawaii, for the reasons cited above; and

**WHEREAS**, the current Travel Policy for the Board (“Travel Policy”) states that travel outside the continental limits of the United States by a Commissioner on behalf of the Authority shall not be permitted at Authority’s expense unless there is specific prior approval by the Board and a determination by the Board that such travel would be “extremely beneficial” to the Authority; and

**WHEREAS**, based upon the above, the Board of Commissioners finds that it will be extremely beneficial to the Authority for the Chairman, Vice-Chairman, and the previously identified Commissioners to attend and participate in the 2019 AAAE Aviation Issues Annual Conference.

**NOW, THEREFORE, BE IT RESOLVED**, the Board hereby: (i) finds and determines that participation by Chairman LaWanda D. Harris, Vice-Chairman Lee A. Bernard Jr., Commissioner Pastor James L. Henley Jr., and Commissioner LTC(R) Lucius Wright in the 2019 AAAE Aviation Issues Annual Conference, January 6-10, 2019, Maui, Hawaii, will be extremely beneficial to the Authority 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., and Commissioner LTC(R) Lucius Wright to attend and participate in the 2019 AAAE Aviation Issues Annual Conference as described above, all in accordance with the Travel Policy of JMAA.

Yeas: Bernard, Harris, Henley, Wright

Nays: None

Abstentions: None

October 22, 2018

2. *Registration fees for Carl D. Newman, CEO and Perry J. Miller, COO's attendance at and participation in the AAAE Executives 33<sup>rd</sup> Annual*

*Aviation Issues Conference*

**RESOLUTION CY-2018-151**

**RESOLUTION APPROVING PAYMENT OF REGISTRATION FEES FOR JMAA CHIEF EXECUTIVE OFFICER, CARL D. NEWMAN AND JMAA CHIEF OPERATING OFFICER, PERRY J. MILLER ATTENDANCE AND PARTICIPATION IN THE AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES' 33<sup>rd</sup> ANNUAL AVIATION ISSUES CONFERENCE MAUI, HAWAII, JANUARY 6-10, 2019**

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

**WHEREAS**, the Board has considered the request of JMAA's Staff to: (i) authorize payment of the registration fees for Carl D. Newman, CEO and Perry J. Miller, COO's for the 2019 AAAE Aviation Issues 33<sup>rd</sup> Annual Conference ("Conference"), from January 6, 2019 to January 10, 2019 in Maui, Hawaii; and (ii) determine that attendance at the Conference proposed by Mr. Newman and Mr. Miller will be extremely beneficial to JMAA; and

**WHEREAS**, the estimated registration cost for the Conference is \$755.00 per person or \$1,510.00 total cost for two (2) registrations; and

**WHEREAS**, the current Travel Policy for Airport Authority Staff, states that no travel outside the continental limits of the United States, on behalf of the Authority, shall be permitted by an employee, to include the CEO, at the Authority's expense, without specific prior approval by the Board and a determination by the Board that such travel would be extremely beneficial to the Authority; and

**WHEREAS**, the Authority is only paying the registration fees associated for Mr. Newman and Mr. Miller's attendance at the Conference; and

**WHEREAS**, the Board has considered the foregoing and has considered the benefits which will accrue to the Authority regarding Mr. Newman and Mr. Miller's attendance at the Conference; and

**WHEREAS**, the agenda for the Conference is attached as an exhibit to the Resolution herein; and

**WHEREAS**, the Board finds that such request, which was explained by Carl D. Newman during the October 22, 2018 Regular Board Meeting, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that JMAA: (i) authorizes payment of the registration fees of Carl D. Newman, CEO and Perry J. Miller, COO for the 2019 AAAE Aviation Issues 33<sup>rd</sup> Annual Conference ("Conference"), from January 6, 2019 to January 10, 2019 in Maui, Hawaii; and (ii) determines that Mr. Newman and Mr. Miller's attendance at the Conference

will be extremely beneficial to JMAA; and

**IT IS, THEREFORE, FURTHER RESOLVED** that JMAA approves and authorizes payment of the estimated registration fees of \$755.00 per person and \$1,510.00 for Carl D. Newman and Perry J. Miller, COO, per the JMAA Travel Policy For Airport Authority Staff Revised: March 21, 2014: Paragraph 3, Subparagraph 3.1, in order for Carl D. Newman, CEO and Perry J. Miller, COO, to attend and participate in the 2019 AAAE Aviation Issues 33<sup>rd</sup> Annual Conference, from January 6, 2019 to January 10, 2019 in Maui, Hawaii, as fully explained by Mr. Newman during the October 22, 2018 Board Meeting, all in accordance with the Travel Policy for Airport Authority Staff.

Yeas: Bernard, Harris, Henley, Wright

Nays: None

Abstentions: None

October 22, 2018

Mr. Newman informed the Board that Staff has not identified a date on which the rescheduled Hawkins Field Anniversary Celebration will occur in response to Commissioner LTC(R) Wright's question about identifying a new date for the event. Afterward, Commissioner LTC(R) Wright stated that it is important that Staff identify a new date as soon as possible.

In response to Commissioner LTC(R) Wright's next question, Mr. Chad Parker, Properties Manager, stated that the sign at Hawkins Field does not advertise land for sale. Instead the sign advertises land for land development and lease purposes. Mr. Parker added that the purpose of the sign is to attract potential businesses to the South Hangar, Historical Building and a development site just north of the Historical Building.

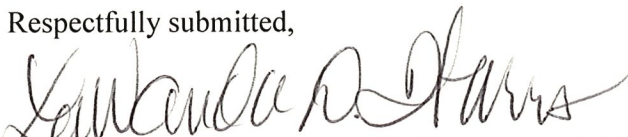
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**VIII. ADJOURNMENT**

Thereafter, it was moved by Chairman Harris, seconded by Vice-Chairman Bernard, and resolved by a unanimous vote of the Commissioners that the meeting of the Board was ADJOURNED at 4:41 p.m.

Respectfully submitted,



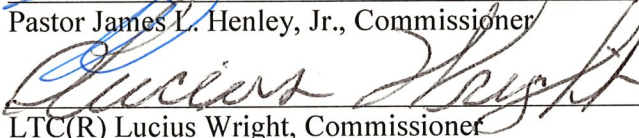
Ms. LaWanda D. Harris, Commissioner and Chairman



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



Pastor James L. Henley, Jr., Commissioner



LTC(R) Lucius Wright, Commissioner