

**MINUTES OF THE REGULAR WORK SESSION
OF THE JACKSON MUNICIPAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
October 18, 2018
8:30a.m.**

- I. CALL TO ORDER.** The October 18, 2018 Regular Work Session of the Jackson Municipal Airport Authority was called to order by Chairman LaWanda D. Harris at 8:30 a.m.
- II. ROLL CALL/DECLARATION OF A QUORUM.** Chairman LaWanda D. Harris conducted the Roll Call including herself, Vice-Chair Lee A. Bernard, Jr., Commissioner Pastor James L. Henley, Jr. (via telephone), Commissioner Evelyn O. Reed, and Commissioner LTC(R) Lucius Wright. All Commissioners were present, and a quorum was declared.
- III. INVOCATION.** The invocation was given by Vice-Chair Lee A. Bernard, Jr.
- IV. APPROVAL OF NOTICES AND EXECUTION OF MINUTES.** Chairman Harris stated that the approvals would take place on Monday during the Regular Board Meeting.
- V. PUBLIC COMMENTS.** None
- VI. REPORTS**
- A. Report from the Chairman.**
Chairman Harris stated that she wanted to start this year off moving forward, to keep moving, keep progressing and being the beacon of light for Jackson and the region.
- B. Chief Executive Officer.** CEO Newman introduced Tiffany Edinburgh as the new Executive Assistant and Darion Warren, Director of Capital Programming introduced Mr. Leroy Lee as the new Maintenance Manager. CEO Newman continued with his Quarterly report. There were no questions. CEO Newman also reported that JMAA transitioned from MSE Branded Foods to Jacobsen Daniels on October 8th and Frontier Airlines had their Inaugural Flight October 13th. He also announced the Hawkins Field 90th Anniversary event scheduled for, Saturday, October 20th. CEO Newman continued with the Airport Project Manager Summary and Airport Activity Statistics Report Summary ending September 30, 2018 and asked the Commissioners if there were any questions. Commissioner Henley stated that he would reserve all of his questions until Monday. Commissioner Wright had a question and CEO Newman answered.
- C. Attorney.** Attorney John Walker made two (2) suggestions: 1. Regarding the Pre-Work Session meetings for FY2019; and 2. Any rescheduled or combined meetings for FY 2019. Attorney Walker continued that they could do an Omnibus Resolution setting forth those dates, two (2) separate ones which would obviate the necessity of

doing the notices every time. He stated that this was something that the Commissioners did last year, wanted to know if they wanted to do the same this year, and if so, if they could provide them with the dates, the Attorneys could have the Resolutions by Monday. Chairman Harris stated that her preference was to give them some room in arranging the schedule. She continued that they Attorneys can do the holiday schedules that way but would prefer to look at the schedule each time per month. Attorney Walker also stated that Chairman Harris gave him dates for the November and December meetings and stated that notices would be done for those. Discussion ensued. Additionally, Attorney Walker stated that there was a brief matter that the Board should take up in Executive Session.

VII. ACTION ITEMS

CEO Newman requested that CFO Arnetrius Branson address the Financial Matters.

A. Financial Matters

1. Financial Reports for September 2018: Balance Sheet, Income Statement, Claims Docket, and Claims Docket. CFO Arnetrius Branson presented the Financial Matters. No questions about the Balance Sheet. Regarding the Income Statement, Commissioner Henley stated that he would reserve all questions until Monday. There were no questions about the Claims Docket or Quarterly Statistics Report.

2. CPA Firm, JMAA: Authorization to Execute Agreement

CFO Arnetrius Branson presented this item requesting 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. The term of the agreement is proposed for three (3) years, with two (2) one (1) year renewal options. The proposed agreement is for an amount not to exceed \$300,000.00 for the three (3) year base term of the proposed agreement. Commissioner Wright and Vice-Chair Bernard had questions. CFO Branson and Robin Byrd, Procurement Manager answered the questions. There were no further questions.

3. Early Issues. CFO Arnetrius Branson presented this item for authorization to issue travel reimbursements to the following:

- LaWanda D. Harris, Chairman of the Board of Commissioners in the amount of \$584.19 for travel related expenses incurred during the ACI-NA 2018 Annual Conference held in Nashville, Tennessee, and to
- Lee A. Bernard, Vice Chairman of the Board of Commissioners in the amount of \$295.02 for travel related expenses incurred during the 34th Annual AMAC Conference held in Seattle Washington. There were no questions.

B. Construction Projects. None

C. Procurements. None

D. Service Agreements. None

E. Grants. None

F. Other Matters.

1. Hotel Development Services, JAN: Authorization to Publish a Request for

Proposal. Mr. Yul McNair, Director of Business Development presented this item requesting 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"). Commissioner Reed had a question and Mr. McNair answered. Attorney John May commented about a possible discrepancy and CEO Newman clarified. CEO Newman requested LaTonia Shirley to provide the DBE report. There were no questions regarding the DBE report. Commissioner Henley had a question regarding the contracts under \$50,000 signed by the CEO. CEO Newman answered the question.

2. Terminal Space, JAN: Authorization to Execute Lease Agreement (Frontier

Airlines, Inc.) Mr. Chad Parker, Properties Manager presented this item requesting authorization to execute a Terminal Space Lease Agreement with Frontier Airlines, Inc. ("Frontier"). Commissioner Reed and Commissioner Wright had questions. Mr. McNair, Mr. Parker, and Mr. Sage answered the questions.

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.

Mr. Chad Parker, Properties Manager presented this item requesting authorization 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"). Vice-Chair Bernard had a question and Mr. Parker answered. There were no further questions.

4. Ground Lease Agreement, JMAA: Authorization to Consent to Assignment of (Lodging Venture, LLC).

Mr. Chad Parker, Properties Manager presented this item requesting authority to (1) 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 (2) amend the Hotel Lease to clarify that rent is due monthly. There were no questions.

G. New Business.

1. Chairman Harris introduced the State Legislative Consulting Services as New Business stating that the current contract will expire in November and recommended a firm and suggested to bring them in at the combined November 19, 2018 meeting. Commissioner Henley stated that the Board usually selects through a Request for Qualifications and utilizes a Scoring Sheet. He also asked if each Board Member would be able to bring someone forward. Discussion ensued. Commissioner Wright, Commissioner Reed, and Vice-Chair Bernard had a question. CEO Newman answered.
2. **The Chairman Entertains a Motion to go into closed session to determine if the board should go into executive session.** Chairman Harris suggested that the Board go into Closed Session to discuss a matter in Executive Session. Motion: Commissioner Wright; Seconded: Vice-Chair Bernard; No Discussion; Vote was 4 in favor, 1 abstention and the motion passed. Chairman Harris stated that the Board went in Closed Session and voted to go into Executive Session. After Executive Session, Chairman Harris stated that the Board discussed potential litigation matter and took no action.

VIII. ADJOURNMENT

A. Chairman Harris called for a Motion to Adjourn the Meeting.

Motion: Commissioner Wright; Seconded: Chairman Harris; No discussion; Vote was 4 in favor, no abstention recorded, and no opposed recorded. One Commissioner did not vote on the adjournment.

Respectfully submitted,



Ms. LaWanda D. Harris, Commissioner and Chairman



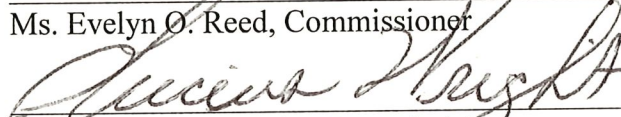
Lee A. Bernard, Jr., Commissioner and Vice Chairman



Pastor James L. Henley, Jr., Commissioner



Ms. Evelyn O. Reed, Commissioner



LTC(R) Lucius Wright, Commissioner