

**MINUTES OF THE REGULAR WORK SESSION
OF THE JACKSON MUNICIPAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS**

January 24, 2019

8:30a.m.

- I. **CALL TO ORDER.** The January 24, 2019 Regular Work Session of the Jackson Municipal Airport Authority was called to order by Chairman LaWanda D. Harris at 8:31 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 Robert E. Martin, and Commissioner LTC(R) Lucius Wright. All Commissioners were present, and a quorum was declared.
- III. **INVOCATION.** The invocation was given by Commissioner Robert E. Martin.
- 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 did not have a report, but that she did have New Business to discuss with the Commissioners.
 - B. **Chief Executive Officer.** CEO Newman stated that the Airport Project Manager Summary and Airport Activity Statistics Report Summary ending December 31, 2018 were in their packets and asked the Commissioners if there were any questions. There were none. CEO Newman asked for a moment of silence on the passing of JMAA employee, Mr. Robert Stephens. CEO Newman then asked Ms. Latonia Shirley to provide a report on percentage of DBE participation that appeared on the Claims Docket for this period. CEO Newman also recognized Mr. Yul Mc Nair, Director of Business Development to present the Jackson Metro Aeroplex Video that is a virtual tour to share with developers and promote our program. Chairman Harris commented great plan for this area. Commissioner Wright had a question regarding the zoning aspect and the specification for using that space. He stated that the last thing that he checked, there was still a battle between Flowood and Pearl and Jackson. Commissioner Wright continued, with Jackson, Chad had been working with someone on the uses for this space and asked if it had been finalized and can fit this video? Mr. McNair answered that it

had not been finalized because it's still in the works. He continued that we have developed and progressed on the project itself, so we don't see where there is an issue in wrapping it up. Commissioner Wright stated that it was a work in progress and Mr. McNair agreed yes. Commissioner Wright also commented that it was a good video. Vice-Chairman Bernard thanked Mr. McNair on the video and wanted to know about the WiFi capacity and fiber optics for businesses. He asked if that speed was going to be there. Mr. McNair stated that it would be there and discussed that AT&T was our partner and historically they have been supportive of our developments at the airport and currently have a presence at the airport. Vice-Chairman Bernard stated that may be something as future reference we may want to use in the presentation. Commissioner Martin stated good job. CEO Newman asked Mr. Miller to introduce JMAA's new Chief of Police, Mr. Dee McClendon. Mr. Miller provided brief details on his background and Chief McClendon shared his experience and qualifications.

- C. **Attorney.** Attorney John Walker reported that a Resolution had been drafted for former JMAA Commissioner, Evelyn Reed and it would be ready for approval Monday. He also stated that Attorney Bass was in Brandon on a criminal case. 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. There were no questions about the Balance Sheet, Income Statement, or the Quarterly Statistics Report. Regarding the Claims Docket, Commissioner Henley asked if we anticipated any additional advertising expenses in addition to the \$30k or more already spent during the holidays? CEO Newman answered yes during Spring Break. Commissioner Henley asked if we anticipated another \$30-\$40k during Spring Break. CEO Newman stated maybe not that much but close to it. Commissioner Henley further asked what is our cost benefit other than a "feel good thing?" CEO Newman answered, encouraging people to get to the Airport earlier and showing them what not to bring to help them get through the screening process more efficiently. Commissioner Henley also had a question about an extra payment to Kimley-Horne and if they worked on something new? CFO Branson stated that this was ongoing work. Chairman Harris stated that they were our Project Manager. Commissioner Henley continued with another question regarding where Elite Cleaners was based. CEO Newman stated Jackson. Vice-Chairman Bernard asked a question regarding Advertising and the Convention and Visitors' Bureau bringing people to Jackson. CEO

Newman answered. Commissioner Wright stated that he saw two (2) commercials and asked will anymore be running? CEO Newman stated not until Spring Break. Commissioner Wright continued, is that covered in this amount? CEO Newman answered no. Chairman Harris commented that advertising and marketing were very important to the organization, she stated that we were doing a great job and if there is any way that we could enhance that she would want us to do so. She continued that it is part of our branding, we are still rolling that brand out, people are still getting acquainted with that brand, so it might take a little more going out that year. Chairman Harris continued that she is for advertising to the highest. Commissioner Henley stated if that were going to be the case, should we amend the budget for the escalating cost? Chairman Harris responded that we could do that; and that there are other areas that we could look at regarding escalating costs one of the costs that has frequently been brought to her attention by the Commissioners is legal costs and legal fees. She continued that maybe we can look at how we can get it structured better and get a budget that we can work within; in which we have not done a very good/great job. Chairman Harris gave kudos to Commissioner Henley for being tuned in to escalating costs and different services and stated that they would keep their eyes on all of those costs. Commissioner Henley thanked Chairman Harris and stated that he would do a detailed outline of every single category. Chairman Harris thanked Commissioner Henley for his astuteness. Commissioner Bernard asked if we were running those same commercials through Facebook? Ms. Yolanda Moore, Public Relations and Customer Service Manager answered that this was not just the broadcast campaign but digital ads as well. She said that there were 366k viewers that had seen our ad on WLBT. Commissioner Wright asked if we had anymore billboards in the works? CEO Newman answered we don't have anything up right now, but that we would continue it at the appropriate time and when we did that we would be sure to follow up.

B. Construction Projects.

1. Security Checkpoint Reconfiguration. Mr. Darion Warren, Director of Capital Programming presented this item requesting authority to (i.) advertise for competitive bids; (ii.) approval of the construction budget plus contingency; and (iii.) approval of the total project budget. Commissioner Wright stated that he had difficulty visualizing the West Concourse and asked if there were a portable version that we could use to help him visualize? Mr. Warren stated yes, that he could get this to him. Commissioner Wright also wanted an understanding about the legal salaries. Mr. Warren stated that the salaries cost is the cost that JMAA staff put time into the Capital effort—including Capital Programming Staff, Operations, whoever may be involved to support the project for the duration of the project. He continue that this line item covers and allows us to capitalize those expenses to the project and the same regarding legal expenses; it's really administrative costs. CEO Newman explained that this is a commission that is

seen on all of our projects. He continued that it is charged to the project instead of hitting the operating budget. Vice-Chairman Bernard asked how is the government shutdown affecting TSA at this location? CEO Newman stated that in a lot of locations, they are struggling and having significant problems with absenteeism with TSA employees, but we have been very fortunate here because most of the TSA employees are showing up as need be. CEO Newman continued that in order to show our appreciation for them doing so, the JMAA Team, out of our own pockets purchased lunch for them and they were very appreciative of that. CEO Newman stated that we have a very healthy and robust relationship with TSA locally and that he did not expect for that to change. CEO Newman also stated that one of the things that we are preparing for, in the event TSA employees do not get paid, after they get paid tomorrow, is that there may be a slight drop off and so we are working very closely with TSA to ensure we have backup plans in place in that eventuality. Vice-Chairman Bernard also asked if there would be a restaurant in in the terminal area? CEO Newman stated that prior to Vice-Chairman Bernard joining the Board, a strategic decision was made not to do that. Commissioner Harris asked what was the reason; and CEO Newman stated that basically because people do not stop at that location; instead they try to get beyond security checkpoint and are looking for food then. He continued that, the restaurant we had before did not make sense financially. We worked with the retail operators to provide a small space for people to sit down and provide some food items there. Commissioner Henley asked where are we with Jacobsen and Daniels on the restaurant? CEO Newman stated that we were progressing well and recently approved 35% drawings for the build out and anticipate construction in March.

2. Hawkins Joint Seal Repair. Mr. Leroy Lee, Maintenance Manager presented this item requesting authority to (i.) advertise for competitive bids; and (ii.) approval of the total project budget. Vice-Chairman Bernard asked questions regarding the Hawkins Economic Development Plan and renovation to the South Hangar. Regarding the Hawkins Economic Development Plan Mr. Lee stated that this was not a part of that plan. Regarding the renovation to the South Hangar, CEO Newman stated that we were going to get to that shortly. Commissioner Wright had a question regarding the use of new technology regarding joint seal coating. Mr. Lee stated that he was familiar with it and it's something that we can look into.

C. Procurements. None

D. Service Agreements.

1. Solid Waste Management and Recycling Services. Mr. Darion Warren, Director of Capital Programming presented this item requesting authorization to enter into an agreement and approval of the total services budget regarding BFI Waste Services, LLC, d/b/a Republic Services, Inc. There were no questions.

2. Elevator and Escalator Services at JAN. Mr. Leroy Lee, Maintenance Manager presented this item requesting authorization to advertise a Request for Proposal to provide elevator and escalator services; approval of an estimated budget; and approval of the proposed three (3) year agreement with an option for an additional two (2) year term. There were no questions.

E. Grants. None

F. Other Matters.

1. General Fixed-Base Operations Lease and Operating Agreement.

Mr. Yul McNair, Director of Business Development presented this item requesting authorization to amend and extend the agreement with Hawkins Jet Center, LLC. Commissioner Martin asked questions regarding the new construction entrance and hangar and ramp areas. Mr. McNair answered that it plays well into the new construction entrance and that it is a very timely opportunity that JMAA has been presented with. Having someone that has a serious approach of taking over the facility and bringing activity into that area helps us to focus on doing more in the general area. Our target is the historic terminal and from a business development standpoint we are committed and excited to make Hawkins our focus point. Regarding the hangar and ramp areas, Capital Programming will be involved to ensure the minimums are in place whether it is for the structures or the ramp areas. Commissioner Wright had questions regarding the current contract with Hawkins Jet Center and the length of time they had been there. CEO Newman stated that the current contract was signed in 2014. Commissioner Wright stated that they wanted to go to 2039 to fix up the Hangar. He continued that he didn't know what was there from 2014-2019 but he knew they did something with the fuel port there. Attorney Walker answered that it was where Hankins was located. Commissioner Wright stated that Hawkins Jet Center wanted an extra 5 years to invest \$300,000 and it would fit into the big picture for renovating Hawkins. CEO Newman stated that \$300,000 is a pretty decent investment and that they are looking to amortize that over time. CEO Newman continued that 20 years is not a whole lot to ask for in terms of amortization of that money. Attorney Walker commented that they didn't have the South Hangar before. Commissioner Wright stated that for them to want it now, it must be some value that they see in it now that they didn't see before to benefit Hawkins Jet Center. CEO Newman and Attorney Walker stated that it wasn't available before because Hankins was still in it. Attorney Walker stated that it was basically a storage area. Chairman Harris asked questions regarding increasing traffic to Hawkins Field and developing Hawkins Field. Mr. McNair stated that the plan is consistent with what is being done at JAN and we want to promote and market Hawkins Field. He continued that we are working closely with Hawkins' Manager, it's our priority. Mr. McNair also stated continued that we want to develop marketing collateral for Hawkins similar to what was shown earlier with JAN and want to push it out, leading the charge to promote our corporate assets and commercial assets to gain state and

national awareness. Chairman Harris also asked if we were at the drawing board to determine what we want to do with it and Mr. McNair answered yes. Commissioner Martin asked questions about the scope specifically and how people are being targeted to draw people to Hawkins. Mr. McNair stated that we are committed to having events at Hawkins for the last several months we have been focused on drawing that attention by having fly ins. The existing Hawkins Manager is working closely with our marketing team in having events that would draw not just corporate folks but community folks. CEO Newman stated that over time there has been an increase in traffic at Hawkins Field and part of that has been the efforts of the Fixed Based Operator, the firm itself, they are the folks that are providing service at the airport and they installed the new fuel farm facilities and we are looking forward to having the self-serve aspect put into place as well. CEO Newman continued that, from an overall perspective, about 2-3 months ago we presented you with a list of things that we were going to be doing to enhance Hawkins Field but in order to attract attention there you have to have facilities in place that allow for that. Commissioner Martin stated great and he was on board with that. Vice-Chairman Bernard asked questions about solar panels being used at the Fixed Based Operator (FBO), since they were installing new roofs. CEO Newman answered that is not something that the FBO have come back to us with regard to, but it is something that we can mention. Commissioner Wright asked about the April 20th fly in and other events taking place at Hawkins and CEO Newman answered that is the next big scheduled event.

G. New Business.

1. Chairman Harris stated that she wanted to update the Board's policies; and meeting notices being one of them. Specifically, emergency and special meetings. Chairman Harris also asked Attorney Walker about the timeframe for the notice of the emergency meeting. Attorney Walker answered to call an emergency meeting is 3 hours written notice. Chairman Harris then stated that the Commissioners wanted to reduce the special meeting time from 5 days to 3 days and asked if the Commissioners were in accordance with that. Commissioner Wright asked a question regarding a quorum for emergency and special meetings. Chairman Harris answered for any meeting there has to be a quorum with Commissioners physically present. Chairman Harris also asked the Commissioners to send any specifics that they wanted in the Commissioner Holdover Courtesy policy to please email them to Attorney Walker and Attorney Bass. Discussion ensued. Chairman Harris also stated that services will be sent out between now and the Board Meeting regarding the Legislative Liaison.
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: Vice-Chairman Bernard; Seconded: Commissioner Wright;

No Discussion; Vote was unanimous, 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. Discussion ensued. Vice-Chairman Bernard asked a question about the retreat report. CEO Newman answered. Commissioner Wright commented on the new Mamava Suite being outstanding. Discussion ensued among the Commissioners and CEO Newman. Chairman Harris gave kudos to the Public Relations Division on doing a great job. Discussion ensued. Commissioner Martin gave kudos to CEO Newman and commented that he was here unannounced, witnessed JMAA's support of TSA employees, and encouraged JMAA staff to keep up the good work.

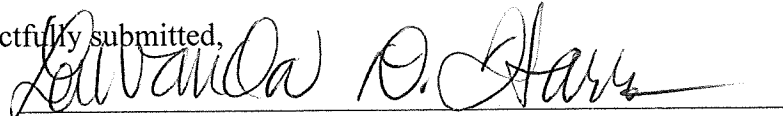
VIII. ADJOURNMENT

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

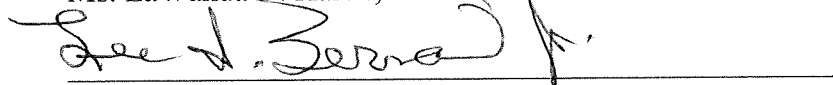
Motion: Commissioner Wright; Seconded: Vice-Chairman Bernard; No discussion;

Vote was unanimous.

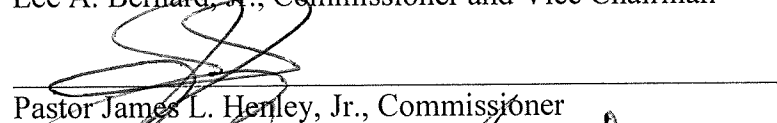
Respectfully submitted,



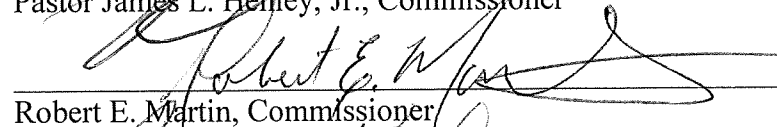
Ms. LaWanda D. Harris, Commissioner and Chairman



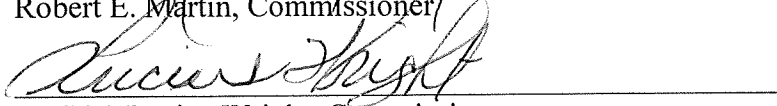
Lee A. Bernard, Jr., Commissioner and Vice Chairman



Pastor James L. Henley, Jr., Commissioner



Robert E. Martin, Commissioner



LTC(R) Lucius Wright, Commissioner