

**RESCHEDULED REGULAR BOARD MEETING OF JACKSON MUNICIPAL AIRPORT  
AUTHORITY  
BOARD OF COMMISSIONERS  
OCTOBER 25, 2019**

**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 October 25, 2019 Rescheduled Regular Board Meeting in the Terminal Building, at the Hawkins Field Airport (“HKS”), West Ramp Road, in Jackson, Mississippi, at 6:00 p.m. on Friday, October 25, 2019 (the “Meeting”), pursuant to proper notice.

Chairman LaWanda D. Harris, presided, called the Meeting to order at 6:00 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  
Robert E. Martin, Vice-Chairman  
Lee A. Bernard Jr., Commissioner  
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 Rescheduled Regular Board Meeting scheduled for Friday, October 25, 2019, at the Hawkins Field Airport (“HKS”), West Ramp Road, in Jackson, Mississippi, at 6:00 p.m. The following other persons were also present at the Meeting:

Darion Warren, CFM, JMAA’s Interim Chief Executive Officer  
John L. Walker, Esq., Walker Group, PC, Attorneys at Law  
Kevin Bass, Esq., Walker Group, PC, Attorneys at Law  
And persons listed on **EXHIBIT A: Sign-in Sheet for 10-25-19**

**II. INVOCATION**

Commissioner James L. Henley Jr. gave the Invocation.

**III. APPROVAL OF BOARD NOTICES**

A. Notice of the Special Board Meeting on Friday, October 4, 2019, at 10:00 a.m.

- B. Notice of the Board of Commissioners Attending the Hinds County, Mississippi State Legislative Delegation and City of Jackson, Mississippi Officials Tour of Hawkins Field Airport, Wednesday, October 16, 2019, at 11:00 a.m.
- C. Notice of the Monthly Pre-Work Session Friday, October 18, 2019, at Noon, at Hawkins Field Airport.
- D. Notice Rescheduling the October 28, 2019 4:00 p.m. Board Meeting to Friday, October 25, 2019, at 6:00 p.m.

**RESOLUTION CY-2019-155**

**APPROVAL OF THE: (I) NOTICE OF THE OCTOBER 4, 2019 SPECIAL MEETING; (II) NOTICE OF THE BOARD OF COMMISSIONERS ATTENDING THE HINDS COUNTY, MISSISSIPPI, STATE DELEGATION TOUR, OCTOBER 16, 2019 AT 11:00 A.M. AT HAWKINS FIELD AIRPORT (HKS); (III) NOTICE OF THE OCTOBER 18, 2019 PRE-WORK SESSION; AND (IV) NOTICE RESCHEDULING THE OCTOBER 28, 2019 BOARD MEETING TO FRIDAY, OCTOBER 25, 2019, AT 6:00 P.M.**

After discussion and review, and upon the motion made by Commissioner Pastor Henley, seconded by Vice-Chairman Martin, and approved by a unanimous vote, the following resolution was made and entered.

**RESOLVED**, that the Board hereby approves the: (i) Notice of the October 4, 2019 Special Meeting; (ii) Notice the Board of Commissioners attending the Hinds County, Mississippi, State Delegation Tour, October 16, 2019, at 11:00 a.m., at Hawkins Field Airport (HKS); (iii) Notice of the October 18, 2019 Pre-Work Session; and (iv) Notice Rescheduling the October 28, 2019 Board Meeting to Friday, October 25, 2019, at 6:00 p.m.

Yeas: Bernard, Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

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**IV. APPROVAL AND EXECUTION OF MINUTES**

- A. Regular Scheduled Monthly Work Session, Thursday, September 19, 2019, at 8:30 a.m.
- B. Regular Scheduled Board Meeting, Monday, September 23, 2019, at 4:00 p.m.
- C. Special Board Meeting, October 4, 2019, at 10:00 a.m.

**RESOLUTION CY-2019-156**

**APPROVAL OF THE MINUTES OF THE: (I) SEPTEMBER 19, 2019 REGULAR MONTHLY WORK SESSION; (II) SEPTEMBER 23, 2019 REGULAR MONTHLY BOARD MEETING; AND (III) OCTOBER 4, 2019 SPECIAL MEETING**

After discussion and review, and upon the motion made by Commissioner Pastor Henley, and seconded by Vice-Chairman Martin, the Minutes of the September 19, 2019 Regular Monthly Work Session, the Minutes of the September 23, 2019 Regular Monthly Board Meeting, and the Minutes of the October 4, 2019 Special Meeting were approved by a unanimous vote of the Commissioners, and the following resolution was made and entered.

**RESOLVED**, that the Board hereby approves the Minutes of the September 19, 2019 Regular Monthly Work Session, the Minutes of the September 23, 2019 Regular Monthly Board Meeting, and the Minutes of the October 4, 2019 Special Meeting, as presented, and directs that said Minutes be filed in the appropriate Minute Book and Records of the Authority.

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

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**V. PUBLIC COMMENTS**

None.

**VI. REPORTS**

**A. Report from the Chairman**

Chairman Harris announced that she did not have a report. However, she thanked the Commissioners and all persons in attendance who wore pink in observance of Breast Cancer Awareness Month.

**B. Interim Chief Executive Officer**

**1. Airport Project Manager Summary, Period Ending September 30, 2019**  
.....Page 1<sup>1</sup>

Mr. Darion Warren, Interim CEO, then directed the Board’s attention to the Airport Project Manager Summary (“APMS”), found at pages 1-16 in the October 25, 2019 Rescheduled

<sup>1</sup> The page numbers herein are the page numbers contained in the Meeting Packet which is attached as an Exhibit to the October 25, 2019 Rescheduled Board Meeting (“Meeting”) Minutes.

Regular Board Meeting Packet and distributed to the Board before the October 25, 2019 Rescheduled Regular Board Meeting. The Board reviewed the Report and had no questions.

**2. Airport Activity Statistics Report, Period Ending September 30, 2019**  
.....Page 17

Next, Mr. Warren directed the Board’s attention to the Airport Activity Statistics Report (“AASR”), found at pages 17-29 in the October 25, 2019 Rescheduled Regular Board Meeting Packet and distributed to the Board before the October 25, 2019 Rescheduled Regular Board Meeting. The Board reviewed the Report and had no questions.

**C. Attorney**

Attorney Walker announced that there are four (4) Resolutions for the Board to consider at an appropriate time. He informed the Board that the Resolutions address the Vehicle Use Policy, Signature Authorities Policy, and Board and Staff travel to the AAAE Aviation Conference.

**VII. ACTION ITEMS**

**A. Financial Matters**

**1. Financial Reports for September 2019:**

*a. Balance Sheet: Accept.....Page 30*

**RESOLUTION CY-2019-157**

**RESOLUTION ACCEPTING/APPROVING THE SEPTEMBER 2019 BALANCE SHEET**

Upon motion by Commissioner Pastor Henley, and seconded by Vice-Chairman Martin, the following **RESOLUTION** was made and approved by a 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 for the month and period ending September 30, 2019, which is included in the Packet at pages 30-31, and was distributed to the Board prior to the October 25, 2019 Rescheduled Regular Board Meeting.

**IT IS, THEREFORE, RESOLVED** that the Board hereby accepts and approves the September 2019 Balance Sheet.

Yeas: Bernard, Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

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*b. Income Statement: Accept.....Page 32*

**RESOLUTION CY-2019-158**

**RESOLUTION ACCEPTING/APPROVING THE SEPTEMBER 2019 FINANCIAL INCOME STATEMENT**

Upon motion by Commissioner Pastor Henley, seconded by Commissioner Bernard, the following **RESOLUTION** was made and approved by a unanimous vote.

**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 September 30, 2019, which is included in the Packet at pages 32-34 and was distributed to the Board prior to the October 25, 2019 Rescheduled Regular Board Meeting.

**IT IS, THEREFORE, RESOLVED** that the Board hereby accepts and approves the August 2019 Income Statement.

Yeas: Bernard, Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

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*c. Claims Docket for September 2019: Approve.....Page 35*

**RESOLUTION CY-2019-159**

**RESOLUTION ACCEPTING/APPROVING THE SEPTEMBER 2019 CLAIMS DOCKET**

Upon motion by Commissioner Pastor Henley, seconded by Commissioner Bernard, the following **RESOLUTION** was made and approved by a unanimous vote.

**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 September 30, 2019, which is included in the Packet at pages 35-38, and was distributed to the Board prior to the October 25, 2019 Rescheduled Regular Board Meeting.

**IT IS, THEREFORE, RESOLVED** that the Board hereby authorizes payment of the claims appearing on the September 2019 Claims Docket in the amount of \$1,892,990.98.

Yeas: Bernard, Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

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*d. Quarterly Statistics.....Page 39*

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

*2. Early Issue.....Page 42*

Mr. Warren, Interim CEO, informed the Board that Staff is requesting an early issue travel advance payment of \$280.00 to Ms. LSherie Dean, Public Information Officer, for travel expenses associated with her attendance at the ACI-NA Marketing and Communications Conference in Miami, FL, November 5-9, 2019.

**RESOLUTION CY-2019-160**

**RESOLUTION AUTHORIZING AN EARLY ISSUE TRAVEL ADVANCE PAYMENT TO MS. LSHERIE DEAN, PUBLIC INFORMATION OFFICER, IN CONNECTION WITH TRAVEL EXPENSES FOR HER ATTENDANCE AT THE ACI-NA MARKETING AND COMMUNICATIONS CONFERENCE**

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

**WHEREAS**, the Board has considered the request of JMAA’s Staff for the authority to make an early issue payment of Two Hundred Eighty Dollars (\$280.00) to LSherie Dean, Public Information Officer, in connection with her attendance at the ACI-NA Marketing and Communications Conference in Miami, FL, November 5-9, 2019; and

**WHEREAS**, the Board finds that such request, which is explained in the Memorandum dated October 25, 2019, found at page 42 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that JMAA’s Staff is authorized to make an early issue payment of Two Hundred Eighty Dollars (\$280.00) to LSherie Dean, Public Information Officer, in connection with her attendance at the ACI-NA Marketing and Communications Conference in Miami, FL, November 5-9, 2019; and

**IT IS, THEREFORE, FURTHER RESOLVED** that such request is fully explained in the Memorandum dated October 25, 2019, found at page 42 of the Meeting Packet.

Yeas: Bernard, Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

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**3. Tax Exempt Finance Compliance Procedure Annual Update, JMAA.....Page 43**

Mr. Warren announced that no action is needed concerning the Tax-Exempt Financing Compliance Procedure-Annual Update. The Board had no questions.

**B. Construction Projects**

**1. International Drive Rehabilitation Project, JAN: Authorization to (i) Reject All Bids Received; and (ii) Re-Advertise for Construction Bids With a Revised Scope.....Page 46**

**RESOLUTION CY-2019-161**

**RESOLUTION REGARDING THE INTERNATIONAL DRIVE REHABILITATION PROJECT GRANTING STAFF AUTHORITY TO: (I) REJECT ALL CONSTRUCTION BIDS RECEIVED; AND (II) RE-ADVERTISE FOR PROJECT CONSTRUCTION BIDS WITH A REVISED PROJECT SCOPE**

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

**WHEREAS**, on August 7, 2019, the Jackson Municipal Airport Authority (“JMAA”) Staff received two (2) bids in connection with the International Drive Rehabilitation Project at Jackson-Medgar Wiley Evers International Airport (“JAN”); and

**WHEREAS**, both bids exceeded JMAA’s Michael Baker, Inc., JMAA’s engineering firm’s estimate of \$1,040,939.82; and

**WHEREAS**, Staff was not able to successfully negotiate with the bidder within ten percent (10%) of the estimate to bring the bid within the project budget; and

**WHEREAS**, the drainage retention basin near the box culvert on international drive has been removed from the scope of work to reduce Project Costs; and

**WHEREAS**, the Board is considering the Jackson Municipal Airport Authority (“JMAA”) Staff’s request for authority to: (i) reject all construction bids for the International Drive Rehabilitation Project; and (ii) re-advertise for Project construction bids with a revised Project scope.

**WHEREAS**, the Board finds that such requests, which are explained in the Memorandum dated October 25, 2019, located at pages 46-49 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that on August 7, 2019, the Jackson Municipal Airport Authority (“JMAA”) Staff received two (2) bids in connection with the International Drive Rehabilitation Project at Jackson-Medgar Wiley Evers International Airport (“JAN”); and

**IT IS, THEREFORE, FURTHER RESOLVED** that both bids exceeded Michael Baker, Inc., JMAA’s engineering firm’s estimate of \$1,040,939.82; and

**IT IS, THEREFORE, FURTHER RESOLVED** that Staff was not able to successfully negotiate with the bidder within ten percent (10%) of the estimate to bring the bid within the project budget; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the drainage retention basin near the box culvert on international drive has been removed from the scope of work to reduce Project Costs; and

**IT IS, THEREFORE, FURTHER RESOLVED** that Staff is authorized to: (i) reject all construction bids for the International Drive Rehabilitation Project; and (ii) re-advertise for Project construction bids with a revised Project scope.

**IT IS, THEREFORE, FURTHER RESOLVED** that the Board finds that such requests are fully explained in the Memorandum dated October 25, 2019, found at pages 46-49 of the Meeting Packet.

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

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**C. Procurements**

None.

**D. Service Agreements**

- 1. *Air Traffic Control Tower Operations Agreement, HKS: Authorization to Enter Into Agreement With Federal Aviation Administration (FAA).....*  
.....*Page 50*

**RESOLUTION CY-2019-162**

**RESOLUTION AUTHORIZING JACKSON MUNICIPAL AIRPORT AUTHORITY STAFF TO EXECUTE, AFTER REVIEW BY JMAA’S LEGAL COUNSEL, AN**



**AGREEMENT WITH THE FEDERAL AVIATION ADMINISTRATION (FAA) FOR AIR TRAFFIC CONTROL SERVICES AT HAWKINS FIELD AIRPORT (HKS)**

Upon motion by Commissioner Pastor Henley, seconded by Vice-Chairman Martin, the following **RESOLUTION** was made and approved by a unanimous vote.

**WHEREAS**, the Board has considered the request of Jackson Municipal Airport Authority (“JMAA”) Staff for authority to execute, after review by JMAA’s legal counsel, an agreement with the FAA to provide air traffic control services at HKS; and

**WHEREAS**, the Board finds that such request, which is explained in the Memorandum dated October 25, 2019, found at page 50 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that JMAA’s Staff is authorized to execute, after review by JMAA’s legal counsel, an agreement with the FAA to provide air traffic control services at HKS; and

**IT IS, THEREFORE, FURTHER RESOLVED** that such request is fully explained in the Memorandum dated October 25, 2019, found at page 50 of the Meeting Packet.

Yeas: Bernard, Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

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**E. Grants**

None

**F. Other Matters**

- 1. Airport Use Permit and Lease Agreement, JMAA: Authorization to Amend Airport Use Permit and Lease Agreement (American Airlines, Inc.)...Page 51*

**RESOLUTION CY-2019-163**

**RESOLUTION AUTHORIZING JACKSON MUNICIPAL AIRPORT AUTHORITY STAFF TO: (I) EXECUTE, AFTER REVIEW BY JMAA’S LEGAL COUNSEL, AMENDMENT NO. 1 TO THE CURRENT AIRPORT USE PERMIT AND LEASE AGREEMENT BETWEEN SIMMONS AIRLINES, INC. D/B/A AMERICAN EAGLE (“AMERICAN”) AND JMAA; AND (II) REDUCE THE AMOUNT OF SPACE LEASED TO AMERICAN**

Upon motion by Vice-Chairman Martin, seconded by Commissioner Pastor Henley, the

following **RESOLUTION** was made and approved by a unanimous vote.

**WHEREAS**, the Board has considered the request of Jackson Municipal Airport Authority (“JMAA”) Staff for authority to: (i) execute Amendment, after review by JMAA’s legal counsel, Amendment No. 1 to the current Airport Use Permit and Lease Agreement between Simmons Airlines, Inc., d/b/a American Eagle (“American”) and JMAA; and (ii) reduce the amount of space American leases from JMAA by 500 square feet.

**WHEREAS**, the Board finds that such requests, which are explained in the Memorandum dated October 25, 2019, found at pages 51-52 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that JMAA’s Staff is authorized to: (i) execute, after review by JMAA’s legal counsel, Amendment No. 1 to the current Airport Use Permit and Lease Agreement between Simmons Airlines, Inc., d/b/a American Eagle (“American”) and JMAA; and (ii) reduce the amount of space American leases from JMAA by 500 square feet; and

**IT IS, THEREFORE, FURTHER RESOLVED** that such requests are fully explained in the Memorandum dated October 25, 2019, found at pages 51-52 of the Meeting Packet.

Yeas: Bernard, Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

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2. *Airport Use Permit and Lease Agreement, JMAA: Authorization to Amend Airport Use Permit and Lease Agreement (United Airlines, Inc.).....Page 53*

**RESOLUTION CY-2019-164**

**RESOLUTION AUTHORIZING JACKSON MUNICIPAL AIRPORT AUTHORITY STAFF TO: (I) EXECUTE, AFTER REVIEW BY JMAA’S LEGAL COUNSEL, AMENDMENT NO. 1 TO THE CURRENT AIRPORT USE PERMIT AND LEASE AGREEMENT BETWEEN UNITED AIRLINES, INC. (“UNITED”) AND JMAA; AND (II) REDUCE THE AMOUNT OF SPACE LEASED TO UNITED**

Upon motion by Vice-Chairman Martin, seconded by Commissioner Pastor Henley, the following **RESOLUTION** was made and approved by a unanimous vote.

**WHEREAS**, the Board has considered the request of Jackson Municipal Airport Authority (“JMAA”) Staff for authority to: (i) execute, after review by JMAA’s legal counsel, Amendment No. 1 to the current Airport Use Permit and Lease Agreement between United Airlines, Inc., (“United”) and JMAA; and (ii) reduce the amount of space United leases from JMAA by 1,319 square feet; and

**WHEREAS**, the Board finds that such requests, which are explained in the Memorandum dated October 25, 2019, found at pages 53-54 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that JMAA's Staff is authorized to: (i) execute, after review by JMAA's legal counsel, Amendment No. 1 to the current Airport Use Permit and Lease Agreement between United Airlines, Inc., ("United") and JMAA; and (ii) reduce the amount of space United leases from JMAA by 1,319 square feet; and

**IT IS, THEREFORE, FURTHER RESOLVED** that such requests are fully explained in the Memorandum dated October 25, 2019, found at pages 53-54 of the Meeting Packet.

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

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**G. New Business**

*1. Board Travel*

**RESOLUTION CY-2019-165**

**RESOLUTION APPROVING CHAIRMAN LAWANDA D. HARRIS; VICE-CHAIRMAN ROBERT E. MARTIN; COMMISSIONER LEE A. BERNARD JR.; PASTOR JAMES L. HENLEY JR.; AND COMMISSIONER LTC(R) LUCIUS WRIGHT'S TRAVEL TO AND PARTICIPATION IN THE AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES' 34<sup>th</sup> ANNUAL AVIATION ISSUES CONFERENCE**

Upon motion by Commissioner Pastor Henley, seconded by Vice-Chairman Martin, the following **RESOLUTION** was made and approved by a 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 2020; and

**WHEREAS**, the 2020 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 Agenda for the 2020 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 Robert E. Martin, Commissioner Lee A. Bernard Jr., Pastor James L. Henley Jr., and Commissioner LTC(R) Lucius Wright to attend and participate in the 2020 AAAE Aviation Issues 34<sup>th</sup> Annual Conference, January 5-9, 2020 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 previously identified Commissioners to attend and participate in the 2020 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 Robert E. Martin, Commissioner Lee A. Bernard Jr., Pastor James L. Henley Jr., and Commissioner LTC(R) Lucius Wright in the 2020 AAAE Aviation Issues Annual Conference, January 5-9, 2020, in 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 Robert E. Martin, Commissioner Lee A. Bernard Jr., Pastor James L. Henley Jr., and Commissioner LTC(R) Lucius Wright to attend and participate in the 2020 AAAE Aviation Issues Annual Conference as described above, all in accordance with the Travel Policy of JMAA.

Yeas: Bernard, Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

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## ***2. Interim Chief Executive Officer Travel***

### **RESOLUTION CY-2019-166**

**RESOLUTION AUTHORIZING JMAA’S INTERIM CHIEF EXECUTIVE OFFICER’S TRAVEL TO AND PARTICIPATION IN THE AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES’ 34<sup>th</sup> ANNUAL AVIATION ISSUES CONFERENCE**

Upon motion by Commissioner Pastor Henley, seconded by Commissioner LTC(R) Wright, the following **RESOLUTION** was made and approved by a 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 2020; and

**WHEREAS**, the 2020 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 Agenda for the 2020 Conference; and

**WHEREAS**, the Board of Commissioners of JMAA recommends, approves and authorizes the travel, lodging and related expenses for JMAA's Interim Chief Executive Officer to attend and participate in the 2020 AAAE Aviation Issues 34<sup>th</sup> Annual Conference, January 5-9, 2020, in Maui, Hawaii for the reasons cited above; and

**WHEREAS**, the current Travel Policy for the Board ("Travel Policy"), 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 Board has considered the foregoing and has considered the benefits which will accrue to the Authority regarding JMAA's Interim Chief Executive Officer's travel to and participation in the 2020 AAAE Aviation Issues 34<sup>th</sup> Annual Conference, January 5-9, 2020, in Maui, Hawaii.

**NOW, THEREFORE, BE IT RESOLVED**, that JMAA: (i) authorizes the travel of JMAA's Interim Chief Executive Officer, Darion Warren, to the 2020 AAAE Aviation Issues 34<sup>th</sup> Annual Conference, January 5-9, 2020, in Maui, Hawaii; and (ii) finds and determines that the proposed travel by JMAA's Interim Chief Executive Officer to the 2020 AAAE Aviation Issues 34<sup>th</sup> Annual Conference, January 5-9, 2020, in Maui, Hawaii; and will be extremely beneficial to JMAA.

Yeas: Bernard, Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

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3. *JMAA Staff Vehicle Use Policy*

**RESOLUTION CY-2019-167**

**RESOLUTION REPLACING/REVISING VEHICLE USE POLICY BEARING POLICY #1-300 ADOPTED ON OCTOBER 25, 2005 AND ADOPTING A REVISED VEHICLE USE POLICY**

Upon motion by Commissioner Bernard, seconded by Vice-Chairman Martin, the following **RESOLUTION** was made and approved by a unanimous vote.

**WHEREAS**, the Board desires to replace/revise the existing VEHICLE USE POLICY bearing # 1-300, adopted October 24, 2005; and

**WHEREAS**, the Board desires to adopt a revised VEHICLE USE POLICY, bearing Policy # 1-300 to replace and supersede the version of this policy adopted on October 24, 2005.

**IT IS, THEREFORE, RESOLVED** that the VEHICLE USE POLICY adopted on October 24, 2005, is replaced/revised; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the Board adopts VEHICLE USE POLICY bearing Policy #1-300, a true copy which is attached as Exhibit A to this Resolution; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the VEHICLE USE POLICY, bearing Policy #1-300, attached as Exhibit A to this Resolution, shall become effective on October 25, 2019.

Yeas: Bernard, Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

October 25, 2019

4. *Signatory Authority Policy*

**RESOLUTION CY-2019-168**

**RESOLUTION REPLACING/REVISING SIGNATORY AUTHORITIES POLICY #1-400, ADOPTED ON SEPTEMBER 24, 2018; REPEALING RESOLUTIONS CY-2015-38, CY-2016-19, AND CY-2016-135; AND ADOPTING A REVISED SIGNATORY AUTHORITIES POLICY**

Upon motion by Commissioner Pastor Henley, seconded by Vice-Chairman Martin, the following **RESOLUTION** was made and approved by a unanimous vote.

**WHEREAS**, the Board desires to replace/revise the existing SIGNATORY AUTHORITIES

POLICY #1-400, adopted on September 24, 2018; and

**WHEREAS**, the Board desires to adopt a revised SIGNATORY AUTHORITIES POLICY #1-400 to replace and supersede the version of this Policy adopted on September 24, 2018; and

**WHEREAS**, the SIGNATORY AUTHORITIES POLICY bearing Policy #1-400, attached to this Resolution as Exhibit A, replaces and supersedes Resolutions CY-2015-38; CY-2016-19; and CY-2016-135.

**IT IS, THEREFORE, RESOLVED** that the SIGNATORY AUTHORITIES POLICY adopted on September 24, 2018, is replaced/revise; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the Board adopts SIGNATORY AUTHORITIES POLICY bearing Policy # 1-400, a true copy of which is attached as Exhibit A to this Resolution; and

**IT IS, THEREFORE, FURTHER RESOLVED**, that the SIGNATORY AUTHORITIES POLICY bearing Policy # 1-400, attached this Resolution as Exhibit A, supersedes and replaces RESOLUTIONS CY-2015-38; CY-2016-19; and CY-2016-135; and

**IT IS, THEREFORE, FURTHER RESOLVED** that SIGNATORY AUTHORITIES POLICY, bearing Policy # 1-400, attached as Exhibit A to this Resolution shall become effective on October 25, 2019.

Yeas: Bernard, Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

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**5. *Acceptance of the Proposal of Expert Professional Solutions***

**RESOLUTION CY-2019-169**

**RESOLUTION: (I) ACCEPTING THE PROPOSAL FOR AD-HOC INFORMATION TECHNOLOGY CONSULTING SERVICES (“SERVICES”) PRESENTED BY AKIL WEBSTER, ON BEHALF OF EXPERT PROFESSIONAL SOLUTIONS; AND (II) DIRECTING STAFF TO EXECUTE, AFTER REVIEW BY JMAA’S LEGAL COUNSEL, A PROFESSIONAL SERVICES AGREEMENT WITH EXPERT PROFESSIONAL SOLUTIONS FOR THE SERVICES**

Upon motion by Vice-Chairman Martin, seconded by Commissioner Pastor Henley, the following **RESOLUTION** was made and approved by a unanimous vote.

**WHEREAS**, the JMAA Board of Commissioners desires to enter into a professional service contract for Ad-hoc Information Technology Support Services for the Jackson Municipal Airport Authority (“JMAA”); and

**WHEREAS**, the JMAA Board of Commissioners considered the PowerPoint Presentation/Proposal presented by Akil Webster, as well as, the discussion held during the October 24, 2019 Regular Work Session; and

**WHEREAS**, the JMAA Board of Commissioners directed JMAA’s Interim Chief Executive Officer (“CEO”), Darion Warren, CFM, to execute, after review by JMAA’s legal counsel, a professional service agreement with Akil Webster, on behalf of Expert Professional Solutions, to provide Ad-hoc Information Technology Consulting Services to JMAA.

**IT IS, THEREFORE, RESOLVED** that the JMAA Board of Commissioners accepts the PowerPoint Presentation/Proposal submitted by Akil Webster, on behalf of Expert Professional Solutions, for Ad-hoc Information Technology Consulting Services; and

**IT IS, THEREFORE, FURTHER RESOLVED** that JMAA’s Interim Chief Executive Officer (“CEO”), Darion Warren, CFM, is directed to execute, after review by JMAA’s legal Counsel, a professional service agreement with Akil Webster, on behalf of Expert Professional Solutions, to provide Ad-hoc Information Technology Consulting Services to JMAA; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the PowerPoint Presentation/Proposal be attached to the October 25, 2019 Board Meeting Minutes.

Yeas: Bernard, Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

October 25, 2019

**6. *Acceptance of the Proposal of Bentley Miller & Company***

During the discussion, and after Commissioner LTC(R) Wright’s inquiry, Chairman Harris confirmed that the time spent by Bentley Miller & Company in providing the services will be tracked.

Next, Commissioner Wright asked if the Board would have any input into Bentley Miller’s scheduling to meet with strategic partners and community members. In response, the other Commissioners agreed that Commissioner Wright could attend Bentley Miller’s meetings with strategic partners and community members and provide input.

**RESOLUTION CY-2019-170**



**RESOLUTION DIRECTING THE INTERIM CHIEF EXECUTIVE OFFICER (“CEO”) OF THE JACKSON MUNICIPAL AIRPORT AUTHORITY (“JMAA”), DARION WARREN, CFM, TO EXECUTE, AFTER REVIEW BY JMAA’S LEGAL COUNSEL, A PROFESSIONAL SERVICE AGREEMENT WITH BENTLEY MILLER & COMPANY (“BENTLEY”) FOR INFORMATION TECHNOLOGY PROJECT MANAGEMENT SUPPORT SERVICES (“PROPOSAL”)**

Upon motion by Commissioner Bernard, seconded by Vice-Chairman Martin, the following **RESOLUTION** was made and approved by a unanimous vote.

**WHEREAS**, the JMAA Board of Commissioners desires to enter into a professional service agreement with Bentley Miller & Company (“Bentley”) to provide Information Technology Project Management Support Services; and

**WHEREAS**, the JMAA Board of Commissioners considered the proposal submitted by Bentley entitled “HAWKINS FIELD AIRPORT (HKS)-PROJECT MANAGEMENT SUPPORT SERVICES (“PROPOSAL”)” which is attached to this Resolution as Exhibit A; and

**WHEREAS**, the JMAA Board of Commissioners directs JMAA’s Interim CEO, Darion Warren, CFM, to execute, after review by JMAA’s Legal Counsel, the professional service agreement with Bentley to provide Information Technology Project Management Support Services.

**IT IS, THEREFORE, RESOLVED** that the JMAA Board of Commissioners accepts the Proposal submitted by Bentley for Information Technology Project Management Support Services, which is attached to this Resolution as Exhibit A; and

**IT IS, THEREFORE, FURTHER RESOLVED** that JMAA’s Interim CEO, Darion Warren, CFM, is directed to execute, after review by JMAA’s Legal Counsel, a professional service agreement with Bentley to provide Information Technology Project Management Support Services.

Yeas: Bernard, Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

October 25, 2019

**OPEN SESSION**

The Board, pursuant to the motion of Commissioner Pastor Henley, seconded by Commissioner Bernard, by a unanimous vote, resolved to close the Meeting. Chairman Harris asked all, except Mr. Darion Warren, Interim CEO, and attorneys from Walker Group, PC, to vacate the room.

All present, with the exception noted, were directed to vacate the room; this was done.

The Board went into Closed Session at 6:21 p.m.

### **CLOSED SESSION**

After discussion regarding matters proposed to be discussed in Executive Session, Commissioner Pastor Henley moved that the Board enter Executive Session to consider a personnel matter regarding an incumbent employee. Vice-Chairman Martin seconded the motion, and the Commissioners unanimously resolved to enter Executive Session for the stated purposes.

The Closed Session ended at 6:22 p.m.

### **OPEN SESSION**

Chairman Harris then invited all persons outside the room to re-enter, and some did. Chairman Harris then stated in Open Session that the Board, during Closed Session, voted to enter Executive Session to discuss a personnel matter regarding an incumbent employee. Further, she stated that Commissioner Pastor Henley made the motion to go into Executive Session, and Vice-Chairman Martin seconded the motion. Continuing, she said the Commissioners unanimously resolved to enter Executive Session for the stated purposes.

Chairman Harris asked all present, except for Mr. Darion Warren, Interim CEO, Mr. Michael Gater, Director of Human Resources, and attorneys from Walker Group, PC, to vacate the room.

The Board went into Executive Session at 6:23 p.m.

### **EXECUTIVE SESSION**

During the Executive Session, the Board discussed a personnel matter regarding an incumbent employee.

- 1. The Board took the following action as to the personnel matter regarding an incumbent employee.*

#### **RESOLUTION CY-2019-171**

#### **RESOLUTION AS TO A PERSONNEL MATTER REGARDING AN INCUMBENT EXECUTIVE LEVEL EMPLOYEE**

Upon Motion by Commissioner Pastor Henley, seconded by Vice-Chairman Martin, the following **RESOLUTION** was made and approved by unanimous vote.

**WHEREAS**, the Board has considered an executive level employee, identified during Executive Session, is expected to be absent for a period of time specified during Executive Session and the need to assign the duties of said executive level employee during the absence of said executive level employee; and

**WHEREAS**, the Board has further considered assigning the duties of the executive level employee identified during executive session to an incumbent executive level employee identified during Executive Session and adjusting the salary of said executive level employee to the amount specified during Executive Session.

**IT IS, THEREFORE, RESOLVED** that the Board, assigns the duties and title of the executive level employee identified during Executive Session who will be absent for the amount of time identified during Executive Session, to the incumbent executive level employee identified during Executive Session; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the salary of the incumbent employee identified during Executive Session is adjusted to the amount specified during Executive Session.

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

October 25, 2019

Upon motion by Commissioner Pastor Henley, seconded by Vice-Chairman Martin, and unanimous approval of the Commissioners present, the Executive Session ended at 6:26 p.m.

### **OPEN SESSION**

Open Session reconvened at 6:28 p.m.

All persons outside the room were invited to rejoin the meeting in open session, and some persons present outside the room re-entered.

Chairman Harris announced that the meeting was open. She then announced that during Executive Session, the above-stated actions was taken as to a personnel matter regarding an incumbent employee.

### **G. New Business**

Chairman Harris announced that it is the consensus of the Board that as both airports are valuable. Accordingly, there will be additional maintenance and custodial coverage at Hawkins Field (HKS) Airport from 7:00 a.m. to 3:00 p.m., beginning November 1, 2019. She explained that each week, an employee from the maintenance department and the custodial department at JAN will be assigned to HKS, on a rotating basis.

Mr. Warren inquired as to whether the announced would require a budget adjustment as it relates to the budgets of both HKS and JAN.

The Board, along with JMAA Staff, held further discussion regarding the time and hours spent at each airport. During said discussion, Ms. Arnetrius Branson explained under which circumstance that would require a budget amendment.

Next, in response to Vice-Chairman Martin, Mr. Warren explained that there is JMAA police coverage at HKS on a full-time basis.

Further, during the discussion concerning the police coverage, Mr. Gater, Director of Human Resources, informed the Board that Staff is working to fill the open positions in the JMAA Police Department.

### **VIII. ADJOURNMENT**

Thereafter, it was moved by Commissioner Pastor Henley, seconded by Vice-Chairman Martin, and resolved by a unanimous vote, that the meeting of the Board was ADJOURNED at 6:40 p.m.

Respectfully submitted,

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Ms. LaWanda D. Harris, Commissioner and Chairman

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Mr. Robert. E. Martin, Commissioner and Vice-Chairman

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Mr. Lee A. Bernard Jr., Commissioner

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Pastor James L. Henley, Jr., Commissioner

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LTC(R) Lucius Wright, Commissioner