

**REGULAR BOARD MEETING OF JACKSON MUNICIPAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
SEPTEMBER 28, 2020**

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 September 28, 2020 Regular Board Meeting in the Community Room, Main Terminal Building, Jackson-Medgar Wiley Evers International Airport ("JAN"), in Jackson, Mississippi, at 4:00 p.m. on Monday, September 28, 2020 (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
Robert E. Martin, Vice-Chairman
Pastor James L. Henley Jr., Commissioner
LTC(R) Lucius Wright, 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 a discussion of the Agenda (the "Agenda") for the Regular Board Meeting, September 28, 2020, at the Jackson-Medgar Wiley Evers International Airport ("JAN"), in Jackson, Mississippi, at 4:00 p.m. Also, the following other persons were present at the Meeting:

Paul A. Brown, JMAA's 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 9-28-20**

II. INVOCATION

Vice-Chairman Robert E. Martin gave the Invocation.

III. APPROVAL OF BOARD NOTICES

A. Notice of the Monthly Pre-Work Session Meeting Friday, September 18, 2020, at Noon at Hawkins Field Airport.

RESOLUTION CY-2020-173

APPROVAL OF THE NOTICE OF THE SEPTEMBER 18, 2020 PRE-WORK SESSION MEETING AT HAWKINS FIELD AIRPORT

After discussion and review, and upon the motion made by Vice-Chairman Martin, seconded by Commissioner LTC(R) Wright, and approved by a unanimous vote, the following Resolution was made and entered.

RESOLVED, that the Board hereby approves the Notice of the September 18, 2020 Pre-Work Session Meeting at Hawkins Field Airport.

Yeas: Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

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IV. APPROVAL AND EXECUTION OF MINUTES

- A. Board of Commissioners Regularly Scheduled Monthly Work Session of the Board of Commissioners Meeting, Thursday, August 20, 2020, at 8:30 a.m. at Jackson-Medgar Wiley Evers International Airport.
- B. Board of Commissioners Regularly Scheduled Board Meeting, Monday, August 24, 2020, at 4:00 p.m., at Jackson-Medgar Wiley Evers International Airport.
- C. Board of Commissioners Special Board Meeting, Thursday, August 27, 2020, at 4:30 p.m., at Hawkins Field Airport.

RESOLUTION CY-2020-174

APPROVAL OF THE MINUTES OF THE: (I) AUGUST 20, 2020 REGULAR WORK SESSION; (II) AUGUST 24, 2020 REGULAR BOARD MEETING; AND (III) AUGUST 27, 2020 SPECIAL MEETING

After discussion and review, and upon the motion made by Commissioner LTC(R) Wright, seconded by Vice-Chairman Martin, the Minutes of the: (i) August 20, 2020 Regular Work Session; (ii) August 24, 2020 Regular Board Meeting; and (iii) August 27, 2020 Special Meeting, were approved by a majority vote, 3-0-1, of the Commissioners, and the following Resolution was made and entered.

RESOLVED, that the Board hereby approves the Minutes of the: (i) August 20, 2020 Regular Work Session; (ii) August 24, 2020 Regular Board Meeting; and (iii) August 27, 2020 Special Meeting as presented, and directs that said Minutes be filed in the appropriate Minute Book and Records of the Authority.

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

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V. PUBLIC COMMENTS

There were no public comments.

VI. REPORTS

A. Report from the Chairman

Chairman Harris announced that she would reserve her report for an outgoing message that she will provide at the end of the Board Meeting.

B. Chief Executive Officer

Employee Acknowledgements

Mr. Paul Brown, CEO, announced the recognition of several JMAA employees. First, he announced Ms. Janet Hilliard, Information Systems Analyst, as one of the JMAA Employees of the Month. He then informed the Board that Ms. Hilliard was absent from work that current week.

Next, Mr. Brown announced that Mr. Shadrick Benjamin, IT Specialist, is also a JMAA Employee of the Month and requested that Mr. Benjamin approach the podium. Mr. Brown thanked Mr. Benjamin for his outstanding duty and attention to detail during the implementation of the JET-A program. His work included a full setup of a completely live simulator environment utilized by students who attended the JET-A program. The JET-A program was very exciting. Continuing, Mr. Brown said that Mr. Benjamin worked overtime during the weekend and late nights to make sure the JET-A program was done expeditiously and, as a result, the program went off without a hitch. He stated that the program was a fantastic success, and the kids benefited from the program.

Next, Mr. Brown presented Mr. Benjamin with a certificate from JMAA and thanked him for his service. The Board of Commissioners and others in attendance applauded and congratulated Mr. Benjamin. Following, the JMAA Board, along with Mr. Brown, took a photograph with Mr. Benjamin.

Mr. Brown then informed the Board that JMAA participated in the Jackson State University Golf tournament as an advertisement opportunity and placed 3rd in the tournament. The JMAA Board then took a photograph with Mr. Brown and the third-place trophy.

1. Airport Project Manager Summary, Period Ending August 31, 2020
.....Page 1¹

Mr. Paul A. Brown, CEO, directed the Board's attention to the Airport Project Manager Summary ("APMS"), found on pages 1-13 in the September 28, 2020 Regular Board Meeting Packet, and distributed to the Board before the September 28, 2020 Regular Board Meeting.

Further, Mr. Brown listed the Projects in the Airport Project Manager Summary as to both JAN and Hawkins Field Airport ("HKS"). The APMS was provided to the Board and discussed during the September 24, 2020 Work Session. There was no additional discussion.

2. Airport Activity Statistics Report, Period Ending August 31, 2020
.....Page 14

Mr. Brown directed the Board's attention to the Airport Activity Statistics Report ("AASR"), found on pages 14-32 in the September 28, 2020 Regular Board Meeting Packet, and distributed to the Board before the September 28, 2020 Regular Board Meeting. Mr. Brown announced that the passenger statistics report relates to passengers and operations at both JAN and HKS. The AASR was provided and discussed during the September 24, 2020 Work Session. There were no questions from the Board.

3. Disadvantaged Business Enterprise Report

Next, Mr. Brown gave the following statistics as to contracts with Minority/Women/Disadvantaged Business Enterprises ("M/W/DBEs") and City of Jackson based businesses during August 2020:

- Direct and Indirect Payments to M/W/DBEs Firms: 68% of the Total Amount of Eligible Payments; and
- Payments to City of Jackson, MS-based firms: 54% of the Total Amount of Eligible Payments.

4. Staff Reports

There were no Staff Reports.

5. Consultant Reports

There were no Consultant Reports.

C. Attorney

¹ The page numbers herein are the page numbers contained in the Meeting Packet which is attached as an Exhibit to the September 28, 2020 Regular Board Meeting ("Meeting") Minutes.

Next, Attorney Walker announced there was one (1) matter that he believes the Board should consider during an Executive Session. Therefore, he recommended that the Board enter into Closed Session to discuss the issue at an appropriate time.

VII. ACTION ITEMS

A. Financial Matters

1. Financial Reports for August 2020:

a. Balance Sheet: Accept.....Page 33

Mr. Brown directed the Board's attention to the Balance Sheet for August 2020, which was included in the September 28, 2020 Regular Board Meeting Packet and was discussed at the September 24, 2020 Work Session. There were no additional questions. Mr. Brown requested that the Board adopt a Resolution accepting the Balance Sheet for August 2020.

RESOLUTION CY-2020-175

RESOLUTION ACCEPTING/APPROVING THE AUGUST 2020 BALANCE SHEET

Upon motion by Vice-Chairman Martin, seconded by Commissioner LTC(R) Wright, 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 Balance Sheet for the month and period ending August 31, 2020, which is included in the Regular Board Meeting Packet at pages 33-34, and was distributed to the Board before the September 28, 2020 Regular Board Meeting.

IT IS, THEREFORE, RESOLVED that the Board hereby accepts and approves the Balance Sheet for August 2020.

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

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b. Income Statement: Accept.....Page 35

Next, Mr. Brown directed the Board's attention to the Income Statement for August 2020, which was included in the September 28, 2020 Regular Board Meeting Packet and was discussed during the September 24, 2020 Work Session. There were no additional questions.

Mr. Brown requested that the Board adopt a Resolution accepting the Income Statement for August 2020.

RESOLUTION CY-2020-176

RESOLUTION ACCEPTING/APPROVING THE AUGUST 2020 INCOME STATEMENT

Upon motion by Vice-Chairman Martin, seconded by Commissioner LTC(R) Wright, 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 Income Statement for the month and period ending August 31, 2020, which is included in the Regular Board Meeting Packet at pages 35-37, and was distributed to the Board before the September 28, 2020 Regular Board Meeting.

IT IS, THEREFORE, RESOLVED that the Board hereby accepts and approves the Income Statement for August 2020.

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

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c. Claims Docket for August 2020: Approve.....Page 38

Then, Mr. Brown directed the Board's attention to the Claims Docket for August 2020, which was included in the Regular Board Meeting Packet and discussed during the September 24, 2020 Work Session. Commissioner LTC(R) Wright asked if the videos provided for in the Claims Docket were complete and if the Board can see them. In response, Mr. Brown informed the Board that Staff would have the videos to Commissioner LTC(R) Wright before exiting the Meeting. Mr. Brown then requested that the Board adopt a Resolution accepting the Claims Docket for August 2020.

RESOLUTION CY-2020-177

RESOLUTION ACCEPTING/APPROVING THE AUGUST 2020 CLAIMS DOCKET

Upon motion by Vice-Chairman Martin, seconded by Commissioner LTC(R) Wright, 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 for the

month and period ending August 31, 2020, which is included in the Regular Board Meeting Packet at pages 38-41, and was distributed to the Board before the September 28, 2020 Regular Board Meeting.

IT IS, THEREFORE, RESOLVED that the Board hereby authorizes payment of the claims appearing on the August 2020 Claims Docket for \$1,486,548.98.

Yeas: Harris, Martin, Wright

Nays: Henley

Abstentions: None

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B. Construction Projects

- 1. West Concourse Roof Replacement, JAN: (i) Authorization to Award the Bid Regarding the Replacement of the West Concourse Roofing System of the Terminal Building; (ii) Approval to Enter into a Construction Agreement with M&S Roofing; and (iii) Approval to Increase the Total Construction Project Budget.....Page 42*

In response to Commissioner LTC(R) Wright's inquiry, Mr. Brown informed the Board that the project is scheduled to begin in November 2020 and scheduled to be complete sometime in May 2021.

RESOLUTION CY-2020-178

RESOLUTION: (I) AUTHORIZING JACKSON MUNICIPAL AIRPORT AUTHORITY'S ("JMAA") STAFF TO AWARD THE BID REGARDING THE REPLACEMENT OF THE WEST CONCOURSE ROOFING SYSTEM OF THE TERMINAL BUILDING TO M&S ROOFING COMPANY, INCORPORATED; (II) APPROVING JMAA TO ENTER INTO A CONSTRUCTION AGREEMENT WITH M&S ROOFING; AND (III) APPROVAL TO INCREASE THE TOTAL CONSTRUCTION PROJECT BUDGET

Upon motion by Vice-Chairman Martin, seconded by Commissioner LTC(R) Wright, the following **RESOLUTION** was made and approved by a unanimous vote 4-0-0.

WHEREAS, the Board has considered the request of Jackson Municipal Airport Authority's ("JMAA") Staff for: (i) authorization to award the bid for the replacement of the West Concourse Roofing system of the Terminal Building at Jackson-Medgar Wiley Evers International Airport ("JAN") to M&S Roofing Company, Incorporated, a Mississippi Company headquartered in Pearl, MS, ("M&S Roofing") in the amount of \$1,020,904.00; (ii) approval to enter a Construction Agreement ("Agreement") with M&S Roofing, after JMAA's Legal Counsel successfully negotiates and drafts the Agreement; and (iii) approval to increase

the project budget by \$455,000.00 using JMAA funds, for a total construction project budget of \$1,209,862.91.

WHEREAS, M&S Roofing will contract with Environmental Management for roof demolition services. Environmental Management shall receive 7.12% of the amounts paid to M&S Roofing; and

WHEREAS, the Board finds that such requests, which are explained in Memorandum No. CP 2020-24, dated September 28, 2020, found at pages 42-45 of the Meeting Packet, ought to be granted.

IT IS, THEREFORE, RESOLVED that JMAA's Staff is: (i) authorized to award the construction bid for the replacement of the West Concourse Roofing system of the Terminal Building at Jackson-Medgar Wiley Evers International Airport ("JAN") to M&S Roofing Company, Incorporated, a Mississippi Company headquartered in Pearl, MS, ("M&S Roofing") in the amount of \$1,020,904.00; (ii) approved to enter a Construction Agreement ("Agreement") with M&S Roofing, after JMAA's Legal Counsel successfully negotiates and drafts the Agreement; and (iii) approved to increase the project budget by \$455,000.00 using JMAA funds, for a total construction project budget of \$1,209,862.91; and

IT IS, THEREFORE, FURTHER RESOLVED that M&S Roofing shall contract Environmental Management for roof demolition services. Environmental Management shall receive 7.12% of the amounts paid to M&S Roofing; and

IT IS, THEREFORE, FURTHER RESOLVED that such requests are fully explained in Memorandum No. CP 2020-24, dated September 28, 2020, found on pages 42-45 of the Meeting Packet.

Yeas: Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

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C. Procurements

None.

D. Service Agreements

- 1. Solid Waste Management and Recycling Services, JAN: Authorization to (i) Advertise a Request for Bids for Solid Waste Management and Recycling Services for JAN and HKS Airport; (ii) Approve the Total Project Budget; and (iii) Approve a Two-Year (2) Term Agreement.....Page 46***

RESOLUTION CY-2020-179

RESOLUTION: (I) AUTHORIZING JACKSON MUNICIPAL AIRPORT AUTHORITY'S ("JMAA") STAFF TO ADVERTISE A REQUEST FOR BIDS FOR SOLID WASTE MANAGEMENT AND RECYCLING SERVICES FOR JACKSON-MEDGAR WILEY EVERS INTERNATIONAL AIRPORT ("JAN") AND HAWKINS FIELD AIRPORT ("HKS"); (II) APPROVING THE TOTAL PROJECT BUDGET; AND (III) APPROVING THE TWO-YEAR (2) TERM OF THE AGREEMENT

Upon motion by Commissioner Pastor Henley, seconded by Vice-Chairman Martin, the following **RESOLUTION** was made and approved by a unanimous vote 4-0-0.

WHEREAS, the Board has considered the request of Jackson Municipal Airport Authority's ("JMAA") Staff for: (i) authority to advertise for competitive bids for Solid Waste Management and Recycling Services at Jackson-Medgar Wiley Evers International Airport ("JAN") and Hawkins Field Airport ("HKS"); (ii) approval of the total project budget not-to-exceed \$125,000.00; and (iii) approval of a two-year (2) term Agreement; and

WHEREAS, the Board finds that such requests, which are explained in Memorandum No. Maintenance 2020-02, dated September 28, 2020, found at pages 46-48 of the Meeting Packet, ought to be granted.

IT IS, THEREFORE, RESOLVED that JMAA's Staff is: (i) authorized to advertise for competitive bids for Solid Waste Management and Recycling Services at Jackson-Medgar Wiley Evers International Airport ("JAN") and Hawkins Field Airport ("HKS"); (ii) the total project budget not-to-exceed \$125,000.00 is approved; and (iii) the two-year (2) term of the Agreement is approved; and

IT IS, THEREFORE, FURTHER RESOLVED that such requests are fully explained in Memorandum No. Maintenance 2020-02, dated September 28, 2020, found on pages 46-48 of the Meeting Packet.

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

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E. Grants

- 1. Additional CARES Act Funding for Fiscal Year 2021, JMAA: Authorization to Increase CARES Act Funding to be Applied in Fiscal Year 2021 to Mitigate Escalating Airline Costs Caused by Lower Enplanements Due to COVID-19.....Page 49*

RESOLUTION CY-2020-180

RESOLUTION AUTHORIZING JACKSON MUNICIPAL AIRPORT AUTHORITY'S ("JMAA") STAFF TO INCREASE CARES ACT FUNDING TO BE APPLIED IN FISCAL YEAR 2021 TO MITIGATE ESCALATING AIRLINE COSTS CAUSED BY LOWER ENPLANEMENTS DUE TO COVID-19

Upon motion by Vice-Chairman Martin, seconded by Commissioner Pastor Henley, the following **RESOLUTION** was made and approved by a unanimous vote 4-0-0.

WHEREAS, the Board has considered the request of Jackson Municipal Airport Authority's ("JMAA") Staff for authority to increase the CARES Act funding to be applied in the Fiscal Year 2021 from \$2,465,000.00 to \$3,543,100.00 to mitigate escalating airline costs caused by lower enplanements due to COVID-19; and

WHEREAS, the Board finds that such request, which is explained in Memorandum No. Executive 2020-02, dated September 28, 2020, found at pages 49-50 of the Meeting Packet, ought to be granted.

IT IS, THEREFORE, RESOLVED that JMAA's Staff is authorized to increase the CARES Act funding to be applied in the Fiscal Year 2021 from \$2,465,000.00 to \$3,543,100.00 to mitigate escalating airline costs caused by lower enplanements due to COVID-19; and

IT IS, THEREFORE, FURTHER RESOLVED that such request is fully explained in Memorandum No. Executive 2020-02, dated September 28, 2020, found on pages 49-50 of the Meeting Packet.

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

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F. Other Matters

- 1. Fiscal Year 2021 Property, Casualty, and Liability Insurance, JMAA: Authorization to (i) Accept the FY 2021 Insurance Renewal Proposal; (ii) Bind and Purchase the New Policies; and (iii) Accept Any Lower Quotes that JMAA's Insurance Agent May Receive In Time To Evaluate and Recommend that Purchase Before the New Policies are Bound ("Porter Insurance Agency and Arthur J. Gallagher Risk Management, Inc.")......Page 51*

RESOLUTION CY-2020-181

RESOLUTION AUTHORIZING: (I) ACCEPTANCE OF THE FISCAL YEAR 2021 INSURANCE RENEWAL PROPOSAL BY PORTER'S INSURANCE AGENCY, WITH SUPPORT FROM ARTHUR J. GALLAGHER RISK MANAGEMENT, INC.; (II) BINDING AND PURCHASING OF NEW POLICIES; AND (III) ACCEPTANCE OF ANY NEW LOWER QUOTES RECEIVED BEFORE THE BINDING OF NEW POLICIES

Upon motion by Vice-Chairman Martin, seconded by Commissioner Pastor Henley, the following **RESOLUTION** was made and approved by a unanimous vote 4-0-0.

WHEREAS, the Board has considered the request of Jackson Municipal Airport Authority's ("JMAA") Staff for authority to: (i) accept the Fiscal Year 2021 Insurance Renewal proposal by Porter's Insurance Agency, Inc., with support from Arthur J. Gallagher Risk Management, Inc. (collectively, JMAA's "Insurance Agent"); (ii) bind and purchase the new policies as detailed in the synopsis table in the Memorandum dated September 28, 2020 found at pages 51-52 of the Meeting Packet; and (iii) accept any lower quotes that JMAA's Insurance Agent may receive in time to evaluate and recommend that JMAA purchase before the new policies are bound; and

WHEREAS, the Board finds that such requests, which are explained in the Memorandum dated September 28, 2020, 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) accept the Fiscal Year 2021 Insurance Renewal proposal by Porter's Insurance Agency, Inc., with support from Arthur J. Gallagher Risk Management, Inc. (collectively, JMAA's "Insurance Agent"); (ii) bind and purchase the new policies as detailed in the synopsis table in the Memorandum dated September 28, 2020 found at pages 51-52 of the Meeting Packet; and (iii) accept any lower quotes that JMAA's Insurance Agent may receive in time to evaluate and recommend that JMAA purchase before the new policies are bound; and

IT IS, THEREFORE, FURTHER RESOLVED that such requests are fully explained in the Memorandum dated September 28, 2020, found on pages 51-52 of the Meeting Packet.

Yeas: Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

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2. *Commissioner's Committee Activities*

Chairman Harris asked if any of the Board Members wanted to present any Commissioner Committee activities. In response Commissioner LTC(R) Wright stated that he would like to provide some information about the Community Outreach Committee Supply Drive that occurred on September 26, 2020.

Commissioner LTC(R) Wright asked that Ms. LSherie Dean, Director of Communications, Marketing, and Public Relations, tell the Board about JMAA's participation in the September 26, 2020 Supply Drive.

Next, Chairman Harris asked that Dr. Nycole Campbell-Lewis, Chief Administrative Officer, assist Ms. Dean with the presentation.

Ms. Dean informed that Board that the Back To School Supply Drive was held at the Metro Center Mall on September 26, 2020. It was well attended by Jackson Public Schools ("JPS") and JMAA Staff Members. She identified the persons attending the event and the items provided to the children in attendance. Also, she informed the Board that the City of Jackson and the Boys and Girls Club participated in the Supply Drive Partnership. Further, the Boys and Girls Club presented the Mayor of the City of Jackson, Chokwe Antar Lumumba, and JPS with an award for their efforts in assisting with the drive. Continuing, she told the Board that there was a request by the participants for other things to make the event better next year. She prepared a document as to the things to make next year's event a huge event.

Next, Dr. Lewis thanked the Commissioners for attending the event and Chairman Harris for her vision in connecting the dots. Also, she thanked Staff Members that donated to the cause. She said that Staff would continue to provide service and work in conjunction with the City of Jackson, MS, and its community. It is important that the Jackson community understands the business of JMAA and that the Jackson community is important to the success of JMAA.

3. *Disadvantaged Business Enterprise Report Correction*

Next, Mr. Brown corrected the statistics provided above as to JMAA's contracts with Minority/Women/Disadvantaged Business Enterprises ("M/W/DBEs") and City of Jackson based businesses during August 2020:

- Direct and Indirect Payments to M/W/DBEs Firms: 47% of the Total Amount of Eligible Payments; and
- Payments to City of Jackson, MS-based firms: 43% of the Total Amount of Eligible Payments.

4. *Capital Improvement Program ("CIP") Committee*

Chairman Harris informed the Board that she met with the CIP Committee, and it received suggestions and sound advice for updates as to particular criteria from the Federal Aviation Administration. Therefore, Staff would like to adjust and update the criteria. She informed Attorney Walker that the updates will be in the CIP manual and that it will be provided to him. She then requested that Mr. Brown give some additional information regarding Staff's request.

Next, Mr. Brown addressed the Board and stated that Staff is requesting an Addendum to the Requests for Proposals ("RFP") for the Taxiway Alpha-Phase 2 Project. He explained that Section 2.14 of the original RFPs would be deleted, and Respondents would not be required to submit proposed costs in the future. Further, he explained that the criteria would consist of the following: Experience, thirty (30) maximum points; Qualifications, ten (10) maximum points; Participation, twenty (20) maximum points; Capacity, twenty-five (25) maximum points; and Organization of the Submission fifteen (15) maximum points; for a total of one hundred (100) points for the overall submission. He added that the Cost Itemization Form, on page 86 of the original RFP, would also be deleted via the Addendum. Lastly, Mr. Brown stated that electronic submission shall be submitted to bids@JMAA.com, along with an acknowledgment to be signed by the proponent.

After that, Chairman Harris announced that before she calls for a motion regarding Staff's request, the Board will consider the request last on the Agenda, so the Board has an opportunity to review the distributed documents thoroughly. She added that this request was last minute; therefore, the Board did not receive it before the Meeting.

Next, Chairman Harris called for a motion to close the Open Session and go into Closed Session to determine if the Board needs to enter into Executive Session.

OPEN SESSION

The Board, pursuant to the motion of Commissioner Pastor Henley, seconded by Vice-Chairman Martin, by a unanimous vote, resolved to close the Meeting. Chairman Harris asked all, except Mr. Paul A. Brown, CEO, and attorneys from Walker Group, PC, to vacate the room. Additionally, persons attending the Meeting telephonically or via video conference were disconnected from the Meeting.

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

The Board went into Closed Session at 4:40 p.m.

CLOSED SESSION

After a discussion regarding the matters proposed to be discussed in Executive Session, Commissioner Pastor Henley moved that the Board enter Executive Session to consider one (1) pending litigation matter as to the annexation cases by Flowood and Pearl, MS, and by the City of Jackson. Vice-Chairman Martin seconded the motion, and the Commissioners resolved to enter Executive Session for the stated purposes by a unanimous vote.

The Closed Session ended at 4:45 p.m.

OPEN SESSION

Chairman Harris then invited 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 one (1) pending litigation matter as to the annexation cases by Flowood and Pearl, MS, and by the City of Jackson. Further, she stated that Commissioner Pastor Henley made the motion to go into Executive Session, Vice-Chairman Martin seconded the motion, and the Commissioners, by a unanimous vote, resolved to enter Executive Session for the stated purposes.

Chairman Harris asked all present, except for Mr. Paul A. Brown, CEO, and attorneys from Walker Group, PC, to vacate the room.

The Board went into Executive Session at 4:46 p.m.

EXECUTIVE SESSION

During the Executive Session, the Board discussed one (1) pending litigation matter as to the annexation cases.

1. ***The Board took no action as to one (1) pending litigation matter as to the annexation cases by Flowood and Pearl, MS, and by the City of Jackson.***

Upon motion by Commissioner Pastor Henley, seconded by Vice-Chairman Martin, and unanimous approval of the Commissioners, the Executive Session ended at 5:03 p.m.

OPEN SESSION

Open Session reconvened at 5:04 p.m.

The persons attending the Meeting telephonically or via videoconference were invited to rejoin the Meeting in open session. Some persons rejoined the Meeting.

Chairman Harris announced that the Meeting was open. She then announced that no action was taken as to the one (1) pending litigation matter as to the annexation cases by Flowood and Pearl, MS, and by the City of Jackson.

3. ***Addendum No. 1 to the JMAA's Solicitation for Project No. 012-17, the Rehabilitation of Taxiway Alpha - Phase 2 Project***

RESOLUTION CY-2020-182

RESOLUTION ADOPTING ADDENDUM NO. 1 TO THE REQUEST FOR PROPOSALS AS TO PROJECT NO. 012-17, THE TAXIWAY ALPHA - PHASE 2 PROJECT, AT THE JACKSON-MEDGAR WILEY EVERS INTERNATIONAL AIRPORT

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

WHEREAS, Board has considered the request of Jackson Municipal Airport Authority's ("JMAA") Staff to adopt Addendum No. 1 to the RFP as to Project No. 012-17, Taxiway Alpha – Phase 2, deleting Section 2.14 and adjusting the scoring criteria; and

WHEREAS, the Board of Commissioners of JMAA have reviewed the proposed Addendum No. 1 to the RFP as to Project No. 012-17, Taxiway Alpha – Phase 2, deleting Section 2.14 and adjusting the scoring criteria as shown in Addendum No. 1, a copy of which is attached to this Resolution as Exhibit 1, and the Board finds that said proposed Addendum No. 1 should be adopted and implemented.

IT IS, THEREFORE, RESOLVED that the Board adopts and approves Addendum No. 1 to the RFP as to Project No. 012-17, Taxiway Alpha – Phase 2, deleting Section 2.14 and adjusting the scoring criteria, a copy of which is attached as Exhibit 1 to this Resolution.

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

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4. *Capital Improvement Program Handbook Revisions*

RESOLUTION CY-2020-183

ADOPTING THE REVISED AND UPDATED CAPITAL IMPROVEMENT PROGRAM ("CIP") HANDBOOK AS TO THE REQUEST FOR PROPOSALS ("RFP") SELECTION PROCESS FOR THE JACKSON MUNICIPAL AIRPORT AUTHORITY ("JMAA")

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

WHEREAS, the Jackson Municipal Airport Authority's ("JMAA") Staff utilizes a Capital Improvement Program ("CIP") Handbook in the Capital Programming Division of JMAA; and

WHEREAS, Staff recommends updating and revising JMAA's current Capital Improvement Program Handbook to include a revised and updated Request For Proposals ("RFP") Scoring Criteria and Evaluation Sheet; and

WHEREAS, the Board of Commissioners of JMAA reviewed the proposed updated and revised RFP Scoring Criteria and Evaluation Sheet for the CIP Handbook, a copy of which is attached to this Resolution as Exhibit 1, and the Board finds that said proposed revised and updated RFP Scoring Criteria and Evaluation Sheet for the CIP Handbook should be adopted

and implemented as the RFP Scoring Criteria and Evaluation Sheet for the CIP Handbook of JMAA.

IT IS, THEREFORE, RESOLVED that the Board approves the revised and updated RFP Scoring Criteria and Evaluation Sheet to be included in the Capital Improvement Program Handbook for the Jackson Municipal Airport Authority, a copy of which is attached as Exhibit 1 to this Resolution and authorizes the use and implementation of said revised and updated RFP Scoring Criteria and Evaluation Sheet included for CIP Handbook upon adoption of this Resolution.

Yeas: Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

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G. New Business

1. *Chairman Harris's Outgoing Message*

Chairman Harris provided her report at this point on the Agenda. She summarized JMAA's accomplishments during her 2020 Fiscal Year tenure as Chairman of the JMAA Board of Commissioners. She expressed her appreciation to the individuals and entities who supported and continue to support her and the Jackson Municipal Airport Authority ("JMAA"). Further, she thanked the Commissioners for their support and confidence in her.

2. *Board Elections*

RESOLUTION CY-2020-184

RESOLUTION REGARDING THE ELECTION OF THE CHAIRMAN OF THE BOARD OF COMMISSIONERS OF JMAA FOR FISCAL YEAR 2021

Upon motion by Commissioner LTC(R) Wright, seconded by Chairman Harris, the following **RESOLUTION** was made and adopted by a unanimous vote (4-0-0) of all Commissioners.

WHEREAS, Commissioner LTC(R) Wright nominated Vice-Chairman/Commissioner Robert E. Martin to be Chairman of the JMAA Board of Commissioners for Fiscal Year 2021 and Chairman/Commissioner Harris seconded that nomination; and

WHEREAS, there were no further nominations.

IT IS, THEREFORE, RESOLVED that Vice-Chairman/Commissioner Robert E. Martin is elected as the Chairman of the JMAA Board of Commissioners during JMAA's Fiscal Year 2021.

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

September 28, 2020

RESOLUTION CY-2020-185

RESOLUTION REGARDING THE ELECTION OF THE VICE-CHAIRMAN OF THE BOARD OF COMMISSIONERS OF JMAA FOR FISCAL YEAR 2021

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

WHEREAS, Vice-Chairman Martin nominated Chairman/Commissioner LaWanda D. Harris to be Vice-Chairman of the JMAA Board of Commissioners for Fiscal Year 2021 and Commissioner LTC(R) Wright seconded that nomination; and

WHEREAS, there were no further nominations.

IT IS, THEREFORE, RESOLVED that Chairman/Commissioner LaWanda D. Harris is elected as the Vice-Chairman of the JMAA Board of Commissioners during JMAA's Fiscal Year 2021.

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

September 28, 2020

VIII. ADJOURNMENT

Thereafter, it was moved by Vice-Chairman Martin, seconded by Commissioner LTC(R) Wright, that the Meeting of the Board be adjourned. The Board then held the following discussion:

Commissioner LTC(R) Wright commented that the current team worked well together and accomplished quite a bit. Thus, he was glad that the nominations went as they did. However, to continue what is going on, individuals not in the leadership roles must continue to contribute also. In that regard, Commissioner Pastor Henley, with his background, has identified and raised many issues to keep JMAA on the straight and narrow. As for himself, he likes being on the ground, mixing it up as opposed to being in leadership. Accordingly, he is very comfortable with the current make-up of the Board and its current direction.

Next, Vice-Chairman Martin expressed to Commissioner Wright that he appreciated his comments. He stated that he wanted to thank all Commissioners for taking him under their wings when he

arrived and forcing him to dig in and get involved. He expressed his appreciation for the stretch, as stretching is always good. He addressed Madame Chairman and thanked her for developing a strong friendship on top of the professional relationship. He stated that she was kind to him and took the time to explain things when he did not understand. He added that we should always look at the horizon, and the wind is at JMAA's back. He believes that part of the reason JMAA occupies its current position as a formidable force in Mississippi is because of Chairman Harris' efforts. He thanked her for her service, tenacity, personal time, and personal sacrifice. Lastly, he stated to Chairman Harris, "It is well appreciated, and I know you don't get it enough, but thank you from the bottom of my heart, and now we got some more horizons to cross. Thank you very much!"

The Board then resolved by a unanimous vote of the Commissioners present that the Board Meeting be ADJOURNED at 5:22 p.m.

Respectfully submitted,

Ms. LaWanda D. Harris, Commissioner, and Chairman

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

Pastor James L. Henley, Jr., Commissioner

LTC(R) Lucius Wright, Commissioner