

**REGULAR MONTHLY MEETING OF JACKSON MUNICIPAL  
AIRPORT AUTHORITY BOARD OF COMMISSIONERS  
SEPTEMBER 25, 2017**

**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 Regular Monthly 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 25, 2017 (the “Meeting”), pursuant to proper notice.

Chairman Evelyn O. Reed 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:

Evelyn O. Reed, Commissioner and Chairman  
LaWanda D. Harris, Commissioner  
Pastor James L. Henley, Jr., Commissioner  
LTC(R) Lucius Wright, Commissioner

The following Commissioner was present, telephonically, at the Board Meeting:

Rosie L.T. P. Johnson, Ph.D., Commissioner and Vice Chairman

Chairman Evelyn O. Reed 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 Monthly Meeting of the Board for 4:00 p.m. on Monday, September 25, 2017, in the Community Room, Main Terminal Building, Jackson-Medgar Wiley Evers International Airport (“JAN”), in Jackson, Mississippi. The following other persons were also present at the Meeting:

Carl D. Newman, A.A.E., JMAA’s Chief Executive Officer  
Perry Miller, JMAA’s Chief Operating Officer  
John L. Walker, Esq., Walker Group, PC, Attorneys at Law  
Kevin Bass, Esq., Walker Group, PC, Attorneys at Law  
Regina May, Esq., The May Law Firm, PLLC, Attorneys at Law  
John R. May, Jr., Esq., The May Law Firm, PLLC, Attorneys at Law  
And persons listed on **EXHIBIT A: Sign in Sheet for 9-25-17**

**II. INVOCATION**

Commissioner Pastor James L. Henley, Jr. gave the Invocation.

### **III. APPROVAL OF BOARD NOTICE**

- A. Notice Regarding the Board's Chairman and Vice Chairman meeting with JMAA Staff on Thursday, September 14, 2017 at 12:00 p.m. (Noon).

#### **RESOLUTION CY-2017-116**

#### **APPROVAL OF THE NOTICE OF THE MEETING ON THURSDAY, SEPTEMBER 14, 2017 AT 12:00 P.M. (NOON) OF THE BOARD'S CHAIRMAN AND VICE CHAIRMAN WITH JMAA STAFF.**

After discussion and review, and upon the motion made by Commissioner Pastor Henley, seconded by Commissioner Harris, and approved by the unanimous vote, the following resolution was made and entered.

**RESOLVED**, that the Board hereby approves the Notice of the Thursday, September 14, 2017, 12:00 P.M. (Noon) meeting of the Board's Chairman and Vice Chairman with JMAA Staff.

Yeas: Harris, Henley, Johnson, Reed, Wright

Nays: None

Abstentions: None

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### **IV. APPROVAL AND EXECUTION OF MINUTES**

- A. Rescheduled Regular Work Session of Board of Commissioners, August 10, 2017.
- B. Rescheduled Regular Meeting of the Board of Commissioners, August 16, 2017.

#### **RESOLUTION CY-2017-117**

#### **APPROVAL OF THE AUGUST 10, 2017 RESCHEDULED WORK SESSION MINUTES AND THE AUGUST 16, 2017 RESCHEDULED REGULAR BOARD MEETING MINUTES**

After discussion and review and upon the motion made by Commissioner Pastor Henley, seconded by Commissioner Harris, the Minutes of the Rescheduled Work Session, August 10, 2017 and the Rescheduled Regular Board Meeting, August 16, 2017 were approved by unanimous vote of the Commissioners, and the following resolution was made and entered.

**RESOLVED**, that the Board hereby approves the Minutes of the Rescheduled Regular Work Session, August 10, 2017 and the Rescheduled Regular Board Meeting, August 16, 2017, as presented, and directs that said Minutes be filed in the appropriate Minute Book and Records of the Authority.

Yeas: Harris, Henley, Johnson, Reed, Wright

Nays: None

Abstentions: None

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**V. PUBLIC COMMENTS**

None.

**VI. REPORTS**

**A. Report from the Chairman**

Chairman Reed announced that she attended the 2017 ACI-NA Annual Conference & Exhibit, September 16-20, 2017 in Fort Worth, TX and she then gave a summary report on the conference. Additionally, she submitted a full report concerning the conference which is attached as an exhibit to the September 25, 2017 Regular Board Meeting Minutes. The Conference Agenda is also attached as an exhibit to the September 25, 2017 Regular Board Meeting Minutes.

She then recognized Mr. Carl D. Newman, CEO, to present his reports.

**B. Chief Executive Officer**

Mr. Newman first informed the Board that because of the devastation that occurred in Puerto Rico, a lot of the prisoners are being evacuated and transferred to different federal prisons throughout the country and some traveled through JAN. He stated that he wanted to be sure the Commissioners are aware of that occurring.

Next, Mr. Newman thanked the Commissioners for their attendance at the Phi Beta Sigma Fraternity 14<sup>th</sup> Annual Image Awards Banquet where he was the Business Honoree and received an award. Additionally, he thanked them for the related advertisement purchase.

**1. Airport Project Manager Summary, Period Ending August 31, 2017.....Page 1<sup>1</sup>**

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<sup>1</sup> The page numbers herein are the page numbers contained in the Meeting Packet which is attached as an Exhibit to the September 25, 2017 Regular Board Meeting Minutes.

**2. Airport Activity Statistics Report, Period Ending  
August 31, 2017.....Page 18**

Chairman Reed then and congratulated Mr. Newman on receiving the Image Award. The Commissioners, along with JMAA Staff Members, then applauded Mr. Newman.

**C. Attorney**

1. Attorney Walker first commended Chairman Reed for her tenure as Chairman of the Board of Commissioners during Fiscal Year 2017 and keeping JMAA moving forward despite the challenges and attacks encountered by JMAA during her tenure.
2. Next, he informed the Board that prior to the Meeting, he emailed each Commissioner a memo that followed up the August 10, 2017 Work Session discussion concerning postings Non-Regular Monthly Work Session and Meeting on JMAA's website. He stated that currently JMAA cannot provide notice of those meetings solely on JMAA's website.

Commissioner Harris and Attorney Walker then further discussed the memo. After said discussion, Attorney Walker explained that JMAA can continue to post the dates and times on JMAA's website, but also must post notice of those meetings at JAN and Hawkins pursuant to JMAA's Bylaws. This is because posting the date and times of said meetings only on the website is not in accordance with JMAA's Bylaws.

3. Attorney Walker announced that there was one (1) matter that he recommended that the Board take up during an Executive Session. Therefore, he recommended the Board enter Closed Session to consider said matter at an appropriate time.

**VII. ACTION ITEMS**

**A. Financial Matters**

**1. Financial Reports for August 2017:**

- (a) Balance Sheet: Accept.....Page 31*
- (b) Income Statement: Accept..... Page 33*

**RESOLUTION CY-2017-118**

**RESOLUTION ACCEPTING/APPROVING THE AUGUST 2017 FINANCIAL  
REPORTS: BALANCE SHEET AND INCOME STATEMENT**

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

**WHEREAS**, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") reviewed and considered the Authority's Balance Sheet and Income Statement ("the Financial Reports") for the month and period ending August 31, 2017, which were included in the Packet, at pages 31-35 and distributed to the Board prior to the September 25, 2017 Monthly Meeting of the Board.

**IT IS, THEREFORE, RESOLVED** that the Board hereby accepts and approves the August 2017 Financial Reports: Balance Sheet and Income Statement for August 2017.

Yeas: Harris, Henley, Johnson, Reed, Wright

Nays: None

Abstentions: None

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(c) **Claims Docket for August 2017: Approve.....Page 36**

**RESOLUTION CY-2017-119**

**RESOLUTION APPROVING THE CLAIMS DOCKET FOR THE MONTH AND PERIOD ENDING AUGUST 31, 2017**

Upon motion by Commissioner Pastor Henley, seconded by Commissioner Harris, the following **RESOLUTION** was made and approved by a majority vote 4-1-0.

**WHEREAS**, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") reviewed and considered the Authority's Claims Docket ("Claims") for the month and period ending August 31, 2017, which was included in the Packet, at pages 36-40, and distributed to the Board prior to the September 25, 2017 Regular Meeting of the Board; and

**IT IS, THEREFORE, RESOLVED** that the Board hereby authorizes payment of the Claims in the amount of \$2,663,055.26.

Yeas: Harris, Johnson, Reed, Wright

Nays: Henley

Abstentions: None

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2. ***Aviation Consulting Services, JMAA: Authority to Execute an Agreement (Unison Consulting, Inc.) .....Page 41***

**RESOLUTION CY-2017-120**

**RESOLUTION AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICE AGREEMENT WITH UNISON CONSULTING, INC. (“UNISON”) REGARDING AVIATION CONSULTING SERVICES**

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

**WHEREAS**, the Board has considered the request of JMAA’s Staff for authority to execute a professional services agreement with Unison Consulting, Inc. (Unison”), headquartered in Chicago, Illinois, for aviation consulting services provided by use of specialized technical and financial models, analyses, and studies; and

**WHEREAS**, the base term of this agreement will be for three (3) years, with two (2) renewal options, for one (1) year each; and

**WHEREAS**, fees shall not exceed \$250,000.00 for the term of the agreement, including the renewal options; and

**WHEREAS**, Total Management Integration, LLC of Clinton, MS and Styling Your Life Solutions, Inc. of Madison, MS, two (2) local companies certified as Disadvantaged Business Enterprises (“DBE”), shall receive at least thirty percent (30%) of the total amount paid by JMAA to Unison regarding this agreement; and

**WHEREAS**, the Board finds that such request, which is explained in the Memorandum dated September 13, 2017, found on pages 41-43 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that JMAA’s Staff is authorized to execute a professional services agreement with Unison Consulting, Inc. (Unison”), headquartered in Chicago, Illinois, for aviation consulting services provided by use of specialized technical and financial models, analyses, and studies; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the base term of this agreement will be for three (3) years, with two (2) renewal options, for one (1) year each; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the fees shall not exceed \$250,000.00 for the term of the agreement, including the renewal options periods of time; and

**IT IS, THEREFORE, FURTHER RESOLVED** that Total Management Integration, LLC of Clinton, MS and Styling Your Life Solutions, Inc. of Madison, MS, two (2) local companies certified as Disadvantaged Business Enterprises (“DBE”), shall receive at least thirty percent (30%) of the total amount paid by JMAA to Unison regarding this agreement; and

**IT IS, THEREFORE, FURTHER RESOLVED** that such request is fully explained in the Memorandum dated September 13, 2017, found on pages 41-43 of the Meeting Packet.

Yeas: Harris, Henley, Johnson, Reed, Wright  
Nays: None  
Abstentions: None

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**B. Construction Projects**

**1. Restroom Improvement, JAN: Authority to Advertise for Construction Bids and Approval of Total Project Budget.....Page 44**

In response to Commissioner LTC(R) Wright's inquiry, Mr. Darion Warren, Director of Capital Programming, informed the Board that all of the public restrooms are being updated during this project, excluding the family restrooms and the restrooms immediately outside of the Community Room. Mr. Warren continued by giving the location of each restroom being updated.

Commissioner Pastor Henley added that the plans to reconstruct the main terminal at a point in the future was also a factor considered in determining which restrooms will receive improvements.

**RESOLUTION CY-2017-121**

**RESOLUTION AUTHORIZING JMAA TO SOLICIT PROPOSALS FOR CONSTRUCTION SERVICES IN CONNECTION WITH RESTROOM IMPROVEMENTS AT JACKSON-MEDGAR WILEY EVERS INTERNATIONAL AIRPORT**

Upon motion by Commissioner Pastor Henley, seconded by Commissioner Harris, the following **RESOLUTION** was made and unanimously approved.

**WHEREAS**, the Board has considered the request of JMAA's Staff for: (i) authorization to advertise for competitive bids for construction services in connection with restroom improvements at the Jackson-Medgar Wiley Evers International Airport ("JAN"); and (ii) approval of the total project budget of \$981,470.00 which includes a \$60,000.00 contingency; and

**WHEREAS**, the Board finds that such requests, which are explained in the Memorandum dated September 7, 2017, found on pages 44-45 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that JMAA's Staff is: (i) authorized to publish a request for proposal for competitive bids for construction services in connection with restroom improvements at the Jackson-Medgar Wiley Evers International Airport ("JAN"); and (ii) the total project budget of \$981,470.00 which includes a \$60,000.00 contingency is approved; and

**IT IS, THEREFORE, FURTHER RESOLVED** that such requests are fully explained in the Memorandum dated September 7, 2017 and found on page 44-45 of the Meeting Packet.

Yeas: Harris, Henley, Johnson, Reed, Wright  
Nays: None  
Abstentions: None

September 25, 2017

2. ***Roof Fall Protection (West Concourse), JAN: Authority to Award Construction Contract (Roofing Solutions, LLC).....Page 46***

**RESOLUTION CY-2017-122**

**RESOLUTION AUTHORIZING THE AWARD AND EXECUTION OF A CONSTRUCTION CONTRACT WITH ROOFING SOLUTIONS, LLC AND APPROVAL OF THE CONTRACT AMOUNT AND TOTAL BUDGET AMOUNT**

Upon motion by Commissioner Pastor Henley, seconded by Commissioner Harris, the following **RESOLUTION** was made and unanimously approved.

**WHEREAS**, the Board has considered the request of JMAA’s Staff for: (i) authority to award and execute a contract for construction services to the lowest responsible and responsive bidder, Roofing Solutions, LLC, (“Roofing Solutions”); and (ii) approval of the contract amount of \$85,000.00 and the total construction budget amount not to exceed \$98,000.00; and

**WHEREAS**, on August 18, 2017, JMAA received four (4) bids in connection with construction services for the furnishing and installation of a roof fall protection system for the West Concourse roof area at Jackson-Medgar Wiley Evers International Airport (“JAN”); and

**WHEREAS**, the bids were reviewed by Staff and the project consultant, EJES, Inc. (“EJES”) and it is the recommendation of Staff and EJES to award the contract to the lowest responsible and responsive bidder, Roofing Solutions, LLC, (“Roofing Solutions”), a Louisiana limited liability company, in the amount of \$85,900.00, and the construction budget amount shall not exceed of \$98,785.00; and

**WHEREAS**, the Board finds that such requests, which are explained in the Memorandum dated September 7, 2017, found on pages 46-48 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that: (i) JMAA’s Staff is authorized to award and execute the contract for construction services to the lowest responsible and responsive bidder, Roofing Solutions, LLC, (“Roofing Solutions”); and (ii) the contract amount of



\$85,000.00 with the total construction budget amount not to exceed \$98,000.00 are both approved; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the Board finds that such requests are fully explained in the Memorandum dated September 7, 2017 and found on pages 46-48 of the Meeting Packet.

Yeas: Harris, Henley, Johnson, Reed, Wright

Nays: None

Abstentions: None

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3. ***Maintenance Facility Roof Replacement, JAN: Reject Bids Received and Publish an RFQ.....Page 49***

**RESOLUTION CY-2017-123**

**RESOLUTION AUTHORIZING JMAA TO REJECT THE BIDS RECEIVED AND TO SOLICIT QUALIFICATIONS FOR ARCHITECTURAL AND DESIGN SERVICES**

Upon motion by Commissioner Pastor Henley, seconded by Commissioner Harris, the following **RESOLUTION** was made and unanimously approved.

**WHEREAS**, the Board has considered the request of JMAA’s Staff for authority to: (i) reject the bids received; and (ii) publish a Request for Qualifications for architectural and design services; and

**WHEREAS**, on May 5, 2017, the Jackson Municipal Airport Authority (“JMAA”) received four (4) bids in connection with the Maintenance Facility Roof Replacement project at the Jackson-Medgar Wiley Evers International Airport (“JAN”); and

**WHEREAS**, the bids received exceeded the authorized construction budget amount of \$76,500.00; and

**WHEREAS**, Staff and JMAA’s Project Management Support Services team, Kimley-Horn, reviewed the bids and recommended: (i) rejecting the bids received; and (ii) publishing a Request for Qualifications for architectural and design services; and

**WHEREAS**, the fees for services are not to exceed \$65,000.00 because anticipated construction services will exceed \$100,00.00; and

**WHEREAS**, the Board finds that such requests, which are explained in the Memorandum dated September 7, 2017, found on pages 49-52 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE RESOLVED** that on May 5, 2017, the Jackson Municipal Airport Authority (“JMAA”) received four (4) bids in connection with the Maintenance Facility Roof Replacement project at the Jackson-Medgar Wiley Evers International Airport (“JAN”); and

**IT IS, THEREFORE, FURTHER RESOLVED** that the bids received exceeded the authorized construction budget amount of \$76,500.00; and

**IT IS, THEREFORE, FURTHER RESOLVED** that JMAA’s Staff is authorized to: (i) reject the bids received; and (ii) publish a Request for Qualifications for architectural and design services; and

**IT IS, THEREFORE, FURTHER RESOLVED** that fees for services are not to exceed \$65,000.00 because anticipated construction services will exceed \$100,00.00; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the Board finds that such requests are fully explained in the Memorandum dated September 7, 2017 and found on pages 49-52 of the Meeting Packet.

Yeas: Harris, Henley, Johnson, Reed, Wright

Nays: None

Abstentions: None

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**4. *TSA 1<sup>st</sup> and 5<sup>th</sup> Floor Renovations, JAN: Authority to Advertise for Construction Bids and Approval of Total Project Budget.....Page 53***

Commissioner Pastor Henley stated that in the future, to the extent possible, regarding construction projects that involve several categories of work, JMAA Staff make each category a separately bid project as opposed to one (1) large bid project. He stated that this will give smaller companies a chance to compete for project work.

**RESOLUTION CY-2017-124**

**RESOLUTION AUTHORIZING JMAA TO SOLICIT COMPETITIVE BIDS FOR CONSTRUCTION SERVICES AS TO THE 1<sup>ST</sup> AND 5<sup>TH</sup> FLOOR TSA OFFICES**

Upon motion by Commissioner Pastor Henley, seconded by Commissioner Harris, the following **RESOLUTION** was made and unanimously approved.

**WHEREAS**, the Board has considered the request of JMAA’s Staff for: (i) authority to advertise for competitive bids for construction services in connection with renovations of the 1<sup>st</sup> floor Transportation Security Administration (“TSA”) Training Room and 5<sup>th</sup> floor TSA offices at the Jackson-Medgar Wiley Evers International Airport (“JAN”); and (ii) approval of the total project budget of \$989,834.00, which includes a contingency of \$143,001.00, and

**WHEREAS**, TSA’s lease agreement provides for upgrades as needed for its Staff to function efficiently within the workspace so that TSA can provide JAN with “best in class: airport security services”; and

**WHEREAS**, the rent paid to JMAA in accordance with the TSA lease agreement includes a Tenant Improvement Allowance (“TI”) that will support renovations as needed and approved by TSA, GSA and JMAA; and

**WHEREAS**, in addition to the TI reimbursement, TSA/GSA received a Reimbursable Work Authorization (RWA) that will cover any renovations that exceeds the Tenant Improvement Allowance Amount and JMAA will be reimbursed by the two (2) above identified sources of funding for all improvements completed; and

**WHEREAS**, the Board finds that such requests, which are explained in the Memorandum dated September 7, 2017, found on pages 53-55 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE RESOLVED** that: (i) Staff is authorized to advertise for competitive bids for construction services in connection with renovations of the 1<sup>st</sup> floor Transportation Security Administration (“TSA”) Training Room and 5<sup>th</sup> floor TSA offices at the Jackson-Medgar Wiley Evers International Airport (“JAN”); and (ii) the total project budget of \$989,834.00, which includes a contingency of \$143,001.00, is approved; and

**IT IS, THEREFORE, FURTHER RESOLVED** that TSA’s lease agreement provides for upgrades as needed for its Staff to function efficiently within the workspace so that TSA can provide JAN with “best in class: airport security services”; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the rent paid to JMAA in accordance with the TSA lease agreement includes a Tenant Improvement Allowance (“TI”) that will support renovations as needed and approved by TSA, GSA and JMAA; and

**IT IS, THEREFORE, FURTHER RESOLVED** that in addition to the TI reimbursement, TSA/GSA received a Reimbursable Work Authorization (RWA) that will cover any renovations that exceed the Tenant Improvement Allowance Amount and JMAA will be reimbursed by the two (2) above identified sources of funding for all improvements completed; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the Board finds that such requests are fully explained in the Memorandum dated September 7, 2017 and found on pages 53-55 of the Meeting Packet.

Yeas: Harris, Henley, Johnson, Reed, Wright

Nays: None

Abstentions: None

September 25, 2017

**C. Procurement**

None

**D. Service Agreements**

1. *Common/Shared Use Passenger Processing System, JAN: Authority to Solicit Proposals and Approval of the Total Cost.....Page 56*

**RESOLUTION CY-2017-125**

**RESOLUTION AUTHORIZING JMAA TO SOLICIT PROPOSALS FOR EQUIPMENT, SOFTWARE, TECHNICAL SUPPORT, INSTALLATION AND TRAINING SERVICES IN SUPPORT OF A COMMON/SHARED USE PASSENGER PROCESSING SYSTEM AT THE JACKSON-MEDGAR WILEY EVERS INTERNATIONAL AIRPORT**

Upon motion by Commissioner Pastor Henley, seconded by Commissioner Harris, the following **RESOLUTION** was made and unanimously approved.

**WHEREAS**, the Board has considered the request of JMAA Staff for: (i) authority to solicit proposals for equipment, software, technical support, installation and training services in support of a Common/Shared Use Passenger Processing System (“C/SUPPS”) for the Jackson Municipal Airport Authority (“JMAA”); and (ii) approval of the total proposed project budget amount not to exceed \$200,000.00; and

**WHEREAS**, the C/SUPPS will be deployed at the Jackson-Medgar Wiley Evers International Airport (“JAN”); and

**WHEREAS**, the Board finds that such requests, which are explained in the Memorandum dated September 17, 2017, found on pages 56-58 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE RESOLVED** that: (i) Staff is authorized to solicit proposals for equipment, software, technical support, installation and training services in support of a Common/Shared Use Passenger Processing System (“C/SUPPS”) for the Jackson Municipal Airport Authority (“JMAA”); and (ii) the total proposed project budget amount not to exceed \$200,000.00 is approved; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the C/SUPPS will be deployed at the Jackson-Medgar Wiley Evers International Airport (“JAN”); and

**IT IS, THEREFORE, FURTHER RESOLVED** that the Board finds that such requests are fully explained in the Memorandum dated September 17, 2017 and found on pages 56-58 of the Meeting Packet.

Yeas: Harris, Henley, Johnson, Reed, Wright  
Nays: None  
Abstentions: None

September 25, 2017

2. *Disadvantaged Business Enterprise (DBE) Certification Program Development and Implementation, JMAA: Authority to Execute an Agreement (G. Blackwell & Associates).....Page 59*

**RESOLUTION CY-2017-126**

**RESOLUTION AUTHORIZING JMAA TO EXECUTE AN AGREEMENT WITH G. BLACKWELL AND ASSOCIATES FOR SERVICES IN SUPPORT OF THE DEVELOPMENT AND IMPLEMENTATION OF JMAA'S DISADVANTAGED BUSINESS ENTERPRISE CERTIFICATION PROGRAM**

Upon motion by Commissioner Pastor Henley, seconded by Commissioner Harris, the following **RESOLUTION** was made and unanimously approved.

**WHEREAS**, the Board has considered the request of JMAA Staff for authority to execute an agreement with G. Blackwell & Associates, for services in support of the development and implementation of a Jackson Municipal Airport Authority ("JMAA") sponsored and administered, Disadvantaged Business Enterprises ("DBE") Certification Program; and

**WHEREAS**, the fees for the Services are not to exceed \$19,940.00; and

**WHEREAS**, G. Blackwell & Associates is an African-American Woman owned business headquartered in Atlanta, GA and a certified DBE that will be supported by the following certified Disadvantaged Business Enterprises: Animer Consulting, LLC of Montgomery Village, MD and Betty Mallett, Esq., of Jackson, MS, therefore the DBE commitment for this project is 100%; and

**WHEREAS**, Betty Mallett, Esq., of Jackson, MS is a local DBE Participant, and the local DBE commitment for this project is 30%; and

**WHEREAS**, the Board finds that such requests, which are explained in the Memorandum dated September 7, 2017, found on pages 59-61 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE RESOLVED** that: (i) Staff is authorized to execute an agreement with G. Blackwell & Associates, for services in support of the development and implementation of a Jackson Municipal Airport Authority ("JMAA") sponsored and administered, Disadvantaged Business Enterprises ("DBE") Certification Program; and (ii) the not to exceed amount of \$19,940.00 regarding fees for these services is approved; and

**IT IS, THEREFORE, FURTHER RESOLVED** that G. Blackwell & Associates is an African-American Woman owned business headquartered in Atlanta, GA and a certified DBE that will be supported by the following certified Disadvantaged Business Enterprises: Animer Consulting, LLC of Montgomery Village, MD and Betty Mallett, Esq., of Jackson, MS, therefore the DBE commitment for this project is 100%; and

**IT IS, THEREFORE, FURTHER RESOLVED** that Betty Mallett of Jackson, MS is a local DBE Participant, the local DBE commitment for this project is 30%; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the Board finds that such request is explained in the Memorandum dated September 7, 2017 and found on pages 59-61 of the Meeting Packet.

Yeas: Harris, Henley, Johnson, Reed, Wright

Nays: None

Abstentions: None

September 25, 2017

**E. Grants**

None.

**F. Other Matters**

- 1. *Easement and Fiber Optic Cable Installation Agreement, JAN: Authority to Enter into an Agreement (BellSouth Telecommunications, LLC d/b/a/ AT&T Mississippi).....Page 62*

**RESOLUTION CY-2017-127**

**RESOLUTION AUTHORIZING JMAA TO ENTER AN AGREEMENT WITH BELLSOUTH TELECOMMUNICATIONS REGARDING A UTILITY EASEMENT AND INSTALLMENT OF A FIBER OPTIC CABLE**

Upon motion by Commissioner Pastor Henley, seconded by Commissioner Harris, the following **RESOLUTION** was made and unanimously approved.

**WHEREAS**, the Board has considered the request of JMAA Staff for authority to enter into an agreement with BellSouth Telecommunications, LLC d/b/a AT&T Mississippi (“AT&T”) giving AT&T a utility easement for installation of an underground fiber optic communications cable at the Jackson-Medgar Wiley Evers International Airport (“JAN”); and

**WHEREAS**, the Board finds that such request, which is explained in the Memorandum dated September 6, 2017, found on pages 62-64 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE RESOLVED** that Staff is authorized to enter into an agreement with BellSouth Telecommunications, LLC d/b/a AT&T Mississippi (“AT&T”) giving AT&T a utility easement for installation of an underground fiber optic communications cable at the Jackson-Medgar Wiley Evers International Airport (“JAN”);

**IT IS, THEREFORE, FURTHER RESOLVED** that the Board finds that such request is fully explained in the Memorandum dated September 6, 2017 and found on pages 62-64 of the Meeting Packet.

Yeas: Harris, Henley, Johnson, Reed, Wright

Nays: None

Abstentions: None

September 25, 2017

2. *Fiscal Year 2018 Property, Casualty, and Liability Insurance Renewal, JMAA: Authority to Accept the Fiscal Year 2018 Insurance Renewal Proposal; Bind and Purchase New Policies; and Accept any Lower Quotes Received Before Binding of New Policies.....Page 65*

#### **RESOLUTION CY-2017-128**

#### **RESOLUTION AUTHORIZING ACCEPTANCE OF THE FISCAL YEAR 2018 INSURANCE PROPOSAL BY PORTER’S INSURANCE AGENCY AND HUB INTERNATIONAL MIDWEST LIMITED D/B/A HUB INTERNATIONAL GULF SOUTH; BINDING AND PURCHASING OF NEW POLICIES; AND ACCEPTANCE OF ANY NEW LOWER QUOTES RECEIVED BEFORE BINDING OF NEW POLICIES**

Upon motion by Commissioner Pastor Henley, seconded by Commissioner Harris, the following **RESOLUTION** was made and unanimously approved.

**WHEREAS**, the board has considered the request of JMAA’s Staff for authority to: (i) accept the Fiscal Year 2018 insurance renewal proposal by Porter’s Insurance Agency, Inc. (“Porter’s”) & Hub International Midwest Limited d/b/a Hub International Gulf South (“Hub”) (Porter’s and Hub collectively, “JMAA’s Insurance Agent”); (ii) bind and purchase the new policies; and (iii) accept any lower quotes should they be submitted in time for JMAA’s Insurance Agent’s evaluation and recommendation before the new policies are bound; and

**WHEREAS**, the Board finds that such requests, which are explained in the Memorandum dated September 12, 2017, at pages 65-67 of the Meeting Packet, ought to be granted.

**IT IS THEREFORE RESOLVED** that the Board hereby authorizes JMAA’s Staff to: (i)



accept the Fiscal Year 2018 insurance renewal proposal by Porter’s Insurance Agency, Inc. (“Porter’s”) & Hub International Midwest Limited d/b/a Hub International Gulf South (“Hub”) (Porter’s and Hub collectively, “JMAA’s Insurance Agent”); (ii) bind and purchase the new policies; and (iii) accept any lower quotes should they be submitted in time for JMAA’s Insurance Agent’s evaluation and recommendation before the new policies are bound; and

**IT IS FURTHER RESOLVED** that the Board finds that such requests are fully explained in the Memorandum dated September 12, 2017, at pages 65-67 of the Meeting Packet.

Yeas: Harris, Henley, Johnson, Reed, Wright  
Nays: None  
Abstentions: None

September 25, 2017

3. ***Ms. P. Renee Antoine International Travel to Abu Dhabi, UAE for the Airport Human Resources Management Training, A Course of the Airport Management Professional Accreditation Programme (AMPAP): Approval of International Travel and a Determination that the Airport Management Training will be Beneficial to JMAA.....Page 68***

In response to Commissioner Harris’s inquiry, Mr. Miller, COO, informed the Board that the acronym “AMPAP” represents “Airport Management Professional Accreditation Programme.” In response to Commissioner LTC(R) Wright’s inquiry, Mr. Newman informed the Board that ACI is a world-wide organization, therefore, there are several ACI groups including ACI-North America and ACI-World Wide. He added that JMAA is a part of ACI-NA, but the training requested by Ms. Antoine is conducted by ACI World-Wide and its training programs are conducted throughout the world, as is the training requested by Ms. Antoine.

**RESOLUTION CY-2017-129**

**RESOLUTION AUTHORIZING TRAVEL OF JMAA’S DIRECTOR OF HUMAN RESOURCES AND ADMINISTRATION, P. RENEE ANTOINE, TO AABU DHABI, UAE FROM NOVEMBER 5, 2017 TO NOVEMBER 9, 2017 FOR AIRPORT HUMAN RESOURCES MANAGEMENT TRAINING, AND DETERMINING THAT THE TRAINING WILL BE EXTREMELY BENEFICIAL TO JMAA**

Upon motion by Commissioner Pastor Henley, seconded by Commissioner Harris, the following **RESOLUTION** was made and unanimously approved.

**WHEREAS**, the Board has considered the request of JMAA’s Staff to: (i) authorize the international travel of JMAA’s Director of Administration and Human Resources, P. Renee’ Antoine to the Airport Human Resources Management Training in Abu Dhabi, United Arab Emirates (“UAE”), from November 5, 2017 to November 9, 2017; and (ii) determine that the



proposed travel by Ms. Antoine to the Airport Human Resources Management training will be extremely beneficial to JMAA; and

**WHEREAS**, the estimated cost of attending the Airport Human Resources Management training event is \$5,500.00; 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 Ms. Antoine’s attendance at Airport Human Resources Management Training; and

**WHEREAS**, the Travel Policy for Airport Authority Staff adopts the per diem rates established by the U.S. Department of State which provides for a per diem for “Abu Dhabi: United Arab Emirates” at \$159.00 per day for meals; and \$39.00 per day for incidentals; and

**WHEREAS**, the Board finds that such requests, which are explained in the Memorandum dated September 7, 2017, found at pages 68-69 of the Meeting Packet, along with the Airport Human Resources Management Training Course Description, attached as an exhibit to this Resolution, ought to be granted.

**IT IS THEREFORE, RESOLVED** that JMAA: (i) authorizes the international travel of JMAA’s Director of Administration and Human Resources, P. Renee’ Antoine to the Airport Human Resources Management Training in Abu Dhabi, UAE, from November 5, 2017 to November 9, 2017; and (ii) determines that the proposed travel by Ms. Antoine to the Airport Human Resources Management training will be extremely beneficial to JMAA; and

**IT IS THEREFORE, FURTHER RESOLVED** that JMAA approves and authorizes payment of the estimated cost of P. Renee’ Antoine, to attend the Human Resources Management Training in the estimated amount of \$5,500.00, and reimbursement of per diem rates to Ms. Antoine for meals and incidentals, per the JMAA Travel Policy For Airport Authority Staff Revised: March 21, 2014: Paragraph 3, Subparagraph 3.1, in order for P. Renee’ Antoine, Director of Administration and Human Resources, to attend and participate in the Airport Human Resources Management Training in Abu Dhabi, UAE, from November 5, 2017 to November 9, 2017, as fully explained in the Memorandum dated September 7, 2017, found at pages 68-69 of the Meeting Packet, along with the Human Resources Management Training Course Description, attached as an exhibit to this Resolution, all in accordance with the Travel Policy of JMAA.

Yeas: Harris, Henley, Johnson, Reed, Wright

Nays: None

Abstentions: None

September 25, 2017

**G. New Business**

**1. Board Travel**

**RESOLUTION CY-2017-130**

**RESOLUTION APPROVING CHAIRMAN EVELYN O. REED; VICE CHAIRMAN DR. ROSIE L.T.P. JOHNSON; COMMISSIONER LAWANDA D. HARRIS; COMMISSIONER PASTOR JAMES L. HENLEY, JR.; AND COMMISSIONER LTC(R) LUCIUS WRIGHT TRAVELING TO AND PARTICIPATION IN THE AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES' 32<sup>nd</sup> ANNUAL AVIATION ISSUES CONFERENCE**

Upon motion by Commissioner Pastor Henley, seconded by Commissioner Harris, the following **RESOLUTION** was made and unanimously approved.

**WHEREAS**, the AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES (AAAE) Aviation Issues Annual Conference has served as the preeminent gathering of aviation professionals for nearly three 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 2018; and

**WHEREAS**, the 2018 conference will offer a unique, multi-day format with unparalleled opportunity for direct engagement and exchange with decision makers and industry leaders, as well as Washington officials from Capitol Hill, Federal Aviation Administration (FAA) and Transportation Safety Administration (TSA), regarding a multitude of issues of importance to the Jackson Municipal Airport Authority (JMAA), as set forth in the attached Agenda for the 2018 Conference; and

**WHEREAS**, the Board of Commissioners of JMAA recommends, approves and authorizes the travel, lodging and related expenses for Chairman Evelyn O. Reed, Vice Chairman Dr. Rosie L.T.P. Johnson, Commissioner LaWanda D. Harris, Commissioner Pastor James L. Henley Jr., and Commissioner LTC(R) Lucius Wright to attend and participate in the 2018 AAAE Aviation Issues 32<sup>nd</sup> Annual Conference, January 7-11, 2018 in Kohala Coast, Hawaii for the reasons cited above; and

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

**WHEREAS**, based upon the above, the Board of Commissioners finds that it will be extremely beneficial to the Authority for the Chairman, Vice Chairman and the previously identified Commissioners to attend and participate in the 2018 AAAE Aviation Issues Annual Conference.

**NOW, THEREFORE, BE IT RESOLVED**, the Board hereby: (i) finds and determines that participation by Chairman Evelyn O. Reed, Vice Chairman Dr. Rosie L.T.P. Johnson, Commissioner LaWanda D. Harris, Commissioner Pastor James L. Henley Jr., and Commissioner LTC(R) Lucius Wright in the 2018 AAAE Aviation Issues Annual Conference, January 7-11, 2018 Kohala Coast, 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 Evelyn O. Reed, Vice Chairman Dr. Rosie L.T.P. Johnson, Commissioner LaWanda D. Harris, Commissioner Pastor James L. Henley Jr., and Commissioner LTC(R) Lucius Wright to attend and participate in the 2018 AAAE Aviation Issues Annual Conference as described above, all in accordance with the Travel Policy of JMAA.

Yeas: Harris, Henley, Johnson, Reed, Wright

Nays: None

Abstentions: None

September 25, 2017

## **2. Board Reports**

Vice Chairman Dr. Johnson reported about her attendance at the 2017 ACI-NA Annual Conference & Exhibition in Fort Worth, Texas from September 16-20, 2017. She gave a summary report on the conference. Additionally, she submitted a full report concerning the conference which is attached as an exhibit to the September 25, 2017 Board Meeting Minutes. The conference schedule is also attached as an exhibit to the September 25, 2017 Board Meeting Minutes.

Commissioner Pastor Henley, also attended the 2017 ACI-NA Annual Conference. He provided information concerning PFCs and real estate development discussed at the conference.

Commissioner LTC(R) Wright, also attended 2017 ACI-NA Annual Conference. He stated that he learned a lot while attending his first conference. Further, he stated that he will be sharing his views and some of the topics with the Board in the future.

Next, Commissioner Harris announced that as to JMAA's new branding designs, etc., to be presented to the public on October 9, 2017, she was not able to review and have input as to the new designs. Therefore, she feels disenfranchised from the process. Further, she stated that the branding presentation should have been given during a meeting at which all five (5) Commissioners were present.

**3. JMAA Board of Commissioners Elections**

Chairman Reed thanked everyone for the support and hard work performed during her tenure as Chairman of the JMAA Board of Commissioners.

Mr. Newman then congratulated Chairman Reed on a successful year as Chairman and stated that it was a great year for JMAA under her leadership and guidance.

Chairman Reed then announced that the Board would conduct elections for new officers for Fiscal Year 2018 in accordance with the Bylaws of JMAA.

**RESOLUTION CY-2017-131**

**RESOLUTION REGARDING THE ELECTION OF THE CHAIRMAN OF THE BOARD OF COMMISSIONERS OF JMAA FOR FISCAL YEAR 2018**

Upon motion by Commissioner Pastor Henley, seconded by Commissioner LTC(R) Wright, the following **RESOLUTION** was made and adopted by unanimous vote 5-0-0 of all Commissioners

**WHEREAS**, Commissioner Pastor Henley nominated himself to be Chairman for Fiscal Year 2018 and Commissioner LTC(R) Wright seconded that nomination; and

**WHEREAS**, there were no further nominations.

**IT IS THEREFORE, RESOLVED** that Commissioner Pastor James L. Henley, Jr., is elected as the Chairman of the JMAA Board of Commissioners during JMAA's Fiscal Year 2018.

Yeas: Harris, Henley, Johnson, Reed, Wright

Nays: None

Abstentions: None

September 25, 2017

**RESOLUTION CY-2017-132**

**RESOLUTION REGARDING THE ELECTION OF THE VICE CHAIRMAN OF THE BOARD OF COMMISSIONERS OF JMAA FOR FISCAL YEAR 2018**

Chairman Reed requested nominations for the position of Vice Chairman for JMAA's Fiscal Year 2018 and the following nominations were made.

Commissioner Pastor Henley nominated Commissioner Harris for the position of Vice Chairman and Commissioner LTC(R) Wright seconded that nomination.

Next, Vice Chairman Dr. Johnson nominated Chairman Reed for the position of Vice Chairman and Chairman Reed seconded that nomination.

Chairman Reed called for a vote of the following nominated candidates for Vice Chairman and the Commissioners voted as follows for the following Commissioners nominated:

Regarding the nomination of Commissioner Harris: the following Commissioners voted in favor: Commissioner Harris, Commissioner Pastor Henley and Commissioner LTC(R) Wright.

Regarding the nomination of Chairman Reed: the following Commissioners voted in favor: Chairman Reed and Vice Chairman Dr. Johnson.

Chairman Reed announced that Commissioner Harris received three (3) votes and Chairman Reed received two (2) votes. Therefore, Commissioner Harris will be the Vice Chairman during JMAA Fiscal Year 2018.

**IT IS THEREFORE, RESOLVED** that Commissioner LaWanda D. Harris is elected as the Vice Chairman of the JMAA Board of Commissioners during JMAA's Fiscal Year 2018.

For Commissioner Harris: Harris, Henley, Wright

For Chairman Reed: Johnson, Reed

Abstentions: None

September 25, 2017

### **OPEN SESSION**

Chairman Reed stated that it was necessary for the Board to enter Closed Session to determine if an Executive Session is appropriate and that she would entertain a motion to do such. Commissioner Pastor Henley then moved that the Board go into a Closed Session to discuss whether to go into an Executive Session to consider matters that she believed could be discussed in Executive Session and Commissioner LTC(R) Wright seconded the motion.

The Board unanimously resolved to close the Meeting. Chairman Reed asked all, except Mr. Carl Newman, CEO, Mr. Perry Miller, COO, and attorneys from Walker Group, PC, and The May Law Firm, to leave the room.

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

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

### **CLOSED SESSION**

Commissioner Pastor Henley then moved that the Board enter Executive Session to discuss one (1) potential litigation matter as to an employment applicant and Commissioner Harris seconded the motion to enter Executive Session. The Commissioners unanimously resolved to enter Executive Session for the stated purpose.

The Closed Session ended at 4:53 p.m.

### **OPEN SESSION**

Chairman Reed then invited all persons outside the room to re-enter, some did. Chairman Reed then stated in Open Session that the Board, during Closed Session, voted to enter Executive Session to consider one (1) potential litigation matter as to an employment applicant.

Chairman Reed asked all present, except for Mr. Carl Newman, CEO, Mr. Perry Miller, COO, and attorneys from Walker Group, PC, and The May Law Firm, to leave the room.

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

The Board went into Executive Session at 4:54 p.m.

### **EXECUTIVE SESSION**

During the Executive Session, the Board discussed one (1) potential litigation matter as to an employment applicant

- 1. The Board took no action as to the potential litigation matter as to an employment applicant.*

Upon motion by Commissioner Pastor Henley, seconded by Commissioner Harris, and by unanimous approval, the Executive Session ended at 5:13 p.m.

Chairman Reed invited all persons outside the room to re-enter; some did, and Chairman Reed announced that the meeting was once again open.

### **OPEN SESSION**

All persons outside the room were invited to rejoin the meeting in Open Session; some persons present outside the room re-entered.

Open Session reconvened at 5:14 p.m.

Chairman Reed announced that the meeting was once again open. She then announced that no action was taken as to the potential litigation matter as to an employment applicant.

## **VIII. ADJOURNMENT**

Thereafter, it was moved by Commissioner Pastor Henley, seconded by Commissioner Harris, and resolved by unanimous vote of the Commissioners Present that the meeting of the Board be ADJOURNED at 5:16 p.m.

Respectfully submitted,

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Ms. Evelyn O. Reed, Commissioner and Chairman

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Rosie L.T. P. Johnson, Ph.D., Commissioner and Vice Chairman

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Ms. LaWanda D. Harris, Commissioner

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Pastor James L. Henley, Jr., Commissioner

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Mr. LTC(R) Lucius Wright, Commissioner