

**REGULAR MONTHLY MEETING OF JACKSON MUNICIPAL
AIRPORT AUTHORITY BOARD OF COMMISSIONERS
SEPTEMBER 28, 2015**

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 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, 2015 (the “Meeting”), pursuant to proper notice.

Chair LaWanda 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 at the Meeting during roll call.

LaWanda D. Harris, Commissioner and Chair
Vernon W. Hartley, Sr., Commissioner and Vice Chair
Pastor James L. Henley, Jr., Commissioner
Dr. Rosie L.T. Pridgen, Commissioner
Evelyn O. Reed, Commissioner

Chair 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 Regular Monthly Meeting of the Board scheduled for 4:00 p.m. on Monday, September 28, 2015 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, Chief Executive Officer
Bonnie Wilson, JMAA Chief Operating Officer
John L. Walker, Walker Group, PC Attorneys at Law
Kevin Bass, Walker Group, PC Attorneys at Law
Regina Quinn, The May Law Firm, PLLC
John Richard May, Jr., The May Law Firm, PLLC
And persons listed on [EXHIBIT A: Sign in Sheet for 9-28-15](#)

II. INVOCATION

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

**III. APPROVAL AND EXECUTION OF SEPTEMBER 10, 2015 SPECIAL MEETING
MINUTES AND APPROVAL OF SEPTEMBER 24, 2015 RESCHEDULED WORK
SESSION NOTICE**

A. Minutes of the Special Meeting of the Board of Commissioners, September 10, 2015

B. Rescheduled Work Session Meeting Notice, September 24, 2015

RESOLUTION CY-2015-137

APPROVAL AND EXECUTION OF SEPTEMBER 10, 2015 SPECIAL MEETING MINUTES

After discussion and review and upon the motion made by Commissioner Reed, seconded by Commissioner Pastor Henley, the Minutes of the September 10, 2015 Special Meeting were approved by the affirmative votes of all Commissioners present, and the following resolution was made and entered.

RESOLVED, that the Board hereby approves the Minutes of the September 10, 2015 Special Meeting as presented and directs that said minutes be filed in the appropriate minute book and records of the Authority.

Yeas: Harris, Hartley, Henley, Pridgen, Reed

Nays: None

Abstentions: None

September 28, 2015

RESOLUTION CY-2015-138

APPROVAL OF THE NOTICE OF THE RESCHEDULING OF THE SEPTEMBER 24, 2015 WORK SESSION.

After discussion and review, and upon the motion made by Vice-Chair Hartley, seconded by Commissioner Pastor Henley, and approved by the affirmative vote of all Commissioners present, the following resolution was made and entered.

RESOLVED, that the Board hereby approves the Notice of the Rescheduling of the September 24, 2015 Work Session Meeting and directs that said notice be filed in the appropriate minute book and records of the Authority.

Yeas: Harris, Hartley, Henley, Pridgen, Reed

Nays: None

Abstentions: None

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IV. PUBLIC COMMENTS

None

V. REPORTS

A. Chair Harris

None

B. Chief Executive Officer

Mr. Carl D. Newman, CEO, addressed comments to the Board as he went through Agenda items and made references to supporting documentation in the **Packet for 9-28-15 (“Meeting Packet”)**. The Meeting Packet is attached as an [Exhibit](#) to the September 28, 2015 Regular Monthly Meeting Minutes.

- 1. Airport Project Manager Summary, Period Ending August 31, 2015..... Page 1¹*
- 2. Airport Activity Statistics Report, Period Ending August 31, 2015..... Page 14*
- 3. Employee and Organizational Recognitions.....Page 28*

Mr. Newman and the Board congratulated Celestine Davis, Communication Officer, Airport Communication Department, for her selection as JMAA Employee of the Month for September, 2015, and presented the award to her. The Board of Commissioners and others in attendance congratulated Ms. Davis. The Board and Mr. Newman then took a photograph with Ms. Davis.

Chair LaWanda Harris then recognized former Commissioner, J. R. Jones and thanked him for his attendance and former service. The Commissioners and audience members applauded Mr. Jones for his prior service.

Mr. Newman then recognized Mr. Woody Wilson, Director of Capital Programming, and announced that Mr. Wilson will be retiring effective September 30, 2015 and thanked him for his service. The Board of Commissioners and others in attendance congratulated Mr. Wilson. The Board and Mr. Newman then took a photograph with Mr. Wilson.

C. Attorney

Attorney Walker

- 1. Adopting Resolution Adopting Policies and Procedures of the Jackson Municipal Airport Authority Regarding the Sale of Surplus Property.*

¹ “Page #” refers to the page number in the meeting Packet.

RESOLUTION CY-2015-139

RESOLUTION ADOPTING THE POLICIES AND PROCEDURES OF JACKSON MUNICIPAL AIRPORT AUTHORITY REGARDING THE SALE OF SURPLUS PROPERTY

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

WHEREAS, the Board of Commissioners may determine from time to time that personal property owned by Jackson Municipal Airport Authority (“JMAA” or “Authority”) is of no further use to the JMAA, and will better serve the JMAA by being sold; and

WHEREAS, airports are authorized by Section 61-3-19, of the Mississippi Code Annotated, to declare and sell surplus property, and required to adhere to and act in accordance with Section 61-3-19; and

WHEREAS, the Board has considered the request of JMAA’s Staff to adopt the policy entitled “Declaration and Sale of Surplus Property,” located at Pages 29-31 of the Meeting Packet; and

WHEREAS, JMAA’s Staff shall manage the sale of the surplus property in accordance with the policy referenced herein; and

WHEREAS, the proceeds from the sale of the surplus property shall be deposited in the account of the Authority for use by the Authority; and

NOW BE IT THEREFORE, RESOLVED that the Board of Commissioners adopts the printed DECLARATION AND SALE OF SURPLUS PROPERTY POLICY. JMAA’s Staff shall manage the sale of all surplus property in accordance with said policy. Further, that said policy is located in the September 28, 2015 Board Meeting Packet at pages 29-31, and is attached as an exhibit to this resolution as Exhibit A.

Yeas: Harris, Hartley, Henley, Pridgen, Reed

Nays: None

Abstentions: None

September 28, 2015

2. *Adoption of the Resolution Adopting the Printed Tax-Exempt Financing Compliance Procedure of the Jackson Municipal Airport Authority*

RESOLUTION CY-2015-140

RESOLUTION ADOPTING THE PRINTED TAX-EXEMPT FINANCING COMPLIANCE PROCEDURE OF THE JACKSON MUNICIPAL AIRPORT AUTHORITY

Upon motion by Commissioner Reed, seconded by Commissioner Dr. Pridgen, the following **RESOLUTION** was made and unanimously approved.

WHEREAS, the Jackson Municipal Airport Authority (“JMAA”), from time to time, uses Tax-Exempt Bonds to finance the cost of projects and purchases related to the operation of a public airport; and

WHEREAS, the Internal Revenue Code of 1986, as amended, and regulations adopted pursuant thereto, from time to time, impose ongoing reporting requirements related to the proceeds of Tax-Exempt Bonds and the projects and purchases financed by Tax-Exempt Bonds, which requirements focus on the investment, use and expenditure of proceeds of Tax-Exempt Bonds and related funds, as well as restrictions on the use of projects and facilities financed with Tax-Exempt Bonds; and

WHEREAS, the Internal Revenue Service has advised that all issuers of Tax-Exempt Bonds should have their own adopted, printed procedures regarding on-going compliance with the federal tax requirements for Tax-Exempt Bonds; and

WHEREAS, JMAA is required, under the continuing disclosure undertakings, to provide disclosure of certain financial information and operating data and to file notices of certain material events to the market place to facilitate informed market trading in Tax-Exempt Bonds issued by JMAA; and

WHEREAS, JMAA is committed to full compliance with federal tax and securities law requirements for all of its outstanding and future Tax-Exempt Financing.

IT IS THEREFORE RESOLVED that the Board of Commissioners of JMAA adopts the printed TAX-EXEMPT FINANCING COMPLIANCE POLICY, which is attached to this Resolution as Exhibit A, in compliance with Internal Revenue Service and Securities and Exchange Commission directives.

Yeas: Harris, Hartley, Henley, Pridgen, Reed

Nays: None

Abstentions: None

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3. *Attorney Walker reported that the remaining matter will be taken up later on the Agenda during Executive Session.*

VI. ACTION ITEMS

A. Financial Matters

1. Financial Reports for August 2015:

- a. Balance Sheet: Accept..... Page 45
- b. Income Statement: Accept..... Page 46

Chair Harris directed the Board's attention to the Balance Sheet, Income Statement and the Claims Docket for August, 2015 included in the Packet.

RESOLUTION CY-2015-141

RESOLUTION ACCEPTING/APPROVING AUGUST FINANCIAL REPORTS

Upon motion by Commissioner Pastor Henley, seconded by Commissioner Reed, 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") has reviewed and considered the Authority's Balance Sheet and Income Statement ("the Financial Reports") for the month and period ending August 31, 2015, which was included in the Packet, pages 46-48, and was distributed to the Board prior to the September Regular Meeting of the Board.

IT IS THEREFORE, RESOLVED that the Board hereby accepts and approves the Financial Reports: Balance Sheet and Income Statement for August, 2015.

Yeas: Hartley, Pridgen, Harris, Reed, Henley
Nays: None
Abstentions: None

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- c. Claims Docket for August, 2015: Approve.....Page 49

RESOLUTION CY-2015-142

RESOLUTION APPROVING CLAIMS DOCKET

Upon motion by Vice Chair Hartley, seconded by Commissioner Dr. Pridgen, 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") has reviewed and considered the Authority's Claims Docket ("Claims") for the month and period ending August 31, 2015, which was included in the

Packet, pages 49-54, and was distributed to the Board prior to the September 28, 2015 Regular Monthly Meeting of the Board.

IT IS THEREFORE, RESOLVED that the Board hereby authorizes payment of the Claims in the amount of \$809,727.62.

Yeas: Hartley, Pridgen, Harris, Reed, Henley
Nays: None
Abstentions: None

September 28, 2015

2. Fiscal Year 2016 Operating Budget, JMAA: Approve.....Page 55

RESOLUTION CY-2015-143

RESOLUTION APPROVING OPERATING BUDGET FOR 2016 FISCAL YEAR

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

WHEREAS, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") has reviewed and considered the Fiscal Year 2016 Operating & Maintenance Budget and the Fiscal Year Capital Budget, in the FY 2016 Budget Presentation Booklet, which was distributed to the Board prior to the September 24, 2015 Work Session of the Board, the changes requested by the Commissioners during the September 24, 2015 Work Session, and the key elements of the proposed Operating & Maintenance Budget and Primary Funding Sources for Capital Expenditures estimated to be undertaken in Fiscal Year 2016, which are contained in the Memorandum dated September 22, 2015, at pages 55-56 of the Meeting Packet.

IT IS THEREFORE, RESOLVED that the Board hereby adopts and approves the Fiscal Year 2016 Operating & Maintenance Budget and the Fiscal Year Capital Budget as presented during the September 24, 2015 Work Session, with the changes requested by the Board during the September 24, 2015 Work Session, and the key elements of the proposed Operating & Maintenance Budget and Primary Funding Sources for Capital Expenditures estimated to be undertaken in Fiscal Year 2016, which are contained in the Memorandum dated September 22, 2015, at pages 55-56 of the Meeting Packet.

Yeas: Hartley, Pridgen, Harris, Reed, Henley
Nays: None
Abstain: None

September 28, 2015

3. Early Issues.....Page 57

Mr. Newman, CEO, announced that the meeting would be better served if the Early Issues on the Agenda were passed and returned to later in the Board Meeting. Therefore, this was done.

B. Service Agreements

1. Airport Minority Advisory Council Regional Forum, JMAA: Authorize Amendment to Agreement and Increase Project Budget.....Page 58

Commissioner Pridgen expressed her opinion as to eliminating the Commissioners' Breakfast as the financial commitment required was not worth the proposed cost because of the limited number of Commissioners registered for the AMAC Forum.

Mr. Newman, CEO, asked that the Commissioners consider increasing the budget by \$3900.00 instead of amending the agreement with AMAC to have \$1000.00 available for JMAA's Staff to use for a possible Commissioners' Breakfast. He told the Board that Staff would make every effort to use the least amount of the funds as possible. In addition, he informed the Board that the Staff would search for sponsors for the Commissioners' Breakfast. After some discussion, the Commissioners agreed to vote in accordance with Mr. Newman's proposal.

RESOLUTION CY-2015-144

RESOLUTION AS TO AUTHORIZING AN INCREASE OF THE CURRENT AMAC PROJECT BUDGET BY \$3900.00 FOR FLORAL ARRANGEMENTS, AN AVIATION THEMED ICE SCULPTURE, COMMISSIONERS' BREAKFAST ON OCTOBER 15, 2015 AND OTHER AMAC FORUM PROJECT RELATED EXPENSES.

Upon motion by Commissioner Reed, seconded by Vice Chair Hartley, the following **RESOLUTION** was made and unanimously approved.

WHEREAS, the Board has considered the request of JMAA's Staff for approval to increase the financial commitment for the AMAC Regional Forum Project ("Project") by \$3,900.00 for services, commodities, a possible Commissioners' Breakfast, and other miscellaneous expenses paid by JMAA to persons and entities other than AMAC, for a total Project budget of \$45,700; and

WHEREAS, the Board finds that such request, which is explained in the Memorandum dated September 28, 2015, at pages 58-61 of the Meeting Packet, ought to be granted except for amending the Service Agreement with the Airport Minority Council Advisory Council; and

IT IS THEREFORE, RESOLVED that the Board authorizes JMAA's Staff to increase the financial commitment for the AMAC Regional Forum Project ("Project") by \$3,900.00 for services, commodities, a possible Commissioners' Breakfast, and other miscellaneous

expenses paid by JMAA to persons and entities other than AMAC, for a total Project budget of \$45,700. The Board finds that such request is explained in the Memorandum dated September 28, 2015, at pages 58-61 of the Meeting Packet, and further explained in Mr. Newman's proposal which is stated above. Excepted from this Resolution is the amendment of the Service Agreement with the Airport Minority Advisory Council which is included in the previously identified Memorandum.

Yeas: Hartley, Pridgen, Harris, Reed, Henley

Nays: None

Abstentions: None

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Mr. Newman directed the Board's attention back to the Early Issues item on the Agenda.

Early Issue:

Mr. Newman, CEO, announced that the Staff is requesting the Authority to make three (3) early issue payments of three (3) separate claims filed after the August 2015 Docket closed.

RESOLUTION CY-2015-145

RESOLUTION AUTHORIZING EARLY ISSUE PAYMENTS FOR THREE CLAIMS FILED AFTER CLOSING OF THE AUGUST 2015 DOCKET

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

WHEREAS, the Board has considered the request of JMAA's Staff for the authority to provide payments of: (i) \$225.00 to PJ's Talks and Tours for AMAC Regional Forum tour guide services; (ii) \$225.00 to Alferdteen Harrison for AMAC Regional Forum tour guide services; and (iii) \$750.00 to Dawson List d/b/a Ice Dragon Ice Sculptures for supplying a decorative ice sculpture to display during the AMAC Regional Forum; and

WHEREAS, the Board finds that such requests, which are fully explained in a Memorandum dated September 25, 2015, at page 57 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that JMAA's Staff is authorized to pay the following amounts to the following persons/entities for the following items/services: (i) \$225.00 to PJ's Talks and Tours for AMAC Regional Forum tour guide services; (i) \$225.00 to Alferdteen Harrison for AMAC Regional Forum tour guide services; and (iii) \$750.00 to Dawson List d/b/a Ice Dragon Ice Sculptures for supplying a decorative ice sculpture to display during the AMAC Regional Forum. The Board finds that such requests are fully explained in the Memorandum dated September 25, 2015, at page 57 of the Meeting Packet.

Yeas: Hartley, Pridgen, Harris, Reed, Henley

Nays: None
Abstentions: None

September 28, 2015

Mr. Newman then directed the Board's attention to the remaining Service Agreements.

2. *Advertising Services at Jackson State University Football Events, JAN: Authorize Agreement (Capturion Network, LLC).....Page 62*

RESOLUTION CY-2015-146

RESOLUTION AS TO PROFESSIONAL ADVERTISING SERVICES WITH CAPTURION NETWORK, LLC TO ADVERTISE JMAA DURING CERTAIN JACKSON STATE UNIVERSITY 2015 HOME FOOTBALL GAMES

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

WHEREAS, the Board has considered the request of JMAA's staff for authority to enter into a service agreement with Capturion Network, LLC ("Capturion"), of Flowood, Mississippi, a Mississippi Limited Liability Corporation, to provide advertising services during the 2015 Home Football games of Jackson State University ("JSU"), a Historically Black University, founded in 1877 and primarily located in Jackson, MS. The fees for the services shall not exceed \$8,000. The term of the proposed agreement will commence on the date of the execution of the agreement and end on December 30, 2015; and

WHEREAS, the Board finds that such request, which is fully explained in the Memorandum dated August 27, 2015, at pages 62-63 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that the Board authorizes JMAA's staff to enter into a service agreement with Capturion Network, LLC ("Capturion"), of Flowood, Mississippi, a Mississippi Limited Liability Corporation, to provide advertising services during the 2015 Home Football games of Jackson State University ("JSU"), a Historically Black University, founded in 1877 and primarily located in Jackson, MS. The fees for the services shall not exceed \$8,000. The Board finds that such request is fully explained in the Memorandum dated August 27, 2015, at pages 62-63 of the Meeting Packet.

Yeas: Hartley, Pridgen, Harris, Reed, Henley
Nays: None
Abstentions: None

September 28, 2015

3. *Annual Chiller Preventive Maintenance and Inspection, JAN: Authorize Agreement (Metro Building Services).....Page 64*

RESOLUTION CY-2015-147

RESOLUTION AS TO A PREVENTIVE MAINTENANCE INSPECTION WITH METRO BUILDING SERVICES, INC.

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

WHEREAS, the Board has considered the request of JMAA’s staff for authority to enter into an agreement with Metro Building Services Inc. of Bolton, MS, a Mississippi Corporation, to perform an annual inspection and preventive maintenance on two York Chillers (275 ton) providing cooling to the terminal building of the Jackson-Medgar Wiley Evers International Airport at a cost not to exceed \$4,960.00; and

WHEREAS, the Board finds that such request, which is fully explained in the Memorandum dated September 9, 2015, at pages 64-66 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that the Board authorizes JMAA’s staff to enter into an agreement with Metro Building Services Inc. of Bolton, MS, a Mississippi Corporation, to perform an annual inspection and preventive maintenance on two York Chillers (275 ton) providing cooling to the terminal building of the Jackson-Medgar Wiley Evers International Airport at a cost not to exceed \$4,960.00. The Board finds that such request is fully explained in the Memorandum dated September 9, 2015, at pages 64-66 of the Meeting Packet.

Yeas: Hartley, Pridgen, Harris, Reed, Henley
Nays: None
Abstentions: None

September 28, 2015

- 4. *Tree Trimming and Removal, JAN: Authorize Agreement (Delta Tree Service, Inc. of Jackson).....Page 64*

RESOLUTION CY-2015-148

RESOLUTION AS TO TREE TRIMMING AND TREE REMOVAL SERVICES WITH DELTA TREE SERVICE, INC.

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

WHEREAS, the Board has considered the request of JMAA’s staff for authority to enter into an agreement with Delta Tree Service, Inc. of Jackson, MS, a Mississippi Corporation, to perform the trimming of twelve (12) mature oak trees located along the north end of South Hangar Drive and the removal of one dead pine tree located on airport property next to

Laurel Park Apartment in Flowood, MS, for a sum not to exceed \$7,000; and

WHEREAS, the Board finds that such request, which is fully explained in the Memorandum dated September 9, 2015, at pages 67-68 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that the Board authorizes JMAA’s staff to enter into an agreement with Delta Tree Service, Inc. of Jackson, MS, a Mississippi Corporation, to perform the trimming of twelve (12) mature oak trees located along the north end of South Hangar Drive and the removal of one dead pine tree located on airport property next to Laurel Park Apartment in Flowood, MS, for a sum not to exceed \$7,000. The Board finds that such request is fully explained in the Memorandum dated September 9, 2015, at pages 67-68 of the Meeting Packet.

Yeas: Hartley, Pridgen, Harris, Reed, Henley

Nays: None

Abstentions: None

September 28, 2015

- 5. *Hardware and Software Licenses and Support Agreement, JMAA: Authorize Renewals.....Page 69*

RESOLUTION CY-2015-149

RESOLUTION AS TO AUTHORIZING THE RENEWAL OF CERTAIN HARDWARE AND SOFTWARE LICENSES AND SUPPORT AGREEMENTS CURRENTLY REGISTERED AT JMAA.

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

WHEREAS, the Board has considered the request of JMAA’s staff for authority to renew certain hardware, software license and support agreements for software packages and services currently registered to JMAA that will begin and/or expire in Fiscal Year 2016; and

WHEREAS, the Board finds that such request, which is fully explained in the Memorandum dated August 5, 2015, at pages 69-72 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that the Board authorizes JMAA’s staff to renew certain hardware, software license and support agreements for software packages and services currently registered to JMAA that will begin and/or expire in Fiscal Year 2016. The Board finds that such request is fully explained in the Memorandum dated August 5, 2015, at pages 69-72 of the Meeting Packet.

Yeas: Hartley, Pridgen, Harris, Reed, Henley

Nays: None

Abstentions: None

September 28, 2015

6. *Employee Drug and Alcohol Used Screening Services; JMAA: Authorize Agreement (Medscreens, Inc.).....Page 73*

RESOLUTION CY-2015-150

RESOLUTION AS TO A SERVICE AGREEMENT WITH MEDSCREENS, INC. FOR JMAA EMPLOYEES DRUG AND ALCOHOL SCREENINGS.

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

WHEREAS, the Board has considered the request of JMAA’s staff for authority to execute a service agreement with Medscreens, Inc., of Pearl, MS, a Mississippi corporation, to provide random and “reasonable suspicion” drug and alcohol screenings for employees of the Jackson Municipal Airport Authority (“JMAA”) (“Services”), for an annual amount not to exceed \$4,000. The fees for individual tests will be \$30.00 per drug screen and \$25.00 per breath alcohol screen. The proposed agreement is for the period of one (1) calendar year commencing October 1, 2015 and ending September 30, 2016, with JMAA having the option to renew for two (2) additional years at the same rates; and

WHEREAS, the Board finds that such request, which is fully explained in the Memorandum dated September 8, 2015, at pages 73-75 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that the Board authorizes JMAA’s staff to execute a service agreement with Medscreens, Inc., of Pearl, MS, a Mississippi corporation, to provide random and “reasonable suspicion” drug and alcohol screenings for employees of the Jackson Municipal Airport Authority (“JMAA”) (“Services”), for an annual amount not to exceed \$4,000. The fees for individual tests will be \$30.00 per drug screen and \$25.00 per breath alcohol screen. The proposed agreement is for the period of one (1) calendar year commencing October 1, 2015 and ending September 30, 2016, with JMAA having the option to renew for two (2) additional years at the same rates. The Board finds that such request is fully explained in the Memorandum dated September 8, 2015, at pages 73-75 of the Meeting Packet.

Yeas: Hartley, Pridgen, Harris, Reed, Henley

Nays: None

Abstentions: None

September 28, 2015

C. Construction Projects

1. *JMAA Project No. 11-13, Roadway Signage Improvements, JAN: Authorize Agreement (Dale Partners Architects P.A.).....Page 76*

RESOLUTION CY-2015-151

RESOLUTION AUTHORIZING EXECUTION OF AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH DALE PARTNERS ARCHITECTS P.A. FOR ADDITIONAL DESIGN SERVICES IN SUPPORT OF UPGRADING THE EXISTING ROADWAY SIGNS THAT DIRECT TRAFFIC IN AND AROUND THE JMAA TERMINAL BUILDING AND GROUNDS.

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

WHEREAS, the Board has considered the request of JMAA’s Staff for authority to: (i) execute an amendment to the professional services agreement with Dale Partners Architects P.A. (“Dale Partners”) of Jackson, Mississippi, to provide additional design services in support of upgrading the existing roadway signs that direct traffic in and around the terminal building and grounds of the Jackson-Medgar Wiley Evers International Airport (JAN); and (ii) revise the current project budget to include the additional work. Proposed fees and expenses to Dale Partners for the additional services are not to exceed \$20,439.00, for a new contract amount of \$88,131.50. The new total project budget of \$515,631.50, to be paid with JMAA funds; and

WHEREAS, Dale Partners will be supported by the following sub-consultants: (i) Labozan Associates of Boulder, Colorado to assist with alternate designs and construction documents for the project; (ii) Scott C. Woods and Associates, P.A. (“SCWA”) of Madison, Mississippi to continue providing mechanical/electrical designs and energy analysis; and (iii) Valancourt International, LLC of Atlanta, Georgia to continue assisting with technical sign standards and construction fabrication; and

WHEREAS, the Board finds that such requests, which are fully explained in the Memorandum dated August 26, 2015, at pages 76-79 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that the Board authorizes JMAA’s staff to: (i) execute an amendment to the professional services agreement with Dale Partners Architects P.A. (“Dale Partners”) of Jackson, Mississippi, to provide additional design services in support of upgrading the existing roadway signs that direct traffic in and around the terminal building and grounds of the Jackson-Medgar Wiley Evers International Airport (JAN); and (ii) revise the current project budget to include the additional work. Proposed fees and expenses to Dale Partners for the additional services are not to exceed \$20,439.00, for a new contract amount of \$88,131.50. The new total project budget of \$515,631.50 will be paid for with JMAA funds. The Board finds that such request is fully explained in the Memorandum dated August 26, 2015, at pages 76-79 of the Meeting Packet.

Yeas: Hartley, Pridgen, Harris, Reed, Henley
Nays: None
Abstentions: None

September 28, 2015

D. Procurements

- 1. *JMAA Fiscal Year 2016 Property, Casualty and Liability Insurance Renewal: Accept Proposal (Porter’s Insurance Agency, Inc. and Hub International Midwest d/b/a Hub International Gulf South (“PIA”)).....Page 80*

RESOLUTION CY-2015-152

RESOLUTION AUTHORIZING ACCEPTANCE OF THE FISCAL YEAR 2016 INSURANCE PROPOSAL BY PORTER’S INSURANCE AGENCY AND HUB INTERNATIONAL MIDWEST LIMITED D/B/A HUB INTERNATIONAL GULF SOUTH.

Upon motion by Vice Chair Hartley, seconded by Commissioner Reed, the following **RESOLUTION** was made and unanimously approved.

WHEREAS, the Board has considered JMAA’s Staff’s request for authority to: (i) accept the Fiscal Year 2016 insurance renewal proposal by Porter’s Insurance Agency, Inc. & Hub International Midwest Limited d/b/a Hub International Gulf South (“PIA”); (ii) bind and purchase the new policies; and (iii) accept any lower quotes should they be submitted in time for PIA’s evaluation and recommendation before the new policies are bound.

WHEREAS, the Board finds that such requests, which are fully explained in the Memorandum dated August 27, 2015, the new policy display table, and Porter’s Insurance Executive Summary, at pages 80-88 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 2016 insurance renewal proposal by Porter’s Insurance Agency, Inc. & Hub International Midwest Limited d/b/a Hub International Gulf South (“PIA”); (ii) bind and purchase the new policies; and (iii) accept any lower quotes should they be submitted in time for PIA’s evaluation and recommendation before the new policies are bound. The Board finds that such requests are fully explained in the Memorandum dated August 27, 2015, the new policy display table, and Porter’s Insurance Executive Summary, at pages 80-88 of the Meeting Packet.

Yeas: Hartley, Henley, Harris, Pridgen, Reed
Nays: None
Abstentions: None

September 28, 2015

E. Grants

None.

F. Other Matters

1. Board Travel-Update

Chair Harris then announced that Board Members who traveled during September will provide brief presentations about their travel and this was done.

- (a) 2015 American Association of Airport Executives-National Airports Conference- Savannah, GA., September 20-22, 2015

Vice Chair Hartley, Commissioner Dr. Pridgen, Commissioner Henley, and Commissioner Reed attended the AAAE Conference in Savannah, GA, themed "Shaping a Stronger Industry."

The AAAE Conference focused on steps the industry can take to create strategies that work in today's and tomorrow's workplace. During the Conference there were, AAAE Committee Meetings, breakout sessions, roundtable discussions, and receptions. The sessions included discussions concerning policy challenges, staying compliant, transportation network companies, military service to airport professionals, managing a mess and the media, private/public partnerships, hosting national events, safety management system impacts, non-aeronautical development, and the impact of new protocols. The AAAE Conference agenda is attached as an exhibit to the September 28, 2015 Board Meeting Minutes.

G. New Business

OPEN SESSION

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 he believed can be discussed in Executive Session, and Commissioner Reed seconded the motion.

The Board by a vote of 5-0 resolved that the session be closed. Chair Harris asked all, except Mr. Carl D. Newman, CEO, 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 4:53 p.m.

CLOSED SESSION

Commissioner Henley then moved that the Board enter into Executive Session to discuss pending litigation and incumbent JMAA personnel matters. Commissioner Dr. Pridgen seconded the motion to enter Executive Session and the Commissioners voted 5-0 to enter Executive Session for the stated purposes.

The Closed Session ended at 4:57 p.m.

OPEN SESSION

Chair Harris then invited all persons outside the room to re-enter, some did.

Chair Harris then stated in open session that the Board, during Closed Session, voted to enter into Executive Session to consider pending litigation and JMAA personnel matters.

Chair Harris asked all present, with the exception of Mr. Carl D. Newman, CEO, attorneys from Walker Group, PC and The May Law Firm, to leave the room.

The Board went into Executive Session at 4:59 p.m.

EXECUTIVE SESSION

During the Executive Session, the Board discussed pending litigation and JMAA personnel matters, after which the board resolved the following:

- 1. Authorization to Offer Employment to a Potential Chief Operating Officer Management Employee and Offer a Compensation Package that Includes Relocation Expenses.*

RESOLUTION CY-2015-153

RESOLUTION AUTHORIZING JMAA'S CEO TO OFFER EMPLOYMENT TO A POTENTIAL CHIEF OPERATING OFFICER EMPLOYEE AND A SPECIFIED COMPENSATION PACKAGE THAT INCLUDES RELOCATION EXPENSES

Upon motion by Vice Chair Hartley, seconded by Commissioner Reed, the following **RESOLUTION** was made and unanimously approved.

WHEREAS, the Board has considered the request of JMAA's CEO to offer: (i) the position of Chief Operating Officer to a specified potential employee who currently resides outside MS; and (ii) a specified compensation package that includes relocation expenses conditioned on the potential specified management employee residing within the corporate city limits of Jackson, Mississippi.

IT IS THEREFORE, RESOLVED that JMAA's CEO is authorized to offer: (i) the position of Chief Operating Officer to a specified potential employee who currently resides outside MS; and (ii) a specified compensation package that includes relocation expenses conditioned upon the potential specified management employee residing within the corporate city limits of Jackson, Mississippi.

Yeas: Hartley, Pridgen, Harris, Reed, Henley

Nays: None

Abstentions: None

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2. Authorization to Offer Employment to a Potential Capital Programming Director Employee and Offer a Compensation Package that Includes Relocation Expenses.

RESOLUTION CY-2015-154

RESOLUTION AUTHORIZING JMAA'S CEO TO OFFER EMPLOYMENT TO A POTENTIAL CAPITAL PROGRAMMING DIRECTOR EMPLOYEE AND A SPECIFIED COMPENSATION PACKAGE THAT INCLUDED RELOCATION EXPENSES

Upon motion by Vice Chair Hartley, seconded by Commissioner Dr. Pridgen, the following **RESOLUTION** was made and unanimously approved.

WHEREAS, the Board has considered the request of JMAA's CEO to offer: (i) the position of Capital Programming Director to a specified potential employee who currently resides outside MS; and (ii) a specified compensation package that includes relocation expenses conditioned on the potential specified management employee residing within the corporate city limits of Jackson, Mississippi.

IT IS THEREFORE, RESOLVED that JMAA's CEO is authorized to offer: (i) the position of Capital Programming Director to a specified potential employee who currently resides outside MS; and (ii) a specified compensation package that includes relocation expenses conditioned upon the potential specified management employee residing within the corporate city limits of Jackson, Mississippi.

Yeas: Hartley, Pridgen, Harris, Reed, Henley

Nays: None

Abstentions: None

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3. The Board took no action regarding the potential litigation matter.

Commissioner Pastor Henley moved to close the Executive Session, Vice Chair Hartley seconded the motion, and the Commissioners voted 5-0 to end the Executive Session.

The Executive Session ended at 5:31 p.m.

Chair Harris then invited all persons outside the room to re-enter; some did, and Chair Harris 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 5:33 p.m.

Chair Harris announced that the meeting was once again open. Chair Harris then announced that during Executive Session the Board discussed three matters and adopted resolutions which authorized Mr. Carl D. Newman, CEO to offer employment to two (2) specified potential employees with specified compensation packages conditioned upon those potential specified employees residing within the corporate city limits of Jackson, Mississippi. She further announced that as to the pending litigation matter the Board took no action.

H. JMAA Board of Commissioners Elections

Chair Harris announced that the Board would conduct elections for new officers for Fiscal Year 2016 in accordance with the Bylaws of JMAA. She stated that she was grateful and pleased that JMAA had a successful year during her tenure as Chair of the Board. Some of JMAA's accomplishments during her tenure, included but were not limited to, the employment of a new Chief Executive Officer, Mr. Carl D. Newman, and successfully doing a Bond Refunding Project which saved JMAA \$4,000,000.00.

RESOLUTION CY-2015-155

RESOLUTION REGARDING THE ELECTION OF THE JMAA BOARD OF COMMISSIONERS' FISCAL YEAR 2016 CHAIRMAN

Chair Harris requested nominations for the position of Chairman for JMAA's Fiscal Year 2016 and the following nominations were made.

Commissioner Pastor Henley nominated Commissioner Dr. Pridgen for the position of Chairman and Chair Harris seconded that nomination.

Next, Commissioner Reed nominated Vice Chair Hartley for the position of Chairman and Vice Chair Hartley seconded that nomination.

Chair Harris called for a vote of the following nominated candidates for Chairman and the

Commissioners voted as follows:

All in favor of Commissioner Pridgen: Chair Harris, Commissioner Pastor Henley and Commissioner Pridgen voted for Commissioner Pridgen.

All in favor of Commissioner Vice Chair Hartley: Commissioner Reed and Vice Chair Hartley voted for Vice Chair Hartley.

Chair Harris announced that Commissioner Pridgen received three (3) votes and Vice Chair Hartley received two (2) votes. Therefore, Commissioner Pridgen will be the Chairman for JMAA Fiscal Year 2016.

IT IS THEREFORE, RESOLVED that Commissioner Dr. Pridgen, upon the nomination of Commissioner Pastor Henley, seconded by Chair Harris, and based upon the following vote, is the Chairperson of the JMAA Board of Commissioners for JMAA's Fiscal Year 2016.

For Commissioner Pridgen: Henley, Pridgen, Harris

For Vice Chair Hartley: Hartley, Reed

Abstain: None

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RESOLUTION CY-2015-156

RESOLUTION REGARDING THE ELECTION OF THE JMAA BOARD OF COMMISSIONERS' FISCAL YEAR 2016 VICE CHAIRMAN

Upon motion by Commissioner Dr. Pridgen, seconded by Chair Harris, the following **RESOLUTION** was made and adopted on the majority vote (4-0-1) of all Commissioners.

WHEREAS, the Board has considered Commissioner Dr. Pridgen's nomination of Commissioner Pastor Henley to become Vice-Chairperson and seconded by Chair Harris.

IT IS THEREFORE, RESOLVED that Commissioner Hartley, upon the nomination of Commissioner Dr. Pridgen, seconded by Chair Harris, is the Vice Chairman of the JMAA Board of Commissioners for Fiscal Year 2016.

Yeas: Henley, Pridgen, Harris, Reed

Nays: None

Abstain: Hartley

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VII. ADJOURNMENT

Thereafter, it was moved by Commissioner Pastor Henley, seconded by Commissioner Dr. Pridgen,

and unanimously resolved that the meeting of the Board be ADJOURNED at 5:39 p.m.

Respectfully submitted,

Ms. LaWanda D. Harris, Chair

Mr. Vernon W. Hartley, Sr., Vice Chair

Ms. Evelyn O. Reed, Commissioner

Pastor James L. Henley, Jr., Commissioner

Dr. Rosie L.T. Pridgen, Commissioner