

**SPECIAL MEETING  
OF  
THE JACKSON MUNICIPAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS  
APRIL 8, 2021**

**I. CALL TO ORDER/ROLL CALL/DECLARATION OF QUORUM**

Pursuant to proper notice, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority" and "JMAA") convened its Special Meeting in the Conference Room, Main Terminal Building, Hawkins Field Airport ("HKS") in Jackson, Mississippi at 6:00 p.m. on Thursday, April 8, 2021. A copy of the Special Meeting Notice is attached as an Exhibit "A" to the April 8, 2021 Special Meeting Minutes.

Chairman Robert E. Martin presided, called the Meeting to order at 6:00 p.m., and called the roll of Commissioners.

The following Commissioners were present, in person, during roll call for a quorum at the Special Board Meeting:

Robert E. Martin, Chairman, Present  
LaWanda D. Harris, Vice-Chairman, Present  
Pastor James L. Henley, Jr., Commissioner, Absent  
Hursie J. Davis-Sullivan, M.D., Commissioner, Absent  
LTC(R) Lucius Wright, Commissioner, Present

Chairman Martin announced that a quorum was present at the Special Meeting and that the Meeting would proceed with a discussion of the Agenda (the "Agenda") for the Board Meeting. The following other persons were also present at the Meeting:

Paul A. Brown, JMAA's Chief Executive Officer  
Regina R. May, Esq., The May Law Firm, PLLC  
And persons listed on the **Sign-in Sheet for 4-8-2021, Exhibit B to the April 8, 2021 Special Meeting Minutes**

**II. INVOCATION**

Chief Executive Officer ("CEO") Paul A. Brown gave the Invocation.

**III. ACCEPTANCE OF NOTICES OF APRIL 8, 2021 SPECIAL MEETING**

A. The Board considered the motion below and took the following action:

After review and discussion, and upon motion made by Vice-Chairman Harris, seconded by Commissioner LTC(R) Wright and approved by a majority vote 3-0-0, the following resolution was passed.

**RESOLUTION CY-2021-\_\_\_**

**APPROVAL OF THE NOTICE OF THE APRIL 8, 2021 SPECIAL MEETING**

**RESOLVED**, that the Board hereby approves the Notice of the April 8, 2021 Special Meeting and directs that a copy of it be affixed to the Minutes of the April 8, 2021 Special Meeting.

Yeas: Martin, Harris, Wright

Nays: None

Abstentions: None

April 8, 2021

B. Next, the Board considered the motion below and took the following action:

After review and discussion, and upon motion made by Vice-Chairman Harris, seconded by Commissioner LTC(R) Wright and approved by a majority vote 3-0-0, the following resolution was passed.

**RESOLUTION CY-2021-**

**APPROVAL OF THE AMENDED NOTICE OF THE APRIL 8, 2021 SPECIAL MEETING**

**RESOLVED**, that the Board hereby approves the Amended Notice of the April 8, 2021 Special Meeting and directs that a copy of it be affixed to the Minutes of the April 8, 2021 Special Meeting.

Yeas: Martin, Harris, Wright

Nays: None

Abstentions: None

April 8, 2021

**IV. APPROVAL AND EXECUTION OF MINUTES**

- A. Approval of the Minutes of the March 29, 2021 Emergency Board Meeting  
Located at Hawkins Field Airport

After review and discussion, and upon motion made by Vice-Chairman Harris, seconded by Commissioner Wright, the Minutes of the March 29, 2021 Emergency Board Meeting was approved by a unanimous vote of the Commissioners present, and the following Resolution was passed.

**RESOLVED**, that the Board hereby approves the Minutes of the March 29, 2021 Emergency Board Meeting as presented, and directs that said Minutes be filed in the appropriate Minute Book and Records of the Authority.

Yeas: Martin, Harris, Wright

Nays: None

Abstentions: None

April 8, 2021

## V. REPORTS

1. Next, CEO Paul Brown recognized Ross & Yerger Agents, Marcus Burger and Will Garner (“R&Y”), to present options to the Board for JMAA’s Group Health, Dental, and Vision Insurance Policies from United Healthcare (“UHC”).

R&Y provided a very detailed report describing the reasons for UHC’s proposed increase in health insurance premiums and possible options on how to reduce the premiums. R&Y also reported that they anticipate receiving a proposal from Blue-Cross Blue-Shield and would provide it to the Board when received.

Vice-Chair Harris expressed that the Board would need time to look closely at the report to determine the best option for JMAA. Chair Martin expressed that he wanted to be assured that the Board would be provided with the best possible coverage for JMAA employees. Commissioner Wright asked CEO Paul A. Brown what “Wellness Program” JMAA has available for its employees. CEO Paul A. Brown stated that various incentives were available and that JMAA is working on constructing a walking trail for employees.

The Board thanked Mr. Burger and Mr. Garner for their very comprehensive and detailed report.

2. Next, CEO Paul A. Brown recognized Porter’s Insurance Agency. Presenters were Ms. Gailya Porter and Ms. LaToya D. Porter with Porter’s Insurance Agency, Inc., and Mark Merritte with Arthur J. Gallagher Risk Management, Inc. (collectively the “Porter Team”). Vice-Chair Harris expressed her desire to hear JMAA’s property and casualty insurance options. Ms. LaToya Porter stated that they were not aware that the agency was expected to provide such a detailed report at this meeting. Vice-Chair Harris also questioned the Porter Team members on the terms for each Commissioner’s Bond coverage. Upon addressing Vice-Chair Harris’ concerns on Bond coverage, CEO Paul Brown

expressed his expectation that JMAA receive timely premium payment notices. The Porter Team members agreed to provide the JMAA Board with a detailed report on coverage options and assured CEO Paul Brown that timely premium notices would be provided in the future. Ms. LaToya Porter stated that the Porter Team had unsuccessfully attempted to contact JMAA personnel regarding the outstanding invoices. Chair Martin stated that ultimately the Board should be contacted if JMAA personnel cannot be contacted. Ms. Porter agreed to this process.

## **VI. EARLY ISSUES**

Next, CEO Brown presented the following Early Issues and the Board resolved as follows:

Upon motion by Vice-Chair Commissioner Harris, seconded by LTC(R) Wright the following RESOLUTION was made and approved by vote: 3-0-0.

### **RESOLUTION AUTHORIZING EARLY ISSUE PAYMENTS TO PORTER'S INSURANCE AGENCY, INC. FOR THE ANNUAL FLOOD INSURANCE POLICY AND THE WORKERS' COMPENSATION INSURANCE POLICY**

**WHEREAS**, the Board of Commissioners (the "Board") has considered the request of the Staff of the Jackson Municipal Airport Authority ("JMAA") for the authority to pay Porter's Insurance Agency, Inc. for Invoice #3615241 in the amount of \$21,915.00 for JMAA's annual flood insurance policy for the period from 04/01/21 to 04/01/2022 and Invoice #028000019620119 in the amount of \$5,333.00 for JMAA's Workers' Compensation insurance policy 19-20; and

**WHEREAS**, the request for payment of Invoice #3615241 in the amount of \$21,915.00 for the annual flood insurance policy for the period from 04/01/21 to 04/01/2022 and Invoice #028000019620119 in the amount of \$5,333.00 for Workers' Compensation insurance policy 19-20 were submitted after the invoice deadline date for payment to be included on the most recent past claims docket; and

**WHEREAS**, the Board finds that such early issue payment requests were fully explained by CEO Paul A. Brown, and the Board having fully expressed its concerns regarding untimely receipt of invoices, the Board nevertheless determined that the requests should be granted.

**IT IS THEREFORE, RESOLVED** that JMAA Staff is authorized to make early issue payments to Porter's Insurance Agency, Inc. for Invoice #3615241 in the amount of \$21,915.00 for JMAA's annual flood insurance policy for the period from 04/01/21 to 04/01/2022, and for Invoice #028000019620119 in the amount of \$5,333.00 for JMAA's Workers' Compensation insurance policy 19-20.

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

April 8, 2021

## VII. GRANTS

Next, CEO Brown presented the Grant item below and the Board resolved as follow:

UPON motion by Vice-Chair Commissioner Harris, seconded by LTC(R) Wright, the following RESOLUTION was made and approved by vote: 3-0-0.

### RESOLUTION CY-2021-06

**RESOLUTION AUTHORIZING THE JACKSON MUNICIPAL AIRPORT AUTHORITY TO ACCEPT THE AIRPORT CORONAVIRUS RELIEF / RESPONSE GRANT PROGRAM GRANT NO. 3-28-0037-059-2021, AS OFFERED BY THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FEDERAL AVIATION ADMINISTRATION, AND TO SEEK A RESOLUTION FROM THE CITY COUNCIL OF JACKSON, MISSISSIPPI, AS CO-SPONSOR, FOR PURPOSES DIRECTLY RELATED TO THE JACKSON-MEDGAR WILEY EVERS INTERNATIONAL AIRPORT TO PREVENT, PREPARE FOR, AND RESPOND TO THE CORONAVIRUS, INCLUDING REIMBURSING THE JACKSON MUNICIPAL AIRPORT AUTHORITY FOR OPERATIONAL AND MAINTENANCE EXPENSES AND DEBT SERVICES PAYMENTS.**

**WHEREAS**, the Board of Commissioners (the "Board") has considered the recommendation of the Staff of the Jackson Municipal Airport Authority ("JMAA") that the Board accept the United States Department of Transportation, Federal Aviation Administration ("FAA"), AIRPORT CORONAVIRUS RELIEF/RESPONSE GRANT PROGRAM GRANT, Grant No. 3-28-0037-059-2021 (the "GRANT"), in an amount not-to-exceed Three Million, Six Hundred Thirty Thousand, Two Hundred Sixteen Dollars (\$3,630,216.00); and

**WHEREAS**, the Grant provides funds that will be used for purposes directly related to the Jackson-Medgar Wiley Evers International Airport (the "Airport") to prevent, prepare for, and respond to the Coronavirus, including reimbursing JMAA for operational and maintenance expenses and debt service payments and for any lawful purpose related to the [Airport] for which the Grant funds may be used; and

**WHEREAS**, the reimbursement of JMAA for operational and maintenance expenses and debt service payments for the Airport are expressly included in "purposes directly related to the [Airport]," as described in the Grant offer and agreement; and

**WHEREAS**, the Grant offer is contingent upon JMAA, as the Grant Sponsor, authorizing its representative to execute the Grant offer and agreement, followed by JMAA's Counsel's execution of a "Certificate of Sponsor's Attorney" in order for the Grant to be finalized; and

**WHEREAS**, the City of Jackson, Mississippi ("City"), as the Co-sponsor with JMAA of the Airport, is also required to execute the GRANT offer and agreement; and therefore, the Mayor, or his designee, and the City Attorney of the City must be authorized by the City Council of the City to execute the GRANT offer and agreement in order for JMAA to receive the GRANT funds; and

**WHEREAS**, JMAA's Staff is therefore requesting Board authority to seek a resolution from the City Council of the City that provides that the City, as Co-Sponsor of the Airport: (i) accepts the Grant in an amount not-to-exceed Three Million, Six Hundred Thirty Thousand, Two Hundred Sixteen Dollars (\$3,630,216.00); (ii) authorizes the Mayor of the City to execute the Grant offer and agreement; and (iii) authorizes the City Attorney of the City to sign a "Certificate of Sponsor's Attorney," in accordance with the Grant offer and agreement.

**IT IS, THEREFORE, RESOLVED** that the Board accepts the GRANT in an amount not-to-exceed Three Million, Six Hundred Thirty Thousand, Two Hundred Sixteen Dollars (\$3,630,216.00); and

**IT IS FURTHER RESOLVED** that the Grant funds be used for purposes directly related to the Airport, for which Grant funds may be lawfully used, and not for any purpose not related to the Airport; and

**IT IS FURTHER RESOLVED** that Paul A. Brown, JMAA's Chief Executive Officer, or his designee, is hereby authorized to execute the Grant offer and agreement on behalf of JMAA; and

**IT IS FURTHER RESOLVED** that JMAA's Counsel, John Richard May, Jr., Esq., is authorized to execute the "Certificate of Sponsor's Attorney" on behalf of JMAA, after Paul A. Brown, JMAA's CEO, executes the Grant offer and agreement; and

**IT IS FURTHER RESOLVED** that JMAA's Staff is authorized and directed to seek a resolution from the City Council of the City which provides that the City, as Co-Sponsor of the Airport: (i) accepts the Grant in an amount not-to-exceed Three Million, Six Hundred Thirty Thousand, Two Hundred Sixteen Dollars (\$3,630,216.00); (ii) authorizes the Mayor of the City to execute the Grant offer and agreement; and (iii) authorizes the City Attorney of the City to sign a "Certificate of Sponsor's Attorney," all as required by the Grant offer and agreement; and

**IT IS FURTHER RESOLVED** that any and all prior acts performed by JMAA Staff in applying for the GRANT are hereby ratified, adopted, and approved by the Board.

Yeas: Martin, Harris, Wright

Nays: None

Abstentions: None

April 8, 2021

Next, CEO Brown presented the Grant item below and the Board resolved as follows:

UPON motion by Vice-Chair Commissioner Harris, seconded by LTC(R) Wright the following RESOLUTION was made and approved by vote: 3-0-0.

**RESOLUTION CY-2021-06**

**RESOLUTION AUTHORIZING THE JACKSON MUNICIPAL AIRPORT AUTHORITY TO ACCEPT THE AIRPORT CORONAVIRUS RELIEF / RESPONSE GRANT PROGRAM GRANT NO. 3-28-0038-024-2021, AS OFFERED BY THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FEDERAL AVIATION ADMINISTRATION, AND TO SEEK A RESOLUTION FROM THE CITY COUNCIL OF JACKSON, MISSISSIPPI, AS CO-SPONSOR, FOR PURPOSES DIRECTLY RELATED TO THE HAWKINS FIELD AIRPORT TO PREVENT, PREPARE FOR, AND RESPOND TO THE CORONAVIRUS, INCLUDING TO SUPPORT THE FEDERAL CONTRACT TOWER OPERATIONS AND REIMBURSING THE JACKSON MUNICIPAL AIRPORT AUTHORITY FOR OPERATIONAL AND MAINTENANCE EXPENSES AND DEBT SERVICES PAYMENTS.**

**WHEREAS**, the Board of Commissioners (the "Board") has considered the recommendation of the Staff of the Jackson Municipal Airport Authority ("JMAA") that the Board accept the United States Department of Transportation, Federal Aviation Administration ("FAA"), AIRPORT CORONAVIRUS RELIEF/RESPONSE GRANT PROGRAM GRANT, Grant No. 3-28-0038-024-2021 (the "GRANT"), in an amount not-to-exceed Fifty-Seven Thousand, One Hundred Sixty-Two Dollars (\$57,162.00); and

**WHEREAS**, the Grant provides funds that will be used for purposes directly related to Hawkins Field Airport (the "Airport") to prevent, prepare for, and respond to the Coronavirus, including to support the Federal Contract Tower operations and reimbursing JMAA for operational and maintenance expenses, debt service payments, and for any lawful purpose related to the Airport for which the Grant funds may be used; and

**WHEREAS**, the reimbursement of JMAA for operational and maintenance expenses and debt service payments for the Airport are expressly included in "purposes directly related to the [Airport]," as described in the Grant offer and agreement; and

**WHEREAS**, the Grant offer is contingent upon JMAA, as the Grant Sponsor, to authorize its representative to execute the Grant offer and agreement, followed by JMAA's attorney's execution of a "Certificate of Sponsor's Attorney" in order for the Grant to be finalized; and

**WHEREAS**, the City of Jackson, Mississippi ("City"), as the Co-sponsor with JMAA of the Airport, is also required to execute the GRANT offer and agreement; and therefore, the Mayor, or his designee, and the City Attorney of the City must be authorized by the City Council of the City to execute the GRANT offer and agreement in order for JMAA to receive the GRANT funds; and

**WHEREAS**, JMAA's Staff is therefore requesting Board authority to seek a resolution from the City Council of the City that provides that the City, as Co-Sponsor of the Airport: (i) accepts the Grant in an amount not-to-exceed Fifty-Seven Thousand, One Hundred Sixty-Two Dollars (\$57,162.00); (ii) authorizes the Mayor of the City to execute the Grant offer and agreement; and (iii) authorizes the City Attorney of the City to sign a "Certificate of Sponsor's Attorney," in accordance with the Grant offer and agreement.

**IT IS, THEREFORE, RESOLVED** that the Board accepts the GRANT in an amount not-to-exceed Fifty-Seven Thousand, One Hundred Sixty-Two Dollars (\$57,162.00); and

**IT IS FURTHER RESOLVED** that the Grant funds be used for purposes directly related to the Airport, for which Grant funds may be lawfully used, and not for any purpose not related to the Airport, and that funds allocated for Federal Contract Tower operations not be used for other Airport purposes; and

**IT IS FURTHER RESOLVED** that Paul A. Brown, JMAA's Chief Executive Officer, or his designee, is hereby authorized to execute the Grant offer and agreement on behalf of JMAA; and

**IT IS FURTHER RESOLVED** that JMAA's Counsel, John Richard May, Jr., Esq., is authorized to execute the "Certificate of Sponsor's Attorney" on behalf of JMAA, after Paul A. Brown, JMAA's CEO, executes the Grant offer and agreement; and

**IT IS FURTHER RESOLVED** that JMAA's Staff is directed to seek a resolution from the City Council of the City which provides that the City, as Co-Sponsor of the Airport: (i) accepts the Grant in an amount not-to-exceed Fifty-Seven Thousand, One Hundred Sixty-Two Dollars (\$57,162.00); (ii) authorizes the Mayor of the City to execute the Grant offer and agreement; and (iii) authorizes the City Attorney of the



City to sign a "Certificate of Sponsor's Attorney," all as required by the Grant offer and agreement; and

**IT IS FURTHER RESOLVED** that any and all prior acts performed by JMAA Staff in applying for the GRANT are hereby ratified, adopted, and approved by the Board.

Yeas: Martin, Harris, Wright

Nays: None

Abstentions: None

April 8, 2021

## VII. STAFF REPORT

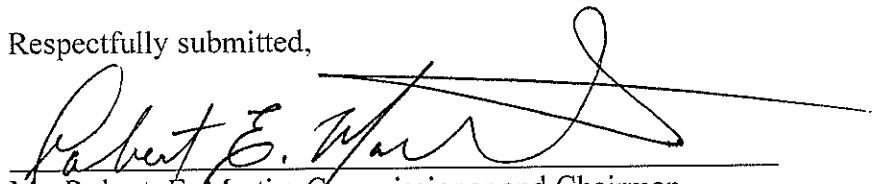
Next, CEO Paul Brown recognized Von Anderson, Chief Commercial Officer ("COO"). Mr. Anderson introduced JMAA Staff member Jerome Benjamin. COO Von Anderson and Staff member Benjamin expressed concerns regarding JMAA being provided little to no options for property and casualty insurance coverage. Mr. Anderson and Mr. Benjamin both expressed their belief that JMAA would likely obtain some savings by revisiting a Request for Proposals process.

Chair Martin gave COO Von Anderson instructions to obtain more information on what is available and report back to the Board.

## VII. ADJOURNMENT

Thereafter, it was moved by Chairman Martin, seconded by Vice-Chairman Harris, and resolved by majority vote 3-0-0 (yeas: Martin, Harris, Wright) that the Special Meeting of the Board ADJOURN, and the meeting adjourned at 7:30 p.m.

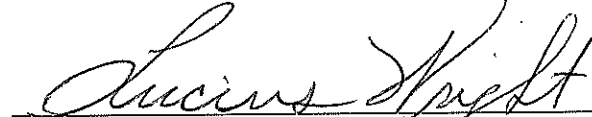
Respectfully submitted,



Mr. Robert. E. Martin, Commissioner and Chairman



Ms. LaWanda D. Harris, Commissioner and Vice-Chairman



LTC(R) Lucius Wright, Commissioner