

**SPECIAL MEETING
OF
JACKSON MUNICIPAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
JULY 16, 2020**

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

The Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority" and "JMAA") convened its Special Meeting in the Community Room, Main Terminal Building, Jackson-Medgar Wiley Evers International Airport ("JAN"), in Jackson, Mississippi, at 9:00 a.m., on Thursday, July 16, 2020 (the "Meeting"), pursuant to proper notice. A copy of the Special Meeting Notice is attached as an Exhibit to the July 16, 2020 Special Meeting Minutes.

Chairman LaWanda D. Harris presided, called the Meeting to order at 9:00 a.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:

LaWanda D. Harris, Chairman
Robert E. Martin, Vice-Chairman
Pastor James L. Henley Jr., Commissioner
LTC(R) Lucius Wright, Commissioner

Chairman Harris, announced that a quorum was present at the Special Meeting, as required by the Bylaws of the Authority, and announced that the Meeting would proceed with a discussion of the Agenda (the "Agenda") for the Special Meeting of the Board scheduled for 9:00 a.m. on Thursday, July 16, 2020, 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:

Paul A. Brown, JMAA's Chief Executive Officer
John L. Walker, Esq., Walker Group, PC, Attorneys at Law
Kevin Bass, Esq., Walker Group, PC, Attorneys at Law
And persons listed on **EXHIBIT A: Sign-in Sheet for 7-16-20**

II. INVOCATION

Vice-Chairman Martin gave the Invocation.

III. PUBLIC COMMENTS

Commissioner Pastor Henley requested to make a public comment. Chairman Harris stated that because Commissioner Pastor Henley is a Commissioner, it is inappropriate for him to make a public comment as a Jackson, MS citizen. Afterward, a discussion took place between Chairman Harris and Commissioner Pastor Henley as to this issue. Commissioner

Pastor Henley said despite being a Commissioner, he is also a Jackson, MS citizen. Therefore he has the right to make a public comment. After the discussion, Commissioner Henley was not allowed to make a public comment.

IV. ACCEPTANCE OF NOTICE

- A. Notice of the Special Meeting of the Board of Commissioners ("The Board") of the Jackson Municipal Airport Authority ("JMAA") July 16, 2020, at 9:00 a.m.

Commissioner Pastor Henley asked that Chairman Harris explain the difference between a called JMAA Meeting that does allow public comments and a Meeting that does not allow public comments?

In response, Chairman Harris stated that as a point of order, the question was not related to the motion regarding approval of the Special Meeting Notice.

Then Commissioner Pastor Henley asked if the July 16, 2020 Special Meeting is valid if public comments are not allowed. In response, Chairman Harris announced that the July 16, 2020 Special Meeting had been Called to Order, and there is a quorum; therefore, the Meeting is valid.

Next, the Board considered the below motion and resolved as follows,

RESOLUTION CY-2020-124

APPROVAL OF THE NOTICE OF THE JULY 16, 2020 SPECIAL MEETING

After discussion and review, and upon the motion made by Commissioner Martin, seconded by Commissioner LTC(R) Wright and approved by a majority vote 3-1-0, the following resolution was made and entered.

RESOLVED, that the Board hereby approves the Notice of the July 16, 2020 Special Meeting and directs affixing a copy of it to the Minutes of the July 16, 2020 Special Meeting.

Yeas: Harris, Martin, Wright

Nays: Henley

Abstentions: None

July 16, 2020

V. REHABILITATION OF TAXIWAY DELTA AT HAWKINS FIELD

- A. Rehabilitation of Taxiway Delta, HKS: Authorization to: (i) Reject the Bids Received; and (ii) Re-advertise for Construction Bids.

In response to Commissioner LTC(R) Wright's inquiry as to the reason one (1) bid was found to be non-responsive, Mr. Brown stated that the bidder did not have the necessary

experience to perform the project work. Further, the non-responsive bidder was relying on a sub-contractor to perform a substantial amount of the work.

RESOLUTION CY-2020-125

RESOLUTION: (I) AUTHORIZING JACKSON MUNICIPAL AIRPORT AUTHORITY'S ("JMAA") STAFF TO REJECT THE THREE (3) BIDS RECEIVED; AND (II) RE-ADVERTISE THE REQUEST FOR CONSTRUCTION BIDS ("RFB")

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

WHEREAS, on June 18, 2020, the Jackson Municipal Airport Authority's ("JMAA") Staff received three (3) bids in connection with the Rehabilitation of Taxiway Delta at Hawkins Field Airport ("HKS"); and

WHEREAS, after reviewing the Bids, JMAA's Staff determined that all the bids exceeded the \$350,000.00 Budget and one (1) of the bids was non-responsive; and

WHEREAS, the Board has considered the request of Jackson Municipal Airport Authority's ("JMAA") Staff for authority to: (i) reject the three (3) construction bids received; and (ii) re-advertise for construction bids; and

WHEREAS, the Board finds that such requests, which are explained in the Memorandum dated July 16, 2020, found at pages 2-4 of the Special Meeting Packet, ought to be granted.

IT IS, THEREFORE, RESOLVED that, as to the Rehabilitation of Taxiway Delta at Hawkins Field Airport ("HKS") Project, JMAA's Staff is authorized to: (i) reject the three (3) construction bids received; and

IT IS, THEREFORE, FURTHER RESOLVED that regarding the three (3) construction bids received on June 18, 2020, all of the bids exceeded the \$350,000.00 Budget and one (1) bid was non-responsive; and

IT IS, THEREFORE, FURTHER RESOLVED, that JMAA's Staff is authorized to re-advertise for construction bids in connection with the Rehabilitation of Taxiway Delta at Hawkins Field Airport.

IT IS, THEREFORE, FURTHER RESOLVED that such requests are fully explained in the Memorandum dated July 16, 2020, found on pages 2-4 of the Meeting Packet.

Yeas: Harris, Henley, Martin, Wright

Nays: None

Abstentions: None

July 16, 2020

VI. FISCAL YEAR 2021 BUDGET PRESENTATION

- A. FY 2021 Budget, JMAA: Authorization to: (i) approve the Fiscal Year 2021 Operating and Maintenance ("O&M") Budget; (ii) approve the Fiscal Year 2021 Capital Budget and; (iii) approve realigning costs within the major revenue/cost categories as needed and throughout the FY 2021 by transferring funds among various accounts

Mr. Brown informed the Commissioners that a draft of the Fiscal Year 2021 Budget is being presented for their consideration. Next, he stated that Unison Consulting Inc. ("Unison") assisted JMAA's Staff with preparing the budget, and Unison would be presenting the PowerPoint Presentation in regards to JMAA's budget via video conference. Afterward, Mr. Brown introduced Ms. Jarese Wilson, Unison Team Member, and asked her to address the Board.

Next, Ms. Wilson introduced Mr. Gregory Chappell, Unison CFO. Mr. Chappell introduced the other members of the Unison Team, who assisted JMAA with the preparation of the FY2021 Budget and would be assisting with the budget presentation to the Board. Afterward, Mr. Chappell introduced Don Arthur, Brian Drake, and Jarese Wilson as Unison Team Members, all of whom participated in the Special Meeting via video conference. Next, Mr. Chappell provided some background information, experience, and history of Unison.

Ms. Wilson provided information concerning the particulars of the budget in the JMAA Fiscal Year 2021 Proposed Annual Budget Presentation. The JMAA Fiscal Year 2021 Proposed Annual Budget Presentation is attached as an exhibit to the July 16, 2020 Special Meeting Minutes. The components of the Budget Presentation included the following: "Current Financial Metrics Summary" (page 2); "Pre-Covid19-FY2020 and During Covid19-FY 2021" (pages 3-4); "Statement of Income and Expenses: – FY19 Actuals / FY21 Budget" (page 5) "Operating Revenues – FY21 Budget" (page 6); "Operating Revenues FY20 Budget / FY21 Budget" (page 7); "Enplanements FY21 Budget" (page 8); "Air Terminal Rental Rate – FY20 Forecast / FY21 Budget" (page 9); "FY2019 Landing Fee Rate" (pages 11-13); "Unrestricted Cash – FY20 Budget/FY21 Budget" (page 14); "Operating Expenses FY20 Budget / FY21 Budget" (pages 17-18); "Operating Income Before Depreciation & Unfunded Pension" (page 19); and "Future Financial Metrics Summary" (page 20).

Commissioner LTC(R) Wright asked whether the failure of JMAA to use, during FY 2020, all of the funds available to JMAA via the CARES ACT could negatively impact JMAA's ability to receive future emergency funds. Mr. Brown stated that there would be no negative impact on receiving future emergency funding. Further, he noted the CARES ACT Grant allows JMAA to utilize the funds over a three (3) year period after 2021.

The Commissioners, along with Mr. Brown, then held some discussion concerning JMAA's staffing.

Chairman Harris announced that the Budget was presented today to allow the Commissioners time to consider it before the July 27, 2020 Board Meeting. She stated that the Board would take no actions as to FY2021 Budget during the current meeting. Instead, Chairman Harris said that the Board would be asked to approve the presented FY2021 Budget during the July 27, 2020 Regular Board Meeting. She asked that if any of the Commissioners have questions or recommend actions as to any changes, etc., they should speak with Mr. Brown directly. Chairman Harris also thanked JMAA's Staff for being able to give the FY2021 Budget Presentation in a timely manner.

VII. ADJOURNMENT

Thereafter, it was moved by Commissioner Martin, seconded by Commissioner LTC(R) Wright, and resolved by majority vote 3-0-1 (yeas: Harris, Martin, Wright, and abstention: Henley) that the Special Meeting of the Board ADJOURNED at 9:43 a.m.

Respectfully submitted,

Ms. LaWanda D. Harris, Commissioner, and Chairman

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

Pastor James L. Henley, Jr., Commissioner

LTC(R) Lucius Wright, Commissioner