

**RESCHEDULED REGULAR BOARD MEETING OF JACKSON MUNICIPAL AIRPORT  
AUTHORITY BOARD OF COMMISSIONERS  
DECEMBER 21, 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 December 21, 2020 Rescheduled Regular Board Meeting in the Community Room, Main Terminal Building, Jackson-Medgar Wiley Evers International Airport ("JAN"), in Jackson, Mississippi, at 4:00 p.m. on Monday, December 21, 2020 (the "Meeting"), pursuant to proper notice. A copy of the Notice Rescheduling the December 28, 2020 Board Meeting to December 21, 2020, is attached as an Exhibit to the December 21, 2020 Board Meeting ("Meeting") Minutes.

Chairman Robert E. Martin 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 Regular Board Meeting:

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

Chairman Martin announced that a quorum was present at the Meeting, as required by the Bylaws of the Authority, and announced that the Meeting would proceed with a discussion of the Agenda (the "Agenda") for the Rescheduled Regular Board Meeting, December 21, 2020, at the Jackson-Medgar Wiley Evers International Airport ("JAN"), in Jackson, Mississippi, at 4:00 p.m. Also, the following other persons were present at the Meeting:

Paul A. Brown, JMAA's Chief Executive Officer  
John L. Walker, Esq., Walker Group, PC, Attorneys at Law  
Kevin Bass, Esq., Walker Group, PC, Attorneys at Law  
And persons listed on **EXHIBIT A: Sign-in Sheet for 12-21-20**

Chairman Martin stated that since last month a lot of things have happened. He said that we are thankful to be here and for everything that is going on with us now. Continuing, he confirmed that JMAA is holding strong, and the government is doing as well as can be expected.

**II. INVOCATION**

Commissioner Pastor Henley gave the Invocation.

Chairman Martin recognized JMAA employee, Mr. Benjamin Parker, Public Safety & Operations, and informed those in attendance that he transitioned recently. Chairman Martin expressed condolences and appreciation for Mr. Parker's services. He also informed those in attendance that in the future, JMAA would have some additional expressions in honor of Mr. Parker's legacy.

Commissioner Dr. Hursie Davis-Sullivan entered the Meeting at 4:03 p.m. after the above comments by Chairman Martin.

### **III. APPROVAL OF BOARD NOTICES**

- A. Notice of the Monthly Pre-Work Session Meeting Monday, December 14, 2020, 9:00 a.m., at Hawkins Field Airport.
- B. Notice Rescheduling the December Work Session Meeting from Thursday, December 24, 2020 at 8:30 a.m. to Thursday, December 17, 2020, at 8:30 a.m., in the Community Room at Jackson-Medgar Wiley Evers International Airport.
- C. Notice Rescheduling the December 28, 2020 Board Meeting from Monday, at 4:00 p.m. in the Community Room to Monday, December 21, 2020, at 4:00 p.m. at Jackson-Medgar Wiley Evers International Airport.

#### **RESOLUTION CY-2020-209**

**APPROVAL OF THE: (I) NOTICE OF THE DECEMBER 14, 2020 PRE-WORK SESSION MEETING; (II) NOTICE RESCHEDULING THE DECEMBER 24, 2020 REGULAR WORK SESSION TO DECEMBER 17, 2020; AND (III) NOTICE RESCHEDULING THE DECEMBER 28, 2020 REGULAR BOARD MEETING TO DECEMBER 21, 2020**

After discussion and review, and upon the motion made by Commissioner Pastor Henley, seconded by Vice-Chairman Harris, and approved by a unanimous vote, the following Resolution was made and entered.

**RESOLVED**, that the Board hereby approves the: (i) Notice of the December 14, 2020 Pre-Work Session Meeting; (ii) Notice Rescheduling the December 24, 2020 Regular Work Session to December 17, 2020; and (iii) Notice Rescheduling the December 28, 2020 Regular Board Meeting to December 21, 2020.

Yeas: Harris, Henley, Davis-Sullivan, Martin, Wright  
Nays: None  
Abstentions: None

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**IV. APPROVAL AND EXECUTION OF MINUTES**

- A. Board of Commissioners Regular Scheduled Monthly Work Session, Thursday, November 19, 2020, at 8:30 a.m. at Jackson-Medgar Wiley Evers International Airport.
- B. Board of Commissioners Regular Scheduled Monthly Board Meeting, Monday, November 23, 2020, at 4:00 p.m., at Jackson-Medgar Wiley Evers International Airport.

**RESOLUTION CY-2020-210**

**APPROVAL OF THE MINUTES OF THE NOVEMBER 19, 2020 REGULAR WORK SESSION AND NOVEMBER 23, 2020 REGULAR BOARD MEETING**

After discussion and review, and upon the motion made by Vice-Chairman Harris, seconded by Commissioner Pastor Henley, the Minutes of the: (i) November 19, 2020 Regular Work Session; and (ii) November 23, 2020 Regular Board Meeting, were approved by a unanimous vote of the Commissioners, and the following Resolution was made and entered.

**RESOLVED**, that the Board hereby approves the Minutes of the: (i) November 19, 2020 Regular Work Session; and (ii) November 23, 2020 Regular Board Meeting, as presented, and directs that said Minutes be filed in the appropriate Minute Book and Records of the Authority.

Yeas: Harris, Henley, Davis-Sullivan, Martin, Wright

Nays: None

Abstentions: None

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**V. PUBLIC COMMENTS**

There were no public comments.

**VI. REPORTS**

**A. Report from the Chairman**

The Chairman had no reports.

**B. Chief Executive Officer**

- 1. Airport Project Manager Summary, Period Ending November 30, 2020**  
.....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  
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Mr. Paul A. Brown, CEO, directed the Board's attention to the Airport Project Manager Summary ("APMS"), found on pages 1-13 in the December 21, 2020 Rescheduled Regular Board Meeting Packet, and distributed to the Board before the December 21, 2020 Rescheduled Regular Board Meeting.

Further, Mr. Brown listed the Projects in the Airport Project Manager Summary at JAN and Hawkins Field Airport ("HKS"). He stated that the APMS was provided to the Board and discussed during the December 19, 2020 Work Session. The following additional discussion occurred.

Chairman Martin requested that Ms. Carolyn Dupre', Chief Financial Officer, respond to Commissioner Dr. Davis-Sullivan's inquiry regarding the \$65,000.00 difference between the Budget Allocations and the funding sources on the Active Projects Summary on Page 2 of the Packet. Ms. Dupre' informed the Board that she would conduct some research as to the question and provide a response to the Board later during the Meeting.

In response to Commissioner Dr. Davis-Sullivan's next inquiry, Ms. Dupre' said that in the Active Projects Summary, "Administrative Costs" does not include "salaries."

Next, Commissioner Dr. Davis-Sullivan referenced the Runway 16R/34L & Taxiway Pavement Rehabilitation Project on Page 3 of the Packet. She asked the reason JMAA paid over \$500,000.00 for Consultants when \$0.00 was budgeted initially for Consultants.

In response, Mr. Brown, CEO, informed the Board that nothing was budgeted for consultants when the project originated. He added that there were a number of problems with the project. Therefore, consultants were added to the project through change orders.

Chairman Martin requested that before the end of the Meeting that JMAA's Staff provide Dr. Sullivan with details regarding the change orders and budget information as to the Runway 16R/34L & Taxiway Pavement Rehabilitation Project.

Commissioner Dr. Davis-Sullivan then referenced the Service/Perimeter Road Rehabilitation Project on Page 7 of the Packet. She asked how JMAA will recoup the \$79,949.00 budget overrun amount for the construction line item.

In response, Mr. Brown, CEO, explained JMAA experienced several challenges with the Service/Perimeter Road Rehabilitation Project, including a washout of a portion of the road and rebuilding it, which caused the cost of the project to overrun. Further, he stated that the project overrun was less than \$79,949.00.

Next, Mr. Brown agreed with Commissioner Dr. Davis-Sullivan, stating that the increase in cost is related to construction repairs.

Commissioner Pastor Henley then asked if the funds utilized by JMAA to pay for the additional \$88,000.00 paid for construction regarding the Service/Perimeter Road Rehabilitation Project needs to be authorized by the Board.

Mr. Brown said he believed the Board approved the additional amounts in the change orders. Therefore, he will pull the Board's actions regarding change orders regarding the Service/Perimeter Road Rehabilitation Project.

**2. Airport Activity Statistics Report, Period Ending November 30, 2020**  
.....**Page 14**

Mr. Brown directed the Board's attention to the Airport Activity Statistics Report ("AASR"), found on pages 14-32 in the December 21, 2020 Rescheduled Regular Board Meeting Packet, and distributed to the Board before the December 21, 2020 Rescheduled Regular Board Meeting. Mr. Brown announced that the passenger statistics report relates to passengers and operations at both JAN and HKS. He informed the Board that the local operation for JAN finished on a positive note for November 2020.

In response to Chairman Martin's request, Mr. Brown provided some details regarding the Airport Activity Statistics Report. He explained the categories, changes in each of the categories, and defined some of the unfamiliar terms for the Commissioners' benefit.

The Board held no additional discussion.

**3. Disadvantaged Business Enterprise Report**

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

- Direct and Indirect Payments to M/W/DBEs Firms: \$514,594.02 or 27% of the Total Amount of Eligible Payments; and
- Payments to City of Jackson, MS-based firms: \$1,842,639.18 or 95% of the Total Amount of Eligible Payments.

Next, Mr. Brown informed the Board that the document providing the Disadvantaged Business Enterprise Report would be added to the Packet as Page 74 and given to the Commissioners.

**4. CEO Reports on Other Matters**

**A. Covid-19 Pandemic Funding Bill**

First, Mr. Brown confirmed that a Covid-19 Relief funding bill passed in the U.S. Senate and U.S. House of Representatives. He informed the Board that the legislation includes nine

hundred billion dollars (\$900,000,000,000.00) in funds, and Airports will receive two billion dollars (\$2,000,000,000.00) funding. Mr. Brown distributed supporting documents to the Commissioners providing information concerning the relief bill. Next, Mr. Brown explained that the previous Covid-19 relief bill provided ten billion dollars (\$10,000,000,000.00) for aviation out of the two trillion, three hundred billion dollars (\$2,300,000,000,000.00) of total funds in the bill. He informed the Board that JMAA would possibly receive funds from this bill based on the same formula used for allocating the initial relief bill funds. The funds were distributed based on each airport's enplanement level and debt load. Mr. Brown stated that JMAA should be okay based on the level of enplanements. However, as to the debt factor, many airports carry more debt than JMAA.

### **B. Tyler Technologies and eXpert Professional Solutions**

Next, Mr. Brown stated that the work being provided by eXpert Professional Solutions, as to assisting Tyler Technologies, has been completed without any additional change orders.

### **C. Employee Acknowledgements**

Mr. Brown announced that Ms. Machelles Kyles, JMAA Community Outreach Coordinator, is JMAA's Employee of the Month for November 2020. He requested that Ms. Kyles approach the podium to be recognized. Mr. Brown said that Ms. Kyles is recognized for her tireless efforts to bring JMAA close to the community. She scheduled numerous events in conjunction with the holiday season while working literally around the clock. He added that JMAA is excited to have Ms. Kyles on the JMAA team, as she represents JMAA very well. Further, she is responsible for JMAA having a good reputation in the community.

Next, Mr. Brown presented Ms. Kyles with an Employee of the Month Certificate from JMAA. The Board of Commissioners and others in attendance applauded and congratulated Ms. Kyles. Afterward, the JMAA Commissioners and Mr. Brown took a photograph with Ms. Kyles.

### **D. JET-A Program Monument**

Mr. Brown provided an overview of the JET-A program held during the Summer of 2020. Then he unveiled the JET-A Inaugural Program Monument. Vice-Chairman Harris commissioned the Monument during her tenure as Chairman. He said that the Monument would be displayed at JAN until it is moved to be displayed at Hawkins Field Airport, where the inaugural classes were held, or wherever the Board desires to locate it.

Next, Mr. Brown read the inscriptions on the Monument. Following, the Board, Mr. Brown, and Jackson State University's President, Mr. Thomas Hudson, took a photograph around the Monument. Jackson State University partnered with JMAA in sponsoring the JET-A program.

Chairman Martin then announced that Financial Matters are being moved to a later place on the Agenda.

**C. Attorney**

Attorney Walker then wished everyone a Blessed Christmas and New Year. He announced there is at least one (1) matter that he believes the Board should consider during an Executive Session. Therefore, he recommended that the Board enter into Closed Session to discuss the matter at an appropriate time.

**VII. ACTION ITEMS**

**A. Financial Matters**

Financial Matters moved to a later point on the Agenda.

**B. Construction Projects**

None.

**C. Procurements**

1. *Fire Alarm System Improvements, JMAA: Authorization to: (i) Award a Professional Services Agreement for Services in Connection with the Fire Alarm System Improvements at JAN to Johnson Controls Fire Protection, in An Amount Not-to-Exceed \$95,000.00; and (ii) Negotiate and Execute a Professional Services Agreement upon Legal Review.....Page 43*

In response to Commissioner LTC(R) Wright's question, Mr. Brown, CEO, and Commissioner Pastor Henley confirmed that this is the project regarding which no other entities could satisfy the requirements other than Johnson Controls Fire Protection. Mr. Brown stated that Staff contacted local and international fire alarm system installers and maintenance organizations attempting to identify entities that could repair the Johnson Controls' fire alarm system, but JMAA Staff was unsuccessful. JMAA Staff learned that all fire alarm companies would only service systems manufactured by them.

The Board further discussed the matter. After the discussion, the Commissioners agreed that unless JMAA wanted to spend a large sum of money to purchase a new fire alarm system, JMAA had to enter an agreement with Johnson Controls.

Chairman Martin stated that in the future, JMAA is going to make efforts to ensure that in the future, JMAA will not be in the same predicament regarding Johnson Controls.

**RESOLUTION CY-2020-211**

**RESOLUTION AUTHORIZING JMAA'S STAFF TO: (I) AWARD A PROFESSIONAL SERVICES AGREEMENT FOR SERVICES IN CONNECTION WITH FIRE ALARMS SYSTEM IMPROVEMENTS AT JACKSON-MEDGAR**

**WILEY EVERS INTERNATIONAL AIRPORT (“JAN”) TO JOHNSON CONTROLS FIRE PROTECTION, IN AN AMOUNT NOT-TO-EXCEED \$95,000.00; AND (II) NEGOTIATE AND EXECUTE A PROFESSIONAL SERVICES AGREEMENT UPON LEGAL REVIEW**

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

**WHEREAS**, the Board has considered the request of Jackson Municipal Airport Authority’s (“JMAA”) Staff for authority to: (i) award a Professional Services Agreement for services in connection with Fire Alarm System Improvements at Jackson-Medgar Wiley Evers International Airport (“JAN”) to Johnson Controls Fire Protection (“Johnson Controls”), in an amount not-to-exceed \$95,000.00; and (ii) negotiate and execute a Professional Services Agreement with Johnson Controls upon legal review; and

**WHEREAS**, the Board finds that such requests, which are explained in Memorandum No. DPSO 2021-01, dated December 21, 2020, found on pages 43-46 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that JMAA’s Staff is authorized to: (i) award a Professional Services Agreement for services in connection with Fire Alarm System Improvements at Jackson-Medgar Wiley Evers International Airport (“JAN”) to Johnson Controls Fire Protection (“Johnson Controls”), in an amount not-to-exceed \$95,000.00; and (ii) negotiate and execute a Professional Services Agreement with Johnson Controls upon legal review; and

**IT IS, THEREFORE, FURTHER RESOLVED** that such requests are fully explained in Memorandum No. DPSO 2021-01, dated December 21, 2020, found on pages 43-46 of the Meeting Packet.

Yeas: Henley, Davis-Sullivan, Martin, Wright

Nays: None

Abstentions: Harris

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**D. Service Agreements**

1. *Professional Services Agreement with Johnson Controls Fire Protection, JMAA: (i) Authorization to Execute a Professional Services Agreement for Inspection and Testing Support Services of the Fire Alarm, Wet Sprinkler System, Fire Extinguishers, Emergency Exit Lighting, and Backflow Preventers for the FAA Airport District Office (ADO) Building; (ii) Approve a Total Fee Amount Not-to-Exceed \$2,047.00 for Services; and (iii) Approve a One-Year Agreement Term (Johnson Controls).....Page 47*



**RESOLUTION CY-2020-212**

**RESOLUTION AUTHORIZING JMAA'S STAFF TO: (I) EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH JOHNSON CONTROLS FIRE PROTECTION ("JCI-FP") FOR INSPECTION AND TESTING SUPPORT SERVICES FOR THE FEDERAL AVIATION ADMINISTRATION AIRPORT DISTRICT OFFICE BUILDING; (II) APPROVAL OF TOTAL FEE AMOUNT NOT-TO-EXCEED \$2,047.00; AND (III) APPROVAL OF THE ONE (1)-YEAR AGREEMENT TERM**

Upon motion by Commissioner Pastor Henley, seconded by Commissioner LTC(R) Wright, the following RESOLUTION was made and approved by a majority vote 4-0-1.

**WHEREAS**, the Board has considered the request of Jackson Municipal Airport Authority's ("JMAA") Staff for: (i) authority to execute a Professional Services Agreement with Johnson Controls Fire Protection ("JCI-FP") for inspection and testing support services of the Fire Alarm, Wet Sprinkler System, Fire Extinguishers, Emergency Exit Lighting, and Backflow Preventer(s) for the Federal Aviation Administration ("FAA") Airport District Office ("ADO") Building; (ii) approval of a total fee amount not-to-exceed \$2,047.00 for the services; and (iii) approval of a term of one (1)-year for the agreement; and

**WHEREAS**, the Board finds that such requests, which are explained in Memorandum No. DPSO 2021-03, dated December 21, 2020, found on pages 47-48 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that: (i) JMAA's Staff is authorized to execute a Professional Services Agreement with Johnson Controls Fire Protection ("JCI-FP") for inspection and testing support services of the Fire Alarm, Wet Sprinkler System, Fire Extinguishers, Emergency Exit Lighting, and Backflow Preventer(s) for the Federal Aviation Administration ("FAA") Airport District Office ("ADO") Building; (ii) the total fee amount not-to-exceed \$2,047.00 for the services is approved; and (iii) the one (1)-year term for the agreement is approved; and

**IT IS, THEREFORE, FURTHER RESOLVED** that such requests are fully explained in Memorandum No. DPSO 2021-03, dated December 21, 2020, found on pages 47-48 of the Meeting Packet.

Yeas: Henley, Davis-Sullivan, Martin, Wright

Nays: None

Abstentions: Harris

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2. *American Disabilities Act Compliance for Transportation Services, JMAA: Authorization to: (i) Negotiate and Execute, Upon Legal Review, a Professional Services Agreement to Provide Disabled Passengers*

*Transportation to and from JAN and HKS; and (ii) Authorization to Waive the Required JAN Ground Transportation Regulation Annual Permit and Vehicle License Fees for this Agreement (Tim's Transportation, LLC).....Page 49*

In response to Commissioner Dr. Davis-Sullivan's question about whether Tim's will provide documentation guaranteeing to JMAA that its vehicles are American with Disabilities Act ("ADA") compliant, Mr. Brown informed the Board that Tim's would provide that documentation. Further, Tim's drivers would be badged by JMAA at Tim's cost.

Next, Commissioner Pastor Henley commented that Tim's is a limited liability company. Therefore, Board Memo No. DPSO 2021-04 should read that it is "formed" instead of "incorporated."

In response to Commissioner LTC(R) Wright's inquiry, Mr. Brown said the agreement with Tim's would address JMAA's need to provide 24-hour ADA compliant transportation services. Mr. Brown provided details regarding how JMAA will inform passengers of the 24-hour transportation services. Additionally, the agreement with Tim's resolves a previous complaint made against JMAA regarding the lack of twenty-four (24) hour ADA transportation.

Vice-Chairman Harris asked if the services would accommodate electric powered wheelchairs. Mr. Brown confirmed that the services did accommodate electric powered wheelchairs. Next, Vice-Chairman Harris requested JMAA's Staff to ensure the agreement requires that the Services are provided for all JMAA flights, and there are vehicles that can accommodate the weight of electric wheelchairs.

**RESOLUTION CY-2020-213**

**RESOLUTION AUTHORIZING JMAA'S STAFF TO: (I) EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH TIM'S TRANSPORTATION, LLC, FOR A TERM OF ONE (1) YEAR, TO PROVIDE DISABLED PASSENGERS TRANSPORTATION TO AND FROM JACKSON-MEDGAR WILEY EVERS INTERNATIONAL AIRPORT ("JAN") AND HAWKINS FIELD AIRPORT ("HKS"); AND (II) AUTHORIZATION TO WAIVE TIM'S COMPLIANCE WITH THE JMAA GROUND TRANSPORTATION REGULATION AS TO ANNUAL PERMIT AND VEHICLE LICENSE FEES DURING THE TERM OF THE AGREEMENT**

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

**WHEREAS**, the Board has considered the request of Jackson Municipal Airport Authority's ("JMAA") Staff for: (i) authorization to execute a Professional Services Agreement ("Agreement") with Tim's Transportation, LLC ("Tim's"), for a term of one (1) year, to provide disabled passengers transportation to and from Jackson-Medgar Wiley Evers International Airport ("JAN") and Hawkins Field Airport ("HKS"), after JMAA's Legal

Counsel successfully negotiates and drafts the Agreement; and (ii) authorization to waive Tim’s compliance with the JMAA Ground Transportation Regulation (“GTR”) as to paying an annual permit and vehicle license fees during the term of the Agreement; and

**WHEREAS**, Tim’s is a Mississippi limited liability company, and its principal address is in Flowood, Mississippi; and

**WHEREAS**, the Board finds that such requests, which are explained in Memorandum No. DPSO 2021-04, dated December 21, 2020, as amended by deleting “incorporated” and inserting “formed,” found on pages 49-50 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that JMAA’s Staff is authorized to: (i) execute a Professional Services Agreement (“Agreement”) with Tim’s Transportation, LLC (“Tim’s”), for a term of one (1) year, to provide disabled passengers transportation to and from Jackson-Medgar Wiley Evers International Airport (“JAN”) and Hawkins Field Airport (“HKS”), after JMAA’s Legal Counsel successfully negotiates and drafts the Agreement; and (ii) waive Tim’s compliance with the JMAA Ground Transportation Regulation (“GTR”) as to paying an annual permit and vehicle license fees during the term of the Agreement; and

**IT IS, THEREFORE, FURTHER RESOLVED** that such requests are fully explained in Memorandum No. DPSO 2021-04, dated December 21, 2020, as amended to delete “incorporated” and insert “formed,” found on pages 49-50 of the Meeting Packet.

Yeas: Henley, Davis-Sullivan, Martin, Wright  
Nays: None  
Abstentions: Harris

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- 3. *Ad Hoc Fence Repair, JAN/HKS: (i) Authorization to Reject the One Proposal Received; (ii) Authorization to Re-Advertise a Request for Proposal (“RFP”) for Professional Services; and (iii) Approve the Total Budget.....Page 51*

**RESOLUTION CY-2020-214**

**RESOLUTION: (I) AUTHORIZING JMAA’S STAFF TO REJECT THE ONE (1) PROPOSAL RECEIVED; (II) AUTHORIZING JMAA’S STAFF TO RE-ADVERTISE A REQUEST FOR PROPOSALS (“RFP”) FOR PROFESSIONAL SERVICES; AND (III) APPROVING THE TOTAL BUDGET NOT-TO-EXCEED \$50,000.00**

Upon motion by Vice-Chairman Harris, seconded by Commissioner LTC(R) Wright, the following RESOLUTION was made and approved by a majority vote 4-1-0.

**WHEREAS**, the Board has considered the request of Jackson Municipal Airport Authority’s (“JMAA”) Staff for: (i) authorization to reject the one (1) proposal received; (ii) authorization

to re-advertise a Request for Proposals (“RFP”) for professional services; and (iii) approval of the total budget amount not-to-exceed \$50,000.00; and

**WHEREAS**, the Board finds that such requests, which are explained in Memorandum No. DPSO 2021-02, dated December 21, 2020, found on pages 51-53 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that: (i) JMAA’s Staff is authorized to reject the one (1) proposal received; (ii) JMAA’s Staff is authorized to re-advertise a Request for Proposals (“RFP”) for professional services; and (iii) the total budget amount not to exceed \$50,000.00 is approved; and

**IT IS, THEREFORE, FURTHER RESOLVED** that such requests are fully explained in Memorandum No. DPSO 2021-02, dated December 21, 2020, found on pages 51-53 of the Meeting Packet.

Yeas: Harris, Davis-Sullivan, Martin, Wright  
Nays: Henley  
Abstentions: None

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- 4. ***Solid Waste Management and Recycling Services, JMAA Staff is requesting: (i) the Board to Rescind Resolution CY-2020-179, adopted on September 28, 2020; (ii) Authorization to Execute, after JMAA’s Legal Counsel Successfully Negotiates an Amendment to the Existing Standard Services Agreement with BFI Waste Services, LLC d/b/a Republic Services of Jackson; (iii) Approval of a Total Fee Amount; and (iv) Approval of an Amended Agreement Term of One Calendar Year..... Page 54***

Commissioner Pastor Henley stated that BFI Waste Services is a limited liability company. Therefore, the Board Memo No. AFM 2021-01 shall be amended by deleting “incorporated” and inserting “formed.”

Mr. Brown informed the Board that there is no DBE Percentage requirement as to this project. Thus, Staff would revise the language currently stated in the DBE section to state, “There are no DBE requirements for the procurement of services with the use of JMAA funds; however, JMAA utilizes competitive processes with credit to minority participation.”

**RESOLUTION CY-2020-215**

**RESOLUTION: (I) RESCINDING RESOLUTION CY-2020-179 BY JMAA’S BOARD OF COMMISSIONERS; (II) AUTHORIZING JMAA’S STAFF TO EXECUTE THE FIRST AMENDMENT TO THE EXISTING STANDARD SERVICES AGREEMENT WITH BFI WASTE SERVICES, LLC D/B/A REPUBLIC SERVICES OF JACKSON,**

**AFTER JMAA’S LEGAL COUNSEL SUCCESSFULLY DRAFTS AND NEGOTIATES THE FIRST AMENDMENT; (III) APPROVING OF A TOTAL FEE AMOUNT NOT-TO- EXCEED \$47,823.36; AND (IV) APPROVING THE ONE (1) YEAR CALENDAR TERM OF THE FIRST AMENDMENT**

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

**WHEREAS**, the Board has considered the request of Jackson Municipal Airport Authority’s (“JMAA”) Staff: (i) that JMAA’s Board of Commissioners rescind Resolution CY-2020-179 adopted on September 28, 2020; (ii) for authorization to execute a First Amendment (“First Amendment”) to the existing Standard Services Agreement (“Agreement”) with BFI Waste Services, LLC d/b/a Republic Services of Jackson (“BFI”), (“Amended Agreement”), after JMAA’s Legal Counsel successfully negotiates and drafts the First Amendment; (iii) for approval of a total fee amount not-to-exceed \$47,823.36; and (iv) for approval of a one (1) calendar year term for the First Amendment beginning on February 1, 2021; and

**WHEREAS**, BFI is a Delaware formed limited liability company and is registered to do business in Mississippi, with its principal address in Phoenix, Arizona; and

**WHEREAS**, the Board finds that such requests, which are explained in Memorandum No. AFM 2021-01, dated December 21, 2020, as amended by deleting “incorporated” and inserting “formed,” and to delete the DBE percentage requirements, found on pages 54-56 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that: (i) JMAA’s Staff is authorized to rescind Resolution CY-2020-179 adopted on September 28, 2020; (ii) JMAA’s Staff is authorized to execute a First Amendment (“First Amendment”) to the existing Standard Services Agreement (“Agreement”) with BFI Waste Services, LLC d/b/a Republic Services of Jackson (“BFI”), (“Amended Agreement”), after JMAA’s Legal Counsel successfully negotiates and drafts the First Amendment; (iii) the total fee amount not-to-exceed \$47,823.36 is approved; and (iv) the one (1) calendar year term of the First Amendment beginning on February 1, 2021, is approved; and

**IT IS, THEREFORE, FURTHER RESOLVED** that such requests are fully explained in Memorandum No. AFM 2021-01, dated December 21, 2020, as amended to delete “incorporated” and insert “formed,” and delete the DBE percentage requirements, found on pages 54-56 of the Meeting Packet.

Yeas: Harris, Henley, Davis-Sullivan, Martin, Wright  
Nays: None  
Abstentions: None

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5. *eXpert Professional Solutions, LLC (“EPS”) Contract Amendment, JMAA: Authorization to Amend JMAA’s Professional Services Agreement with EPS to Provide for EPS to Act As A Project Manager to Design, Install, and Commission and Enterprise Grade Multiband Multicarrier Cellular Distributed Antenna Solution and the Optimization of JMAA’s Existing Wi-Fi Network; (ii) Approval of the total Amendment Amount Not-to-Exceed \$75,000; and (iii) Approval of a One-Year Term of the Amendment.....Page 57*

Commissioner Pastor Henley asked the reason Staff seeks to bid for some projects; however, no bids were sought for this current project. He added that Staff’s actions regarding this project are inconsistent with the discussion during the December 2020 Work Session about bids being sought for projects. Accordingly, he does not see a difference.

Commissioner Henley, Chairman Martin, Vice-Chairman Harris, and Mr. Akil Webster, President, eXpert Professional Solutions (“EPS”), further discussed the bidding process as to this project.

Commissioner Dr. Davis-Sullivan asked the reason the services included in the Amendment were not included in the initial Scope of Work. In response, Mr. Brown explained that the original project with eXpert Professional Solutions was a larger project and did not include the Services included in the proposed Amendment.

Next, Commissioner Dr. Davis-Sullivan asked what happens if the project cannot be completed for seventy-five thousand dollars (\$75,000.00). In response, Mr. Brown informed the Board that EPS is a project manager, and the proposed Amendment amount of seventy-five thousand (\$75,000.00) is payment for those services. He added that if the fees for the proposed services exceed seventy-five thousand dollars (\$75,000.00), Staff would have to obtain authority from the Board to pay any additional.

The Board further discussed the proposed Amendment and the role of EPS as to the Wi-Fi Network Project. Mr. Brown confirmed that the proposed fees are solely for the services of EPS.

**RESOLUTION CY-2020-216**

**RESOLUTION: (I) AUTHORIZING JMAA’S STAFF TO AMEND THE PROFESSIONAL SERVICES AGREEMENT WITH eXpert PROFESSIONAL SOLUTIONS, LLC; (II) APPROVING THE TOTAL AMENDMENT AMOUNT NOT-TO-EXCEED \$75,000.00; AND (III) APPROVING THE ONE-YEAR TERM OF THE AMENDED AGREEMENT**

Upon motion by Vice-Chairman Harris, seconded by Commissioner LTC(R) Wright, the following RESOLUTION was made and approved by a majority vote 4-0-1.

**WHEREAS**, the Board has considered the request of Jackson Municipal Airport Authority’s

(“JMAA”) Staff for: (i) authority to amend the Professional Services Agreement with eXpert Professional Solutions, LLC (“EPS”), to provide for EPS to be the project manager for the design, installation, and commission of an enterprise-grade multiband, multicarrier cellular distributed antenna solution, and the optimization of the existing Wi-Fi network; (ii) approval of the total amendment amount not-to-exceed \$75,000.00; and (iii) approval of the one-year term for the Agreement; and

**WHEREAS**, eXpert Professional Solutions, LLC is a limited liability company registered to do business in Mississippi; and

**WHEREAS**, the Board finds that such requests, which are explained in Memorandum No. Finance 2021-01, dated December 21, 2020, found on pages 57-58 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that: (i) JMAA’s Staff is authorized to amend the Professional Services Agreement with eXpert Professional Solutions, LLC (“EPS”), to provide for EPS to be the project manager for the design, installation, and commission of an enterprise-grade multiband, multicarrier cellular distributed antenna solution, and the optimization of the existing Wi-Fi network; (ii) the total amendment amount not-to-exceed \$75,000.00 is approved; and (iii) the one-year term of the Amended Agreement is approved; and

**IT IS, THEREFORE, FURTHER RESOLVED** that such requests are fully explained in Memorandum No. Finance 2021-01, dated December 21, 2020, found on pages 57-58 of the Meeting Packet.

Yeas: Harris, Davis-Sullivan, Martin, Wright

Nays: None

Abstentions: Henley

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**E. Grants**

None.

**F. Other Matters**

1. *Southwest Airlines Co. Lease Agreement, JMAA: Authorization to Negotiate and Execute a Lease Agreement (also known as Airport Use Permit and Lease Agreement) with (Southwest Airlines Co.).....Page 59*

Chairman Martin directed the Staff to attach to Memorandum No. Properties 2021-04, a note thanking JMAA’s Staff Members for staying consistent through the hardship. Chairman Martin personally thanked JMAA’s Staff Members and Airways Consulting for all the work

contributing to Southwest Airlines' return to Jackson, Mississippi.

**RESOLUTION CY-2020-217**

**RESOLUTION AUTHORIZING JMAA'S STAFF TO NEGOTIATE AND EXECUTE AN AIRPORT USE PERMIT AND LEASE AGREEMENT WITH SOUTHWEST AIRLINES CO., AFTER JMAA'S LEGAL COUNSEL SUCCESSFULLY NEGOTIATES AND DRAFTS THE AGREEMENT**

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

**WHEREAS**, the Board has considered the request of Jackson Municipal Airport Authority's ("JMAA") Staff for authorization to negotiate and execute an Airport Use Permit and Lease Agreement ("Lease Agreement") with Southwest Airlines Co. ("Southwest Airlines") after JMAA's Legal Counsel successfully negotiates and drafts the Lease Agreement; and

**WHEREAS**, Southwest Airlines is a Texas corporation, registered in Mississippi, with its principal address in Dallas, Texas; and

**WHEREAS**, the Board finds that such request, which is explained in Memorandum No. Properties 2021-04, dated December 21, 2020, found on page 59 of the Meeting Packet, should be granted.

**IT IS, THEREFORE, RESOLVED** that JMAA's Staff is authorized to negotiate and execute an Airport Use Permit and Lease Agreement ("Lease Agreement") with Southwest Airlines Co. ("Southwest Airlines") after JMAA's Legal Counsel successfully negotiates and drafts the Lease Agreement; and

**IT IS, THEREFORE, FURTHER RESOLVED** that such request is fully explained in Memorandum No. Properties 2021-04, dated December 21, 2020, found at page 59 of the Meeting Packet.

Yeas: Harris, Henley, Davis-Sullivan, Martin, Wright  
Nays: None  
Abstentions: None

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**2. *Vehicle Use Policy Revisions, JMAA: Authorization to Revise and Update the Current Vehicle Use Policy, Policy Number 1-300.....Page 60***

Commissioner Pastor Henley stated that the opinion obtained from Dallas Anthony & Jeffords PLLC regarding the proper tax treatment of Staff vehicle use was identical to the information he provided to Staff previously.



Mr. Brown acknowledged that Commissioner Pastor Henley had provided that information. However, he believes JMAA needs an opinion from an independent source.

**RESOLUTION CY-2020-218**

**ADOPTING THE REVISED AND UPDATED VEHICLE USE POLICY, POLICY NUMBER 1-300 FOR THE JACKSON MUNICIPAL AIRPORT AUTHORITY ("JMAA")**

Upon Motion by Vice-Chairman Harris, seconded by Chairman Martin, the following **RESOLUTION** was made and approved by a unanimous vote.

**WHEREAS**, Jackson Municipal Airport Authority’s (JMAA) Staff is requesting authorization to revise and update the current Vehicle Use Policy, regarding the use of JMAA owned vehicles by JMAA’s Staff Members, Policy Number 1-300; and

**WHEREAS**, Staff recommends updating and revising JMAA's current Vehicle Use Policy to include revised and additional requirements, which JMAA’s employees must obey during usage of JMAA owned vehicles; and

**WHEREAS**, the Board finds that such request, which is explained in Memorandum No. Executive 2021-03, dated December 21, 2020, to which is attached the opinion letter by Dallas Anthony & Jeffords PLLC and Vehicle Use Policy, all of which appear on pages 60-68 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that the Board: (i) approves the revised and updated Vehicle Use Policy, Policy Number 1-300, a copy of which is attached as Exhibit 1 to this Resolution; (ii) grants the request explained in Memorandum No. Executive 2021-03, dated December 21, 2020, to which is the attached opinion letter by Dallas Anthony & Jeffords PLLC and the revised and updated Vehicle Use Policy, all of which appear on pages 60-68 of the Meeting Packet; and the (iii) authorizes the use and implementation of said revised and updated Vehicle Use Policy, Policy Number 1-300, upon adoption of this Resolution.

Yeas: Harris, Henley, Davis-Sullivan, Martin, Wright

Nays: None

Abstentions: None

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- 3. *Minimum Annual Guarantee Abatements, JMAA: (i) Authorization to Abate the Minimum Annual Guarantee Amounts; and (ii) Approval to Credit the Accounts of Enterprise Holdings, Inc., The Hertz Corporation, and Avis Budget Car Rental, LLC in the Total Collective Amount of \$254,390.28.*  
.....Page 69

Vice-Chairman Harris moved that the JMAA Board: (i) authorize JMAA’s Staff to abate the

Minimum Annual Guarantee Amounts; and (ii) approve JMAA's Staff to credit the accounts of Enterprise Holdings Inc. ("Enterprise"), The Hertz Corporation ("Hertz"), and Avis Budget Car Rental LLC ("Avis") in the total collective amount of \$254,390.28. Commissioner Dr. Davis-Sullivan seconded the motion.

Commissioner Pastor Henley stated that the previous Agreements of JMAA with Enterprise, Hertz, and Avis, should be included in the "Prior Board Actions" section of Memorandum No. Properties 2021-03.

The Board and Mr. Brown, CEO, then held some discussions regarding the minimum annual guarantee as utilized in the car rental marketplace and the agreements between JMAA and the rental car companies.

Vice-Chairman Harris then moved to amend her previous motion to include JMAA's Agreements with Enterprise, Hertz, and Avis in the "Prior Board Action" section of Memorandum No. Properties 2021-03. Commissioner Dr. Davis-Sullivan seconded the Amended Motion. The Board then resolved the following:

#### **RESOLUTION CY-2020-219**

**RESOLUTION: (I) AUTHORIZING JMAA'S STAFF TO ABATE THE MINIMUM ANNUAL GUARANTEE AMOUNTS; AND (II) APPROVAL TO CREDIT THE ACCOUNTS OF ENTERPRISE HOLDINGS INC., THE HERTZ CORPORATION, AND AVIS BUDGET CAR RENTAL LLC IN THE TOTAL COLLECTIVE AMOUNT OF \$254,390.28**

Upon motion by Vice-Chairman Harris, seconded by Commissioner Dr. Davis-Sullivan, the following RESOLUTION was made and approved by a unanimous vote.

**WHEREAS**, the Board has considered the request of Jackson Municipal Airport Authority's ("JMAA") Staff for: (i) authorization to abate the Minimum Annual Guarantee Amounts; and (ii) approval to credit Enterprise Holdings Inc. ("Enterprise"), The Hertz Corporation ("Hertz") and Avis Budget Car Rental LLC ("Avis") in the total collective amount of \$254,390.28; and

**WHEREAS**, the Board finds that such requests, which are explained in Memorandum No. Properties 2021-02, dated December 21, 2020, as amended to include JMAA's previous Agreements with Enterprise, Hertz, and Avis, found on pages 69-70 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that: (i) JMAA's Staff is authorized to abate the Minimum Annual Guarantee Amounts; and (ii) JMAA's Staff is authorized to credit the accounts of Enterprise Holdings Inc. ("Enterprise"), The Hertz Corporation ("Hertz"), and Avis Budget Car Rental LLC ("Avis") in the total collective amount of \$254,390.28 is approved; and

**IT IS, THEREFORE, FURTHER RESOLVED** that such requests are fully explained in Memorandum No. Properties 2021-02, dated December 21, 2020, as amended to include JMAA’s previous Agreements with Enterprise, Hertz, and Avis, in the “Prior Board Action” Section, found on pages 69-70 of the Meeting Packet.

Yeas: Harris, Henley, Davis-Sullivan, Martin, Wright  
Nays: None  
Abstentions: None

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4. *The Shoe Shine Doctor Lease Extension, JMAA: Authorization to Execute, After Review by JMAA’s Legal Counsel, a Lease Extension Agreement with The Shoe Shine Doctor for a \$50.00 Monthly Fee, for a Term of One Year.....Page 71*

In response to Commissioner LTC(R) Wright’s question, Mr. Brown informed the Board that he asked The Shoe Shine Doctor for a written statement of earnings. However, he did not receive the requested document. He added that the Shoe Shine Doctor was out of business from March through October of 2020 due to Covid-19.

**RESOLUTION CY-2020-220**

**RESOLUTION AUTHORIZING JMAA’S STAFF TO EXECUTE, AFTER REVIEW BY JMAA’S LEGAL COUNSEL, A LEASE EXTENSION AGREEMENT WITH THE SHOE SHINE DOCTOR FOR \$50.00 PER MONTH FOR A TERM OF ONE (1) YEAR**

Upon motion by Chairman Martin, seconded by Commissioner Dr. Davis-Sullivan, the following RESOLUTION was made and approved by a majority vote 4-0-1.

**WHEREAS**, the Board has considered the request of Jackson Municipal Airport Authority’s (“JMAA”) Staff for authorization to execute, after review by JMAA’s Legal Counsel, a lease extension agreement with The Shoe Shine Doctor for \$50.00 per month, for a term of one (1) year; and

**WHEREAS**, the Board finds that such request, which is explained in Memorandum No. Properties 2021-03, dated December 21, 2020, found on page 71 of the Meeting Packet, should be granted.

**IT IS, THEREFORE, RESOLVED** that JMAA’s Staff is authorized to execute, after review by JMAA’s Legal Counsel, a lease extension agreement with The Shoe Shine Doctor for \$50.00 per month, for a term of one (1) year; and

**IT IS, THEREFORE, FURTHER RESOLVED** that such request is fully explained in Memorandum No. Properties 2021-03, dated December 21, 2020, found at page 71 of the Meeting Packet.

Yeas: Harris, Henley, Davis-Sullivan, Martin  
Nays: None  
Abstentions: Wright

December 21, 2020

5. *Ground Transportation Rules and Regulations, Vehicle License Fee; JMAA: Authorization to Amend the Ground Transportation Rules and Regulations, Appendix 1-Fees, to Include an option for a Monthly “Vehicle License Fee”.....Page 72*

**RESOLUTION CY-2020-221**

**AUTHORIZATION TO AMEND APPENDIX 1-FEES OF THE GROUND TRANSPORTATION RULES AND REGULATIONS, TO INCLUDE A MONTHLY “VEHICLE LICENSE FEE” OPTION**

Upon Motion by Vice-Chairman Harris, seconded by Chairman Martin, the following **RESOLUTION** was made and approved by a unanimous vote.

**WHEREAS**, Jackson Municipal Airport Authority’s (“JMAA”) Board of Commissioners (“Board”) has considered JMAA’s Staff’s request to amend JMAA’s Ground Transportation Rules and Regulations Appendix 1-Fees (“APPENDIX 1-FEES”), which provides the Annual Permit and Vehicle License Fees for Ground Transportation Services and all providers of Ground Transportation at Jackson-Medgar Wiley Evers International Airport (“JAN”) and Hawkins Field Airport (“HKS”); and

**WHEREAS**, Staff recommends that the Board amend Section A of APPENDIX 1-FEES to include a monthly “Vehicle License Fee” in the amount of \$40.00, a copy of which is attached as Exhibit 1 to this Resolution; and

**WHEREAS**, the Board finds that such request, which is explained in Memorandum No. DPSO 2021-05, dated December 21, 2020, which appears on pages 72-73 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that JMAA’s Ground Transportation Rules and Regulations Appendix 1-Fees (“APPENDIX 1-FEES”), which provides the Annual Permit and Vehicle License Fees for Ground Transportation Services and all providers of Ground Transportation at Jackson-Medgar Wiley Evers International Airport (“JAN”) and Hawkins Field Airport (“HKS”) is amended to include a monthly “Vehicle License Fee” in the amount of \$40.00, a copy of which is attached as Exhibit 1 to this Resolution; and

**IT IS, THEREFORE, FURTHER RESOLVED** that such request is fully explained in Memorandum No. DPSO 2021-05, dated December 21, 2020, found on pages 72-73 of the Meeting Packet.

Yeas: Harris, Henley, Davis-Sullivan, Martin, Wright

Nays: None

Abstentions: None

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#### **G. New Business**

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

#### **OPEN SESSION**

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

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

The Board went into Closed Session at 6:25 p.m.

#### **CLOSED SESSION**

After a discussion regarding the matters proposed to be discussed in Executive Session, Commissioner Pastor Henley moved that the Board enter Executive Session to consider: two (2) potential economic development matters; one (1) personnel matter as to incumbent employees; one (1) personnel matter as to a prospective management-level employee; one (1) personnel matter as to a prospective executive-level employee; one (1) potential litigation as to a contract matter; and pending litigation regarding Jacobsen/Daniels Associates, LLC vs. JMAA. Vice-Chairman Harris seconded the motion, and the Commissioners resolved to enter Executive Session for the stated purposes by a unanimous vote.

The Closed Session ended at 6:34 p.m.

#### **OPEN SESSION**

Chairman Martin then invited persons outside the room to re-enter, and some did. Chairman Martin then stated in Open Session that the Board, during Closed Session, voted to enter Executive Session to discuss: two (2) potential economic development matters; one (1) personnel matter as to incumbent

employees; one (1) personnel matter as to a prospective management-level employee; one (1) personnel matter as to a prospective executive-level employee; one (1) potential litigation as to a contract matter; and pending litigation regarding Jacobsen/Daniels Associates, LLC vs. JMAA. Further, he stated that Commissioner Pastor Henley made the motion to go into Executive Session, Vice-Chairman Harris seconded the motion, and the Commissioners, by a unanimous vote, resolved to enter Executive Session for the stated purposes.

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

The Board went into Executive Session at 6:36 p.m.

### **EXECUTIVE SESSION**

During the Executive Session, the Board discussed: two (2) potential economic development matters; one (1) personnel matter as to incumbent employees; one (1) personnel matter as to a prospective management-level employee; one (1) personnel matter as to a prospective executive-level employee; one (1) potential litigation as to a contract matter; and pending litigation regarding Jacobsen/Daniels Associates, LLC vs. JMAA.

***1. The Board took the following action as to the first potential economic development matter:***

**RESOLUTION CY-2020-222**

**RESOLUTION AS TO AN ECONOMIC DEVELOPMENT MATTER**

Upon Motion by Commissioner Dr. Davis-Sullivan, seconded by Vice-Chairman Harris, the following **RESOLUTION** was made and approved by a unanimous vote.

**WHEREAS**, the Board considered and discussed the information provided by Chairman Martin and Attorney John L. Walker as to a potential economic development matter during the Executive Session; and

**IT IS, THEREFORE, RESOLVED** that the Board authorized JMAA's Board Chairman to take action as specified during Executive Session as to a potential economic development matter.

Yeas: Harris, Henley, Davis-Sullivan, Martin, Wright

Nays: None

Abstentions: None

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***2. The Board took no action as to the personnel matter as to incumbent employees.***

Commissioner Pastor Henley exited the executive session at 6:51 p.m. and connected to the Meeting telephonically at 6:55 p.m.

Pursuant to the Bylaw provisions regarding Commissioner's participation in Closed and Executive Session by telephone, Chairman Martin asked Commissioner Pastor Henley the questions contained in the Bylaws. In response to those questions, Commissioner Pastor Henley stated the following:

- i. that the device that he was using to participate in the December 21, 2020 Meeting of the Board of Commissioners does not potentially allow persons other than him to hear the Meeting's proceedings;
- ii. that in the location where he is participating in the December 21, 2020 Meeting of the Board of Commissioners, no other person is able to hear any of the Board Meeting's proceedings;
- iii. that neither he nor any other person or entity is currently or will be recording the Executive Session; and
- iv. that he will immediately inform the other Commissioners participating in the Board Meeting if any of the above matters, affirmed by him, cease to exist during the course of the Executive Session and, in the event that occurs, he shall immediately terminate his participation in the Executive Session by disconnecting the device that he is using to participate in the Meeting of the Board of Commissioners.

Mr. Paul A. Brown, CEO, exited the executive session at 7:03 p.m.

Commissioner Pastor Henley disconnected his telephonic participation in the Meeting at 7:29 p.m., before the vote regarding the personnel matter as to a prospective management-level employee.

3. *The Board took the following action as to the personnel matter as to a prospective management-level employee.*

#### **RESOLUTION CY-2020-223**

#### **RESOLUTION REGARDING A PROSPECTIVE MANAGEMENT-LEVEL EMPLOYEE**

Upon motion by Vice-Chairman Harris, seconded by Commissioner Dr. Davis-Sullivan, the following **RESOLUTION** was made and approved by a unanimous vote (4-0-0).

**WHEREAS**, the Board considered and discussed the information provided by Staff of Jackson Municipal Airport Authority ("JMAA") as to a management-level position during the Executive Session; and

**IT IS, THEREFORE, RESOLVED** that the Board authorizes JMAA’s CEO to offer employment to a prospective management-level employee identified during Executive Session for a management-level position with the benefit and compensation package specified during Executive Session.

Yeas: Harris, Davis-Sullivan, Martin, Wright

Nays: None

Abstentions: None

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4. *The Board took the following action as to the personnel matter as to a prospective executive-level employee.*

**RESOLUTION CY-2020-224**

**RESOLUTION REGARDING A PROSPECTIVE EXECUTIVE-LEVEL EMPLOYEE**

Upon motion by Vice-Chairman Harris, seconded by Commissioner Dr. Davis-Sullivan, the following **RESOLUTION** was made and approved by a unanimous vote (4-0-0).

**WHEREAS**, the Board considered and discussed the information provided by Staff of Jackson Municipal Airport Authority (“JMAA”) as to an executive-level position during the Executive Session; and

**IT IS, THEREFORE, RESOLVED** that the Board authorizes JMAA’s CEO to offer employment to a prospective executive-level employee identified during Executive Session for an executive-level position with the benefit and compensation package specified during Executive Session.

Yeas: Harris, Davis-Sullivan, Martin, Wright

Nays: None

Abstentions: None

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5. *The Board took no action as to the second potential economic development matter.*

6. *The Board took no action as to the potential litigation as to a contract matter.*

Dorsey Carson, Esq., Carson Law Group, PLLC, entered the executive session at 7:39 p.m.

7. *The Board took no action as to pending litigation regarding Jacobsen/Daniels Associates, LLC vs. JMAA.*



Dorsey Carson, Esq., Carson Law Group, PLLC, exited the executive session at 7:48 p.m.

Upon motion by Vice-Chairman Harris, seconded by Commissioner Dr. Davis-Sullivan, and unanimous approval of the Commissioners present, the Executive Session ended at 7:50 p.m.

## **OPEN SESSION**

Open Session reconvened at 7:51 p.m.

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

Chairman Martin announced that the Meeting was open. Chairman Martin then announced that the above-stated actions were taken as to: the first potential economic development matter, the personnel matter as to a prospective management-level employee, and the personnel matter as to a prospective executive-level employee, all of which were approved by the unanimous votes of the Commissioners present. He also announced that no action was taken as to: the second potential economic development matter; the personnel matter as to incumbent employees; the potential litigation as to a contract matter; and pending litigation regarding Jacobsen/Daniels Associates, LLC vs. JMAA.

### ***1. JMAA Covid-19 Policies and Procedures Small Pocket Handbook***

Vice-Chairman Harris informed the Board that the Human Resource Committee, JMAA's HR Consultant, JMAA's Employment Counsel, and JMAA's leadership Staff met to discuss JMAA's Covid-19 policies and procedures. She directed the Board Members to the distributed documents and informed them that JMAA's Employment Counsel had reviewed the documents. Further, Vice-Chairman Harris stated that JMAA's Covid-19 policies and procedures would be available to JMAA's employees via the JMAA Covid-19 Policies and Procedures Small Pocket Handbook.

In response to Commissioner LTC(R) Wright's question, Vice-Chairman Harris informed the Board that the JMAA Covid-19 Policies and Procedures Small Pocket Handbook is separate and apart from the Employee Handbook, as it is specifically for Covid-19 and will include everything related to Covid-19.

In response to Commissioner LTC(R) Wright's next question, Vice-Chairman Harris informed the Board that hard copies of the handbook would be disseminated to JMAA's Staff. Further, she said Staff would be required to sign a form confirming their receipt of the handbook.

## **RESOLUTION CY-2020-225**

### **IMPLEMENT THE JACKSON UPDATED MUNICIPAL AIRPORT AUTHORITY ("JMAA") COVID-19 POLICIES AND PROCEDURES SMALL POCKET HANDBOOK**

Upon Motion by Vice-Chairman Harris, seconded by Commissioner Dr. Davis-Sullivan, the following **RESOLUTION** was made and approved by a unanimous vote (4-0-0).

**WHEREAS**, Jackson Municipal Airport Authority's (JMAA) Staff recommends and is requesting authorization to implement the updated JMAA Covid-19 Policies and Procedures Small Pocket Handbook; and

**WHEREAS**, the Board approves JMAA's Staff to implement the updated JMAA Covid-19 Policies and Procedures Small Pocket Handbook for the Jackson Municipal Airport Authority, a copy of which is attached as Exhibit 1 to this Resolution.

**IT IS, THEREFORE, RESOLVED** that the Board approves JMAA's Staff to implement the updated JMAA Covid-19 Policies and Procedures Small Pocket Handbook for the Jackson Municipal Airport Authority, a copy of which is attached as Exhibit 1 to this Resolution, upon adoption of this Resolution.

Yeas: Harris, Davis-Sullivan, Martin, Wright

Nays: None

Abstentions: None

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## ***2. JMAA's Staff Proposed Budget cuts***

Mr. Brown distributed to the Board proposed budget cuts for consideration. Mr. Brown also explained why the budget cuts were needed and reviewed the specific amount of each proposed cut.

Regarding JMAA's contract with SP Plus, Mr. Brown explained to Commissioner Dr. Davis-Sullivan that JMAA could terminate JMAA's contract with SP Plus at any time. Additionally, all of the equipment that is currently being utilized by SP Plus is JMAA's property.

Vice-Chairman Harris suggested that Staff install cameras in the parking booths.

The Board then resolved the following Resolution:

### **RESOLUTION CY-2020-226**

**RESOLUTION: (I) TERMINATING JMAA'S AGREEMENT WITH SP PLUS CORPORATION AND (II) AUTHORIZE STAFF TO IMPLEMENT INTERNAL STAFF MANAGEMENT OF PARKING SERVICES UNTIL SUCH TIME THAT AN ELECTRONIC SERVICE HAS BEEN IMPLEMENTED**

Upon motion by Vice-Chairman Harris, seconded by Commissioner Dr. Davis-Sullivan, the following **RESOLUTION** was made and approved by a unanimous vote (4-0-0).

**WHEREAS**, the Board has considered the documents distributed by Mr. Brown regarding budget cuts and the discussion held; and

**WHEREAS**, the Board desires to: (i) terminate JMAA's Agreement with SP Plus Corporation, and (ii) implement internal JMAA Staff management of parking services until an electronic service is implemented.

**IT IS, THEREFORE, RESOLVED** that: (i) JMAA's Agreement with SP Plus Corporation for parking management services is terminated; and (ii) JMAA's Staff shall implement internal management of JMAA's parking services until such time that an electronic service is implemented.

Yeas: Harris, Davis-Sullivan, Martin, Wright

Nays: None

Abstentions: None

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### **3. Vice-Chairman LaWanda D. Harris Travel Approval**

#### **RESOLUTION CY-2020-227**

#### **RESOLUTION APPROVING THE TRAVEL OF VICE-CHAIRMAN LAWANDA D. HARRIS TO MOBILE AIRPORT AUTHORITY IN MOBILE, ALABAMA**

Upon motion by Commissioner Dr. Davis-Sullivan, seconded by Commissioner LTC(R) Wright, the following **RESOLUTION** was made and unanimously approved (4-0-0).

**WHEREAS**, Vice-Chairman LaWanda D. Harris met with key members of the Mobile Airport Authority's Staff for in-depth discussions concerning many issues of importance to Jackson Municipal Airport Authority ("JMAA"), including, but not limited to economic development; and

**WHEREAS**, Vice-Chairman Harris's meeting with Mobile Airport Authority's Staff furthers JMAA's knowledge as to certain economic development opportunities and was of benefit to JMAA and JMAA's constituents; and

**WHEREAS**, the Board of Commissioners of JMAA recommends, approves, and authorizes the travel, lodging, and related expenses for Vice-Chairman Harris' travel to the Mobile Airport Authority in Mobile, Alabama for the reasons cited above; and

**WHEREAS**, the current Travel Policy for the Board ("Travel Policy") requires the approval of the Board for travel to a meeting or conference sponsored by an organization other than the Airport Council International-North America, Airport Minority Council, or the American Association of Airport Executives; and

**WHEREAS**, based on the above, the Board of Commissioners finds that it was extremely beneficial to the Authority for Vice-Chairman Harris to travel to the Mobile Airport Authority in Mobile, Alabama.

**NOW, THEREFORE, BE IT RESOLVED**, the Board hereby: (i) finds and determines that travel to the Mobile Airport Authority in Mobile, Alabama by Vice-Chairman LaWanda D. Harris was extremely beneficial to JMAA for the reasons cited above; and (ii) approves and authorizes payment and reimbursement for travel, lodging, and related expenses for Vice-Chairman LaWanda D. Harris.

Yeas: Harris, Davis-Sullivan, Martin, Wright

Nays: None

Abstentions: None

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Chairman Martin announced that the Board would consider Financial Matters at this point in the Meeting.

**4. Financial Reports for November 2020:**

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

Mr. Brown directed the Board's attention to the Balance Sheet for November 2020, which was included in the December 21, 2020 Regular Board Meeting Packet and was discussed during the December 17, 2020 Work Session. There were no questions. Mr. Brown requested that the Board adopt a Resolution accepting the Balance Sheet for November 2020.

**RESOLUTION CY-2020-228**

**RESOLUTION ACCEPTING/APPROVING THE NOVEMBER 2020 BALANCE SHEET**

Upon motion by Vice-Chairman Harris, seconded by Commissioner Dr. Davis-Sullivan, the following **RESOLUTION** was made and approved by a unanimous vote (4-0-0).

**WHEREAS**, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") reviewed and considered the Authority's Balance Sheet for the month and period ending November 30, 2020, which was discussed and reviewed by the Board before the December 21, 2020 Regular Board Meeting and is included in the Regular Board Meeting Packet at pages 33-34.

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

Yeas: Harris, Davis-Sullivan, Martin, Wright  
Nays: None  
Abstentions: None

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

Next, Mr. Brown directed the Board's attention to the Income Statement for November 2020, which was included in the December 23, 2020 Regular Board Meeting Packet and was discussed during the December 17, 2020 Work Session. There were no questions.

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

**RESOLUTION CY-2020-229**

**RESOLUTION ACCEPTING/APPROVING THE NOVEMBER 2020 INCOME STATEMENT**

Upon motion by Vice-Chairman Harris, seconded by Commissioner Dr. Davis-Sullivan, the following **RESOLUTION** was made and approved by a unanimous vote (4-0-0).

**WHEREAS**, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") reviewed and considered the Authority's Income Statement for the month and period ending November 30, 2020, which was discussed and reviewed by the Board before the December 21, 2020 Regular Board Meeting and is included in the Regular Board Meeting Packet at pages 35-38.

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

Yeas: Harris, Davis-Sullivan, Martin, Wright  
Nays: None  
Abstentions: None

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***c. Claims Docket for November 2020: Approve.....Page 39***

Next, Mr. Brown directed the Board's attention to the Claims Docket for November 2020, which was included in the December 21, 2020 Regular Board Meeting Packet and discussed during the December 17, 2020 Work Session.

Mr. Brown then requested that the Board adopt a Resolution accepting the Claims Docket for

November 2020.

**RESOLUTION CY-2020-230**

**RESOLUTION ACCEPTING/APPROVING THE NOVEMBER 2020 CLAIMS DOCKET**

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

**WHEREAS**, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") reviewed and considered the Authority's Claims Docket for the month and period ending November 30, 2020, which is included in the Regular Board Meeting Packet at pages 39-42, and was distributed to the Board before the December 21, 2020 Regular Board Meeting.

**IT IS, THEREFORE, RESOLVED** that the Board hereby authorizes payment of the claims appearing on the November 2020 Claims Docket for \$2,222,700.19.

Yeas: Harris, Davis-Sullivan, Martin, Wright

Nays: None

Abstentions: None

December 21, 2020

Commissioner LTC(R) Wright asked if JMAA's Staff had determined the property owner on which the Hawkins Air Base Museum is located. In response, Mr. Brown informed the Board that the City of Jackson, MS, owns the property. Chairman Martin then announced that the Board would table the discussion regarding the property until another time to determine the identity of the persons/entities using the property.

**VIII. ADJOURNMENT**

Thereafter, it was moved by Vice-Chairman Harris, seconded by Commissioner Dr. Davis-Sullivan, and resolved by a unanimous vote of the Commissioners present, that the Meeting of the Board be **ADJOURNED** at 8:07 p.m.

Respectfully submitted,

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Mr. Robert E. Martin, Commissioner, and Chairman

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

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Dr. Hursie Davis-Sullivan, Commissioner

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Pastor James L. Henley, Jr., Commissioner

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LTC(R) Lucius Wright, Commissioner