

**MINUTES OF THE REGULAR WORK SESSION
OF THE JACKSON MUNICIPAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS**

April 18, 2019

8:30a.m.

- I. **CALL TO ORDER.** The April 18, 2019 Regular Work Session of the Jackson Municipal Airport Authority was called to order by Chairman LaWanda D. Harris at 8:30 a.m.
- II. **ROLL CALL/DECLARATION OF A QUORUM.** Chairman LaWanda D. Harris conducted the Roll Call including herself, Vice-Chair Lee A. Bernard, Jr. via teleconference, Commissioner Pastor James L. Henley, Jr., Commissioner Robert E. Martin, and Commissioner LTC(R) Lucius Wright. All Commissioners were present, and a quorum was declared.
- III. **INVOCATION.** The invocation was given by Commissioner Robert E. Martin.
- IV. **APPROVAL OF NOTICES AND EXECUTION OF MINUTES.** Chairman Harris stated that the approvals would take place on Monday during the Regular Board Meeting, April 22, 2019.
- V. **PUBLIC COMMENTS.** None
- VI. **REPORTS**
 - A. **Report from the Chairman.**

Chairman Harris welcomed everyone to the meeting including visitors and staff. She also welcomed Mr. James Hendrix with the Kingfish Blog and asked him to stand. Chairman Harris introduced Mr. Miller as JMAA's Interim CEO and stated that he has been the one in the trenches and knows the organization; and that the Board is proud to have him be a part of this organization where he can take the mantle when they need him to at this time. She further stated that JMAA experiencing a smooth seamless transition. The Board and staff gave applause and Mr. Miller thanked both for the support that he had received during this time. He then moved into the Chief Executive Officer Reports.
 - B. **Chief Executive Officer.** Interim CEO Miller asked if there were any questions about the Airport Project Manager Summary and the Airport Activity Statistics Report. Commissioner Henley stated that the numbers really looked great. Chairman Harris agreed. Interim CEO Miller stated that they were up around 18%-19% and thanked Chairman Henley for that observation. Interim CEO Miller recognized Ms. Sharon Carter, DBE Program Manager to provide a report on the percentage of DBE participation that appears on the claims docket for this period. There were no additional questions.

- C. Attorney.** Attorney John Walker stated that there were several matters that he would suggest the Board go into Closed Session at the appropriate time to consider whether to go into Executive Session about some matters that would be appropriate for Executive Session. Attorney Walker, on behalf of he, Attorney Bass, and all the staff of the Walker Group wished the Board of Commissioners, JMAA Staff, and their families a blessed and joyful Resurrection weekend. Chairman Harris thanked him.

VII. ACTION ITEMS

Interim CEO Miller requested that CFO Arnetrius Branson address the Financial Matters.

A. Financial Matters

- 1. Financial Reports for March 2019: Balance Sheet, Income Statement, Claims Docket, and Quarterly Statistics.** CFO Arnetrius Branson presented the Financial Matters. There were no questions about the Balance Sheet, Income Statement, or the Claims Docket. Commissioner Henley requested if the number of days cash could be placed on the Quarterly Statistics Report and CFO Branson stated yes that staff could place it on there. There were no additional questions.
- 2. Early Issue.** CFO Branson presented this item requesting authorization to issue a travel advance for expenses in the amount of \$800.00. There were no questions.

B. Construction Projects.

- 1. Jackson-Medgar Wiley Evers International Airport Perimeter Service Road Rehabilitation Project, JAN.** Mr. Darion Warren, Director of Capital Programming presented this item requesting authorization to advertise for competitive bids; approval of the construction budget and contingency amount; and approval of the total project budget. Commissioner Wright asked if the security and maintenance vehicles were off road vehicles and how do we respond to an incident now? Mr. Warren stated that yes we have a mix. There are off road vehicles that are four-wheel drive and some vehicles that are not four-wheel drive that we utilize to gain access to our perimeter road. Commissioner Wright further asked if our security force had access to some of those vehicles and Mr. Warren stated yes. There were no additional questions.
- 2. Hawkins Field Airport Runway 16/34 Assessment and Overlay Project, HKS.** Mr. Darion Warren, Director of Capital Programming presented this item requesting authorization to advertise for competitive bids; approval of the construction budget and contingency amount; and approval of the total project budget. There were no questions.

- C. Procurement.** None

D. Service Agreements.

- 1. Lawn Care and Landscape Maintenance Services, JAN.** Mr. Leroy Lee, Maintenance Manager presented this item requesting authorization to issue a Request for Bids (RFB) for Lawn Care and Landscape Maintenance Services for the areas alongside International Drive, around the teardrop, main terminal, garage and surface parking south of the garage located at the Jackson-Medgar Wiley Evers International Airport and MS Air Cargo Logistics; approval of the budget; and approval of a two (2) calendar year term. There were no questions.
- 2. Group Health/Dental Insurance Plan, JMAA.** Ms. Samantha Boone, Human Resources Generalist presented this item requesting authorization to Procure and Approval to Pay the Annual Premium. Chairman Harris stated that before Ms. Boone came to present her item, she informed the Board that Ms. Boone was a part of our Human Resource staff and that this was her first time presenting an item and she would like to welcome her to the Board meeting and wanted her to relax and know that she was a part of this family. Interim CEO Miller thanked Chairman Harris for doing so. After Ms. Boone Presented, Chairman Harris asked P & N Consultants to come to the podium to entertain any questions pertaining to health care and benefits. Ms. Boone also stated that Ross & Yerger was at the meeting and Chairman Harris asked if they would come to the podium as well to entertain any questions. Interim CEO Miller requested from Chairman Harris that before moving to any questions, he requested clarity on a figure in Ms. Boone's presentation. Ms. Boone responded, and provided clarity. Ms. Hellene Wall with P & N Consulting stated that she would be available to answer any questions. Commissioner Henley stated that if he was reading this correctly, that the bottom line is, there is a net monthly savings of approximately \$4,923 per month giving employees the exact same coverage. He continued that we basically save money paying employee only costs and on the dependents costs it pretty much nets out but overall it's like \$4,923 per month. Ms. Wall stated that that would probably be best answered by a member of Ross & Yerger. Commissioner Henley also stated that they were just trying to cut to the chase to get to the bottom line saving per month, which he thought on the schedule that staff had attached Exhibit A that explained it at the bottom. Chairman Harris stated for the indulgence of the entire Board that she would like a stated answer. Mr. Marcus Berger with Ross & Yerger stated that the overall savings versus what JMAA would have come into is back net neutral to where we were last year. He continued that the proposed 27% increase from Humana brought JMAA back to, within probably a 1-2% increase year over year from what JMAA would have been paying to Humana so it is net neutral within that 1-2%. Chairman Harris stated that as far as the Board of Commissioners, incentives and in being an Employer of Choice, they know that health benefits matters to employees and we would like to actually be a support in giving this

as an incentive to our employees. We know that we do compete with other organizations and if a little more cost in our health benefits will make us an Employer of Choice, I say we give our employees an incentive to be here. One of our incentives to be here. There were no additional questions.

E. Grants. None.

F. Other Matters. None.

- 1. State of Mississippi's Department of Finance and Administration – Office of Air Transport Services (“OATS”), Ground Lease at Jackson-Medgar Wiley Evers International Airport, JMAA.** Mr. Chad Parker, Properties Manager presented this item requesting authorization to amend and extend the current ground lease agreement, which is for 12,500 square feet of land at the Jackson-Medgar Wiley Evers International Airport with the State of Mississippi Department of Finance and Administration – Office of Air Transport Services (OATS) for a term of one (1) year. There were no questions.
- 2. University of Mississippi Medical Center – Lease Amendment and Extension, JMAA.** Mr. Chad Parker, Properties Manager presented this item requesting authorization to amend the current Cargo Facilities Lease Agreement between the UMMC and JMAA; and extend the term of the Agreement, as amended. There were no questions.
- 3. Tri-Jet, LLC Hangar Site and Fuel Farm Operating Agreement – Proposed Changes in Membership, JMAA.** Mr. Chad Parker, Properties Manager presented this item requesting approval for JetSouth, LLC to sell one-third (1/3) of its membership interest in Tri-Jet to Tenax; and Perry J. Miller, A.A.E., IAP, Interim CEO to execute the Consent To Assignment of Membership Interest for this transaction. There were no questions.
- 4. Assignment of In-ter-Space Services, Inc. d/b/a Interspace Airport Advertising Concession Agreement, JMAA.** Mr. Chad Parker, Properties Manager presented this item requesting authorization to consent to the assignment of the Airport Advertising Concession Agreement dated July 1, 2000, as extended and renewed by and between JMAA and In-ter-Space Services, Inc. d/b/a Interspace Airport Advertising (Clear Channel), a Pennsylvania Corporation. There were no questions.

G. New Business.

- 1.** Chairman Harris stated that Interim CEO Miller they would hold new business until the executive session and also that the Board needed to go into closed session to determine if they would have to go into executive session.
- 2. The Chairman Entertains a Motion to go into closed session to determine if the board should go into executive session.** Commissioner Henley made

the motion to go into closed session to make a determination if the Board should go into Executive Session over certain matters. Commissioner Martin seconded the motion. There were no questions. The vote was unanimous. Chairman Harris called the meeting back to order, declaring that it was now back in open session and that Vice-Chairman Bernard was still on the line via teleconference. She further stated that in executive session, the Board with the CEO discussed JMAA vs. Bryant actual litigation, personnel matter involving an incumbent employee, communications with the developer regarding an economic development project, and an economic development status project report. Chairman Harris continue that the Board took no action today on those matters.

3. Chairman Harris requested that the Daniels Group and Mr. Carson report on our 2018-2019 Legislative Session and upcoming plans for 2019-2020. Chairman Harris thanked them for the report and stated that she was pleased regarding the advocacy that was shown on behalf of JMAA. They were given an applause for their efforts.
4. Commissioner Henley stated that Human Resources overlooked getting our applications out to Tougaloo, JSU, Belhaven and Millsaps. He stated that the Director of Tougaloo called him today and inquired about it and Commissioner Henley told the Director that he would mention it today. Commissioner Henley further stated Millsaps had sent something also regarding interested students, based on the students last year. He continued that when we got the application out that we might have to move the deadline. Chairman Harris stated that we could work with the deadline to extend it and she thanked Commissioner Henley for bringing that to the Board's attention. Commissioner Henley also wanted to make a motion to add Alcorn. The Commissioners agreed to make a motion Monday at the Regular Board Meeting to add Alcorn. Chairman Harris asked for a list of the other schools and Commissioner Henley stated that HR just needed to get the applications to Tougaloo, JSU, Belhaven, and Millsaps; and to add Alcorn and Mississippi Valley State University under the same terms as the other schools. Chairman Harris asked about Delta State University and Commissioner Henley stated that Delta State has had a long-standing program where they have consistently had students coming here. It's these schools that have been overlooked. Chairman Harris asked about Coahoma Junior College and Commissioner Henley stated that it's been the four (4) year colleges. Chairman Harris also asked about Valley State and Commissioner Henley stated that they had been overlooked. Chairman Harris stated that was an opportunity to add them too and they often travel out of our Airport. Commissioner Wright stated that he was at a program over the weekend where the first African American Aviator/Pilot/Captain and Crew graduated from Mississippi Valley State University.

5. Chairman Harris acknowledged Interim CEO Miller. Mr. Miller stated that he had a couple of items for New Business for the Commissioners' consideration. He stated that a while back they talked about JMAA's participation and support of two (2) local organizations. One is the Greater Jackson Chamber Partnership and the other one was the Greater Jackson Alliance we agreed to support the Alliance, but there was some discussion about whether or not to support the Partnership, so we did not pay that fee. Since that time, the Chairman and the Interim CEO came by to meet and we indicated that might be a hard sell for the Board and they offered a seat on the Board for the CEO of JMAA to continue that support. Chairman Harris stated that it would be on the list for recommendations for the meeting. Attorney Bass asked if they said how much and Mr. Miller stated that it is \$25,000. Chairman Harris stated that we had been paying that in the past and that's good if they offer us a board seat. Mr. Miller stated that the second item for consideration is a matter involving a grant cancellation the current Runway project is well over due and we will not be able to do Phase II of that project which prevent us from being able to use that grant for the project in a timely manner. Mr. Miller further stated that what that means is we would be able to put back in our entitlement the \$3.1million dollars that we received for the grant, so it goes back into our coffers to use for other projects. What we stand to lose is \$1.8 million that was awarded from discretionary funds. He continued that he believed that we would have a good chance of getting discretionary funds from the FAA. Finally he stated that we had a request from an organization to support a regional ARFF training facility. It was the Mississippi State Fire Academy and they wanted us to purchase an ARFF vehicle. The caveat is that they cannot purchase the vehicle unless they are attached to an airport. We asked to be clear that if we support that then we aren't tied to any grant assurances and none of our entitlements are tied to that. He continued that he is not sure if we could work that out and asked if Attorney May could provide additional details. Attorney May provided the additional details and the legal implications of such a decision. Chairman Harris stated that they would look at the recommendations of Staff. Commissioner Henley stated that now would be a good time to ask questions. Commissioner Wright had a question about the amount of money that was being spent on the perimeter service road around the airport and that would facilitate any incident around the airport that would occur. His question was what we were doing now. Mr. Miller stated that when it gets wet out there we cannot get any vehicles through, they get stuck. He continued that what was not mentioned was that we do have a requirement in the grant assurances to have a roadway whereby emergency vehicles can get through there. He continued that there are portions of that road that are not paved and if we had an aircraft incident we need to have an ARFF vehicle to safely get to that area and we do not have that. Commissioner Wright stated that he could see that but some of the perimeter fencing was

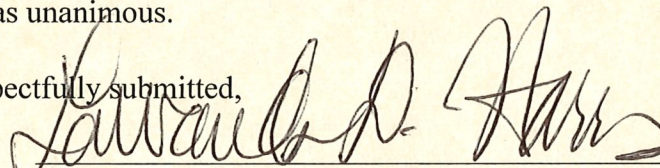
away from that landing surface how do we patrol that now? Mr. Miller stated we just use binoculars and then called Mr. Ron Marsalis, Assistant General Manager, to further answer the questions. Discussion ensued. Commissioner Wright stated that his other concern was wildlife accessing the airfield. Mr. Marsalis stated that the Airfield was regularly checked. Chairman Harris mentioned that from the tour at Hawkins Field she observed that we needed better fencing around that airport. Discussion ensued. Commissioner Henley stated that the question he had CFO Branson was working on and it was around the health insurance and the numbers Ross and Yerger provided. Ms. Branson provided a detailed explanation going through items in the packet. Commissioner Henley stated that he wanted to point out that they were giving us information that was inconsistent with what had been provided to the Board. Chairman Harris asked what was the concern and Commissioner Henley stated that we should not be putting out bad information in case someone does a public document request and they get those documents, if information is incorrect that we were looking at and theoretically evaluating, we want to make sure it is the right information. Chairman Harris asked about the major variance and Ms. Branson answered. Chairman Harris stated are we recommending a good insurance benefits for the employees and Ms. Branson stated yes. Discussion ensued. Attorney Walker gave a shout out to Commissioner Wright regarding the Hawkins Field Celebration. Discussion ensued.

VIII. ADJOURNMENT

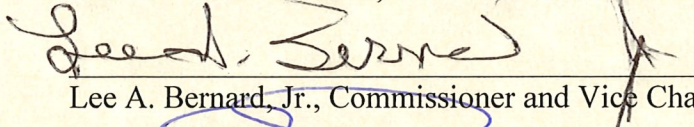
A. Chairman Harris called for a Motion to Adjourn the Meeting.

Motion: Commissioner Martin; Seconded: Commissioner Wright; No discussion; Vote was unanimous.

Respectfully submitted,



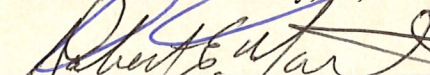
Ms. LaWanda D. Harris, Commissioner and Chairman



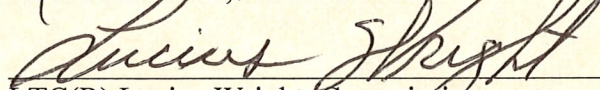
Lee A. Bernard, Jr., Commissioner and Vice Chairman



Pastor James L. Henley, Jr., Commissioner



Robert E. Martin, Commissioner



LTC(R) Lucius Wright, Commissioner