

**REGULAR MONTHLY MEETING OF JACKSON MUNICIPAL  
AIRPORT AUTHORITY BOARD OF COMMISSIONERS  
APRIL 23, 2018**

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

The Board of Commissioners (the “Board”) of the Jackson Municipal Airport Authority (the “Authority” and “JMAA”) convened its Regular Monthly Board Meeting in the Main Terminal Building, Hawkins Field Airport (“HKS”), West Ramp Road, in Jackson, Mississippi, at 4:00 p.m. on Monday, April 23, 2018 (the “Meeting”), pursuant to proper notice.

Chairman Pastor James L. Henley, Jr., 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 Board Meeting:

Pastor James L. Henley, Jr., Chairman  
Evelyn O. Reed, Commissioner  
LTC(R) Lucius Wright, Commissioner

The following Commissioner was present, telephonically, at the Board Meeting:

LaWanda D. Harris, Commissioner, and Vice Chairman

Chairman Pastor Henley announced that a quorum was present at the Meeting, as required by the Bylaws of the Authority, and announced that the Meeting would proceed with discussion of the Agenda (the “Agenda”) for the Monthly Meeting of the Board for 4:00 p.m. on Monday, April 23, 2018, in the Main Terminal Building Hawkins, Field Airport (“HKS”), West Ramp Road, in Jackson, Mississippi. The following other persons were also present at the Meeting:

Carl D. Newman, A.A.E., JMAA’s Chief Executive Officer  
Perry Miller, M.S., A.A.E., I.A.P. JMAA’s Chief Operating Officer  
John L. Walker, Esq., Walker Group, PC, Attorneys at Law  
Kevin Bass, Esq., Walker Group, PC, Attorneys at Law  
Regina May, Esq., The May Law Firm, PLLC, Attorneys at Law  
And persons listed on **EXHIBIT A: Sign in Sheet for 4-23-18**

**II. INVOCATION**

Attorney John L. Walker gave the Invocation.

**III. APPROVAL OF BOARD NOTICES**

A. Notice of the Rescheduling of the April 13, 2018, Pre-Work Session Meeting to April

16, 2018, via Telephonic Conference.

- B. Notice Regarding Commissioners' attendance at the 90<sup>TH</sup> Annual AAAE Conference & Exhibition in San Diego, CA from April 15, 2018, through April 18, 2018.

**RESOLUTION CY-2018-46**

**APPROVAL OF THE NOTICES OF THE RESCHEDULING OF THE FRIDAY, APRIL 13, 2018 12:00 NOON PRE-WORK SESSION MEETING OF THE CHAIRMAN AND VICE CHAIRMAN OF THE BOARD OF COMMISSIONERS TO MONDAY, APRIL 16, 2018 AT 5:00 P.M. VIA TELEPHONIC CONFERENCE AND OF THE JMAA BOARD OF COMMISSIONERS ATTENDING THE 90<sup>TH</sup> ANNUAL AAAE CONFERENCE AND EXHIBITION IN SAN DIEGO, CA FROM APRIL 15, 2018 THROUGH APRIL 18, 2018.**

After discussion and review, and upon the motion made by Commissioner LTC(R) Wright, seconded by Commissioner Reed, and approved by unanimous vote, the following resolution was made and entered.

**RESOLVED**, that the Board hereby approves the Notice of the Rescheduling of the April 13, 2018, Monthly Pre-Work Session Meeting of the Chairman and Vice Chairman from Friday, April 13, 2018, at 12:00 noon to Monday, April 16, 2018, at 5:00 p.m.; and

**IT IS, FURTHER RESOLVED** that the Board hereby approves Notice of the Board of Commissioners attending the 90<sup>TH</sup> Annual AAAE Conference & Exhibition in San Diego, CA from April 15, 2018, through April 18, 2018.

Yeas: Harris, Henley, Reed, Wright

Nays: None

Abstentions: None

April 23, 2018

**IV. APPROVAL AND EXECUTION OF MINUTES**

- A. Rescheduled Regular Work Session of the Board of Commissioners, March 23, 2018.  
B. Regular Meeting of the Board of Commissioners, March 26, 2018.

**RESOLUTION CY-2018-47**

**APPROVAL OF THE MARCH 23, 2018 RESCHEDULED REGULAR WORK SESSION MINUTES AND THE MARCH 26, 2018 REGULAR BOARD MEETING MINUTES**

After discussion and review and upon the motion made by Commissioner Reed,

seconded by Commissioner LTC(R) Wright, the Minutes of the Rescheduled Regular Work Session, March 23, 2018, and the Regular Board Meeting Minutes, March 26, 2018, 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 Rescheduled Regular Work Session, March 23, 2018, and the Board Meeting, March 26, 2018 Minutes, as presented, and directs that said Minutes be filed in the appropriate Minute Book and Records of the Authority.

Yeas: Harris, Henley, Reed, Wright

Nays: None

Abstentions: None

April 23, 2018

**V. PUBLIC COMMENTS**

None.

**VI. REPORTS**

**A. Report from the Chairman**

Chairman Pastor Henley's message: "Whatever is bothering you, get over it and move on."

**B. Chief Executive Officer**

**1. Airport Project Manager Summary, Period Ending  
March 31, 2018.....Page 1**

Mr. Newman directed the Board's attention to the Airport Project Manager Summary ("APMS"), found at pages 1-18 in the April 23, 2018 Board Meeting Packet and distributed to the Board before the Rescheduled Regular Work Session and Regular Board Meeting. The Board reviewed the Report and had no questions.

**2. Airport Activity Statistics Report, Period Ending  
March 31, 2018.....Page 19**

Mr. Newman directed the Board's attention to the Airport Activity Statistics Report, which was distributed to the Board before the Rescheduled Regular Work Session and Board Meeting and found at pages 19-31 in the April 23, 2018 Regular Board Meeting Packet. The Board reviewed the Report and had no questions.

**C. Attorney**

Next, Attorney Walker announced that there is one (1) matter that he recommends the Board take up during an Executive Session. Therefore, he recommended the Board enter Closed Session to consider the said matter at the appropriate time.

**VII. ACTION ITEMS**

**A. Financial Matters**

**I. Financial Reports for March 2018:**

*(a) Balance Sheet: Accept.....Page 32*

*(b) Income Statement: Accept..... Page 34*

**RESOLUTION CY-2018-48**

**RESOLUTION ACCEPTING/APPROVING THE MARCH FINANCIAL REPORTS:  
BALANCE SHEET AND INCOME STATEMENT**

Upon motion by Commissioner Reed, seconded by Commissioner LTC(R) Wright, the following **RESOLUTION** was made and approved by unanimous vote.

**WHEREAS**, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") reviewed and considered the Authority's Balance Sheet and Income Statement ("the Financial Reports") for the month and period ending March 31, 2018, which were included in the Packet, at pages 32-36 and distributed to the Board prior to the April 23, 2018 Monthly Meeting of the Board.

**IT IS, THEREFORE, RESOLVED** that the Board hereby accepts and approves the March 2018 Financial Reports: Balance Sheet and Income Statement for March 2018.

Yeas: Harris, Henley, Reed, Wright

Nays: None

Abstentions: None

April 23, 2018

*(c) Claims Docket for March 2018: Approve.....Page 37*

**RESOLUTION CY-2018-49**

**RESOLUTION APPROVING THE CLAIMS DOCKET FOR THE MONTH AND  
PERIOD ENDING MARCH 31, 2018**

Upon motion by Commissioner Reed, seconded by Commissioner LTC(R) Wright, the following **RESOLUTION** was made and unanimously approved.

**WHEREAS**, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") reviewed and considered the Authority's Claims Docket ("Claims") for the month and period ending March 31, 2018, which was included in the Packet, at pages 37-40, and distributed to the Board prior to the April 23, 2018 Regular Meeting of the Board.

**IT IS, THEREFORE, RESOLVED** that the Board hereby authorizes payment of the Claims in the amount of \$1,764,607.90.

Yeas: Harris, Henley, Reed, Wright  
Nays: None  
Abstentions: None

April 23, 2018

**(d) Quarterly Statistics.....Page 41**

There were no inquiries or actions taken about the Quarterly Statistics.

**2. FY2018 Operating and Maintenance Budget, JMAA: Approval of Amendment.....Page 43**

**RESOLUTION CY-2018-50**

**RESOLUTION AUTHORIZING FISCAL YEAR 2018 OPERATING AND MAINTENANCE BUDGET AMENDMENT**

Upon motion by Commissioner Reed, seconded by Commissioner LTC(R) Wright, the following **RESOLUTION** was made and unanimously approved.

**WHEREAS**, the Board has considered the request of JMAA's Staff for the authority to amend the Fiscal Year 2018 Operating and Maintenance Budget ("O&M"), for any necessary months; and

**WHEREAS**, this amendment includes a reduction in budgeted enplanements as well as increases and reductions in various revenue and expense accounts; and

**WHEREAS**, the Board finds that such request is fully explained in a Memorandum dated April 23, 2018, with the requested budget amendments included therein, at pages 43-44 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that JMAA’s Staff is authorized to amend the Fiscal Year 2018 Operating and Maintenance Budget (“O&M”), for any necessary months; and

**IT IS, THEREFORE, FURTHER RESOLVED** that this amendment will include a reduction in budgeted enplanements as well as increases and reductions to various revenue and expense accounts; and

**IT IS, THEREFORE, FURTHER RESOLVED** that such request is fully explained in a Memorandum dated April 23, 2018, with the requested budget amendments included therein, at pages 43-44 of the Meeting Packet.

Yeas: Harris, Henley, Reed, Wright  
Nays: None  
Abstentions: None

April 23, 2018

**3. Early Issues.....Page 45**

**RESOLUTION CY-2018-51**

**RESOLUTION AUTHORIZING AN EARLY ISSUE PAYMENT FOR TRAVEL ADVANCE TO COMMISSIONER LTC(R) WRIGHT**

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

**WHEREAS**, the Board has considered the request of JMAA’s Staff for the authority to make an early issue payment of three hundred twenty-one dollars and sixty-seven cents (\$321.67) to Commissioner LTC(R) Wright as a travel reimbursement for travel to the AAAE/ACI-NA Washington Legislative Conference held in Washington, DC from March 20 - 22, 2018; and

**WHEREAS**, request for the reimbursement was submitted after the deadline date for payments to be included on the current claims docket; and

**WHEREAS**, the Board finds that such request, which is fully explained in a Memorandum dated April 23, 2018, at page 45 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that JMAA’s Staff is authorized to make an early issue payment of three hundred twenty-one dollars and sixty-seven cents (\$321.67) to Commissioner LTC(R) Wright as a travel reimbursement for travel to the AAAE/ACI-NA Washington Legislative Conference held in Washington, DC from March 20 - 22, 2018; and

**IT IS, THEREFORE, FURTHER RESOLVED** that such request is fully explained in the Memorandum dated April 23, 2018, at page 45 of the Meeting Packet.

Yeas: Harris, Henley, Reed, Wright  
Nays: None  
Abstentions: None

April 23, 2018

**B. Construction Projects**

1. *TSA 1<sup>st</sup> and 5<sup>th</sup> Floor Renovations, JAN: Authorization to Award Contract (EW-DCS Joint Venture comprised of Electric Works, Inc. and Diversified Construction Services, Inc.).....Page 46*

**RESOLUTION CY-2018-52**

**RESOLUTION GRANTING AUTHORITY TO AWARD A CONSTRUCTION SERVICES CONTRACT TO EW-DCS JOINT VENTURE COMPRISED OF ELECTRIC WORKS, INC. AND DIVERSIFIED CONSTRUCTION SERVICES, INC. IN CONNECTION WITH RENOVATIONS OF THE 1<sup>ST</sup> FLOOR TRANSPORTATION SECURITY ADMINISTRATION (“TSA”) TRAINING ROOM AND 5<sup>TH</sup> FLOOR TSA OFFICES AT JAN**

Upon motion by Commissioner Reed, seconded by Commissioner LTC(R) Wright, the following **RESOLUTION** was made and unanimously approved.

**WHEREAS**, on March 20, 2018, JMAA received two (2) bids in connection with construction services for the renovations of the 1<sup>st</sup> floor Transportation Security Administration (“TSA”) Training room and 5<sup>th</sup> floor TSA offices at the Jackson-Medgar Wiley Evers International Airport (“JAN”); and

**WHEREAS**, the bids were reviewed by Staff and the Jackson Municipal Airport Authority’s (“JMAA”) Project Management Support Services Consultant, Kimley-Horn and Associates, Inc. (“Kimley-Horn”), and it is the recommendation of both Staff and Kimley-Horn to award the contract to the lowest responsible and responsive bidder, EW-DCS Joint Venture (“EW-DCS”), a Mississippi general partnership comprised of Electric Works, Inc. and Diversified Construction Services, Inc.; and

**WHEREAS**, the Board has considered the request of JMAA Staff for authority to award the construction services contract to EW-DCS Joint Venture in the amount of \$728,801.46 with a contingency of \$129,202.54 contingent upon approval from the United States General Services Administration; and

**WHEREAS**, EW-DCS Joint Venture will be supported by the following certified Disadvantaged Business Enterprises (“DBE”): Electric Works, Inc. of Jackson, MS; and JL Interiors, LLC of Jackson, MS, and they shall receive a combined 31.94% of the total amount paid by JMAA to EW-DCS Joint Venture; and

**WHEREAS**, the Board finds that such request, which is fully explained in a Memorandum dated April 23, 2018, at pages 46-49 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that on March 20, 2018, JMAA received two (2) bids in connection with construction services for the renovations of the 1<sup>st</sup> floor Transportation Security Administration (“TSA”) Training room and 5<sup>th</sup> floor TSA offices at the Jackson-Medgar Wiley Evers International Airport (“JAN”); and

**IT IS, THEREFORE, FURTHER RESOLVED** that the bids were reviewed by Staff and JMAA’s Project Management Support Services Consultant, Kimley-Horn and Associates, Inc. (“Kimley-Horn”), and it is the recommendation of both Staff and Kimley-Horn to award the contract to the lowest responsible and responsive bidder, EW-DCS Joint Venture (“EW-DCS”), a Mississippi general partnership comprised of Electric Works, Inc. and Diversified Construction Services, Inc.; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the Board is authorized to award the construction services contract to EW-DCS Joint Venture in the amount of \$728,801.46 with a contingency of \$129,202.54 and that the contract is contingent upon approval from the United States General Services Administration; and

**IT IS, THEREFORE, FURTHER RESOLVED** that EW-DCS Joint Venture will be supported by the following certified Disadvantaged Business Enterprises (“DBE”): Electric Works, Inc. of Jackson, MS; and JL Interiors, LLC of Jackson, MS, and they shall receive a combined 31.94% of the total amount paid by JMAA to EW-DCS Joint Venture; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the Board finds that such request is fully explained in the Memorandum dated April 23, 2018, at pages 46-49 of the Meeting Packet.

Yeas: Harris, Henley, Reed, Wright

Nays: None

Abstentions: None

April 23, 2018

**C. Procurements**

1. *Group Health/Dental Insurance Plan, JMAA: Authorization to Procure and Approval to Pay Annual Premium (Humana, Inc.).....Page 50*

Chairman Pastor Henley announced that the Board would address this procurement item at a later point in the meeting.

**D. Service Agreements**



1. ***Rehabilitation of Runway 11-29, HKS: Authority to Amend Professional Services Contract Agreement; Approval of Additional Engineering, Design, and Related Services Cost; and Approval of the New Total Contract Amount.....Page 53***

**RESOLUTION CY-2018-53**

**RESOLUTION AUTHORIZING: (I) AMENDMENT VIA CHANGE ORDER TO THE EXISTING PROFESSIONAL SERVICES AGREEMENT WITH NEEL SCHAFFER, INC. FOR ENGINEERING, DESIGN, AND RELATED SERVICES IN CONNECTION WITH THE REHABILITATION OF RUNWAY 11-29 AT HAWKINS FIELD AIRPORT; (II) APPROVAL OF ADDITIONAL COSTS; AND (III) APPROVAL OF NEW TOTAL CONTRACT AMOUNT**

Upon motion by Commissioner Reed, seconded by Commissioner LTC(R) Wright, the following **RESOLUTION** was made and unanimously approved.

**WHEREAS**, the Board has considered the request of JMAA Staff for: (i) authority to amend, via change order, the existing March 10, 2017, Professional Services Contract Agreement (“Agreement”) with Neel Schaffer, Inc. of Jackson, Mississippi (“Neel-Schaffer”) for engineering, design, and related services in connection with the Rehabilitation of Runway 11-29 at Hawkins Field Airport (“HKS”) to include necessary engineering, design, and related services for the removal of the obsolete pavement markings and the removal of an abandoned electrical ductbank underneath the runway; (ii) approval of the additional engineering, design, and related services costs of a not-to-exceed amount of \$39,390.00; and (iii) approval of the new total contract amount not-to-exceed \$226,928.00; and

**WHEREAS**, the Board finds that such requests, which are fully explained in a Memorandum dated April 23, 2018, at pages 53-57 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that: (i) JMAA Staff is authorized to amend, via change order, the existing March 10, 2017, Professional Services Contract Agreement (“Agreement”) with Neel Schaffer, Inc. of Jackson, Mississippi (“Neel-Schaffer”) for engineering, design, and related services in connection with the Rehabilitation of Runway 11-29 at Hawkins Field Airport (“HKS”) to include necessary engineering, design, and related services for the removal of the obsolete pavement markings and the removal of an abandoned electrical ductbank underneath the runway; (ii) the additional engineering, design, and related services costs of a not-to-exceed amount of \$39,390.00 is approved; and (iii) the new total contract amount not-to-exceed \$226,928.00 is approved; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the Board finds that such requests are fully explained in a Memorandum dated April 23, 2018, at pages 53-57 of the Meeting Packet.

Yeas: Harris, Henley, Reed, Wright

Nays: None

Abstentions: None

April 23, 2018

2. *East Metro Corridor Landscaping Services, JMAA: Authorization to Reject Bids, Re-Advertise for Bids, and Amend the Current Contract.....Page 58*

**RESOLUTION CY-2018-54**

**RESOLUTION AUTHORIZING STAFF TO: (I) REJECT THE BIDS REGARDING THE EAST METRO LAWN AND LANDSCAPING SERVICES; (II) RE-ADVERTISE THE SOLICITATION; AND (III) AMEND THE CURRENT CONTRACT WITH MCFIELD LAWN CARE**

Upon motion by Commissioner Reed, seconded by Commissioner LTC(R) Wright, the following **RESOLUTION** was made and unanimously approved.

**WHEREAS**, the Board has considered the request of JMAA Staff for authority to: (i) reject the eight (8) bids received for East Metro Lawn and Landscaping services as to land located adjacent to the East Metro Parkway Phase I and II; (ii) re-advertise for bids for the East Metro Lawn and Landscaping services; and (iii) amend the current contract with McField Lawn Care to continue providing lawn and landscaping services for East Metro land for a term up to five (5) months and a total amount not-to-exceed \$28,250.00; and

**WHEREAS**, on March 23, 2018, JMAA received eight (8) bids in response to the solicitation for bids regarding East Metro Lawn and Landscaping services as to land located adjacent to the East Metro Parkway Phase I and II; and

**WHEREAS** the proposals received were reviewed by Staff and determined to be either non-responsive and/or non-responsive; and

**WHEREAS**, the Board finds that such requests, which are fully explained in a Memorandum dated April 23, 2018, at pages 58-59 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that JMAA Staff is authorized to: (i) reject the eight (8) bids received for East Metro Lawn and Landscaping services as to land located adjacent to the East Metro Parkway Phase I and II; (ii) re-advertise for bids for the East Metro Lawn and Landscaping services; and (iii) amend the current contract with McField Lawn Care to continue providing lawn and landscaping services for East Metro land for a term up to five (5) months and a total amount not-to-exceed \$28,250.00; and

**IT IS, THEREFORE, FURTHER RESOLVED** that on March 23, 2018, JMAA received eight (8) bids in response to the solicitation for bids regarding East Metro Lawn and Landscaping services as to land located adjacent to the East Metro Parkway Phase I and II; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the proposals received were reviewed by Staff and determined to be either non-responsible and/or non-responsive; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the Board finds that such requests are fully explained in a Memorandum dated April 23, 2018, at pages 58-59 of the Meeting Packet.

Yeas: Harris, Henley, Reed, Wright

Nays: None

Abstentions: None

April 23, 2018

3. *Waste Management and Recycling Services, JMAA: Authorization to Issue a Request for Bids; Approval of Estimated Budget Amount, and the Proposed Agreement Term; and Authorization to Amend the Current Contract.....Page 60*

**RESOLUTION CY-2018-55**

**RESOLUTION: (I) AUTHORIZING STAFF TO ISSUE REQUEST FOR BIDS (“RFB”) FOR SOLID WASTE MANAGEMENT AND RECYCLING SERVICES; (II) APPROVAL OF THE ESTIMATED BUDGET AMOUNT NOT-TO-EXCEED \$125,000.00; APPROVAL OF THE PROPOSED TWO (2)-YEAR AGREEMENT TERM; AND APPROVAL TO AMEND THE CURRENT CONTRACT WITH BFI WASTE SERVICES**

Upon motion by Vice Chairman Harris, seconded by Commissioner LTC(R) Wright, the following **RESOLUTION** was made and unanimously approved.

**WHEREAS**, the Board has considered the request of JMAA Staff for: (i) authority to advertise a Request for Bids (“RFB”) to provide Solid Waste Management and Recycling Services (“Services”) for the Jackson-Medgar Wiley Evers International Airport (“JAN”) and Hawkins Field Airport (“HKS”); (ii) approval of the estimated budget amount not-to-exceed \$125,000.00; (iii) approval of the proposed two (2) year agreement term; and (iv) approval to amend the current contract with BFI Waste Services, at the current contract rates, for an additional three (3) months, up through and including September 30, 2018; and

**WHEREAS**, the current contract with BFI Waste Services, LLC d.b.a. Republic Services of Jackson (“Republic”) expires June 30, 2018, and services are needed to ensure that the waste and recyclable materials generated by the Jackson Municipal Airport Authority, and its business partners, are handled efficiently to reduce our waste stream; and

**WHEREAS**, the Board finds that such requests, which are fully explained in a Memorandum dated April 23, 2018, at pages 60-61 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that: (i) JMAA Staff is authorized to advertise a Request for Bids (“RFB”) to provide Solid Waste Management and Recycling Services (“Services”) for the Jackson-Medgar Wiley Evers International Airport (“JAN”) and Hawkins Field Airport (“HKS”); (ii) the estimated budget amount not-to-exceed \$125,000.00 is approved; (iii) the proposed two (2) year agreement term is approved; and (iv) the amendment to the current contract with BFI Waste Services, at the current contract rates, for an additional three (3) months, up through and including September 30, 2018, is approved; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the Board finds that such requests are fully explained in a Memorandum dated April 23, 2018, at pages 60-61 of the Meeting Packet.

Yeas: Harris, Henley, Reed, Wright

Nays: None

Abstentions: None

April 23, 2018

**E. Grants**

None.

**F. Other Matters**

- 1. Local Funds DBE Policy, JMAA: Accept Revised Policy.....Page 62*

**RESOLUTION CY-2018-56**

**RESOLUTION ACCEPTING THE REVISED LOCAL FUNDS DISADVANTAGED BUSINESS ENTERPRISE PROGRAM POLICY FOR THE JACKSON MUNICIPAL AIRPORT AUTHORITY (“JMAA”)**

Upon motion by Commissioner Reed, seconded by Commissioner LTC(R) Wright, the following **RESOLUTION** was made and unanimously approved.

**WHEREAS**, the Board has considered the request of JMAA Staff for acceptance of the revised Local Funds Disadvantaged Business Enterprise (“DBE”) Program Policy for the Jackson Municipal Airport Authority (“JMAA”); and

**WHEREAS**, the Board finds that such requests, which are fully explained in a Memorandum dated April 23, 2018, at page 62 of the Meeting Packet, to which the revised Local Funds

Disadvantaged Business Enterprise (“DBE”) Program Policy is attached as Exhibit A, and located at pages 63-67 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that the revised Local Funds Disadvantaged Business Enterprise (“DBE”) Program Policy for the Jackson Municipal Airport Authority (“JMAA”) is accepted; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the Board finds that such requests are fully explained in a Memorandum dated April 23, 2018, at page 62 of the Meeting Packet, to which the revised Local Funds Disadvantaged Business Enterprise (“DBE”) Program Policy, is attached as Exhibit A, and located at pages 63-67 of the Meeting Packet.

Yeas: Harris, Henley, Reed, Wright  
Nays: None  
Abstentions: None

April 23, 2018

- 2. *International Travel to Herzliya, Israel by Mr. Perry J. Miller, Chief Operating Officer, for the International Association of Airport Executives, Israel Airports Authority Global Aviation Security Conference (GASC): Approval of International Travel and a Determination that the Travel will be Beneficial to the Jackson Municipal Airport Authority (“JMAA ”).....Page 68*

**RESOLUTION CY-2018-57**

**RESOLUTION AUTHORIZING TRAVEL OF JMAA’S CHIEF OPERATING OFFICER, PERRY J. MILLER, TO THE INTERNATIONAL ASSOCIATION OF AIRPORT EXECUTIVES, ISRAEL AIRPORTS AUTHORITY GLOBAL AVIATION SECURITY CONFERENCE IN HERZLIYA, ISRAEL FROM MAY 22, 2018 TO MAY 24, 2018**

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

**WHEREAS**, the Board has considered the request of JMAA’s Staff to: (i) authorize the international travel of JMAA’s Chief Operating Officer, Perry J. Miller, to attend the International Association of Airport Executives, Israel Airports Authority Global Aviation Security Conference (“GASC”) in Herzliya, Israel from May 22, 2018 to May 24, 2018; and (ii) determine that the proposed travel by Mr. Miller to GASC will be extremely beneficial to JMAA; and

**WHEREAS**, the estimated cost of attending the GASC event is \$3,500.00; and

**WHEREAS**, the current Travel Policy for Airport Authority Staff, states that no travel outside the continental limits of the United States, on behalf of the Authority, shall be permitted by an employee, to include the CEO, at the Authority's expense, without specific prior approval by the Board and a determination by the Board that such travel would be extremely beneficial to the Authority; and

**WHEREAS**, the Board has considered the foregoing and has considered the benefits which will accrue to the Authority regarding Mr. Miller's attendance at the Global Aviation Security Conference; and

**WHEREAS**, the Travel Policy for Airport Authority Staff adopts the per diem rates established by the U.S. General Services Administration which provides for a per diem for "Israel: Herzliya-Pitauch" at \$122.00 per day for meals; and, \$31.00 per day for incidentals; and

**WHEREAS**, the Board finds that such requests, which are explained in the Memorandum dated April 23, 2018, found at pages 68-69 of the Meeting Packet, along with the GASC Conference Agenda, attached as an exhibit to this Resolution, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that JMAA: (i) authorizes the international travel of JMAA's Chief Operating Officer, Perry J. Miller to the Authority Global Aviation Security Conference in Herzliya, Israel from May 22, 2018, to May 24, 2018; and (ii) determines that the proposed travel by Mr. Miller to GASC will be extremely beneficial to JMAA; and

**IT IS, THEREFORE, FURTHER RESOLVED** that JMAA approves and authorizes payment of the estimated cost of Perry J. Miller, COO, to attend the GASC event in the amount of \$3,500.00, including reimbursement of per diem rates, to Mr. Miller for meals and incidentals, per the JMAA Travel Policy For Airport Authority Staff Revised: March 21, 2014: Paragraph 3, Subparagraph 3.1, in order for Perry J. Miller, COO, to attend and participate in the Authority Global Aviation Security Conference in Herzliya, Israel from May 22, 2018 to May 24, 2018, as fully explained in the Memorandum dated April 23, 2018, found at pages 68-69 of the Meeting Packet, along with the GASC Conference Agenda, attached as an exhibit to this Resolution, all in accordance with the Travel Policy for Airport Authority Staff.

Yeas: Harris, Henley, Reed, Wright

Nays: None

Abstentions: None

April 23, 2018

Mr. Newman, CEO, then announced to the Board that Mr. Perry Miller, JMAA's Chief Operating Officer, was elected to the Board of Directors for American Association of Airport Executive ("AAAE"). The Board and JMAA's Staff members applauded the announcement and congratulated Mr. Miller.

The Board of Commissioners then returned to address item “**C. Procurements: 1. Group Health/Dental Insurance Plan, JMAA: Authorization to Procure and Approval to Pay Annual Premium (Humana, Inc.)**” located on Page 50 of the Meeting Packet.

Chairman Pastor Henley announced that representatives from Ross and Yerger Insurance, Inc., the health insurance agent for the Jackson Municipal Airport Authority (“JMAA”), were present at the Board Meeting to address any questions, etc. of the Commissioners.

Chairman Pastor Henley asked if there were any communications with the employees of JMAA during the consideration of the proposed Humana insurance plan to determine their position about it, and any concerns they had about the proposed Humana plan and changing from United Healthcare, the current carrier? He further asked if any polling of the employees was conducted about these issues?

Ms. Renee Antoine, Director of Human Resources and Administration, informed the Board that several employees completed a random survey. She further stated that representatives from Ross & Yerger appeared at JAN several days and were available to address any questions or concerns by JMAA Staff members during one on one meetings with them.

Ms. Antoine, in response to inquiries by Commissioner Reed, confirmed that with the proposed Humana insurance coverage premiums will be reduced, coverage will expand, and out of pocket expenses for employees will be less.

In response to Chairman Henley’s next inquiry, Mr. Marcus Burger, of Ross & Yerger, informed the Board that Humana is the best option for JMAA. Therefore, Ross & Yerger recommended Humana. Next, he informed the Board that he is not aware of any medical provider access issues with the Humana coverage. However, he explained that some outliers might exist, which is the case with all health insurance carriers.

The Commissioners further inquired about the availability of Ross & Yerger to address future concerns, etc. of JMAA’s employees. Further, the Commissioners asked about the number of employees who met with Ross & Yerger.

Ross & Yerger’s representative assured the Board that Ross & Yerger would assist JMAA’s employees with any future concerns, etc.

Ms. Antoine informed the Board that the Human Resources Department could provide to the Board a list of employees that met with Ross & Yerger representatives and the results of the employee survey conducted by the Human Resources Department.

#### **RESOLUTION CY-2018-58**

#### **RESOLUTION AUTHORIZING PROCUREMENT OF GROUP HEALTH, DENTAL AND VISION INSURANCE PLAN FROM HUMANA, INC.**

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

**WHEREAS**, the Board has considered the request of JMAA's Staff for: (i) authority to procure a group health, dental, and vision insurance plan from Humana, Inc. ("Humana"), effective May 1, 2018; and (ii) approval to pay an annual premium in the amount of \$1,185,526.00 for the previously described group coverages; and

**WHEREAS**, the Board finds that such requests, which are fully explained in a Memorandum dated April 23, 2018, at pages 50-52 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that JMAA Staff is: (i) authorized to procure a group health, dental, and vision insurance plan from Humana, Inc. ("Humana"), effective May 1, 2018; and (ii) approved to pay an annual premium in the amount of \$1,185,526.00 for the previously described group coverages; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the Board finds that such requests are fully explained in a Memorandum dated April 23, 2018, at pages 50-52 of the Meeting Packet.

Yeas: Harris, Reed, Wright

Nays: Henley

Abstentions: None

April 23, 2018

Vice Chairman Harris ended her telephonic attendance of the Board Meeting at 4:21 p.m.

**G. New Business**

**1. 2018 Aviation Summer Internship Program**

The Board discussed the applicants and applications for the Aviation Summer Internship Program and then resolved the following:

**A. *Belhaven University***

**RESOLUTION CY-2018-59**

**RESOLUTION SELECTING THE RECIPIENT OF THE 2018 AVIATION SUMMER INTERNSHIP FOR A BELHAVEN UNIVERSITY STUDENT**

After discussion and review, and upon the motion made by Chairman Pastor Henley, seconded by Commissioner Reed, and approved by unanimous vote of the Commissioners present, the following resolution was made and entered.



**RESOLVED**, that the Board hereby selects applicant Dreydan Doss as the recipient of the 2018 Aviation Summer Internship for a Belhaven University student.

Yeas: Henley, Reed, Wright  
Nays: None  
Abstentions: None

April 23, 2018

**B. *Millsaps College***

**RESOLUTION CY-2018-60**

**RESOLUTION SELECTING THE RECIPIENT OF THE 2018 AVIATION SUMMER INTERNSHIP FOR A MILLSAPS COLLEGE STUDENT**

After discussion and review, and upon the motion made by Commissioner Reed, seconded by Chairman Pastor Henley, and approved by unanimous vote of the Commissioners present, the following resolution was made and entered.

**RESOLVED**, that the Board hereby selects applicant Alicia Porter as the recipient of the 2018 Aviation Summer Internship for a Millsaps College student.

Yeas: Henley, Reed, Wright  
Nays: None  
Abstentions: None

April 23, 2018

**C. *Tougaloo College***

**RESOLUTION CY-2018-61**

**RESOLUTION SELECTING THE RECIPIENT OF THE 2018 AVIATION SUMMER INTERNSHIP FOR A TOUGALOO COLLEGE STUDENT**

After discussion and review, and upon the motion made by Chairman Pastor Henley, seconded by Commissioner Reed, and approved by unanimous vote of the Commissioners present, the following resolution was made and entered.

**RESOLVED**, that the Board hereby selects applicant Raven Gines as the recipient of the 2018 Aviation Summer Internship for a Tougaloo College student.

Yeas: Henley, Reed, Wright

Nays: None  
Abstentions: None

April 23, 2018

**D. *Jackson State University***

**RESOLUTION CY-2018-62**

**RESOLUTION SELECTING THE RECIPIENT OF THE 2018 AVIATION SUMMER INTERNSHIP FOR A JACKSON STATE UNIVERSITY STUDENT**

After discussion and review, and upon the motion made by Commissioner Reed, seconded by Commissioner LTC(R) Wright, and approved by unanimous vote of the Commissioners present, the following resolution was made and entered.

**RESOLVED**, that the Board hereby selects applicant John Hall as the recipient of the 2018 Aviation Summer Internship for a Jackson State University student.

Yeas: Henley, Reed, Wright  
Nays: None  
Abstentions: None

April 23, 2018

**OPEN SESSION**

Chairman Pastor Henley stated that it was necessary for the Board to enter Closed Session to determine if an Executive Session is appropriate and that he would entertain a motion to do so. Commissioner Reed then moved that the Board go into a Closed Session to discuss whether to go into an Executive Session to consider matters that he believed could be discussed in Executive Session and Commissioner LTC(R) Wright seconded the motion.

The Board unanimously resolved to close the Meeting. Chairman Pastor Henley asked all, except Mr. Carl Newman, CEO, Mr. Perry Miller, COO, attorneys from Walker Group, PC, and The May Law Firm, to leave the room.

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

The Board went into Closed Session at 4:32 p.m.

**CLOSED SESSION**

Commissioner Reed then moved that the Board enter Executive Session to discuss one (1) potential economic development matter. Commissioner LTC(R) Wright seconded the motion to enter

Executive Session and the Commissioners unanimously (3-0-0) resolved to enter Executive Session for the stated purposes.

The Closed Session ended at 4:34 p.m.

### **OPEN SESSION**

Chairman Pastor Henley then invited all persons outside the room to re-enter, some did. Chairman Pastor Henley then stated in Open Session that the Board, during Closed Session, voted to enter Executive Session to discuss one (1) potential economic development matter.

Chairman Pastor Henley asked all present, except for Mr. Carl Newman, CEO, Mr. Perry Miller, COO, attorneys from Walker Group, PC, and The May Law Firm, to leave the room. All present, with the exceptions noted, were directed to vacate the room.

The Board went into Executive Session at 4:35 p.m.

### **EXECUTIVE SESSION**

During the Executive Session, the Board discussed one (1) potential economic development matter.

- 1. The Board took the following action as to the one (1) potential economic matter.*

#### **RESOLUTION CY-2018-63**

#### **RESOLUTION AUTHORIZING CERTAIN ACTION RELATED TO A POTENTIAL ECONOMIC MATTER**

Upon amended motion by Commissioner Reed, seconded by Commissioner LTC(R) Wright, the following **RESOLUTION** was made and approved by majority vote (3-0-0).

**WHEREAS**, the Board has considered the details provided by JMAA's Chief Executive Officer during Executive Session concerning a potential economic development matter which was discussed during Executive Session.

**IT IS, THEREFORE, RESOLVED** that JMAA Staff shall act in accordance with the directive of the Board of Commissioners given during Executive Session as to the potential economic development matter.

Yeas: Henley, Reed, Wright

Nays: None

Abstentions: None

April 23, 2018

Upon motion by Commissioner Reed, seconded by Commissioner LTC(R) Wright, and unanimous approval of the Commissioners, the Executive Session ended at 4:39 p.m.

Open Session reconvened at 4:40 p.m.

**OPEN SESSION**

All persons outside the room were invited to rejoin the meeting in open session, and some persons present outside the room re-entered.

Chairman Pastor Henley announced that the meeting was once again open. He then announced that during Executive Session, the above-stated actions were taken as to one (1) potential economic development matter.

**VIII. ADJOURNMENT**

Thereafter, it was moved by Commissioner Reed, seconded by Commissioner LTC(R) Wright, and resolved by a unanimous vote of the Commissioners present that the meeting of the Board was ADJOURNED at 4:40 p.m.

Respectfully submitted,

---

Pastor James L. Henley, Jr., Commissioner and Chairman

---

Ms. LaWanda D. Harris, Commissioner and Vice Chairman

---

Ms. Evelyn O. Reed, Commissioner

---

LTC(R) Lucius Wright, Commissioner