

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

April 23, 2020

8:30 a.m.

- I. **CALL TO ORDER.** The April 23, 2020 Regular Scheduled Work Session of the Jackson Municipal Airport Authority was called to order by Chairwoman LaWanda D. Harris at 8:30 a.m.
- II. **ROLL CALL/DECLARATION OF A QUORUM.** Chairwoman LaWanda D. Harris conducted the Roll Call including herself, Vice-Chairman Robert E. Martin, Commissioner James L. Henley, Jr. and Commissioner Lucius Wright. The Commissioners were present, and a quorum was declared.
- III. **INVOCATION.** The invocation was given by Commissioner James L. Henley, Jr.
- IV. **APPROVAL OF NOTICES AND EXECUTION OF MINUTES.** Chairwoman Harris stated that the approvals of notices and minutes would take place on Monday, April 27, 2020 at 4:00 p.m. during the Regular Scheduled Board Meeting.
- V. **PUBLIC COMMENTS.** Ms. Bonnie Spears stated there were no public comments.
- VI. **REPORTS**
 - A. **Report from the Chairman.**

Chairwoman Harris did not have a report; however, she stated that change is inevitable, and the airport is experiencing changes.
 - B. **Chief Executive Officer.** Mr. Paul A. Brown, CEO reviewed and provided a summary of the active project lists. In addition, Mr. Brown reviewed and provided a detail summary of the Airport Activity Statistics Report.
 - C. **Attorney.** Attorney Walker stated the Walker Group sent out a proposed memo to the City of Jackson regarding lost and abandoned property at the airport. Walker also stated once JMAA receives a response from the City of Jackson's attorney, he will bring it back to the Board for approval. Walker provided updated information to the board from ACI's Legal Committee, which he sits on. Additional discussion took place regarding airport activity during the COVID-19 crisis. Lastly, Walker stated there were a few matters to discuss before the Board during executive session.
- VII. **ACTION ITEMS**

Mr. Brown, CEO provide the Board with the DBE report. Mr. Brown stated the participation report was as follows: fifteen (15%) of eligible expenditures went to MWDBEs in the form of direct payments and subcontractor payments. Seventeen

percent (17%) went to the City of Jackson businesses which includes both MWDBEs and non-MWDBEs. Mr. Brown asked the Board if there were any questions regarding the DBE report or items on the claims docket. There were no further questions on the DBE report.

Mr. Paul A. Brown, CEO discussed the details of the Airport Project Manager Summary report for the period ending March 31, 2020.

Mr. Paul A. Brown, CEO presented the Airport Activity Statistics report for the period ending March 31, 2020. There were nominal questions regarding this report.

Chairwoman Harris reminded staff they should not be speaking with media about runway projects.

Mr. Brown, CEO stated this concluded the projects summary updates .

Chairwoman Harris did not have a report to present to the Board at that time.

Mr. Paul A. Brown, CEO presented an overview of the financial reports for the month of March.

A. Financial Matters

1. Financial Reports for March 2020: Balance Sheet, Income Statement, Claims Docket, and Quarterly Report. Mr. Paul A. Brown, CEO presented a thorough explanation of the financial statements and how the impact of COVID-19 had an impact on JMAA's financial state. Mr. Brown addressed the Grant funds that JMAA should receive from the Cares Act and how the additional funding will be utilized for payroll and operational expenses to sustain the business flow. There were several questions asked regarding contracts. Mr. Brown stated that contracts funding was but by approximately sixty seven (67%). There were no additional questions regarding financial matters. Mr. Brown stated this concluded the financial reports.

B. Construction Projects. Mr. Paul A. Brown, CEO proceed to present the next action item which were construction projects.

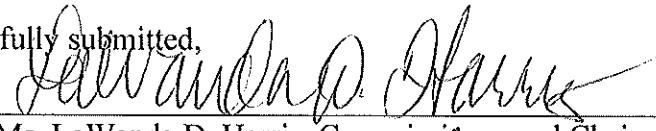
1. Federal Aviation Administration Building Roof Replacement at Jackson-Medgar Wiley Evers International Airport, JAN: Authorization to (i) award a construction services contract project and (ii) approval of the revised project budget (M&S Roofing Company, Inc.) Mr. Brown presented this action item requested to the Board of Commissioners providing a detailed history on the roof and the need for immediate replacement. There were no further questions.

- C. Procurement.** Mr. Paul A. Brown, CEO proceeded to present the next action item which was procurement.
- 1. Fire Alarm System Improvement, JAN: Authorization to (i) publish a Request for Proposals for services for JAN Fire Alarm System Improvements, and (ii) approve of the total project budget.** Mr. Brown presented this action item requested to the Board of Commissioners and provided a detailed history of the outdated alarm system to include the need for immediate replacement. There were no further questions.
- D. Service Agreements.** Mr. Paul A. Brown, CEO proceed to present the next two action items which were service agreements.
- 1. East Metro Lawn and Landscaping Service, JAN: Authorization to (i) enter an extension of Services Agreement for lawn and landscaping Services and (ii) approval of total budget amount for services and (iii) approval for a one-year calendar term (MS Yard Barber).** Mr. Brown presented this action item requested to the Board of Commissioners providing a detailed explanation of the current lawn care maintenance agreement and services. There was some discussion on the separation of services for International Drive and services for the East Metro Corridor property. There were no further questions.
 - 2. Amend Consultant Agreement, JMAA: Authorization to (i) negotiate and amend Professional Services Agreement for aviation consulting services, (ii) approve the total fee for services, and (iii) approve the Agreement term for one calendar year (Unison Consulting, Inc.).** Mr. Brown presented this action item requested to the Board of Commissioners and explained how this contract would benefit the Jackson Municipal Airport Authority's commercial services and would provide a financial gain. There were no further questions regarding this report.
- E. Grants.** There was no agenda item for grants; however, Mr. Paul A. Brown, CEO provided the Board of Commissioners with an update on the status of the Cares Act Grant.
- F. Other Matters.** None.
- G. New Business.** None.

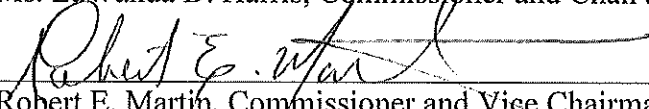
VIII. ADJOURNMENT

- A. Chairman Harris called for a Motion to Adjourn the Meeting.**
Motion: Commissioner Henley; Seconded: Commissioner Martin; No further discussion; Vote was unanimous. The meeting adjourned at 10:10 a.m.

Respectfully submitted,



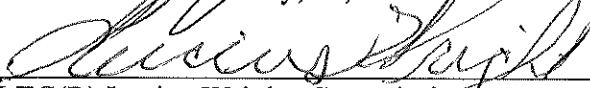
Ms. LaWanda D. Harris, Commissioner and Chairwoman



Robert E. Martin, Commissioner and Vice Chairman



Pastor James E. Henley, Jr., Commissioner



LTC(R) Lucius Wright, Commissioner