

**REGULAR MONTHLY MEETING OF JACKSON MUNICIPAL
AIRPORT AUTHORITY BOARD OF COMMISSIONERS
FEBRUARY 26, 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 Community Room, Main Terminal Building, Jackson-Medgar Wiley Evers International Airport (“JAN”), in Jackson, Mississippi, at 4:00 p.m. on Monday, February 26, 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
LaWanda D. Harris, Vice Chairman
Evelyn O. Reed, Commissioner
LTC(R) Lucius Wright, Commissioner

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, February 26, 2018, in the Community Room, Main Terminal Building, Jackson-Medgar Wiley Evers International Airport (“JAN”), in Jackson, Mississippi. The following other persons were also present at the Meeting:

Carl D. Newman, A.A.E., JMAA’s Chief Executive Officer
Perry Miller, 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 2-26-18**

II. INVOCATION

Attorney John L. Walker gave the Invocation.

III. APPROVAL OF BOARD NOTICE

- A. Notice Regarding the Board of Commissioners of the Jackson Municipal Airport Authority (“JMAA”) Attending JMAA’s Legislative Luncheon on Monday, February 12, 2018.

RESOLUTION CY-2018-12

APPROVAL OF THE NOTICE OF THE JMAA BOARD OF COMMISSIONERS ATTENDING JMAA'S LEGISLATIVE LUNCHEON ON MONDAY FEBRUARY 12, 2018 AT THE JACKSON-MEDGAR WILEY EVERS INTERNATIONAL AIRPORT AT 11:30 A.M.

After discussion and review, and upon the motion made by Commissioner Reed, seconded by Vice Chairman Harris, and approved by the unanimous vote, the following resolution was made and entered.

RESOLVED, that the Board hereby approves the Notice of the Board of Commissioners attending JMAA's Legislative Luncheon on Monday, February 12, 2018, at the Jackson-Medgar Wiley Evers International Airport at 11:30 A.M.

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

February 26, 2018

IV. APPROVAL AND EXECUTION OF MINUTES

- A. Recessed Regular Work Session of the Board of Commissioners, January 18, 2018.
- B. Resumed Regular Work Session and Regular Meeting of the Board of Commissioners, January 22, 2018.

RESOLUTION CY-2018-13

APPROVAL OF THE JANUARY 18, 2018 RECESSED REGULAR WORK SESSION MINUTES AND THE JANUARY 22, 2018 COMBINED RESUMED REGULAR WORK SESSION AND REGULAR BOARD MEETING MINUTES

After discussion and review and upon the motion made by Commissioner Reed, seconded by Vice Chairman Harris, the Minutes of the Recessed Regular Work Session, February 22, 2018 and the Combined Resumed Regular Work Session and Regular Board Meeting Minutes, January 22, 2018, were approved by unanimous vote of the Commissioners, and the following resolution was made and entered.

RESOLVED, that the Board hereby approves the Minutes of the Recessed Regular Work Session, January 18, 2018, and the Combined Resumed Regular Work Session and Board Meeting, January 22, 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

February 26, 2018

V. PUBLIC COMMENTS

None.

VI. REPORTS

A. Report from the Chairman

Chairman Pastor Henley announced to everyone in attendance “Admit to stay legit.”

He then recognized Mr. Carl D. Newman, CEO, to present his reports.

B. Chief Executive Officer

1. **Airport Project Manager Summary, Period Ending
January 31, 2018.....Page 1¹**
2. **Airport Activity Statistics Report, Period Ending
January 31, 2018.....Page 18**

Mr. Newman recognized Ms. Ana Kimball, JMAA’s new Executive Assistant, and she addressed the Board.

Ms. Kimball introduced herself to the Board of Commissioners and expressed that she is excited about working for JMAA.

C. Attorney

1. Attorney Walker informed the Board that drafts of the Resolutions honoring and commending former Commissioners Bishop Jeffrey A. Stallworth and Vernon W. Hartley are ready for adoption by the Board.

RESOLUTION CY-2018-14

**RESOLUTION ADOPTING RESOLUTIONS HONORING AND COMMENDING
FORMER COMMISSIONERS BISHOP JEFFREY A. STALLWORTH AND**

¹ The page numbers herein are the page numbers contained in the Meeting Packet which is attached as an Exhibit to the February 26, 2018 Regular Board Meeting Minutes.

VERNON W. HARTLEY

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 (“Board”) of the Jackson Municipal Airport Authority (“JMAA”) desires to honor and commend, recognize the exemplary service, devotion of time, and tireless work of former Commissioners Bishop Jeffrey A. Stallworth and Vernon W. Hartley; and

WHEREAS, the Board has considered adopting Resolutions honoring and commending former Commissioners Bishop Jeffrey A. Stallworth and Vernon W. Hartley.

IT IS, THEREFORE, RESOLVED that the Board adopts the following:

(i)

**RESOLUTION
HONORING AND COMMENDING
MR. VERNON W. HARTLEY, SR.**

RESOLUTION HONORING AND COMMENDING MR. VERNON W. HARTLEY, SR. FOR HIS SERVICE TO THE BOARD OF COMMISSIONERS OF THE JACKSON MUNICIPAL AIRPORT AUTHORITY FROM 2013-2017

WHEREAS, the Jackson Municipal Airport Authority was created by the City of Jackson, Mississippi, in accordance with Mississippi law, to operate Jackson-Medgar Wiley Evers International Airport in Rankin County and Hawkins Field in Hinds County, Mississippi; and

WHEREAS, the Jackson Municipal Airport Authority is governed by a Board of Commissioners, each member of which is appointed by the Mayor of the City of Jackson, Mississippi, and confirmed by the City Council of the City of Jackson; and

WHEREAS, having been appointed in November of 2013 by the Mayor of the City of Jackson, Mississippi and confirmed by the City Council of the City of Jackson, Mississippi, Commissioner Vernon W. Hartley, Sr. served on the Board of Commissioners of the Jackson Municipal Airport Authority up until August 2017; and

WHEREAS, Mr. Hartley served as Vice Chairman of the Board of Commissioners of the Jackson Municipal Airport Authority from October 2015 until September 2016, and during that period, provided exemplary leadership and vision to the Board of Commissioners and the Jackson Municipal Airport Authority; and

WHEREAS, during his service on the Board of Commissioners of the Jackson Municipal Airport Authority, Mr. Hartley was voted by ACI-NA Commissioner Committee Leadership as the Member A-Large representative and served as a liaison to the Environmental Affairs

Committee where he devoted time, energy and tirelessly worked to shape policies governing the environment at all airports. He engaged with other airports to develop initiatives and learn best practices as to safety, security, and customer service at JMAA; and

WHEREAS, Mr. Hartley's extraordinary devotion of time, wisdom, energy, and talent on behalf of the Jackson Municipal Airport Authority has greatly enhanced the City of Jackson, Mississippi and the State of Mississippi and benefited the local, state, and national airport industry; and

WHEREAS, Mr. Hartley's hard work and unselfish devotion of time are appreciated by the Board and Staff of the Jackson Municipal Airport Authority.

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners and Staff of the Jackson Municipal Airport Authority hereby express their deepest appreciation and thanks to former Commissioner Vernon W. Hartley, Sr. for his dedicated service on the Board of Commissioners of the Jackson Municipal Airport Authority.

Adopted by the Board of Commissioners of the Jackson Municipal Airport Authority on this 26th Day of February 2018.

(ii)

**RESOLUTION
HONORING AND COMMENDING
BISHOP JEFFERY A. STALLWORTH**

**RESOLUTION HONORING AND COMMENDING BISHOP JEFFERY A.
STALLWORTH FOR HIS SERVICE TO THE BOARD OF COMMISSIONERS OF
THE JACKSON MUNICIPAL AIRPORT AUTHORITY FROM 2013-2014**

WHEREAS, the Jackson Municipal Airport Authority was created by the City of Jackson, Mississippi, in accordance with Mississippi law, to operate Jackson-Medgar Wiley Evers International Airport in Rankin County and Hawkins Field in Hinds County, Mississippi; and

WHEREAS, the Jackson Municipal Airport Authority is governed by a Board of Commissioners, each member of which is appointed by the Mayor of the City of Jackson, Mississippi, and confirmed by the City Council of the City of Jackson; and

WHEREAS, having been appointed in November of 2013 by the Mayor of the City of Jackson, Mississippi and confirmed by the City Council of the City of Jackson, Mississippi, Commissioner Bishop Jeffery A. Stallworth served on the Board of Commissioners of the Jackson Municipal Airport Authority up until September 2014; and

WHEREAS, Bishop Stallworth provided exemplary service and vision to the Board of Commissioners and the Jackson Municipal Airport Authority; and

WHEREAS, Bishop Stallworth’s extraordinary devotion of time, wisdom, energy, and talent on behalf of the Jackson Municipal Airport Authority has greatly enhanced the City of Jackson, Mississippi and the State of Mississippi and benefited the local, state, and nation airport industry; and

WHEREAS, Bishop Stallworth’s hard work and unselfish devotion of time are appreciated by the Board and Staff of the Jackson Municipal Airport Authority.

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners and Staff of the Jackson Municipal Airport Authority hereby express their deepest appreciation and thanks to former Commissioner Bishop Jeffery A. Stallworth for his dedicated service on the Board of Commissioners of the Jackson Municipal Airport Authority.

Adopted by the Board of Commissioners of the Jackson Municipal Airport Authority on this 26th Day of February 2018.

Yeas: Harris, Henley, Reed, Wright

Nays: None

Abstentions: None

February 26, 2018

VII. ACTION ITEMS

A. Financial Matters

1. Financial Reports for January 2018:

(a) Balance Sheet: Accept.....Page 31

(b) Income Statement: Accept..... Page 33

RESOLUTION CY-2018-15

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

Upon motion by Commissioner Reed, seconded by Vice Chairman Harris, 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 January 31, 2018, which were included in the Packet, at pages 31-35 and distributed to the Board prior to the February 26, 2018 Monthly Meeting of the Board.

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

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

February 26, 2018

(c) **Claims Docket for January 2018: Approve.....Page 36**

RESOLUTION CY-2018-16

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

Upon motion by Vice Chairman Harris, seconded by Commissioner Reed, 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 January 31, 2018, which was included in the Packet, at pages 36-40, and distributed to the Board prior to the February 26, 2018 Regular Meeting of the Board.

IT IS, THEREFORE, RESOLVED that the Board hereby authorizes payment of the Claims in the amount of \$966,895.04

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

February 26, 2018

2. **Early Issues.....Page 41**

RESOLUTION CY-2018-17

RESOLUTION AUTHORIZING AN EARLY ISSUE PAYMENT FOR TRAVEL ADVANCE TO VICE CHAIRMAN LAWANDA D. HARRIS

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 issue a payment of six hundred dollars (\$600.00) to Vice-Chairman Harris as a travel advance for travel to the AAAE/ACI-NA Washington Legislative Conference to be held in Washington, DC on March 20th and 21st, 2018; and

WHEREAS, the Board finds that such request, which is fully explained in a Memorandum dated February 26, 2018, at page 41 of the Meeting Packet, ought to be granted.

IT IS, THEREFORE, RESOLVED that JMAA's Staff is authorized to pay the amount of six hundred dollars (\$600.00) to Vice-Chairman LaWanda D. Harris as a travel advance for travel to the AAAE/ACI-NA Washington Legislative Conference to be held in Washington, DC on March 20th and 21st, 2018; and

IT IS, THEREFORE, FURTHER RESOLVED that such request is fully explained in the Memorandum dated February 26, 2018, at page 41 of the Meeting Packet.

Yeas: Harris, Henley, Reed, Wright

Nays: None

Abstentions: None

February 26, 2018

3. Annual Update: Continuing Disclosure Agreement, JMAA: Notify Board of Commissioners.....Page 42

Mr. Newman informed the Board that no action was required from the Board as to the Continuing Disclosure Agreement, which is fully explained in the Board Memorandum dated February 26, 2018, along with the attached exhibits, all of which is found on pages 42-48 of the Meeting Packet.

B. Construction Projects

1. Restroom Improvements, JAN: Authority to Reject and Re-advertise for Construction Bids with a Modified Scope.....Page 49

RESOLUTION CY-2018-18

RESOLUTION AUTHORIZING JMAA STAFF TO REJECT THE BID RECEIVED AND RE-ADVERTISE WITH A MODIFIED SCOPE AS TO RESTROOM IMPROVEMENTS

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

WHEREAS, on December 12, 2017, the Jackson Municipal Airport Authority (“JMAA”) received one (1) bid regarding the Restroom project at the Jackson-Medgar Wiley Evers International Airport (“JAN”); and

WHEREAS, the bid received exceeded the authorized construction budget amount of \$783,970.00; and

WHEREAS, the Board has considered the request of JMAA’s Staff for authority to: (i) reject the sole bid received; and (ii) re-advertise for construction bids with a modified scope; and

WHEREAS, in thoroughly evaluating the sole bid received by JMAA for this Project, Staff, JMAA’s design consultant (Dale Partners Architects, PA) and JMAA’s Project Management Support Services Consultant (Kimley-Horn), collectively, “the Design and Project Management Team,” identified issues that may have driven the construction bid higher than originally anticipated; and

WHEREAS, after evaluating the bid, the Design and Project Management Team recommended that JMAA: (i) reject the bid received; and (ii) re-advertise for construction bids with a modified scope that will reduce the number of restrooms for this phase of renovation and prioritize improvements for the most passenger utilized restrooms; and

WHEREAS, the Board finds that such requests, which are fully explained in a Memorandum dated February 26, 2018, at pages 49-51 of the Meeting Packet, ought to be granted.

IT IS, THEREFORE, RESOLVED that on December 12, 2017, the Jackson Municipal Airport Authority (“JMAA”) received one (1) bid regarding the Restroom project at the Jackson-Medgar Wiley Evers International Airport (“JAN”); and

IT IS, THEREFORE, FURTHER RESOLVED that the bid received exceeded the authorized construction budget amount of \$783,970.00; and

IT IS, THEREFORE, FURTHER RESOLVED that JMAA’s Staff is authorized to: (i) reject the sole bid received; and (ii) re-advertise for construction bids with a modified scope; and

IT IS, THEREFORE, FURTHER RESOLVED that the Design and Project Management Team thoroughly evaluated the sole bid received and identified issues that may have driven the construction bid higher than originally anticipated; and

IT IS, THEREFORE, FURTHER RESOLVED that after evaluating the bid, the Design and Project Management Team recommended that JMAA: (i) reject the bid received; and (ii) re-advertise for construction bids with a modified scope that will reduce the number of restrooms for this phase of renovation and prioritize improvements for the most passenger utilized restrooms; and

IT IS, THEREFORE, FURTHER RESOLVED that the Board finds that such requests are fully explained in the Memorandum dated February 26, 2018, at pages 49-51 of the Meeting Packet.

Yeas: Harris, Henley, Reed, Wright

Nays: None

Abstentions: None

February 26, 2018

2. *Upper Roadway Rehabilitation, JAN: Authority to Advertise for Competitive Bids and Approval of the Total Project Budget.....Page 52*

RESOLUTION CY-2018-19

RESOLUTION AUTHORIZING STAFF TO SOLICIT BIDS FOR THE UPPER TERMINAL ROADWAY REHABILITATION PROJECT AND APPROVAL OF THE BUDGET

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 solicit competitive bids for the Upper Terminal Roadway Rehabilitation project at JAN; and (ii) approval of the total project budget of \$1,181,550.00; and

WHEREAS, the Upper Roadway “Vehicular Bridge” pavement structure shows signs of defects and pavement distress, and this project will allow the upper roadway to be rehabilitation to ensure that it is safe and physically sound; and

WHEREAS, the Board finds that such requests, which are fully explained in a Memorandum dated February 26, 2018, at pages 52-54 of the Meeting Packet, ought to be granted.

IT IS, THEREFORE, RESOLVED that: (i) JMAA’s Staff is authorized to solicit competitive bids for the Upper Terminal Roadway Rehabilitation project at JAN; and (ii) the total project budget of \$1,181,550.00 is approved; and

IT IS, THEREFORE, FURTHER RESOLVED that the Upper Roadway “Vehicular Bridge” pavement structure shows signs of defects and pavement distress, and this project will allow the upper roadway to be rehabilitation to ensure that it is safe and physically sound; and

IT IS, THEREFORE, FURTHER RESOLVED that the Board finds that such requests are fully explained in the Memorandum dated February 26, 2018, at pages 52-54 of the Meeting Packet.

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

February 26, 2018

3. ***Runway 16R/34L, Taxiway Alpha, and Cross Connector Taxiways Pavement Rehabilitation, JAN: Authority to Execute Change Order No. 3 and Approve the Necessary Amendment to the Project Budget to Accommodate the Additional Costs Associated with Change Order No. 3.....Page 55***

Chairman Pastor Henley noted that Staff revised the memo as requested by the Board during the February 22, 2018, Work Session.

RESOLUTION CY-2018-20

RESOLUTION: (i) AUTHORIZING EXECUTION OF CHANGE ORDER NO. 3 TO THE AGREEMENT WITH SUPERIOR ASPHALT, INC.; (ii) APPROVING OF NECESSARY AMENDMENTS TO THE BUDGET; AND (iii) AUTHORIZING EXTENSION OF CONSTRUCTION TIMELINE

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

WHEREAS, the Board has considered the request of JMAA Staff for: (i) authority to execute Change Order No. 3 to the Standard Form Agreement between the Jackson Municipal Airport Authority (“JMAA”) and Superior Asphalt, Inc. of Philadelphia, Mississippi (“Superior Asphalt”) in the amount of \$195,409.03 for a new total construction contract amount of \$17,523,269.28; (ii) approval of any necessary amendment to the project budget associated with this Change Order No. 3; and (iii) authority to extend the construction timeline by seventy-eight (78) days; and

WHEREAS, the current total construction contract amount is \$17,327,860.25; and

WHEREAS, during the construction phase of the project, the contractor discovered certain items that need to be addressed with a change order to the existing contract; and

WHEREAS, after review of Superior Asphalt’s “change order” request by Staff, JMAA’s design consultant (IMS Engineers), and JMAA’s Project Management Support Services Consultant (Kimley-Horn), the items listed in the Memorandum dated February 26, 2018, at pages 55-58 of the Meeting Packet, were added to the Scope of Work to complete the project; and

WHEREAS, the Board finds that such requests, which are fully explained in a Memorandum dated February 26, 2018, at pages 55-58 of the Meeting Packet, ought to be granted.

IT IS, THEREFORE, RESOLVED that: (i) JMAA Staff is authorized to execute Change Order No. 3 to the Standard Form Agreement between the Jackson Municipal Airport Authority (“JMAA”) and Superior Asphalt, Inc. of Philadelphia, Mississippi (“Superior Asphalt”) in the amount of \$195,409.03 for a new total construction contract amount of \$17,523,269.28; (ii) any necessary amendment to the project budget associated with this Change Order No. 3 is approved; and (iii) extension of the construction timeline by seventy-eight (78) days is approved; and

IT IS, THEREFORE, FURTHER RESOLVED that, after review of Superior Asphalt’s “change order” request by Staff, JMAA’s design consultant (IMS Engineers), and JMAA’s Project Management Support Services Consultant (Kimley-Horn), the items listed in the Memorandum dated February 26, 2018, at pages 55-58 of the Meeting Packet, were added to the Scope of Work to complete the project; and

IT IS, THEREFORE, FURTHER RESOLVED that the Board finds that such requests are fully explained in the Memorandum dated February 26, 2018, at pages 55-58 of the Meeting Packet.

Yeas: Harris, Henley, Reed, Wright

Nays: None

Abstentions: None

February 26, 2018

C. Procurements

None.

D. Service Agreements

- 1. *Perimeter Service Road Rehabilitation Project, JAN: Authority to Publish a Request for Qualifications, Approve the Estimated Engineering Services Budget, and Approve the Budget for this Phase of the Project.....Page 59***

RESOLUTION CY-2018-21

RESOLUTION: (i) AUTHORIZING STAFF TO SOLICIT REQUESTS FOR QUALIFICATIONS FOR ENGINEERING DESIGN SERVICES AND CONSTRUCTION OVERSIGHT; (ii) APPROVAL OF THE ESTIMATED BUDGET; AND (iii) APPROVAL OF THE BUDGET FOR THIS PHASE OF THE PROJECT, ALL REGARDING THE JAN PERIMETER SERVICE ROAD REHABILITATION PROJECT

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

WHEREAS, the Board has considered the request of JMAA Staff for: (i) authority to publish a Request for Qualifications (“RFQ”) for engineering design services and construction oversight; (ii) approval of the \$340,000.00 estimated engineering services budget; and (iii) approval of the budget for this phase of the Project in the not-to-exceed amount of \$420,000.00, all in connection with the JAN Perimeter Service Road Rehabilitation Project; and

WHEREAS, the Board finds that such requests, which are fully explained in a Memorandum dated February 26, 2018, at pages 59-62 of the Meeting Packet, ought to be granted.

IT IS, THEREFORE, RESOLVED that: (i) JMAA Staff is authorized to publish a Request for Qualifications (“RFQ”) for engineering design services and construction oversight; (ii) the \$340,000.00 estimated engineering services budget is approved; and (iii) the budget for this phase of the Project in the not-to-exceed amount of \$420,000.00 is approved, all in connection with the JAN Perimeter Service Road Rehabilitation Project; and

IT IS, THEREFORE, FURTHER RESOLVED that the Board finds that such requests are fully explained in the Memorandum dated February 26, 2018, at pages 59-62 of the Meeting Packet.

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

February 26, 2018

- 2. *New iFlyJackson.com, JAN: Authority Execute an Amendment to the Current Agreement and Increase the Total Agreement Amount (Ace Application, LLC).....Page 63*

RESOLUTION CY-2018-22

RESOLUTION AUTHORIZING AMENDMENT OF THE AGREEMENT WITH ACEAPPLICATIONS, LLC, AND APPROVAL OF THE BUDGET INCREASE

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

WHEREAS, the Board has considered the request of JMAA Staff for: (i) authority to execute an amendment to the current agreement with AceApplications, LLC (“Ace”) headquartered in Orlando, Florida; and (ii) increase the total agreement amount not to exceed by \$50,00.00; and

WHEREAS, the total payment amount will increase to a total amount not to exceed \$105,000.00; and

WHEREAS, the amended agreement will address Ace providing website design development, application programming, training, technical support, and hosting services in support of replacing Jackson-Medgar Wiley Evers International Airport's ("JAN") passenger website ("iFlyJackson.com"); and

WHEREAS, Ace currently provides hosting services in support of JMAA.com, and once the applications "iFlyJackson.com" and "JMAA.com" are consolidated into one (1) platform, only one (1) hosting service provider will be required, and "iFlyJackson.com" will be integrated with JMAA.com; and

WHEREAS, Ace will be supported by Red Laser Technology, Inc. ("Red Laser"), a Mississippi corporation located in Jackson, MS and a Certified Disadvantaged Business Corporation ("DBE") to perform data security and application programming services. Red Laser shall receive at least 10% of the total increased amount paid pursuant to the amended agreement.

WHEREAS, because Ace is a Certified DBE, the total DBE participation for the proposed amended agreement will be approximately 90%; and

WHEREAS, the Board finds that such requests, which are fully explained in a Memorandum dated February 26, 2018, at pages 63-65 of the Meeting Packet, ought to be granted.

IT IS, THEREFORE, RESOLVED that Staff is: (i) authorized to execute an amendment to the current agreement with AceApplications, LLC ("Ace") headquartered in Orlando, Florida; and (ii) the total agreement increase amount not to exceed \$50,00.00 is approved; and

IT IS, THEREFORE, FURTHER RESOLVED that Ace currently provides hosting services in support of JMAA.com and once the applications "iFlyJackson.com" and "JMAA.com" are consolidated into one (1) platform, only one (1) hosting service provider will be required, and "iFlyJackson.com" will be integrated with JMAA.com; and

IT IS, THEREFORE, FURTHER RESOLVED that Ace will be supported by Red Laser Technology, Inc. ("Red Laser"), a Mississippi corporation located in Jackson, MS and a Certified Disadvantaged Business Corporation ("DBE"), to perform data security and application programming services. Red Laser shall receive at least 10% of the total increased amount paid pursuant to the amended agreement.

IT IS, THEREFORE, FURTHER RESOLVED that because Ace is a Certified DBE, the total DBE participation for the proposed amended agreement will be approximately 90%; and

IT IS, THEREFORE, FURTHER RESOLVED that the Board finds that such requests are fully explained in the Memorandum dated February 26, 2018, at pages 63-65 of the Meeting Packet.

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

February 26, 2018

E. Grants

None.

F. Other Matters

1. Advertisement Policy, JMAA: Adoption of Policy.....Page 66

RESOLUTION CY-2018-23

RESOLUTION ADOPTING “THE JACKSON MUNICIPAL AIRPORT AUTHORITY ADVERTISEMENT POLICY FOR THE JACKSON-MEDGAR WILEY EVERS INTERNATIONAL AIRPORT AND HAWKINS FIELD”

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 to adopt an Advertisement Policy for the Jackson Municipal Airport Authority (“JMAA”); and

WHEREAS, currently, JMAA does not have a Board adopted Advertisement Policy that governs advertising efforts and having an approved policy will ensure that: (i) the public is aware that JMAA’s advertising spaces are not for use by the general public; (ii) there is no potential debate about advertising at JMAA’s airports that could result because of the lack of a Board adopted policy; and (iii) all JMAA advertising is consistent; and

WHEREAS, after researching advertising at airports, Staff composed “The Jackson Municipal Airport Authority Advertisement Policy for the Jackson-Medgar Wiley Evers International Airport”; and

WHEREAS, the Board finds that such request, which is fully explained in a Memorandum dated February 26, 2018, along with the attached Advertisement Policy, Application Process, and Advertisement Request Form, all of which appear at pages 66-75 of the Meeting Packet, ought to be granted.

IT IS, THEREFORE, RESOLVED that the Board hereby adopts “The Jackson Municipal Airport Authority Advertisement Policy for the Jackson-Medgar Wiley Evers International Airport” along with the Advertisement Application Process and Advertisement Request Form attached thereto, all of which are attached to the Memorandum attached hereto, found on pages 68-75, of the Meeting Packet and incorporated herein by reference; and

IT IS, THEREFORE, FURTHER RESOLVED that JMAA Staff shall take the necessary actions to fully implement and carry out “The Jackson Municipal Airport Authority Advertisement Policy for the Jackson-Medgar Wiley Evers International Airport,” and the Advertisement Application Process; and

IT IS, THEREFORE, FURTHER RESOLVED that the Board finds that such request, which is fully explained in a Memorandum dated February 26, 2018, along with the attached Advertisement Policy and Advertisement Request Form, all of which appear at pages 66-75, of the Meeting Packet is granted.

Yeas: Harris, Henley, Reed, Wright

Nays: None

Abstentions: None

February 26, 2018

- 2. *Ground Lease Agreement, JAN: Authority to Extend (Next Group, LLC).....Page 76*

RESOLUTION CY-2018-24

RESOLUTION AUTHORIZING EXECUTION OF AN AMENDMENT TO THE CURRENT GROUND LEASE AGREEMENT WITH NEXT GROUP, LLC

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

WHEREAS, the Board has considered the request of the Jackson Municipal Airport Authority (“JMAA”) Staff for authorization to amend the current Ground Lease Agreement (“Agreement”) between JMAA and Next Group, LLC (“Next Group”) to remove the two (2) five-year extensions provided for in the current agreement and replace them with one (1) ten-year extension; and

WHEREAS, the initial term of the agreement will expire February 28, 2018, and Next Group has requested a single ten-year extension of the Agreement rather than the two (2) consecutive five-year extensions, therefore, the lease will run through February 28, 2028; and

WHEREAS, under the terms of the Agreement, the rental amount paid to JMAA by Next Group is adjusted every five (5) years of the Rent Commencement Date based on the Consumer Price Index (“CPI”); and

WHEREAS, upon termination of the ten-year agreement JMAA will receive ownership of the Improvements made to the Leased Premises, including the Hangar, asphalt parking area, and concrete apron; and

WHEREAS, the Board finds that such request, which is fully explained in a Memorandum dated February 26, 2018, at pages 76-77 of the Meeting Packet, ought to be granted.

IT IS, THEREFORE, RESOLVED that JMAA Staff is authorized to amend the current Ground Lease Agreement (“Agreement”) between JMAA and Next Group, LLC (“Next Group”) to remove the two (2) five-year extensions provided for in the current agreement and replace them with one (1) ten-year extension; and

IT IS, THEREFORE, FURTHER RESOLVED that the lease with Next Group will run through February 28, 2028; and

IT IS, THEREFORE, FURTHER RESOLVED that upon termination of the ten-year agreement JMAA will receive ownership of the Improvements made to the Leased Premises, including the Hangar, asphalt parking area, and concrete apron; and

IT IS, THEREFORE, FURTHER RESOLVED that the Board finds that such request is fully explained in a Memorandum dated February 26, 2018, at pages 76-77 of the Meeting Packet.

Yeas: Harris, Henley, Reed, Wright

Nays: None

Abstentions: None

February 26, 2018

3. *Installation of Surface Weather Systems HKS: Authority to Execute a Memorandum of Agreement with the FAA.....Page 78*

Mr. Newman explained that this project involves the FAA removing and replacing the current Surface Weather System at HKS at its expense and consolidating the No Cost to Land on Airport Agreements into one (1) Agreement.

RESOLUTION CY-2018-25

RESOLUTION AUTHORIZING EXECUTION OF MEMORANDUM AGREEMENT WITH THE FEDERAL AVIATION ADMINISTRATION

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

WHEREAS, the Board has considered the request of JMAA Staff for authorization to execute Memorandum Agreement Number DTFAEN-17-L-00190, which is a “No Cost to Land on Airport Agreement” between the Jackson Municipal Airport Authority (“JMAA”) and the Federal Aviation Administration (“FAA”); and

WHEREAS, the expiration date of this Memorandum Agreement will be August 31, 2037; and

WHEREAS, the Board finds that such request, which is fully explained in a Memorandum dated February 26, 2018, along with Exhibit A attached, at pages 78-80 of the Meeting Packet, ought to be granted.

IT IS, THEREFORE, RESOLVED that JMAA Staff is authorized to execute Memorandum Agreement Number DTFAEN-17-L-00190 with the Federal Aviation Administration, which is a “No Cost to Land on Airport Agreement” between the Jackson Municipal Airport Authority (“JMAA”) and the Federal Aviation Administration (“FAA”); and

IT IS, THEREFORE, FURTHER RESOLVED that the expiration date of this Memorandum Agreement will be August 31, 2037; and

IT IS, THEREFORE, FURTHER RESOLVED that such request is fully explained in a Memorandum dated February 26, 2018, along with Exhibit A attached, at pages 78-80 of the Meeting Packet.

Yeas: Harris, Henley, Reed, Wright

Nays: None

Abstentions: None

February 26, 2018

Chairman Pastor Henley announced that the VII G. **New Business** portion of the Agenda would be taken before the remainder of the VII F. **Other Matters**

G. New Business

1. Aviation Summer Internship Program.....Page 84

The Board discussed the stipend amount that JMAA was to pay participants in the Aviation Summer Internship Program.

In response to Chairman Pastor Henley’s inquiry, Ms. Renee Antoine informed the Board that in 2017 JMAA’s summer undergraduate interns were paid \$12.00 per hour and the graduate interns \$18.00 per hour.

RESOLUTION CY-2018-26

**RESOLUTION ADOPTING AND IMPLEMENTING THE AVIATION SUMMER
INTERNSHIP PROGRAM**

Upon motion by Vice Chairman Harris, seconded by Commissioner Reed, the following **RESOLUTION** was made and approved by majority vote 3-0-1.

WHEREAS, the JMAA Board of Commissioners desires to adopt and implement an Aviation Summer Internship Program at JMAA for students attending including Belhaven University, Jackson State University, Millsaps College, and Tougaloo College, all located within the City of Jackson, MS; and

WHEREAS, the selected participants in the Aviation Summer Internship Program will be paid the stipend amount of \$475.00 per week for the duration of the six-week program; and

WHEREAS, the Board finds that the Aviation Summer Paid Internship Program, which is fully explained, excluding the stipend amount therein, in a Memorandum dated February 19, 2018, at pages 84-85 of the Meeting Packet, and which is attached to this Resolution, ought to be granted.

IT IS, THEREFORE, RESOLVED that the Summer Aviation Internship Program at JMAA for students attending including Belhaven University, Jackson State University, Millsaps College, and Tougaloo College, all located within the City of Jackson, MS is adopted; and

IT IS, THEREFORE, FURTHER RESOLVED that JMAA Staff shall take the necessary actions to fully implement and carry out the Summer Aviation Internship Program at JMAA; and

IT IS, THEREFORE, FURTHER RESOLVED that the selected participants in the Aviation Summer Internship Program will be paid the stipend amount of \$475.00 per week for the duration of the six-week program; and

IT IS, THEREFORE, FURTHER RESOLVED that the Aviation Summer Paid Internship Program is fully explained, excluding the stipend amount therein, in a Memorandum dated February 19, 2018, at pages 84-85 of the Meeting Packet which is attached to this Resolution.

Yeas: Harris, Henley, Reed

Nays: None

Abstentions: Wright

February 26, 2018

Chairman Pastor Henley announced that the Meeting would return to the VII F. **Other Matters**

4. *172nd Airlift Wing of the Mississippi Air National Guard-Installation of three (3) Permanent Monitoring Wells, JAN: Authority to Execute an Access and Waiver Agreement (Cardno GS, Inc.).....Page 81*

The Board held some discussion concerning the trichloroethylene levels in the groundwater of JMAA and the request submitted by the Mississippi Air National Guard.

Attorney Walker also informed the Board that the proposal by the Mississippi Air National Guard did not include a time limit on the Guard's access to JMAA property. He further explained that the testing could end after the first year or continue until there are no further signs of trichloroethylene for a year's time.

Mr. Newman explained some of the effects of trichloroethylene and what is being requested by the Mississippi Air National Guard.

After the discussion, the Board by a consensus determined that JMAA should also consider issuing a Request for Qualifications to hire a consultant to protect JMAA's interests.

RESOLUTION CY-2018-27

RESOLUTION AUTHORIZING EXECUTION OF AN ACCESS AND WAIVER AGREEMENT APPROVED BY GENERAL COUNSEL WITH CARDNO GS, INC.

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

WHEREAS, the Board has considered the request of JMAA Staff for authority to execute an Access and Waiver Agreement, approved by General Counsel for Jackson Municipal Airport Authority ("JMAA"), between JMAA and Cardno GS, Inc. ("Cardno") the Engineering and Environmental consultant, employed by the 172nd Airlift Wing of the Mississippi Air National Guard ("ANG") for the installation of three (3) permanent monitoring wells on JMAA property; and

WHEREAS, the Board finds that such request, which is fully explained in a Memorandum dated February 26, 2018, at pages 81-83 of the Meeting Packet, ought to be granted.

IT IS, THEREFORE, RESOLVED that JMAA is authorized to execute an Access and Waiver Agreement, approved by General Counsel for Jackson Municipal Airport Authority ("JMAA"), between JMAA and Cardno GS, Inc. ("Cardno") the Engineering and Environmental consultant, employed by the 172nd Airlift Wing of the Mississippi Air National Guard ("ANG") for the installation of three (3) permanent monitoring wells on JMAA property; and

IT IS, THEREFORE, FURTHER RESOLVED that such request is fully explained in a Memorandum dated February 26, 2018, at pages 81-83 of the Meeting Packet.

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

February 26, 2018

RESOLUTION CY-2018-28

RESOLUTION GRANTING AUTHORITY TO PUBLISH A REQUEST FOR QUALIFICATIONS FOR ENVIRONMENTAL CONSULTING SERVICES TO REVIEW, EVALUATE, ETC. CURRENT AND FUTURE DATA PROVIDED TO JMAA RELATED TO POSSIBLE ENVIRONMENTAL HAZARDS

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

WHEREAS, the Board has considered the request of JMAA's Staff for authority to publish a Request for Qualifications ("RFQ") for environmental consulting services to review, evaluate, etc. current and future data provided to JMAA as to possible environmental hazards on JMAA property and to possibly conduct testing regarding possible environmental hazards on JMAA's property.

IT IS, THEREFORE, RESOLVED that JMAA's Staff is authorized to publish a Request for Qualifications ("RFQ") for environmental consulting services to review, evaluate, etc. current and future data provided to JMAA as to possible environmental hazards on JMAA property and to possibly conduct testing regarding possible environmental hazards on JMAA's property.

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

February 26, 2018

3. *Revisions to the JMAA Employee Handbook*

RESOLUTION CY-2018-29

RESOLUTION REVISING PORTIONS OF THE JACKSON MUNICIPAL AIRPORT AUTHORITY "EMPLOYEE HANDBOOK"

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

WHEREAS, the last revision of JMAA’s current Employee Handbook was in 2013, and since then JMAA adopted a new logo; and

WHEREAS, the Board of Commissioners of JMAA adopted on February 29, 2016, via Resolution CY-2016-23, Strategic Plan 2021, which included new Mission, Vision, and Value Statements, and a new Organizational Chart; and

WHEREAS, the Board of Commissioners of JMAA adopted on March 27, 2017, via Resolution CY-2017-42, an Amended Management Portion of the Organizational Chart; and

WHEREAS, JMAA’s current CEO did not author the “Welcome from the Chief Executive Officer” section currently included in the Employee Handbook; and

WHEREAS, JMAA Staff desires to revise the current “Employee Handbook” by replacing the existing Cover, Vision Statement, Mission Statement, Organizational Chart and “Welcome from the Chief Executive Officer” sections with new versions of them and adding the Value Statement referenced above; and

IT IS, THEREFORE, RESOLVED that the Board approves revising the current “Employee Handbook” by replacing the existing Cover, Vision Statement, Mission Statement, Organizational Chart and “Welcome from the Chief Executive Officer” sections with new versions of them and adding the Value Statement referenced above; and

Yeas: Harris, Henley, Reed, Wright

Nays: None

Abstentions: None

February 26, 2018

4. *Cornerstone Government Affairs: Advocacy Update*

Chairman Pastor Henley introduced Mr. Elliot Flaggs, Vice President, to update the Board of Commissioners on the legislative advocacy being provided by Cornerstone.

Mr. Flaggs highlighted the actions that have occurred during the 2018 Mississippi legislative session as well as the actions that will occur moving forward in the session. Further Mr. Flaggs also distributed the handout entitled “JMAA Legislative Advocacy” which detailed the Mississippi 2018 Legislative highlights. The distributed document is attached as an exhibit to the February 26, 2018, Board Meeting Minutes.

Mr. Flaggs also explained to the Board the normal course of “bond bills” being approved by the legislature and provided the timeline concerning the passage of “bond bills.”

During the presentation, the Board discussed outreach to legislators throughout the State of Mississippi to garner state-wide support.

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 this. Vice Chairman Harris 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 4:48 p.m.

CLOSED SESSION

Commissioner Reed then moved that the Board enter Executive Session to discuss one (1) pending litigation matter, Jackson Municipal Airport Authority, Et Al. v Governor Phil Bryant, Et Al. Commissioner LTC(R) Wright seconded the motion to enter Executive Session and the Commissioners unanimously (4-0-0) resolved to enter Executive Session for the stated purpose.

The Closed Session ended at 4:56 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) pending litigation matter, Jackson Municipal Airport Authority, Et Al. v Governor Phil Bryant, Et Al.

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; this was done.

The Board went into Executive Session at 4:57 p.m.

EXECUTIVE SESSION

During the Executive Session, the Board discussed one (1) pending litigation matter, Jackson

Municipal Airport Authority, Et Al. v Governor Phil Bryant, Et Al.

Elliott Flaggs, Cornerstone Government Affairs, entered the Executive Session at 4:59 p.m. and exited the Executive Session at 5:12 p.m.

1. ***The Board took no action as to the pending litigation matter, Jackson Municipal Airport Authority, Et Al. v Governor Phil Bryant, Et Al.***

Upon motion by Commissioner Reed, seconded by Vice Chairman Harris and unanimous approval of the Commissioners, the Executive Session ended at 5:23 p.m.

Open Session reconvened at 5:24 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 no action was taken as to one (1) pending litigation matter, Jackson Municipal Airport Authority, Et Al. v Governor Phil Bryant, Et Al.

Next, the Board of Commissioners, Staff and some in attendance then wished Happy Birthday to Commissioner LTC(R) Wright.

Commissioner LTC(R) Wright thanked all for their wishes.

VIII. ADJOURNMENT

Thereafter, it was moved by Commissioner Reed, seconded by Commissioner Harris, and resolved by a unanimous vote of the Commissioners present that the meeting of the Board was ADJOURNED at 5:26 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