

**RESCHEDULED REGULAR MONTHLY MEETING OF JACKSON MUNICIPAL  
AIRPORT AUTHORITY BOARD OF COMMISSIONERS  
NOVEMBER 21, 2016**

**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 Rescheduled Regular Monthly Board Meeting in the Terminal Building, Jackson-Medgar Wiley Evers International Airport (“JAN”), in Jackson, Mississippi, at 4:00 p.m. on Monday, November 21, 2016 (the “Meeting”), pursuant to proper notice. A copy of the Notice is attached as an exhibit to the November 21, 2016, Rescheduled Board Meeting Minutes.

Chairman Evelyn O. Reed 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:

Evelyn O. Reed, Commissioner and Chairman  
Rosie L.T. Pridgen, Ph.D., Commissioner and Vice Chairman  
LaWanda D. Harris, Commissioner  
Pastor James L. Henley, Jr., Commissioner  
Vernon W. Hartley, Sr., Commissioner

Chairman Evelyn O. Reed 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 Rescheduled Regular Monthly Meeting of the Board scheduled for 4:00 p.m. on Monday, November 21, 2016, in the 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  
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  
John R. May, Jr., Esq., The May Law Firm, PLLC, Attorneys at Law  
And persons listed on **EXHIBIT A: [Sign in Sheet for 11-21-16](#)**

**II. INVOCATION**

Commissioner Pastor Henley gave the Invocation.

**III. APPROVAL AND EXECUTION OF THE OCTOBER 20, 2016 REGULAR WORK  
SESSION MINUTES AND THE OCTOBER 24, 2016 REGULAR BOARD MEETING**

## **MINUTES**

- A. Regular Work Session of the Board of Commissioners, October 20, 2016.
- B. Regular Meeting of the Board of Commissioners, October 24, 2016.

### **RESOLUTION CY-2016-151**

#### **APPROVAL AND EXECUTION OF THE MINUTES OF THE OCTOBER 20, 2016 WORK SESSION AND THE OCTOBER 24, 2016 RESCHEDULED REGULAR BOARD MEETING**

After discussion and review and upon the motion made by Vice Chairman Dr. Pridgen and seconded by Commissioner Hartley, the Minutes of the Work Session, October 20, 2016, and the Regular Board Meeting, October 24, 2016, were approved by the unanimous vote of the Commissioners (5-0-0), and the following resolution was made and entered.

**RESOLVED**, that the Board hereby approves the Minutes of the Work Session, October 20, 2016, and the Regular Board Meeting, October 24, 2016, as presented, and directs that said Minutes be filed in the appropriate Minute Book and Records of the Authority.

Yeas: Harris, Hartley, Henley, Pridgen, Reed

Nays: None

Abstentions: None

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#### **IV. APPROVAL OF THE NOTICES OF THE RESCHEDULING OF THE NOVEMBER 24, 2016 REGULAR MONTHLY WORK SESSION TO NOVEMBER 18, 2016 AND THE RESCHEDULING OF THE NOVEMBER 28, 2016 REGULAR MONTHLY BOARD MEETING TO NOVEMBER 21, 2016**

- A. Notice of the Rescheduling of the November 2016 Monthly Work Session
- B. Notice of the Rescheduling of the November 2016 Regular Monthly Meeting

### **RESOLUTION CY-2016-152**

#### **APPROVAL OF THE NOTICES OF THE RESCHEDULING OF THE NOVEMBER 24, 2016 REGULAR MONTHLY WORK SESSION TO NOVEMBER 18, 2016 AND THE RESCHEDULING OF THE NOVEMBER 28, 2016 REGULAR MONTHLY BOARD MEETING TO NOVEMBER 21, 2016**

After discussion and review, and upon the motion made by Commissioner Hartley, seconded by Vice Chairman Dr. Pridgen, and approved by the affirmative vote of all

Commissioners present, the following resolution was made and entered.

**RESOLVED**, that the Board hereby approves the Notices of the Rescheduling of the November 24, 2016, Regular Monthly Work Session to November 18, 2016, and the Rescheduling of the November 28, 2016, Regular Monthly Board Meeting to November 21, 2016.

Yeas: Harris, Hartley, Henley, Pridgen, Reed

Nays: None

Abstentions: None

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## **PUBLIC COMMENTS**

Ms. Emily Cochran was invited to the podium to address the Commissioners. Ms. Cochran introduced herself and informed the Board that she represents Eclipse Nutrition (“Eclipse”), a nutrition studio located in Pearl, MS. She then informed the Board that during the summer of 2016, Eclipse conducted a weight loss challenge for JMAA. During that challenge, 22 Staff members participated with a collective weight loss of over ninety (90) pounds. Further, she informed the Board that the program was a 12-week program, during which Eclipse offered the participants weekly emails which gave nutritional tips and provided a discount for shakes at Eclipse. Also, a free employee lead workout two (2) times a week was conducted. Finally, she informed the Board that Eclipse was offering again its services to JMAA and thanked the Board for the opportunity.

## **REPORTS**

### **A. Report from the Chairman**

Chairman Reed first reiterated her comments from the Work Session and stated that the Board was extremely proud of the JMAA Staff. Moreover, she stated that the Board wants the Staff to know that they are greatly appreciated.

Chairman Reed then provided a report on her attendance at the Airports Council International-North America, Marketing and Communications Committee Conference in Salt Lake City, UT, from November 2, 2016, to November 3, 2016. She announced the winners of several of the Marketing contests and expressed her hopes that in the future JMAA is in a position to compete in the contests. She provided some information about the Committee and several of the goals of the Committee. Chairman Reed then announced the winners of several notable categories. The complete list of categories and winners is attached as an exhibit to the November 21, 2016, Rescheduled Board Meeting Minutes.

### **B. Chief Executive Officer**

Mr. Newman addressed comments to the Board, as he went through Agenda items and made references to supporting documentation in the Packet for the November 21, 2016, Rescheduled Regular Meeting ("Meeting Packet"). The Meeting Packet is attached as an exhibit to the November 21, 2016, Rescheduled Regular Board Meeting Minutes.

**1. Airport Project Manager Summary, Period Ending  
October 31, 2016.....Page 1<sup>1</sup>**

**2. Airport Activity Statistics Report, Period Ending  
October 31, 2016.....Page 14**

**C. Attorney**

Attorney John L. Walker extended wishes for a Happy and safe Thanksgiving to all those present.

Next, Attorney Walker announced that there was one (1) matter that he recommended the Board take up during an Executive Session. Therefore, he recommended that Chairman Reed present the matter for consideration at the appropriate time.

**VI. ACTION ITEMS**

**A. Financial Matters**

**1. Financial Reports for October 2016:**

**(a) Balance Sheet: Accept.....Page 27**

**(b) Income Statement: Accept.....Page 29**

**RESOLUTION CY-2016-153**

**RESOLUTION ACCEPTING/APPROVING OCTOBER 2016 FINANCIAL  
REPORTS: BALANCE SHEET AND INCOME STATEMENT**

Upon motion by Commissioner Hartley, seconded by Vice Chairman Dr. Pridgen, the following **RESOLUTION** was made and approved by a unanimous vote (5-0-0).

**WHEREAS**, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") reviewed and considered the Authority's Balance Sheet and Income Statement ("the Financial Reports") for the month and period ending October 31, 2016, which were included in the Packet, at pages 27-31, and distributed to the Board prior to

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<sup>1</sup> The page numbers herein are the page numbers contained in the Meeting Packet which is attached as an Exhibit to the November 21, 2016 Rescheduled Regular Board Meeting Minutes.

the November 21, 2016 Rescheduled Monthly Meeting of the Board.

**IT IS, THEREFORE, RESOLVED** that the Board hereby accepts and approves the October 2016 Financial Reports: Balance Sheet and Income Statement for October 2016.

Yeas: Harris, Hartley, Henley, Pridgen, Reed

Nays: None

Abstentions: None

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**c. Claims Docket for October 2016: Approve.....Page 32**

**RESOLUTION CY-2016-154**

**RESOLUTION APPROVING THE CLAIMS DOCKET FOR THE MONTH AND PERIOD ENDING OCTOBER 31, 2016**

Upon motion by Vice Chairman Dr. Pridgen, seconded by Commissioner Hartley, the following **RESOLUTION** was made and approved by unanimous vote 5-0-0.

**WHEREAS**, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") has reviewed and considered the Authority's Claims Docket ("Claims") for the month and period ending October 31, 2016, which was included in the Packet, at pages 32-36, and was distributed to the Board prior to the November 21, 2016 Rescheduled Monthly Meeting of the Board.

**IT IS, THEREFORE, RESOLVED** that the Board hereby authorizes payment of the Claims in the amount of \$536,827.87.

Yeas: Harris, Hartley, Henley, Pridgen, Reed

Nays: None

Abstentions: None

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**B. Service Agreements**

***1. Disadvantaged Business Enterprise (DBE) Certification Program Development and Implementation: Authorize Publication of Request for Proposals ("RFP").....Page 37***

Vice Chairman Dr. Pridgen moved to approve Staff's request to solicit RFPs for this service, the motion was then seconded by Commissioner Hartley.

Prior to any vote by the Commissioners, Chairman Reed asked if the Total Point Value

Scoring System considered by the Board during the November 18, 2016, Rescheduled Work Session, but not yet adopted by the Commissioners, is related to this request. After further discussion, the Board determined that the best course of action was to adopt the Total Point Value Scoring System prior to resolving any actions related to the same.

**RESOLUTION CY-2016-155**

**RESOLUTION TABLING THE MOTION TO AUTHORIZE STAFF TO SOLICIT PROPOSALS AS TO THE DBE CERTIFICATION PROGRAM**

Upon motion by Commissioner Harris, seconded by Vice Chairman Dr. Pridgen, the following **RESOLUTION** was made and approved by majority vote 4-1-0.

**WHEREAS**, the Board has considered whether to adopt the Selection Criteria Total Point Value Scoring System as to evaluating proposals and qualifications submitted in response to solicitations; and

**WHEREAS**, a motion for authorization to solicit proposals that will be evaluated based on the Selection Criteria Total Point Value Scoring System has been moved and seconded by the Board of Commissioners; and

**WHEREAS**, the Board desires to adopt the Selection Criteria Total Point Value Scoring System prior to authorizing any solicitation by JMAA Staff; and

**WHEREAS**, the Board will table the current motion to solicit proposals as to the DBE Certification Program.

**IT IS, THEREFORE, RESOLVED** that the current motion to solicit proposals as to the DBE Certification Program is tabled.

Yeas: Harris, Hartley, Pridgen, Reed

Nays: Henley

Abstentions: None

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Commissioner Hartley stated that he hoped that the Board would get input from the Staff prior to implementing any ideas as the Staff will have to implement the policies.

Attorney Regina May informed the Board that, in terms of Disadvantaged Business Enterprises, the Selection Criteria Total Point Value Scoring System being considered will be helpful.

**RESOLUTION CY-2016-156**

**RESOLUTION AMENDING THE SELECTION CRITERIA TOTAL POINT VALUE**

**SCORING SYSTEM FOR USE BY THE REVIEW COMMITTEE DURING THE EVALUATION AND/OR RANKING OF PROPOSALS SUBMITTED IN RESPONSE TO PUBLISHED REQUESTS FOR PRODUCTION (“RFP”)**

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

**WHEREAS**, the Board desires to amend the Selection Criteria Total Point Value Scoring System currently being used by the Review Committee during the evaluation and/or ranking of proposals submitted in response to RFPs.

**IT IS, THEREFORE, RESOLVED** that the Board amends as set forth below the “Selection Criteria Total Point Value Scoring System-RFP” which shall be used by the Review Committee to evaluate and/or rank proposals submitted in response to RFPs.

<b>Selection Criteria Total Point Value Scoring System-RFP</b>	
<b>Selection Criteria</b>	<b>Total Point Value</b>
Experience: Direct professional project experience with a project of the same type, similar scope, and complexity.	Maximum - 25
Qualifications: Professional licensure as required by the project scope.	Maximum - 10
DBE, Minority Owned, Woman Owned, and Small Enterprises Plan.	Maximum - 20
Capacity as exhibited by proposed project plan and schedule time.	Maximum - 20
Organization of Submission	Maximum - 15
Proposed Fees	Maximum - 10
	<b>Total – 100</b>

Yeas: Harris, Hartley, Henley, Pridgen, Reed

Nays: None

Abstentions: None

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**RESOLUTION CY-2016-157**

**RESOLUTION AMENDING THE SELECTION CRITERIA TOTAL POINT VALUE SCORING SYSTEM FOR USE BY THE REVIEW COMMITTEE DURING THE EVALUATION AND/OR RANKING OF QUALIFICATIONS SUBMITTED IN RESPONSE TO PUBLISHED REQUESTS FOR QUALIFICATIONS (“RFQ”)**

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

**WHEREAS**, the Board desires to amend the Selection Criteria Total Point Value Scoring System currently being used by the Review Committee during the evaluation and/or ranking of proposals submitted in response to RFQs.

**IT IS, THEREFORE, RESOLVED** that the Board amends as set forth below the “Selection Criteria Total Point Value Scoring System-RFQ” which shall be used by the Review Committee to evaluate and/or rank proposals submitted in response to RFQs.

<b>Selection Criteria Total Point Value Scoring System-RFQ</b>	
<b>Selection Criteria</b>	<b>Total Point Value</b>
Experience: Direct professional project experience with a project of the same type, similar scope, and complexity.	Maximum - 25
Qualifications: Professional licensure as required by the project scope.	Maximum - 15
DBE, Minority Owned, Woman Owned, and Small Enterprises Plan.	Maximum - 20
Capacity as exhibited by proposed project plan and schedule time.	Maximum - 20
Organization of Submission	Maximum - 20
	<b>Total – 100</b>

Yeas: Harris, Hartley, Henley, Pridgen, Reed

Nays: None

Abstentions: None

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**RESOLUTION CY-2016-158**

**RESOLUTION TO TAKE FROM THE TABLE THE PREVIOUSLY TABLED MOTION TO AUTHORIZE STAFF TO SOLICIT PROPOSALS AS TO THE DBE CERTIFICATION PROGRAM**

Upon motion by Commissioner Hartley, seconded by Vice Chairman Dr. Pridgen, the following **RESOLUTION** was made and approved by unanimous vote.

**WHEREAS**, the Board tabled the motion to solicit proposals as to the DBE Certification Program to consider the related Selection Criteria Total Point Value Scoring Systems; and

**WHEREAS**, the Board has now adopted the Total Point Value Scoring Systems as to evaluating proposals and qualifications submitted in response to solicitations; and

**WHEREAS**, the Board desires to take from the table and consider the previously tabled motion.

**IT IS, THEREFORE, RESOLVED** that the Board takes from the table the previously tabled motion as to the DBE Certification Program.

Yeas: Harris, Hartley, Henley, Pridgen, Reed

Nays: None

Abstentions: None

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**RESOLUTION CY-2016-159**

**RESOLUTION AUTHORIZING JMAA TO SOLICIT PROPOSALS FOR THE JACKSON MUNICIPAL AIRPORT AUTHORITY SPONSORED AND ADMINISTERED DISADVANTAGED BUSINESS ENTERPRISE CERTIFICATION PROGRAM**

Upon motion by Vice Chairman Dr. Pridgen, seconded by Commissioner Hartley, the following **RESOLUTION** was made and approved by unanimous vote.

**WHEREAS**, the Board has considered the request of JMAA's Staff for authority to publish a Request for Proposals for services in support of the development and implementation of a Jackson Municipal Airport Authority sponsored and administered Disadvantaged Business Enterprise ("DBE") Certification program; and

**WHEREAS**, a JMAA sponsored and administered DBE certification program will allow for Staff to support DBEs and small businesses by providing services to the airport community, assisting concessionaires in becoming eligible for certification under the Airport Concessionaires DBE program, and taking advantage of the national network of airport DBE certification opportunities and best practices; and

**WHEREAS**, a JMAA sponsored and administered DBE certification program comprised of JMAA Staff and supporting business partners will ensure JMAA has a more efficient certification process, with opportunities to work across the DBE community and involve JMAA as a whole in the process; and

**WHEREAS**, the Board finds that such request, which is explained in the Memorandum dated November 21, 2016, found on pages 37-39 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that the Board is authorized to publish a Request for Proposals for services in support of the development and implementation of a Jackson Municipal Airport Authority sponsored and administered Disadvantaged Business Enterprise Certification program; and

**IT IS, THEREFORE, FURTHER RESOLVED** that a JMAA sponsored and administered DBE certification program will allow for Staff to support DBEs and small businesses by providing services to the airport community, assisting concessionaires in becoming eligible for certification under the Airport Concessionaires DBE program, and taking advantage of the national network of airport DBE certification opportunities and best practices; and

**IT IS, THEREFORE, FURTHER RESOLVED** that a JMAA sponsored and administered DBE certification program comprised of JMAA Staff and supporting business partners will ensure JMAA has a more efficient certification process, with opportunities to work across the DBE community and involve the organization as a whole in the process; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the Board finds that such request is fully explained in the Memorandum dated November 21, 2016, found on pages 37-39 of the Meeting Packet.

Yeas: Harris, Hartley, Henley, Pridgen, Reed

Nays: None

Abstentions: None

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**2. Federal Legislative Services: Authorize Publication of Request for Proposals.....Page 40**

Commissioner Harris reiterated the sentiment expressed by her as to this matter during the November 18, 2016, Rescheduled Work Session. She stated that this service is provided to the Board and that it should not be contracted for a three (3) year term. Therefore, she opposed authorizing Staff to publish the RFP for this service.

Vice Chairman Dr. Pridgen commented that she agrees that changes may occur with the contract during a three (3) year period. However, she stated that the Board should move forward with authorizing the recommendation as the contract will include a provision that

allows the Board to evaluate the consultant each year.

**RESOLUTION CY-2016-160**

**RESOLUTION AUTHORIZING PUBLICATION OF REQUEST FOR PROPOSALS  
FOR FEDERAL LEGISLATIVE CONSULTING SERVICES**

Upon motion by Vice Chairman Dr. Pridgen, seconded by Commissioner Hartley, the following **RESOLUTION** was made and approved by majority vote 3-2-0.

**WHEREAS**, the Board has considered the request of JMAA's Staff for: (i) authority to publish a Request for Proposals to provide federal legislative consulting services ("Services") to the Jackson Municipal Airport Authority for a proposed term of three (3) calendar years; and (ii) approval of the proposed project budget total amount for three (3) calendar years not to exceed \$305,000.00; and

**WHEREAS**, the selected firm will provide federal legislative consulting services, as well as coordinating activities, with the Federal Aviation Administration and national trade associations to address federal legislative actions impacting JMAA; and

**WHEREAS**, the Board finds that such requests, which are explained in the Memorandum dated November 18, 2016, found on pages 40-43 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that: (i) JMAA's Staff is authorized to publish a Request for Proposals to provide federal legislative consulting services to the Jackson Municipal Airport Authority for a proposed term of three (3) calendar years; and (ii) the proposed project budget total amount for three (3) calendar years not to exceed \$305,000.00 is approved; and

**IT IS, THEREFORE, RESOLVED** that the selected firm will provide federal legislative consulting services as well as coordinating activities with the Federal Aviation Administration and national trade associations to address federal legislative actions impacting JMAA; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the Board finds that such requests are fully explained in the Memorandum dated November 18, 2016, found on pages 40-43 of the Meeting Packet.

Yeas: Hartley, Pridgen, Reed  
Nays: Harris, Henley  
Abstentions: None

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**C. Procurements**

1. *Conferencing Technology, JAN: Authorize Procurement, Execution of Maintenance Agreement and Project Budget (Venture Technologies).....Page 44*

**RESOLUTION CY-2016-161**

**RESOLUTION AUTHORIZING PURCHASE OF SOFTWARE, LICENSES, AND EQUIPMENT AND HOSTING, TECHNICAL SUPPORT, INSTALLATION, AND MAINTENANCE SERVICES FROM VENTURE TECHNOLOGIES**

Upon motion by Vice Chairman Dr. Pridgen, seconded by Commissioner Hartley, the following **RESOLUTION** was made and approved by majority vote 3-0-2.

**WHEREAS**, the Board has considered the request of JMAA’s Staff for: (i) authority to purchase from GKR Systems, Inc. d/b/a Venture Technologies, a Mississippi corporation headquartered in Ridgeland, Mississippi, software, licenses, and equipment; (ii) authority to execute an agreement with Venture to provide hosting, technical support, installation, and maintenance services in support of audio, visual and web-based conferencing technology; and (iii) approval of the total budget amount of \$44,598.00; and

**WHEREAS**, the conferencing equipment will be installed at the Jackson-Medgar Wiley Evers International Airport (“JAN”); and

**WHEREAS**, the proposed term of the agreement for the hosting, technical support and maintenance services is for two (2) years; and

**WHEREAS**, the Board finds that such requests, which are explained in the Memorandum dated November 13, 2016, found on pages 44-46 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that: (i) JMAA’s Staff is authorized to purchase from GKR Systems, Inc. d/b/a Venture Technologies, a Mississippi corporation headquartered in Ridgeland, Mississippi, software, licenses, and equipment; (ii) JMAA’s Staff is authorized to execute an agreement with Venture to provide hosting, technical support, installation, and maintenance services in support of audio, visual and web-based conferencing technology; and (iii) the total budget amount of \$44,598.00 is approved; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the conferencing equipment will be installed at the Jackson-Medgar Wiley Evers International Airport (“JAN”); and

**IT IS, THEREFORE, FURTHER RESOLVED** that the proposed term of the agreement for the hosting, technical support and maintenance services shall be for two (2) years; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the Board finds that such requests are fully explained in the Memorandum dated November 13, 2016, found on pages 44-46 of the Meeting Packet.

Yeas: Hartley, Pridgen, Reed  
Nays: None  
Abstentions: Harris, Henley

November 21, 2016

2. *Single Source Procurement of Replacement Airfield Signage Equipment, JAN: Approve Purchase (Standard Signs Incorporated).....age 47*

**RESOLUTION CY-2016-162**

**RESOLUTION AUTHORIZING SINGLE SOURCE PURCHASE OF AIRFIELD SIGN EQUIPMENT**

Upon motion by Commissioner Hartley, seconded by Vice Chairman Dr. Pridgen, the following **RESOLUTION** was made and approved by majority vote 4-0-1.

**WHEREAS**, the Board has considered the request of JMAA’s Staff for authority to purchase replacement equipment, consisting of three hundred and eighty (380) location and directional sign panels and associated gaskets and dividers, from Standard Signs Incorporated (“SSI”), an Ohio corporation; and

**WHEREAS**, the purchased replacement equipment will be installed in the Lumacurve signs currently installed at the Jackson-Medgar Wiley Evers International Airport and SSI is the only provider of the Lumacurve Airfield Signs and the approved replacement equipment; and

**WHEREAS**, the purchase is needed to comply with the Federal Aviation Administration guidelines for maintenance of airport visual aid facilities; and

**WHEREAS**, the purchase of the replacement equipment will be as a Single Source Item purchase pursuant to the Mississippi Code of 1972, Section 31-7-13 (m) (viii), and the total cost for this Single Source purchase shall not exceed \$116,689.82; and

**WHEREAS**, the Board finds that such request which is explained in the Memorandum dated November 2, 2016, along with the Single Source Purchase Certificate, signed by the CEO, and the letter from Lumacurve confirming that the signs and replacement parts are solely manufactured by it, which is found on pages 47-50 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that JMAA’s staff is authorized to purchase replacement equipment, consisting of three hundred and eighty (380) location and directional sign panels and associated gaskets and dividers, from Standard Signs Incorporated, an Ohio corporation; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the purchased replacement equipment

will be installed in the Lumacurve signs currently installed at the Jackson-Medgar Wiley Evers International Airport and SSI is the only provider of the Lumacurve Airfield Signs and the approved replacement equipment; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the purchase is needed to comply with the Federal Aviation Administration guidelines for maintenance of airport visual aid facilities; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the purchase of the replacement equipment will be as a Single Source Item purchase pursuant to the Mississippi Code of 1972, Section 31-7-13 (m) (viii), and the total cost for this Single Source purchase shall not exceed \$116,689.82; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the Board finds that such request is fully explained in the Memorandum dated November 2, 2016, along with the Single Source Purchase Certificate, signed by the CEO, and the letter from Lumacurve confirming the signs and replacement parts are solely manufactured by it, which is found on pages 47-50 of the Meeting Packet.

Yeas: Hartley, Henley, Pridgen, Reed

Nays: None

Abstentions: Harris

November 21, 2016

**D. Grants**

None

**E. Other Matters**

1. *Atlantic Air Services, JAN: Authorize Execution of Amendment to the General Fixed Based Operations Lease and Operating Agreement (Atlantic Aviation Services).....Page 51*

**RESOLUTION CY-2016-163**

**RESOLUTION AUTHORIZING EXECUTION OF AN AMENDMENT TO ATLANTIC AVIATION LEASE AND OPERATING AGREEMENT**

Upon motion by Commissioner Hartley, seconded by Vice Chairman Dr. Pridgen, the following **RESOLUTION** was made and approved by majority vote 4-0-1.

**WHEREAS**, the Board has considered the request of JMAA's Staff for authority to execute an Amendment to the General Fixed Based Operations Lease and Operating Agreement ("Lease") between the Jackson Municipal Airport Authority and Atlantic Aviation Services

governing the Fixed Based Operation (“FBO”) facilities and equipment located on South Hangar Drive at the Jackson-Medgar Wiley Evers International Airport for a period of eight (8) calendar years to March 31, 2040, from the current expiration date of March 31, 2032; and

**WHEREAS**, the extension has been requested to allow Atlantic to realize the value of a proposed capital expenditure of not less than \$780,000.00 to replace the current aircraft door system on an existing hangar; and

**WHEREAS**, when the initial lease agreement was executed, the rental rates for the various facilities and equipment incorporated in the lease were set at the fair market value for them at the time of the execution of the initial lease and the initial lease agreement further provided for the rental rates to be adjusted every five (5) years to the fair market value at the time of the adjustment; and

**WHEREAS**, the rental rates were last adjusted on May 1, 2011, to the current rental rate of \$24,100.81, per month; and

**WHEREAS**, the Board finds that such request, which is explained in the Memorandum dated November 6, 2016, found on pages 51-52 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that JMAA’s Staff is authorized to execute an Amendment to the General Fixed Based Operations Lease and Operating Agreement (“Lease”) between the Jackson Municipal Airport Authority and Atlantic Aviation Services governing the Fixed Based Operation (“FBO”) facilities and equipment located on South Hangar Drive at the Jackson-Medgar Wiley Evers International Airport for a period of eight (8) calendar years to March 31, 2040, from the current expiration date of March 31, 2032; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the requested extension is authorized to allow Atlantic to realize the value of a proposed capital expenditure of not less than \$780,000.00 to replace the aircraft door system on an existing hangar; and

**IT IS, THEREFORE, FURTHER RESOLVED** that when the initial lease agreement was executed, the rental rates for the various facilities and equipment incorporated in the lease were set at the fair market value for them at the time of the execution of the initial lease and the initial lease agreement further provided for the rental rates to be adjusted every five (5) years to the fair market value at the time of the adjustment; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the rental rates were last adjusted on May 1, 2011, to the current rental rate of \$24,100.81, per month; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the Board finds that such request is fully explained in the Memorandum dated November 6, 2016, found on pages 51-52 of the Meeting Packet.

Yeas: Hartley, Henley, Pridgen, Reed  
Nays: None  
Abstentions: Harris

November 21, 2016

2. *Board Travel*

None

F. **Construction Projects.**

1. *JMAA Project 017-15, Concessions Improvements, JAN: Award Bid for Construction (Flagstar Construction Company) .....Page 53*

**RESOLUTION CY-2016-164**

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT REGARDING CONCESSION IMPROVEMENTS TO FLAGSTAR CONSTRUCTION COMPANY, INC. ("FLAGSTAR") AS TO PROJECT NO. 017-15 AND EXECUTION OF A CONTRACT WITH FLAGSTAR**

Upon motion by Commissioner Hartley, seconded by Vice Chairman Dr. Pridgen, the following **RESOLUTION** was made and approved by majority vote 4-0-1.

**WHEREAS**, the Board has considered the request of JMAA's Staff to award the construction agreement as to the Concession Improvements at the Jackson-Medgar Wiley Evers International Airport to Flagstar Construction Company, Inc., ("Flagstar"), a Mississippi Corporation, and execute a contract with Flagstar in an amount not to exceed \$1,714,000.00; and

**WHEREAS**, on November 4, 2016, JMAA received one bid in connection with the construction services for the Concession Improvements at the Jackson-Medgar Wiley Evers International Airport; and

**WHEREAS**, it is both Staff and Dale Partner's recommendation that the contract be awarded to the lowest and best bidder, Flagstar, in an amount not to exceed \$1,714,000.00; and

**WHEREAS**, the bid was reviewed by Staff and the project architect, Dale Partners, P.A.; and

**WHEREAS**, Flagstar will be supported by the following certified Disadvantaged Business Enterprises which shall receive the following percentages of the contract amount paid to Flagstar: Electric Works, Inc. (4.9%) and J. L. Interiors Construction, LLC (8.1%) (both of Jackson, Mississippi) and Burton Construction (10.7%) and Gulleys Welding and Steel Erectors, Inc. (4.7%) (both of Meridian, Mississippi); and

**WHEREAS**, the Board finds that such request, which is explained in the Memorandum dated November 4, 2016, found on pages 53-56 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that JMAA's Staff is authorized to award the construction agreement as to the Concession Improvements at the Jackson-Medgar Wiley Evers International Airport to Flagstar Construction Company, Inc., ("Flagstar"), a Mississippi Corporation, and execute a contract with Flagstar in an amount not to exceed \$1,714,000.00; and

**IT IS, THEREFORE, FURTHER RESOLVED** that Flagstar will be supported by the following certified Disadvantaged Business Enterprises which shall receive the following percentage of the contract amount paid to Flagstar: Electric Works, Inc. (4.9%) and J. L. Interiors Construction, LLC (8.1%) (both of Jackson, Mississippi) and Burton Construction (10.7%) and Gulleys Welding and Steel Erectors, Inc. (4.7%) (both of Meridian, Mississippi); and

**IT IS, THEREFORE, FURTHER RESOLVED** that the Board finds that said request is fully explained in the Memorandum dated November 4, 2016, found on pages 53-56 of the Meeting Packet.

Yeas: Hartley, Henley, Pridgen, Reed

Nays: None

Abstentions: Harris

November 21, 2016

2. *JMAA Project No. 001-17, Checkpoint Reconfiguration, JAN: Authorize Publication of Request for Qualifications.....Page 57*

## **RESOLUTION CY-2016-165**

### **RESOLUTION AUTHORIZING JMAA TO SOLICIT QUALIFICATIONS FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR ASSESSMENT OF EXISTING LAYOUT OF EAST AND WEST CONCOURSES' CHECKPOINTS AT JACKSON-MEDGAR WILEY EVERS INTERNATIONAL AIRPORT**

Upon motion by Vice Chairman Dr. Pridgen, seconded by Commissioner Hartley, the following **RESOLUTION** was made and approved by majority vote 4-0-1.

**WHEREAS**, the Board has considered the request of JMAA's Staff for authority to publish a Request for Qualifications ("RFQ") to: (i) provide architectural and engineering services for an assessment of the existing layout of the Transportation Security Administration ("TSA") check points in place at the East and West Concourses of the Jackson-Medgar Wiley Evers International Airport ("JAN"); (ii) prepare designs for construction of a new configuration;

and (iii) provide construction administration and oversight for the proposed modifications for fees not to exceed \$80,000.00; and

**WHEREAS**, the Board finds that such request, which is explained in the Memorandum dated November 9, 2016, found on pages 57-60 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that JMAA’s Staff is authorized to publish a Request for Qualifications to: (i) provide architectural and engineering services for an assessment of the existing layout of the Transportation Security Administration check points in place at the East and West Concourses of the Jackson-Medgar Wiley Evers International Airport (“JAN”); (ii) prepare designs for construction of a new configuration; and (iii) provide construction administration and oversight for the proposed modifications for fees not to exceed \$80,000.00; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the Board finds that such request is fully explained in the Memorandum dated November 9, 2016, found on pages 57-60 of the Meeting Packet.

Yeas: Hartley, Henley, Pridgen, Reed  
Nays: None  
Abstentions: Harris

November 21, 2016

- 3. *JMAA Contract No. 006-16-103, Hawkins Field (HKS) South Apron Rehabilitation, JAN: Approve Change Order No. 1 (Hemphill Construction Company, Inc.).....Page 61*

**RESOLUTION CY-2016-166**

**RESOLUTION ACKNOWLEDGING RECEIPT AND REVIEW OF MEMORANDUM NO. CEO 2017-02, AND ACCOMPANYING EMERGENCY REPAIRS CERTIFICATE REGARDING SOUTH AIRCRAFT PARKING RAMP AT HAWKINS FIELD AND RATIFICATION OF EMERGENCY ACTIONS OF CARL D. NEWMAN**

Upon motion by Vice Chairman Dr. Pridgen, seconded by Commissioner Hartley, the following **RESOLUTION** was made and approved by majority vote 4-0-1.

**WHEREAS**, the Board has considered the request of Carl D. Newman, JMAA’s Chief Executive Officer, for: (1) acknowledgement of receipt of and review of his Memorandum No. CEO 2017-02, dated November 10, 2016 which sets forth the circumstances and justification for certain emergency repairs made by Hemphill Construction Co., Inc. (“Hemphill”) to the excavated area of the South Aircraft Parking Ramp at Hawkins Field Airport, his accompanying Certificate Regarding Emergency Repairs and invoice from Hemphill; and (2) ratification of the emergency actions taken by him identified in his

attached Certification Regarding Emergency Repairs.

**WHEREAS**, the gross sum of said repairs totaled \$13,728.00; and

**WHEREAS**, the Board finds that the emergency actions of Carl D. Newman, Chief Executive Officer, which are fully explained in a memorandum dated November 10, 2016, the Emergency Repairs Certificate and the invoice from Hemphill, all of which are located on pages 61-65 of the Meeting Packet were proper and justified and the Board ratifies those actions.

**IT IS, THEREFORE, RESOLVED** that the request of Carl D. Newman, Chief Executive Officer, is approved and the Board does hereby acknowledge receiving and reviewing Memorandum No. CEO 2017-02, dated November 10, 2016, which sets forth the circumstances and justification for certain emergency repairs made by Hemphill Construction Co., Inc. ("Hemphill") to the excavated area of the South Aircraft Parking Ramp at Hawkins Field Airport, the accompanying Certificate Regarding Emergency Repairs and invoice from Hemphill. The gross sum of said repairs totaled \$13,728.00; and

**IT IS, THEREFORE, FURTHER RESOLVED** that the Board finds that the emergency actions of Carl D. Newman were proper and justified and the Board ratifies those actions.

**IT IS, THEREFORE, FURTHER RESOLVED** that the Board finds that the emergency actions of Carl D. Newman, Chief Executive Officer, and the circumstances and justifications for them are fully explained in a memorandum dated November 10, 2016, the Emergency Repairs Certificate and the invoice from Hemphill, all of which are located on pages 61-65 of the Meeting Packet.

Yeas: Hartley, Henley, Pridgen, Reed

Nays: None

Abstentions: Harris

November 21, 2016

4. *JMAA Contract No. 0016-103, Hawkins Field (HKS) South Apron Rehabilitation, JAN: Approve Change Order No. 2 (Hemphill Construction Company, Inc.).....Page 66*

#### **RESOLUTION CY-2016-167**

#### **RESOLUTION AUTHORIZING EXECUTION OF CHANGE ORDER NO. 2 TO STANDARD FORM AGREEMENT WITH HEMPHILL CONSTRUCTION COMPANY, INC. RE CONTRACT NUMBER 006-16-103**

Upon motion by Vice Chairman Dr. Pridgen, seconded by Commissioner Hartley, the following **RESOLUTION** was made and approved by majority vote 3-0-2.

**WHEREAS**, the Board has considered Staff's request for: (i) authority to execute Change Order No. 2 to the Standard Form Agreement with Hemphill Construction Company, Inc. ("Hemphill"), Jackson Municipal Airport Authority Contract Number 006-16-103, in an amount not to exceed \$31,116.60, for a new total contract amount of \$343,616.06; and (ii) approval of the necessary amendment to the project budget to accommodate the additional costs associated with Change Orders No. 1 and 2; and

**WHEREAS**, the new contract amount consists of the amounts of the original contract, \$298,772.46, Change Order No. 1, \$13,728.00 and Change Order No. 2, \$31,116.60; and

**WHEREAS**, the Board finds that such request, which is more fully explained in a memorandum dated November 2, 2016, along with the attached letter email from Tanita M. Gilbert-Baker, PE, EJES Executive Vice President, recommending approval of Change Order No. 2, located on pages 66-70 of the Meeting Packet, ought to be granted.

**IT IS, THEREFORE, RESOLVED** that: (i) Staff is authorized to execute Change Order No. 2 to the Standard Form Agreement with Hemphill Construction Company, Inc. ("Hemphill"), Jackson Municipal Airport Authority Contract Number 006-16-103, in an amount not to exceed \$31,116.60, for a new total contract amount of \$343,616.06; and (ii) the necessary amendment to the project budget to accommodate the additional costs associated with Change Orders No. 1 and 2 is approved. The new contract amount consists of the amounts of the original contract, \$298,772.46, Change Order No. 1, \$13,728.00 and Change Order No. 2, \$31,116.60

**IT IS, THEREFORE, FURTHER RESOLVED** that such request is fully explained in a memorandum dated November 2, 2016, along with the attached letter email from Tanita M. Gilbert-Baker, PE, EJES Executive Vice President, recommending approval of Change Order No. 2, located on pages 66-70 of the Meeting Packet.

Yeas: Hartley, Pridgen, Reed

Nays: None

Abstentions: Harris, Henley

November 21, 2016

Commissioner Hartley asked that Mr. Newman, CEO, report to the Board any developments concerning the last two (2) projects discussed because his primary concern is safety.

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

Vice Chairman Dr. Pridgen then moved that the Board go into a Closed Session to discuss whether to go into an Executive Session to consider matters that she believed could be discussed in Executive Session and Commissioner Hartley seconded the motion.

Vice Chairman Dr. Pridgen then withdrew her motion to go into closed session.

Commissioner Pastor Henley stated that Change Order No. 2, involved EJES, Inc. which has a three (3) year contract that includes language authorizing the Board to review EJES's performance annually. He asked if Staff should be instructed to review EJES's contract based on the information supplied by EJES which caused Change Orders 1 and 2. Additionally, he asked if the three (3) year contract with McAfee 3 Architects should be reviewed also because of the issues JMAA has had with that entity. Further, he asked if the Board should consider whether those contracts should be cancelled pursuant to the thirty (30) day termination provisions included in the contracts with those entities.

Next, Commissioner Pastor Henley asked the Staff about the status of the compensation study that Staff previously told the Board was being conducted.

Mr. Newman informed the Board that the compensation study is very close to completion but has not been completed and that he expects to be able to provide news concerning the study to the Board very soon.

Mr. Newman informed the Board that as to the performance of EJES and McAfee3, overall, Staff is satisfied with the other work they have completed to date.

Vice Chairman Dr. Pridgen requested that Staff implements a method of quantifying the evaluations of the consultants.

### **OPEN SESSION**

Vice Chairman Dr. Pridgen then moved that the Board go into a Closed Session to discuss whether to go into an Executive Session to consider a matter that she believed could be discussed in Executive Session and Commissioner Hartley seconded the motion.

The Board unanimously resolved that the session was closed. Chairman Reed asked all, except Mr. Carl Newman, CEO, and 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 4:56 p.m.

### **CLOSED SESSION**

Vice Chairman Dr. Pridgen then moved that the Board enter into Executive Session to discuss one (1) personnel matter regarding offering employment to a Management Level Employee. Commissioner Hartley seconded the motion to enter Executive Session, and the Commissioners voted 5-0-0 to enter Executive Session for the stated purposes.

The Closed Session ended at 4:59 p.m.

## **OPEN SESSION**

Chairman Reed then invited all persons outside the room to re-enter, some did. Chairman Reed then stated in Open Session that the Board, during Closed Session, voted to enter into Executive Session to consider one (1) personnel matter regarding offering employment to a management level employee.

Chairman Reed asked all present, with the exception of Mr. Carl Newman, CEO, and 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 5:00 p.m.

## **EXECUTIVE SESSION**

During the Executive Session, the Board discussed one (1) personnel matter regarding offering employment to a management level employee.

### ***1. Authorization to Offer Employment to a Potential Management Level Employee and a Compensation Package.***

#### **RESOLUTION CY-2016-168**

#### **RESOLUTION APPROVING AND AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO OFFER EMPLOYMENT AND COMPENSATION PACKAGE TO A MANAGEMENT LEVEL EMPLOYEE**

Upon motion by Vice Chairman Dr. Pridgen, seconded by Commissioner Hartley, the following **RESOLUTION** was made and approved by majority vote 3-0-2.

**WHEREAS**, the Board has considered the request of JMAA's CEO to offer employment to a management level employee and a specified compensation package specified during Executive Session. Further, the compensation amount for the position shall become effective on the start date of employment included in JMAA's employment offer letter.

**IT IS, THEREFORE, RESOLVED** that JMAA's CEO is authorized to offer employment to a management level employee and a specified compensation package specified during Executive Session. Further, the compensation amount for the position shall become effective on the start date of employment included in JMAA's employment offer letter.

Yeas: Hartley, Pridgen, Reed

Nays: None

Abstentions: Harris, Henley

November 21, 2016

Upon motion by Vice Chairman Dr. Pridgen, seconded by Commissioner Hartley and majority approval of the Commissioners 4-1-0 (Commissioner Pastor Henley voted “Nay”), the Executive Session was ended at 5:09 p.m.

Chairman Reed invited all persons outside the room to re-enter; some did, and Chairman Reed announced that the meeting was once again open.

### **OPEN SESSION**

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

Open Session reconvened at 5:12 p.m.

Chairman Reed announced that the meeting was once again open. Chairman Reed then announced that during Executive Session the Board passed the above stated motion as to one (1) personnel matter regarding authorizing JMAA’s CEO to offer employment to a management level employee and a compensation package specified during Executive Session.

### **VII. ADJOURNMENT**

Thereafter, it was moved by Commissioner Harris, seconded by Vice Chairman Dr. Pridgen and resolved by majority vote 4-0-1 (Commissioner Pastor Henley Abstained) that the meeting of the Board be ADJOURNED at 5:13 p.m.

Respectfully submitted,

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Ms. Evelyn O. Reed, Commissioner and Chairman

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Rosie L.T. Pridgen, Ph.D., Commissioner and Vice Chairman

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Ms. LaWanda D. Harris, Commissioner

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Mr. Vernon W. Hartley, Sr., Commissioner

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Pastor James L. Henley, Jr., Commissioner