

**REGULAR MONTHLY MEETING OF JACKSON MUNICIPAL
AIRPORT AUTHORITY BOARD OF COMMISSIONERS
OCTOBER 27, 2014**

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 Meeting in the Community Room, Main Terminal Building, Jackson-Medgar Wiley Evers International Airport ("JAN"), in Jackson, Mississippi, at 4:00 p.m. on October 27, 2014 (the "Meeting"), pursuant to proper notice.

Chair LaWanda Harris, presiding, called the Meeting to order at 4:00 p.m., and called the roll of Commissioners.

The following Commissioners were present in person at the Meeting.

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

Chair Harris 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 Regular Monthly Meeting of the Board scheduled for 4:00 p.m. on Monday, October 27, 2014, 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.

Bonnie Wilson, JMAA Interim Chief Executive Officer
John L. Walker, Walker Group, PC Attorneys at Law
Kevin Bass, Walker Group, PC Attorneys at Law
John Richard May, Jr., The May Law Firm, PLLC
Regina Quinn, the May Law Firm, PLLC
And persons listed on EXHIBIT A: Sign in Sheet for 10-27-14

II. INVOCATION

Vice Chair Hartley gave the invocation.

III. APPROVAL AND EXECUTION OF MINUTES

- A. Special Meeting of the Board of Commissioners, September 4, 2014
- B. Regular Work Session of the Board of Commissioners, September 18, 2014
- C. Regular Meeting of the Board of Commissioners, September 22, 2014

RESOLUTION CY-2014-133

APPROVAL AND EXECUTION OF SEPTEMBER MINUTES

After discussion and review and upon the motion made by Commissioner Reed, seconded by Commissioner Henley, and approved by the affirmative votes of all Commissioners present, the following resolution was made and entered.

RESOLVED, that the Board hereby approves the Minutes of the Special Meeting of the Board of Commissioners, September 4, 2014; the Regular Work Session of the Board of Commissioners, September 18, 2014; and the Regular Meeting of the Board of Commissioners, September 22, 2014, as presented and directs that said minutes be filed in the appropriate minute book and records of the Authority.

Yeas: Hartley, Henley, Pridgen, Harris, Reed

Nays: None

Abstentions: None

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IV. PUBLIC COMMENTS

None.

V. REPORTS

A. Chair Harris

Chair Harris stated that she is looking forward to being steadfast in employing a new Chief Executive Officer and moving various projects forward during her tenure.

B. Interim Chief Executive Officer

Ms. Wilson then addressed comments to the Board as she “walked” through agenda items and made references to supporting documentation in the Packet for 10-27-14 (“**Meeting Packet**”). The Meeting Packet is attached as an Exhibit to the October 27, 2014 Regular Monthly Meeting Minutes.

1. *Airport Project Manager Summary, Period Ending September 30, 2014..... Page 1¹*
2. *Airport Activity Statistics Report, Period Ending September 30, 2014..... Page 16*
3. *Employee and Organizational Recognitions..... Page 30*

¹ “Page #” refers to the page number in the meeting Packet.

Ms. Wilson and the Board congratulated Mr. Chad Benjamin, Information Technology Specialist, for his selection as JMAA Employee of the Month for October, 2014, and delivered his award. The Board was then photographed with Mr. Benjamin.

Ms. Wilson then announced that the Mississippi Minority Business Association awarded to JMAA its Platinum Sponsor Award in appreciation of JMAA's generous sponsorship of the MMBA 14th Annual awards Gala. The Award was accepted by Jack Thomas, JMAA's DBE Manager, on behalf of JMAA.

C. Attorney

Attorney Walker reported that the proposed "No Touch Temperature" City of Jackson ordinance that was discussed during the Work Session on October 23, 2014 was not on the Agenda of the Jackson City Council's Planning Committee's Meeting on October 23, 2014, as JMAA was previously notified. However, JMAA's response letter addressing the proposed ordinance was hand delivered to James Anderson, Jr., Esq., Special Assistant City Attorney, on October 23, 2014 by Attorney Walker when he appeared at the October 23, 2014 Committee Meeting along with Gene Moore, JMAA's Communications and Marketing Director. On October 23, 2014 Attorney Anderson agreed to inform Attorney Walker of the future date, if any, on which the Planning Committee Meeting will schedule a hearing about the proposed ordinance.

VI. ACTION ITEMS

A. Financial Matters

1. Financial Reports for September 2014

- a. Balance Sheet: Accept..... Page 31
- b. Income Statement: Accept..... Page 32
- c. Claims Docket for September 2014: Approve..... Page 35
- d. Quarterly Statistics..... Page 42

Chair Harris directed the Board's attention to the Balance Sheet, Income Statement and the Claims Docket for September 2014 included in the Packet.

RESOLUTION CY-2014-134

RESOLUTION ACCEPTING / APPROVING AUGUST FINANCIAL REPORTS

Upon motion by Vice Chair Hartley, seconded by Commissioner Pridgen, the

following **RESOLUTION** was made and unanimously approved

WHEREAS, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") has reviewed and considered the Authority's Balance Sheet and Income Statement (the "Financial Reports") for the month and period ending September 30, 2014, which were included in the Packet, pages 31-34, which was distributed to the Board prior to the October 27, 2014, Regular Meeting of the Board.

IT IS THEREFORE, RESOLVED that the Board hereby accepts and approves the Financial Reports: Balance Sheet and Income Statement for September 2014.

Yeas: Hartley, Pridgen, Harris, Reed, Henley

Nays: None

Abstentions: None

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RESOLUTION CY-2014-135

RESOLUTION APPROVING CLAIMS DOCKET

Upon motion by Commissioner Pridgen, seconded by Commissioner Reed, the following **RESOLUTION** was made and adopted on the majority vote (4-1-0) of the Commissioners.

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 September 30, 2014, which were included in the Packet, pages 35-41, which was distributed to the Board prior to the October 27, 2014, Regular Meeting of the Board,

IT IS THEREFORE, RESOLVED that the Board hereby authorizes payment of the Claims in the amount \$1,714,484.82.

Yeas: Hartley, Pridgen, Harris, Reed

Nays: Henley

Abstentions: None

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Ms. Wilson stated the quarterly statistics of Fiscal Year 2014, which were included in the Meeting Packet, page 42, which was distributed to the Board prior to the October 27, 2014 Regular Meeting of the Board.

Ms. Wilson directed the Board to additional information requested by the Board which was included in the Packet, pages 43-44, which was distributed to the Board prior to the October 27, 2014, Regular Meeting of the Board. Ms. Wilson asked if any Board members had any

questions or concerns about the additional information. Chair Harris announced that there were no questions.

B. Service Agreements

1. JMAA Contract No. TBD, Professional Services in Support of Board of Commissioners' Facilitated Retreat, JAN: Authorize Service Agreement (Exstare).....Page 45

Commissioner Reed asked Ms. Wilson whether JMAA staff had done a comparison of the proposed fee of Exstare with the fees of other Board training entities. Ms. Wilson stated that no such comparison has been done. However, Ms. Wilson stated that she retrieved the amount paid to Exstare in 2008 for Board training which was \$20,000.00.

RESOLUTION CY-2014-136

RESOLUTION AS TO PROFESSIONAL SERVICES FOR BOARD OF COMMISSIONERS' FACILITATED RETREAT AGREEMENT WITH EXSTARE FEDERAL SERVICES GROUP, LLC

Upon motion by Commissioner Henley, seconded by Vice Chair Hartley, the following **RESOLUTION** was made and unanimously approved

WHEREAS, the Board has considered the request of JMAA's staff for authority to execute a professional services agreement with Exstare Federal Services Group, LLC, "Exstare", a Certified Disadvantage Business Enterprise of Alexandria, Virginia for professional services in support of a facilitated planning retreat for the Board of Commissioners, for professional service fees of \$12,500.00 and associated expenses not to exceed \$5,000.00. The Board finds that such request is more fully explained in a memorandum dated October 22, 2014 at pages 45-46 of the Meeting Packet ought to be granted.

IT IS THEREFORE, RESOLVED that JMAA's staff is authorized to execute a professional services agreement with Exstare Federal Services Group, LLC, "Exstare" a Certified Disadvantage Business Enterprise of Alexandria, Virginia for professional services in support of a facilitated planning retreat for the Board of Commissioners, for professional service fees of \$12,500.00 and associated expenses not to exceed \$5,000.00 and the Board finds that such request is more fully explained in a memorandum dated October 22, 2014 at pages 45-46 of the meeting packet.

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

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**2. JMAA Contract No. 12-002, Renewal of Airport Radio System
Page 5 of 18**

*Communications Recording System and Purchase of Additional Software,
JAN: Authorize Agreement Renewal (DSS
Corporation).....Page 47*

RESOLUTION CY-2014-137

**RESOLUTION AS TO SERVICE AGREEMENT FOR GENERAL SUPPORT AND
REPAIR SERVICE WITH DSS CORPORATION**

Upon motion by Commissioner Henley, seconded by Commissioner Reed, the following
RESOLUTION was made and unanimously approved

WHEREAS, the Board has considered the request of staff for authority to renew the current service agreement with DSS Corporation of Southfield, Michigan for general support and repair services, and the authority to purchase, install, and functionally test Enhanced Courier Software. The term of the agreement will be from November 1, 2014 through October 31, 2015 for an annual, fixed-fee of \$4,080.00; and the fee for purchase, installation, and testing of the software is \$650, for a total project price of \$4,730.00. The Board finds that such request is more fully explained in a memorandum dated October 10, 2014 at pages 47-49 of the Meeting Packet ought to be granted.

IT IS THEREFORE, RESOLVED that JMAA’s Staff is authorized to renew the current service agreement with DSS Corporation of Southfield, Michigan for general support and repair services, and the authority to purchase, install, and functionally test Enhanced Courier Software. The term of the agreement will be from November 1, 2014 through October 31, 2015 for an annual, fixed-fee of \$4,080.00. The fee for purchase, installation, and testing of the software is \$650, for a total project price of \$4,730.00. The Board finds that such request is more fully explained in a memorandum dated October 10, 2014 at pages 47-49 of the Meeting Packet.

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

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C. Construction Projects

*1. JMAA Contract No. TBD, Roadway Signage Improvements, JAN: Authorize
Agreement (Dale Partners Architects P.A.).....Page 50*

RESOLUTION CY-2014-138

**RESOLUTION RE AUTHORIZING ROADWAY SIGNAGE IMPROVEMENT
AGREEMENT WITH DALE PARTNERS ARCHITECTS P.A.**

Upon motion by Vice Chair Hartley, seconded by Commissioner Pridgen, the following **RESOLUTION** was made and unanimously approved

WHEREAS, the Board has considered and approved JMAA's staff's request for authority to enter into an agreement with Dale Partners Architects P.A. of Jackson, MS to provide design, construction, review and administrative services in support of upgrading the existing roadway signs that direct traffic in and around the terminal building and grounds of the Jackson Medgar Wiley Evers International Airport (JAN). The compensation to Dale Partners would be fixed at \$67,692.50. Dale Partners will be supported by subconsultants Scott C. Woods and Associates, P.A. of Madison, MS, which will provide mechanical/electrical engineering and energy analysis services (\$11,550), and Valancourt International, LLC of Atlanta Georgia will provide technical assistance and oversight of construction and fabrication (\$16,800).

IT IS THEREFORE, RESOLVED that JMAA's staff is approved to enter into an agreement with Dale Partners Architects P.A. of Jackson, MS to provide design, construction, review and administrative services in support of upgrading the existing roadway signs that direct traffic in and around the terminal building and grounds of the Jackson Medgar Wiley Evers International Airport (JAN). The compensation to Dale Partners would be fixed at \$67,692.50. Dale Partners will be supported by subconsultants Scott C. Woods and Associates, P.A. of Madison, MS, which will provide mechanical/electrical engineering and energy analysis services (\$11,550), and Valancourt International, LLC of Atlanta Georgia will provide technical assistance and oversight of construction and fabrication (\$16,800). The Board finds that such request is more fully set out and explained in a memorandum dated October 9, 2014 at pages 50-52 of the Meeting Packet.

Yeas: Hartley, Henley, Pridgen, Harris, Reed

Nays: None

Abstentions: None

October 27, 2014

2. *JMAA Contract No. 014-11-A-096, Airport Security and Access Control Systems Improvements; Premises Distribution System, JAN: Authorize Change Order No. 1 (Webster Electric Co., Inc.).....Page 53*

RESOLUTION CY-2014-139

RESOLUTION RE AIRPORT SECURITY AND AIRPORT SECURITY SYSTEMS IMPROVEMENTS; PREMISES DISTRIBUTION SYSTEM

Upon motion by Commissioner Henley, seconded by Commissioner Reed, the following **RESOLUTION** was made and unanimously approved

WHEREAS, the Board has considered and approved JMAA's staff's request for authority to execute Change Order No. 1 in the amount of \$2,958.00 to the construction contract with Webster Electric Co., Inc. ("Webster") for the Airport Security and Access Control Systems Improvements, Premises Distribution System, Central Information Distribution Facility (CIDF) Construction Project. Change Order No. 1 reflects costs to relocate a 3 inch section of the existing sprinkler pipe inside the new Central IBF Room at the Jackson-Medgar Wiley Evers International Airport (JAN). The new contract amount, with the change order, will be \$402,646.16.

IT IS THEREFORE, RESOLVED that the Board hereby authorizes JMAA's staff to execute Change Order No. 1 in the amount of \$2,958.00 to the construction contract with Webster Electric Co., Inc. ("Webster") for the Airport Security and Access Control Systems Improvements, Premises Distribution System, Central Information Distribution Facility (CIDF) Construction Project. Change Order No. 1 reflects costs to relocate a 3 inch section of the existing sprinkler pipe inside the new Central IBF Room at the Jackson-Medgar Wiley Evers International Airport (JAN). The new contract amount, with the change order, will be \$402,646.16. The Board finds that such request is more fully set out and explained in a memorandum dated October 13, 2014 at pages 53-57 of the Meeting Packet.

Yeas: Hartley, Henley, Pridgen, Harris, Reed

Nays: None

Abstentions: None

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Attorney Walker recommended that the Board proceed to and consider Item No. 3 of the "F. Other Matters" section of the agenda. The reason being that the Resolution approving the JMAA Insurance Claim and Settlement Release needed to be approved in order for the Board to consider the Resolution to purchase a new maintenance vehicle under the "D. Procurement" Section of the agenda. This is because JMAA staff recommended using the settlement funds to purchase the new maintenance vehicles.

F. Other Matters

- 3. Settlement of Claim and Release of JMAA Vehicle with Travelers Property & Casualty Insurance Company ("Travelers"),**
JAN: Authorize Acceptance of Settlement OfferPage 65

The Board of Commissioners, pursuant to the recommendation of Attorney Walker, considered and "approved" CY-2014-140 below before the Board of Commissioners "approved" CY-2013-141 contained in "D Procurement" Section below.

RESOLUTION CY-2014-140

RESOLUTION AUTHORIZING ACCEPTANCE OF SETTLEMENT OFFER

Upon Motion by Commissioner Henley, seconded by Commissioner Pridgen, the following **RESOLUTION** was made and unanimously approved

WHEREAS, the Board has considered the staff's request for authority to accept a settlement offer in the amount of \$26,881.00, from Travelers Property & Casualty Insurance Company ("Travelers"), JMAA's commercial automobile insurance carrier, in settlement of JMAA's claim for the total loss of JMAA's 2013 Ford F150 Extended Cab Pickup Truck, Vehicle Identification Number ("VIN") 1FTFX1EF3DFB61468.

IT IS THEREFORE, RESOLVED that JMAA's staff is authorized and approved to accept a settlement offer in the amount of \$26,881.00, from Travelers Property & Casualty Insurance Company ("Travelers"), JMAA's commercial automobile insurance carrier, in settlement of JMAA's claim for the total loss of JMAA's 2013 Ford F150 Extended Cab Pickup Truck, Vehicle Identification Number ("VIN") 1FTFX1EF3DFB61468. The Board finds that such request is more fully explained in a memorandum dated October 1, 2014 at pages 65-66 of the Meeting Packet.

Yeas: Hartley, Pridgen, Harris, Reed, Henley

Nays: None

Abstentions: None

October 27, 2014

D. Procurements

1. *Replacement of Maintenance Vehicle, JAN: Authorize Purchase (Gray Daniels Ford).....Page 58*

RESOLUTION CY-2014- 141

RESOLUTION APPROVING REPLACEMENT OF MAINTENANCE VEHICLE

Upon Motion by Commissioner Reed, seconded by Vice Chair Hartley, the following **RESOLUTION** was made and unanimously approved

WHEREAS, the Board has considered and approved JMAA staff's request for authority to purchase one (1) new 2015 Ford F 150 truck for the Airfield Maintenance Department to replace a similar vehicle damaged by fire on September 9, 2014. The total projected cost of the new truck, associated Rolling Stock Accessories and installation of those accessories is \$32, 938.25. The Board finds that such request is more fully set out and explained in a memorandum dated October 13, 2014 at pages 58-60 of the Meeting Packet.

IT IS THEREFORE, RESOLVED that the Board hereby authorizes JMAA staff to purchase one (1) new 2015 Ford F 150 truck for the Airfield Maintenance Department to replace a similar vehicle damaged by fire on September 9, 2014. The total projected cost of the new truck, associated Rolling Stock Accessories and installation of those accessories, is

\$32, 938.25. The Board finds that such request is more fully set out and explained in a memorandum dated October 13, 2014 at pages 58-60 of the Meeting Packet.

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

October 27, 2014

E. Grants

None.

F. Other Matters

Ms. Wilson then directed the Board's attention to the following agenda items and requests for the Board's approval.

- 1. Fuel Farm Lease Agreement Extension Between JMAA and Mercury Air Centers-Jackson, LLC d/b/a Atlantic Aviation ("Atlantic"), JAN: Authorize Lease Extension ("Atlantic").....Page 61*

RESOLUTION CY-2014-142

RESOLUTION APPROVING THE EXTENSION OF THE LEASE AGREEMENT WITH MERCURY AIR CENTERS- JACKSON, LLC D/B/A ATLANTIC AVIATION ("ATLANTIC"), JAN

Upon motion by Vice Chair Hartley, seconded by Commissioner Reed, the following **RESOLUTION** was made and unanimously approved

WHEREAS, the Board has considered the Staff's request to extend the term of the Fuel Farm Ground Lease Agreement ("Fuel Farm Lease") between JMAA and Mercury Air Centers-Jackson, LLC d/b/a Atlantic Aviation ("Atlantic") to align it with the term of the Fixed Base Operations Lease & Operating Agreement ("FBO Agreement") between JMAA and Atlantic. The FBO Agreement does not expire until March 31, 2037 and the Fuel Farm Lease expires January 31, 2020.

IT IS THEREFORE, RESOLVED that the Board hereby authorizes JMAA's staff to extend the term of the Fuel Farm Ground Lease Agreement ("Fuel Farm Lease") between JMAA and Mercury Air Centers-Jackson, LLC d/b/a Atlantic Aviation ("Atlantic") to align it with the term of the Fixed Base Operations Lease & Operating Agreement ("FBO Agreement") between JMAA and Atlantic. Pursuant to the extension, the Fuel Farm Lease will expire on March 31, 2037, the same date as the FBO Agreement's expiration date. The Board finds that such request is more fully explained in a memorandum dated October 1, 2014 at pages 61-62 of the Meeting Packet.

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

October 27, 2014

***2. Terminal Space Lease Extension for U.S. General Services Administration (“GSA”) on behalf of the Transportation Security Administration (“TSA”) at the Jackson-Medgar Wiley Evers International Airport (“JAN”),
JAN: Authorize Lease Extension.....Page 63***

RESOLUTION CY-2014-143

RESOLUTION AUTHORIZING LEASE AGREEMENT EXTENSION WITH U.S. GENERAL SERVICES ADMINISTRATION ON BEHALF OF THE TRANSPORTATION SECURITY ADMINISTRATION

Upon motion by Commissioner Reed, seconded by Commissioner Pridgen, the following **RESOLUTION** was made and unanimously approved

WHEREAS, the Board has considered the staff’s request for authority to extend the current lease between JMAA and the U.S. General Services Administration (“GSA”), acting on behalf of the Transportation Security Administration (“TSA”), for terminal space at the Jackson-Medgar Wiley Evers International Airport (“JAN”) for one year commencing December 1, 2014 and ending November 30, 2015 at a rental rate of \$76.13 per square foot per year.

IT IS THEREFORE, RESOLVED that JMAA’s staff is authorized and approved to extend the current lease between JMAA and the U.S. General Services Administration (“GSA”), acting on behalf of the Transportation Security Administration (“TSA”), for terminal space at the Jackson-Medgar Wiley Evers International Airport (“JAN”) for one year commencing December 1, 2014 and ending November 30, 2015 at a rental rate of \$76.13 per square foot per year. The Board finds that such request is more fully explained in a memorandum dated October 1, 2014 at pages 63-64 of the Meeting Packet.

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

October 27, 2014

4. State of Mississippi Travel Card Program Administered by the Mississippi Department of Finance and Administration; Closing and Replacing Cardholder Accounts, JAN: Authorize Closing of Individual Cardholder Accounts and

Replacing them with "Card-less" AccountsPage 67

RESOLUTION CY-2014 -144

**RESOLUTION AUTHORIZING THE CLOSING OF CARDHOLDER ACCOUNTS
ISSUED PURSUANT TO THE TRAVEL CARD PROGRAM AND REPLACING
THEM WITH CARDLESS ACCOUNTS OF THE SAME TYPE**

Upon Motion by Commissioner Henley, seconded by Commissioner Pridgen, the following **RESOLUTION** was made and unanimously approved

WHEREAS, the Board has considered the staff's request for authority to close existing individual cards and associated accounts issued pursuant to the Travel Card Program administered by the Mississippi Department of Finance and Administration ("DFA") and replace them with a "card-less" account of the same type currently used by JMAA's Board of Commissioners for travel. Currently, pursuant to the Travel Card Program administered by the Mississippi Department of Finance and Administration ("DFA"), individual cards are issued to the Procurement Specialist of Jackson Municipal Airport Authority ("JMAA") and JMAA's Executive Assistant.

IT IS THEREFORE, RESOLVED that JMAA's staff is authorized to close existing individual cards and associated accounts issued pursuant to the Travel Card Program administered by the Mississippi Department of Finance and Administration ("DFA") and replace them with a "card-less" account of the same type currently used by JMAA's Board of Commissioners for travel. Currently, pursuant to the Travel Card Program administered by the Mississippi Department of Finance and Administration ("DFA"), individual cards are issued to the Procurement Specialist of Jackson Municipal Airport Authority ("JMAA") and JMAA's Executive Assistant. The Board finds that such request is more fully explained in a memorandum dated October 13, 2014 at pages 67-68 of the Meeting Packet.

Yeas: Hartley, Pridgen, Harris, Reed, Henley

Nays: None

Abstentions: None

October 27, 2014

***5. State of Mississippi Small Purchase Procurement Program Administered by the
Mississippi Department of Finance and Administration ("DFA"),
JAN: Authorize Issuance of Additional Individual Card to the additional
Procurement Specialist Page 69***

RESOLUTION CY-2014-145

**RESOLUTION AUTHORIZING THE ISSUANCE OF ADDITIONAL CARD TO
ADDITIONAL PROCUREMENT SPECIALIST**

Upon motion by Commissioner Henley, seconded by Vice Chair Hartley, the following **RESOLUTION** was made and unanimously approved

WHEREAS, the Board has considered the staff's request for authority to secure an additional card for the additional Procurement Specialist currently assigned to the Procurement Division of the Finance Department due to recent changes in staffing. Currently, pursuant to the Small Purchase Procurement Card Program administered by the Mississippi Department of Finance and Administration ("DFA"), individual cards are issued to the Procurement Specialist and the Chief Operating Officer of Jackson Municipal Airport Authority.

IT IS THEREFORE, RESOLVED that JMAA's staff is authorized to secure an additional card for the additional Procurement Specialist currently assigned to the Procurement Division of the Finance Department due to recent changes in staffing. Currently, pursuant to the Small Purchase Procurement Card Program administered by the Mississippi Department of Finance and Administration ("DFA"), individual cards are issued to the Procurement Specialist and the Chief Operating Officer of Jackson Municipal Airport Authority. The Board finds that such request is more fully explained in a memorandum dated October 13, 2014 at pages 69-70 of the Meeting Packet.

Yeas: Hartley, Pridgen, Harris, Reed, Henley

Nays: None

Abstentions: None

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6. Amendment of Bylaws Article II, Section 5B and Article II Section 10

RESOLUTION CY-2014-146

**RESOLUTION APPROVING AMENDMENT TO ARTICLE II SECTION 5B OF
JMAA'S BYLAWS**

Upon motion by Commissioner Reed, seconded by Vice Chair Hartley, the following **RESOLUTION** was made and adopted by a majority vote (3-2-0) of all Commissioners

WHEREAS, the motion seeks to amend Article II Section 5B of JMAA's Bylaws to change the beginning time of the Monthly Work Session of the Board of Commissioners from 7:30 a.m. to 8:30 a.m., with the other provisions of Article II Section 5B to remain the same.

IT IS THEREFORE, RESOLVED that Article II Section 5B of JMAA's Bylaws is amended to read as follows:

PROPOSED AMENDED BYLAW

ARTICLE II.

BOARD OF COMMISSIONERS

5. Regular Meetings.

B. Work Sessions. The Board of Commissioners of the Authority shall convene a regular monthly work session on the Thursday immediately preceding the date of each regular monthly meeting at 8:30 a.m., at which work session the Board may discuss and review any and all matters relating to the Authority; however, no action or vote shall be taken at any such work session. The primary location of each work session shall be the Community Room on the Third Floor, Main Terminal Building, Jackson-Medgar Wiley Evers International Airport, at which primary location the general public shall be able to attend and participate.

Yeas: Hartley, Harris, Reed

Nays: Henley, Pridgen

Abstentions: None

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RESOLUTION CY-2014-147

**RESOLUTION APPROVING AMENDMENT TO ARTICLE II SECTION 10 OF
JMAA'S BYLAWS**

Upon motion by Vice Chair Hartley, seconded by Commissioner Reed, the following **RESOLUTION** was made and adopted by a majority vote (3-2-0) of all Commissioners

WHEREAS, the motion seeks to amend Article II Section 10 of the Bylaws to allow Commissioners, at their option, to receive per diem payment pursuant to Mississippi Code 1972, Sections 61-3-13 and 25-3-69.

IT IS THEREFORE, RESOLVED that Article II Section 10 of JMAA's Bylaws is amended to read as follows:

ARTICLE II.

BOARD OF COMMISSIONERS

10. Compensation.

Pursuant to Sections 61-3-13 and 25-3-69, Mississippi Code of 1972, a Commissioner may receive, if she/he so chooses, per diem compensation in the amount set forth in Section 25-3-69, Mississippi Code of 1972, or such lesser amount elected by a Commissioner, for each day, or fraction thereof, a Commissioner is engaged in

attendance of meetings of the Authority or engaged in other official duties of the Authority, not to exceed One Hundred Twenty (120) days in any one (1) year, and reimbursement of actual travel expenses incurred in the discharge of the Commissioner's duties.

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

Commissioner Pridgen stated that "piggybacking off" of what she stated during the September 2014 Regular Meeting of the Board of Commissioners, she thinks that the amendment of the Bylaws to allow per diem payments to Commissioners should not take effect until after the expiration of the current terms of the current Commissioners. This is because, as public servants, the Board of Commissioners should not take actions that give the appearance of it acting in a self-serving manner.

Vice Chair Hartley stated that each Commissioner had the option of whether or not to accept per diem payments.

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RESOLUTION CY-2014-148

RESOLUTION ADOPTING A SPREADSHEET FORM FOR COMMISSIONERS TO USE TO REQUEST TRAVEL EXPENSES, PER DIEM COMPENSATION, AND MILEAGE

Upon motion by Vice Chair Hartley, seconded by Commissioner Pridgen, the following **RESOLUTION** was made and unanimously approved

WHEREAS, JMAA's Finance Department created a spreadsheet form for Commissioners electing to receive per diem payments to use to request said payments, pursuant to the amendment of Article II Section 10 of JMAA's Bylaws and the Per Diem Policies and Procedures, previously adopted by the Board. A copy of the spreadsheet was provided to each Board member before the October 27, 2014 Regular Board Meeting and is attached as an **Exhibit** to the October 27, 2014 Regular Board Meeting Minutes.

IT IS THEREFORE, RESOLVED that the Board adopt the spreadsheet form, to be used by Commissioners electing to receive per diem payments, a copy of the spreadsheet form is attached as an exhibit to the October 27, 2014 Regular Monthly Board Meeting minutes.

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

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7. Early Issues

None.

8. Board Travel

None

OPEN SESSION

Vice Chair Hartley moved that the Board go into a Closed Session to discuss whether the Board has a proper reason to enter into Executive Session. Commissioner Reed seconded the motion.

The Board by a vote of 5-0 resolved that the session be closed.

Chair Harris then announced that the Board had voted in favor of entering into Closed Session to discuss whether the Board has a proper reason to go into Executive Session and asked all present to leave except the attorneys with the Walker Group, PC and The May Law Firm.

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

The Board went into Closed Session at 4:28pm.

CLOSED SESSION

Vice Chair Hartley moved that the Board enter into Executive Session to discuss privileged matters as to the applicants for JMAA's Chief Executive Officer position.

Commissioner Reed seconded the motion to enter Executive Session and the Commissioners voted 5-0 to enter Executive Session for the stated purpose.

Chair Harris ended the Closed Session at 4:30 p.m. and asked all persons outside to return.

OPEN SESSION

Chair Harris announced to the persons who returned that during the Closed Session the Board voted to go into Executive Session to discuss the applicants for JMAA's Chief Executive Officer position, which are privileged matters required to be discussed in Executive Session. Chair Harris asked all to leave except for the attorneys with the Walker Group and May Law Firm and Linda Frankl with ADK Consulting, the Executive Search Firm employed by JMAA to assist it in identifying and employing a new Chief Executive Officer.

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

EXECUTIVE SESSION

Linda Frankl with ADK Consulting discussed with the Board of Commissioners the applicants for JMAA's vacant Chief Executive Officer position.

No official action was taken.

Vice Chair Hartley moved to close the Executive Session, Commissioner Reed seconded the motion, and the Commissioners voted 5-0 to end the Executive Session.

The Executive Session ended at 5:10 p.m.

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

OPEN SESSION

Reconvened at 5:12 p.m.

Chair Harris announced that during Executive Session the Board discussed the applicants for JMAA's vacate Chief Executive Officer position, which are privileged matters required to be discussed in Executive Session.

Further, Chair Harris announced that no action was taken during the Executive Session.

RESOLUTION CY-2014-149

RESOLUTION APPROVING MOTION TO CHANGE MEETING TIME FROM 4:00 P.M. TO 7:30 A.M. ON NOVEMBER 24, 2014

Upon motion by Commissioner Reed, seconded by Commissioner Pridgen, the following **RESOLUTION** was made and unanimously approved

WHEREAS, some members of the Board desired to change the beginning time only of the November 24, 2014 Regular Monthly Meeting of the Board of Commissioners from four o'clock p.m. (4:00 p.m.) to seven thirty o'clock a.m. (7:30 a.m.).

IT IS THEREFORE, RESOLVED that the beginning time only of the November 24, 2014 Board of Commissioners Meeting time is changed from four o'clock p.m. (4:00 p.m.) to seven thirty o'clock a.m. (7:30 a.m.).

Yeas: Hartley, Pridgen, Harris, Reed, Henley

Nays: None

Abstentions: None

October 27, 2014

VII. ADJOURNMENT

Thereafter, it was moved by Vice Chair Hartley, seconded by Commissioner Reed, and unanimously resolved that the meeting of the Board be ADJOURNED at 5:14 p.m.

Respectfully submitted,

Ms. LaWanda D. Harris, Chair

Mr. Vernon W. Hartley, Sr., Vice Chair

Ms. Evelyn O. Reed, Commissioner

Pastor James L. Henley, Jr., Commissioner

Dr. Rosie L.T. Pridgen, Commissioner