

**REGULAR MONTHLY MEETING OF JACKSON MUNICIPAL
AIRPORT AUTHORITY BOARD OF COMMISSIONERS
March 23, 2015**

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 March 23, 2015 (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, Chair
Pastor James L. Henley, Jr., Commissioner
Dr. Rosie L. T. Pridgen, Commissioner

The following Commissioners attended the Meeting telephonically.

Vernon W. Hartley, Sr., Vice Chair
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, March 23, 2015, 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, Chief Executive Officer
Bonnie Wilson, JMAA Chief Operating Officer
John L. Walker, Walker Group, PC Attorneys at Law
Kevin Bass, Walker Group, PC Attorneys at Law
Regina Quinn, The May Law Firm, PLLC Attorneys at Law
John Richard May, Jr., The May Law Firm, PLLC Attorneys at Law
And persons listed on [EXHIBIT A: Sign in Sheet for 3-23-15](#)

II. INVOCATION

Commissioner Pastor James L. Henley, Jr. gave the invocation.

III. APPROVAL AND EXECUTION OF MINUTES

- A. Regular Work Session of the Board of Commissioners, February 19, 2015.
- B. Regular Meeting of the Board of Commissioners, February 23, 2015.
- C. Board of Commissioners facilitated Retreat held March 16-17, 2015.

RESOLUTION CY-2015-43

APPROVAL AND EXECUTION OF FEBRUARY MINUTES

After discussion and review and upon the motion made by Commissioner Pastor James L. Henley, Jr., seconded by Commissioner Dr. Rosie L.T. Pridgen, the Minutes of the Regular Work Session February 19, 2015, the Regular Meeting, February 23, 2015, and the Board of Commissioners facilitated retreat, March 16-17, 2015 were approved by the affirmative votes of all Commissioners present, and the following resolution was made and entered.

RESOLVED, that the Board hereby approves the Minutes of the Regular Work Session, February 19, 2015, the Regular Meeting of the Board of Commissioners, February 23, 2015, and the Board of Commissioners' facilitated retreat, March 16-17, 2015 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

March 23, 2015

IV. PUBLIC COMMENTS

None

V. REPORTS

A. Chair Harris

Chair Harris did not have a report; however, she acknowledged and greeted former Commissioner J.R. Jones and all persons present.

B. Chief Executive Officer

Mr. Carl D. Newman, CEO, addressed comments to the Board as he went through Agenda items and made references to supporting documentation in the **Packet for 3-23-2015 ("Meeting Packet")**. The Meeting Packet is attached as an [Exhibit](#) to the March 23, 2015

Regular Monthly Meeting Minutes.

1. *Airport Project Manager Summary, Period Ending
February 28, 2015*Page 1¹
2. *Airport Activity Statistics Report, Period Ending
February 28, 2015*Page 13
3. *Employee and Organizational Recognitions*.....Page 27

Mr. Newman and the Board congratulated Janatha (Janet) Hilliard, Information System Analyst in JMAA's Information Technology Department, for her selection as JMAA Employee of the Month for March, 2015, and presented the award to her. The Board then took a photograph with Ms. Hilliard.

Chair Harris then recognized Mr. Carl D. Newman, CEO for receiving the 2015 Marks of Excellence Award given by the National Forum for Black Public Administrators. This award is bestowed upon an African American Public Administrator who has achieved extraordinary success in the field of Public Management while demonstrating an unselfish commitment to the community. This prestigious award is MFPBA's highest honor and is presented annually. Chair Harris, Commissioner Pastor Henley and Commissioner Dr. Pridgen then took a photograph with Mr. Newman after which Chair Harris stated that Commissioner Reed and Vice Chair Hartley will recognize Mr. Newman in person at the next month's board meeting.

Mr. Newman then recognized Carmiscia Ruffld, Airport Security Liason Lead in the Airport Security Department, as he has gone through the ANTN program and achieved Level 1, Level 2 and Level 3 certification from the American Association of Airport Executives. Mr. Newman informed the Board that staff will get Mr. Ruffld to next month's meeting and recognize him in person. He then recognized Richard "Tim" Bell, Airport Security Liason in Airport Security Department, as he achieved ANTN level 1 and 2 certification from the American Association of Airport Executives. Mr. Albert Hunt, Safety & Environmental Management in the Maintenance Department, was recognized for an achievement in Airport Environmental Management by the Airports Council International-North America. Mr. Bell was photographed with the Commissioners present in person at the monthly board meeting, and Mr. Newman announced that Mr. Ruffld and Mr. Hunt would be recognized during the next Board Meeting as they were not present during the March 23, 2015 meeting.

C. Attorney

Attorney Walker announced to the Board that the Deans of Jackson State University will appear during the April Work Session at JMAA in order to speak with the Board of Commissioners about developing aviation courses and internships. Mr. Walker then stated that he had another matter that will be addressed later on the Agenda during Executive session.

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

VI. ACTION ITEMS

A. Financial Matters

1. Financial Reports for February 2015

- a. Balance Sheet: Accept.....Page 28
- b. Income Statement: Accept.....Page 29

Chair Harris directed the Board's attention to the Balance Sheet, Income Statement and the Claims Docket for February, 2015 included in the Packet.

RESOLUTION CY-2015-44

RESOLUTION ACCEPTING/APPROVING FEBRUARY FINANCIAL REPORTS

Upon motion by Commissioner Dr. Pridgen, seconded by Commissioner Reed, 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") has reviewed and considered the Authority's Balance Sheet and Income Statement (the Financial Reports") for the month and period ending February 28, 2015, which were included in the Packet, pages 28-31, and was distributed to the Board prior to the March 23, 2015 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 February, 2015.

Yeas: Hartley, Pridgen, Harris, Reed, Henley

Nays: None

Abstentions: None

March 23, 2015

- c. Claims Docket for February, 2015: Approve..... Page 32

RESOLUTION CY-2015-45

RESOLUTION APPROVING CLAIMS DOCKET

Upon motion by Commissioner Pastor Henley, seconded by Commissioner Dr. 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 Claims Docket ("Claims") for the month and period ending February 28, 2015, which were included in the Packet, pages 32-37, and was distributed to the Board prior to the March 23, 2015, Regular Meeting of the Board.

IT IS THEREFORE, RESOLVED that the Board hereby authorizes payment of the Claims in the amount of \$1,720, 216. 26.

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

March 23, 2015

2. Early Issues..... Page 38

RESOLUTION CY-2015-46

RESOLUTION AS TO AUTHORIZING EARLY ISSUE PAYMENTS: \$1,869.10 TO THE FAIRVIEW INN OF JACKSON, LLC

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

WHEREAS, the Board has considered the request of JMAA's staff for the authority to provide payment of \$1,869.10 to Fairview Inn in Jackson, MS for services rendered regarding the approved Board Facilitated Retreat for the JMAA Board of Commissioners held on the dates of March 16-17, 2015. The Board finds that such request, which is more fully explained in a memorandum dated March 17, 2015 at page 38 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that JMAA's Staff is authorized to provide payment of \$1,869.10 to Fairview Inn in Jackson, MS for services rendered regarding the approved Board Facilitated Retreat for the JMAA Board of Commissioners held on the dates of March 16-17, 2015. The Board finds that such request is more fully explained in a Memorandum dated March 17, 2015 at page 38 of the Meeting Packet.

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

March 23, 2015

B. Service Agreements

1. Safety and Security Interactive Training System, JMAA: Renew and Amend Existing Agreement (American Association of Airport Executives).....Page 39

RESOLUTION CY- 2015-47

RESOLUTION AS TO RENEWING AAAE/IET SUPPORT AGREEMENTS FOR SOFTWARE PACKAGES CURRENTLY REGISTERED TO JMAA AND PURCHASING ONE ADDITIONAL SOFTWARE PACKAGE

Upon motion by Commissioner Pastor Henley, seconded by Commissioner Dr. Pridgen, the following **RESOLUTION** was made and unanimously approved.

WHEREAS, the Board has considered the request of JMAA’s staff to (i) exercise the option to renew the existing Software Support Agreement (“Service Agreement”) with the American Association of Airport Executives (AAAE) for services related to supporting and maintaining the existing customized Interactive Employee Training (IET) system in place at the Jackson-Medgar Wiley Evers International Airport (JAN) at a cost of \$8,800 for four (4) computers; and (ii) add an additional software package to the current agreement as to a fifth (5th) computer in place at JAN, at the cost of \$2,200.00. Therefore, JMAA will have the software on five (5) computer workstations, covered by AAAE’s Service Agreement, costing \$11,000 annually. The term of the agreement will be for one calendar year, with the option to renew for two (2) additional years at JMAA’s discretion. The Board finds that such requests, which are more fully explained in a memorandum dated March 2, 2015, on pages 39-41 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that JMAA’s staff is authorized to (i) exercise the option to renew the existing Software Support Agreement (“Service Agreement”) with the American Association of Airport Executives (AAAE) for services related to supporting and maintaining the existing customized Interactive Employee Training (IET) system in place at the Jackson-Medgar Wiley Evers International Airport (JAN) at a cost of \$8,800 for four (4) computers; and (ii) add an additional software package to the current agreement as to a fifth (5th) computer in place at JAN, at the cost of \$2,200.00. Therefore, JMAA will have the software on five (5) computer workstations, covered by AAAE’s Service Agreement, costing \$11,000 annually. The term of the agreement will be for one calendar year, with the option to renew for two (2) additional years at JMAA’s discretion. The Board finds that such requests are more fully explained in a memorandum dated March 2, 2015, on pages 39-41 of the Meeting Packet.

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

March 23, 2015

2. *Pest Control Services, JAN & HKS; Authorize Agreement (Havard Pest Control).....Page 42*

RESOLUTION-CY-2015-48

RESOLUTION AS TO SERVICE AGREEMENT FOR PEST CONTROL SERVICES WITH HAVARD PEST CONTROL SERVICES

Upon motion by Commissioner Pastor 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 enter into a one year, \$4,680.00 contract with Havard Pest Control of Richland, MS to provide Pest Control Services for the Jackson Medgar Wiley Evers International Airport (JAN) and Hawkins Field Airport (HKS). This one year contract will contain an option to renew for an additional year at JMAA’s discretion. The Board finds that such request, which is more fully explained in a memorandum dated February 28, 2015, at pages 42-44 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that JMAA’s staff is authorized to enter into a one year, \$4,680.00 contract with Havard Pest Control of Richland, MS to provide Pest Control Services for the Jackson Medgar Wiley Evers International Airport (JAN) and Hawkins Field Airport (HKS). This one year contract will contain an option to renew for an additional year at JMAA’s discretion. The Board finds that such request is more fully explained in a memorandum dated February 28, 2015, at pages 42-44 of the Meeting Packet.

Yeas: Hartley, Pridgen, Harris, Reed, Henley

Nays: None:

Abstentions: None

March 23, 2015

3. *Waste Management Service, JAN & HKS; Authorized Agreement (Republic Services Alliance, Inc.).....Page 45*

RESOLUTION CY 2015-49

RESOLUTION AS TO SERVICE AGREEMENT FOR COLLECTION AND DISPOSAL SERVICES WITH BFI WASTE SERVICES, LLC, D.B.A. REPUBLIC SERVICES OF JACKSON (“REPUBLIC”)

Upon motion by Commissioner Dr. Pridgen, seconded by Commissioner Pastor Henley, the following **RESOLUTION** was made and unanimously approved.

WHEREAS, the Board has considered the request of JMAA’s staff for authority to enter into

an agreement with BFI Waste Services, LLC, DBA Republic Services of Jackson (Republic”), to provide waste collection and disposal services for the Jackson-Medgar Wiley Evers International Airport (JAN) and Hawkins Field Airport (HKS) for an annual sum not to exceed \$28,635.36 for basic and on demand services. Rates for on demand services will be included in the services agreement, the costs for which are included in the annual not to exceed price. The proposed term of the agreement is for one calendar year, with the option to renew for an additional calendar year, at JMAA’s discretion. The Board finds that such request, which is more fully explained in a memorandum dated March 6, 2015, at pages 45-56 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that JMAA’s staff is authorized to enter into an agreement with BFI Waste Services, LLC, DBA Republic Services of Jackson (“Republic”), to provide solid waste collection and disposal services for the Jackson-Medgar Wiley Evers International Airport (JAN) and Hawkins Field Airport (HKS), for an annual sum not to exceed \$28,635.36, for basic and on demand services. Rates for on demand services will be included in the services agreement. The proposed term of the agreement is one calendar year, with the option to renew for an additional calendar year, at JMAA’s discretion. The Board finds that such request is more fully explained in a memorandum dated March 6, 2015, at pages 45-56 of the Meeting Packet.

Yeas: Hartley, Pridgen, Harris, Reed, Henley

Nays: None:

Abstentions: None

March 23, 2015

4. *Pre-Employment Psychological Screening for Law Enforcement Officers, JMAA: Authorize Contract (The Counseling Center, PLLC).....Page 57*

Commissioner Dr. Pridgen addressed the Board and requested that the cost of services or rates per candidate should be included in the resolution.

Commissioner Pastor Henley then addressed the Board and directed attention to the Synopsis included in the Packet at page 57 and asked that the Board consider amending the Synopsis. He recommended entering at end of the last sentence of the first paragraph: “due to the Boards’ reliance on the due diligence performed by the JMAA staff.”

RESOLUTION CY-2015-50

RESOLUTION AS TO SERVICE AGREEMENT FOR PRE EMPLOYMENT PSYCHOLOGICAL TESTING SERVICES FOR LAW ENFORCEMENT OFFICER CANDIDATES WITH WILLIAM CHRIS LOTT, PH.D., OF THE COUNSELING CENTER, PLLC OF RIDGELAND, MS AND AMENDMENT TO MEMORANDUM NO. HR/ADMIN. 2015-18.

Upon motion by Vice Chair Hartley, seconded by Commissioner Dr. Pridgen, amended by Commissioner Dr. Pridgen, seconded by Commissioner Reed and further amended by Commissioner Pastor Henley, seconded by Commissioner Dr. Pridgen, the following **RESOLUTION** was made and unanimously approved.

WHEREAS, the Board has considered the request of JMAA’s staff for authority to execute a contract with William Chris Lott, Ph.D. of the Counseling Center, PLLC, (“Counseling Center”) of Ridgeland, MS to provide pre-employment psychological testing services for Law Enforcement Officer Candidates, at a per candidate price of \$500.00, on an as needed basis effective April 1, 2015 through March 31, 2016.

WHEREAS, the Board further wants to amend the first paragraph of the Synopsis of Memorandum No. HR/ADMIN. 2015-18, dated March 3, 2015 at page 57 of the **Packet**, to place at the end of the first paragraph “due to the Board’s reliance on the due diligence performed by JMAA staff.”

WHEREAS, the Board finds that such requests which, along with the professional references and vitae for Dr. Lott, are more fully explained in a memorandum dated March 3, 2015, at pages 57-69 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that JMAA’s staff is authorized to execute a contract with William Chris Lott, Ph.D., of the Counseling Center, PLLC, (“Counseling Center”) of Ridgeland, MS, to provide pre-employment psychological testing services for Law Enforcement Officer Candidates, at a per candidate price of \$500.00, on an as needed basis, effective April 1, 2015 through March 31, 2016.

IT IS THEREFORE FURTHER RESOLVED, the Board amends the Synopsis of Memorandum No. HR/ADMIN. 2015-18, dated March 3, 2015, by inserting at the end of the first paragraph in the Synopsis section: “due to the Board’s reliance on the due diligence performed by JMAA staff.”

Yeas: Hartley, Pridgen, Harris, Reed, Henley

Nays: None

Abstentions: None

March 23, 2015

- 5. ***JMAA Employment Training Services: Authorize Solicitation of Proposals.....Page 70***

RESOLUTION CY 2015-51

RESOLUTION AS TO SOLICITING PROPOSALS FOR EMPLOYEE TRAINING SERVICES

Upon motion by Commissioner Pastor Henley, seconded Commissioner Dr. Pridgen, the following **RESOLUTION** was made and unanimously approved.

WHEREAS, the Board has considered the request of JMAA’s staff for (i) authority to solicit proposals from human resource consultants with experience in the field of employee training to provide certain annual training to employees of the Jackson Municipal Airport Authority (JMAA) and assistance to the JMAA Human Services Department; and (ii) approval of the proposed project budget. The term of the agreement will be for one calendar year, commencing May 1, 2015 through April 30, 2016. The Board finds that such request, which is more fully explained in a memorandum dated March 13, 2015, at pages 70-72 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that JMAA’s staff (i) is authorized to solicit proposals from human resource consultants with experience in the field of employee training to provide certain annual training to the employees of the Jackson Municipal Airport Authority (JMAA); and (ii) the proposed project budget is approved. The term of the agreement will be for one calendar year, commencing May 1, 2015 through April 30, 2016. The Board finds that such request is more fully explained in a memorandum dated March 13, 2015, at pages 70-72 of the Meeting Packet.

Yeas: Hartley, Pridgen, Harris, Reed, Henley

Nays: None

Abstentions: None

March 23, 2015

6. Financial Consulting Services, JMAA: Authorize Solicitation of Proposals..... Page 73

RESOLUTION CY- 2015-52

RESOLUTION AS TO SOLICITING PROPOSALS FROM CERTIFIED PUBLIC ACCOUNTING FIRMS FOR ANNUAL AUDITING AND CONSULTING SERVICES

Upon motion by Commissioner Pastor Henley, seconded by Commissioner Dr. Pridgen, the following **RESOLUTION** was made and unanimously approved.

WHEREAS, the Board has considered the request of JMAA’s staff to solicit proposals for professional services from Certified Public Accounting (CPA) firms to provide financial consulting on an as needed basis and to conduct an audit of the Jackson Municipal Airport Authority’s (JMAA) Fiscal Year 2015 financial statements. The term of the agreement is proposed for one calendar year, with an option to renew at JMAA’s discretion. The Board finds that such request, which is more fully explained in a memorandum dated March 4, 2015, pages 73-75 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that JMAA’s staff is authorized to solicit proposals for

professional services from Certified Public Accounting (CPA) firms to provide financial consulting on an as needed basis and to conduct an audit of the Jackson Municipal Airport Authority's (JMAA's) Fiscal Year 2015 financial statements. The term of the agreement is proposed for one calendar year with an option to renew at JMAA's discretion. The Board finds that such request is more fully explained in a memorandum dated March 4, 2015, at pages 73-75 of the Meeting Packet.

Yeas: Hartley, Pridgen, Harris, Reed, Henley

Nays: None

Abstentions: None

March 23, 2015

7. *Air Service Development Strategic Plan, JAN & HKS: Authorize Solicitation of Proposals*Page 76

RESOLUTION CY-2015-53

RESOLUTION AS TO SOLICITING PROPOSALS FOR AIR SERVICE DEVELOPMENT CONSULTANT

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

WHEREAS, the Board has considered the request of JMAA's staff for (i) the authority to solicit proposals from consultants with experience in the fields of passenger air service, general aviation, cargo and other aviation development to assist in the development of a strategic plan for increasing air service at the Jackson-Medgar Wiley Evers International Airport (JAN) and Hawkins Field Airport (HKS); and (ii) approval of the proposed project budget. The proposed term of the agreement will be for one calendar year with an option to renew at the Jackson Municipal Airport Authority's discretion. The Board finds that such requests, which are more fully explained in a memorandum dated March 6, 2015, at pages 76-78 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that JMAA's staff is (i) authorized to solicit proposals from consultants with experience in the fields of passenger air service, general aviation, cargo and other aviation development to assist in the development of a strategic plan for increasing air service at the Jackson-Medgar Wiley Evers International Airport (JAN) and Hawkins Field Airport (HKS); and (ii) proposed project budget is approved. The proposed term of the agreement will be for one calendar year with an option to renew at the Jackson Municipal Airport Authority's discretion. The Board finds that such requests are fully explained in a memorandum dated March 6, 2015, at pages 76-78 of the Meeting Packet.

Yeas: Hartley, Pridgen, Harris, Reed, Henley

Nays: None
Abstentions: None

March 23, 2015

- 8. *Governmental Relations Consulting Services, JMAA; Authorize Request For Proposals.....Page 79*

RESOLUTION CY-2015-54

RESOLUTION AS TO SOLICITING PROPOSALS FOR FEDERAL LEGISLATIVE CONSULTING SERVICES AND NATIONAL GOVERNMENTAL INDUSTRY REPRESENTATION

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

WHEREAS, the Board has considered the request of JMAA’s staff for (i) the authority to solicit proposals from government relations consultants with experience in the field of aviation, specifically airport operations and management, to represent the Jackson Municipal Airport Authority (JMAA) with Federal Governing entities, industry trade associations, and key members of the aviation industry and (ii) approval of the proposed project budget. It is estimated that the term of the agreement will be for one calendar year with options to renew on the anniversary dates for additional years. The Board finds that such requests, which are more fully explained in a memorandum dated March 3, 2015, at pages 79-81 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that JMAA’s staff (i) is authorized to solicit proposals from government relations consultants with experience in the field of aviation, specifically airport operations and management, to represent the Jackson Municipal Airport Authority (JMAA) with Federal Governing entities, industry trade associations, and key members of the aviation industry and (ii) proposed project budget is approved. It is estimated that the term of the agreement will be for one calendar year with options to renew on the anniversary dates for additional years. The Board finds that such requests are more fully explained in a memorandum dated March 3, 2015, at pages 79-81 of the Meeting Packet.

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

March 23, 2015

C. Construction Projects

- 1. *JMAA Project No. 005-098 Storm Water Improvements, JAN: Authorize Cable Relocation Reimbursement Agreement (Federal Aviation*

*Administration); Amendment to Agreement (WEI/AJA, LLC); change order
No. 1 (Hemphill Construction Company, Inc.).....Page 82*

RESOLUTION CY-2015-55

RESOLUTION AUTHORIZING CABLE RELOCATION REIMBURSEMENT AGREEMENT WITH THE FEDERAL AVIATION ADMINISTRATION; AMENDMENT TO AGREEMENT WITH WEI/AJA, LLC AND CHANGE ORDER NO. 1 WITH HEMPHILL CONSTRUCTION COMPANY, INCORPORATED.

Upon motion by Commissioner Pastor Henley, seconded by Commissioner Dr. Pridgen, the following **RESOLUTION** was made and unanimously approved.

WHEREAS, in connection with the Stormwater Improvements at JAN, JMAA’s staff is requesting authority to: (i) enter into a Cable Relocation Reimbursement Agreement (“Relocation Agreement”) with the Federal Aviation Administration (FAA); (ii) execute an amendment to the professional services agreement with WEI/AJA, LLC for additional design and construction administration services; and (iii) execute Change Order No. 1 to the construction contract with Hemphill Construction Company, Inc. (“Hemphill”) for the removal and replacement of an existing duct bank, associated electrical cabling, security fencing, and for correction of a drainage problem in an additional area in the eastern portion of the Air Operation’s Area (AOA) of the Jackson-Medgar Wiley Evers International Airport (JAN). Staff is also requesting approval of a revised project budget of \$5,265,160.68. The increase in the project budget of \$167,905.44 will be addressed from the unexpended balance of Airport Improvement program (entitlement) funds originally designated to support repairs to the aircraft parking aprons at JAN. The Board finds that such requests along with change order No. 1, which are more explained in a memorandum dated March 13, 2015, at pages 82-88 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED JMAA’s staff, in connection with the Stormwater Improvements at JAN, is authorized to: (i) enter into a Cable Relocation reimbursement Agreement (“Relocation Agreement”) with the Federal Aviation Administration (FAA); (ii) execute an amendment to the professional services agreement with WEI/AJA, LLC for additional design and construction administration services; and (iii) execute Change Order No. 1 to the construction contract with Hemphill Construction Company, Inc. (“Hemphill”) for the removal and replacement of an existing duct bank, associated electrical cabling, security fencing, and for correction of a drainage problem in an additional area in the eastern portion of the Air Operation’s Area (AOA) of the Jackson-Medgar Wiley Evers International Airport (JAN). Approval of a revised project budget of \$5,265,160.68 is granted. The increase in the project budget of \$167,905.44 will be addressed from the unexpended balance of Airport Improvement program (entitlement) funds originally designated to support repairs to the aircraft parking aprons at JAN. The Board finds that such requests along with change order No.1 are more explained in a memorandum dated March 13, 2015, at pages 82-88 of the Meeting Packet.

Yeas: Hartley, Pridgen, Harris, Reed, Henley

Nays: None
Abstentions: None

March 23, 2015

2. *JMAA Project No. 003-15 Remediation and Renovation of Terminal Office Space, JAN: Authorize Request for Qualifications.....Page 89*

RESOLUTION CY-2015-56

RESOLUTION AUTHORIZING REQUEST FOR (i) AUTHORITY TO PUBLISH REQUESTS FOR QUALIFICATIONS (“RFQ”) PERTAINING TO ARCHITECTURAL AND ENGINEERING DESIGN AND CONSTRUCTION OVERSIGHT FOR AN ASSESSMENT OF THE EXISTING CONDITIONS OF THE 5TH FLOOR AT JAN; (ii) AUTHORITY IN NEGOTIATING A PROFESSIONAL SERVICE AGREEMENT; (iii) AUTHORITY TO ENGAGE A THIRD PARTY FIRM TO ACCESS FEE PROPOSALS; AND (iv) APPROVAL OF ESTIMATED PROJECT BUDGET

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

WHEREAS, the Board has considered JMAA’s staff’s request for (i) authority to publish a Request for Qualifications (RFQ) to provide architectural/engineering services for an assessment of the existing conditions on the JAN fifth floor, to prepare plans for remediation and designs for reconstruction/renovation of that space; and to provide construction administration, project management, and oversight over remediation and reconstruction/renovation of the fifth floor space; and (ii) approval of the estimated administrative and engineering project budget. The Board finds that such circumstances and justifications, which are more fully explained in a memorandum dated March 17, 2015 at pages 89-92 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that JMAA’s staff is (i) authorized to publish a Request for Qualifications (RFQ) to provide architectural/engineering services for an assessment of the existing conditions on the JAN fifth floor, to prepare plans for remediation and designs for reconstruction/renovation of that space; and to provide construction administration, project management, and oversight over remediation and reconstruction/renovation of the fifth floor space; and (ii) approval of the estimated administrative and engineering project budget. The Board finds that such circumstances and justifications are more fully explained in a memorandum dated March 17, 2015 at pages 89-92 of the Meeting Packet.

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

March 23, 2015

D. Procurements

None

E. Grants

None

F. Other Matters

Mr. Newman then directed the Board's attention to the following Agenda items and requests for the Board's approval.

1. *Airport Minority Advisory Council ("AMAC") JMAA: Authorize Execution Of Financial Commitment Statement.....Page 93*

RESOLUTION CY-2015-57

RESOLUTION AUTHORIZING CONTRACT WITH AIRPORT MINORITY ADVISORY COUNSEL AND AUTHORITY TO EXECUTE FINANCIAL COMMITMENT LETTER

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

WHEREAS, the Board has considered JMAA Staff's request for (i) authority to enter into a contract with the Airport Minority Advisory Council (AMAC), of Arlington, Virginia, in support of an AMAC Regional Forum scheduled for Thursday, October 15, 2015 in Jackson, Mississippi, for a sum not to exceed \$25,000; and (ii) approval of an additional sum of \$7,000.00 for JMAA's expenses, for a total project budget of \$32,000.00. The Board finds that such requests, which are more fully explained in a memorandum dated March 4, 2015 along with a proposed fee schedule, at pages 93-96 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that JMAA's Staff is (i) authorized to enter into a contract with the Airport Minority Advisory Council (AMAC), of Arlington, Virginia, in support of an AMAC Regional Forum scheduled for Thursday, October 15, 2015 in Jackson, Mississippi, for a sum not to exceed \$25,000; and (ii) approved to use an additional sum of \$7,000.00 for JMAA's expenses, for a total project budget of \$32,000.00. The Board finds that such requests are more fully explained in a memorandum dated March 4, 2015 at pages 93-96 of the Meeting Packet.

Yeas: Hartley, Pridgen, Harris, Reed, Henley

Nays: None

Abstentions: None

March 23, 2015

Commissioner Reed comments that she fully supports any opportunity to host in the City of Jackson and having people visit Jackson is a wonderful thing.

2. Board Travel

Commissioner Pastor Henley suggested that the Board consider having the vote on the travel policy before voting on travel requests as the travel requests resolutions may not be required in accordance with the new travel policy. The Board then announced that a vote on the Commissioners' Travel Policy would be held before a vote on the travel requests.

Commissioner Dr. Pridgen added that within Section 5 of the Amended Policy the terms "approve" or "approved" should be replaced with "pre-approve" and "pre-approved" as to ensure all Commissioners understand that pre-approval is required for reimbursement of expenses for travel which is not specifically authorized by the Travel Policy.

(a) Amending the Travel Policy For Airport Authority Commissioners

RESOLUTION CY-2015-58

RESOLUTION AMENDING THE TRAVEL POLICY FOR AIRPORT AUTHORITY COMMISSIONERS.

Upon motion by Commissioner Dr. Pridgen, seconded by Commissioner Pastor Henley, the following **RESOLUTION** was made and unanimously approved.

WHEREAS, the Board has considered amending Sections 2.1; 2.2; 2.3; 2.4; 5.1 and 5.2 of THE JACKSON MUNICIPAL AIRPORT AUTHORITY TRAVEL POLICY FOR AIRPORT COMMISSIONERS to: (a) make them consistent with the 2015 fiscal calendar year budget calendar for Jackson Municipal Airport Authority; and (b) to clarify the travel of a Commissioner which needs Board pre-approval before the travel is taken by a Commissioner and the travel amounts incurred by Commissioners which are charged to their respective travel budgets; and

WHEREAS, the Board has further considered amending Section 5 of the proposed Travel Policy to substitute "pre-approve" for "approve," and "pre-approved" for "approved." The Board finds that such policy, which is more fully explained in the Jackson Municipal Airport Authority Travel Policy for Airport Commissioners which was provided to each Commissioner prior to the March 23, 2015 Board Meeting and will be attached as an exhibit to the Minutes of the March 23, 2015 Board Meeting.

IT IS THEREFORE, RESOLVED that the Board hereby (i) amends Sections 2.1; 2.2; 2.3; 2.4; 5.1 and 5.2 of THE JACKSON MUNICIPAL AIRPORT AUTHORITY TRAVEL

POLICY FOR AIRPORT COMMISSIONERS to: (a) make them consistent with the 2015 fiscal calendar year budget calendar for Jackson Municipal Airport Authority; and (b) to clarify the travel of a Commissioner which needs Board pre-approval before the travel is taken by a Commissioner and the travel amounts incurred by Commissioners which are charged to their respective travel budgets, (ii) amends Section 5 of the proposed Travel Policy to substitute “pre-approve” for “approve,” and “pre-approved” for “approved.” The Board finds that such amended policy, is more fully set forth in the Jackson Municipal Airport Authority Travel Policy for Airport Commissioners which was provided to each Commissioner prior to the March 23, 2015 Board Meeting and is attached as an exhibit to the Minutes of the March 23, 2015 Board Meeting as TRAVEL POLICY FOR AIRPORT AUTHORITY COMMISSIONERS.

Yeas: Hartley, Pridgen, Harris, Reed, Henley

Nays: None

Abstentions: None

March 23, 2015

The Board then decided to revisit consideration of all travel requests. The Board was informed that the amended travel policy will not take effect until the Minutes of the March 23, 2015 Regular Monthly Board Meeting are signed by the Commissioners.

(b) Board of Commissioners Travel to the Airports Council International-North America/American Association of Airport Executives-Airport Board & Commissioners Conference; April 12-14, 2015, New Orleans, LA; Approve Travel

RESOLUTION CY-2015-59

RESOLUTION APPROVING BOARD OF COMMISSIONERS' ATTENDANCE AT THE AIRPORTS COUNCIL INTERNATIONAL-NORTH AMERICA/AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES-AIRPORT BOARD & COMMISSIONERS CONFERENCE, APRIL 12-14, 2015, NEW ORLEANS, LA

Upon motion by Commissioner Pastor Henley, seconded by Commissioner Dr. Pridgen, the following **RESOLUTION** was made and unanimously approved

WHEREAS, the Airports Council International-North America/American Association of Airport Executives-Airport Board & Commissioners Conference on April 12-14, 2015, in New Orleans, LA, will offer a great opportunity for engagement with airport Commissioners, professionals, and executives from around the Country about the role of Airport Commissioners and a multitude of issues of importance to the Jackson Municipal Airport Authority; and

WHEREAS, the Board of Commissioners of JMAA recommends, approves and authorizes

that travel, lodging, registration and related expenses for each Commissioner be reimbursed to each Commissioner as well as for any related expenses incurred during the event; and

WHEREAS, the Board has considered the foregoing and the benefits which will accrue to the Authority from attendance by Chair Harris, Vice Chair Hartley, Commissioner Pastor Henley, Commissioner Dr. Pridgen, and Commissioner Reed at the Airports Council International-North America/American Association of Airport Executives-Airport Board & Commissioners Conference on April 12-14, 2015, in New Orleans, LA.

IT IS THEREFORE, RESOLVED the Board hereby (i) finds and determines that participation by Chair Harris, Vice Chair Hartley, Commissioner Pastor Henley, Commissioner Dr. Pridgen, and Commissioner Reed in the Airports Council International-North America/American Association of Airport Executives-Airport Board & Commissioners Conference on April 12-14, 2015, in New Orleans, LA will be beneficial to the Authority for the reasons cited above, and (ii) approves and authorizes reimbursement of travel, lodging, registration and for any related expenses incurred for or during the event.

Yeas: Hartley, Pridgen, Harris, Reed, Henley

Nays: None

Abstentions: None

March 23, 2015

(c) Board of Commissioners' Travel to the Airports Council International-North America, Business of Airports Conference in Phoenix, Arizona, April 20-22, 2015; Approve Travel

RESOLUTION CY-2015-60

RESOLUTION APPROVING BOARD OF COMMISSIONERS' ATTENDANCE AT THE AIRPORTS COUNCIL INTERNATIONAL-NORTH AMERICA BUSINESS OF AIRPORTS CONFERENCE IN PHOENIX, ARIZONA, APRIL 20-22, 2015

Upon motion by Commissioner Pastor Henley, seconded by Commissioner Dr. Pridgen, the following **RESOLUTION** was made and unanimously approved

WHEREAS, the Airports Council International-North America, Business of Airports Conference in Phoenix, Arizona, April 20-22, 2015, will offer a great opportunity for engagement with airport Commissioners, professionals, and executives from around the Country about the role of Airport Commissioners and a multitude of issues of importance to the Jackson Municipal Airport Authority; and

WHEREAS, the Board of Commissioners of JMAA recommends, approves and authorizes that travel, lodging, registration and related expenses for each Commissioner be reimbursed to each Commissioner as well as for any related expenses incurred during the event; and

WHEREAS, the Board has considered the foregoing and the benefits which will accrue to the Authority from attendance by Vice Chair Hartley, Commissioner Pastor Henley, and Commissioner Reed at the Airports Council International-North America, Business of Airports Conference in Phoenix, Arizona, April 20-22, 2015;

IT IS THEREFORE, RESOLVED the Board hereby (i) finds and determines that participation by Vice Chair Hartley, Commissioner Pastor Henley and Commissioner Reed in the Airports Council International-North America, Business of Airports Conference in Phoenix, Arizona, April 20-22, 2015 will be beneficial to the Authority for the reasons cited above, and (ii) approves and authorizes reimbursement of travel, lodging, registration and for any related expenses incurred for or during the event.

Yeas: Hartley, Pridgen, Harris, Reed, Henley

Nays: None

Abstentions: None

March 23, 2015

*(a) Commissioner Reed ACI-NA America Business Diversity Committee
Participation and Travel Approval, JMAA: Approve Participation and Travel
(Exhibit Memorandum attached to the 3-23-15 Board Meeting Minutes)*

RESOLUTION CY-2015-61

RESOLUTION APPROVING COMMISSIONER REED'S PARTICIPATION IN THE AIRPORTS COUNCIL INTERNATIONAL-NORTH AMERICA'S BUSINESS DIVERSITY COMMITTEE.

Upon motion by Commissioner Pastor Henley, seconded by Commissioner Dr. Pridgen, the following RESOLUTION was made and unanimously approved.

WHEREAS, Commissioner Evelyn Reed, Member of the Board of Commissioners for the Jackson Municipal Airport Authority was invited by the Airports Council International-North America (ACI-NA) to serve on the Business Diversity Committee; and

WHEREAS, the ACI-NA represents local, regional, and state governing bodies that own and operate commercial airports in the United States and Canada, and ACI-NA's mission is to advocate policies and provide services that strengthen the ability of commercial airports to serve their passengers, customers and communities; and

WHEREAS, the Board has considered Commissioner Reed's request to serve on the Airports Council International-North America's Business Diversity Committee and believes that her serving in this capacity will provide insight and knowledge to JMAA as to aviation matters as well as enhance her ability to spread knowledge about aviation throughout the community in the Jackson, MS area to ensure that qualified individuals in the future are

getting involved in the aviation industry; and

WHEREAS, the Board has considered the benefits which will accrue to the Authority from attendance by Commissioner Reed at the two required ACI-NA's Business Diversity Committee meetings; and

WHEREAS, the Board recommends, approves and authorizes the travel, lodging and related expenses for Commissioner Reed to attend and participate in the two meetings of the ACI-NA's Business Diversity Committee for the reasons cited above.

IT IS THEREFORE, RESOLVED that the Board hereby (i) supports and approves that Commissioner Reed become a member of the ACI-NA's Business Diversity Committee, (ii) finds and determines that participation by Commissioner Reed in the two ACI-NA's Business Diversity Committee meetings will be extremely beneficial to the Authority for the reasons cited above, and (ii) approves and authorizes payment and reimbursement for travel, lodging and related expenses for Commissioner Reed to attend and participate in two ACI-NA's Business Diversity Committee meetings, in accordance with the Travel Policy of JMAA's Commissioners.

Yeas: Hartley, Pridgen, Harris, Reed, Henley

Nays: None

Abstentions: None

March 23, 2015

G. New Business

None

OPEN SESSION

Chair Harris noted that it is necessary for the Board to enter closed session to determine if an Executive Session was appropriate and that she would entertain a motion to do such. Commissioner Pastor Henley then moved that the Board go into a Closed Session to discuss whether to go into an Executive Session. Dr. Pridgen seconded the motion.

The Board by a vote of 5-0-0 resolved that the session be closed. Chair Harris asked all, except Mr. Carl D. Newman, CEO (telephonically), Ms. Bonnie Wilson, 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 4:52 p.m.

CLOSED SESSION

Commissioner Dr. Pridgen then moved that the Board enter into Executive Session to discuss a Litigation matter. Commissioner Pastor Henley 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 4:55 p.m.

OPEN SESSION

Chair Harris then invited all persons outside the room to re-enter, some did.

Chair Harris then stated, in open session, that the Board, during Closed Session, voted to enter into Executive Session to consider a Litigation matter.

Chair Harris asked all present, with the exception of Mr. Carl D. Newman, CEO (telephonically), Ms. Bonnie Wilson, COO, attorneys from Walker Group, PC and The May Law Firm, to leave the room.

The Board went into Executive Session at 4:56 p.m.

EXECUTIVE SESSION

During the Executive Session, the Board discussed matters as to a potential litigation issue and took no action.

Upon motion by Commissioner Pastor Henley, seconded by Commissioner Reed and unanimous approval, the Executive Session was ended at 5:01 p.m.

OPEN SESSION

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

Chair Harris announced that the meeting was once again open. Chair Harris then announced that during Executive Session the Board discussed a potential litigation issue and the Board took no action.

Vice-Chair Hartley then announced that the Conference he attended in Vancouver, BC was very productive as they discussed goals that each authority should be looking to introduce in order to keep aviation moving forward to help keep the environment protected.

VII. ADJOURNMENT

Thereafter, it was moved by Vice Chair Hartley, seconded by Commissioner Pastor Henley, and unanimously resolved that the meeting of the Board be ADJOURNED at 5:08 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