

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

**February 21, 2019**

**8:30a.m.**

- I. **CALL TO ORDER.** The February 21, 2019 Regular Work Session of the Jackson Municipal Airport Authority was called to order by Chairman LaWanda D. Harris at 8:30 a.m.
- II. **ROLL CALL/DECLARATION OF A QUORUM.** Chairman LaWanda D. Harris conducted the Roll Call including herself, Vice-Chair Lee A. Bernard, Jr., Commissioner Pastor James L. Henley, Jr., Commissioner Robert E. Martin (via telephone), and Commissioner LTC(R) Lucius Wright. All Commissioners were present, and a quorum was declared. Commissioner Martin left the meeting via telephone at 9:09 a.m.
- III. **INVOCATION.** The invocation was given by Commissioner Pastor James L. Henley, Jr.
- IV. **APPROVAL OF NOTICES AND EXECUTION OF MINUTES.** Chairman Harris stated that the approvals would take place on Monday during the Regular Board Meeting.
- V. **PUBLIC COMMENTS.** Mr. Darrell Cousins d/b/a The Shoe Shine Doctor, did not speak during the time reserved for public comments, but did speak towards the end of the meeting.
- VI. **REPORTS**
  - A. **Report from the Chairman.**

Chairman Harris stated that she did not have a report.
  - B. **Chief Executive Officer.** CEO Newman stated that the Airport Project Manager Summary and Airport Activity Statistics Report Summary ending January 31, 2019 were in their packets and asked the Commissioners if there were any questions. There were none. CEO Newman recognized Ms. Yolanda Moore, Public Relations and Customer Service Manager to present the award that JMAA received from the Jackson Urban League on the Mamava Pod Suites. CEO Newman also recognized Mr. Bryan Helaire, Director of Information Technology to provide a presentation on the new iFlyJackson website. CEO Newman recognized Mr. Drew Ridinger to provide updates on the completion of projects that included the Upper Roadway Rehabilitation project and the JAN Terminal Upgrades project. There were no questions. CEO Newman recognized Mr. Yul Mc Nair, Director of Business Development to present updates on Jacobsen and

Daniels. There were no questions. Chairman Harris said thank you for keeping it rolling. CEO Newman recognized Ms. Sharon Carter, DBE Program Manager to provide a report on the percentage of DBE participation that appears on the claims docket for this period. Attorney Kevin Bass asked for the percentage for the City of Jackson. Ms. Carter stated 27%. There were no additional questions.

- C. Attorney.** Attorney John Walker reported that JMAA would be entering into Memorandum of Understanding with the City of Jackson based on the City of Jackson's opinion last year regarding the disposal of abandoned vehicles. Commissioner Wright asked if it would authorize the Commissioners to buy some of those cars; and if there was anything that would prohibit this? Attorney Walker stated that the City of Jackson would do the auction and it would depend on their rules. Commissioner Lee Bernard asked if we could tow them to the impound? Attorney Walker stated no. CEO Newman stated that the MOU outlines how the City of Jackson would make us whole in terms of our parking.

## **VII. ACTION ITEMS**

CEO Newman requested that CFO Arnetrius Branson address the Financial Matters.

### **A. Financial Matters**

- 1. Financial Reports for January 2019: Balance Sheet, Income Statement, and Claims Docket.** CFO Arnetrius Branson presented the Financial Matters. There were no questions about the Balance Sheet. Regarding the Income Statement, Commissioner Henley asked a question about an expense accrual that CFO Branson reversed. CFO Branson answered that this was a contract for the 2-way radio maintenance. Chairman Harris requested a copy of the PowerPoint on the Financial Slides. CFO Branson stated that we would provide her a copy. CFO Branson provided Chairman Harris with a copy the following Monday. Commissioner Wright questioned, the 4<sup>th</sup> month ending January 31<sup>st</sup> and CFO Branson explained that the first three (3) columns represent the current month's financials and the last three (3) columns represent the year to date financials. Regarding the Claims Docket, Commissioner Henley asked if our procedures changed in how we review invoices for change? CEO Newman stated no. Commissioner Henley asked a question about claim number 95974 pg. 37 and was surprised to see the May Law Firm. He requested to see the detail regarding this. CFO Branson provided the details after the Work Session. Chairman Harris asked about claim number 059563 pg. 36 regarding the Greater Jackson Alliance and wanted to know if the Board reduced their payment. CEO Newman stated that it was for a specified period. Chairman Harris stated that she thought it was something that should be brought back before the Board. CEO Newman answered, and discussion ensued. Chairman Harris stated that she would like for the Board to reconsider this claim for discussion.

2. **Early Issue.** There were no questions regarding the Early Issue. However, CEO Newman stated that there is an additional Early Issue that will be on the agenda for Monday and that it was related to travel.

## **B. Construction Projects.**

1. **Rehabilitation of Taxiway Alpha 2, JAN.** Mr. Drew Ridinger, Manager Capital Programming presented this item requesting authority to (i.) amend the current project; (ii.) approval of additional engineering, design, and related service costs; and (iii) approval of a revised project budget. Commissioner Wright asked where was Connico, Inc. located. Mr. Ridinger and Mr. Warren answered. Attorney John Walker also chimed in and stated that it was headquartered in Tennessee. He stated that it was in the memo, but it was not included in the PowerPoint.

## **C. Procurements.**

1. **Equipment and Vehicle Purchases Fiscal Year 2019, JMAA.** Mr. Leroy Lee presented this item requesting authorization to purchase one (1) vehicle for the Airport Operations Division and one (1) vehicle for the Maintenance Division; and approval to purchase three (3) pieces of equipment (2 bush hogs and 1 tractor-mounted edger) for the Maintenance Division. Commissioner Henley stated that he worked for the PEER Committee and reviewed processes for maintenance. Commissioner Henley asked a question regarding the Ford F-250 -- 65,000 miles, do we service them on a regular basis and do we have processes in place to maintain the vehicle? Mr. Lee answered the question that we have procedures in place and we are currently advertising for a mechanic. CEO Newman stated to focus on the mileage. Mr. Lee explained that the vehicles are used in rough terrain. Chairman Harris asked if we maintained vehicles differently from government entities and other organizations? Then she said, let me state it a different way, do we maintain the vehicles in accordance with FAA guidelines? CEO Newman answered by discussing hour meters on the vehicles and moving forward that we would have them on the vehicles. Commissioner Wright mentioned the grass cutting contract and asked if this was something that was not included in the contract for bush hogging? Commissioner Wright also asked if it could be included in the contract or do we not want them on the airfield. Mr. Lee stated we don't want them on the airfield.

## **D. Service Agreements.**

1. **Terminal Modernization Program Feasibility Study, JAN.** Mr. Drew Ridinger presented this item requesting authorization to award the professional services agreement to Alliance Architects. Chairman Harris requested staff to go back to the scoring slide. There were no further questions. Mr. Darion Warren, Director of Capital Programming asked Alliance to come to the podium and introduce themselves. Alliance addressed the Commissioners and

thanked them for allowing them to work with leadership and staff; and stated that they were passionate about improving the customer experience.

- 2. Passenger Boarding Bridge Replacement at Aircraft Gate No. 2 – East Concourse, JAN.** Mr. Leroy Lee, Maintenance Manager presented this item requesting authorization to publish a Request for Qualifications (RFQ); approval of the estimated engineering service budget; and approval of the budget for this design phase of the project. There were no questions.

**E. Grants.** None

**F. Other Matters.**

- 1. Amend and Renew Lease and Concession Agreement, JMAA.** Mr. Chad Parker, Properties Manager presented this item requesting authorization (i) to amend the current Shoe Shine Lease and Concession Agreement to include additional terms; and (ii) renew the term of the Agreement, as amended, for one year with Mr. Darrell Cousins d/b/a/ The Shoe Shine Doctor. Commissioner Wright had a question about the time the first flight leaves out of the East Concourse. Chad Parker stated 5:00 a.m. Commissioner Wright also asked how much it was costing him? CEO Newman stated that we don't know right now Commissioner Wright continued, asking, that's what the log will do? Mr. Parker answered yes. Mr. Cousins stated his objections to the new contract in which he wanted a two (2) year agreement and he wanted to change his hours from 5 a.m. – 3 p.m. to 8 a.m. – 6 p.m. Chairman Harris indicated that we should issue him a two (2) year contract versus a one (1) year contract.
- 2. CEO Carl D. Newman, A.A.E. Travel to Washington, D.C. to attend the National Infrastructure Advisory Council (NIAC) Quarterly Meetings, JMAA.** Mr. Newman presented this item requesting approval to travel and a determination that the travel will be beneficial to JMAA. There were no questions.
- 3.** Commissioner Henley stated that the Board voted to table an Other Matter until today. Chairman Harris stated that there was unfinished business and new business. We will put it on the agenda for a vote. She explained that the majority wanted to participate in the decision-making process regarding the development of Hawkins Field. Discussion ensued. Chairman Harris stated that they want to go back and look at the Strategic Plan and the calendar to have a special meeting. Commissioner Wright stated that he wanted information regarding the Medical Corridor. Chairman Harris stated that we will put it on the agenda for Monday. Commissioner Wright asked about the Holdover Policy. Chairman Harris deferred to the Board Attorney. Attorney John Walker stated that the Commissioners were developing a policy and that the policy is statute. Discussion ensued. Chairman Harris stated that key points in the policy would be drafted by the Board Attorney. Discussion

ensued among the Board and Attorney Walker and he provided an opinion. Commissioner Wright stated that they don't want to spend money on anyone. Chairman Harris stated that they will layout the bullet points and have them available for Monday. Chairman Harris revisited that they will have a special meeting to discuss the Strategic Plan to look at Hawkins Field and place the Fixed Base Operator (FBO) recommendation back on the agenda. CEO Newman was concerned about putting it on the agenda for Monday. Chairman Harris stated that they would decide Monday to take it off. She also re-stated that they would place the Hawkins Field Strategic Plan and Board Holdover Policy on the Agenda.

**G. New Business.** None.

- 1. The Chairman Entertains a Motion to go into closed session to determine if the board should go into executive session.** The Board did not go into Executive Session.

**VIII. ADJOURNMENT**

**A. Chairman Harris called for a Motion to Adjourn the Meeting.**

Motion: Commissioner Henley; Seconded: Commissioner Wright; No discussion; Vote was unanimous.

Respectfully submitted,

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Ms. LaWanda D. Harris, Commissioner and Chairman

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Lee A. Bernard, Jr., Commissioner and Vice Chairman

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Pastor James L. Henley, Jr., Commissioner

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Robert E. Martin, Commissioner

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LTC(R) Lucius Wright, Commissioner