

**REGULAR MONTHLY MEETING OF JACKSON MUNICIPAL
AIRPORT AUTHORITY BOARD OF COMMISSIONERS
OCTOBER 24, 2016**

I. CALL TO ORDER/ROLL CALL/DECLARATION OF QUORUM

The Board of Commissioners (the “Board”) of the Jackson Municipal Airport Authority (the “Authority” and “JMAA”) convened its Regular Monthly Board Meeting in the in the Terminal Building, Hawkins Field Airport (“HKS”), West Ramp Road, in Jackson, Mississippi, at 4:00 p.m. on Thursday, October 24, 2016 (the “Meeting”), pursuant to proper notice.

Chairman Evelyn O. Reed presided, called the Meeting to order at 4:00 p.m. and called the roll of Commissioners.

The following Commissioners were present, in person, during roll call, for a quorum at the Board Meeting:

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

Chairman Evelyn O. Reed announced that a quorum was present at the Meeting, as required by the Bylaws of the Authority, and announced that the Meeting would proceed with discussion of the Agenda (the “Agenda”) for the Regular Monthly Meeting of the Board scheduled for 4:00 p.m. on Monday, October 24, 2016, in the Terminal Building, Hawkins Field Airport (“HKS”), West Ramp Road, in Jackson, Mississippi. The following other persons were also present at the Meeting:

Perry Miller, JMAA’s Chief Operating Officer
Bonnie Wilson, JMAA’s Chief Administrative Officer
John L. Walker, Esq., Walker Group, PC, Attorneys at Law
Kevin Bass, Esq., Walker Group, PC, Attorneys at Law
Regina May, Esq., The May Law Firm, PLLC, Attorneys at Law
John R. May, Jr., Esq., The May Law Firm, PLLC, Attorneys at Law
And persons listed on **EXHIBIT A: [Sign in Sheet for 10-24-16](#)**

The following person was present, telephonically, at the Board Meeting

Carl D. Newman, A.A.E., JMAA’s Chief Executive Officer

II. INVOCATION

Vice Chairman Rosie Pridgen, Ph.D., gave the Invocation.

III. APPROVAL AND EXECUTION OF THE SEPTEMBER 21, 2016 RESCHEDULED REGULAR WORK SESSION MINUTES AND THE SEPTEMBER 22, 2016 RESCHEDULED REGULAR BOARD MEETING MINUTES

- A. Rescheduled Regular Work Session of the Board of Commissioners, September 21, 2016.
- B. Rescheduled Regular Meeting of the Board of Commissioners, September 22, 2016.

RESOLUTION CY-2016-139

APPROVAL AND EXECUTION OF THE MINUTES OF THE SEPTEMBER 21, 2016 RESCHEDULED WORK SESSION AND THE SEPTEMBER 22, 2016 RESCHEDULED REGULAR BOARD MEETING

After discussion and review and upon the motion made by Vice Chairman Dr. Pridgen and seconded by Commissioner Hartley, the Minutes of the Rescheduled Work Session, September 21, 2016 and the Rescheduled Regular Board Meeting, September 22, 2016, were approved by the unanimous vote of the Commissioners (5-0-0), and the following resolution was made and entered.

RESOLVED, that the Board hereby approves the Minutes of the Rescheduled Work Session, September 21, 2016, and the Rescheduled Regular Board Meeting, September 22, 2016, as presented, and directs that said Minutes be filed in the appropriate Minute Book and Records of the Authority.

Yeas: Harris, Hartley, Henley, Pridgen, Reed

Nays: None

Abstentions: None

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IV. PUBLIC COMMENTS

Mr. Bernest Jones introduced himself and announced that he is a commercial real estate professional and broker. He asked that he be considered in the event JMAA is in need of commercial real estate services in the future.

The Board thanked Mr. Jones for his attendance at the meeting and Mr. Miller, COO, announced that he would retrieve Mr. Jones's contact information at the end of the Board Meeting.

REPORTS

A. Report from the Chairman

Chairman Reed greeted all those present and thanked the Commissioners, CEO and Staff for the opportunity to serve as Chairman.

Chairman Reed then provided her report on the Airports Council International-North America World Annual Conference September 25-28, 2016 in Montreal Canada.

She stated that the ACI-NA/World Annual Conference is the conference that brings all sectors of the airport industry together to provide airport decision makers and their peers from around the world with insights on the latest trends and strategies that advance the industry. She stated that this was ACI's 25th anniversary as a global organization.

Chairman Reed spoke about her attendance at some of the meetings and speaking engagements that occurred at the conference.

Lastly, she announced that the conference was a great opportunity to network, share best practices, and learn more about the challenges facing airports.

Chairman Reed's complete report is attached as an exhibit to the October 24, 2016 Board Meeting Minutes.

B. Chief Executive Officer

Next, Mr. Miller, standing in for Mr. Newman, addressed comments to the Board, as he went through Agenda items and made references to supporting documentation in the Packet for the October 24, 2016 Regular Meeting ("Meeting Packet"). The Meeting Packet is attached as an Exhibit to the October 24, 2016 Regular Board Meeting Minutes.

1. ***Airport Project Manager Summary, Period Ending September 30, 2016.....Page 1¹***
2. ***Airport Activity Statistics Report, Period Ending September 30, 2016.....Page 14***

C. Attorney

1. Surplus Property Policy Revision

Attorney John L. Walker stated that this matter was discussed with the Board Members during the October 20, 2016 Work Session. He recommended the Board

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

consider a motion concerning this matter during the New Business portion of the Agenda.

2. Attorney Walker then announced that there are two (2) matters that he recommends the Board take up during an Executive Session. Therefore, he recommended that Chairman Reed present those matters for consideration at the appropriate time.

VI. ACTION ITEMS

A. Financial Matters

1. Financial Reports for September 2016:

(a) Balance Sheet: Accept.....Page 28

(b) Income Statement: Accept.....Page 30

Mr. Perry Miller, COO, announced that there was a slight amendment to the Balance Sheet since the Work Session and invited Mrs. Arnetrius Branson, CFO, to address the Board concerning this matter.

Mrs. Branson explained that there was a reclassification of funds within the Work in Progress section, on Page 28 of the Packet. The funds were reclassified out of Parking Facilities into Airfield Improvements.

Mr. Miller informed the Board that there were no changes to JMAA's assets or liabilities concerning the reclassification.

Mrs. Branson stated that the reclassification was necessary because of an improper account code.

RESOLUTION CY-2016-140

RESOLUTION ACCEPTING/APPROVING SEPTEMBER 2016 FINANCIAL REPORTS: AMENDED BALANCE SHEET AND INCOME STATEMENT

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

WHEREAS, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") reviewed and considered the Authority's Amended Balance Sheet and Income Statement ("the Financial Reports") for the month and period ending September 30, 2016, which were included in the Packet, at pages 28-32, and distributed to the Board prior to the October 24, 2016 Monthly Meeting of the Board.

IT IS THEREFORE, RESOLVED that the Board hereby accepts and approves the

September 2016 Financial Reports: Amended Balance Sheet and Income Statement for September, 2016.

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

October 24, 2016

c. Claims Docket for September 2016: Approve.....Page 33

RESOLUTION CY-2016-141

RESOLUTION APPROVING THE CLAIMS DOCKET FOR THE MONTH AND PERIOD ENDING SEPTEMBER 30, 2016

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

WHEREAS, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") has reviewed and considered the Authority's Claims Docket ("Claims") for the month and period ending September 30, 2016, which was included in the Packet, at pages 33-37, and was distributed to the Board prior to the October 24, 2016 Monthly Meeting of the Board.

IT IS THEREFORE, RESOLVED that the Board hereby authorizes payment of the Claims in the amount of \$1,073,808.45.

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

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d. Quarterly Statistics.....Page 38

There were no actions taken pertaining to the Quarterly Statistics.

2. Tax-Exempt financing Compliance Procedure-Annual Update.....Page 41

Mr. Miller announced that no actions from the Board are required as to the update.

Commissioner Pastor Henley then requested that the October 24, 2016 Board Meeting Minutes reflect JMAA's Staff confirming that any future documents concerning Tax-Exempt financing compliance will be delivered to the Board of Commissioners prior to dissemination

to outside persons and entities.

Mr. Miller announced that JMAA’s Staff will comply with the Board’s request to provide all documents concerning Tax-Exempt financing compliance to the Board of Commissioners prior to dissemination to outside persons and entities.

B. Service Agreements

1. New JMAA.com Website, JMAA: Authorize Publication of Request for Proposals).....Page 49

Commissioner Pastor Henley announced that he believes that there are highly qualified individuals within the City of Jackson, MS, as well as the Greater Jackson, MS area, that possess the skills to complete this job. Further, he stated that the Board could simply identify a person to design a webpage, or the Board could go to a local college and identify someone that could design a webpage without advertising these services. As such, he suggested that there is no need to publish a RFP.

He then stated that if we are going to publish the RFP, in order to enhance the opportunities for local people to have a better chance at getting an opportunity, as opposed to non-local persons, there should be a reallocation of the points that can be awarded during the selection process. He suggested decreasing points available for “direct, experience of the same type,” from thirty (30) to ten (10) maximum points available and increasing the amount of points available for “Proposed Fees,” from ten (10) to thirty (30) maximum points available.

Further, he explained that if the points were reallocated in this manner, the local individuals would have a better opportunity to secure a contract because their proposed fees would be cheaper as a result of minimal travel costs, as well as, a low cost of living for the Jackson, MS area.

Commissioner Harris announced that she was in favor of the Board making the decision as to the selection of a contractor to provide these services.

Vice Chairman Dr. Pridgen announced that she was in favor of the Board proceeding with the request as received from the JMAA Staff.

Commissioner Hartley stated that local firms can submit proposals in a response to the RFP.

Chairman Reed stated the she agreed with the statements of the other Commissioners. Further, because the website will be an aviation website, she was concerned that there may not be any local contractor with aviation website experience. Also, JMAA needs a new website as soon as possible. Therefore, she supported the request as received from JMAA Staff.

RESOLUTION CY-2016-142

RESOLUTION AUTHORIZING JMAA TO SOLICIT PROPOSALS FOR WEBSITE DESIGN DEVELOPMENT, TECHNICAL SUPPORT, HOSTING, AND CONTENT MIGRATION SERVICES

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

WHEREAS, the Board has considered the request of JMAA’s Staff for: (i) authority to publish a Request for Proposals (“RFP”) to provide website design development, technical support, hosting, and content migration services in support of developing and publishing a new primary website for the Jackson Municipal Airport Authority (“JMAA”) to replace the current JMAA.com website; and (ii) approval of the proposed total project budget in an amount not to exceed \$55,000.00; and

WHEREAS, the new “JMAA.com” website will supplement the iFlyJackson.com site and offer a business gateway to JMAA; and

WHEREAS, the Board finds that such requests, which are explained in the Memorandum dated October 13, 2016, found at pages 49-51 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that: (i) JMAA’s Staff is authorized to publish a Request for Proposals (“RFP”) for website design development, technical support, hosting, and content migration services in support of developing and publishing a new primary website for the Jackson Municipal Airport Authority (“JMAA”) to replace the current JMAA.com website; and (ii) the proposed total project budget in an amount not to exceed \$55,000.00 is approved; and

IT IS THEREFORE, FURTHER RESOLVED that the new “JMAA.com” website will supplement the iFlyJackson.com site and offer a business gateway to JMAA; and

IT IS THEREFORE, FURTHER RESOLVED that the Board finds that such requests are fully explained in the Memorandum dated October 13, 2016, found at pages 49-51 of the Meeting Packet.

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

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- 2. *Management of Designated Parking Areas at the Jackson-Medgar Wiley Evers International Airport, JAN: Authorize Publication of Request for Proposals.....Page 52*

Commissioner Pastor Henley noted that his comments concerning this RFP are the same as

explained during the discussion held prior to the earlier vote as to the new JMAA website.

The Board then discussed the RFP selection process. Vice Chairman Dr. Pridgen recommended that the Board spend time during the November 2016 Work Session to review the process.

Chairman Reed stated that a time will be set during the November 2016 Work Session wherein the Board will discuss the RFP selection process.

RESOLUTION CY-2016-143

RESOLUTION AUTHORIZING JMAA TO SOLICIT PROPOSALS FOR MANAGEMENT OF DESIGNATED PARKING AREAS AT THE JACKSON-MEDGAR WILEY EVERS INTERNATIONAL AIRPORT

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

WHEREAS, the Board has considered the request of JMAA's Staff for authority to: (i) Publish a Request for Proposals ("RFP") to provide Parking Facility Management Services, Patron Shuttle Services for designated areas, and an option for Ground Transportation "Starter" Services, in support of managing and operating the designated parking areas at the Jackson-Medgar Wiley Evers International Airport; and (ii) approval of the proposed project total amount not to exceed \$600,000.00 annually; and

WHEREAS, the proposed agreement will be for a term of five years, with compensation determined on a cost reimbursement plus negotiated fixed fee structure; and

WHEREAS, the annual reimbursement costs will be based on a budget agreed to by JMAA and the parking management service provider; and

WHEREAS, there is an established Airport Concessions Disadvantaged Business Enterprise Opportunity ("ACDBE") goal of 35% for this agreement; and

WHEREAS, the Board finds that such requests, which are explained in the Memorandum dated October 11, 2016, found at pages 52-55 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that: (i) JMAA's Staff is authorized to publish a Request for Proposals ("RFP") for Parking Facility Management Services, Patron Shuttle Services for designated areas, and an option for Ground Transportation "Starter" Services, in support of managing and operating the designated parking areas at the Jackson-Medgar Wiley Evers International Airport; and (ii) the proposed project total amount not to exceed \$600,000.00 annually is approved; and

IT IS THEREFORE, FURTHER RESOLVED that the proposed agreement will be for a term of five years, with compensation determined on a cost reimbursement plus negotiated

fixed fee structure; and

IT IS THEREFORE, FURTHER RESOLVED that the annual reimbursement costs will be based on a budget agreed to by JMAA and the parking management service provider;

IT IS THEREFORE, FURTHER RESOLVED that there is an established Airport Concessions Disadvantaged Business Enterprise Opportunity (“ACDBE”) goal of 35% for this agreements; and

IT IS THEREFORE, FURTHER RESOLVED that the Board finds that such requests are fully explained in the Memorandum dated October 11, 2016, found at pages 52-55 of the Meeting Packet, ought to be granted.

Yeas: Hartley, Pridgen, Reed

Nays: Harris, Henley

Abstentions: None

October 24, 2016

- 3. *JMAA Contract No. 15-047, Food and Beverage, News and Gifts Concession Consulting, JAN: Authorize Amendment to Agreement (SI Partners).....Page 56*

RESOLUTION CY-2016-144

RESOLUTION AUTHORIZING EXECUTION OF AN AMENDMENT TO THE AGREEMENT WITH SI PARTNERS AND APPROVAL OF THE NEW PROJECT BUDGET

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

WHEREAS, the Board has considered the request of JMAA’s Staff for: (i) authority to execute an amendment to the current professional service agreement with SI Partners, Inc. (“SI Partners”), a California corporation, licensed to do business in Mississippi; and (ii) approval of a new project budget in the amount of \$99,120.00; and

WHEREAS, the proposed amendment to the current agreement with SI Partners will: (i) increase the project budget line item for the provided services in the amount of \$7,350.00 from \$69,270.00 to a new total of \$76,620.00; and (ii) extend the term of the agreement for four (4) months beginning October 1, 2016 and ending January 31, 2017; and

WHEREAS, SI Partners is currently a certified DBE in the state of Mississippi, and will be supported by Jacobsen/Daniels Associates, LLC (“JDA”), also a certified DBE in Mississippi, therefore the DBE participation for this project is 100%; and

WHEREAS, the Board finds that such requests, which are explained in the Memorandum dated October 11, 2016, found at pages 56-58 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that: (i) JMAA's Staff is authorized to execute an amendment to the current professional service agreement with SI Partners, Inc. ("SI Partners"), a California corporation, licensed to do business in Mississippi; and (ii) the new project budget amount of \$99,120.00 is approved; and

IT IS THEREFORE, FURTHER RESOLVED that the proposed amendment to the current agreement with SI Partners will: (i) increase the project budget line item for the provided services in the amount of \$7,350.00 from \$69,270.00 to a new total of \$76,620.00; and (ii) extend the term of the agreement for four (4) months beginning October 1, 2016 and ending January 31, 2017; and

IT IS THEREFORE, FURTHER RESOLVED that SI Partners is currently a certified DBE in the state of Mississippi, and will be supported by Jacobsen/Daniels Associates, LLC ("JDA"), also a certified DBE in the state of Mississippi, therefore the DBE participation for this project is 100%; and

IT IS THEREFORE, FURTHER RESOLVED that the Board finds that such requests are fully explained in the Memorandum dated October 11, 2016, found at pages 56-58 of the Meeting Packet.

Yeas: Hartley, Henley, Pridgen, Reed

Nays: None

Abstentions: Harris

October 24, 2016

C. Construction Projects

- 1. *JMAA Project No. 002-15, Purchase and Installation of a Turnkey Parking Access and Revenue Control System ("PARCS"), JAN: Reject Bid Received; Amend Project Budget and Authorize Re-Advertisement for Bids....Page 59***

In response to Commissioner Pastor Henley's inquiry concerning the consultant's engineering service cost prior to the increase, Ms. Nicole Owens, Manager of Capitol Programming, informed the Board that as to this amendment the service cost will not change. The cost has changed since the original budget but the change occurred in conjunction with the initial amendment, and remains the same under this amendment.

RESOLUTION CY-2016-145

RESOLUTION AUTHORIZING THE REJECTION OF BID RECEIVED,

INCREASING OF PROJECT BUDGET AND RE-ADVERTISING OF PROJECT

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

WHEREAS, JMAA received one (1) bid in connection with the construction of the Purchase and Installation of a Turnkey Parking Access and Revenue Control System (“PARCS”) at the Jackson-Medgar Wiley Evers International Airport (“JAN”); and

WHEREAS, the Bid received exceeded the authorized Project Budget amount for construction; and

WHEREAS, it is both Staff and RPS/AJA of Jackson, LLP’s professional recommendation to: (i) reject the submitted bid; (ii) amend the project scope to increase the time allotted for construction to reduce costs associated with labor and potential liquidated damages; (iii) remove the requested License Plate Recognition (“LPR”) system from the base bid; and (iv) request pricing for this system as an Alternate Additive; and

WHEREAS, the Board has considered the request of JMAA’s Staff for authority to: (i) reject the bid received; (ii) increase the authorized project budget by \$200,000.00 from \$705,506.00 to a new total of \$905,506.00; and (iii) re-advertise the project the bid; and

WHEREAS, the Board finds that such requests, which are explained in the Memorandum dated October 11, 2016, found at pages 59-61 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that JMAA’s Staff is authorized to: (i) reject the bid received; (ii) increase the authorized project budget by \$200,000.00 from \$705,506.00 to a new total of \$905,506.00; and (iii) re-advertise the project the bid; and

IT IS THEREFORE, FURTHER RESOLVED that JMAA received one (1) bid in connection with the construction of the Purchase and Installation of a Turnkey Parking Access and Revenue Control System (“PARCS”) at the Jackson-Medgar Wiley Evers International Airport (“JAN”); and

IT IS THEREFORE, FURTHER RESOLVED that the Bid received exceeded the authorized Project Budget amount for construction; and

IT IS THEREFORE, FURTHER RESOLVED that it is both Staff and RPS/AJA of Jackson, LLP’s professional recommendation to: (i) reject the submitted bid; (ii) amend the project scope to increase the time allotted for construction to reduce costs associated with labor and potential liquidated damages; (iii) remove the requested License Plate Recognition (“LPR”) system from the base bid; and (iv) request pricing for this system as an Alternate Additive; and

IT IS THEREFORE, FURTHER RESOLVED that the Board finds that such requests are

fully explained in the Memorandum dated October 11, 2016, found at pages 59-61 of the Meeting Packet.

Yeas: Hartley, Henley, Pridgen, Reed

Nays: None

Abstentions: Harris

October 24, 2016

2. ***JMAA Project 005-16 Atlantic Aviation FBO Building Roof Repairs, JAN: Reject Bids Received; Amend Project Budget Authorize Re-Advertisement for Bids;Page 62***

Mr. Darrion Warren, Director, Capitol Programming, informed the Board that McAfee³ Architects will not receive any additional funds for the future work related to this project.

RESOLUTION CY-2016-146

RESOLUTION AUTHORIZING THE REJECTION OF BIDS RECEIVED, INCREASING OF PROJECT BUDGET AND RE-ADVERTISING OF PROJECT

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

WHEREAS, On September 12, 2016, JMAA received two (2) bids in connection with repairs to the roof of the Fixed Based Operations terminal at Jackson-Medgar Wiley Evers International Airport (“JAN”), leased from the Jackson Municipal Airport Authority (“JMAA”) by Atlantic Aviation; and

WHEREAS, the construction cost estimated provided by the project architect, McAfee³ Architecture, for this project was \$200,000.00; and

WHEREAS, the bids were reviewed by Staff and the project architect, McAfee³ Architecture, for accuracy and correctness; and

WHEREAS, upon review and tabulation, both bids exceeded the authorized Project Budget amount for construction; and

WHEREAS, it is both Staff and McAfee³ Architecture’s professional recommendation to reject the submitted bids, increase the construction costs of the project budget to \$350,000.00 to address the removal of existing damaged insulation materials on the roof and replace with new insulation materials in the form of a layer of light weight concrete immediately below the Thermoplastic Polyolefin (“TPO”) finish surface, and re-advertise for competitive bids for construction; and

WHEREAS, the Board has considered Staff's request for authority to: (i) reject the bids received; (ii) increase the authorized project budget from \$265,684.00 to a new total of \$442,684.00 to address certain work previously identified; and (iii) re-advertise the project for bids with the amended scope of work; and

WHEREAS, no additional funds shall be provided to McAfee3 Architects for work related to this project; and

WHEREAS, the Board finds that such requests, which are explained in the Memorandum dated October 11, 2016, found at pages 62-65 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that JMAA's Staff is authorized to: (i) reject the bids received; (ii) increase the authorized project budget from \$265,684.00 to a new total of \$442,684.00 to address certain work previously identified; and (iii) re-advertise the project for bids with the amended scope of work; and

IT IS THEREFORE, FURTHER RESOLVED that on September 12, 2016, JMAA received two (2) bids in connection with repairs to the roof of the Fixed Based Operations terminal at Jackson-Medgar Wiley Evers International Airport ("JAN"), leased from the Jackson Municipal Airport Authority ("JMAA") by Atlantic Aviation; and

IT IS THEREFORE, FURTHER RESOLVED that the construction cost estimated provided by the project architect, McAfee³ Architecture, for this project was \$200,000.00; and

IT IS THEREFORE, FURTHER RESOLVED that the bids were reviewed by Staff and the project architect, McAfee3 Architecture, for accuracy and correctness; and

IT IS THEREFORE, FURTHER RESOLVED that upon review and tabulation, both bids exceeded the authorized Project Budget amount for construction; and

IT IS THEREFORE, FURTHER RESOLVED that it is both Staff and McAfee³ Architecture's professional recommendation to reject the submitted bids, increase the construction costs of the project budget to \$350,000.00 to address the removal of existing damaged insulation materials on the roof and replace with new insulation materials in the form of a layer of light weight concrete immediately below the Thermoplastic Polyolefin ("TPO") finish surface, and re-advertise for competitive bids for construction; and

IT IS THEREFORE, FURTHER RESOLVED that no additional funds will be provided to McAfee3 Architects for work related to this project; and

IT IS THEREFORE, FURTHER RESOLVED that the Board finds that such requests are fully explained in the Memorandum dated October 11, 2016, found at pages 62-65 of the Meeting Packet.

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

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D. Procurements

1. *Internet Services, JMAA: Authorize Publication of Solicitation for Competitive Quotes, and Approve Proposed Budget and Term of Services.....Page 66*

RESOLUTION CY-2016-147

RESOLUTION AUTHORIZING JMAA TO SOLICIT PROPOSALS FOR INTERNET ACCESS, CONFIGURATION AND SUPPORT SERVICES AND APPROVAL OF THE BUDGET AND AGREEMENT TERM

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

WHEREAS, the Board has considered the request of JMAA’s Staff for: (i) authority to publish a Request for Quotes (“RFQ”) to provide internet access, configuration and support services for the Jackson Municipal Airport Authority’s (“JMAA”) communications systems located at Jackson-Medgar Wiley Evers International Airport (“JAN”) and Hawkins Field Airport (“HKS”); (ii) approval of the proposed budget total amount not to exceed \$195,000.00; and (iii) approval of the proposed thirty-six (36) month term of services; and

WHEREAS, the services requested will increase the current internet bandwidth for JMAA’s corporate network at JAN from one hundred (100) Megabits per second (“Mbps”) to one (1) Gigabit per second (Gbps”); and

WHEREAS, the Board finds that such requests, which are explained in the Memorandum dated September 26, 2016, found at pages 66-68 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that: (i) JMAA’s Staff is authorized to publish a Request for Quotes (“RFQ”) to provide internet access, configuration and support services for the Jackson Municipal Airport Authority’s (“JMAA”) communications systems located at the Jackson-Medgar Wiley Evers International Airport (“JAN”) and Hawkins Field Airport (“HKS”); (ii) the proposed budget total amount not to exceed \$195,000.00 is approved; and (iii) the proposed thirty-six (36) month term of services is approved; and

IT IS THEREFORE, FURTHER RESOLVED that the Board finds that such requests, which are explained in the Memorandum dated September 26, 2016, found at pages 66-68 of the Meeting Packet, ought to be granted.

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

October 24, 2016

E. Grants

1. *Mississippi Department of Transportation (MDOT) Grant Funds in Support of: JMAA Project No. 005-11 Runway 16R/34L, Taxiway Alpha and Cross Connector Taxiways, Pavement Rehabilitation (JAN) and JMAA Project No.006-16 South Aircraft Parking Apron (HKS), JMAA: Authorize Acceptance of Grant Offer.....Page 69*

RESOLUTION CY-2016-148

RESOLUTION APPROVING AND AUTHORIZING ACCEPTANCE OF TWO (2) MISSISSIPPI DEPARTMENT OF TRANSPORTATION GRANTS FOR PROJECT NO. 006-16 AND PROJECT NO. 005-11

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

WHEREAS, the Board has considered the request of JMAA’s Staff for authority to accept two (2) Mississippi Department of Transportation (“MDOT”) grant offers; and

WHEREAS, the grants consists of: (i) an amount not to exceed \$200,000.00 in support of the costs of engineering and construction services associated with the Runway 16R/34L, Taxiway Alpha and Cross Connector Taxiways and Pavement Rehabilitation at the Jackson-Medgar Wiley Evers International Airport (“JAN”), Project No.006-16; and (ii) an amount not to exceed \$17,787.00 in support of the costs of engineering and construction services associated with rehabilitation of the South Aircraft Parking Apron (“South Apron”) at Hawkins Field Airport (“HKS”), Project No. 005-11; and

WHEREAS, the Board finds that such request, which is explained in the Memorandum dated October 9, 2016, found at pages 69- 70 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that JMAA’s Staff is authorized to accept two (2) Mississippi Department of Transportation (“MDOT”) grant offers; and

IT IS THEREFORE, FURTHER RESOLVED that the grants consists of: (i) an amount not to exceed \$200,000.00 in support of the costs of engineering and construction services associated with the Runway 16R/34L, Taxiway Alpha and Cross Connector Taxiways and Pavement Rehabilitation at the Jackson-Medgar Wiley Evers International Airport (“JAN”), Project No.006-16; and (ii) an amount not to exceed \$17,787.00 in support of the costs of

engineering and construction services associated with rehabilitation of the South Aircraft Parking Apron (“South Apron”) at Hawkins Field Airport (“HKS”), Project No. 005-11; and

IT IS THEREFORE, FURTHER RESOLVED that the Board finds that such request is fully explained in the Memorandum dated October 9, 2016, found at pages 69-70 of the Meeting Packet.

Yeas: Hartley, Henley, Pridgen, Reed

Nays: None

Abstentions: Harris

October 24, 2016

F. Other Matters

- 1. *JMAA Agreement No. 15-033-2 Emmerson Asset Management Lease Agreement, HKS: Approve Request to Sub-Lease (MMI Hospitality Group, Inc.).....Page 71*

RESOLUTION CY-2016-149

RESOLUTION APPROVING EMMERSON ASSET MANAGEMENT SUBLEASE REQUEST

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

WHEREAS, the Board has considered the request of JMAA’s Staff for approval of a request received from Emmerson Asset Management, LLC (“EAM”) to sublease a 32,130 square foot hangar located in Hawkins Field Airport (owned by the Jackson Municipal Airport Authority, (“JMAA”)) to MMI Hospitality Group, Inc. (“MMI”); and

WHEREAS, the Board finds that such request, which is explained in the Memorandum dated October 10, 2016, found at pages 71-72 of the Meeting Packet, ought to be granted.

IT IS THEREFORE, RESOLVED that the request made by Emmerson Asset Management, LLC to sublease a 32,130 square foot hangar located in Hawkins Field Airport (owned by the Jackson Municipal Airport Authority, (“JMAA”)) to MMI Hospitality Group, Inc. (“MMI”) is approved.

IT IS THEREFORE, FURTHER RESOLVED that the Board finds that such request is fully explained in the Memorandum dated October 10, 2016, found at pages 71-72 of the Meeting Packet.

Yeas: Hartley, Henley, Pridgen, Reed

Nays: None

Abstentions: Harris

October 24, 2016

2. Board Travel

Airports Council International-North America World Annual Conference, Montréal, Canada, September 25-29, 2016

I. Chairman Evelyn O. Reed

Chairman Reed presented her report on travel to the Airports Council International-North America World Annual Conference in Montréal, Canada, from September 25-29, 2016 during the Chair's Report portion of the Agenda.

II. Commissioner Pastor James L. Henley

Airports Council International-North America World Annual Conference, Montréal, Canada, September 25-29, 2016

Commissioner Pastor Henley announced that his report is the same as the report provided by Chairman Reed.

III. Vice Chairman Rosie L.T. Pridgen, Ph.D.

Vice Chairman Dr. Pridgen presented several noteworthy topics that were discussed during the Airports Council International – North America World Annual Conference, Montréal, Canada held September 25-29, 2016. Vice Chairman Dr. Pridgen's report is attached as an exhibit to the October 24, 2016 Board Meeting Minutes.

IV. Commissioner Vernon W. Hartley

Commissioner Hartley presented several noteworthy topics that were discussed during the Airports Council International – North America World Annual Conference, Montréal, Canada held September 25-29, 2016. Commissioner Hartley's report is attached as an exhibit to the October 24, 2016 Board Meeting Minutes.

G. New Business

Commissioner Hartley requested that Attorney Regina May and Jack Thomas, Director of DBA and Community Development, provide an update on the DBE Program during the November 2016 Work Session.

1. Authority to Seek Attorney General's Opinion re Disposing of Property.

RESOLUTION CY-2016-150

**RESOLUTION AUTHORIZING GENERAL COUNSEL JOHN L. WALKER, ESQ.
TO SEEK AN ATTORNEY GENERAL'S OPINION**

Upon motion by Commissioner Hartley, seconded by Vice Chairman Dr. Pridgen, the following **RESOLUTION** was made and approved by majority vote 3-1-1.

WHEREAS, the Board has considered the information provided by Jackson Municipal Airport Authority's ("JMAA") General Counsel, John L. Walker, Esq., and authorize him to seek an Attorney General's Opinion concerning: (i) whether JMAA, as a governmental entity, is authorized to give to Mississippi registered charitable organizations any surplus property that JMAA does not sell pursuant to JMAA's Surplus Property and Procedures and; (ii) the procedures JMAA should follow to identify charitable organizations to which zero value surplus property can be donated.

IT IS THEREFORE, RESOLVED that JMAA's General Counsel, Attorney John L. Walker, Esq., is authorized to seek an Attorney General's Opinion concerning: (i) whether JMAA, as a governmental entity, is authorized to give to Mississippi registered charitable organizations any surplus property that JMAA does not sell pursuant to JMAA's Surplus Property and Procedures and; (ii) the procedures JMAA should follow to identify charitable organizations to which zero value surplus property can be donated.

Yeas: Hartley, Pridgen, Reed
Nays: Henley
Abstentions: Harris

October 24, 2016

Attorney Walker referenced the discussion held during the "Attorney" portion of the Agenda at the October 20, 2016 Work Session.

OPEN SESSION

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

The Board, by a vote of 3-1-1, (Yeas: Hartley, Pridgen, Reed; Nay: Henley; Abstention: Harris), resolved that the session be closed. Chairman Reed asked all, except Mr. Perry Miller, COO, and attorneys from Walker Group, PC and The May Law Firm, to leave the room.

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

The Board went into Closed Session at 5:04 p.m.

CLOSED SESSION

Commissioner Hartley then moved that the Board enter into Executive Session to discuss one (1) potential litigation matter as to a complaint recently filed with a governmental agency against JMAA and one (1) personnel matter regarding offering employment to a Management Level Employee. Vice Chairman Dr. Pridgen seconded the motion to enter Executive Session, and the Commissioners voted 3-1-1, (Yeas: Hartley, Pridgen, Reed; Nay: Henley; Abstention: Harris) to enter Executive Session for the stated purposes.

The Closed Session ended at 5:09 p.m.

OPEN SESSION

Chairman Reed then invited all persons outside the room to re-enter, some did. Chairman Reed then stated in Open Session that the Board, during Closed Session, voted to enter into Executive Session to consider one (1) potential litigation matter as to a complaint recently filed with a governmental agency against JMAA and one (1) personnel matter regarding offering employment to a management level employee.

Chairman Reed asked all present, with the exception of Mr. Perry Miller, COO, and attorneys from Walker Group, PC and The May Law Firm, to leave the room.

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

Mr. Newman's conference call was ended at 5:09 pm.

The Board went into Executive Session at 5:10 p.m.

EXECUTIVE SESSION

During the Executive Session, the Board discussed one (1) potential litigation matter as to a complaint recently filed with a governmental agency against JMAA and one (1) personnel matter regarding offering employment to a management level employee.

Ms. Renee Antione, Director of Human Resources, entered the Executive Session at 5:19 p.m. to discuss one (1) personnel matter regarding offering employment to a management level employee.

Ms. Renee Antoine exited the Executive Session at 5:28 p.m.

Ms. Bonnie Wilson, CAO, entered the Executive Session at 5:40 p.m. to discuss one (1) personnel matter regarding offering employment to a management level employee.

Ms. Bonnie Wilson exited the Executive Session at 5:49 p.m.

1. *The Board took no action as to one (1) potential litigation matter as to a complaint*

recently filed with a governmental agency against JMAA.

2. The Board took no action as to offering employment to a management level employee.

Upon motion by Vice Chairman Dr. Pridgen, seconded by Commissioner Hartley and majority approval of the Commissioners 4-0-1 (Commissioner Harris abstained), the Executive Session was ended at 5:51 p.m.

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

OPEN SESSION

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

Open Session reconvened at 5:53 p.m.

Chairman Reed announced that the meeting was once again open. Chairman Reed then announced that during Executive Session the Board discussed matters regarding one (1) potential litigation matter as to a charge recently filed with a governmental agency against JMAA and one (1) personnel matter regarding offering employment to a management level employee, and the Board took no action on those matters during Executive Session.

VII. ADJOURNMENT

Thereafter, it was moved by Commissioner Hartley, seconded by Commissioner Harris and resolved by majority vote 4-1-0 (Commissioner Pastor Henley voted nay) that the meeting of the Board be ADJOURNED at 5:53 p.m.

Respectfully submitted,

Ms. Evelyn O. Reed, Commissioner and Chairman

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

Ms. LaWanda D. Harris, Commissioner

Mr. Vernon W. Hartley, Sr., Commissioner

Pastor James L. Henley, Jr., Commissioner