

**MINUTES OF THE REGULAR SCHEDULED WORK SESSION
OF THE JACKSON MUNICIPAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
February 20, 2020
8:30a.m.**

- I. CALL TO ORDER.** The February 20, 2020 Regular Scheduled Work Session of the Jackson Municipal Airport Authority was called to order by Chairwoman LaWanda D. Harris at 8:30 a.m.
- II. ROLL CALL/DECLARATION OF A QUORUM.** Chairwoman LaWanda D. Harris conducted the Roll Call including herself, Vice-Chairman Robert E. Martin, whom joined by teleconference, Commissioner James L. Henley, Jr. and Commissioner Lucius Wright. The aforementioned Commissioners were present, and a quorum was declared.
- III. INVOCATION.** The invocation was given by Commissioner James L. Henley, Jr.
- IV. APPROVAL OF NOTICES AND EXECUTION OF MINUTES.** Chairwoman Harris stated that the approvals of notices and minutes would take place on Monday, February 24, 2020 at 4:00 p.m. during the Regular Scheduled Board Meeting.
- V. PUBLIC COMMENTS.** Ms. Bonnie Spears stated there were no public comments.
- VI. REPORTS**
- A. Report from the Chairman.**
Chairwoman Harris did not have a report; however, she stated that change is inevitable, and the airport is experiencing changes.
- B. Chief Executive Officer.** Mr. Paul A. Brown, CEO reviewed and provided a summary of the active project lists. In addition, Mr. Brown reviewed and provided a detail summary of the Airport Activity Statistics Report.
- C. Attorney.** Attorney Walker stated there were several resolutions that would be dealt with on Monday, February 24, 2020 during the Regular Scheduled Board Meeting.
- VII. ACTION ITEMS**
Mr. Brown, CEO stated that as it relates to project updates, Mr. Bryan Gleason, Director of Disadvantaged Business Enterprise, would come forward to present the DBE participation report for the month. Mr. Gleason stated the participation report was as follows: thirty-seven percent (37%) of expenditures went to MWDBEs in the form of direct payments and subcontractor payments. Twenty-three percent (23%) went to the City of Jackson businesses which includes both MWDBEs and non-MWDBEs. Mr. Gleason asked the Board if there were any questions regarding the

DBE report or items on the claims docket. There were no further questions on the DBE report.

Mr. Brown asked Mr. Drew Ridinger to introduce Tony Esposito with Kimley-Horn to provide the Board of Commissioners with a detailed project summary update. In addition to the project updates, Mr. Esposito provided the Board with a status update on JMAA capital projects currently in progress. Those projects included: 1) Runway 16R/34L project which was delayed to April 17, 2020 due to weather and other issues, 2) Hawkins Field Pavement of Runway 16/34 Project, 3) 5th Floor and West Concourse Roof Replacement Project, 4) Security Checkpoint Reconfiguration Project is scheduled to be complete February 23, 2021, 5) FAA Building Roof Replacement Project June 15, 2020 6) JAN Passenger Boarding Bridge-Gate No. 2 is scheduled to be completed Jan 15, 2021, 7) Perimeter Service Road Rehabilitation Project, 8) Rental Car Consolidated Quick Turnaround Facility Project is anticipated to be complete by June 16, 2022, 9) Terminal Feasibility Study, 10) International Drive Reconstruction Project August 15, 2020 11), and 12) Security Access Control Project will close out all information by March 2020. 13) A new project Rehabilitation of Taxiway Delta at HKS, and another project is the FAA Roof Replacement which is expected to be completed September 17, 2020.

Commented [BS1]: This is the runway at JAN, not HKS.

Commented [BS2]: This was already previously listed.

Commented [BS3]: On this section I try to keep the project names consistent with the names listed on the Active Projects List for clarity.

Chairwoman Harris reminded staff they should not be speaking with media about runway projects.

Chairwoman Harris asked about the fire alarms and would like to know more about this issue. Drew reported it is the same vendor and would provide additional information on the fire alarm systems.

Mr. Brown, CEO stated this concluded the projects update and recognized Ms. Kathy Hughes, Interim CFO to provide an overview of the financial reports for this month.

A. Financial Matters

- 1. Financial Reports for February 2020: Balance Sheet, Income Statement, Claims Docket.** Kathy Hughes, Interim CFO presented the preliminary financial matters to the Board of Commissioners for the month of February. There were no questions about the Balance Sheet or Income Statement. Chairwoman Harris stated the Board would discuss the duplicate booking item from December 2019 on the Claims Docket in executive session.
- 2. Fiscal Year 2020 Operating and Maintenance Budget Amendment #2, JMAA: Authorization to (i) amend the Fiscal Year 2020 Operating and Maintenance Budget.** Kathy Hughes, presented the budget amendment as outlined in the Board Memorandum FINANCE 2020-05. Commissioner Wright asked about the \$2000.00 budget allocation for HKS landlines. Both Ms. Hughes and Mr. Minor confirmed the budget amendment. There were no further

questions from the Board. CEO Brown stated this concluded the items for financial reports.

B. Construction Projects. CEO Brown introduced Mr. Drew Ridinger to present the action items for construction projects today.

1. **International Drive Rehabilitation Project, JAN: Authorization to (i) award a Professional Services Contract for construction services to (APAC-Mississippi, Inc.).** Mr. Drew Ridinger proceeded with his presentation and action items requested and outlined in Board Memorandum CP 2020-11. There were no questions regarding this action item requested.

C. Procurement. None

D. Service Agreements. None

E. Grants. None.

F. Other Matters

1. **South Hangar Lease Agreement, HKS: Authorization to (i) execute a Lease Agreement for the South Hangar space for business operations for five years to provide medical air services throughout the State of Mississippi (PHI Health, LLC).** Mr. Pat Minor proceeded with his presentation and action items requested and outlined in Board Memorandum HKS 2020-4. There were no questions regarding this action item requested.

2. **Aircraft Recovery Operations Memorandum of Agreement, JAN: Approval to enter into a Memorandum of Agreement for Aircraft Recovery Operations with (Mississippi Air National Guard 172nd Airlift Wing)** Mr. Warren introduced Mr. Will Dickson who presented the action requested outlined in Board Memorandum DPSO 2020-08. There were no further questions from Commissioners regarding the action item presented.

G. New Business. None.

VIII. ADJOURNMENT

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

Motion: Commissioner Henley; Seconded: Commissioner Wright; No further discussion; Vote was unanimous. The meeting adjourned at 9:18 a.m.

Respectfully submitted,

Ms. LaWanda D. Harris, Commissioner and Chairman

Robert E. Martin, Commissioner and Vice Chairman

Pastor James L. Henley, Jr., Commissioner

LTC(R) Lucius Wright, Commissioner