

**REGULAR MONTHLY MEETING**  
**OF**  
**JACKSON MUNICIPAL AIRPORT AUTHORITY**  
**BOARD OF COMMISSIONERS**

**April 25, 2011**

The Board of Commissioners (the “Board”) of the Jackson Municipal Airport Authority (the “Authority” or “JMAA”) met in the Main Terminal Building, Hawkins Field, Jackson, Mississippi, at 4:00 p.m. on Monday, April 25, 2011 (the “Meeting”), pursuant to proper notice.

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

Chair Glenda Glover presided, called the Meeting to order, and called the roll of Commissioners.

The following Commissioners were present in person at the Meeting.

Dr. Glenda Glover, Chair  
Johnnie P. Patton, R. Ph., Vice Chair  
George E. Irvin, Sr.  
Dr. Sylvia Stewart

Chair Glover noted that a quorum was present in person as required by the Bylaws, and announced that the Meeting would proceed.

The following other persons were also present at the Meeting.

Dirk Vanderleest, JMAA Chief Executive Officer  
Bonnie Wilson, JMAA Chief Operating Officer  
Woody Wilson, JMAA Senior Director of Capital Planning  
Gary Cohen, JMAA Chief Financial Officer  
René Woodward, JMAA Director of Human Resources and Administration  
Kenneth Randolph, JMAA Airport Police Commander  
Denson Stasher, JMAA Director of Operations and Security  
Jack Thomas, JMAA Director of DBE and Community Development  
Arnetrius Reed Branson, JMAA Finance Department  
Cindy Crotchett, JMAA Executive Assistant  
Kimberly Farmer, JMAA Administrative Project Support  
Dina Johnson, JMAA PSC II  
Willie Jones, JMAA Police Corporal  
Genette Minor, JMAA PSC II  
Karen Nations, JMAA Police Corporal  
Joyce Tillman, JMAA Facilities Engineer

Jack Weldy, JMAA Properties Manager  
James Winn, JMAA Police Corporal  
Chuck Lott, Neel-Schaffer, Inc.  
Jim White, Waggoner Engineering, Inc.  
Alan Moore, Baker Donelson Bearman Caldwell & Berkowitz  
Jeff Wagner, Baker Donelson Bearman Caldwell & Berkowitz  
Alex Martin, Baker Donelson Bearman Caldwell & Berkowitz

## II. APPROVAL AND EXECUTION OF MINUTES.

### A. Regular Monthly Meeting of the Board of Commissioners, March 28, 2011.

### B. Work Session of the Board of Commissioners, April 21, 2011.

After discussion, upon motion duly made by Commissioner Irvin, seconded by Commissioner Patton, and unanimously approved by the affirmative votes of all Commissioners present, the minutes described above were approved as presented and directed to be filed in the appropriate minute book and records of the Authority.

## III. PUBLIC COMMENTS.

None.

## IV. REPORTS.

### A. Chief Executive Officer.

1. Airport Project Manager Summary, Period Ending March 31, 2011.
2. Airport Activity Statistics Report, Period Ending March 31, 2011.

Mr. Vanderleest directed the Board's attention to the Airport Project Manager Summary and the Airport Activity Statistics Report as found in the packet distributed to the Board prior to the Meeting (the "Packet"), and discussed these reports with the Board. A copy of the Packet is attached as an exhibit to the minutes of the Meeting.

3. Other Matters: Passenger Boarding Bridges at Jackson-Evers International Airport.

Mr. Vanderleest thanked the Board and staff for their participation in the successful "ribbon cutting" earlier that day for the new passenger boarding bridges at Jackson-Evers International Airport. Attached as an exhibit to the minutes of the Meeting is a copy of the press release and related materials distributed at the ribbon cutting.

4. Employee and Organizational Recognitions.

- a. Employee of the Month, April 2011: Tonya Coakley, Access Control Technician, Department of Operations & Security.

Mr. Vanderleest said that Ms. Coakley was not at the Meeting, so she would be recognized at a later meeting.

5. Professional Development Recognitions.

- a. Dina Johnson, PSC II, Department of Public Safety.

Mr. Vanderleest recognized and commended Ms. Johnson on being promoted to the rank of PSC II.

- b. Genette Minor, PSC II, Department of Public Safety.

Mr. Vanderleest recognized and commended Ms. Minor on being promoted to the rank of PSC II.

- c. Willie Jones, Police Corporal, Department of Public Safety.

Mr. Vanderleest recognized and commended Mr. Jones on being promoted to the rank of Police Corporal.

- d. Karen Nations, Police Corporal, Department of Public Safety.

Mr. Vanderleest recognized and commended Ms. Nations on being promoted to the rank of Police Corporal.

- e. James Winn, Police Corporal, Department of Public Safety.

Mr. Vanderleest recognized and commended Mr. Winn on being promoted to the rank of Police Corporal.

6. Professional Recognitions.

- a. Jackson Municipal Airport Authority: 2011 Corporate Business Partner of the Year, College of Business, Jackson State University.

Mr. Vanderleest advised the Board that the Authority had been named the 2011 Corporate Business Partner of the Year by the Jackson State University College of Business. Mr. Vanderleest thanked Chair Glover, who is Dean of the College of Business.

**B. Attorney.**

Mr. Moore said he had nothing to report at this time.

V. ACTION ITEMS.

A. Financial Matters.

1. Financial Reports for March 2011.
  - a. Balance Sheet: Accept.
  - b. Income Statement: Accept.
  - c. Claims Docket for March 2011: Approve.

Mr. Vanderleest directed the Board's attention to the above referenced financial reports for March 2011 and the Claims Docket for March 2011, all of which were included in the Packet.

After discussion, upon motion duly made by Commissioner Stewart, seconded by Commissioner Irvin, and unanimously approved by the affirmative votes of all Commissioners present, the Board adopted the following resolution.

**RESOLUTION ACCEPTING FINANCIAL REPORTS FOR  
MARCH 2011 AND APPROVING AND AUTHORIZING  
PAYMENT OF CLAIMS DOCKET FOR MARCH 2011**

**WHEREAS**, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") has reviewed and considered (i) certain financial statements for the Authority for the month and period ending March 31, 2011 (the "Financial Reports"), and (ii) the Claims Docket of the Authority for the month of March 2011 (the "Claims"), both the Financial Reports and the Claims being (i) included in the packet distributed to the Board prior to the April 25, 2011, Regular Monthly Meeting of the Board, and (ii) incorporated herein by reference;

**NOW, THEREFORE, BE IT RESOLVED**, the Board hereby (i) accepts the Financial Reports and (ii) approves and authorizes payment of the Claims in the total amount of \$1,860,976.00.

- d. Quarterly Statistics.

Mr. Vanderleest pointed out to the Board that financial information and statistics for the first six months of fiscal year 2011 were set out on pages 54 through 56 of the Packet.

**B. Service Agreements.**

1. Market Rent Study of FBO Property, JEIA: Approve Rent Study and Authorize Implementation of Findings.
2. JMAA Project No. 014-10, Request for Proposals for Management Services of Designated Parking Areas at JEIA: Authorize Request for Proposals.
3. JMAA Project No. 010-09 and JMAA Project No. 007-08, JEIA and HKS Master Plans: Authorize Reallocation of Funding Sources.

Mr. Vanderleest directed the Board's attention to the memoranda in the Packet which described these matters, and discussed these matters with the Board.

After discussion, upon motion duly made by Commissioner Irvin, seconded by Commissioner Patton, and unanimously approved by the affirmative votes of all Commissioners present, the Board adopted the following resolution.

**RESOLUTION APPROVING AND AUTHORIZING CERTAIN ACTIONS  
WITH RESPECT TO CERTAIN SERVICE AGREEMENTS**

**WHEREAS**, the staff of the Jackson Municipal Airport Authority (the "Authority") has recommended that the Board of Commissioners of the Authority (the "Board") approve and authorize certain actions with respect to certain service agreements identified below, all as more particularly described in certain memoranda (i) included in the packet distributed to the Board prior to the April 25, 2011, Regular Monthly Meeting of the Board, and (ii) incorporated herein by reference (separately, each a "Memorandum;" collectively, the "Memoranda"); and

**WHEREAS**, the Board has reviewed the Memoranda and considered the recommendations therein by the staff of the Authority;

**NOW, THEREFORE, BE IT RESOLVED**, the Board hereby determines that it would be in the best interests of and in furtherance of the duties and responsibilities of the Authority to, and the Board hereby does, take the following actions:

1. The Board hereby (i) accepts and adopts that certain Market Rent Study performed by Aviation Management Consulting Group ("AMCG"), whereby AMCG has evaluated and determined fair market rental value applicable to the Authority's lease and operating agreement (the "Operating Lease") with Mercury Air Center – Jackson, LLC (d/b/a Atlantic Aviation) ("Atlantic Aviation") at Jackson-Evers International Airport (the "Study"), a summary of the findings of the Study being attached to the Memorandum dated April 8, 2011, which describes this

matter, and (ii) authorizes and directs the Authority's staff to adjust rental payments by Atlantic Aviation to JMAA pursuant to the Operating Lease to \$4,034.47 per year in accordance with the Study, effective May 1, 2011.

2. The Board approves and authorizes publication of a request for proposals for management of designated parking areas at Jackson-Evers International Airport (JMAA Project No. 014-10) (the "RFP"), said RFP to be in such form and to contain such terms and conditions consistent with the Memorandum dated April 11, 2011, which describes this matter, as may be deemed appropriate by the Chief Executive Officer of the Authority, as evidenced by his execution thereof.
3. The Board approves and authorizes the reallocation of funds to pay for the Master Plans for both Hawkins Field and Jackson-Evers International Airport (JMAA Project Nos. 007-08 and 010-09) (the "Master Plans"), whereby an additional \$400,000 will be expended from Passenger Facility Charge ("PFC") funds for the Master Plans in accordance with a recent Federal Aviation Administration ruling allowing an increase in PFC funding for the Master Plans, as more specifically set forth in that certain Memorandum dated April 13, 2011, which describes this matter.

**C. Construction Projects.**

1. JMAA Project No. 019-10, General Aviation (FBO) Apron Improvements, JEIA: Accept Bid.
2. JMAA Project No. 013-10, Structural Enhancement of Old Air Cargo Facility, JEIA: Rejection of Bids; Authorize Service Agreement Modification; and Authorize Readvertisement for Bids.
3. JMAA Project No. 008-11, Public Walking Path, JEIA: Approve Budget Amendment and Authorize Issuance of Request for Qualifications.
4. Emergency Repair: Main Terminal Elevator.
5. Emergency Repair: West Runway Lighting.

Mr. Vanderleest directed the Board's attention to the memoranda in the Packet which described these matters, and discussed these matters with the Board.

After discussion, upon motion duly made by Commissioner Stewart, seconded by Commissioner Irvin, and unanimously approved by the affirmative votes of all Commissioners present, the Board adopted the following resolution.

**RESOLUTION APPROVING AND AUTHORIZING CERTAIN ACTIONS  
WITH RESPECT TO CERTAIN CONSTRUCTION PROJECTS**

**WHEREAS**, the staff of the Jackson Municipal Airport Authority (the “Authority”) has recommended that the Board of Commissioners (the “Board”) of the Authority approve and authorize certain actions with respect to certain construction projects identified below, all as more particularly described in certain memoranda (i) included in the packet distributed to the Board prior to the April 25, 2011, Regular Monthly Meeting of the Board, and (ii) incorporated herein by reference (separately, each a “Memorandum;” collectively, the “Memoranda”); and

**WHEREAS**, the Board has reviewed the Memoranda and considered the recommendations therein by the staff of the Authority;

**NOW, THEREFORE, BE IT RESOLVED**, the Board hereby determines that it would be in the best interests of and in furtherance of the duties and responsibilities of the Authority to, and the Board hereby does, take the following actions:

1. The Board hereby accepts the bid by Hemphill Construction Company (“Hemphill”) in the amount of \$208,000 for JMAA Project No. 019-10, General Aviation (FBO) Apron Improvements at Jackson-Evers International Airport (the “Services”), as the lowest and best bid for the Services, and approves and authorizes execution and accomplishment of a contract with Hemphill to accomplish the Services (the “Hemphill Agreement”), said Hemphill Agreement to be in such form and to contain such terms and conditions consistent with the Memorandum dated April 12, 2011, which describes this matter, as may be deemed appropriate by the Chief Executive Officer of the Authority, as evidenced by his execution thereof.
2. The Board hereby (i) rejects all bids received by the Authority in connection with the Structural Enhancement of the Old Air Cargo Facility at Jackson-Evers International Airport (Project No. 013-10) (the “Air Cargo Facility Project”); (ii) approves and authorizes negotiation and execution of an amendment to the existing professional services agreement with JBHM Architects to provide additional administrative services in connection with the redesign and re-bid of the Air Cargo Facility Project (the “JBHM Agreement”), said JBHM Agreement to be in such form and to contain such terms and conditions consistent with the Memorandum dated April 12, 2011, which describes this matter, as may be deemed appropriate by the Chief Executive Officer of the Authority (the “CEO”), as evidenced by his execution thereof; (iii) approves and accepts such design changes in the Air Cargo Facility Project as deemed appropriate by JBHM Architects and the CEO to reduce the cost of the Air

Cargo Facility Project; (iv) approves and authorizes the re-advertisement for bids for the Air Cargo Facility Project after said design changes; and (v) approves and authorizes an appropriate amendment to the proposed budget for the Air Cargo Facility Project; all as more particularly described in the Memorandum dated April 12, 2011, which describes this matter.

3. The Board approves and authorizes (i) publication of a request for qualifications to provide architectural and engineering services for design and construction oversight for construction of a public walking path at Jackson-Evers International Airport (Project No. 008-11) (the "Walking Path Project") and (ii) acceptance of a revised project budget for the Walking Path Project, all as more particularly described in the Memorandum dated April 14, 2011, which describes this matter.
4. The Board accepts the Memorandum dated April 18, 2011 (the "Certificate"), certifying the circumstances and justification for certain emergency repairs to the public elevator in the Main Terminal Building at Jackson-Evers International Airport, and approves the repairs described in said Certificate, all as more particularly described in the Certificate.
5. The Board accepts the Memorandum dated April 18, 2011 (the "Certificate"), certifying the circumstances and justification for certain emergency repairs to the electrical wiring for the Runway Centerline Lights for Runway 16R/34L at Jackson-Evers International Airport, and approves the repairs described in said Certificate, all as more particularly described in the Certificate.

**D. Procurements.**

No action or discussion took place at the Meeting regarding procurements.

**E. Grants.**

No action or discussion took place at the Meeting regarding grants.

**F. Other Matters.**

1. JMAA Commercial Summary Property Appraisal, JEIA and HKS: Approve Appraisal.

Mr. Vanderleest directed the Board's attention to the memorandum in the Packet which described these matters, and discussed these matters with the Board.

After discussion, upon motion duly made by Commissioner Irvin, seconded by Commissioner Patton, and unanimously approved by the affirmative votes of all Commissioners present, the Board adopted the following resolution.

**RESOLUTION APPROVING AND AUTHORIZING SUMMARY  
APPRAISAL OF COMMERCIAL PROPERTY AT JACKSON-EVERS  
INTERNATIONAL AIRPORT AND HAWKINS FIELD**

**WHEREAS**, the Jackson Municipal Airport Authority's (the "Authority") insurance consultant, SouthGroup Insurance Services ("SouthGroup"), has recommended that the Authority perform a summary appraisal of commercial property owned by the Authority every five years to reflect current property values so that those values may be applied to the coverage limits of various Authority insurance policies (the "Appraisal Services"); and

**WHEREAS**, the Authority's commercial property insurance carrier, Affiliated FM, has provided to the Authority two quotes from companies Affiliated FM approves and recognizes as experts on airport properties and equipment, with the low quote in the amount of \$13,230 being provided by American Appraisal Associates ("AAA"), the firm that performed a summary appraisal for the Authority in 2006; and

**WHEREAS**, the staff of the Authority has recommended that the Board of Commissioners (the "Board") of the Authority approve and authorize negotiation and execution of an agreement with AAA to perform the Appraisal Services, all as more particularly described in that certain memorandum dated April 15, 2011, which was (i) included in the packet distributed to the Board prior to the April 25, 2011, Regular Monthly Meeting of the Board and (ii) incorporated herein by reference (the "Memorandum"); and

**WHEREAS**, the Board has reviewed the Memorandum and considered said recommendation by the staff of the Authority;

**NOW, THEREFORE, BE IT RESOLVED**, the Board hereby determines that it would be in the best interests of and in furtherance of the duties and responsibilities of the Authority to, and the Board hereby does, approve and authorize negotiation and execution of an agreement with AAA to perform the Appraisal Services (the "AAA Agreement"), said AAA Agreement to be in such form and to contain such terms and conditions consistent with the foregoing and the Memorandum, as may be deemed appropriate by the Chief Executive Officer of the Authority, as evidenced by his execution thereof.

**VI. DISCUSSION: STRATEGIC INITIATIVES.**

No discussion or action was taken at the Meeting regarding strategic initiatives.

**VII. ADJOURNMENT.**

There being no further business to come before the Meeting, upon motion duly made by Commissioner Irvin, seconded by Commissioner Patton, and unanimously approved by the affirmative votes of all Commissioners present, the Meeting was adjourned.

Respectfully submitted,

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Dr. Glenda Glover, Chair

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Johnnie P. Patton, R. Ph., Vice Chair

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George E. Irvin, Sr.

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Earle Jones

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Dr. Sylvia Stewart