

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

**August 23, 2010**

The Board of Commissioners (the “Board”) of the Jackson Municipal Airport Authority (the “Authority” or “JMAA”) met in the Community Room, Main Terminal Building, Jackson-Evers International Airport (“JEIA”), Jackson, Mississippi, at 4:00 p.m. on Monday, August 23, 2010 (the “Meeting”), pursuant to proper notice.

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

Chairman George E. Irvin, Sr. presided, called the Meeting to order, and called the roll of Commissioners.

The following Commissioners were present in person at the Meeting.

George E. Irvin, Sr., Chairman  
Dr. Glenda Glover, Vice Chair  
Earle Jones  
Dr. Sylvia Stewart

Chairman Irvin 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.

Bonnie Wilson, JMAA Chief Operating Officer  
Woody Wilson, JMAA Senior Director of Capital Planning  
René Woodward, JMAA Director of Human Resources and Administration  
Denson Stasher, JMAA Director of Operations and Security  
Kenneth Randolph, JMAA Airport Police Commander  
Jack Thomas, JMAA Director of Community Development and DBE Program  
Arnetrius Reed Branson, JMAA Finance Department  
Cindy Crotchett, JMAA Executive Assistant  
Kimberly Farmer, JMAA Administrative Assistant  
Larry Gozdecki, JMAA Custodial Superintendent  
Kelvin King, JMAA Housekeeping Supervisor  
Cynthia McDaniel, JMAA Maintenance Department  
Gary Montgomery, JMAA Maintenance Manager  
Joyce Tillman, JMAA Facilities Engineer  
Jack Weldy, JMAA Properties Manager  
Alan Moore, Baker Donelson Bearman Caldwell & Berkowitz

Jeff Wagner, Baker Donelson Bearman Caldwell & Berkowitz  
Jim White, Waggoner Engineering, Inc.

## II. APPROVAL AND EXECUTION OF MINUTES.

- A. **Customer Service and Marketing Committee Meeting, July 26, 2010.**
- B. **Open Session and Executive Session of the Regular Monthly Meeting of the Board, July 26, 2010.**
- C. **Open Session and Executive Session of the Regular Monthly Work Session of the Board, August 19, 2010.**

After discussion, upon motion duly made by Commissioner Jones, seconded by Commissioner Stewart, and unanimously approved by the affirmative votes of all Commissioners present, the minutes of (i) the Customer Service and Marketing Committee Meeting on July 26, 2010; (ii) the Open Session and Executive Session of the Regular Monthly Meeting on July 26, 2010; and (ii) the Open Session and Executive Session of the Regular Monthly Work Session on August 19, 2010, 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 July 31, 2010.
  - 2. Airport Activity Statistics Report, Period Ending July 31, 2010.

Ms. Wilson advised the Board that Mr. Vanderleest was in a meeting with Senator Wicker, Governor Barbour and others regarding an effort to obtain a Small Community Development Grant from the FAA in order to more aggressively market direct passenger service between Washington Reagan National Airport in Washington, DC and Baltimore-Washington International Airport. In Mr. Vanderleest's absence, Ms. Wilson said she would discuss the agenda and action items with the Board.

Ms. Wilson 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. Employee and Organizational Recognitions.

a. Employee of the Month, August 2010: Cynthia McDaniel, Housekeeper I, Maintenance Department.

Ms. Wilson recognized and commended Ms. McDaniel for being named Employee of the Month for August 2010.

4. Professional Development Recognitions.

a. Larry Gozdecki, Custodial Superintendent, Maintenance Department.

- (1) Certificate of Completion, Levels II & III, ATSI,  
Sponsored by AAAE Airport Training & Safety Institute.

Ms. Wilson recognized and commended Mr. Gozdecki for receiving a Certificate of Completion for Levels II & III ATSI from the AAAE Airport Training & Safety Institute.

**B. Attorney.**

Mr. Moore said he had a matter to discuss with the Board regarding the reimbursement of Board travel expenses, but he asked Chairman Irvin to defer discussion and action on that matter until the end of the Meeting.

**V. ACTION ITEMS.**

**A. Financial Matters.**

1. Financial Reports for July 2010.

- a. Balance Sheet: Accept.  
b. Income Statement: Accept.  
c. Claims Docket for July 2010: Approve.

Ms. Wilson directed the Board's attention to the above financial reports for July 2010 and the Claims Docket for July 2010, all of which were included in the Packet.

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

**RESOLUTION ACCEPTING FINANCIAL REPORTS FOR JULY 2010  
AND APPROVING AND AUTHORIZING PAYMENT OF CLAIMS  
DOCKET FOR JULY 2010**

**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 July 31, 2010 (the “Financial Reports”), and (ii) the Claims Docket of the Authority for the month of July 2010 (the “Claims”), both the Financial Reports and the Claims being (i) included in the packet distributed to the Board prior to the August 23, 2010, 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 \$714,240.50.

2. Fiscal Year 2010 Budget Presentation.

This matter was deferred until later in the Meeting.

**B. Service Agreements.**

1. Management Agreement for Designated Parking Areas, JEIA: Authorize Extension.
2. JMAA Contract No. 10-006, Compliance Audit – Avis Rent A Car, JEIA: Accept Report.
3. JMAA Project No. 013-10, Structural Enhancement of Old Cargo Building, JEIA: Authorize Negotiation.
4. JMAA Project No. 021-10, Checkpoint Redesign and Relocation, JEIA: Authorize Agreement.
5. JMAA Project No. 019-10, General Aviation Apron Repair and Improvements, Authorize Agreement.

Ms. Wilson 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 Glover, 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 August 23, 2010, 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 action:

1. The Board approves and authorizes an extension of the existing management agreement between the Authority and Jackson Parking Associates, A Joint Venture of Central Parking System of Mississippi, Inc. and Pullum & Associates, LTD (“JPA”), for services in connection with management of designated parking areas at Jackson-Evers International Airport (“JEIA”) for a term of one year (the “JPA Renewal Agreement”), said JPA Renewal Agreement to be in such form and to contain such terms and conditions consistent with the Memorandum dated August 2, 2010, 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 (i) acknowledges receipt of the report from Willie B. Sims, Jr., CPA, PLLC (“Mr. Sims”), regarding the contract review audit of Avis Rent A Car System, Inc. (“Avis”) under Avis’ Non-Exclusive Concession Agreement for On-Airport Automobile Rental Concessions and (ii) accepts the findings by Mr. Sims of (a) no significant compliance issues and (b) that Avis has reported and paid appropriate concessions fees and Customer Facility Charges for fiscal years 2008 and 2009, as set forth in the Memorandum dated August 2, 2010, which describes this matter.
3. The Board approves and authorizes negotiation of an agreement with JBHM Architects, P.A. (“JBHM”) for certain professional design and construction oversight services in connection with rehabilitation and structural enhancement of the old air cargo facility at JEIA (the “JBHM Agreement”), the final form of said JBHM Agreement to be submitted to the Board for review and approval.

4. The Board approves and authorizes negotiation and execution of an agreement with Barranco, PLLC (“Barranco”) for certain professional services relating to terminal security checkpoint design and relocation at JEIA (the “Barranco Agreement”), said Barranco Agreement to be in such form and to contain such terms and conditions consistent with the Memorandum dated August 14, 2010, which describes this matter, as may be deemed appropriate by the Chief Executive Officer of the Authority, as evidenced by his execution thereof.
5. The Board approves and authorizes negotiation and execution of a professional services agreement with Neel-Schaffer, Inc. (“NS”) to provide certain professional engineering and related services in connection with proposed repairs to the general aviation ramp at JEIA (the “NS Agreement”), said NS Agreement to be in such form and to contain such terms and conditions consistent with the Memorandum dated August 3, 2010, which describes this matter, as may be deemed appropriate by the Chief Executive Officer of the Authority, as evidenced by his execution thereof.

**C. Construction Projects.**

1. JMAA Project No. 002-09, Removal and Replacement of Tower HVAC Units, JEIA: Award Contract.
2. JMAA Project No. 020-10, Vestibule HVAC Installation, JEIA: Award Contract.

Ms. Wilson 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 Glover, 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 of the Authority (the “Board”) 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 August 23, 2010, 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 action:

1. The Board accepts the bid submitted by Fountain Construction Co., Inc. ("Fountain") in the amount of \$217,500.00 for the base bid and an additional \$28,820.00 for Alternate 1, for a total project cost of \$246,320.00, as the lowest and best bid for JMAA Project No. 002-09 for Removal and Replacement of Tower HVAC Units at Jackson-Evers International Airport (the "HVAC Repair Project"); and approves and authorizes negotiation, execution and accomplishment of an agreement with Fountain to accomplish the HVAC Repair Project (the "Fountain Agreement"), said Fountain Agreement to be in such form and to contain such terms and conditions consistent with the Memorandum dated August 6, 2010, 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 accepts the bid submitted by N&W Construction Co., Inc. ("N&W") in the amount of \$16,250.00 as the lowest and best bid for JMAA Project No. 020-10 for Vestibule HVAC Installation at Jackson-Evers International Airport (the "Vestibule HVAC Project"); and approves and authorizes negotiation, execution and accomplishment of an agreement with N&W to accomplish the Vestibule HVAC Project (the "N&W Agreement"), said N&W Agreement to be in such form and to contain such terms and conditions consistent with the Memorandum dated August 13, 2010, which describes this matter, as may be deemed appropriate by the Chief Executive Officer of the Authority, as evidenced by his execution thereof.

**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's Leadership Excellence in Aviation Program (LEAP) Trip to Washington, DC: Authorize Travel.

Ms. Wilson directed the Board's attention to the memorandum in the Packet which described this matter and discussed this matter with the Board.



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

**RESOLUTION AUTHORIZING TRAVEL EXPENSES FOR  
LEADERSHIP EXCELLENCE IN AVIATION PROGRAM (LEAP) TEAM  
MEMBERS AND STAFF**

**WHEREAS**, the Jackson Municipal Airport Authority (the “Authority” and “JMAA”) has provided a leadership training program to its employees, known as the “Leadership Excellence in Aviation Program,” or “LEAP”; and

**WHEREAS**, the LEAP program has been a great success and has provided selected JMAA employees with an opportunity to increase their skills so as to make a greater contribution to the success of the Authority; and

**WHEREAS**, as set forth in that certain memorandum dated August 12, 2010, (i) included in the packet distributed to the Board of Commissioners (the “Board”) of the Authority prior to the August 23, 2010, Regular Monthly Meeting of the Board, and (ii) incorporated herein by reference (the “Memorandum”), the senior staff of the Authority has recommended that the Board approve and authorize travel and related expenses for eleven (11) LEAP team members and three (3) other JMAA staff members to travel to Washington, DC on October 4 – 5, 2010, as an element of the LEAP program, at an estimated cost of approximately \$15,700; 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, authorize and approve reimbursement of reasonable travel, lodging, food and related expenses for LEAP team members and staff to visit Washington, DC, as more particularly described in the Memorandum.

2. Fiscal Year 2011 Budget Presentation.

Ms. Wilson reminded the Board that a full discussion of the FY2011 Budget would be held at the September Board meeting.

3. September Board Meeting.

The Board discussed but made no final decision regarding the call of a Special Board Meeting for Friday morning, September 24, 2010. Chairman Irvin said that he would poll the Board and call a Special Meeting for the most convenient time for a majority of the Board.



4. Board Travel.

Mr. Moore said that in response to Chairman Irvin's direction to bring closure to the Board travel issue, he had reviewed the "Resolution Approving and Authorizing Payment of Certain Travel Expenses" adopted by the Board at the December 17, 2008, Meeting (the "Resolution"). That Resolution, a copy of which is attached as an exhibit to the minutes of this Meeting, approved certain travel expenses for Commissioners Jones and Stewart subject to proper documentation and verification. As discussed in the minutes of the Board Work Session on January 22, 2009, Commissioner Stewart had not presented complete documentation of her expenses at that time.

Mr. Moore said that Commissioner Stewart had recently provided documentation of \$5,270.53 in expenses covered by the Resolution.

Mr. Moore then discussed the recent review of other Board travel expenses, which had resulted in several Commissioners deciding to reimburse the Authority for expenses which were not completely documented. Mr. Moore said that Commissioner Stewart's undocumented expenses from that review totaled \$5,569.17. Mr. Moore said that if Commissioner Stewart's documented travel expenses of \$5,270.53 were credited against the total of \$5,569.17 in incomplete documented expenses, the balance would be \$289.64.

After discussion, upon motion duly made by Commissioner Jones, seconded by Commissioner Glover, and adopted by the affirmative votes of Commissioners Irvin, Jones and Glover, with Commissioner Stewart abstaining, the Board adopted the following resolution.

**RESOLUTION APPROVING AND AUTHORIZING REIMBURSEMENT  
OF BOARD TRAVEL**

**WHEREAS**, by resolution duly adopted on December 17, 2008, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") approved and authorized reimbursement of certain travel expenses to Commissioner Sylvia Stewart (the "Reimbursable Expenses"), a copy of said resolution being attached to and incorporated into the minutes of the Regular Monthly Meeting of the Board on August 23, 2010; and

**WHEREAS**, Commissioner Stewart has submitted appropriate documentation and verification of the Reimbursable Expenses to the Authority in the total amount of \$5,270.53; and

**WHEREAS**, in the course of reviewing other expenses incurred by Commissioners and reimbursed by the Authority, the Authority determined that Commissioner Stewart had been reimbursed for \$5,569.17 in expenses for which complete documentation had not been provided (the "Undocumented Expenses"), and Commissioner Stewart has offered to reimburse the Authority for the full amount of the Undocumented Expenses; and

**WHEREAS**, the Board has considered the Reimbursable Expenses and the Undocumented Expenses, and has determined that the Undocumented Expenses, though not fully and completely documented, were nevertheless incurred by Dr. Stewart for a proper purpose consistent with the Authority's purpose, powers and 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: (i) waive the applicable provisions of the Board Travel Policy requiring timely submission of expenses to be reimbursed, with respect to the Reimbursable Expenses; and (ii) authorizes and approves reimbursement of the Reimbursable Expenses to Commissioner Stewart by way of a reduction of \$5,270.53 from the amount to be reimbursed by Commissioner Stewart to the Authority for the Undocumented Expenses, leaving a total of \$289.64 to be repaid by Commissioner Stewart to the Authority.

5. Small Community Development Grant Application.

Mr. Vanderleest joined the Meeting at this time. Mr. Vanderleest said that the meeting with Senator Wicker, Governor Barbour and others went well, and that he was optimistic that the Authority might be able to receive a Small Community Development Grant and aggressively market flights to and from Washington Reagan National Airport and Baltimore-Washington International Airport in order to maintain the current number of flights to and from the Washington, DC area.

**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 Stewart, seconded by Commissioner Glover, and unanimously approved by the affirmative votes of all Commissioners present, the Meeting was adjourned.

Respectfully submitted,

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George E. Irvin, Sr., Chairman

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Dr. Glenda Glover, Vice Chair

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Earle Jones

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Johnnie P. Patton, R. PH.

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Dr. Sylvia Stewart