

REGULAR MONTHLY MEETING
OF
JACKSON MUNICIPAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS

August 25, 2008

The Board of Commissioners (the “Board”) of the Jackson Municipal Airport Authority (the “Authority” or “JMAA”) met in the Main Terminal Building, Jackson-Evers International Airport (“JEIA”), in Jackson, Mississippi, at 4:00 p.m. on Monday, August 25, 2008 (the “Meeting”), pursuant to proper notice.

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

Chair Sylvia Stewart presided, called the Meeting to order, and called the roll of Commissioners.

The following Commissioners were present in person at the Meeting.

Dr. Sylvia Stewart, Chair
George E. Irvin, Sr.
Earle Jones

Chair Stewart 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 B. Vanderleest, JMAA Chief Executive Officer
Bonnie Wilson, JMAA Chief Operating Officer
Kenneth Randolph, JMAA Airport Police Commander
Woody Wilson, JMAA Vice President for Facilities
René Woodward, JMAA Director of Human Resources & Administration
Joyce Tillman, JMAA Facilities Engineer
Jack Weldy, JMAA Properties Manager
Alvin Beamon, JMAA Manager of Public Safety and Operations – Hawkins Field
Alan Moore, Baker Donelson Bearman Caldwell & Berkowitz, P.C.
Jeff Wagner, Baker Donelson Bearman Caldwell & Berkowitz, P.C.
Chuck Lott, Neel-Schaffer, Inc.

II. APPROVAL AND EXECUTION OF MINUTES.

- A. **Hawkins Field Committee Meeting on July 28, 2008.**
- B. **Regular Board Meeting on July 28, 2008.**
- C. **Regular Work Session on August 21, 2008.**

The Board considered the minutes of the Hawkins Field Committee Meeting and the Regular Monthly Meeting of the Board on July 28, 2008, and the Regular Monthly Work Session on August 21, 2008.

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

III. PUBLIC COMMENTS.

No public comments were offered by anyone.

IV. REPORTS.

A. **Chief Executive Officer.**

- 1. Airport Project Manager Summary, Ending July 31, 2008.
- 2. Airport Activity Statistics Report, Ending July 31, 2008.

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 and various other projects with the Board. A copy of the Packet is attached as an exhibit to the minutes of the Meeting.

3. Employee Recognition.

- a. Employee of the Month – August 2008: Alvin Beamon, Manager, Public Safety and Operations, Hawkins Field Department of Public Safety.

Mr. Vanderleest recognized and commended Mr. Beamon as Employee of the Month for August 2008, and thanked Mr. Beamon for his many years of excellent service with the Authority.

B. **Attorney.**

Mr. Moore told the Board and staff about an upcoming program on airport conflicts of interest, which will feature Tom Hood, Executive Director of the Mississippi

Ethics Commission. The program will be from 11:30 a.m. to 2:00 p.m. on Thursday, September 11, 2008, at the law offices of Baker Donelson in Jackson. Mr. Moore said that all airport executives, staff, attorneys, commissioners and other interested parties are invited to attend.

V. ACTION ITEMS.

A. **Financial Matters.**

1. Financial Reports for August 2008: Accept.
 - a. Balance Sheet.
 - b. Income Statement.
2. Claims Docket for July 2008: Approve.

Mr. Vanderleest discussed with the Board the Financial Reports for the Authority for the month of July 2008 and the Claims Docket for July 2008, as found in the Packet.

After discussion, upon motion duly made by Commissioner Glover, 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 JULY 2008
AND APPROVING AND AUTHORIZING PAYMENT OF CLAIMS
DOCKET FOR JULY 2008**

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, 2008 (the "Financial Reports"), and (ii) the Claims Docket of the Authority for the month of July 2008 (the "Claims"), both the Financial Reports and the Claims being (i) included in the packet distributed to the Board prior to the August 25, 2008, 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 \$916,090.49.

3. Fiscal Year 2009 Budget Proposals.

The Board and Mr. Vanderleest discussed the need for a Special Meeting of the Board to approve the proposed fiscal year 2009 budget.

During discussion, Chairman Stewart said the Board also needed to consider Mr. Vanderleest's performance evaluation and determine his compensation for the upcoming fiscal year.

The Board agreed to hold a Special Board Meeting on Wednesday, September 3, 2008, at either 7:30 a.m. or 12:00 noon, the exact time to be determined by a poll of the Commissioners.

Mr. Moore said that a notice of the Special Board Meeting on September 3, 2008, would be distributed in accordance with the Bylaws as soon as the time is determined.

B. Service Agreements.

1. Professional Service Agreement, Exstare Federal Services Group, LLC, JMAA: Approve Agreement.

Mr. Vanderleest 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 Glover, seconded by Commissioner Jones, and unanimously approved by the affirmative votes of all Commissioners present, the Board adopted the following resolution.

RESOLUTION APPROVING AND AUTHORIZING NEGOTIATION AND EXECUTION OF PROFESSIONAL SERVICES AGREEMENT WITH EXSTARE FEDERAL SERVICES GROUP, LLC

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 negotiation and execution of a professional services agreement (the "Agreement") with Exstare Federal Services Group, LLC ("Exstare") to provide professional services in connection with the Board of Commissioner's retreat currently scheduled for October 9-10, 2008 ("the Retreat"), as more particularly described in that certain memorandum dated August 22, 2008 (the "Memorandum"), a copy of which is (i) included in the packet distributed to the Board prior to the August 25, 2008, Regular Monthly Meeting of the Board and (ii) incorporated herein by reference; 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 the Agreement with Exstare, said Agreement to be in such form and to contain such terms and conditions consistent

with the Memorandum and the foregoing 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. 015-08, Runway 34L Safety Area Drainage Improvements, JEIA: Award Contract.
2. JMAA Project No. 054-06, Contract No. 054-06-322, DHL Building Renovations, JEIA: Approve Change Order.

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 Jones, 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 August 25, 2008, Regular Monthly Meeting of the Board (separately, each a "Memorandum;" collectively, the "Memoranda") and (ii) incorporated herein by reference; and

WHEREAS, the Board has reviewed the Memoranda and considered the recommendations 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 hereby accepts the bid by Lyon Construction Company, Inc. ("Lyon") in the amount of \$40,485.00 for JMAA Project No. 015-08 for Runway 34L safety area drainage improvements at Jackson-Evers International Airport ("JEIA") (the "Runway Safety Area Project") as the lowest and best bid for the Runway Safety Area Project, and approves and authorizes negotiation, execution and accomplishment of an agreement with Lyon to accomplish the Runway Safety Area Project (the "Lyon Agreement"), all as more particularly described in the Memorandum dated August 22, 2008, relating to this matter, said Lyon Agreement to be in such form and to contain such terms and conditions consistent with said Memorandum as may be

deemed appropriate by the Chief Executive Officer of the Authority, as evidenced by his execution thereof.

2. The Board approves and authorizes execution and accomplishment of Change Order No. 1 to Contract No. 054-06-322 with U. S. Coating Specialties and Supplies, Inc. for refurbishment of the DHL building at Jackson-Evers International Airport, as more particularly described in the Memorandum dated August 15, 2008, relating to this matter, and the attachments thereto relating to this matter.

D. **Procurements.**

1. JMAA Project No. 011-08, Purchase of Runway Sweeper, JEIA: Award Contract.
2. Authorization to Purchase Signage, JEIA: Approve Sole Source Purchase.

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 Jones, 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 PROCUREMENTS**

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 and negotiation and execution of certain agreements, all with respect to certain procurements identified below, and all as more particularly described in certain memoranda (i) included in the packet distributed to the Board prior to the August 25, 2008, 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 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 hereby accepts the bid by Ingram Equipment Company, LLC ("Ingram") in the amount of \$87,980.00 for JMAA Project No. 011-08 for purchase of a runway sweeper for use at Jackson-Evers International Airport ("JEIA") (the "Sweeper") as the lowest and best bid for the Sweeper, and

approves and authorizes execution and accomplishment of a contract (the "Sweeper Contract") with Ingram to purchase the Sweeper, all as more particularly described in the Memorandum dated August 15, 2008, relating to this matter, said Sweeper Contract to be in such form and to contain such terms and conditions consistent with said Memorandum and the foregoing as may be deemed appropriate by the Chief Executive Officer of the Authority, as evidenced by his execution thereof.

2. The Board accepts that certain Certificate Regarding Purchase of Noncompetitive Items (Architectural Graphics, Inc. Roadway Signage) Available from One Source Only dated August 25, 2008 (the "Sole Source Certificate"), as (i) included in the packet distributed to the Board prior to the August 25, 2008, Regular Monthly Meeting of the Board and (ii) incorporated herein by reference; and approves and authorizes the sole source, noncompetitive purchase of certain replacement faces for existing roadway signage at and about JEIA, as more particularly described in that certain Memorandum dated August 15, 2008, relating to this matter, and the Sole Source Certificate.

E. **Lease and Concession Agreements.**

No lease and concession agreements were discussed, and no action was taken on any lease and concession agreement, at the Meeting.

F. **Other Matters.**

1. **Board Retreat Planning.**

The Board discussed the general format of the upcoming Board Retreat on October 8-9, 2008.

VI. DISCUSSION: STRATEGIC INITIATIVES.

There was no further discussion of Strategic Initiatives at the Meeting.

VII. ADJOURNMENT.

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

Respectfully submitted,

Dr. Sylvia Stewart, Chair

Dr. Glenda Glover, Vice Chair

George E. Irvin, Sr.

Earle Jones

Johnnie P. Patton, R. PH.