

**CONSOLIDATED RESCHEDULED MONTHLY WORK SESSION AND RESCHEDULED
REGULAR MONTHLY BOARD MEETING
JACKSON MUNICIPAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS**

December 28, 2021

MINUTES

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

Pursuant to proper notice, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority" or "JMAA") convened its Consolidated Rescheduled Monthly Work Session and Regular Monthly Board Meeting in the Community Room of the Jackson-Medgar Wiley Evers International Airport ("JAN") in Jackson, Mississippi at 8:41 a.m. on Tuesday, December 28, 2021. A copy of the Board Meeting Notice is attached as Exhibit "A" hereto.

Vice Chairman Robert E. Martin, acting as Chairman because of the resignation of former Chairwoman LaWanda Harris, presided, called the Meeting to order at 8:41 p.m. and called the roll of Commissioners.

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

Robert E. Martin, Vice Chairman, Present ("Martin")
LTC(R) Lucius Wright, Commissioner, Present ("Wright")
Rickey D. Jones, Commissioner, Present ("Jones")

Vice Chairman Martin announced that a quorum was present at the Board Meeting and the Meeting would proceed with a discussion of the agenda (the "Agenda") for the Board Meeting. The following other persons were also present at the Meeting:

Paul A. Brown, Chief Executive Officer of the JMAA ("Brown")
Steven G. Williams, Esq., Legal Officer of the JMAA ("Williams")
And persons listed on the Sign-in Sheet for the December 28, 2021 Meeting, Exhibit "B" hereto.

II. INVOCATION

Jones gave the Invocation.

At this time Vice Chairman Martin made opening remarks and stated that the Board would deviate from the agenda to hear from Legal Officer Williams regarding the resignation of former Chairwoman of the Board LaWanda Harris. Williams read aloud the letter from Jackson Mayor Chokwe A. Lumumba accepting former Chairwoman Harris's resignation effective December 10, 2021. A copy of the letter is attached hereto. Election of new offices was tabled until the end of the meeting.

III. APPROVAL OF BOARD NOTICES

- A. Notice of the Consolidated Rescheduled Monthly Work Session and Rescheduled Regular Monthly Meeting of the Board of Commissioners scheduled for Tuesday, December 28, 2021, at 8:30 a.m. in the Community Room, Main Terminal Building, Jackson-Medgar Wiley Evers International Airport in Jackson, Mississippi.

After review and discussion, and upon motion made by Wright and seconded by Jones, the Board approved by unanimous vote 3-0 the Board Notice described above and the following resolution was passed:

RESOLUTION CY-2021-__

RESOLVED, THAT THE BOARD APPROVES THE NOTICE OF CONSOLIDATED RESCHEDULED MONTHLY WORK SESSION AND RESCHEDULED REGULAR MONTHLY MEETING OF THE BOARD OF COMMISSIONERS ON MONDAY, DECEMBER 28, 2021 AT 8:30 A.M.

Wright motioned to accept the Resolution and said motion was seconded by Jones. Motion passed 3-0.

Yeas: Martin, Wright, Jones

Nays: None

Abstentions: None

IV. APPROVAL AND EXECUTION OF MINUTES

- A. Consolidated Monthly Work Session and Rescheduled Regular Monthly Meeting of the Board of Commissioners for Thursday November 18, 2021 at 8:30 a.m. in the Community Room, Main Terminal Building, Jackson-Medgar Wiley Evers International Airport in Jackson, Mississippi.
- B. Emergency Meeting of the Board of Commissioners for Monday, December 6, 2021 at 3:00 p.m. in the Main Terminal Building located at Hawkins Field Airport in Jackson, Mississippi.

After review and discussion, and upon motion made by Wright and seconded by Jones, the Board approved by unanimous vote 3-0 the Minutes described above and the following resolution was passed:

RESOLUTION CY-2021-__

RESOLVED, THAT THE BOARD APPROVES THE MINUTES OF THE CONSOLIDATED MONTHLY WORK SESSION AND RESCHEDULED REGULAR MONTHLY MEETING OF THE BOARD OF COMMISSIONERS ON THURSDAY, NOVEMBER 18, 2021 AT 8:30 A.M. IN THE COMMUNITY ROOM, MAIN TERMINAL BUILDING, JACKSON-MEDGAR WILEY EVERS INTERNATIONAL AIRPORT IN JACKSON, MISSISSIPPI AND THE MINUTES OF THE EMERGENCY MEETING OF THE BOARD OF COMMISSIONERS ON MONDAY, DECEMBER 6, 2021 AT 3:00 P.M. IN THE MAIN TERMINAL BUILDING LOCATED AT HAWKINS FIELD AIRPORT IN JACKSON, MISSISSIPPI.

Yeas: Martin, Wright, Jones

Nays: None

Abstentions: None

V. PUBLIC COMMENTS

None.

VI. REPORTS

A. Report from the Vice Chairman

Vice Chairman Martin discussed recent developments in the Covid-19 situation as it affects the airports in Jackson including the Omicron variance.

B. Report from the Chief Executive officer

1. Airport Project Manager Summary, period ending November 30, 2021.

CEO Brown reported that work on Runway 16/34 at JAN was on schedule and that the service road perimeter project at JAN was almost 100% complete. The 5th floor roof replacement project at JAN is 86% complete and JMAA is waiting on invoices from M&S. Mr. Jones asked whether insurance would help defray the costs of the roof replacement and Mr. Brown replied that insurance would not cover because the roof had exceeded its life expectancy. Jones requested a copy of the notice of insurance claim and an estimate of the new roof's useful life. Brown also offered an update on the Passenger Boarding Bridge replacement at Gate 2 at JAN. Mr. Jones asked a question about the financial figures presented and Chief Operations Officer John Means offered to correct them and provide updated figures. The West Concourse roof replacement project has not yet commenced. The Hawkins Field fence replacement project is on schedule. The Hawkins Field Taxiway Alpha light replacement project is in the early stages of design. Vice Chairman Martin asked if we have complied with FAA reporting

requirements and Chief Brown responded in the affirmative. Mr. Jones requested updated schedules for the next Board meeting.

2. Airport Statistics Report, period ending November 30, 2021

CEO Brown reported that overall traffic at the airports is up due to the increase in military traffic. Traffic at JAN up 29.6% since 2020 and traffic at HWK up 16.8% since 2020. Brown also reported the traffic share of the various airlines operating with Southwest Airlines moving up and United Airlines down slightly. Delta Airlines and American Airlines are still the major carriers at JAN. Brown reported that cargo is up 11.7% since 2020 and Mr. Jones asked about supply chain obstacles. Brown responded that the lack of a rail presence in the area hurts cargo transportation and suggested that JMAA may partner with state and federal governments to get a spur built to service JAN. Jones requested a proposal about this and also asked a question about what current tenants at JAN are wanting from JMAA. Brown responded that TSA would like to expand at JAN and that the relationship with the FAA was ongoing and good. He reiterated that the FAA was pleased with JMAA's recent response to inquiries regarding bidding.

3. Disadvantaged Business Enterprise Report, period ending November 30, 2021

Mr. Brown referred to the report included in the Board package.

4. Staff reports

None.

At this point Chief Brown announced the JMAA Employees of the Month. The first one was Officer Melvin Alexander. Chief McLendon accepted the award on Officer Alexander's behalf. The second one was the entire Human Resources staff at JMAA led by Director Aundra Moore.

5. Consultant reports

None.

C. Attorney report

Attorney John May discussed the Covid-19 grants and stated that the accompanying resolutions will be taken up under "New Business".

VII. ACTION ITEMS

A. Financial Matters

1. Financial Reports for November 2021:

- a) Balance Sheet. Chief Financial Officer Dupre' reported that JMAA's cash balance is up over year 2020 stood at around \$9 million. Jones asked a question about revenue bonds and Brown stated that he has had conversations with Attorney May about this. Jones asked about a decrease in property/plant depreciation. Martin asked CEO Brown to make refinancing a priority.

Motion to accept Balance Sheet for November 2021

MOTION CALLED BY: Wright

MOTION SECONDED BY: Jones

VOTE COUNT:

YAYS: 3

NAYS: 0

ABSTAIN: 0

- b) Income Statement. Chief Financial Officer Dupre' responded to a question by Jones about concession income compared to 2019. Dupre' stated that she was not CFO for JMAA in 2019 but acknowledged that income from concessions has always been relatively low. She also stated that JAN is down to three concession locations now. Jones stated that he wants more emphasis on concessions and projected future concessions income. Chief Brown offered that JMAA is working on a concessions solicitation and will be presented to the Board in January. Wright stated that future surpluses should be used for the morale of employees.

Motion to accept Income Statement for November 2021

MOTION CALLED BY: Wright

MOTION SECONDED BY: Jones

VOTE COUNT:

YAYS: 3

NAYS: 0

ABSTAIN: 0

- c) Claims Docket. Chief Financial Officer Dupre' presented the Claims Docket for November 2021. Wright asked a question about the increase in the monthly fee for water and sewer to Rankin County. Dupre' explained.

Motion to accept Claims Docket for November 2021

MOTION CALLED BY: Wright

MOTION SECONDED BY: Jones

VOTE COUNT:

YAYS: 3

NAYS: 0

ABSTAIN: 0

At this time CFO Dupre' was recognized for her service to the JMAA.

B. Construction Projects

1. New Aircraft Hangar for HKS to be funded via Mississippi Department of Transportation grant; Staff requested authorization to advertise for a Request for Bid for construction services for design and construction of one 3,500 square foot hangar to be erected at existing HKS site, and for approval of a total budget amount not to exceed \$150,000.00

Board Memorandum OPS-2022-12 was offered in support (attached hereto).

Martin asked if larger aircraft could be housed in this new facility but it is for small private jets. Jones asked if this would meet future opportunities for technical advances and accommodate further upgrades.

Motion to approve

MOTION CALLED BY: Wright

MOTION SECONDED BY: Jones

VOTE COUNT:

YAYS: 3

NAYS: 0

ABSTAIN: 0

C. Procurements

1. Jackson-Medgar Wiley Evers International Airport airfield markings improvement; Staff requested authorization to advertise for a Request for Bid for professional services airfield markings improvement for JAN and to approve a budget not to exceed \$450,000.00. Purpose is to meet recent requests by FAA via Part 139 issues.

Board Memorandum OPS-2022-11 was offered in support (attached hereto)

Jones asked what this work would cover. Brown answered that this would cover movement areas and surrounding areas.

Motion to approve

MOTION CALLED BY: Wright

MOTION SECONDED BY: Jones

VOTE COUNT:

YAYS: 3

NAYS: 0

ABSTAIN: 0

2. Hawkins Field Airport property drainage assessment; Staff requested authorization to advertise for Request for Qualifications and to approve a budget not to exceed \$92,000.00.

Board Memorandum OPS-2022-14 was offered in support (attached hereto)

Wright asked if this work was in connection with a new road for fire station. Mr. Brown responded that it would depend upon where the road is located.

Motion to approve

MOTION CALLED BY: Jones

MOTION SECONDED BY: Wright

VOTE COUNT:

YAYS: 3

NAYS: 0

ABSTAIN: 0

- 3. Jackson-Medgar Wiley Evers International Airport Preliminary Design investigation for New Terminal Building; Staff requested authorization to advertise for a Request for Qualifications for engineering services.**

Board Memorandum OPS-2022-15 was offered in support (attached hereto)

Jones asked about the ultimate goal. Brown responded that the current terminal at JAN is past its useful life by several years and that JMAA needs the latest technology for economical operation and to compete with other facilities.

Motion to approve

MOTION CALLED BY: Wright

MOTION SECONDED BY: Jones

VOTE COUNT:

YAYS: 3

NAYS: 0

ABSTAIN: 0

D. Service Agreements

None.

E. Grants

It was decided that the discussion of grants would be held for "New Business".

F. Other Matters

1. Jackson-Medgar Wiley Evers International Airport; Staff requested authorization to execute a lease extension for the Shoe Shine Doctor for the sum of \$50.00 per month.

Board Memorandum CS 2022-02 was offered in support (attached hereto)

Wright questioned whether the vendor could open a second location.

Motion to approve

MOTION CALLED BY: Jones

MOTION SECONDED BY: Wright

VOTE COUNT:

YAYS: 3

NAYS: 0

ABSTAIN: 0

Martin then asked if the Board needed to go into Executive Session. Chief Brown responded that this was necessary to discuss personnel matters and security matters.

Motion to approve going into Executive Session

MOTION CALLED BY: Jones

MOTION SECONDED BY: Wright

VOTE COUNT:

YAYS: 3

NAYS: 0

ABSTAIN: 0

10:55 a.m. Public asked to leave.

11:12 a.m. The Board was in Executive Session

12:48 p.m. Back in Open Session. Public invited to return.

Chief Brown summarized decisions made in Executive session. The Board approved all suggestions made on personnel matters. No action taken on other issues.

G. New Business

1. **Airport Rescue Grant Offer No. 3-28-0037-061-2022 for Jackson-Medgar Wiley Evers International Airport. Staff requested that the Board accept Airport Rescue Grant.**

Attorney May offered Resolution in favor (attached)

2. **Airport Rescue Grant Offer No. 3-28-0038-026-2022 for Hawkins Field Airport. Staff requested that the Board accept Airport Rescue Grant.**

Attorney May offered Resolution in favor (attached).

Motion to approve

MOTION CALLED BY: Wright

MOTION SECONDED BY: Jones

VOTE COUNT:

YAYS: 3

NAYS: 0

ABSTAIN: 0

3. **Solid Waste Management and Recycling Services BFI Waste Services, LLC d/b/a Republic Services of Jackson. Staff requested authorization to execute a Second Amendment to the existing agreement for a total fee not to exceed \$47,823.36 for a one-year term commencing on February 1, 2022.**

Board Memorandum OPS-2022-16 was offered in support (attached hereto)

Motion to approve

MOTION CALLED BY: Wright

MOTION SECONDED BY: Jones

VOTE COUNT:

YAYS: 3

NAYS: 0

ABSTAIN: 0

4. Election of Officers due to resignation of former Chairwoman LaWanda Harris.

Wright nominated Vice Chairman Martin to the position of Chairman. Jones seconded and the motion was carried 3-0.

Wright nominated Jones to the position of Vice Chairman. Martin seconded and the motion was carried 3-0.

Chairman Martin acknowledged that Colonel Wright had a loss in his family and called for 30 seconds of silence.

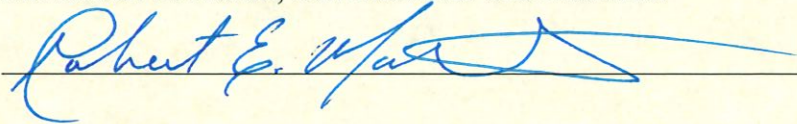
Vice Chairman Jones acknowledged former Chairwoman's years of service to JMAA and the Board.

1:04 p.m. Jones moved to adjourn. Wright seconded and the motion was passed 3-0.

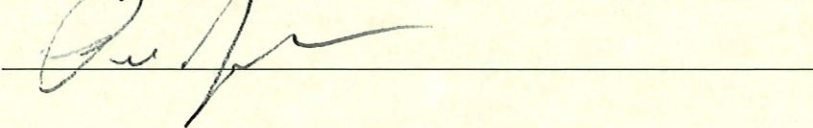
1:05 p.m. ADJOURNMENT.

Respectfully submitted,

Mr. Robert E. Martin, Commissioner and Chairman



Mr. Ricky D. Jones, Commissioner and Vice-Chairwoman



LTC(R) Lucius Wright, Commissioner

