

REGULAR MONTHLY MEETING
OF
JACKSON MUNICIPAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS

July 28, 2008

The Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority" or "JMAA") met in the Main Terminal Building, Hawkins Field, in Jackson, Mississippi, at 4:00 p.m. on Monday, July 28, 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
Gary Cohen, JMAA Chief Financial Officer
Kenneth Randolph, JMAA Airport Police Commander
Denson Stasher, JMAA Director of Operations and Security
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
Larry Davis, JMAA Compliance Analyst
Arnetrius Reed Branson, JMAA Controller
Charles Armstrong, JMAA
Courtney Coleman, JMAA
Karen Hatten, JMAA
Jarrod Johnson, JMAA
Ameka Luckett, JMAA
Chad Parker, JMAA
Kevin Wesley, JMAA

Alan Moore, Baker Donelson Bearman Caldwell & Berkowitz, P.C.
Jeff Wagner, Baker Donelson Bearman Caldwell & Berkowitz, P.C.
Chuck Lott, Neel-Schaffer, Inc.
Bernard LeBlanc, IMS Engineers
Robin Onwuchuruba, IMS Engineers
Mark Pyanov, Aero Jackson
Robert Walker, Chief Administrative Officer, City of Jackson

II. APPROVAL AND EXECUTION OF MINUTES.

- A. **Planning and Economic Development Committee Meeting on June 23, 2008.**
- B. **Open and Executive Sessions of Regular Monthly Meeting on June 23, 2008.**
- C. **Regular Work Session on July 24, 2008.**

The Board considered the minutes of the Planning and Economic Development Committee Meeting and the Open and Executive Sessions of the Regular Monthly Meeting on June 23, 2008, and the Regular Work Session on July 24, 2008.

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 minutes were approved as presented and directed to be filed in the appropriate minute book and records of the Authority.

III. PUBLIC COMMENTS.

Chair Stewart recognized the tenants at Hawkins Field. No public comments were offered by anyone.

IV. REPORTS.

- A. **Chief Executive Officer.**
 - 1. **Airport Project Manager Summary, Ending June 30, 2008.**
 - 2. **Airport Activity Statistics Report, Ending June 30, 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 Recognitions.

a. July 2008: Karen Hatten, Purchasing Agent, Department of Human Resources and Administration.

Mr. Vanderleest recognized and commended Ms. Hatten as Employee of the Month for July 2008.

b. Professional Development Recognitions.

- (1) Jackson Municipal Airport Authority – The Airport News and Training Network Digicast 2007 Excellence Award for Airport Training, American Association of Airport Executives (AAA).

Mr. Vanderleest thanked the JMAA staff for helping JMAA receive this distinguished Award.

c. Summer Interns.

- (1) Woodrow Wilson, JMAA Vice President for Facilities, introduced and presented certificates to the following summer interns: Charles Armstrong and Kevin Wesley.
- (2) Kenneth Randolph, JMAA Airport Police Commander, introduced and presented certificates to the following summer interns: Courtney Coleman and Jarrod Johnson.
- (3) Larry Davis, JMAA Compliance Analyst, introduced and presented a certificate to Ameka Lockett, a summer intern.

B. Attorney.

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

V. ACTION ITEMS.

A. Financial Matters.

1. Financial Reports for June 2008: Accept.

a. Balance Sheet.

b. Income Statement.

2. Claims Docket for June 2008: Approve.

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

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 Board adopted the following resolution.

**RESOLUTION ACCEPTING FINANCIAL REPORTS FOR JUNE 2008
AND APPROVING AND AUTHORIZING PAYMENT OF CLAIMS
DOCKET FOR JUNE 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 June 30, 2008 (the “Financial Reports”), and (ii) the Claims Docket of the Authority for the month of June 2008 (the “Claims”), both the Financial Reports and the Claims being (i) included in the packet distributed to the Board prior to the July 28, 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 \$616,986.17.

B. Service Agreements.

1. JMAA Project No. 017-08, Old Maintenance Facility Demolition and Environmental Remediation, JEIA: Approve Professional Services Agreement and Authorize Advertisement for Bids.

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 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 NEGOTIATION AND
EXECUTION OF PROFESSIONAL SERVICES AGREEMENT WITH
ADVANCED ENVIRONMENTAL CONSULTANTS, INC. AND
AUTHORIZING PUBLICATION OF ADVERTISEMENT FOR BIDS**

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 (i) negotiation and execution of a

professional services agreement (the "Agreement") with Advanced Environmental Consultants, Inc. ("AEC") to provide professional engineering and environmental services in connection with demolition of the Old Maintenance Facility at Jackson-Evers International Airport ("the Project") and (ii) publication of an advertisement for bids for demolition and remediation in connection with the Project, all as more particularly described in that certain memorandum dated July 21, 2008 (the "Memorandum"), a copy of which is (i) included in the packet distributed to the Board prior to the July 28, 2008, Regular Monthly Meeting of the Board and (ii) incorporated herein by reference; and

WHEREAS, the Board has reviewed the Memorandum and considered said 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, approve and authorize (i) negotiation and execution of the Agreement with AEC, 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, and (ii) publication of an advertisement for bids for the Project.

C. **Construction Projects.**

1. JMAA Project No. 006-08, Installation of a New Aviation Fuel Tank, JEIA: Award Contract.
2. JMAA Project No. 016-08, Portraits Carousel, JEIA: Award Contract.
3. JMAA Project No. 014-08, Airfield Marking Enhancements, JEIA: Award Contract.

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 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 July 28,

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 \$230,000.00 for JMAA Project No. 006-08 for installation of a new aviation fuel tank at Jackson-Evers International Airport (“JEIA”) (the “Fuel Tank Project”) as the lowest and best bid for the Fuel Tank Project, and approves and authorizes negotiation, execution and accomplishment of an agreement (the “Lyon Agreement”) with Lyon to accomplish the Fuel Tank Project, all as more particularly described in the Memorandum dated July 21, 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 hereby accepts the bid by Digital Imaging Group, LLC (“DIG”) in the amount of \$32,858.00 for JMAA Project No. 017-08 for purchase and installation of two portrait carousels at JEIA (the “Portrait Project”) as the lowest and best bid for the Portrait Project, and approves and authorizes negotiation, execution and accomplishment of an agreement (the “DIG Agreement”) with DIG to accomplish the Portrait Project, all as more particularly described in the Memorandum dated July 21, 2008, relating to this matter, said Portrait 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.
3. The Board hereby accepts the bid by Traffic Control Products Company, Inc. (“TCPC”) in the amount of \$37,675.00 for JMAA Project No. 014-08 for painting of airfield markings at JEIA (the “Airfield Marking Project”) as the lowest and best bid for the Airfield Marking Project, and approves and authorizes negotiation, execution and accomplishment of an agreement (the “TCPC Agreement”) with TCPC to accomplish the Airfield Marking Project, all as more particularly described in the Memorandum dated July 21, 2008, relating to this matter, said TCPC 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.

D. **Procurements.**

No procurements were discussed, and no action was taken on any procurement, at the Meeting.

E. **Lease and Concession Agreements.**

1. Request for Proposals, Automated Teller Machines, JEIA: Authorize Publication of Request for Proposals.
2. Extension of Rental Car Concession Agreements, JEIA: Authorize Extensions.

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 Irvin, and unanimously approved by the affirmative votes of all Commissioners present, the Board adopted the following resolution.

**RESOLUTION APPROVING AND AUTHORIZING CERTAIN ACTIONS
RELATING TO LEASE AND CONCESSION AGREEMENTS**

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 lease and concession agreements identified below, all as more particularly described in certain memoranda (i) included in the packet distributed to the Board prior to the July 28, 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 said 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, the Board hereby does, take the following action:

1. The Board approves and authorizes preparation and publication of a request for proposals to locate up to five (5) automatic teller machines ("ATMs") in the Main Terminal Building at Jackson-Evers International Airport, as more particularly described in the Memorandum dated June 30, 2008, relating to this matter.
2. The Board approves and authorizes negotiation and execution of an extension to each of the current Non-Exclusive Concession Agreements for On-Airport

Automobile Rental Operations with Budget Rent A Car Systems, Inc.; Avis Rent A Car System, LLC; Enterprise Leasing Company – South Central, Inc.; The Hertz Corporation; and Vanguard Car Rental USA Inc.; which will expire on September 30, 2008, for a period of approximately twelve (12) months, as more particularly described in the Memorandum dated June 30, 2008, relating to this matter, said Extensions to be in such form and to contain such terms and conditions consistent with the Memorandum as may be deemed appropriate by the Chief Executive Officer of the Authority, as evidenced by his execution thereof.

F. **Other Matters.**

There was no discussion or action taken on any other matters at the Meeting.

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 Jones, seconded by Commissioner Irvin, 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.