

REGULAR MEETING
OF
JACKSON MUNICIPAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS

June 23, 2008

The Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority ("Authority" or "JMAA") met in the Community Room, Main Terminal Building, Jackson-Evers International Airport ("JEIA"), in Jackson, Mississippi, at 4:00 p.m. on Monday, June 23, 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
Dr. Glenda Glover, Vice Chair
George E. Irvin, Sr.
Earle Jones
Johnnie P. Patton, R. PH.

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 S. Cohen, JMAA Chief Financial Officer
Denson Stasher, JMAA Director of Operations and Security
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
Larry Davis, JMAA Compliance Analyst
Arnetrius Reed Branson, JMAA Controller
Barbara Branson, JMAA
Cindy Crotchett, JMAA
Sharon Evans, JMAA
Kilvin Griffin, JMAA

Arlester Johnson, JMAA
Calvin Jones, JMAA
Derez McClure, JMAA
Vernado Patterson, JMAA
Clifford Ray, JMAA
Joann Slater, JMAA
Robert Stephens, JMAA
Alan L. Moore, Baker Donelson Bearman Caldwell & Berkowitz, P.C.
Jeff Wagner, Baker Donelson Bearman Caldwell & Berkowitz, P.C.
Chuck Lott, Neel-Schaffer, Inc.
Wilena Williams

II. APPROVAL AND EXECUTION OF MINUTES.

A. Special Board Meeting on May 22, 2008.

B. Regular Work Session on June 19, 2008.

The Board considered the minutes of the Special Board Meeting on May 22, 2008, and the Regular Monthly Work Session on June 19, 2008.

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 minutes 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, Ending May 31, 2008.
2. Airport Activity Statistics Report, Ending May 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 with the Board. A copy of the Packet is attached as an exhibit to the minutes of the Meeting.

3. Employee Recognitions.

a. Employee of the Month.

- (1) May 2008: Robert Stephens, Public Safety Coordinator, Department of Public Safety.

Mr. Vanderleest recognized and commended Mr. Stephens as Employee of the Month for May 2008.

- (2) June 2008, Calvin Jones, Lead Maintenance Technician, Department of Facilities.

Mr. Vanderleest recognized and commended Mr. Stephens as Employee of the Month for June 2008.

b. Professional Development Recognitions.

- (1) Kilvin Griffin, Equipment Operator, Department of Facilities.

- (a) Certificate of Completion (Level I), Sponsored by AAAE Airport Training & Safety Institute.

Mr. Vanderleest introduced and commended Mr. Griffin on his Certification of Completion (Level I) from the AAAE Airport Training and Safety Institute.

- (2) Clifford Ray, Equipment Operator, Department of Facilities.

- (a) Certificate of Completion (Level I), Sponsored by AAAE Airport Training & Safety Institute.

Mr. Vanderleest introduced and commended Mr. Ray on his Certification of Completion (Level I) from the AAAE Airport Training and Safety Institute.

- (3) Vernardo Patterson, Equipment Operator, Department of Facilities.

- (a) Certificate of Completion (Level I), Sponsored by AAAE Airport Training & Safety Institute.

Mr. Vanderleest introduced and commended Mr. Patterson on his Certification of Completion (Level I) from the AAAE Airport Training and Safety Institute.

- (4) Barbara Branson, Housekeeping Supervisor, Facilities Division.

- (a) Basic Supervision I, II, III Courses, Sponsored by Mississippi Manufacturers Association.

Mr. Vanderleest introduced and commended Ms. Branson on her completion of the Basic Supervision I, II and III courses from the Mississippi Manufacturers Association.

- (5) Sharon Evans, Housekeeping Supervisor, Facilities Division.

- (a) Basic Supervision I, II, III Courses, Sponsored by Mississippi Manufacturers Association.

Mr. Vanderleest introduced and commended Ms. Evans on her completion of the Basic Supervision I, II and III courses from the Mississippi Manufacturers Association.

- (6) Cindy Crotchett, Administrative Coordinator, Human Resources and Administration Division.

- (a) Administrative Support Certification Program, Sponsored by Mississippi State Personnel Board.

Mr. Vanderleest introduced and commended Ms. Crotchett on her completion of the Administrative Support Certification Program of the Mississippi State Personnel Board.

- (7) Joann Slater, Human Resources Assistant, Human Resources and Administration Division.

- (a) Administrative Support Certification Program, Sponsored by Mississippi State Personnel Board.

Mr. Vanderleest introduced and commended Ms. Slater on her completion of the Administrative Support Certification Program of the Mississippi State Personnel Board.

c. Professional Awards.

(1) Derez McClure, Communications Officer, Public Safety Department.

(a) Larry Lindsey Award for Service Above and Beyond the Call of Duty, Association of Professional Communications Officers, Mississippi Chapter.

Mr. Vanderleest introduced and commended Mr. McClure on receiving the Larry Lindsey Award for Service Above and Beyond the Call of Duty from the Mississippi Chapter of the Association of Professional Communications Officers.

d. Customer Service Plus (+) Recognition.

(1) Arlester Johnson, Equipment Operator, Hawkins Field Department of Facilities.

(a) Recognition of Service Above and Beyond the Call of Duty.

Mr. Vanderleest introduced and commended Mr. Johnson on his recognition for service above and beyond the call of duty.

B. Attorney.

Mr. Moore said he had nothing to report to the Board.

V. ACTION ITEMS.

A. Financial Matters.

1. Financial Reports for May 2008: Accept.

a. Balance Sheet.

b. Income Statement.

2. Claims Docket for May 2008: Approve.

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

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 ACCEPTING FINANCIAL REPORTS FOR MAY 2008
AND APPROVING AND AUTHORIZING PAYMENT OF CLAIMS
DOCKET FOR MAY 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 May 31, 2008 (the "Financial Reports"), and (ii) the Claims Docket of the Authority for the month of May 2008 (the "Claims"), both the Financial Reports and the Claims being (i) included in the packet distributed to the Board prior to the June 23, 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 \$600,660.24.

B. Service Agreements.

1. Professional Service Agreement with The Whitten Group, JMAA: Approve Amendment.
2. Professional Service Agreement with Terron Jones, JMAA: Approve Agreement.
3. Temporary Labor Agreement with Pullum & Associates of Jackson, LLC, JMAA: Approve Agreement.

Mr. Vanderleest directed the Board's attention to the memoranda in the Packet which described each of the matters set out above, and discussed each of these matters 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 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 (the "Board") of the Authority approve and authorize certain actions with respect to certain service agreements identified below, all as more particularly described in certain memoranda which were (i) included in the packet distributed to the Board prior to

the June 23, 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 and considered 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 approves and authorizes negotiation and execution of an amendment (the "Whitten Amendment") to the professional services agreement with The Whitten Group for professional services in connection with certain human resource consulting projects for Fiscal Years 2008 and 2009, the Whitten Amendment to be in such form and to contain such terms and conditions consistent with the Memorandum dated June 13, 2008, 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 approves and authorizes negotiation and execution of an agreement (the "Jones Agreement") with Terron Jones, Director of the Physical Plant Department of University of Mississippi, for certain services in connection with an assessment of the JMAA Facilities Department organizational structure, the Jones Agreement to be in such form and to contain such terms and conditions consistent with the Memorandum dated June 17, 2008, 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 negotiation and execution of an agreement (the "Pullum Agreement") with Pullum & Associates of Jackson, LLC, for temporary outside grounds maintenance staff and administrative staff, the Pullum Agreement to be in such form and to contain such terms and conditions consistent with the Memorandum dated June 17, 2008, 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.

There was no discussion or action regarding construction projects at the Meeting.

D. Procurements.

1. Waring Oil, JMAA: Fuel Rate Agreement: Approve Purchase 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 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 FUEL PURCHASE
AGREEMENT WITH WARING OIL**

WHEREAS, after receiving and reviewing two (2) written quotes, 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 purchase agreement (the "Waring Agreement") with Waring Oil ("Waring), pursuant to which Waring will provide unleaded and diesel fuel at a set rate, as more particularly described in that certain memorandum dated June 6, 2008, which is (i) included in the packet distributed to the Board prior to the June 23, 2008, Regular Monthly Meeting of the Board and (ii) incorporated herein by reference (the "Memorandum"); and

WHEREAS, the Board has reviewed the Memorandum 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, approve and authorize negotiation and execution of the Waring Agreement, said Waring 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.

E. Lease and Concession Agreements.

There was no discussion or action regarding lease and concession agreements at the Meeting.

F. Other Matters.

1. Federal Transit Authority (FTA) Grant, JMAA: Authorize Application and Acceptance.

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

**RESOLUTION APPROVING AND AUTHORIZING APPLICATION FOR
AND ACCEPTANCE OF FEDERAL TRANSIT AUTHORITY GRANT**

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 filing an application for, receipt of, and use of a certain grant (the "Grant") from the Federal Transit Authority (the "FTA") for funds to support ground transportation options for Jackson-Evers International Airport, all as more particularly described in that certain memorandum dated June 20, 2008, (i) included in the packet distributed to the Board prior to the Regular Monthly Meeting of the Board on June 23, 2008, 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 filing an application for the Grant with the FTA, and if the Grant application is accepted and approved, receipt and use of the Grant proceeds, subject to the purpose and conditions of the Grant.

2. Confidential Personnel Matter.

VI. CLOSED SESSION.

At approximately 4:35 p.m., Chair Stewart requested that the Board consider entering Closed Session to discuss whether to enter into Executive Session for the limited purpose of discussing a specific personnel matter, which required confidential treatment in accordance with applicable law.

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 agreed to enter into Closed Session for the limited purpose of considering whether to enter into Executive Session to discuss a specific personnel matter, which required confidential treatment in accordance with applicable law. The Board asked Mr. Vanderleest, Mr. Moore and Mr. Wagner to remain during the Closed Session. All others present at the Meeting, other than the Board itself, then left the Meeting.

VII. EXECUTIVE SESSION.

At approximately 4:36 p.m., the Board considered whether to enter into Executive Session for the limited purpose of discussing a specific personnel matter, which required confidential treatment in accordance with applicable law.

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 agreed to enter into Executive Session for the limited purpose of discussing a specific personnel matter, which required confidential treatment in accordance with applicable law. The Board asked Mr. Vanderleest, Mr. Moore, and Mr. Wagner to remain during the Executive Session.

Mr. Wagner then stepped outside the Community Room and told those outside the Meeting that the Board had voted to go into Executive Session to discuss a specific personnel matter, which required confidential treatment in accordance with applicable law.

The Board then met in Executive Session to discuss a specific personnel matter, which required confidential treatment in accordance with applicable law.

VIII. OPEN SESSION.

At approximately 4:55 p.m., Chair Stewart invited the staff of the Authority and the public back into the Meeting, and the Board reconvened the Meeting in Open Session. Chair Stewart announced that, during the Executive Session, Mr. Vanderleest had discussed with the Board a specific personnel matter, which required confidential treatment in accordance with applicable law. No action had been taken by the Board during the Executive Session.

IX. DISCUSSION: STRATEGIC INITIATIVES

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