

REGULAR MONTHLY MEETING
OF
JACKSON MUNICIPAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS

June 27, 2011

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, Jackson, Mississippi, at 4:00 p.m. on Monday, June 27, 2011 (the “Meeting”), pursuant to proper notice.

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

Chair Glenda Glover presided, called the Meeting to order, and called the roll of Commissioners.

The following Commissioners were present in person at the Meeting.

Dr. Glenda Glover, Chair
Johnnie P. Patton, R. Ph., Vice Chair
George E. Irvin, Sr.
Earle Jones
Dr. Sylvia Stewart

Chair Glover 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 Vanderleest, JMAA Chief Executive Officer
Bonnie Wilson, JMAA Chief Operating Officer
Woody Wilson, JMAA Senior Director of Capital Planning
Kenneth Randolph, JMAA Airport Police Commander
Denson Stasher, JMAA Director of Operations and Security
Jack Thomas, JMAA Director of DBE and Community Development
Arnetrius Reed Branson, JMAA Finance Department
Cindy Crotchett, JMAA Executive Assistant
Joyce Tillman, JMAA Facilities Engineer
Jack Weldy, JMAA Properties Manager
Garry Montgomery, JMAA Maintenance Manager
Chad Parker, JMAA Employee Development Specialist

Reginal Smith, JMAA Certified Police Officer
Jeff Wagner, Baker Donelson Bearman Caldwell & Berkowitz
Alex Martin, Baker Donelson Bearman Caldwell & Berkowitz

II. APPROVAL AND EXECUTION OF MINUTES.

- A. **Special Quarterly Meeting of the Board of Commissioners, May 23, 2011.**
- B. **Regular Meeting of the Board of Commissioners, May 23, 2011.**
- C. **Regular Work Session of the Board of Commissioners, June 23, 2011.**

After discussion, upon motion duly made by Commissioner Stewart, seconded by Commissioner Patton, and unanimously approved by the affirmative votes of all Commissioners present, the minutes described above 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 May 31, 2011.
- 2. Airport Activity Statistics Report, Period Ending May 31, 2011.

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 and Organizational Recognitions.
 - a. Employee of the Month, June 2011: Reginal Smith, Certified Police Officer, Department of Public Safety.

Mr. Vanderleest recognized and commended Officer Smith for being named Employee of the Month for June 2011.

4. Professional Recognitions.

a. Gold Sponsor Award, Jackson Branch NAACP.

Mr. Vanderleest said that the Authority had been named a Gold Sponsor by the Jackson Branch of the NAACP.

b. 2011 Best Places to Work in Mississippi: Mississippi Business Journal.

Mr. Vanderleest said that the Authority had been named one of the 2011 Best Places to Work in Mississippi by the Mississippi Business Journal.

B. Attorney.

Mr. Wagner said the attorneys had nothing to report at this time.

V. ACTION ITEMS.

A. Financial Matters.

1. Financial Reports for May 2011.

a. Balance Sheet: Accept.

b. Income Statement: Accept.

c. Claims Docket for May 2011: Approve.

Mr. Vanderleest directed the Board's attention to the above referenced financial reports for May 2011 and the Claims Docket for May 2011, all of which were included in the Packet.

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

**RESOLUTION ACCEPTING FINANCIAL REPORTS FOR MAY
2011 AND APPROVING AND AUTHORIZING PAYMENT OF
CLAIMS DOCKET FOR MAY 2011**

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, 2011 (the "Financial Reports"), and (ii) the Claims Docket of the Authority for the month of May 2011 (the

“Claims”), both the Financial Reports and the Claims being (i) included in the packet distributed to the Board prior to the June 27, 2011, 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 \$3,507,401.81.

B. Service Agreements.

1. JMAA Project No. 015-11, Feasibility Study for a Consolidated Rental Car Quick Turnaround Service Facility, JEIA: Authorize Professional Services Agreement.
2. Colgan Air, Inc. – Airport Use Permit, JEIA: Authorize Agreement.

Mr. Vanderleest directed the Board’s attention to the memoranda in the Packet which described these matters, and discussed these matters with the Board. Mr. Vanderleest said that there had been no changes in these matters since their discussion at the Work Session of the Board on June 23, 2011.

After discussion, upon motion duly made by Commissioner Irvin, seconded by Commissioner Stewart, 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 June 27, 2011, 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 actions:

1. The Board approves and authorizes negotiation and execution of a professional services agreement with Ricondo & Associates, Inc. to determine the physical and financial feasibility of developing a Quick Turnaround Facility on South Hangar Drive at Jackson-Evers International Airport (JMAA Project No. 015-11) (the "Ricondo Agreement"), said Ricondo Agreement to be in such form and to contain such terms and conditions consistent with the Memorandum dated May 31, 2011, 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 a standard Airport Use Permit and Agreement (the "Permit") to allow Colgan Air, Inc., a wholly owned subsidiary of Pinnacle Airlines Corp. ("Colgan"), to provide commercial passenger service at Jackson-Evers International Airport under the names Continental Connection, United Express and US Airways Express (the "Services"), said Permit to be in such form and to contain such terms and conditions consistent with the Memorandum dated June 15, 2011, 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. Johnson Controls, Chiller Repair, JEIA: Authorize Agreement.
2. JMAA Project No. 005-09, Storm Water Improvements, JEIA: Authorize Advertisement for Bids.
3. JMAA Project No. 017-11, Airfield Markings, JEIA: Authorize Advertisement for Bids.
4. JMAA Project No. 016-11, Tree Removal, JEIA: Authorize Advertisement for Bids.

Mr. Vanderleest directed the Board's attention to the memoranda in the Packet which described these matters, and discussed these matters with the Board. Mr. Vanderleest said that there had been no changes in these matters since their discussion at the Work Session of the Board on June 23, 2011.

After discussion, upon motion duly made by Commissioner Stewart, seconded by Commissioner Patton, 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 June 27, 2011, 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 actions:

1. The Board approves and authorizes negotiation and execution of an agreement with Johnson Controls for repair of a York chiller, an integral part of the HVAC system at Jackson-Evers International Airport (the “Johnson Controls Agreement”), said Johnson Controls Agreement to be in such form and to contain such terms and conditions consistent with the Memorandum dated June 16, 2011, 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 (i) preparation and filing of an application for an Airport Improvement Program grant to fund all or a portion of the costs of repair and/or replacement of the existing storm water system at Jackson-Evers International Airport (JMAA Project No. 005-09) (the “Storm Water Project”); (ii) publication of an advertisement for bids for construction of the Storm Water Project; and (iii) acceptance of the proposed budget for the Storm Water Project, all as more particularly described in the Memorandum dated June 14, 2011, relating to this matter.
3. The Board approves and authorizes publication of an advertisement for bids for repainting of all taxiway striping and other surface guidance markings on the airfield at Jackson-Evers International Airport (JMAA Project No. 017-11), as more particularly described in the Memorandum dated June 6, 2011, relating to this matter.

4. The Board approves and authorizes (i) publication of an advertisement for bids for removal of a certain tract of trees located within the Air Operations Area of Jackson-Evers International Airport (JMAA Project No. 016-11) (the "Tree Removal Project"); and (ii) negotiation of an agreement with Upton Forestry to provide consulting services in connection with the Tree Removal Project (the "Upton Agreement"), the final form of the Upton Agreement to be subject to approval by the Board prior to execution, all as more particularly described in the Memorandum dated June 15, 2011, relating to this matter.

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 Uncollectible Accounts Receivable.

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 Stewart, 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 WRITE-OFF OF
UNCOLLECTIBLE ACCOUNTS RECEIVABLE**

WHEREAS, the staff of the Jackson Municipal Airport Authority (the "Authority") has advised the Board of Commissioners (the "Board") of the Authority that the Authority's auditors, Breazeale, Saunders & O'Neil, LTD ("BSO"), have recommended that the Authority write-off certain uncollectible accounts receivable totaling \$10,067.95 (the "Uncollectible Accounts") from the Authority's financial statements for the period ending June 30, 2011, said Uncollectible Accounts being described in that certain memorandum dated June 13, 2011, which is (i) included in the packet distributed to the Board prior to the June 27, 2011, 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 recommendation therein by the staff of the Authority and BSO;

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 the write-off of the Uncollectible Accounts from the Authority's financial statements for the period ending June 30, 2011, in the amount of \$10,067.95.

2. Sale of Surplus Equipment.

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 Stewart, seconded by Commissioner Patton, and unanimously approved by the affirmative votes of all Commissioners present, the Board adopted the following resolution.

**RESOLUTION DECLARING CERTAIN EQUIPMENT AS SURPLUS
AND AUTHORIZING TRANSFER TO THE CITIES OF MABEN AND
SMITHVILLE, MISSISSIPPI**

WHEREAS, the staff of the Jackson Municipal Airport Authority (the "Authority") has compiled a list of mobile radios and other equipment items that are no longer needed by the Authority for the conduct of its business (the "Surplus Property"), said list of Surplus Property being described in that certain memorandum dated June 9, 2011, which is (i) included in the packet distributed to the Board prior to the June 27, 2011, Regular Monthly Meeting of the Board, and (ii) incorporated herein by reference (the "Memorandum"); and

WHEREAS, the staff of the Authority has (i) advised the Board of Commissioners (the "Board") of the Authority that the Surplus Property is no longer needed by the Authority for the conduct of its business and should be declared surplus and has further advised the Board that the Cities of Maben and Smithville, Mississippi (the "Cities") have expressed a need for the Surplus Property and a willingness to pay a nominal amount to the Authority for said Surplus Property, as set out in 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 finds and determines that (i) the Surplus Property is surplus and no longer needed for Authority purposes and is not to be used in the Authority's operations; (ii) the Cities have expressed a need and use for the Surplus Property, as set out in the Memorandum; and (iii) the sale of the Surplus Property to the Cities for a nominal amount will promote and foster the development and improvement of the Authority, the community in which it is located, and the Cities, and the civic, social, educational, cultural, moral, economic or industrial welfare thereof; and

RESOLVED, FURTHER, the Board hereby approves and authorizes the sale of the Surplus Property to the Cities for \$1.00 each, subject to proper documentation in accordance with applicable law.

3. Disposal of Lost or Abandoned Property Items.

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

**RESOLUTION APPROVING AND AUTHORIZING DISPOSAL OF LOST
OR ABANDONED PROPERTY**

WHEREAS, the staff of the Jackson Municipal Airport Authority (the "Authority") has recommended, in accordance with the Authority's Lost or Abandoned Property Policy, that the Board of Commissioners (the "Board") of the Authority approve and authorize disposal of certain lost or abandoned items found at Jackson-Evers International Airport (the "Abandoned Property"), as more particularly described in that certain memorandum dated June 9, 2011, which is (i) included in the packet distributed to the Board prior to the June 27, 2011, Regular Monthly Meeting of the Board, 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 donation of the Abandoned Property to the Salvation Army in accordance with the Authority's Lost or Abandoned Property Policy.

4. Agreement with Mississippi Forestry Commission, JEIA: Authorize Agreement.

Mr. Vanderleest distributed to the Board a memorandum which described this matter, and discussed this matter with the Board.

After discussion, upon motion duly made by Commissioner Patton, 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 AGREEMENT WITH THE MISSISSIPPI FORESTRY COMMISSION FOR ERADICATION OF COGONGRASS AT JACKSON-EVERS INTERNATIONAL AIRPORT

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 an agreement (the "Forestry Commission Agreement") with the Mississippi Forestry Commission (the "Forestry Commission") to allow the Forestry Commission access to property at Jackson-Evers International Airport ("JEIA") for the purpose of applying herbicides to eradicate Cogongrass, an invasive plant species found on the property (the "Services"), as more particularly described in that certain memorandum dated June 24, 2011, which (i) was distributed to the Board during the June 27, 2011, Regular Monthly Meeting of the Board, and (ii) is incorporated herein by reference (the "Memorandum"); and

WHEREAS, the staff of the Authority has advised the Board that the Forestry Commission will perform the Services at no cost to the Authority; 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 negotiation and execution of the Forestry Commission Agreement with the Forestry Commission to perform the Services, said Forestry Commission Agreement 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.

VI. DISCUSSION: STRATEGIC INITIATIVES.

Mr. Vanderleest presented a video to the Board regarding the proposed Jackson Medical Corridor proposed to run from the University Medical Center along Woodrow Wilson Boulevard to Hawkins Field. At the conclusion of the video, Mr. Vanderleest stated that no action was being requested at this time, but that due to the opportunity presented for the development of

additional air service at Hawkins Field, he wanted the Board to be aware of the proposal and the possibility that the Authority may be requested to contribute to the costs of a feasibility study.

VII. ADJOURNMENT.

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

Respectfully submitted,

Dr. Glenda Glover, Chair

Johnnie P. Patton, R. Ph., Vice Chair

George E. Irvin, Sr.

Earle Jones

Dr. Sylvia Stewart