

**REGULAR MEETING**  
**OF**  
**JACKSON MUNICIPAL AIRPORT AUTHORITY**  
**BOARD OF COMMISSIONERS**

**March 24, 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, March 24, 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, and announced that the Meeting was competent to proceed with the business at hand.

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  
Rene’ Woodard, JMAA Director of Human Resources & Administration  
Barbara Reed, JMAA Executive Assistant  
Joyce Tillman, JMAA Facilities Engineer  
Jack Weldy, JMAA Properties Manager  
Larry Davis, JMAA Compliance Analyst  
Arnetrius Reed Branson, JMAA Controller  
Jason McDonald, JMAA Public Safety Department  
Alan L. Moore, Baker Donelson Bearman Caldwell & Berkowitz  
Jeff Wagner, Baker Donelson Bearman Caldwell & Berkowitz  
Chuck Lott, Neel-Schaffer, Inc.

## II. APPROVAL AND EXECUTION OF MINUTES.

- A. Customer Service and Marketing Committee Meeting on February 25, 2008.
- B. Regular Monthly Board Meeting on February 25, 2008.
- C. Regular Monthly Work Session on March 20, 2008.

The Board considered the minutes of the Customer Service and Marketing Committee Meeting on February 25, 2008; the Open Session and Executive Session of the Regular Monthly Board Meeting on February 25, 2008; and the Regular Monthly Work Session on March 20, 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, said 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 February 29, 2008.
- 2. Airport Activity Statistics Report, Ending February 29, 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) February 2008: Arlester Johnson, Equipment Operator, Facilities Department.
    - (2) March 2008: Ledireada Kent, Communications Officer, Public Safety Department.

Mr. Vanderleest said that Mr. Johnson and Ms. Kent were unable to attend the Meeting, and would be recognized at a subsequent Board meeting.

b. Professional Development Recognitions.

(1) Jason McDonald, Certified Police Officer, Public Safety Department.

(a.) Completion of the National Rifle Association of America's Firearms Instructor Training Course.

Mr. Vanderleest introduced and commended Mr. McDonald on his completion of the National Rifle Association of America's Firearms Instructor Training Course.

(2) James Myers, Certified Police Officer, Public Safety Department.

(a.) Completion of the National Rifle Association of America's Firearms Instructor Training Course.

Mr. Vanderleest said that Mr. Myers was unable to attend the Meeting, and would be recognized at a subsequent meeting.

4. Commercial Passenger Service at JEIA.

a. Continental Express.

Mr. Vanderleest announced that Continental Express had notified the Authority that it intends to discontinue service to Newark Liberty International Airport, effective May 1, 2008. Mr. Vanderleest said that the MetroJackson Chamber of Commerce intends to discuss the situation with Continental Express, as the Airport Authority will, but Mr. Vanderleest said he did not expect Continental Express to change its position in light of its financial losses related to that flight.

Mr. Vanderleest said that Continental Express also notified the Authority that it will discontinue one of its flights to Houston from JEIA, leaving 5 flights daily.

b. Delta Airlines.

Mr. Vanderleest said that Delta Airlines had announced that it will cancel all service between JEIA and Cincinnati, effective as of May 1, 2008, as part of Delta's phase out of its former Cincinnati regional hub.

**B. Attorney.**

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

**V. ACTION ITEMS.**

**A. Financial Matters.**

1. Financial Reports for February 2008: Accept.
2. Claims Docket for February 2008: Approve.

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

During discussion, Commissioner Irvin requested more information on certain consultant expenses and suggested that the Board consider ways to reduce consultant expenses.

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 ACCEPTING FINANCIAL REPORTS FOR FEBRUARY  
2008 AND APPROVING AND AUTHORIZING PAYMENT OF CLAIMS  
DOCKET FOR FEBRUARY 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 February 29, 2008 (the “Financial Reports”), and (ii) the Claims Docket of the Authority for the month of February 2008 (the “Claims”), both the Financial Reports and the Claims being (i) included in the packet distributed to the Board prior to the March 24, 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 \$726,220.44.

**B. Service Agreements.**

1. Service Agreement, Sgt. Marshall Pack, Firearms Instruction, JMAA: Approve Agreement.
2. Service Agreement, Lockett Communications, LLC, for the Medgar Evers Exhibit Grand Opening, JEIA: Approve Agreement.
3. West Rankin Utility Authority, Change in Service Agreement, JEIA: Approve Change.
4. Publication of Request for Qualifications for Master Plans for Jackson-Evers International Airport and Hawkins Field Airport, JMAA: Authorize Publication.

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.

During discussion, Commissioner Glover, Commissioner Irvin and Mr. Vanderleest discussed how to encourage participation by local and DBE firms in the master planning projects.

After discussion, upon motion duly made by Commissioner Glover, 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 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 March 24, 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 said 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, and the Board hereby does, take the following action:

1. The Board approves and authorizes negotiation and execution of an agreement (the "Pack Agreement") with Sergeant Marshall Pack of the Mississippi Highway Patrol for oversight and support services in connection with firearms training, said Pack Agreement to be in such form and to contain such terms and conditions consistent with the Memorandum dated March 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 a professional services agreement (the "Lockett Agreement") with Lockett Communications, LLC for professional services in connection with the grand opening of the Medgar Evers Exhibit at Jackson-Evers International Airport, said Lockett Agreement to be in such form and to contain such terms and conditions consistent with the Memorandum dated March 15, 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 execution of a certain Amended Service Agreement for the Treatment of Wastewater between Customers and the West Rankin Utility Authority (the "WRUA Agreement"), said WRUA Agreement to be in such form and to contain such terms and conditions consistent with the Memorandum dated March 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.
4. The Board approves and authorizes publication of two (2) separate Requests for Qualifications for professional services in connection with development of master plans for (i) Jackson-Evers International Airport and (ii) Hawkins Field, respectively, as more particularly described in the Memorandum dated March 15, 2008, relating to this matter.

**C. Construction Projects.**

1. JMAA Project No. 016-07, Refurbishment of the Departure Canopy at JEIA: Award Contract.
2. JMAA Project No. 054-06, Refurbishment of the DHL Building at JEIA: Award Contract.
3. JMAA Project No. 011-06, Contract No. 011-06-302, Cable and Wireless Assessment/Structured Cable System, JEIA: Authorize Amendment to Contract.

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 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 and negotiation and execution of certain agreements, all with respect to certain construction projects identified below, and all as more particularly described in certain memoranda (i) included in the packet distributed to the Board prior to the March 24, 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 U. S. Coating Specialties & Supplies LLC (“UCSS”) in the amount of \$169,750.00 for JMAA Project No. 016-07 for Refurbishment of the Departure Canopy at Jackson-Evers International Airport (“JEIA”) (the “Departure Canopy Project”) as the lowest and best bid for the Departure Canopy Project, and approves and authorizes execution and accomplishment of an agreement (the “Departure Canopy Agreement”) with UCSS to accomplish the Departure Canopy Project, all as more particularly described in the Memorandum dated March 11, 2008, relating to this matter, said Departure Canopy 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 UCSS in the amount of \$173,505.00 for JMAA Project No. 054-06 for Refurbishment of the DHL Building at JEIA (the “DHL Building Project”) as the lowest and best bid for the DHL Building Project, and approves and authorizes execution and accomplishment of an agreement (the “DHL Building Agreement”) with UCSS to accomplish the DHL Building Project, all as more particularly described in the Memorandum dated March 11, 2008, relating to this matter, said DHL Building 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 approves and authorizes negotiation and execution of an amendment to that certain Contract No. 011-06-302 or a new agreement, to be determined by legal counsel (either, the "CSC Agreement"), with Convergent Strategies Consulting, Inc. ("CSC") to employ CSC to design and oversee construction and installation of a premises distribution system at JEIA, as more particularly described in the Memorandum dated March 17, 2008, relating to this matter, said CSC 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.**

1. JMAA Project No. 011-08, Purchase of Runway Sweeper, JEIA: Authorize Advertisement for Bids.
2. JMAA Project No. 012-08, Purchase of High Pressure Breathing Air Compressor System, Mass Decontamination Shelter System and Trailer, and Thermal Imaging Camera, JEIA: Authorize Advertisement for Bids.

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 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  
REGARDING 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 procurements, as more particularly described in certain memoranda (i) included in the packet distributed to the Board prior to the March 24, 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 approves and authorizes (i) acceptance of certain grant offers and (ii) publication of an advertisement for bids for the purchase and installation of a new runway, taxiway and apron sweeper for use at Jackson-Evers International Airport (“JEIA”), as more particularly described in the Memorandum dated March 16, 2008, relating to this matter.
2. The Board approves and authorizes (i) acceptance of certain grant offers and (ii) publication of an advertisement for bids for the purchase of certain emergency response equipment to be owned by the Authority and operated at JEIA by the Mississippi Air National Guard, 172<sup>nd</sup> Airlift Wing, Aircraft Rescue and Fire Fighting Department, as more particularly described in the Memorandum dated March 15, 2008, relating to this matter.

**E. Lease and Concession Agreements.**

There was no discussion or action taken at the Meeting regarding Lease and Concession Agreements.

**F. Grants.**

1. JMAA Project No. 011-06, Structured Cable System; Project No. 026-06, Access Control System Replacement (Engineering Costs); Project No. 031-06, Disparity Study Update; Project No. 046-06, 800 MHz Radio Replacement; Project No. 004-07, Radio System Baseline Upgrade; Project No. 004-08, Passenger Boarding Bridges; Revisions to Funding Allocations, JEIA: Accept Grants and Approve Funding Reallocations.

Mr. Vanderleest directed the Board’s attention to the memorandum dated March 15, 2008, in the Packet, which described this matter (the “Grant Reallocation Memorandum”). As set forth in the Grant Reallocation Memorandum, the United States Congress authorized an extension of the FAA Airport Improvement Program Entitlement Grants for one year, instead of the standard multi-year authorization. In light of this short-term authorization cycle, FAA requested that the Authority re-allocate approximately \$3 Million in Entitlement Grants among currently eligible projects, so the funds can be expended within the one year authorization period. Mr. Vanderleest then directed the Board’s attention to the chart on page 63 of the Packet, which described the current allocation of said Entitlement Grants and the proposed reallocation of those same Entitlement Grants over a one year period. Mr. Vanderleest then asked the Board to approve and authorize the reallocation of the Entitlement Grants as indicated in the Entitlement Grant Memorandum and the chart.

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 ACCEPTANCE OF  
GRANTS AND REALLOCATION OF FUNDING FOR CERTAIN  
PROJECTS**

**WHEREAS**, the staff of the Jackson Municipal Airport Authority (the “Authority”) has advised the Board of Commissioners (the “Board”) of the Authority that the United States Congress has authorized the Federal Aviation Administration (“FAA”) Airport Improvement Program Entitlement Grants for a one year period, rather than the standard multi-year authorization; and

**WHEREAS**, in light of the foregoing, FAA has requested that the Authority reallocate approximately \$3 Million in Entitlement Grants (“Entitlement Grants”) among a series of previously approved and eligible projects, in order to utilize said Entitlement Grants within the one year period, all as described in that certain memorandum dated March 15, 2008, which was (i) included in the packet distributed to the Board prior to the March 24, 2008, Regular Monthly Meeting of the Board, and (ii) incorporated herein by reference (the “Memorandum”), and in that certain chart setting forth the current allocation of said Entitlement Grants and the proposed reallocation of said Entitlement Grants, which was (i) included in the packet distributed to the Board prior to the March 24, 2008, Regular Monthly Meeting of the Board, and (ii) incorporated herein by reference (the “Chart”); and

**WHEREAS**, the Board has reviewed and considered said Memorandum and the Chart, 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 acceptance of the Entitlement Grants and reallocation of said Entitlement Grants as set forth in the Memorandum and the Chart.

**G. Other Matters.**

1. Cellular Phone and Data Device Policy.

Mr. Vanderleest directed the Board’s attention to the proposed Personal Communication Device (Cellular Telephone and Personal Data Device) Policy included in the Packet, and asked the Board to consider approval and adoption of said Policy.

During discussion, the Board expressed concern that the proposed policy was too complicated and intrusive.

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 agreed to table this matter for further discussion and action at a subsequent Board meeting.

2. Recording of Board Meeting Minutes.
3. Robert's Rules of Order.
4. DBE Ombudsman.

The Board confirmed its intent to schedule a Special Meeting of the Board to discuss and take action on items 2, 3 and 4 above.

**VI. DISCUSSION: STRATEGIC INITIATIVES.**

**A. Congressional Visits.**

Mr. Vanderleest said that he and Chairman Stewart had very positive meetings with the Mississippi Congressional delegation during a recent trip to Washington to discuss the Authority's funding requests for the upcoming fiscal year.

**VII. ADJOURNMENT.**

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

Respectfully submitted,

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Dr. Sylvia Stewart, Chair

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Dr. Glenda Glover, Vice Chair

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George E. Irvin, Sr.

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Earle Jones

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Johnnie P. Patton, R. Ph.