

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

**March 26, 2012**

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 – Medgar Wiley Evers International Airport (“JAN”), Jackson, Mississippi, at 4:00 p.m. on Monday, March 26, 2012 (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 B. Glover, Chair  
Johnnie P. Patton, R. Ph., Vice Chair  
George E. Irvin, Sr.  
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  
René Woodward, JMAA Chief Administrative Officer  
Gary Cohen, JMAA Chief Financial Officer  
Woody Wilson, JMAA Senior Director of Capital Planning  
Cindy Crotchett, JMAA Executive Assistant  
Jack Weldy, JMAA Properties Manager  
Kimberly Farmer, JMAA Administrative Project Support  
Doris Higginbotham, JMAA Public Safety Coordinator  
Garry Montgomery, JMAA Maintenance Manager  
Karen Nations, JMAA Police Sergeant  
Lieutenant Ronald Marsalis, JMAA Police Lieutenant  
Buddy Nash, JMAA Terminal Maintenance Supervisor  
Joyce Tillman, JMAA Facilities Engineer  
Reginal Smith, JMAA Police Corporal

Chuck Lott, Neel-Schaffer  
Jim White, Waggoner Engineering, Inc.  
Greta R. Ballard, Greta R. Ballard, Law Office  
Jack Ballard, Greta R. Ballard, Law Office  
Mark Pipper, JBHM Architects  
Mark Higginbotham, G.A.T. Airline Ground Support  
Alan Moore, Baker Donelson Bearman Caldwell & Berkowitz  
Jeff Wagner, Baker Donelson Bearman Caldwell & Berkowitz  
Alexander Martin, Baker Donelson Bearman Caldwell & Berkowitz

## II. APPROVAL AND EXECUTION OF MINUTES.

- A. **Special Quarterly Meeting of the Board of Commissioners, February 27, 2012.**
- B. **Regular Monthly Meeting of the Board of Commissioners, February 27, 2012.**
- C. **Special Work Session of the Board of Commissioners, March 22, 2012.**

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 February 29, 2012.***
  - 2. ***Airport Activity Statistics Report, Period Ending February 29, 2012.***

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, March 2012: Buddy Nash, Terminal Maintenance Supervisor, Department of Maintenance.

Mr. Vanderleest recognized and commended Mr. Nash for being named Employee of the Month for March 2012.

4. ***Professional Recognitions.***

- a. Doris Higginbotham, Public Safety Coordinator, Department of Public Safety.

- (1) Certificate of Completion, Levels I, II and III ATSI, Sponsored by AAAE Airport Training Safety Institute.

Mr. Vanderleest recognized and commended Ms. Higginbotham for receiving a Certificate of Completion for Levels I, II and III ATSI, as sponsored by the AAAE Airport Training Safety Institute.

- b. Karen Nations, Police Sergeant, Department of Public Safety.

- (1) Certificate of Completion, Levels I, II and III ATSI, Sponsored by AAAE Airport Training Safety Institute.

Mr. Vanderleest recognized and commended Ms. Nations for receiving a Certificate of Completion for Levels I, II and III ATSI, as sponsored by the AAAE Airport Training Safety Institute.

Mr. Vanderleest also recognized and commended Ms. Nations for her promotion to Sergeant.

- c. Reginal Smith, Police Corporal, Department of Public Safety.

- (1) Certificate of Completion, Levels I, II and III ATSI, Sponsored by AAAE Airport Training Safety Institute.

Mr. Vanderleest recognized and commended Mr. Smith for receiving a Certificate of Completion for Levels I, II and III ATSI, as sponsored by the AAAE Airport Training Safety Institute.

Mr. Vanderleest also recognized and commended Mr. Smith for his promotion to Corporal.

5. ***Organizational Recognitions.***

- a. Jackson Municipal Airport Authority: American Association of Airport Executives 2011 Excellence Award for Airport Training.

Mr. Vanderleest informed the Board that the Authority had received the 2011 Excellence Award for Airport Training from the American Association of Airport Executives.

- b. Jackson Municipal Airport Authority: Sustaining Minority Business Award, Minority Contractors Association of Mississippi, Inc.

Mr. Vanderleest informed the Board that the Authority had received a Sustaining Minority Business Award from the Minority Contractors Association of Mississippi, Inc.

**B. Attorney.**

Mr. Moore reminded the Board that at the February 27, 2012, Board meeting, the Board had considered bids received for JMAA Project No. 013-10, Structural Enhancement of Old Air Cargo Facility at Jackson-Medgar Wiley Evers International Airport (the "Old Air Cargo Facility Project"). After discussion, the Board (i) rejected the low bid by McMillan-Pitts Construction Co., LLC ("McMillan-Pitts") in the amount of \$817,000 and (ii) accepted the next lowest bid by Mid State Construction Company, Inc. ("Mid State") in the amount of \$943,000 as the lowest and best bid for the Old Air Cargo Facility Project, all for the reasons described in that certain memorandum dated February 15, 2012, which described this matter, a copy of which was included in the Board packet attached as an exhibit to the minutes of the February 27, 2012, Board meeting. A copy of that memorandum is also attached as an exhibit to the minutes of this Meeting.

Mr. Moore said that subsequent to the February 27, 2012, Board meeting, McMillan-Pitts filed a Bill of Exceptions in the Circuit Court of Rankin County, Mississippi, protesting the award of the contract to Mid State and requesting that the Court (i) overrule the Board decision to reject McMillan-Pitts' bid and (ii) award the contract to Mid State. Mr. Moore said that legal counsel to JMAA had advised McMillan-Pitts' attorney that although the Bill of Exceptions was not, in our opinion, the proper way to file a protest of the contract award, JMAA would consider the Bill of Exceptions to be a formal protest of the contract award, subject to JMAA's Bid Protest Procedures. Those Procedures state that the JMAA Board shall:

...make a determination on the protest based on the information provided and such other investigation as the Board of Commissioners deems appropriate. JMAA shall

inform the protestor in writing of the Board of Commissioners' determination with respect to each substantive issue identified in the written protest.

Copies of the Bill of Exceptions and the Bid Protest Procedures are attached as exhibits to the minutes of the Meeting.

Mr. Moore said that after reviewing the applicable law, the facts and circumstances in this matter, legal counsel recommended that the Board reject the protest filed by McMillan-Pitts and confirm award of the contract to Mid State.

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 REJECTING PROTEST FILED BY MCMILLAN-PITTS  
CONSTRUCTION CO., LLC IN CONNECTION WITH JMAA PROJECT  
NO. 013-10, STRUCTURAL ENHANCEMENT OF OLD AIR CARGO  
FACILITY, JACKSON-MEDGAR WILEY EVERS INTERNATIONAL  
AIRPORT**

**WHEREAS**, on February 27, 2012, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority ("JMAA") adopted a resolution (i) rejecting the low bid by McMillan-Pitts Construction Co., LLC ("McMillan-Pitts") in the amount of \$817,000 and (ii) accepting the next lowest bid by Mid State Construction Company, Inc. ("Mid State") in the amount of \$943,000 for JMAA Project No. 013-10, Structural Enhancement of Old Air Cargo Facility at Jackson-Medgar Wiley Evers International Airport (the "Old Air Cargo Facility Project"), as the lowest and best bid for the Old Air Cargo Facility Project, all for the reasons described in a certain memorandum dated February 15, 2012, a copy of which is attached to the minutes of the March 26, 2012, Regular Monthly Meeting of the Board (the "Memorandum"); and

**WHEREAS**, McMillan-Pitts filed a certain Bill of Exceptions in the Circuit Court of Rankin County, Mississippi (the "Bill of Exceptions"), and provided a copy thereof to JMAA; and

**WHEREAS**, upon advice of legal counsel, the JMAA Board has determined to accept the Bill of Exceptions as a protest after contract award as described in the Bid Protest Procedures adopted by JMAA (the "Bid Protest Procedures"), a copy of the Bill of Exceptions and a copy of the Bid Protest Procedures being attached as exhibits to the minutes of the March 26, 2012, Board Meeting; and

**WHEREAS**, the Board has reviewed and considered the Memorandum, the Bill of Exceptions and the Bid Protest Procedures, and has discussed all of the above with JMAA's legal counsel;

**NOW, THEREFORE, BE IT RESOLVED**, the Board hereby (i) rejects the Bill of Exceptions and (ii) confirms the rejection of the bid submitted by McMillan-Pitts and the acceptance of the bid submitted by Mid State as the lowest and best bid for the Old Air Cargo Facility Project for the reasons set forth in the Memorandum.

**V. ACTION ITEMS.**

**A. Financial Matters.**

1. ***Financial Reports for February 2012.***
  - a. Balance Sheet: Accept.
  - b. Income Statement: Accept.
  - c. Claims Docket for February 2012: Approve.

Mr. Vanderleest directed the Board's attention to the above referenced financial reports for February 2012 and the Claims Docket for February 2012, all of which were included in the Packet.

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 ACCEPTING FINANCIAL REPORTS FOR  
FEBRUARY 2012 AND APPROVING AND AUTHORIZING  
PAYMENT OF CLAIMS DOCKET FOR FEBRUARY 2012**

**WHEREAS**, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") has reviewed and considered (i) the Balance Sheet and the Income Statement for the Authority for the month and period ending February 29, 2012 (the "Financial Reports"), and (ii) the Claims Docket of the Authority for the month of February 2012 (the "Claims"), both the Financial Reports and the Claims being (i) included in the packet distributed to the Board prior to the March 26, 2012, 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 \$1,110,697.18.

**B. Service Agreements.**

1. *Air Service Development Consulting, JMAA: Approve Agreement.*
2. *Wildlife Hazard Assessment Training, JMAA: 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 March 22, 2012.

After discussion, upon motion duly made by Commissioner Irvin, 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 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 March 26, 2012, 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 The Boyd Group International, Inc. for professional services in connection with air service development and retention issues at Jackson – Medgar Wiley Evers International Airport (the "Boyd Agreement"), said Boyd Agreement to be in such form and to contain such terms and conditions consistent with the Memorandum dated March 1, 2012, 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 for certain professional services with DeTect, Inc. to provide professional wildlife management support and training at Jackson – Medgar Wiley Evers International Airport (the “DeTect Agreement”), said DeTect Agreement to be in such form and to contain such terms and conditions consistent with the Memorandum dated March 12, 2012, 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. ***JMAA Project No. 017-12, Sign Replacement, JAN: Authorize Agreements.***
2. ***JMAA Project No. 019-12, Exterior Terminal and Parking Garage Painting, JAN: Authorize Agreement.***
3. ***JMAA Project No. 003-12, Upgrade of Lift Station 3, JAN: Authorize Agreement.***
4. ***JMAA Project No. 018-12, Federal Aviation Administration Building Modifications, JAN: Approve Addendum to Agreement; 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 March 22, 2012.

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 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 March 26, 2012, 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 (i) an agreement with Mitchell Signs (“Mitchell”) for fabrication and installation of new lettering for the monument sign for Jackson – Medgar Wiley Evers International Airport (“JAN”) on International Drive and on the North Concourse of the Main Terminal Building at JAN at a cost not to exceed \$38,760 (the “Mitchell Agreement”), and (ii) an agreement with One Stop Sign and Safety for fabrication and installation of signs on the upper and lower frontages of JAN at a cost not to exceed \$5,660 (the “One Stop Agreement”) (collectively, the “Signage Agreements”), said Signage Agreements to be in such form and to contain such terms and conditions consistent with the Memorandum dated March 13, 2012, 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 with New England Contractors, LLC (“NEC”), whereby NEC will repaint the exterior walls, doors and handrails of the Main Terminal Building and the exterior garage stairways at JAN (JMAA Project No. 019-12) at a cost not to exceed \$37,333 (the “NEC Agreement”), said NEC Agreement to be in such form and to contain such terms and conditions consistent with the Memorandum dated March 14, 2012, 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 with Scoggins Welding and Machine Shop to perform certain repair services to a lift station supporting the sanitary sewer system at JAN (JMAA Project No. 003-12) at a cost not to exceed \$34,750 (the “Scoggins Agreement”), said Scoggins Agreement to be in such form and to contain such terms and

conditions consistent with the Memorandum dated March 13, 2012, 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 (i) negotiation and execution of an addendum to the professional services agreement with Canizaro Cawthon Davis (“CCD”), whereby CCD will provide architectural services for design and construction oversight services in connection with the Federal Aviation Administration Airport District Office Local Area Network Relocation and Conference/Break Room Modification (JMAA Project No. 018-12) (the “FAA LAN Project”) at a cost not to exceed \$30,000 (the “CCD Addendum”), said CCD Addendum to be in such form and to contain such terms and conditions consistent with the Memorandum dated March 12, 2012, as may be deemed appropriate by the Chief Executive Officer of the Authority, as evidenced by his execution thereof; and (ii) solicitation of quotes and/or publication of an advertisement for bids for construction of the FAA LAN Project, all as more particularly described in the Memorandum dated March 12, 2012, relating to this matter.

**D. Procurements.**

1. ***Operations and Security Vehicles.***
2. ***Strategic Fuel Reserve, JAN and HKS: 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 March 22, 2012.

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 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 actions with respect to certain procurements identified below, all as more particularly described in certain memoranda (i) included in the packet distributed to

the Board prior to the March 26, 2012, 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 (i) approves and authorizes the purchase of four new vehicles at a total cost not to exceed \$89,014 (the “New Vehicles”) in accordance with the Memorandum dated March 13, 2012, which describes this matter; (ii) finds and determines that four vehicles selected for replacement are no longer needed by the Authority for the conduct of its business and should be declared surplus (the “Surplus Vehicles”) ; and (iii) authorizes and directs the staff of the Authority to notify public entities of the availability of the Surplus Vehicles to be transferred under an inter-government transfer for a nominal fee.
2. The Board approves and authorizes negotiation and execution of an agreement with Specialty Fuel Services, LLC to store 24,750 gallons of fuel for Jackson – Medgar Wiley Evers International Airport a fixed rate of \$0.035 per gallon per month and \$185 per transport vehicle per hour should fuel be delivered, for an estimated total annual cost of \$10,395 (the “SFS Agreement”), said SFS Agreement to be in such form and to contain such terms and conditions consistent with the Memorandum dated March 15, 2012, which describes this matter, as may be deemed appropriate by the Chief Executive Officer of the Authority, as evidenced by his execution thereof.

**E. Grants.**

There was no discussion of grants at the Meeting.

**F. Other Matters.**

1. ***University of Mississippi Medical Center, JAN: Authorize Supplemental to Lease Agreement.***
2. ***Civil Air Patrol, HKS: Approve Lease Expansion and Term.***
3. ***Advertisement with Atlanta National League Baseball Club, Inc. dba Mississippi Braves, JMAA: 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 March 22, 2012.

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 MATTERS**

**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 matters identified below, all as more particularly described in certain memoranda (i) included in the packet distributed to the Board prior to the March 26, 2012, 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 supplemental lease agreement with the University of Mississippi Medical Center ("UMMC"), whereby UMMC will lease an additional 12,845 square feet in the building formerly occupied by DHL at Jackson – Medgar Wiley Evers International Airport at the rate of \$7.00 per square foot per year (the "Supplemental UMMC

Lease”), as more particularly described in the Memorandum dated March 15, 2012, which describes this matter, said Supplemental UMMC Lease 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.

2. The Board approves and authorizes (i) negotiation and execution of a renewal of the existing Aeronautical Facility Lease Agreement between the Authority and the Mississippi Wing, Civil Air Patrol for that certain area adjacent to the south ramp at Hawkins Field Airport for a term of fifteen years beginning April 1, 2012, and (ii) expansion of the current leased area to include an additional approximately 38,000 square feet for a total leased area of 1.23 acres (the “CAP Lease Renewal”), as more particularly described in the Memorandum dated March 7, 2012, which describes this matter, said CAP Lease Renewal 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.
3. The Board approves and authorizes negotiation and execution of a promotional advertising agreement with Atlanta National League Baseball Club, Inc. dba Mississippi Braves for the 2012 minor league baseball season (the “Braves Advertising Agreement”), as more particularly described in the Memorandum dated March 14, 2012, which describes this matter, said Braves Advertising 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.

4. ***Board Travel.***

There was no discussion regarding Board Travel at the Meeting.

**VI. DISCUSSION: STRATEGIC INITIATIVES.**

There was no 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 Stewart, seconded by Commissioner Irvin, and unanimously approved by the affirmative votes of all Commissioners present, the Meeting was adjourned.

Respectfully submitted,

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Dr. Glenda Glover, Chair

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

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George E. Irvin, Sr.

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Earle Jones

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Dr. Sylvia Stewart