

REGULAR MONTHLY MEETING
OF
JACKSON MUNICIPAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS

March 28, 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, March 28, 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.
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
Gary Cohen, JMAA Chief Financial Officer
René Woodward, JMAA Director of Human Resources and Administration
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
Kimberly Farmer, JMAA Administrative Project Support
Calvin Glover, JMAA Police Officer
Larry Gozdecki, JMAA Custodial Superintendent
Garry Montgomery, JMAA Maintenance Manager
Jack Weldy, JMAA Properties Manager

Jeff Wagner, Baker Donelson Bearman Caldwell & Berkowitz
Alex Martin, Baker Donelson Bearman Caldwell & Berkowitz
Jamil Thomas, student

II. APPROVAL AND EXECUTION OF MINUTES.

- A. Special Meeting of the Board of Commissioners, February 28, 2011.
- B. Regular Monthly Meeting of the Board of Commissioners, February 28, 2011.
- C. Work Session of the Board of Commissioners, March 24, 2011.

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 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 28, 2011.
- 2. Airport Activity Statistics Report, Period Ending February 28, 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, March 2011: Calvin Glover, Certified Police Officer, Department of Public Safety.

Mr. Vanderleest recognized and commended Mr. Glover for being named Employee of the Month for March 2011.

4. Professional Development Recognitions.

a. Shawn Hanks, Information Technology & Telecommunications Specialist, Department of Human Resources & Administration.

- (1) Basic Supervisory Course, Awarded by Mississippi State Personnel Board.

Mr. Vanderleest said that Mr. Hanks was not in attendance today, so he would be recognized at a later Board meeting.

b. Larry Gozdecki, Custodial Superintendent, Department of Maintenance.

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

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

5. Professional Recognitions.

a. Jackson Municipal Airport Authority: American Association of Airport Executives 2010 Excellence Award for Airport Training.

Mr. Vanderleest informed the Board that the Authority had been awarded an ANTN Digicast Excellence in Airport Training award for training completed during calendar year 2010 by the AAAE. Mr. Vanderleest distributed to the Board a press release announcing the award, a copy of which is attached as an exhibit to the minutes of the Meeting.

b. Jackson Municipal Airport Authority: Minority Contractors Association 2011 Supporting Business Award.

Mr. Vanderleest said that JMAA had received the 2011 Supporting Business Award, as sponsored by the Minority Contractors Association of Mississippi, Inc.

B. Attorney.

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

V. **ACTION ITEMS.**

A. **Financial Matters.**

1. Financial Reports for February 2011.
 - a. Balance Sheet: Accept.
 - b. Income Statement: Accept.
 - c. Claims Docket for February 2011: Approve.

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

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 ACCEPTING FINANCIAL REPORTS FOR
FEBRUARY 2011 AND APPROVING AND AUTHORIZING
PAYMENT OF CLAIMS DOCKET FOR FEBRUARY 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 February 28, 2011 (the "Financial Reports"), and (ii) the Claims Docket of the Authority for the month of February 2011 (the "Claims"), both the Financial Reports and the Claims being (i) included in the packet distributed to the Board prior to the March 28, 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 \$1,878,853.03.

B. **Service Agreements.**

1. Appraisal Study of Leasehold Interest of Jim Hankins Air Service, HKS: Authorize Agreement and Approve Appraisal.
2. Denbury Onshore, LLC, JEIA: Authorize Permit to Allow Additional 2-D Geophysical Survey in Conjunction with Previous Survey.

3. Professional Services Agreement with The Boyd Group: Approve Agreement.
4. Service Agreement with Professional Dispatch Management: Approve 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.

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 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 28, 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 for certain professional services with Aviation Management Consulting Group to conduct an appraisal of the leasehold interest for the facilities leased by Jim Hankins Air Service Inc. at Hawkins Field (the "AMCG Agreement"), the AMCG Agreement to be in such form and to contain such terms and conditions consistent with the Memorandum dated March 7, 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 an agreement with Denbury Onshore, LLC ("Denbury"), whereby Denbury would perform a 2-D geophysical survey of certain areas at Jackson-Evers International Airport (the "Denbury Agreement"), the Denbury Agreement

to be in such form and to contain such terms and conditions consistent with the Memorandum dated March 10, 2011, 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 a professional services agreement with The Boyd Group for professional services in connection with air service development issues at Jackson-Evers International Airport (the “Boyd Agreement”), the Boyd Agreement to be in such form and to contain such terms and conditions consistent with the Memorandum dated March 17, 2011, 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 negotiation and execution of an agreement with Professional Dispatch Management (“PDM”), whereby PDM would conduct a 40-hour Basic Certification for Dispatchers training course for eligible Authority employees (the “PDM Agreement”), the PDM Agreement to be in such form and to contain such terms and conditions consistent with the Memorandum dated March 8, 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.

No action or discussion took place at the Meeting regarding construction projects.

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. State of Mississippi, DFA – Office of Air Transport Services, Ground Lease, JEIA: Approve Amendment.
2. Airport Service Quality (ASQ)-North America Forum: Authorize Staff Participation and Travel.

3. Airport Security and Access Control Systems (ACS), Improvements Project, JEIA.

Mr. Vanderleest directed the Board's attention to the memorandum in the Packet which described these matters, and discussed these matters 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 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 28, 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 one year extension to the existing lease agreement with the State of Mississippi Department of Finance and Administration – Office of Air Transport Services (the "State"), whereby the State would continue to lease approximately 12,500 square feet of land along the west side of South Hangar Drive at Jackson-Evers International Airport at the same rental rate and subject to the same terms currently in effect (the "DFA Lease"), the DFA Lease to be in such form and to contain such terms and conditions consistent with the Memorandum dated March 4, 2011, which describes this matter, as may be deemed appropriate by the Chief Executive Officer, as evidenced by his execution thereof.
2. The Board authorizes and approves reimbursement of reasonable travel, lodging, food and related expenses for Ms René Woodward, Director of Human Resources and Administration for the Authority, to participate in the Airport Service Quality (ASQ) – North America Forum, to be held in

Cancun, Mexico on August 23 – 27, 2011, as more particularly described in the Memorandum dated March 10, 2011, which describes this matter.

3. The Board approves and authorizes (i) termination of the existing agreement with URS Corporation (the “URS Agreement”) in connection with improvements to the Airport Security and Access Control Systems (“ACS”) at Jackson-Evers International Airport (the “ACS Project”); (ii) termination of the existing agreement with Convergent Strategies Consulting, Inc. in connection with design of the Premises Distribution System which will provide the backbone for the new ACS (the “PDS Project”); and (iii) negotiation and execution of an agreement with The Faith Group, LLC to complete the ACS Project and the PDS Project (the “Faith Group Agreement”); all as more particularly described in the Memorandum dated March 22, 2011, which describes these matters, said Faith Group 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.

No discussion or action was taken at the Meeting regarding strategic initiatives.

VII. ADJOURNMENT.

There being no further business to come before the Meeting, upon motion duly made by Commissioner Patton, seconded by Commissioner Irvin, and unanimously approved by the affirmative votes of all Commissioners present, the Meeting was adjourned at 4:25 p.m.

Respectfully submitted,

Dr. Glenda Glover, Chair

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

George E. Irvin, Sr.

Earle Jones

Dr. Sylvia Stewart