

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

**April 22, 2024**

**MINUTES**

**A. CALL TO ORDER/ROLL CALL/DECLARATION OF QUORUM**

Pursuant to proper notice, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority" or "JMAA") convened its Regular Monthly Board Meeting at Hawkins Field Airport ("HKS") in Jackson, Mississippi at 4:00 p.m. on Monday, April 22, 2024. A copy of the Board Meeting Notice is attached hereto.

Chairman Warren Herring presided, called the Meeting to order at 4:00 p.m., and called the roll of Commissioners.

Warren Herring, Chairman ("Herring"), present  
Sharon Bridges, Vice Chairwoman, ("Bridges"), present via Zoom  
Rickey D. Jones, Commissioner, ("Jones"), present  
Rica Lewis-Payton, Commissioner, ("Lewis-Payton"), joined remotely at 4:17 p.m.

The Chairman announced that a quorum was present and stated that the meeting would proceed with a discussion of the agenda (the "Agenda"). The following other persons were also present at the Meeting:

Chief Executive Officer Rosa Beckett ("Beckett")  
Chief of Staff Stephanie Morgan ("Morgan")  
General Counsel Kimberly Carlisle ("Carlisle")  
Steven G. Williams, Legal Officer ("Williams")

**B. INVOCATION – Chairman Herring**

**C. APPROVAL OF BOARD NOTICES**

Emergency Board Meeting, April 5, 2024.

Monthly Work Session Meeting, April 18, 2024.

Regular Board Meeting, April 22, 2024.

Commissioner Jones made a motion to approve the Notices which was seconded by Vice Chairwoman Bridges. The motion passed 3-0 in the temporary absence of Commissioner Lewis-Payton.

**D. APPROVAL OF MINUTES**

Emergency Board Meeting, April 5, 2024.

The Commissioners declined to approve these Minutes at this time.

**E. PUBLIC COMMENTS**

None.

**F. EMPLOYEE RECOGNITION**

Chief Beckett recognized the Hawkins Field Airport maintenance staff for their success in the recent Mississippi Department of Transportation inspections.

**G. BOARD CHAIR REPORT**

Chairman Herring noted the progress made at JMAA since the hiring of Chief Beckett.

**H. CHIEF EXECUTIVE OFFICER'S REPORT**

- a. Industry Highlights. Chief Beckett acknowledged anticipating the application of bid packages in the amount of \$8 million and explained that these funds will be used for major equipment and infrastructure improvements at JAN and HKS. She also stated that JMAA is building partnerships with leaders at the city, state, and federal levels.
- b. Air Traffic JAN. Chief Beckett went over passenger counts and airline market shares. She noted that the challenges at Boeing may affect air travel and further noted that Spring Break travel at JAN was up 17.7%.
- c. Highlights from Hawkins Field. Chief Beckett went over Air Cargo figures (parcels, freight, mail) as well as enplanements and deplanements. She noted that operations were up 5% and cargo was up 3.7% over 2023.
- d. Local legislative update. Chief Beckett advised the Board that no intermodal funds were available to JMAA at this time. She also stated that the Mississippi Department of Transportation was looking at redoing the roundabout at JAN.
- e. Economic Development Study. Chief Beckett informed the Board that there was the possibility of Mississippi Department of Transportation doing an impact study for Mississippi airports. She further noted that the last one was in 1999. Further information will be forthcoming at the May Regular Board Meeting. Vice Chairwoman Bridges asked about concessions upgrades. Chief Beckett responded by saying that the upgrades should be completed by Summer 2024 and that there would be a ribbon cutting and media event.

**DIVISION REPORTS**

1. Operations Monthly Report – Acting Chief Operations Officer Patrick Minor addressed the Board and reported that HKS passed it's MDOT inspection. Commissioner Jones asked

about staffing at HKS. Mr. Minor stated that the new owner SkyPort is working on staffing and that maintenance is there.

2. Procurement – Director of Procurement Eric Williams addressed the Board and presented the list of awarded projects, unawarded projects, and proposed projects. Vice Chairwoman Bridges asked about the bridge agreement with Echols Group and further inquired about the timeline for choosing government relations solicitations. Lastly, Mr. Williams provided information about the CEO signatory authority contract.
3. Capital Summary Report. This report was provided by Director of Capital Programming Samuel Washington:

HKS Drainage Assessment – 96.25% complete.

JAN passenger Boarding Bridge Replacement at gate 2 – 89.26% complete.

JAN Public Restrooms Renovation – 4.76% complete.

Passenger Boarding Bridge Relocation Gate 16 – 76.58% complete.

Rehabilitation of Taxiway Alpha Phase 2 – 27.02% complete.

Taxiway B Relocation – 96.85% complete.

There was a discussion of air service development. The Board expressed the need for a comprehensive plan and was assured that one is in the works. Commissioner Jones asked about apron lighting and about why there was no DBE report in the Board Package. Chief Beckett stated that JMAA is currently looking for a DBE administrator.

**I. Action Items – Old Business – None.**

**J. Action Items – New Business.**

At this time General Counsel Kimberly Carlisle presented a Resolution regarding travel policy for Commissioners. This was presented as an amendment to the 2001 policy. Vice Chairwoman Bridges made a motion to approve which was seconded by Commissioner Lewis-Payton. The motion passed 4-0.

**Finance**

Chief Financial Officer Elshad Garayev went over the Balance Sheet, Income Statement, and Invoice Docket. Commissioner Jones made a motion to approve the Invoice Docket. The motion was seconded by Vice Chairwoman Bridges and passed 4-0.

**Contract Agreements**

1. Comprehensive Marketing Services Agreement. Staff requested approval to enter into a comprehensive marketing services agreement with Maris, West & Baker not to exceed \$200,000.00. Commissioner Lewis-Payton made the motion to approve which was seconded by Vice Chairwoman Bridges. The motion passed 4-0.

2. Information Display System (FIDS) Equipment Replacement. Staff requested approval to execute an agreement with Home Theater Solutions, LLC to upgrade the equipment for the FIDS with total amount not to exceed \$63,677.14. Commissioner Jones made the motion to approve which was seconded by Vice Chairwoman Bridges. The motion passed 4-0.
3. Employee Basic Life, Accidental Death and Long-Term Disability Policy. Staff requested authority to enter into a contract with The Hartford and authority to provide employer-paid Basic Life, Accidental Death and Dismemberment, and Long-Term Disability insurance for a term of twelve months. Vice Chairwoman Bridges made the motion to approve which was seconded by Commissioner Jones. The motion passed 4-0.
4. FORVIS, LLP Auditor - One-year contract extension. Staff requested approval to exercise and execute the option for a one-year extension for FORVIS, LLP for a fee not-to-exceed \$100,000.00. Commissioner Jones made the motion to approve which was seconded by Vice Chairwoman Bridges. The motion passed 4-0.
5. Fiscal Year 2024 Budget Amendment 2. Staff requested authority to amend the Fiscal Year 2024 Budgets to increase the O&M Capital Budgets. Commissioner Lewis-Payton made a motion to approve which was seconded by Vice Chairwoman Bridges. The motion passed 4-0.
6. HVAC System Replacement Project. Staff requested authority to issue a Request for Bids for construction services to replace the HVAC system and components in the JAN terminal, authority to spend an amount not to exceed \$7,843,800.00, authority to select and negotiate with the lowest and best responsible and responsive bidder, authority to execute a construction agreement with a prime contractor, authority to apply for the grant applications and accept grant funding for the project, and authority to seek approval from the City of Jackson to accept grant funds. Vice Chairwoman Bridges made the motion to approve, which was seconded by Commissioner Jones. The motion passed 4-0.
7. Elevator/Escalator Replacement Project at JAN. Staff requested authority to advertise a Request for Bids for construction services for the replacement of five (5) elevators and four (4) escalators within the JAN terminal, authority to spend an amount not to exceed \$2,725,000.00, authority to select and negotiate with the best responsible and responsive bidder, authority to execute a construction agreement with a prime contractor, authority to apply for the grant applications and accept grant funding for the project, and authority to seek approval from the City of Jackson to accept the grant funds. Commissioner Jones made the motion to approve which was seconded by Vice Chairwoman Bridges. The motion passed 4-0.
8. Passenger Boarding Bridge Installation Project at JAN. Staff requested authority to advertise a Request for Bids for construction services to add a new passenger boarding bridge at Gate 18 at JAN, authority to spend an amount not to exceed \$2,000,000.00, authority to select and negotiate with the lowest and best responsible and responsive bidder, authority to apply for grants and accept grant funding, and authority to seek approval from

the City of Jackson to accept the grant funds. Vice Chairwoman Bridges made the motion to approve which was seconded by Commissioner Jones. The motion passed 4-0.

9. Baggage Belts Replacement Project at JAN. Staff requested authority to advertise a Request for Bids for construction services to replace the baggage belt systems in the JAN terminal, authority to spend an amount not to exceed \$4,200,000.00, authority to select and negotiate with the lowest and best responsible and responsive bidder, authority to apply for the grant applications and accept grant funding, and authority to seek approval from the City of Jackson to accept the grant funds. Commissioner Jones made the motion to approve which was seconded by Vice Chairwoman Bridges. The motion passed 4-0.
10. Apron Expansion at JAN. Staff requested authority to advertise a Request for Bids for construction services for the expansion of the aircraft apron at gate 18 at JAN, approval of a construction budget of \$1,933,200.00 with a contingency of \$214,800.00 for a total construction budget not to exceed \$2,500,000.00, authority to negotiate with the lowest and best responsible and responsive bidder, to execute a construction contract with a Prime Contractor, authority to complete grant applications and receive grant funding for the project, and authority to request approval from the City of Jackson to accept grant funds. Commissioner Lewis-Payton made the motion to approve which was seconded by Commissioner Jones. The motion passed 4-0.

#### **Administrative**

1. General Counsel Kimberly Carlisle addressed the Board regarding the candidates for Board Counsel. Attorney Carlisle identified two firms and confirmed that she had spoken to both of them. She further stated that she asked their hourly rate, expressed that there would be no retainer, and confirmed that there would be a Statement of Work. Both firms agreed to these conditions. Attorney Carlisle stated that the next step would be to review both retainer letters and then proceed to Procurement. Lastly, she stated that she would send the retainer letters to the Board.

At 5:30 p.m. Commissioner Jones made a motion to go into Closed Session. Vice Chairwoman Bridges seconded the motion and it passed 4-0.

At 5:31 p.m. the Board was in Closed Session and the room was cleared. Matters for Executive Session were discussed: Litigation and employment matters.

Vice Chairwoman Bridges made the motion to go into Executive Session. The motion was seconded by Chairman Herring and passed 4-0.

At 5:39 p.m. the Board was in Executive Session.

At 6:28 p.m. Commissioner Jones made a motion to end Executive Session. Chairman Herring seconded the motion and it passed 4-0.

At 6:30 p.m. the Board was back in Open Session. Chairman Herring stated that legal and personnel matters were discussed but that no decisions were made.

At 6:32 p.m. Commissioner Jones made a motion to adjourn. The motion was seconded by Vice Chairwoman Bridges and passed 4-0.

The meeting was adjourned.

Respectfully submitted,

Mr. Warren Herring, Commissioner and Chairman

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Ms. Sharon Bridges, Commissioner and Vice Chairwoman

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Ms. Rica Lewis-Payton, Commissioner

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Mr. Rickey Jones, Commissioner

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