

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

April 24, 2023

MINUTES

I. 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 in the Terminal Building at Hawkins Field Airport (“HKS”) in Jackson, Mississippi at 4:00 p.m. on Monday, April 24, 2023. A copy of the Board Meeting Notice is attached as Exhibit “A” hereto.

In the absence of Chairman Herring, Vice Chairwoman Sharon Bridges presided, called the Meeting to order at 4:19 p.m., and called the roll of Commissioners.

Sharon Bridges, Vice Chairwoman, (“Bridges”), present
Rickey D. Jones, Commissioner, (“Jones”), present
Rica Lewis-Payton, Commissioner, (“Lewis-Payton”), present

Vice Chairwoman Bridges 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:

(Acting) Chief Executive Officer John Means (“Means”)
Regina Q. May, Esq., Board Counsel for JMAA (“May”)
Steven G. Williams, Esq., Legal Officer for JMAA (“Williams”)

And persons listed on the sign-in sheet for the April 24, 2023 Meeting, Exhibit “B” hereto.

II. INVOCATION – Reverend John Henley

III. APPROVAL OF BOARD NOTICES

Notice of Work Session meeting of the Board of Commissioners scheduled for Thursday, April 20, 2023 at 8:30 a.m. in the Community Room, Jackson-Medgar Wiley Evers International Airport in Jackson, MS.

Notice of Regular Board Meeting of the Board of Commissioners scheduled for Monday, April 24, 2023 at 4:00 p.m. in the Terminal Building at Hawkins Field Airport (“HKS”) in Jackson, MS.

Commissioner Jones made a motion to approve the Notices which was seconded by Commissioner Lewis-Payton and passed 3-0.

IV. APPROVAL OF MINUTES

Commissioner Lewis-Payton made a motion to approve which was seconded by Commissioner Jones and passed 3-0.

V. PUBLIC COMMENTS – None.

At this time Hawkins Field Executive Director/Acting COO Patrick Minor welcomed the Board and guests to Hawkins Field and went over current projects at HKS including an economic impact study and plans for a new control tower. James Wells of PHI Medical also addressed the Board. Vice Chairman Bridges asked Mr. Wells if his territory is regional and not limited to HKS. Mr. Wells replied in the affirmative. Mr. Minor then introduced Ashley Sutton of Diva's Kitchen who provided lunch for the Board.

VI. REPORTS

A. Report from the Chairman. None.

B. Report from the (Acting) Chief Executive Officer.

1. Airport Project Manager Summary for period ending March 31, 2023. Mr. Means stated that the Summary had already been discussed in Work Session and that there had been no substantive changes since then. Means highlighted the Capital Project Summary and briefed the Board on the following:

- HKS Drainage Assessment – 15.58% completed.
- JAN Airfield Markings Improvement – 100% completed.
- JAN Passenger Boarding Bridge replacement at Gate 2 – 88.15% completed.
- Rehabilitation of Taxiway Alpha Phase 2 – 5.93% completed.
- Rehabilitation of Taxiway Delta at HKS – 83.92% completed.
- Taxiway Alpha & Charlie LED lighting – 83.38% completed.
- Taxiway B relocation – 5.54% completed.
- West Concourse Roof replacement – 10.82% completed.

Chief Means called the Board's attention to a press release stating that \$35 million in funding has been awarded to Mississippi airports with JMAA to receive \$25 million of those funds.

2. Operational Activity Statistics Report for period ending March 31, 2023. Chief Means went over highlights:

Passenger traffic at JAN increased nearly 13% from the same month in 2022. March parking revenues were at record numbers. Delta won the monthly market share at 32% of all passengers, followed by American and Southwest. United Airlines came in last. JAN flight operations were down 8% versus the year before due to weather conditions and a drop in military traffic. Total cargo was up by 1.35 versus March 2022. Commissioner Jones asked about previous issues with baggage belts. Chief Means responded that they had been fixed and that there are plans to replace them in the coming year.

3. Staff reports – None.

VII. ACTION ITEMS

A. Financials

1. Financial reports for February 2023
 - a. Balance Sheet – unchanged since Work Session. (Acting) CEO Means stated that cash was up a significantly. Chief Means reported that JMAA has approximately \$56.6 million in cash which was \$1.68 million above budget. Employee expenses were significantly below budget.
 - b. Income Statement – unchanged since Work Session. Mr. Means stated that JMAA is well ahead of plan. Vice Chairwoman Bridges asked that DBE be included in the project manager report going forward.
 - c. Invoice Docket for March 2023. Means stated that the Invoice Docket had not changed since the Work Session. Commissioner Jones made a motion to approve which was seconded by Commissioner Lewis-Payton. Commissioner Jones voted no but the motion passed 2-1.

B. Procurement – Marvin Buckhalter, Director of Procurement

Will Pentecost of Allen Engineering appeared before the Board to discuss the progress of various projects. Commissioner Lewis-Payton asked if JMAA has enough internal staff to get this work done or whether JMAA would need additional resources. Mr. Pentecost said that JMAA needs 2 or 3 additional people on staff. Commissioner Jones asked when the Board could expect project status updates. Mr. Pentecost replied that he would have that information at the next regular board meeting.

Mr. Buckhalter reported the following:

1. Elevator and Escalator preventative maintenance and on-call services. This was supported by Board Memo OP 2023-31. Staff requested authorization to award a service contract to Schindler Elevator for \$58,668.00 for one year. Commissioner Lewis-Payton made a motion to approve which was seconded by Commissioner Jones and which passed 3-0.

2. Relocation of Passenger Boarding Bridge from New Orleans Airport to JAN. This was supported by Board Memo OPS 2023-29. Staff requested authorization to execute Change Order No. 1 to the construction project with TK Airport Solutions in the amount of \$300,000.00 for the deinstallation of the boarding bridge in New Orleans and reinstallation at JAN. Revised total construction budget of \$684,501.00. Commissioner Lewis-Payton made a motion to approve which was seconded by Commissioner Jones and which passed 3-0.
3. At this time the Board reviewed a list of CEO signatory purchases.
4. Architectural Services for renovation of public restrooms at JAN. This was supported by Board Memo OPS 2022-30. Staff requested authorization to enter into a service agreement with JBHM Architects for this work. Design phase in the amount of \$80,000.00 construction budget in the amount of \$906,000.00 for a total of \$988,000.00. Commissioner Lewis-Payton made a motion to approve which was seconded by Commissioner Jones and which passed 3-0.

C. Other Matters

1. Lease negotiations. Chief of Commercial Operations Von Anderson addressed the Board to discuss negotiations with car rental offices and other tenants. Vice Chairwoman Bridges asked about leases with the airlines but Chief Anderson stated that JMAA would need to hire a consultant for this. Commissioner Lewis-Payton asked about long-term leases for the airlines. Chief Anderson replied that he would provide a status update at the next Board meeting. Commissioner Lewis-Payton asked about the status of the TSA lease. Chief Means responded that Attorney Gunn of Watkins & Eager was working on this.
2. Carolyn Dupre' appeared before the Board to discuss the audit with FORVIS. Ms. Dupre' said that the audit is on schedule.
3. JMAA Property Manager Jerone Benjamin appeared before the Board to discuss insurance matters particularly possible reimbursement of attorneys fees for insurance matters. LaToya Porter of Porter's Insurance and Mark Merritte of Gallagher also appeared to answer questions. A report on this is expected at the next regular Board meeting.

At 6:07 p.m. Commissioner Jones made a motion to go into Closed Session to discuss personnel matters. Commissioner Lewis-Payton seconded the motion and it passed 3-0. The room was cleared. Commissioner Jones then made a motion for the Board to go into Executive Session. Commissioner Lewis-Payton seconded the motion and it passed 3-0.

At 6:15 p.m. the Board was in Executive Session.

At 7:00 p.m. Commissioner Jones made a motion to close Executive Session. Commissioner Lewis-Payton seconded the motion and it passed 3-0.

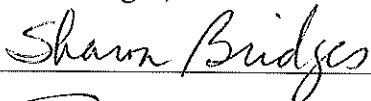
At 7:05 p.m. the Board was back in Open Session. Vice Chairwoman Bridges announced that two items were tabled by unanimous vote.

Commissioner Jones made a motion to adjourn which was seconded by Commissioner Lewis-Payton and which passed 3-0.

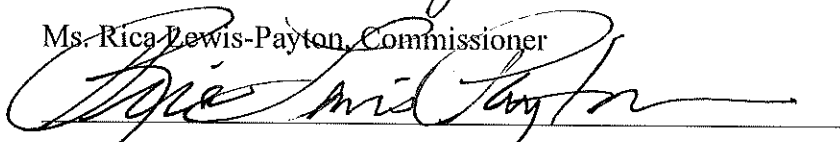
7:08 p.m. – ADJOURNED.

Respectfully submitted,

Ms. Sharon Bridges, Commissioner and Vice Chairwoman



Ms. Rica Lewis-Payton, Commissioner



Mr. Rickey Jones, Commissioner

Mr. Warren T. Herring, Commissioner & Chairman

