

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

January 23, 2023

MINUTES

1. 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 Board Meeting in the Community Room of the Jackson-Medgar Wiley Evers International Airport ("JAN") in Jackson, Mississippi at 4:00 p.m. on Monday, January 23, 2023. A copy of the Board Meeting Notice is attached as Exhibit "A" hereto.

Chairman Warren Herring presided, called the Meeting to order at 4:06 p.m., and called the roll of Commissioners.

The following Commissioners were present during roll call for a quorum at the Board Meeting:

Warren Herring, Chairman, Present ("Herring")
Sharon Bridges, Vice Chairwoman, Present ("Bridges")
Rickey D. Jones, Commissioner, Present ("Jones")
Rica Lewis-Payton, Commissioner, Present ("Lewis-Payton")

The following other persons were also present at the Meeting:

John Means, Acting Chief Executive Officer ("CEO") of the JMAA ("Means")
Regina Quinn May, Board Counsel ("May")
Steven G. Williams, Legal Officer of the JMAA ("Williams")

And persons listed on the Sign-in Sheet for the January 23, 2023 Meeting, Exhibit "B" hereto.

II. INVOCATION

Commissioner Lewis-Payton gave the Invocation.

III. APPROVAL OF BOARD NOTICES

- A. Notice of Work Session Meeting of the Board of Commissioners scheduled for Thursday, January 19, 2023 at 8:30 a.m. in the Community Room, Jackson-Medgar Wiley Evers International Airport, Jackson, MS.

- B. Notice of Regular Board Meeting of the Board of Commissioners scheduled for Monday, January 23, 2023 at 4:00 pm. In the Community Room, Jackson-Medgar Wiley Evers International Airport, Jackson, MS.

Vice Chairwoman Bridges made the motion to approve the Notices which was seconded by Commissioner Jones. The motion passed 4-0.

IV. APPROVAL OF MINUTES

Commissioner Lewis-Payton made the motion to approve. Vice Chairwoman Bridges seconded and the motion was carried 4-0.

V. PUBLIC COMMENTS

Jackson, Mississippi resident Eric Walker appeared before the Board with a complaint about rudeness and unhelpfulness he experienced dealing with Airport Operations employees at JAN specifically with regard to parking and unloading. Mr. Means said that he would speak to Airport Operations about this situation.

VI. REPORTS

A. Report From the Chairman

Chairman Herring deferred to Acting CEO Means.

B. Report from the Acting Chief Executive Officer

1. Airport Project Manager Summary for period ending December 31, 2022. Acting CEO Means confirmed that the figures in the Airport Project Manager Summary had not changed since the Work Session so that there was no need to go back over those figures. Here is a list of projects that were discussed:

Capitol Project Summary.

1st and 5th floor TSA renovation at JAN project number 018-17.

5th floor roof replacement at JAN project number 005-18.

HKS drainage assessment project number 003-22.

Airfield markings improvement at JAN Project number 002-22.

Passenger Boarding Bridge replacement Gate 2 at JAN project number 001-19.

Rehabilitation of Taxiway Alpha Phase 2 project number 012-17.

Rehabilitation of Taxiway Delta at HKS project number 009-16.

Taxiway Alpha and Charlies LED lighting at HKS project number 010-21.

Taxiway B relocation project number 003-21.

West Concourse roof replacement at JAN project number 002-20C.

2. Airport Activity Statistics Report for December 31, 2022. Again, Acting CEO Means suggested that the figures in this report had not changed since the Work Session and that there was no need to go back over them other than to say that airport traffic has returned to pre-Covid 19 levels.

It was decided that Consultant Reports and Staff Reports would be covered in Executive Session.

VII. ACTION ITEMS

A. Financial Matters

1. Financial Reports for December 2022

a) Income Statement and Balance Sheet – it was stated that these figures had not changed since the Work Session and the Board decided to accept them without further questions. Vice Chairwoman Bridges made a motion to approve which was seconded by Commissioner Lewis-Payton and approved 4-0.

b) Invoice Docket for December 2022. This was unchanged since the Work Session. Vice Chairwoman Bridges asked about the Carson law firm invoices. She made a motion to approve which was seconded by Commissioner Lewis-Payton and approved 4-0.

B. Procurement

1. Taxiway Bravo relocation at Hawkins Field. Staff requested approval of an increase in the Construction Services budget from \$1,441,000.00 to \$2,276,580.00, approval of a new total Project Budget of \$2,591,565.00, authorization to award a construction services contract to Hemphill Construction Company, Inc. in the amount of \$2,276,580.00, and authorization to execute the construction contract after legal review. This was supported by Board Memo OPS 2023-17. Commissioner Lewis-Payton motioned to approve which was seconded by Vice Chairwoman Bridges. The motion passed 4-0.
2. Runway 16L/34R Culvert Rehabilitation at JAN. Staff requested authorization to enter into a professional services agreement, after legal review, with SOL Engineering Services, LLC in an amount not to exceed \$150,000.00 to provide engineering services for this project. This was supported by Board Memo OPS 2022-16. Vice Chairwoman Bridges made a motion to approve which was seconded by Commissioner Lewis-Payton. The motion passed 4-0.
3. Purchase of shuttle van for JAN. Staff requested approval and authorization to purchase one (1) new shuttle van and approval of a budget in an amount not to exceed \$140,000.00. This was supported by Board Memo DPS-2023-01. Vice Chairwoman Bridges made a motion to approve which was seconded by Commissioner Lewis-Payton. The motion passed 4-0.
4. Change Order 2 for Passenger Boarding Bridge at Gate 2 at JAN. Staff requested authorization to execute Change Order No. 2 to the agreement between AERO Bridgeworks in the amount of \$52,975.00. The original contract sum was \$1,400,000.00. The net amount for the Change Order was \$39,509.00. This was supported by Board Memo OPS-2023-18. Vice Chairwoman Bridges made a motion to approve which was seconded by Commissioner Lewis-Payton and passed 4-0.

5. Architectural Services for roof replacement design and interior renovations of the Maintenance Building at JAN. Staff requested authorization to advertise a Request for Qualifications for Architectural Services for the roof replacement and interior renovation of the Maintenance Building at JAN, and approval of a budget in amount not to exceed \$42,000.00. Board Memo OPS 2022-19 was presented in support. Commissioner Lewis-Payton made a motion to approve contingent upon revisions to the Board Memos being made. Vice Chairwoman Bridges seconded the motion and it passed 4-0.
6. Architectural Services for roof replacement design for the Tri-Jet Hangar at JAN. Staff requested authorization to advertise a Request for Qualifications for Architectural Services for replacement of the Tri-Jet Airplane Hangar at JAN and approval of a budget in an amount not to exceed \$22,000.00 for these services. Board Memo OPS-2022-17 was offered in support. Commissioner Lewis-Payton made a motion to approve which was seconded by Vice Chairwoman Bridges. The motion passed 4-0.
7. Request for Information for Development Services. Staff requested approval and authorization to advertise a Request for Information and enter into a procurement solicitation, development, construct, manage, operate and maintain development opportunities on underutilized or vacation commercial space owned or controlled by JMAA, approve the assessment of commercial public/private development opportunities for commercially targeted properties, and approval of the crafting of an Request for Information that will attract multiple developers within the aviation transportation, cargo, office park, industrial park development industry along with restaurant and hotel entrepreneur opportunities that lead to long-term leases. Board Memo 2023-01 was offered in support. It was decided to table this matter and remove it from the Agenda.

C. Leases

1. JISA Lease agreement. Staff requested authority to execute after review by JMAA legal counsel. Board Memo 2023-02. Vice Chairwoman Bridges made a motion to approve subject to the Board Memo being corrected. Commissioner Jones seconded the motion and it passed 4-0.
2. FAA lease agreement. Staff requested authorization to execute, after legal review, a new lease agreement with the FAA for 18,663 square of office building space to establish a 3 year lease term. This was supported by Board Memo 2023-04. It was decided to table this matter and remove it from the Agenda until further information is available.

D. Other Matters

1. Disposal of surplus personal property. Staff requested approval of the disposal of Surplus Personal Property and Write-off of unlocated property in accordance with Mississippi law. This was supported by Board Memo Finance 2023-04. Vice Chairwoman Bridges asked how the property would be disposed of. Acting CEO

Means stated that it would be handled via remote auction. Vice Chairwoman Bridges made a motion to approve subject to the Board Memo being corrected. Commissioner Lewis-Payton seconded and the motion passed 4-0.

2. Request to remove JMAA signage from company vehicles. This was supported by Board Memo 2023-03. It was decided to remove this item from the Agenda pending further information.
3. Outstanding Issues registry and update report. This discussion was for informational purposes only. No vote was taken.

At 5:58 p.m. Vice Chairwoman Bridges made a motion for the Board to go into Closed Session. Commissioner Jones seconded and the motion passed 4-0.

At 6:00 p.m. the room was cleared and the Board was in Closed Session to discuss personnel matters, legislative items and insurance coverage.

At 6:15 p.m. Commissioner Jones made a motion to go into Executive Session. The motion was seconded by Vice Chairwoman Bridges and it passed 4-0.

At 6:18 p.m. the Board was in Executive Session.

At 7:12 p.m. Vice Chairwoman Bridges made a motion to close Executive Session. Commissioner Jones seconded and the motion passed 3-0 (Commissioner Lewis-Payton had to leave at 6:40 p.m.).

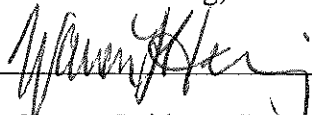
Back in Open Session, Chairman Herring announced that the Board had discussed a personnel issue, federal lobbying, and an insurance update but that the Board had made no decisions on any of these matters.

Commissioner Jones made a motion to adjourn which was seconded by Vice Chairwoman Bridges. The motion passed 3-0.

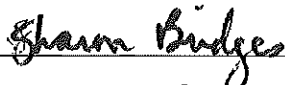
The meeting was adjourned.

Respectfully submitted,

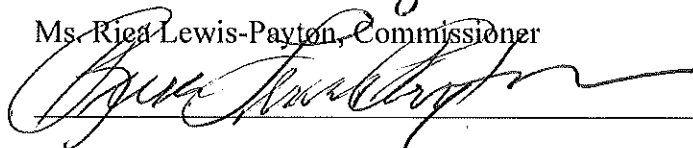
Mr. Warren Herring, Commissioner and Chairman



Ms. Sharon Bridges, Commissioner and Vice Chairwoman



Ms. Riea Lewis-Payton, Commissioner



Mr. Rickey Jones, Commissioner
