

**CONSOLIDATED MONTHLY WORK SESSION AND RESCHEDULED REGULAR
MONTHLY MEETING
JACKSON MUNICIPAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS**

January 24, 2022

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 Consolidated Monthly Work Session and Regular Monthly Board Meeting in the Community Room of the Jackson-Medgar Wiley Evers International Airport (“JAN”) in Jackson, Mississippi at 8:30 a.m. on Monday, January 24, 2022. A copy of the Board Meeting Notice is attached as Exhibit “A” hereto.

Chairman Robert E. Martin called the Meeting to order at 8:30 a.m. and called the roll of Commissioners.

The following Commissions were present, in person, during roll call for a quorum at the Board Meeting:

Robert E. Martin, Chairman, Present (“Martin”)
LTC(R) Lucius Wright, Commissioner, Present (“Wright”)
Rickey D. Jones, Vice Chair, Present (“Jones”)

Vice Chairman Martin announced that a quorum was present at the Board Meeting and the Meeting would proceed with a discussion of the agenda (the “Agenda”) for the Board Meeting. The following other persons were also present at the Meeting:

Paul A. Brown, Chief Executive Officer of the JMAA (“Brown”)
Steven G. Williams, Esq., Legal Officer of the JMAA (“Williams”)
And persons listed on the Sign-in Sheet for the January 24, 2022 Meeting, Exhibit “B” hereto.

II. INVOCATION

Jones gave the Invocation.

III. APPROVAL OF BOARD NOTICES

A. Notice of the Consolidated Monthly Work Session and Rescheduled Regular Monthly Meeting of the Board of Commissioners scheduled for Monday, January 24, 2022, at 8:30 a.m. in the Community Room, Main Terminal Building, Jackson-Medgar Wiley Evers International Airport in Jackson, Mississippi.

After review and discussion, and upon motion made by Wright and seconded by Jones, the Board approved by unanimous vote 3-0 the Board Notice described above and the following resolution was passed:

RESOLUTION CY-2022-__

RESOLVED, THAT THE BOARD APPROVES THE NOTICE OF CONSOLIDATED RESCHEDULED MONTHLY WORK SESSION AND RESCHEDULED REGULAR MONTHLY MEETING OF THE BOARD OF COMMISSIONERS ON MONDAY, JANUARY 24, 2022 AT 8:30 A.M.

Wright motioned to accept the Resolution and said motion was seconded by Jones. Motion passed 3-0.

Yeas: Martin, Wright, Jones

Nays: None

Abstentions: None

IV. APPROVAL AND EXECUTION OF MINUTES

- A. Consolidated Rescheduled Monthly Work Session and Rescheduled Regular Monthly Meeting of the Board of Commissioners for Tuesday, December 28, 2021 at 8:30 a.m. in the Community Room, Main Terminal Building, Jackson-Medgar Wiley Evers International Airport in Jackson, Mississippi.

After review and discussion, and upon motion made by Wright and seconded by Jones, the Board approved by unanimous vote 3-0 the Minutes described above and the following resolution was passed:

RESOLUTION CY-2022-__

RESOLVED, THAT THE BOARD APPROVES THE MINUTES OF THE CONSOLIDATED RESCHEDULED MONTHLY WORK SESSION AND RESCHEDULED REGULAR MONTHLY MEETING OF THE BOARD OF COMMISSIONERS ON TUESDAY, DECEMBER 28 2021 AT 8:30 A.M. IN THE COMMUNITY ROOM, MAIN TERMINAL BUILDING, JACKSON-MEDGAR WILEY EVERS INTERNATIONAL AIRPORT IN JACKSON, MISSISSIPPI.

Yeas: Martin, Wright, Jones

Nays: None

Abstentions: None

V. PUBLIC COMMENTS

None.

VI. REPORTS

A. Report from the Chairman

Chairman Martin asked Vice Chairman Jones to present an overview of the conference they recently attended in Hawaii. Jones stated that the conference presented the opportunity to hear current issues facing airports and airlines including supply chain improvements. Jones went on to say that they had had the opportunity to meet representatives of the major airlines and to build relationships with competitors. He added that it had been very helpful to attend the conference. Chairman Martin stated that the meetings were enlightening in that they discussed fuel costs and alternative fuels and were able to keep up with what JMAA's peers in the industry are doing. Commissioner Wright asked a question about "green" airports. Martin responded that the location of JAN makes it a unique situation. There was a short discussion of alternative fuel sources.

B. Report from the Chief Executive officer**1. Airport Project Manager Summary, period ending December 31, 2021.**

CEO Brown reported that work on Taxiway Delta at HKS was just getting underway. The service road rehabilitation project at HKS is 87% complete but that JMAA was in the process of negotiating a change order to fix a drainage issue. The 5th Floor roof project at JAN is almost complete and JMAA is waiting on invoices. Brown also gave updates on Passenger Boarding Bridge 2 at JAN, the West Concourse Roof project at JAN, new pavement lights for Taxiways A&C at HKS, and the new fence at HKS. These projects were discussed briefly and Brown answered the Commissioners' questions about same.

2. Airport Statistics Report, period ending December 31, 2021

CEO Brown reported that the holiday season was busy at JAN with traffic up 31% since 2020. At HKS, traffic was down due to a decrease in military activity. Vice Chairman Jones asked a question about military traffic and what could be done to correct that issue. Brown replied that JMAA should open up communications with the military and look at ways to make HKS more attractive. Brown lastly reported that American Airlines lead the other airlines at JAN with 34% of the traffic. Delta had 31%, Southwest had 26% and united had 7%. Air cargo numbers are up.

3. Disadvantaged Business Enterprise Report, period ending December 31, 2021

CEO Brown referred to the report included in the Board package and commented that DBE goals had been exceeded.

4. Staff reports

None.

5. Attorney report

Attorney John May stated that he had drafted grant resolutions for New Business.

VII. ACTION ITEMS

A. Financial Matters

1. Financial Reports for December 31, 2021:

- a) Balance Sheet. Brown presented. Vice Chairman Jones asked about refinancing debt. Brown responded that he had retained attorney Regina May to handle this project.

Motion to accept Balance Sheet for December 2021

MOTION CALLED BY: Jones

MOTION SECONDED BY: Wright

VOTE COUNT:

YAYS: 3

NAYS: 0

ABSTAIN: 0

- b) Income Statement. Brown presented. Vice Chairman Jones asked about fixing the gates in the parking areas. Brown responded that this is being worked on. At this point Chief Operating Officer John Means asked to address the question and reported that he is in talks toward a solution with a proposal under review. Means stated that he will obtain an update and deliver same to the Board. Brown reported that net operating income is up and ahead of budget.

Motion to accept Income Statement for December 2021

MOTION CALLED BY: Wright

MOTION SECONDED BY: Jones

VOTE COUNT:

YAYS: 3

NAYS: 0

ABSTAIN: 0

- c) Claims Docket. Brown presented. The Commissioners asked various questions about expenses to which Brown responded.

At this time Vice Chairman Jones requested that the approval of the Claims Docket be delayed until later in the meeting.

B. Construction Projects

- 1. **Construction of Consolidated Rental Car Center. Staff requested authorization to advertise for a Request for Bid for construction services. Chief Operations Officer Means was called before the Board to answer questions.**

Board Memorandum OPS-2022- was offered in support (attached hereto).

Jones moved to table the discussion for later. Wright seconded and the motion was passed 3-0.

- 2. **SoJAN Building Renovation at JAN. Staff requested authorization to advertise for a Request for Qualification.**

Board memorandum OPS-2022- was offered in support (attached hereto).

Jones moved to approve. Wright seconded. Motion carried 3-0.

- 3. **FAA Building Renovation at JAN. Staff requested authorization to advertise for a Request for Qualification.**

Board Memorandum OPS-2022- was offered in support (attached hereto).

It was decided to table discussion until the Board Memorandum could be corrected.

C. Procurements

- 1. **Request for three (3) new police vehicles to accommodate the addition of three (3) additional officers. Staff requested authorization to advertise for a Request for Bid.**

Board Memorandum OPS-2022-- was offered in support (attached hereto)

Jones moved to accept. Wright seconded.

Motion to approve

MOTION CALLED BY: Wright

MOTION SECONDED BY: Jones

VOTE COUNT:

YAYS: 3

NAYS: 0

ABSTAIN: 0

- 2. Purchase, relocation, and installation of Passenger Boarding Bridge from New Orleans, LA to JAN. Staff requested authorization to advertise for a Request for bid.**

Board Memorandum OPS 2022- was offered in support (attached hereto).

Jones moved to accept and Wright seconded.

Motion to approve

MOTION CALLED BY: Jones

MOTION SECONDED BY: Wright

VOTE COUNT:

YAYS: 3

NAYS: 0

ABSTAIN: 0

- 3. New Asphalt Crack Repair Machine. Staff requested authorization to advertise for a Request for Bid.**

Board Memorandum OPS-2022- was offered in support (attached hereto)

Chief Operating Officer Means was called on to answer questions. Explanation given that this purchase was to replace old inoperable equipment and that it will be used at both airports. Wright motioned to approve and Jones seconded.

Motion to approve

MOTION CALLED BY: Wright

MOTION SECONDED BY: Jones

VOTE COUNT:

YAYS: 3

NAYS: 0

ABSTAIN: 0

4. FAA Part 77 Airspace Protection Tree Cut. Staff requested authorization to advertise for a Request for Bid.

Board Memorandum OPS-2022- was offered in support (attached hereto).

Wright motioned to approve and Jones seconded.

Motion to approve

MOTION CALLED BY: Wright

MOTION SECONDED BY: Jones

VOTE COUNT:

YAYS: 3

NAYS: 0

ABSTAIN: 0

11:20 a.m. The Board revisited tabled items. Jones motioned to approve and Wright seconded.

MOTION CALLED BY: Wright

MOTION SECONDED BY: Jones

VOTE COUNT:

YAYS: 3

NAYS: 0

ABSTAIN: 0

D. Grants

None.

E. Other

1. JMAA Maintenance Department Staffing Level Adjustment. Staff requested authorization to adjust salaries, etc.

Board Memorandum was drafted by Attorney John May and read aloud.

Jones moved to accept and Wright seconded.

MOTION CALLED BY: Jones

MOTION SECONDED BY: Wright

VOTE COUNT:

YAYS: 3

NAYS: 0

ABSTAIN: 0

11:25 a.m. Chairman Martin called a five minute recess.

11:30 a.m. Back in session.

11:35 a.m. Jones moved to close session to determine whether the Board should go into Executive Session. Wright seconded and the motion was carried 3-0. The public was asked to leave the room.

11:50 a.m. Jones motioned to go into Executive Session to discuss litigation, personnel, and proprietary/confidential matters. Wright seconded and the motion was carried 3-0.

11:52 a.m. Chairman Martin announced that the Board would go into Executive Session to discuss litigation, personnel, and proprietary/confidential matter.

11:54 a.m. Board is in Executive Session.

12:38 p.m. Commissioner Wright motioned to end Executive Session. Jones seconded and the motion was carried 3-0. Chairman Martin announced that the Board took action on a litigation matter and a personnel matter but not on a proprietary/confidential matter.

F. New Business

1. Grant Resolution. Attorney John May presented.

Jones motioned to accept and Wright seconded. The motion was carried 3-0.

Motion to approve

MOTION CALLED BY: Jones

MOTION SECONDED BY: Wright

VOTE COUNT:

YAYS: 3

NAYS: 0

ABSTAIN: 0

12:35 p.m. Claims Docket was corrected. Jones moved to accept and Wright seconded.

Motion to Approve

MOTION CALLED BY: Jones

MOTION SECONDED BY: Wright

VOTE COUNT:

YAYS: 3

NAYS: 0

ABSTAIN: 0

Chairman Martin clarified that any press releases must be approved by himself for Vice Chairman Jones.

Jones moved to adjourn and Wright seconded.

MOTION CALLED BY: Jones

MOTION SECONDED BY: Wright

VOTE COUNT:

YAYS: 3

NAYS: 0

ABSTAIN: 0

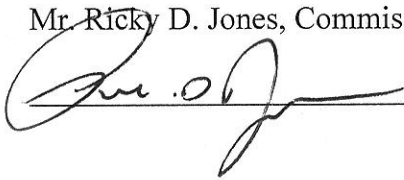
12:40 p.m. ADJOURNMENT.

Respectfully submitted,

Mr. Robert E. Martin, Commissioner and Chairman



Mr. Ricky D. Jones, Commissioner and Vice-Chairwoman



LTC(R) Lucius Wright, Commissioner