



JACKSON MUNICIPAL AIRPORT AUTHORITY

**BOARD MEETING
MONDAY, JULY 22, 2024
HAWKINS FIELD AIRPORT**

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 (“HKS”) in Jackson, Mississippi at 4:02 p.m. on Monday, July 22, 2024. A copy of the Board Meeting Notice is attached hereto.

Chairman Warren Herring presided, called the Meeting to order at 4:02 p.m., and called the roll of Commissioners.

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

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”)
Members of the executive and management staff

B. INVOCATION

The invocation was offered by Commissioner Jones.

C. APPROVAL OF BOARD NOTICES

July 18, 2024 Work Session Meeting
July 22, 2024 Regular Monthly Board Meeting

Commissioner Jones moved approval of Board Notices. Vice Chairwoman Bridges seconded. The motion passed unanimously.

D. APPROVAL OF MINUTES

The Board requested that the minutes for the Regular Board Meeting on June 24, 2024 be re-circulated.

E. PUBLIC COMMENTS

None.

F. EMPLOYEE RECOGNITION

CEO Beckett acknowledged representatives from Carolina Concessions who reported that the Dunkin' Donuts franchise will soon open for business and that the Samuel Adams restaurant is beginning construction. New employee Veronica Christmas was recognized and welcomed; new executive advisor Ismael Bonilla was recognized and welcomed.

G. BOARD CHAIR REPORT

Chairman Herring acknowledged and thanked the staff for hard work at the airports.

H. CHIEF EXECUTIVE OFFICER'S REPORT

CEO Rosa M. Beckett reported that resolutions will be presented to the Jackson City Council for the acceptance of certain Federal Aviation Administration grants awarded for projects at JAN. The most recent passenger and cargo counts were provided.

Commissioner Jones requested the implementation of a program to recruit plumber and other licensed professionals.

I. DIVISION REPORTS

1. Acting COO Pat Minor provided a report on monthly operations at JAN and HKS and information concerning public safety.
2. Director Eric Williams reported on the solicitation activities and recent CEO signature authority activities.

The Board requested information on the amount spent on tree removal for the past three years.

J. ACTION ITEMS – OLD BUSINESS

None.

K. ACTION ITEMS – NEW BUSINESS

Director Jana Greene provided the monthly financial report.

Approval of Invoice Docket for June 30, 2024

- a. Motion to approve: Bridges
- b. Second: Lewis-Payton
- c. Action: PASSED

CONTRACT AGREEMENTS

ACTION ITEMS

1. Emergency Tree Removal at JAN (2024-64)
Motion to approve: Bridges
Second: Jones
Action: PASSED

2. Emergency Tree Removal at JAN (2024-80)
Motion to approve: Bridges
Second: Jones
Action: PASSED

3. JMAA Command Center equipment upgrade (2024-67)
Motion to approve: Jones
Second: Bridges
Action: PASSED

4. JCI Fire Protection System at JAN (2024-75)
Motion to approve: Bridges
Second: Jones
Action: PASSED

5. Public Restroom Renovations at JAN (2024-76)
Motion to approve: Jones
Second: Bridges
Action: PASSED

6. Passenger Boarding Bridge (“PBB”) On Call (2024-77)
Motion to approve: Lewis-Payton
Second: Jones
Action: PASSED

7. Timber Management Services (2024-78)
Motion to approve: Lewis-Payton
Second: Bridges
Action: PASSED

8. Ken Weeden and Associates (2024-79)
Motion to approve: Lewis-Payton
Second: Bridges
Action: PASSED

9. Terminal Vending Services at JAN (2024-81)
Motion to approve: Bridges
Second: Jones
Action: PASSED

10. CKS Runway Services, LLC (2024-82)
Motion to approve: Jones
Second: Bridges
Action: PASSED

11. Taxiway Alpha Phase 3 (2024-83)
Motion to approve: Jones
Second: Bridges
Action: PASSED

12. Property Flood Insurance for FY 2024 (Amended) (2024-85)
Motion to approve: Bridges
Second: Jones
Action: PASSED

13. Acceptance of Federal Aviation Administration Grant ATP (2024-87)
Motion to approve: Jones
Second: Bridges
Action: PASSED

14. Acceptance of Federal Aviation Administration Grant ATP (2024-87)
Motion to approve: Jones
Second: Bridges
Action: PASSED

L. ADMINISTRATIVE

GC Kimberly Carlisle advised the Board that proposed Resolution CY-2024-01 is presented to accept Grant offer No. 3-28-0037-069-2024 and Resolution CY-2024-02 is presented to accept Grant offer No. 3-28-0037-071-2024 as awarded by the Federal Aviation Administration.

Motion to approve both resolutions: Jones

Second: Lewis-Payton

Action: PASSED

Motion to enter closed session: Jones

Second: Bridges

Action: PASSED (Unanimous)

CLOSED SESSION

The room was cleared.

OPEN SESSION

Chairman Herring resumes Open Session at 6:46 p.m. and announces that legal matters, employment matters, and real estate negotiations were discussed. It has been voted that Patrick Minor be appointed as the Chief Operations Officer.

OTHER ITEMS:

Motion by Bridges to amend Bylaws, Article II, Section 5, Paragraph B by striking the following:

however, no action or vote shall be taken at any such work session.

Second: Lewis-Payton

Action: PASSED

Motion for adjournment: Jones

Second: Bridges

Action: PASSED

The meeting adjourned at 6:53 p.m.

Respectfully submitted,

Mr. Warren Herring, Commissioner and Chairman

Ms. Sharon Bridges, Commissioner and Vice Chairwoman

Ms. Rica Lewis-Payton, Commissioner

Mr. Rickey Jones, Commissioner

**JACKSON MUNICIPAL AIRPORT AUTHORITY
WORK SESSION MEETING
AUGUST 15, 2024
JACKSON-MEDGAR WILEY EVERS INTERNATIONAL AIRPORT**

- A. **Call to order/Roll call/Declaration of quorum** – Chairman Warren Herring called the meeting to order at 8:32 a.m. All board members were present via videoconference.
- B. **Invocation** – Chairman Warren Herring offered an invocation.
- C. **Chief Executive Officer’s Report** – CEO Rosa Beckett provided the status of certain federal grant awards.
- D. **Division Reports** – The Board reviewed memoranda listed below and engaged in discussion. No action was taken.
1. IT Hardware – presented by Director Eric Stewart
 2. Properties – presented by Director Jerone Benjamin
 3. CIP Grant 3-28-0037-070-2024 offer – presented by Director Sam Washington
 4. CIP Grant MM-0037-0625 offer – presented by Director Sam Washington
 5. OPS-Emergency services west checkpoint – presented by COO Pat Minor
 6. OPS-Emergency services toll plaza roof repair – presented by COO Pat Minor
 7. OPS-Emergency services Tri-Jet hanger roof replacement – presented by COO Pat Minor
 8. OPS-Emergency services water leak repair at JAN – presented by COO Pat Minor
 9. OPS-Emergency services maintenance roof repair – presented by COO Pat Minor
- E. **Information update** – CFO Elshad Garayev presented information concerning the economic outlook and investment strategies.
- F. **Adjournment** – The meeting adjourned at 9:07 a.m.
Motion: Bridges
Second: Commissioner Lewis-Payton
Action: PASSED

Respectfully submitted,

Mr. Warren Herring, Commissioner and Chairman

Ms. Sharon Bridges, Commissioner and Vice Chairwoman

Ms. Rica Lewis-Payton, Commissioner

Mr. Rickey Jones, Commissioner