

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

July 24, 2023

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

Chairman Warren Herring presided, called the Meeting to order at 4:12 p.m., and called the roll of Commissioners.

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

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

The following other persons were also present at the Meeting:

Rosa Beckett, Chief Executive Officer (“CEO”) of the JMAA (“Beckett”)
Regina Quinn May, Board Counsel, (“May”)
Steven G. Williams, Legal Officer of the JMAA (“Williams”)

B. INVOCATION

Chairman Herring gave the Invocation.

C. APPROVAL OF BOARD NOTICES

1. Notice of Pre-Work Session of the Board of Commissioners scheduled for July 17, 2023.
2. Notice of Special Board Meeting of the Board of Commissioners on July 17, 2023.
3. Notice of Monthly Work Session of the Board of Commissioners on July 20, 2023.
4. Notice of Monthly Regular Board Meeting of the Board of Commissioners on July 24, 2023.

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

D. APPROVAL OF MINUTES

1. Special Board Meeting June 26, 2023. Vice Chairwoman Bridges made a motion to approve which was seconded by Commissioner Lewis-Payton and which passed 4-0.
2. Rescheduled Regular Board Meeting July 6, 2023. It was decided that the Commissioners would review and approve these Minutes at the next Board Meeting.

E. PUBLIC COMMENTS

None.

F. EMPLOYEE RECOGNITION

Chief Beckett introduced David Boackle, P.E, who is joining JMAA as an engineer. Mr. Boackle addressed the Board to discuss his experience and training.

G. BOARD CHAIRMAN REPORT

Chairman Herring announced that JAN had been named one of the top ten best small airports in the country by Travel & Leisure Magazine.

H. CHIEF EXECUTIVE OFFICER'S REPORT

1. Industry highlights. Chief Beckett addressed the Board to say that weather issues have plagued airports and airlines this Summer.
2. Air Traffic JAN. Chief Beckett went over highlights of the passenger counts and airline market shares for JAN as shown on page 5 of the handout. Passenger counts exceeded the levels of the same period of time in 2022 and exceeded passenger counts from 2019 (pre-COVID). Parking revenues at JAN have set another record.
3. Highlights from Hawkins Field. Chief Beckett went over the statistics shown on page 6 of the Board Packet. This included a report on flight operations for both airports.
4. Operations Monthly Report – Patrick Minor, Acting Chief Operations Officer and Will Pentecost.

HKS Drainage Assessment, Project Number 003-22. 44.67% complete.

JAN passenger Boarding Bridge Replacement at Gate 2, Project Number 001-19. 88.68% complete.

Rehabilitation of Taxiway Alpha Phase 2, Project Number 012-17. 39.64% complete.

Rehabilitation of Taxiway Delta at HKS, Project Number 009-16. 83.92% complete.

Taxiway Alpha and Charlie LED lighting project, Project Number 010-21. 94.34% complete.

Taxiway B relocation, Project Number 003-21.

West Concourse Roof replacement, Project Number 002-20C. 55.66% complete.

Vice Chairwoman Bridges asked about projects in the procurement/design stage and whether they were at risk of losing FAA support because of delays. Mr. Pentecost stated that this was not the case. Commissioner Jones asked about Part 139 status at this time. It was stated that there are only two Part 139 projects at this time and that JMAA has received extensions of time on both of them.

5. Safety and Security. It was stated that JMAA is almost fully staffed. Vice Chairwoman Bridges asked about the status of adding a third shift. Mr. Minor stated that he has changed work schedules to 12 hours to cover and that HR Director Aundra Moore is actively recruiting.
6. Procurement. Eric Williams addressed the Board. See pages 17 and 18 of the Board Packet including CEO Signatory Authority report form. Commissioner Jones asked about the comprehensive master plan and Mr. Williams responded that only one bid had been received but that JMAA is in no danger of losing FAA funding. Commissioner Lewis-Payton asked why only one bid was received. Mr. Williams responded that perhaps some bidders were not aware of the project. He then explained the various places where the project was advertised. Vice Chairwoman Bridges suggested that the bid project should be send to former partners and known service providers. At this time Chairman Herring suggested that the project be readvertised. Commissioner Jones made the motion to approve readvertising which was seconded by Vice Chairwoman Bridges and which passed 4-0.
7. Commercial Development. Chief Commercial Officer Von Anderson addressed the Board.

I. ACTION ITEMS – OLD BUSINESS

1. Economic Impact Study – Von Anderson. Chief Anderson told the Board that the study is still in the solicitation process. The timeline has been extended.

J. ACTION ITEMS – NEW BUSINESS

1. Approval of Balance Sheet. Dr. Carolyn Dupre' addressed the Board. Chair Herring asked why depreciation increased at such a high level from the previous month. Dr. Dupre' said she would verify and report back to the Board.

2. Approval of Income Statement. Dr. Dupree went over with the Board and explained that revenue was up and expenses were down.

At this time Commissioner Jones asked about the jet bridge that JMAA agreed to purchase from the New Orleans Airport. The Board was told that the subcontractor was running behind due to a crane installation at JAN. New target date is October 2023. Chairman Herring asked if the bridge could be damaged while it is waiting to be installed. Chief Beckett said that she would look into this.

Commissioner Jones made a motion to approve the Balance Sheet and Income statement pending audit. Vice Chairwoman Bridges seconded the motion and it passed 4-0.

3. Approval of Invoice Docket. The Commissioners examined the Docket and asked questions about various expenses. Vice Chairwoman Bridges asked whether we had received the sponsorship funds from the Jet-A program. L'Sherie Dean said that not all funds had been received. Chief Beckett said that she would look into the budget for Jet-A. Vice Chairwoman Bridges made a motion to approve the Invoice Docket. Commissioner Lewis-Payton seconded and the motion passed 4-0.

4. Contract Agreements.

- a. Ad-Hoc Engineering Services Agreement with EJES, Inc. This was supported by Board Memo OPS 2023-39. Will Pentecost appeared before the Board. Staff requested authorization to approve Amendment No. 3 for existing agreement with EJES in the amount of \$17,936.13 and to approve Amendment No. 1 to Task Order No. 4 in the amount of \$29,107.20. Commissioner Jones made the motion to approve which was seconded by Vice Chairwoman Bridges and passed 4-0.
- b. ADK Consulting & Executive Search amendment. This was supported by Board Memo HR 2023-16. Staff requested authorization to execute an amendment to expand the CFO's job responsibilities and to increase contract fee by \$10,370.00 for a new total contract amount of \$50,270.00. Vice Chairwoman Bridges made the motion which was seconded by Commissioner Lewis-Payton and which passed 4-0.
- c. Designa Access Corporation ratification of agreement. This was supported by Board Memo DPSO 2023-40. Staff requested that the Board ratify the sole-source agreement with Designa in an amount not to exceed \$119,462.00. Commissioner Lewis-Payton made the motion which was seconded by Vice Chairwoman Bridges and which passed 4-0.
- d. Designa Access Corporation agreement. This was supported by Board Memo DPSO 2023-41. Attorney Regina May will draft the amendment. Vice Chairwoman Bridges made a motion to approve which was seconded by Commissioner Jones and which passed 4-0.

- e. Construction Rehabilitation of Taxiway Alpha Phase 2 at JAN. This was supported by Board Memo OPS 2023-44. Staff requested authorization to award a construction contract to Malouf Construction in the amount of \$22,723,737.45, to execute a contract with Malouf, and to submit AIP and BIL grant applications to fund this project in an amount not to exceed \$20,000,000.00. Commissioner Lewis-Payton made the motion to approve which was seconded by Vice Chairwoman Bridges and which passed 4-0.
- f. Passenger Facility Charges Application #9. This was supported by Board Memo FIN 2023-02. Staff requested authorization to submit PFC Application 9 to FAA and to accept the financial award upon receipt. Vice Chairwoman Bridges made the motion to approve which was seconded by Commissioner Jones and which passed 4-0.

At 5:40 p.m. Vice Chairwoman Bridges made a motion to go into Closed Session to discuss whether to go into Executive Session. This motion was seconded by Commissioner Jones and passed 4-0.

At 5:42 p.m. the room was cleared and the Board was in Closed Session.

Chairman Herring called a brief break.

At 5:51 p.m. Vice Chairwoman Bridges made a motion to go into Executive Session to discuss employment matters and safety issues. This was seconded by Commissioner Lewis-Payton and passed 4-0.

At 5:52 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 4-0.

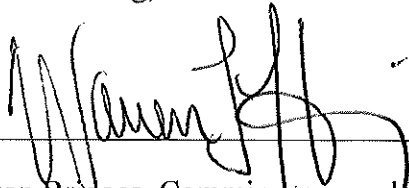
At 7:13 p.m. the Board was back in Open Session. Chairman Herring announced that the Board had discussed employment matters and safety issues but that no decisions were made. Commissioner Lewis-Payton stated that the Board retreat would be September 15-16, 2023.

At 7:15 p.m. Vice Chairwoman Bridges made a motion to adjourn which was seconded by Commissioner Jones and passed 4-0.

The Board meeting was adjourned.

Respectfully submitted,

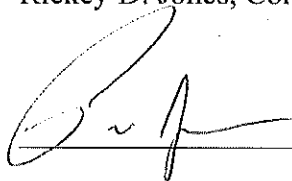
Warren Herring, Commissioner and Chairman



Sharon Bridges, Commissioner and Vice Chairwoman



Rickey D. Jones, Commissioner



Rica Lewis-Payton, Commissioner