

**RESCHEDULED JUNE 2023 REGULAR MONTHLY BOARD MEETING OF THE
JACKSON MUNICIPAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS**

July 6, 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 Rescheduled Regular Monthly Board Meeting for June 2023 in the Community Room at Jackson – Medgar Wiley Evers International Airport (“JAN”) in Jackson, Mississippi at 4:00 p.m. on Thursday, July 6, 2023. A copy of the Board Meeting Notice is attached as Exhibit “A” hereto.

Chairman Herring presided, called the Meeting to order at 4:15 p.m., and called the roll of Commissioners.

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

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”)
Regina Q. May, Esq., Board Counsel for JMAA (“May”)
Steven G. Williams, Esq., Legal Officer for JMAA (“Williams”)

B. INVOCATION – Board Counsel Regina Q. May

C. APPROVAL OF BOARD NOTICES

Notice of Work Session meeting of the Board of Commissioners scheduled for June 22, 2023.

Notice of rescheduled Regular Board Meeting of the Board of Commissioners from June 26, 2023 to July 6, 2023.

Notice of Special Board Meeting for June 26, 2023.

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

D. APPROVAL OF MINUTES

None.

E. PUBLIC COMMENTS

Antoinette Wade of the American Federation of Government Employees (“AFGE”) addressed the Board about problems with the air conditioning system at JAN and expressed that these problems were proving to be a hardship on employees. Ms. Beckett responded that an action plan to address the problem has gone out to tenants. Ms. Beckett also offered to send this information directly to Ms. Wade. Ms. Wade requested additional portable air conditioners and expressed the need for access to 24 hour per day maintenance. Ms. Beckett responded that JMAA is looking to add a third maintenance shift to accommodate this request. Lastly, Ms. Wade asked Ms. Beckett if she could provide cool drinks such as Gatorade and such for the workers. Ms. Beckett stated that she would handle this. Then Mr. Glen of the Machinist Union addressed the Board about complaints similar to that of Ms. Wade. Chairman Herring stated that he was confident that these complaints would be resolved. Chairman Herring also stated that he was assured that steps are being taken to address these complaints.

F. Employee Recognition Awards

At this time Ms. Beckett recognized two employees at Hawkins Field, Mr. Robert Washington and Mr. Otis Mimms, for their outstanding efforts to support their community after the recent storms. This activity specifically included the removal of trees and other debris following the storms. Ms. Beckett then announced that longtime JMAA employee Austin Jenkins, Airport Operations Officer, would be leaving JMAA to accept a position in another community. At this time Chief Operations Officer John Means expressed appreciation for Mr. Jenkins’ contributions to JMAA and gifts were presented to him.

G. Board Chairman Report

None.

At this time Chairman Herring suggested jumping ahead and getting project updates from Allen Engineering and others to be respectful of their time. After discussion it was agreed to proceed with the updates and then to return to the Agenda afterward.

Will Pentecost of Allen Engineering addressed the Board with highlights of Capital Projects. He provided a spreadsheet of same (see attached). Commissioner Jones asked about completion dates and other items that he wanted to see on the spreadsheet. Mr. Pentecost stated that he will add them to the next report. Ms. Beckett explained that due to engineering staff vacancies, pulling all of the necessary information was more of a challenge than expected. Commissioner Lewis-Payton remarked that digging through all of the data to compile the reports might require other external consultants. Ms. Lewis-Payton also expressed the concern that JMMA may lose funding because projects are late. Ms. Beckett stated that additional funding for staff engineers was on today's agenda. She also stated that one offer to an engineer had been made and accepted and that this new employee was starting work on July 17, 2023. She also mentioned another potential candidate. Mr. Pentecost assured the Board that he is constantly in touch with the FAA regarding funding deadlines. Chairman Herring asked if JMMA is starting a repository of information for future use. Mr. Pentecost applied in the affirmative and said that information is in Sharepoint for future access and use.

H. Chief Executive Officer's Report.

Ms. Beckett began her report saying that she has met with Congressman Bennie Thompson on two separate occasions and that it was his feeling that someone from JMMA should go before the FAA and emphasize that JAN must stay under the City of Jackson. Ms. Beckett also stated that a new engineer and new police chief would start on July 17, 2023. She stated that the auditor's report is complete and that the auditor would give his report to the Board at the August 2023 Regular Board Meeting. She further provided the status as to two new chillers for the terminal and reported that that two bonds have matured. She will come to the Board for investment strategy. A draft budget for the next fiscal year is currently circulating and crash emergency testing will be hosted at JAN the first week of November 2023.

- a. **Industry Highlights.** Ms. Beckett mentioned recent travel delays and cancellations in the industry due to bad weather including the fact that the terminal and airfield at JAN recently lost power in such a storm. She also said that the loss of power had limited affect on flights. Chairman Herring asked about the generator and John Means addressed the Board on this subject. Mr. Means stated that the generator has been inspected but that it is thirty years old and at the end of its intended service life. He further stated that it will be replaced as soon as possible. Vice Chairwoman Bridges asked if we could have prevented the issue with runway lights if the generator malfunctioned. Ms. Beckett replied that she would see to it that preventive maintenance would be employed. Commissioner Lewis-Payton added that a thirty-year-old generator is unacceptable and that JMMA would need to assess the situation. Board Counsel Regina May suggested that the runways at Hawkins Field could be extended so that flights diverted from JAN could land there.
- b. **Air Traffic at JAN.** Ms. Beckett presented a spreadsheet of flight operations numbers and explained that May 2023 was the strongest month in ten years. Parking revenue was also increased.
- c. **Highlights from Hawkins Field.** Ms. Beckett presented a spreadsheet detailing flight operations and stated that they were considering four potential sites for a new control tower.

At this time the CEO's report was concluded.

DIVISION REPORTS

1. Finance Monthly Reports – Dr. Carolyn Dupre’

- a. Balance Sheet. Chairman Herring asked about jumps in the Accounts/Receivable. Ms. Dupre’ that bills are not paid at the same time and that the changes in A/R are not substantive.
- b. Income Statement. There was a brief discussion about aviation vs. non-aviation income including concession and service revenues. Chairman Herring asked about the CARES Act. Ms. Dupre’ stated that 2023 is the last year for that.

Commissioner Jones and Vice Chairwoman Bridges asked about the status of the used jet bridge that JMAA purchased from the New Orleans airport. Will Pentecost asked for an updated project schedule but had not received it. It was reported that the jet bridge is still in New Orleans but has been paid for. However, the cost of moving it and reinstalling it at JAN has not yet been paid.

At this time Commissioner Jones made a motion to approve the financials. This was seconded by Vice Chairwoman Bridges and passed 4-0.

2. Operations Monthly Report – already covered earlier in the meeting.

3. Procurement – Eric Williams addressed the Board and presented Memorandum Procurement: 2023-01 (attached). Vice Chairwoman Bridges asked for a high-level review unless there is an issue that Mr. Williams would like to discuss with the Board. Mr. Williams stated that Will Pentecost will negotiate a Change Order with SOL on behalf of JMAA.

Regarding a Comprehensive Master Plan Study, the FAA has approved funding. Commissioner Jones asked whether the delay would affect funding. Ms. Beckett stated that she would prioritize and asked for the letter confirming the \$1 million funding for plans.

I. OLD BUSINESS

1. Economic Impact Study. Chief Commercial Officer Von Anderson address the Board and said that solicitations have been sought and received. This process should be closed out by August 2023.

J. NEW BUSINESS

Contract Agreements

1. Cingular Wireless Lease – see Board Memo CM2023-08 (attached). Staff requested authorization from the Board to execute Antenna Site License and Ground Lease Amendment #5 for a new five-year term with Cingular Wireless, after legal review. The Board approved an annual rate of \$40,471.00 with a 3% annual increase

throughout the term and approved one two-year extension at JMAA's sole discretion. Vice Chairwoman Bridges made a motion to approve which was seconded by Commissioner Jones and which passed 4-0.

2. DESIGNA Access Corporation repair and maintenance agreement – see Board Memo DPSO 2023-04 (attached). Staff requested that the Board ratify past work under a sole-source arrangement and approve new work. Board approved a one-year contract term in an amount not to exceed \$80,000.00. Vice Chairwoman Bridges made a motion to approve which was seconded by Commissioner Jones and which passed 4-0.
3. Metro Building Services emergency HVAC repair and annual chiller preventative maintenance and inspection – see Board Memo CIP 2023-38 (attached). Staff requested authority to enter into an agreement, after review by legal, with Metro Building Services to restore a/c capabilities at JAN's terminal building in an amount not to exceed \$235,000.00 and perform an annual inspection and preventative maintenance on two (2) 275 ton York chillers for one year at a cost not to exceed \$7,000.00, for a total project budget not to exceed \$242,000.00. Commissioner Lewis-Payton asked if there is a maintenance contract for ongoing repairs. John Means responded that this is on a parts and labor basis. Commissioner Lewis-Payton then asked if JMAA had a contract for emergency repairs. Joyce Tillman addressed the Board and said that there is no on-call contract, just a preventative maintenance agreement for once per year. Vice Chairwoman Bridges suggested an amendment to the Johnson Controls contract for emergency repairs. Ms. Beckett suggested getting an on-call service provider. Commissioner Lewis-Payton made a motion to approve which was seconded by Vice Chairwoman Bridges and which passed 4-0.
4. Allen Engineering professional services agreement extension for engineering support and program management services – see Board Memo CIP 2023-39 (attached). Staff requested authority to enter into an extension of the professional services agreement with Allen Engineering for engineering support and program management services for five (5) months and approval for a total budget for these services in an amount not to exceed \$100,000.00 (\$20,000.00 per month). Commissioner Jones raised the concern that Allen is working without supervision. Ms. Beckett assured him that many people are working on this project and looking over their shoulders. Commissioner Lewis-Payton suggested that for matters Allen is handling, we should not have Allen in both roles. It was decided that the new engineer can supervise Allen. Vice Chairwoman Bridges made a motion to approve which was seconded by Commissioner Lewis-Payton and which passed 4-0.

ADMINISTRATIVE ISSUES

Legal Counsel presented a Resolution (attached) authorizing new Chief Executive Officer Rosa Beckett to execute necessary paperwork with Trustmark Bank. Commissioner Lewis-Payton made a motion to approve which was seconded by Vice Chairwoman Bridges and which passed 4-0.

Legal Counsel presented a Resolution (attached) approving the CEO's use of an unmarked vehicle per Mississippi Code Annotated Section 25-1-87 (2013). Vice Chairwoman Bridges made a motion to approve which was seconded by Commissioner Payton-Lewis and which passed 4-0.

At 6:15 p.m. Vice Chairwoman Bridges made a motion to go into Closed Session. Commissioner Lewis-Payton seconded the motion and it passed 4-0. The Board was in Closed Session and the room was cleared.

Chairman Herring announced that there would be a short break.

At 6:24 p.m. Vice Chairwoman Bridges made a motion to go into Executive Session to discuss personnel issues. Commissioner Lewis-Payton seconded and the motion passed 4-0.

At 6:25 p.m. the Board was in Executive Session.

At 8:38 p.m. Vice Chairwoman Bridges made a motion to close Executive Session which was seconded by Commissioner Jones and which passed 4-0.

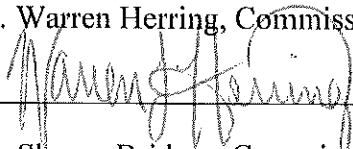
At 8:39 p.m. the Board was back in Open Session. Chairman Herring announced that personnel changes had been made – the position of Chief Administrative Officer had been reclassified as Chief of Staff and the Board approved the hiring of a General Counsel for JMAA.

At 8:41 p.m. Commissioner Jones made a motion to adjourn which was seconded by Vice Chairwoman Bridges and which passed 4-0.

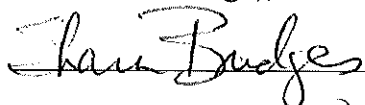
ADJOURNED.

Respectfully submitted,

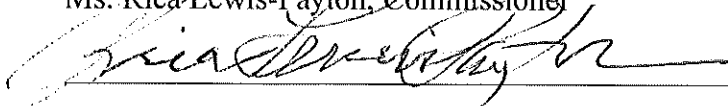
Mr. Warren Herring, Commissioner and Chairman



Ms. Sharon Bridges, Commissioner and Vice Chairwoman



Ms. Rica Lewis-Payton, Commissioner



Mr. Rickey Jones, Commissioner

