

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

March 25, 2024

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 Regular Monthly Board Meeting in the Community Room at Jackson-Medgar Wiley Evers International Airport ("JAN") in Jackson, Mississippi at 4:00 p.m. on Monday, March 25, 2024. A copy of the Board Meeting Notice is attached hereto.

Chairman Warren Herring presided, called the Meeting to order at 4:00 p.m., and called the roll of Commissioners.

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

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")
Chief of Staff Stephanie Morgan ("Morgan")
General Counsel Kimberly Carlisle ("Carlisle")
Steven G. Williams, Legal Officer ("Williams")

B. INVOCATION – Chairman Herring

C. APPROVAL OF BOARD NOTICES

Special Board Meeting, March 21, 2024.

Monthly Work Session Meeting, March 21, 2024.

Regular Board Meeting, March 25, 2024.

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

D. MOTION TO CHANGE VOTE

Commissioner Jones requested that a vote he made at the February 29, 2024, Rescheduled Regular Board Meeting with regard to JMAA's application for new purchase and travel credit cards from Trustmark National Bank, Board Memorandum Finance 2024-34, be changed from "Abstain" to "No." During a brief discussion, Commissioner Jones explained why he wanted to make this change. JMAA Chief Financial Officer Garayev appeared before the Board to provide more details on the transaction. Commissioner Lewis-Payton made a motion to approve the vote change which was seconded by Vice Chairwoman Bridges. The motion passed 4-0.

E. APPROVAL OF MINUTES

Rescheduled Regular Board Meeting, February 29, 2024.

Vice Chairwoman Bridges made a motion to approve, which Commissioner Lewis-Payton seconded. The motion passed 4-0.

F. PUBLIC COMMENTS

None.

G. EMPLOYEE RECOGNITION

Chief Beckett recognized Jana Greene for her contributions to JMAA's Finance Department and announced that Ms. Greene had been promoted to Director of Finance effective April 1, 2024.

H. BOARD CHAIR REPORT

None.

I. CHIEF EXECUTIVE OFFICER'S REPORT

- a. Industry Highlights.
- b. Air Traffic JAN. Chief Beckett went over the passenger counts and airline market shares 2024 vs. 2023 as well as flight operations.
- c. Highlights from Hawkins Field. Chief Beckett went over Air Cargo figures (parcels, freight, mail) as well as enplanements and deplanements.
- d. Chief Beckett advised the Board that two (2) bills were currently working their way through the legislature that would increase the criminal penalty for making a bomb threat.
- e. Economic Development Study. Chief Beckett advised that this had been a routine update from the staff but that the last one was in 2017 and had been internally stalled since then. The question was whether staff would continue to prepare the study or whether it would be conducted through the Mississippi Department of Transportation. Chief Beckett stated that

she would take this as an action item and put it on the agenda for the April 2024 Board Meeting.

- f. Group Health Dental and Vision Benefits. It was decided that since this is an action item, it would be saved for later in the meeting.

DIVISION REPORTS

1. Operations Monthly Report – Acting Chief Operations Officer Patrick Minor addressed the Board about parking at JAN with respect to the upcoming holidays. He also stated that the Jackson Fire Department had conducted training at HKS.
2. Procurement – General Counsel Kimberly Carlisle addressed the Board and went over the Solicitation Report. Regarding the JMAA Marketing solicitation, the Statement of Work has been refined and it is ready to come before the Board for approval. The Board Counsel solicitation was briefly discussed as regards the duties and scope for the position. It was decided to further discuss this in Executive Session. Likewise the lobbying services solicitation was reserved for Executive Session. Attorney Carlisle reported that the solicitation for outside legal services would close on May 6, 2024. Attorney Carlisle also provided an update on the production services, restroom renovations, and merchant services solicitations. Lastly, Attorney Carlisle reported on the one (1) signatory agreement.
3. Disadvantaged Business Enterprise (“DBE”) report. DBE Director Andrea Hendricks addressed the Board and went over her monthly report.
4. Capital Summary Report. Chief of Staff Stephanie Morgan addressed the Board and went over her reports.

J. Action Items – Old Business – None.

K. Action Items – New Business

Finance

Chief Financial Officer Elshad Garayev went over the Balance Sheet, Income Statement, and Invoice Docket. Commissioner Rica Lewis-Payton made a motion to approve the Invoice Docket. The motion was seconded by Vice Chairwoman Bridges and passed 4-0.

Contract Agreements

1. Accept Audit. CFO Garayev went over the audit. Commissioner Lewis-Payton made the motion to approve which was seconded by Vice Chairwoman Bridges and passed 4-0.
2. Merchant Services. Attorney Carlisle went over this with the Board. Vice Chairwoman Bridges made the motion to approve which was seconded by Commissioner Lewis-Payton and passed 4-0.

3. Group Health, Dental and Vision Insurance Policies. Director of Human Resources Andra Moore went over this with the Board with the assistance of broker Ross & Yerger. Commissioner Jones made the motion to approve which was seconded by Vice Chairwoman Bridges and passed 4-0.

Administrative

1. Marketing, Public Relations, and Communications. L'Sherie Dean presented to the Board and discussed the monthly events calendar and the conference she recently attended.

At 5:28 p.m. Vice Chairwoman Bridges made a motion to go into Closed Session to discuss whether to go into Executive Session. Commissioner Jones seconded and the motion carried 4-0.

At 5:30 p.m. the Board was in Closed Session to discuss legal matters. The room was cleared. Commissioner Lewis-Payton made a motion to go into Executive Session. Vice Chairwoman Bridges seconded the motion and it passed 4-0.

At 5:31 p.m. the Board was in Executive Session.

At 6:00 p.m. Vice Chairwoman Bridges made a motion to end Executive Session. The motion was seconded by Commissioner Jones and passed 4-0.

At 6:01 p.m. the Board was back in Open Session. Chairman Herring had to leave. Vice Chairwoman Bridges announced that decisions had been made in certain legal matters including Board Counsel.

At 6:02 Commissioner Jones made a motion to adjourn. The motion was seconded by Commissioner Lewis-Payton and passed 3-0 in Chairman Herring's absence.

The meeting was 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
