

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

**March 27, 2023**

**MINUTES**

**I. 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 of the Jackson-Medgar Wiley Evers International Airport (“JAN”) in Jackson, Mississippi at 4:00 p.m. on Monday, March 27, 2023. A copy of the Board Meeting Notice is attached as Exhibit “A” hereto.

Vice Chairman Herring presided, called the Meeting to order at 4:05 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

Chairman Herring 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:

(Acting) Chief Executive Officer John Means (“Means”)  
Regina Q. May, Esq., Board Counsel for JMAA (“May”)  
Steven G. Williams, Esq., Legal Officer for JMAA (“Williams”)

And persons listed on the sign-in sheet for the March 27, 2023 Meeting, Exhibit “B” hereto.

**II. INVOCATION – (Acting) Chief Executive Officer Means**

**III. APPROVAL OF BOARD NOTICES**

Notice of Work Session meeting of the Board of Commissioners scheduled for Thursday, March 16, 2023 at 8:30 a.m. in the Community Room, Jackson-Medgar Wiley Evers International Airport in Jackson, MS.

Notice of Regular Board Meeting of the Board of Commissioners scheduled for Monday, March 27, 2023 at 4:00 p.m. in the Community Room, Jackson-Medgar Wiley Evers International Airport in Jackson, MS.

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

**IV. APPROVAL OF MINUTES**

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

**V. PUBLIC COMMENTS – None.**

**VI. REPORTS**

A. Report from the Chairman. None.

B. Report from the (Acting) Chief Executive Officer.

1. Airport Project Manager Summary for period ending February 28, 2023. Mr. Means stated that the Summary had already been discussed in Work Session and that there had been no substantive changes since then. Means highlighted the Capital Project Summary and briefed the Board on the following:

- 1<sup>st</sup> and 5<sup>th</sup> floor TSA Renovation at JAN – 100% completed.
- 5<sup>th</sup> floor roof replacement – 100% completed.
- Hawkins Field drainage assessment – in progress.
- JAN airfield markings improvement – in progress.
- JAN passenger boarding bridge replacement at Gate 2 – in progress.
- Rehabilitation of Taxiway Alpha Phase 2 – in progress.
- Rehabilitation of Taxiway Delta at Hawkins Field – in progress.
- Taxiway Alpha and Charlie LED lighting – in progress.
- Taxiway B relocation – in progress.
- West Concourse roof replacement – in progress.

The Board went over the DBE Docket script for February 2023 and Mary Geter appeared to answer questions.

2. Operational Activity Statistics Report for period ending February 28, 2023. Mr. Means stated that these figures had not changed since the Work Session but went over highlights:

- February passengers at JAN represented a 13.6% increase over the same month in 2022.
- Parking revenue at JAN was up \$173,000.00 from the same month last year. All numbers show improvement over last year except for military operations. Commissioner Lewis-Payton made the comment that DBE participation seemed to be low and that we needed to improve it.

3. Staff reports – None.

**VII. ACTION ITEMS**

## A. Financials

### 1. Financial reports for February 2023

- a. Balance Sheet – unchanged since Work Session. (Acting) CEO Means stated that cash was up a significantly.
- b. Income Statement – unchanged since Work Session with a variance of \$2 million to the good. Mr. Means stated that JMAA is well ahead of plan. There was a brief discussion of installment payments and how they are accrued. Jana Greene addressed the Board. Vice Chairwoman Bridges asked if Board per diem payments should be on the Invoice Docket and Ms. Greene replied in the affirmative. Commissioner Lewis-Payton expressed concern that salaries are down stated that JMAA should do what it takes to keep employees. She then requested a staffing report at the next Regular Board Meeting to keep track of staffing gaps. Means stated that JMAA currently has 10-12 open positions and that JMAA is recruiting heavily. Commissioner Lewis-Payton requested more time to discuss this further. Vice Chairwoman Bridges requested a compensation survey for staff positions. Commissioner Lewis-Payton stated that the Board should look at support for a Board Operations Administrative Assistant. Means responded that the Board would get more support going forward. Commissioner Jones asked about grant applications and whether the Balance Sheet is updated to reflect that. Means stated that JMAA is maxed out on AIP funds/grants for now. Jones further noted that lights are burned out in the terminal at JAN and questioned maintenance in general. Means assured Jones that this was being worked on.
- c. Invoice Docket for February 2023. Means stated that the Invoice Docket had not changed since the Work Session. Vice Chairwoman Bridges asked if carpet cleaning was handled in-house or by a vendor. Means responded that carpet cleaning is handled by maintenance staff.

Bridges made a motion to approve the Balance Sheet and Income Statement. Commissioner Jones seconded and these items were approved 4-0.

Commissioner Lewis-Payton made a motion to approve the Invoice Docket. This motion was seconded by Bridges and approved 4-0.

## B. Procurement – Marvin Buckhalter, Director of Procurement

Due to some confusion about which RFPs have been approved by the Board, Mr. Buckhalter addressed the Board to say that only the RFP for a Board Counsel had been posted. The Board decided that it will go with recommendations as to outside attorneys from Board Counsel and Legal Director. Vice Chairwoman Bridges made a motion to NOT move forward with other specialty outside attorneys at this time. Commissioner Lewis-Payton seconded and the motion passed 4-0.

1. Request for Qualifications (“RFQ”) for baggage conveyor consultant services at JAN. Board Memo OPS 2023-28. Staff requested authority to advertise a Request for Qualifications to select a conveyor consultant to design and recommend equipment acquisition and provide construction administration for two new inbound baggage claim systems at JAN. Commissioner Jones asked if there were grants for this but Means responded that the FAA will not pay for baggage systems since this is a profit center for airlines. Vice Chairwoman Bridges made a motion to approve which was seconded by Commissioner Lewis-Payton and which passed 4-0.
2. Request for Proposals (“RFP”) for upgrading Hawkins Field security video surveillance management systems. Board Memo HKS 2023-04. Staff requested authority to advertise an RFP for security surveillance enhancements at Hawkins Field for design, management, and implementation services for FY 2023. Vice Chairwoman Bridges made a motion to approve which was seconded by Commissioner Lewis-Payton and passed 4-0.
3. Request for Qualifications for JAN Marketing Agency. Board Memo 2023-01. Staff requested authority to advertise an RFQ for a marketing agency to provide JMAA with specialized advice and marketing support. L’Sherie Dean addressed the Board. Vice Chairwoman Bridges asked if any funding for this existed (no). Commissioner made a motion to approve which was seconded by Vice Chairwoman Bridges and passed 4-0.
4. Request for contract award for Cybersecurity Protection Systems and Services. Board Memo 2023-01. Staff requested authority to award a 3 year contract with a 2 year option (in JMAA’s sole discretion) to renew to Archetype SC, an IT cybersecurity solutions company, for the purchase of high quality, state of the art cybersecurity protection systems, software, remediation processes and professional services for the remainder of FY 2023, for FY 2024 and FY 2024. TSA has mandated this for security for both airports. Cost of insurance was discussed with representatives of Porter’s Insurance and Gallagher Insurance addressing the Board. Commissioner Lewis-Payton made a motion to approve with was seconded by Vice Chairwoman Bridges and which was passed 4-0.
5. Group health, dental, and vision insurance coverage. Board Memo HR-2023-11. Staff requested authority to execute renewal contracts with United Health Care. Coverage would be better and less expensive. Human Resources Director Aundra Moore addressed the Board. Vice Chairwoman Bridges made a motion to approve which was seconded by Commissioner Lewis-Payton and which passed 4-0.

#### C. Other Matters

1. PFC update. The Board decided to skip this and come back to it at a later meeting.
2. FAA grants update.

3. Outstanding issues update.
4. HKS update – Patrick Minor.
5. Legal update – Steven Williams.
6. Update from Von Anderson, Chief Commercial Officer. Chief Anderson told the Board that he is working with JSU and Amazon on different projects.
7. Budget update – Jana Greene and Carolyn Dupree advised that the budget process has begun and that the Board would be provided updates.

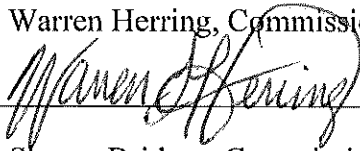
At this time Chairman Herring made a motion to reimburse Commissioner Jones for the trip to Washington DC. Commissioner Lewis-Payton seconded and the motion passed 4-0.

Commissioner Jones made a motion to adjourn which was seconded by Commissioner Lewis-Payton and which passed 4-0.

6:10 p.m. – ADJOURNED.

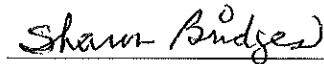
Respectfully submitted,

Mr. Warren Herring, Commissioner and Chairman



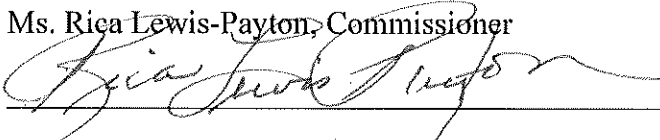
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Ms. Sharon Bridges, Commissioner and Vice Chairwoman



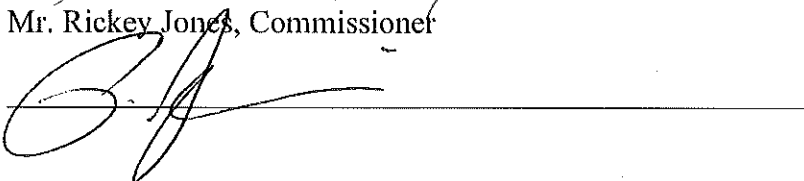
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Ms. Rica Lewis-Payton, Commissioner



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Mr. Rickey Jones, Commissioner



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