

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

May 22, 2023

MINUTES

1. 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, May 22, 2023. A copy of the Board Meeting Notice is attached as Exhibit "A" hereto.

Chairman Herring presided, called the Meeting to order at 4:00 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:

(Acting) Chief Executive Officer John Means ("Means")
(New) Chief Executive Officer Rosa Beckett ("Beckett")
Regina Q. May, Esq., Board Counsel for JMAA ("May")
Steven G. Williams, Esq., Legal Officer for JMAA ("Williams")

II. INVOCATION – Commissioner Rickey Jones

III. APPROVAL OF BOARD NOTICES

Notice of Work Session meeting of the Board of Commissioners scheduled for Thursday, May 18, 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, May 22, 2023 at 4:00 p.m. in the Community Room at Jackson – Medgar Wiley Evers International Airport in Jackson, MS.

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

IV. APPROVAL OF MINUTES

None.

V. PUBLIC COMMENTS

Sandra Sims of Carolina Concessions appeared before the Board to provide the status of the Duncan Donuts concession and other matters. She stated that the space for Duncan Donuts was in the design phase.

VI. REPORTS

A. Report from the Chairman. Chairman Herring thanked John Means for his service as Acting Chief Executive Officer and presented to him a service award. Chairman Herring then announced that Ms. Rosa Beckett had been named JMAA's new Chief Executive Officer and presented her with a gift.

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

1. Airport Project Manager Summary for period ending April 30, 2023. Mr. Means stated that the Summary had already been discussed in Work Session and that there had been no substantive changes since then. However, Board Counsel suggested that Mr. Means still go over the various projects. Means highlighted the Capital Project Summary and briefed the Board on the following:

HKS Drainage Assessment 16.40% completed.

JAN Airfield Markings Improvement 100% complete.

JAN Passenger Boarding Bridge Replacement at Gate 2 88.15% complete.

Rehabilitation of Taxiway Alpha Phase 2 5.93% completed.

Rehabilitation of Taxiway Delta at HKS 83.92% completed.

Taxiway Alpha and Charlie LED lighting 92.18% completed.

Taxiway B relocation – 5.54% completed.

West Concourse Roof replacement 13.33% completed.

There were no questions.

2. Operational Activity Statistics Report for period ending April 30, 2023. Chief Means went over highlights:

April passenger traffic represented nearly 4% increase over April 2022. Parking revenue for April was at a near record. Positive trend for business travelers. Delta Airlines won the monthly market share award with 33% of all passengers followed by American Airlines and then Southwest Airlines. Flight operations down significantly due to decrease in military activity. Total cargo slightly down from last year.

3. Staff reports – None.

VII. ACTION ITEMS

A. Financials

1. Financial reports for April 2023

- a. Balance Sheet – unchanged since Work Session. (Acting) CEO Means stated that there was a 13% increase in JMAA's cash position and that long-term debt is down.
- b. Income Statement – unchanged since Work Session with revenue substantially ahead of last year. Parking revenue is up approximately \$567,000.00 over last year. Chairman Herring asked about CARES Act. Mr. Means responded that it would end with Fiscal Year 2023. Mr. Means pointed out that employee expenses were 19% below budget. Commissioner Lewis-Payton asked about staff turnover and asked about current employee levels as compared to plan. Mr. Means stated that JMAA is currently under plan in that JMAA has 125 employees rather than the plan of 136. Lastly Mr. Means stated that Net Income is 50.18% above target and budget.

At this time Vice Chairwoman Bridges made a motion to approve the Balance Sheet and Income Statement pending audit. The motion was seconded by Commissioner Lewis-Payton and passed 4-0.

- c. Invoice Docket for April 2023. The Commissioners reviewed the Invoice Docket. Vice Chairwoman Bridges asked about a listing for "promotional items". L'Sherie Dean appeared before the Board to explain that this was an annual reorder of various promotional items used at JMAA. Vice Chairwoman Bridges also asked about the Unison expense. Jana Greene appeared before the Board to explain that this charge was to a consultant who assists with PFC applications and the budgets. Ms. Greene also explained that this charge was for 30 days. Commissioner Lewis-Payton requested that all supporting documents be included in the Board Packet going forward. Vice Chairwoman Bridges also requested that all UMB credit card purchases be itemized going forward. Commissioner Lewis-Payton made a motion to approve the Invoice Docket. This motion was seconded by Vice Chairwoman Bridges and passed 4-0.

- B. Procurement – Marvin Buckhalter, Director of Procurement, appeared before the Board to discuss awarded projects, projects to be awarded, and projects with proposals/bids due. Commissioner Jones asked about the comprehensive Master Plan and requested to have a copy of the RFP for it. Mr. Buckhalter stated that he would have this in the next 30-60 days. Chief Commercial Officer Von Anderson addressed the Board and was asked to push this forward. Chairman Herring suggested getting a project management system for JMAA.

Vice Chairwoman Bridges made a motion to entertain an RFQ, and RFP or RFI seeking a commercial development feasibility study. Commissioner Lewis-Payton seconded the motion and it passed 4-0.

Mr. Means then went over specific Procurement projects:

1. On-call maintenance services contract extension for airport passenger boarding bridges at JAN. This was supported by Board Memo Operations 2023-36. Staff is requesting authorization to extend the AERO contract for an additional year from May 9, 2023 to May 9, 2024. Vice Chairwoman Bridges made a motion to approve this action which was seconded by Commissioner Lewis-Payton and which passed 4-0.
2. Construction rehabilitation of Taxiway Alpha Phase 2 at JAN. This was supported by Board Memo OPS 2022-35. Staff is requesting authorization to reject all bids received May 5, 2023 and authorization to advertise a new Request for Bids using a modified scope of work. Will Pentecost of Allen Engineering appeared before the Board. He suggested cutting the scope by one-third to get costs down and turning it into a phased multi-year project. Commissioner Jones made a motion to rebid with stated DBE goals, to formally reject the Hemphill bid, and to rebid the project with new DBE goals. Vice Chairwoman Bridges seconded the motion and it passed 4-0.
3. Economic impact study. This was supported by Board Memo OPS 2023-34. Staff requested authorization to advertise a Request for Qualifications to retain an economic consultant to measure the economic impact that JMAA's airports have in the Jackson region specifically and the state of Mississippi generally. Vice Chairwoman Bridges questioned the estimated costs of \$100,000.00. Chairman Herring asked about JMAA's file storage system. Eric Stewart addressed the Board and stated that JMAA uses Microsoft 365 and Sharepoint. Commissioner Lewis-Payton requested a copy of the last economic study. Vice Chairwoman Bridges motioned to approve this with a cost not to exceed \$100,000.00. Commissioner Lewis-Payton seconded the motion and it passed 4-0.
4. Design Consolidated Rental Car Center and Quick Turn Around Project in accordance with 2018 Master Plan by RS&H Engineering. This was supported by Board Memo OPS-2023-33. Staff requested authorization to advertise an RFQ for design and a construction estimate for construction of said facility. Vice Chairwoman Bridges asked about the delineation of funds. Mr. Means replied that \$600,000.00 was from CFC and \$28,000.00 from JMAA. It was stipulated that this was only for design and that construction costs should be removed. Commissioner Lewis-Payton made a motion to approve which was seconded by Vice Chairwoman Bridges and which passed 4-0.

C. Other Matters

1. HR Director Aundra Moore appeared to discuss vacancies at JMAA. Vice Chairwoman Bridges suggested enhancing all job postings.
2. Patrick Minor appeared to provide updates as to issues and projects at Hawkins Field. He mentioned the progress of the drainage issue, the relocation of Taxiway Bravo, and the Medgar Evers parade on June 10, 2023. Vice Chairwoman Bridges

asked about the Jet-A program but it was decided that L'Sherie Dean would update the Board about that.

3. Chief Commercial Officer Von Anderson appeared before the Board to discuss land development. Commissioner Lewis-Payton asked about rental car facility leases and there was a discussion of better procedures. At this time L'Sherie Dean appeared to address upcoming events and activities. Ms. Dean discussed the upcoming International Ballet Competition, the Jet-A program, the 60th Anniversary gala of JAN, and the Medgar Evers parade. She also answered the Board's questions about budgets for these events. Carolyn Dupre briefly appeared to give a budget update and to advise the Board that the budgets are on track for June, 2023.

At 6:23 p.m. Vice Chairwoman Bridges made a motion to go into Closed Session. Commissioner Jones seconded the motion and it passed 4-0. The Board was in Closed Session and the room was cleared.

At 6:28 p.m. Vice Chairwoman Bridges made a motion to go into Executive Session to discuss litigation and personnel issues. Commissioner Jones seconded and the motion passed 4-0.

The Board was in Executive Session.

At 7:30 p.m. Commissioner Jones made a motion to close Executive Session which was seconded by Vice Chairwoman Bridges and which passed 4-0.

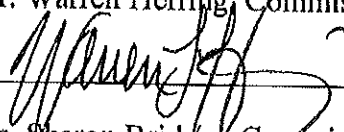
At 7:35 p.m. the Board was back in Open Session. Chairman Herring announced that litigation and personnel issues were discussed but that no action was taken.

Commissioner Jones made a motion to pay the expenses of the Commissioners to attend the Airport Minority Advisory Council meeting. Vice Chairwoman Bridges seconded and the motion passed 4-0.

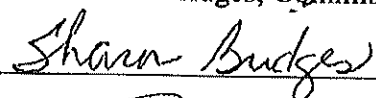
At 7:40 p.m. Commissioner Jones made a motion to adjourn which was seconded by Vice Chairwoman Bridges and which passed 4-0. 7:41 p.m. – ADJOURNED.

Respectfully submitted,

Mr. Warren Herring, Commissioner and Chairman



Ms. Sharon Bridges, Commissioner and Vice Chairwoman



Ms. Rica Lewis-Payton, Commissioner



Mr. Rickey Jones, Commissioner

