

**CONSOLIDATED MONTHLY WORK SESSION AND RESCHEDULED REGULAR
MONTHLY MEETING
JACKSON MUNICIPAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS**

November 18, 2021

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 Consolidated Monthly Work Session and Rescheduled Regular monthly Meeting in the Community Room of the Jackson-Medgar Wiley Evers International Airport (“JAN”) in Jackson, Mississippi at 8:30 a.m. on Monday, November 18, 2021. A copy of the Board Meeting Notice is attached as Exhibit “A” hereto.

Chairwoman LaWanda D. Harris presided, called the Meeting to order at 8:33 a.m. and called the roll of Commissioners.

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

LaWanda D. Harris, Chairwoman, Present (“Harris”)
Robert E. Martin, Vice-Chairman, Present (“Martin”)
LTC(R) Lucius Wright, Commissioner, Present (“Wright”)
Rickey D. Jones, Commissioner, Present (“Jones”)

Chairwoman Harris announced that a quorum was present at the Board Meeting and the Meeting would proceed with a discussion of the agenda (the “Agenda”) for the Board Meeting. The following other persons were also present at the Meeting:

Paul A. Brown, Chief Executive Officer (“CEO”) of the JMAA (“Brown”)
Steven G. Williams, Esq., Legal Officer of the JMAA (“Williams”)
And persons listed on the Sign-in Sheet for the November 18, 2021 Meeting, Exhibit “B” hereto.

II. INVOCATION

Martin gave the Invocation.

III. APPROVAL OF BOARD NOTICES

- A. Notice of the Consolidated Monthly Work Session and Rescheduled Regular Monthly Meeting of the Board of Commissioners scheduled for Thursday, November 18, 2021 at 8:30 a.m. in the Community Room, Main Terminal Building, Jackson Medgar Wiley Evers International Airport in Jackson, Mississippi.

Martin made the motion to approve. Jones seconded and the motion was carried 4-0.

IV. APPROVAL AND EXECUTION OF MINUTES

A. Regular meeting of the Board of Commissioners, Monday, October 25, 2021 at 4:00 p.m. in the Main Terminal Building, Jackson-Medgar Wiley Evers International Airport (“JAN”).

Jones made the motion to approve. Wright seconded and the motion was carried 4-0.

V. PUBLIC COMMENTS

None.

VI. REPORTS

A. Report From the Chairwoman

Chairwoman Harris spoke about the perilous times in which we find ourselves and expressed that ensuring a positive customer experience would continue to be JMAA’s priority. Harris then asked that we temporarily skip the monthly reports and go directly to Action Items.

VII. ACTION ITEMS

A. Financial Matters – Chief Financial Officer Carolyn Dupre’.

1. Financial Reports for October, 2021

a) Motion to accept Balance Sheet for October, 2021. Jones asked a question about continuing depreciation of assets to which Dupre’ replied that depreciation will likely increase. Jones also asked a question about long-term debt and whether there had been a recent review with an eye toward refinancing of same. JMAA will take up this issue with Jones taking the lead.

MOTION CALLED BY: Martin

MOTION SECONDED BY: Jones

VOTE COUNT:

YAYS: 4

NAYS: 0

ABSTAIN: 0

Motion passed.

b) Motion to accept Income Statement for October, 2021. Wright asked a question about the use of gas and diesel supplies. Dupre' answered that these costs were paid in September and were therefore not on the October Claims Docket.

MOTION CALLED BY: Martin

MOTION SECONDED BY: Jones

VOTE COUNT:

YAYS: 4

NAYS: 0

ABSTAIN: 0

Motion passed.

c) Motion to accept Claims Docket for October, 2021. Harris asked a question about access controls fees and service gate fees for credit card use. Dupre' explained that some of these fees are for service calls and some are monthly maintenance fees. Harris also asked about a \$2,633.09 travel reimbursement for Chief Operations Officer John Means. Jones questioned escalator repairs and it was explained that parts have been ordered from the manufacturer in Europe and are expected shortly. Brown added that the repairs should be completed within the next two weeks. Wright asked about costs paid to the Clarion-Ledger and it was explained that these costs were from advertising for projects.

MOTION CALLED BY: Martin

MOTION SECONDED BY: Jones

VOTE COUNT:

YAYS: 4

NAYS: 0

ABSTAIN: 0

Motion passed.

B. Construction Projects

1. **SoJAN Building Renovation at JAN; Authorization to advertise for a Request for Qualifications (“RFQ”). JMAA Staff has requested authorization to advertise for an RFQ for construction design of the SoJAN Building with a budget not to exceed \$405,000.00. Martin moved to accept and Wright seconded. Jones asked a question about the intended use of the building. CEO Brown responded that the building would be renovated for use as office space for governmental tenants.**

VOTE COUNT:

YAYS: 4

NAYS: 0

ABSTAIN: 0

Motion passed 4-0.

C. Procurements

1. **West Concourse Roof Replacement at JAN; Staff requested authorization to re-advertise a Request for Bids (“RFB”) for construction services. Harris asked a question about percentage of funding from the FAA and Brown responded that the percentage has not changed from the previous RFB. Harris also asked for a Motion. Martin moved and Wright seconded. Because of confusion over the project cost, Harris asked for an Amended Motion with correct figures. Wright moved and Martin seconded. Chairwoman Harris recognized attorney John May and asked a question about the final cost of the project. Brown clarified. Harris then tabled the motion until the figures could be verified.**

2. **Dixon Hughes Goodman LLP; Staff requested authorization to award a professional services agreement to this firm to conduct financial audits of the JMAA financial statements for a three year term with a one year renewal option with an approved maximum budget of \$300,000.00 for the base term. Jones moved and Martin seconded. Jones asked a question regarding when the firm would begin work.**

VOTE COUNT:

YAYS: 4

NAYS: 0

ABSTAIN: 0

Motion passed 4-0.

D. Service Agreements – None.

E. Grants – None.

F. Other Matters

- 1. Extension of Lease agreement; Staff requested authorization for CEO Brown to execute a lease extension for one year with JJSA Aviation, LLC. Martin moved and Wright seconded. Wright asked a question about rent studies.**

VOTE COUNT:

YAYS: 4

NAYS: 0

ABSTAIN: 0

Motion passed.

At 9:40 a.m. Director of Facilities Joyce Tillman was brought before the Board with Chief Operations Officer Means to answer questions about the state of the escalators at JAN. Tillman explained that the costs result from service calls as well as a monthly service fee and that the escalators are well beyond their expected service lives. Jones asked a question about capital assessments and Harris suggested that some of this work could be done in-house. COO explained that there is no duplication of efforts and that this is highly specialized work which should be handled by the manufacturer.

At this point the Board returned to the Agenda.

C. Report of the Chief Executive Officer

- 1. Airport Project Manager Summary, period ending October 31, 2021.**
- 2. Airport Project Statistics report.**
- 3. DBE report**
- 4. Staff Reports**
- 5. Consultant Reports**
 - a. Jason Wilson of Universal Resource Group Consulting, LLC ("URG") was called before the Board to report.**

At this point Attorney John May read the revised Board Memorandum regarding the West Concourse Roof Replacement. Martin moved to accept, Jones seconded. The motion was carried 4—0.

10:50 a.m. Chairwoman Harris called a 5 minute recess.

10:59 a.m. Jones made a motion to close the public session to determine if Executive Session was necessary. Wright seconded and the motion was carried 4-0.

11:00 a.m. Public was asked to leave. In closed session, Jones made a motion to go into Executive Session. Wright seconded and the motion was carried 4-0. Public was asked to come back in.

11:07 a.m. Back in Open Session, the public was asked to leave.

11:09 a.m. The Board was in Executive Session.

EXECUTIVE SESSION

1:00 p.m. Jones had to leave the meeting.

2:15 p.m. Martin moved to leave Executive Session. Wright seconded and the motion was passed 3-0. Executive Session was adjourned.

PUBLIC SESSION

2:16 p.m. Martin had to leave the meeting.

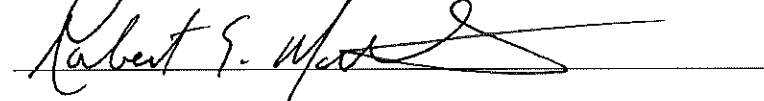
2:20 Public was asked to return. Back in Open Session Chairwoman Harris announced that no action was taken on a litigation matter but that action was taken on an HR matter.

2:22 p.m. Because there was no longer a quorum, the meeting was adjourned.

Respectfully submitted,

Ms. LaWanda D. Harris, Commissioner and Chairwoman

Mr. Robert E. Martin, Commissioner and Vice-Chairman



LTC(R) Lucius Wright, Commissioner



Mr. Riekey D. Jones, Commissioner

