

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

October 25, 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 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, October 25, 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 4:02 p.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")

Even though Mr. Jones was not present at this time, 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 October 25, 2021 Meeting, Exhibit "B" hereto.

II. INVOCATION AND REMARKS

Martin gave the Invocation.

Chairwoman Harris called for an observance of Breast Cancer Awareness with a moment of silence.

Chairwoman Harris also recognized the passing of former United States Secretary of State General Colin Powell.

4:04 p.m. - Commissioner Jones joined and was recognized by Chairwoman Harris as the fourth Commissioner present.

III. APPROVAL OF BOARD NOTICES

- A. Notice of the Monthly Work Session Meeting of the Board of JMAA scheduled Thursday, September 23, 2021 at 8:30 a.m. in the Community Room, at JAN.
- B. Notice of the Regular Monthly Meeting of the Board of JMAA with JMAA's Staff on Monday, September 27, 2021 at 4:00 p.m. in the Community room at JAN.

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

IV. APPROVAL AND EXECUTION OF MINUTES

- A. Regular Board meeting on Monday, September 27, 2021 at JAN.

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

V. PUBLIC COMMENTS

None.

VI. REPORTS

A. Report From the Chairman

Chairwoman Harris spoke briefly about her new position as Chairwoman in the aftermath of the COVID-19 pandemic and laid out her plans for the new term. She named three (3) priorities: Vendors (food and beverage), tenant occupancy, and securing the financial future of the JMAA.

B. Report from the Chief Executive Officer

1. Airport Project Manager Summary, period ending September 30, 201. There were no questions.
2. Airport Activity Statistics Report, period ending September 30, 2021. Traffic at JAN was up 72%. Jones asked about plans for increasing air service development. Brown responded that we have reached out to new carriers.
3. Disadvantaged Business Enterprise Report. CEO Brown reported that we have 60% DBE participation. There were no questions.
4. Staff Reports – There was one travel report.
5. Consultant Reports – None.

B. Report from the Attorney.

Legal Officer Williams presented four (4) resolutions, attached hereto as Exhibit B. Vice-Chairman Martin called for these to be read out loud.

1. The first resolution pertained to the retention of the May Law Firm PLLC for legal advice regarding airport law as well as training regarding Board by-laws, Board meetings, and other legal advice as needed. Resolution read by Williams. Wright made a motion to accept. Jones seconded. Wright asked about the \$100,000.00 ceiling on payment and stated that additional work must be approved by the Board. Jones asked whether this amount was in the legal budget and was assured that it is. The motion passed 4-0.
2. The second resolution pertained to an upcoming trip to Miami, FL by CEO Brown to attend Aviation Festival Americas November 3rd and 4th, 2021. Chairwoman Harris read this resolution. Wright made a motion to accept which was seconded by Jones. No questions were asked the motion passed 3-0 with Martin abstaining.
3. The third resolution was to ratify a trip by CEO Brown and (then) Chairman Martin to Montreal, Canada to attend the Airports Council International September 8th and 9th, 2021. This was read by Commissioner Jones. Wright moved to accept and Martin seconded. There were no questions and the motion was passed 4-0.
4. The fourth resolution was to establish a new travel policy for the CEO and was read aloud by Commissioner Wright. Staff recommended a travel budget for the CEO that would not exceed \$12,000.00 for the FY 2022 and that the Board would need to approve travel by the CEO unless it was to and from events sponsored by AMAC, ACI-NA, or AAAE. It was stated that this travel policy would take precedence over and all other travel policies currently in place which might apply to the CEO. Jones motioned to accept and Harris seconded. Commissioner Wright questioned whether the \$12,000.00 was in the budget and this question was answered in the affirmative. Jones and Harris voted yay. Martin and Wright voted nay. The motion did not pass.

VII. ACTION ITEMS

A. Financial Matters

1. Financial Reports for September 2021

- a) Motion to accept Balance Sheet for September 2021. There were no questions.

MOTION CALLED BY: Wright

MOTION SECONDED BY: Jones

VOTE COUNT:

YAYS: 4

NAYS: 0

ABSTAIN: 0

Motion passed.

b) Motion to accept Income Statement for September 2021.

MOTION CALLED BY: Jones

MOTION SECONDED BY: Wright

VOTE COUNT:

YAYS: 4

NAYS: 0

ABSTAIN: 0

Motion passed.

c) Motion to approve claims docket for September 2021

MOTION CALLED BY: Jones

MOTION SECONDED BY: Martin

Jones asked a question about one item which was explained.

VOTE COUNT:

YAYS: 4

NAYS: 0

ABSTAIN: 0

Motion passed.

B. Construction Projects – None.

C. Procurements

1. JAN Passenger Boarding Bridge Gate 2: Staff requested authorization to award a professional service agreement for the Passenger Boarding Bridge Replacement at Aircraft Gate 2 to AERO Bridge Works, Inc. in the amount of \$1,400,000.00.

MOTION CALLED BY: Jones

MOTION SECONDED BY: Wright

Commissioner Jones had a question about the status of the other boarding bridges. CEO Brown explained that all are in fair condition but are approaching the end of their useful life.

VOTE COUNT:

YAYS: 4

NAYS: 0

ABSTAIN: 0

Motion passed.

2. Ad Hoc On-Call Engineering Services: Staff requested authorization to award an on-call engineering professional services agreement to EJES Incorporated in an amount not to exceed \$100,000.00.

MOTION CALLED BY: Wright

MOTION SECONDED BY: Martin

There were no questions.

VOTE COUNT:

YAYS: 4

NAYS: 0

ABSTAIN: 0

Motion passed.

D. Service Agreements

- 1. Professional Services Agreement with Unison Consulting, Inc.: Staff requested authorization to executed a professional services agreement with Unison Consulting, Inc. for aviation consulting services in an amount not to exceed \$99,452.00.**

MOTION CALLED BY: Wright

MOTION SECONDED BY: Martin

Jones confirmed amount of cap.

VOTE COUNT:

YAYS: 4

NAYS: 0

ABSTAIN: 0

Motion passed.

E. Grants – None.

F. Other Matters

- 1. JAN parking fee for external partners: Staff requested authorization to approve a \$35.00 yearly fee for external partners requested access to the East VIP Parking Lot at JAN.**

MOTION CALLED BY: Wright

MOTION SECONDED BY: Harris

Wright asked how many to be sold. CEO Brown said 50 – 60% of the available spaces.

VOTE COUNT:

YAYS: 4

NAYS: 0

ABSTAIN: 0

Motion passed.

- 2. Purchase of one Passenger Boarding Bridge from Louis Armstrong New Orleans International Airport (“MSY”): Staff requested authorization to purchase a Passenger Boarding Bridge from MSY for use at JAN for a purchase price of \$55,000.00.**

MOTION CALLED BY: Wright

MOTION SECONDED BY: Martin

There were no questions.

VOTE COUNT:

YAYS: 4

NAYS: 0

ABSTAIN: 0

Motion passed.

Harris moved that the Board go into closed session in anticipation of going into Executive Session.

Jones made the Motion which was seconded by Wright. Motion carried 4-0.

The Open Session was closed and the public was asked to leave as litigation and Human Resources matters were to be discussed.

4:56 p.m. – Jones motioned that the Board go into Executive Session. Martin seconded.

Motion carried 4-0.

EXECUTIVE SESSION

Jones moved to exit Executive Session. Wright seconded.

Motion carried 4-0.

PUBLIC SESSION

The public was asked to return to the meeting. Chairwoman Wright explained that litigation and Human Resources matters were discussed that the Board moved to take action on both.

G. New Business

1. **Chairwoman Harris suggested that certain JMAA leadership and staff should attend an upcoming aviation conference in Biloxi, MS.**

MOTION CALLED BY: Jones

MOTION SECONDED BY: Martin

YAYS: 4

NAYS: 0

ABSTAIN: 0

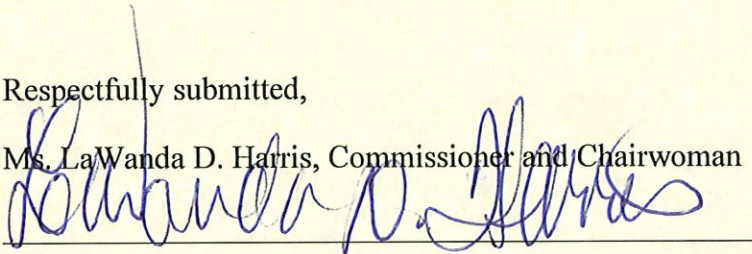
Motion carried 4-0.

Jones then made a motion to adjourn which was seconded by Martin and passed by vote of 4-0.

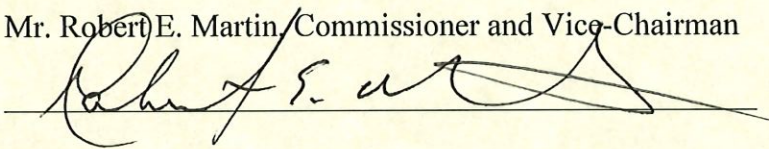
5:30 p.m. The Board Meeting was ADJOURNED.

Respectfully submitted,

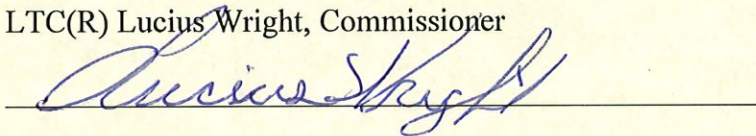
Ms. LaWanda D. Harris, Commissioner and Chairwoman



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



LTC(R) Lucius Wright, Commissioner



Mr. Rickey D. Jones, Commissioner

