

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

September 26, 2022

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 4:30 p.m. on Monday, September 26, 2022. A copy of the Board Meeting Notice is attached as Exhibit “A” hereto.

Chairman Robert E. Martin presided, called the Meeting to order at 4:30 p.m., and called the roll of Commissioners.

The following Commissioners were present, in person or via Zoom, during roll call for a quorum at the Board Meeting:

Robert E. Martin, Chairman, Present (“Martin”)
LTC(R) Lucius Wright, Commissioner, Present (“Wright”)
Rickey D. Jones, Vice Chairman, Present (“Jones”)
Warren Herring, Commissioner, Present (“Herring”)

The following other persons were also present at the Meeting:

John Means, Acting Chief Executive Officer (“CEO”) of the JMAA (“Means”),
appearing via Zoom
John R. May, Jr., Board Counsel (“May”)
Regina Quinn May, attorney
Steven G. Williams, Legal Officer of the JMAA (“Williams”)

And persons listed on the Sign-in Sheet for the September 26, 2022 Meeting, Exhibit “B” hereto.

II. INVOCATION

Commissioner Herring gave the Invocation.

III. APPROVAL OF BOARD NOTICES

A. Notice of the Regular Monthly Meeting of the Board of JMAA with JMAA’s Staff on Monday, September 26, 2022 at 4:30 p.m. in the Community room at JAN.

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

IV. APPROVAL OF MINUTES

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

V. PUBLIC COMMENTS

None.

4:36 p.m. – JMAA Chief Commercial Officer Von Anderson introduced JMAA's new concessionaire Carolina Concessions. Representatives of Carolina Concessions briefly spoke and described the new concessions coming to JAN.

VI. REPORTS

A. Report From the Chairman

None.

B. Report from the Acting Chief Executive Officer

1. Airport Project Manager Summary for May, June, and July 2022. Acting CEO Means confirmed that the figures in the Airport Project Manager Summary had not changed since the Work Session so that there was no need to go back over those figures. Commissioner Wright made a motion to accept which was seconded by Vice Chairman Jones. There was a discussion initiated by Commissioner Herring regarding the proposed renovation of the FAA Building at JAN and whether it was a design/build project. It was decided that the SoJAN portion of this work would be carved out to be discussed at Executive Session. Commissioner Wright revised his motion to remove authority to proceed with the SoJAN portion. The Vice Chairman agreed with the revision and the motion was passed 4-0.

2. Airport Activity Statistics Report for May, June, and July 2022. Again, Acting CEO Means suggested that the figures in this report had not changed since the Work Session and that there was no need to go back over them. Commissioner Wright moved to accept the report and this was seconded by Commissioner Herring. The motion passed 4-0.

C. Report from the Attorney.

It was decided that the Report from the Attorney would wait until Executive Session.

VII. ACTION ITEMS

A. Financial Matters

1. **Financial Reports for May, June, and July 2022.**

a) Income Statement and Balance Sheet – it was stated that these figures had not changed since the Work Session and the Board decided to accept them without further questions.

b) Claims Docket for August 2022. Vice Chairman Jones asked a question about item number 101208 which was a payment to Jacobsen Daniels. Board Counsel John May responded that this was the first of two payments to settle a dispute with Jacobsen Daniels. Commissioner Herring asked a question about item number 101183 and it was explained that this payment was for lawn care at JAN. Commissioner Herring also asked about item number 101189 and it was explained that this payment was for on call engineering services. Commissioner Herring asked a question about item number 101198 to GCR, Inc. which was for billing software. Lastly, Commissioner Herring asked a question about item number 101204 to Educational Services for Hope, LLC, JMAA's Human Resources consultant. Commissioner Wright asked a question about item number 101294 for McElroy Logistics. Chairman Martin explained that this was payment for one (1) extended event. Commissioner Herring made a motion to approve the Claims Docket which was seconded by Commissioner Wright. The motion passed 4-0. Commissioner Herring initiated a brief discussion of when the Claims Docket gets completed and suggested shortening the time from 15 days to 10 days. The Board ultimately decided to leave the policy as is for now.

At this point Acting CEO Means was asked about his signatory authority and the Christofono settlement. Chairman Martin expressed his displeasure about how this was handled.

B. Contracts

1. McElroy Logistics, LLC. This was supported by Board Memo 2022-03. Commissioner Herring asked for clarification as to the "not to exceed" figure. Commissioner Wright asked who would determine the events this vendor will handle and Acting CEO Means responded that JMAA Staff would decide. The Board decided that all events handled by this vendor would need to be approved by the Board. Commissioner Herring made the motion to approve which was seconded by Commissioner Wright. The motion passed 3-0-1 with Vice Chairman Jones abstaining from the vote.
2. Stinson & Hodge INC. This was supported by Board Memo 2022-04. Acting CEO Means stated that there had been no changes to the Board Memo since the Work Session. Commissioner Herring made the motion to approve which was seconded by Commissioner Wright. The motion passed 4-0. Later on, the Board revisited this contract and it was decided that the not-to-exceed amount should be \$50,000.00 instead of \$100,000.00. Commissioner Herring made the motion to revise which was seconded by Commissioner Wright and passed 4-0.
3. The Daniels Group LLC. This was supported by Board Memo 2022-05. There were no questions. Vice Chairman Jones made the motion to approve which was seconded by Commissioner Wright. The motion passed 4-0.

C. Construction

1. New roof at JAN Maintenance Building. This was supported by Board Memo 2022-14. After a brief discussion Chairman Martin pulled this Board Memo for errors and it was taken off the agenda.
2. Award design phase contract to Mills Contracting, LLC for Prime Flight renovation. This was supported by Board Memo 2022-51. It was decided that this project would be discussed in Executive Session.
3. Airfield Markings improvement at JAN. This was supported by Board Memo 2022-49. Commissioner Herring asked a question about scope and cost. Commissioner Wright asked why JMAA Staff could not handle this work. Acting CEO Means responded that this project is too large for Staff to handle effectively. Vice Chairman Jones asked a question about when the next FAA inspection would be. Acting CEO Means replied that it would be in November 2022. Commissioner Wright made a motion to accept which was seconded by Vice Chairman Jones and passed 4-0.
4. Apron lighting assessment at JAN. This was supported by Board Memo 2022-55. Vice Chairman Jones asked a question about DBE participation and stated that it needed to be in sync with the FAA. Chairman Martin read the Board Memo. Commissioner Wright asked whether construction administration would be included in the \$250k cost. Commissioner Wright made a motion to approve which was seconded by Vice Chairman Jones. The motion passed 4-0.

D. Services

1. RFP for rental car services. This was supported by Board Memo 2022-04. Commissioner Herring asked a question about cost escalation in the contracts. Board Counsel May suggested that this could be added to the contracts going forward. Commissioner Herring made a motion to approve which was seconded by Commissioner Wright. The motion passed 4-0.

At 6:55 p.m. Chairman Martin called for a short break.

At 7:04 p.m. the break was over and the Board was back in session.

At this point it was decided that the matter of fiscal year 2023 property, casualty, and liability insurance would be taken up under New Business. This was supported by Board Memo 2022-06. LaToya Porter of the Porter Agency and Mark Merritte of Gallagher appeared before the Board. Ms. Porter stated that she needed JMAA financials as well as a signed application by September 29, 2022 in order to bind the coverage. Vice Chairman Jones asked why financials had not yet been provided. Acting CEO Means replied that the financials had only been completed that afternoon. Means was asked to take care of this immediately. Vice Chairman Jones requested that employment practices coverage specifically be included in the insurance coverage. Vice Chairman Jones made a motion to approve which was seconded by Commissioner Wright. The motion passed 3-0-1 as Commissioner Herring abstained from the vote.

E. Other Matters

1. Shuttle bus drivers for JAN. This was supported by Board Memo DPSO-46. There was a discussion of monthly and annual costs. Commissioner Wright made a motion to approve which was seconded by Vice Chairman Jones. Commissioner Herring abstained from the vote citing the need for more information. Vice Chairman Jones also abstained. The motion passed 2-0-2.
2. RFP for cybersecurity protection systems and services. This was supported by Board Memo IT 2022-03. It was stated that nothing had changed since this matter was discussed at Work Session. Commissioner Wright motioned to approve and Vice Chairman Jones seconded. The motion passed 4-0.
3. Hardware/software licenses, subscriptions, and support renewals. This was supported by Board Memo IT 2022-02. Commissioner Wright made a motion to approve with was seconded by Vice Chairman Jones and passed by unanimous vote 4-0.
4. Comcast easement at JAN. This was supported by Board Memo OPS-2022-58. This matter was discussed at the Work Session. Vice Chairman Jones made a motion to approve which was seconded by Commissioner Wright. Commissioner Herring suggested putting certain protections into place as well as proper oversight. The motion was passed 4-0.

F. New business (see discussion of insurance coverage which was moved up on the agenda and discussed earlier).

1. Hawkins Field Airport access control and video surveillance project. This was supported by Board Memo HKS 2022-01. Commissioner Herring made a motion to approve which was seconded by Commissioner Wright. Vice Chairman Jones asked a question about funding from grants, etc. to offset the cost. The motion passed 4-0.
2. Memorandum of Understanding between JMAA and Hinds County Sheriff's Office. This was supported by Board Memo Safety-2022-01. Commissioner Herring made a motion to approve which was seconded by Commissioner Wright. The motion passed 4-0.

8:15 p.m. Chairman Martin called a short break.

8:19 p.m. The break was over.

8:20 p.m. The Board decided to vote to go into Closed Session in anticipation of going into Executive Session. Commissioner Wright made the motion which was seconded by Vice Chairman Jones. The motion passed 4-0.

8:33 p.m. The room was cleared and the Commissioners discussed a possible agenda for Executive Session. Commissioner Wright made a motion to go into Executive Session which was seconded by Vice Chairman Jones and passed 4-0.

The Board was in Executive Session.

11:16 p.m. The Board voted 3-0 (Commissioner Herring had to leave at 8:45 p.m.) to close Executive Session. Chairman Martin stated that the Board had made decisions on the following:

One year contract for Carolyn Dupre’;

Conflict Waiver granted to Attorney Dorsey Carson in the Brian Smith case;

SoJan contract would be design-bid-build contract.

Acting CEO Means would be returned to his position as Chief Operations Officer and Pat Minor would be named special assistant to the Board of Commissioners.

It was then announced that the meeting would be in recess and reconvene as soon as possible.

11:20 p.m. Commissioner Wright motioned to go into recess which was seconded by Vice Chairman Jones and passed 3-0.

**RECONVENED SEPTEMBER 26, 2022 REGULAR MEETING OF THE
JACKSON MUNICIPAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS**

October 4, 2022

The Board of Commissioners (the “Board”) of the Jackson Municipal Airport Authority (the “Authority” or “JMAA”) reconvened its September 26, 2022 Regular Board Meeting in the Community Room of the Jackson-Medgar Wiley Evers International Airport (“JAN”) in Jackson, Mississippi at 4:00 p.m. on Tuesday, October 4, 2022.

I. CALL TO ORDER/ROLL CALL/DECLARATION OF QUORUM

Chairman Robert E. Martin presided, called the Meeting to order at 4:00 p.m., and called the roll of Commissioners.

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

Robert E. Martin, Chairman, Present (“Martin”)
Rickey D. Jones, Vice Chairman, Present (“Jones”)
LTC(R) Lucius Wright, Commissioner, Present (“Wright”)
Warren Herring, Commissioner, Present (“Herring”)
Rica Lewis-Payton, Commissioner, Present (“Lewis-Payton”)

The following other persons were also present at the Meeting:

John Means, Chief Operations Officer of JMAA (“Means”)
John R. May, Jr., Board Counsel (“May”)
Regina Quinn May, attorney
Steven G. Williams, Legal Officer of the JMAA (“Williams”)

II. INVOCATION - Vice Chairman Jones gave the Invocation.

4:02 p.m. Chairman Martin welcomed new Commissioner Ms. Rica Lewis-Payton to the Board. Commissioner Lewis-Payton introduced herself to the Board and other attendees.

4:06 p.m. Chairman Martin called for a motion and vote to go into Closed Session to determine whether there was a need for the Board to go into Executive Session. Commissioner Herring made the motion which was seconded by Commissioner Wright and passed 4-0.

4:08 p.m. The room was cleared.

4:09 p.m. Mr. Means was asked to leave the room. Vice Chairman Jones made a motion for the Board to go into Executive Session. Commissioner Wright seconded and the motion passed 5-0.

4:20 p.m. The Board was in Executive Session.

5:54 p.m. Commissioner Herring made a motion to end Executive Session which was seconded by Vice Chairman Jones and passed 5-0. Board was back in Open Session.

Chairman Martin announced that no action was taken in Executive Session.

III. New Business

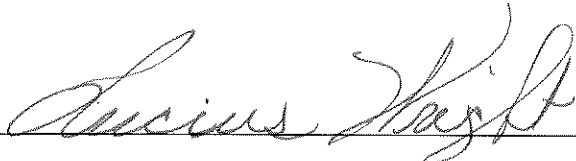
- A. Commissioner Wright made a motion to reconsider the action taken at the September 26, 2022 meeting regarding John Means. The motion was seconded by Commissioner Herring and passed by a unanimous 5-0 vote. Commissioner Wright then made a motion to extend Mr. Means’ position as acting CEO for ninety (90) days. Vice Chairman Jones seconded and the motion passed 5-0.
- B. The Board took on the task of electing new officers. Commissioner Herring nominated Commissioner Wright for Chairman. Commissioner Lewis-Payton seconded. Commissioners Herring, Wright, and Lewis-Payton voted yes and Chairman Martin and Vice Chairman Jones voted no. The vote was 3-2. Commissioner Wright was voted Chairman. Commissioner Herring then nominated Vice Chairman Jones for Vice Chairman. Vice Chairman Jones seconded. Commissioner Herring and Vice Chairman Jones voted yes. Wright, Lewis-Payton, and Martin voted no. The motion did not carry. Wright then nominated Herring as Vice Chairman. Lewis-Payton seconded. Wright, Lewis-Payton, Jones, and Herring voted yes. Martin voted no. The motion passed 4-1. Herring was voted Vice Chairman.

6:06 p.m. Vice Chairman Herring made a motion to adjourn. The motion was seconded by Chairman Wright and passed 5-0.

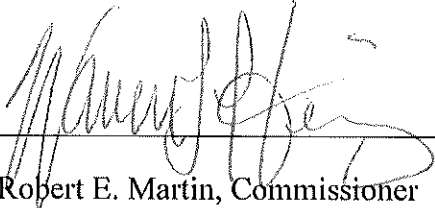
The meeting was adjourned.

Respectfully submitted,

LTC(R) Lucius Wright, Commissioner and Chairman



Mr. Warren Herring, Commissioner and Vice-Chairman



Mr. Robert E. Martin, Commissioner

Mr. Rickey D. Jones, Commissioner

Ms. Rica Lewis-Payton, Commissioner (only with regard to the October 4, 2022 meeting)

