

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

**November 22, 2010**

The Board of Commissioners (the “Board”) of the Jackson Municipal Airport Authority (the “Authority” or “JMAA”) met in the Third Floor Community Room, Main Terminal Building, Jackson-Evers International Airport (“JEIA”), Jackson, Mississippi, at 4:00 p.m. on Monday, November 22, 2010 (the “Meeting”), pursuant to proper notice.

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

Chair Glenda Glover presided, called the Meeting to order, and called the roll of Commissioners.

The following Commissioners were present in person at the Meeting.

Dr. Glenda Glover, Chair  
Johnnie P. Patton, R. Ph., Vice Chair  
George E. Irvin, Sr.  
Earle Jones  
Dr. Sylvia Stewart

Chair Glover noted that a quorum was present in person as required by the Bylaws, and announced that the Meeting would proceed.

The following other persons were also present at the Meeting.

Dirk Vanderleest, JMAA Chief Executive Officer  
Bonnie Wilson, JMAA Chief Operating Officer  
Woody Wilson, JMAA Senior Director of Capital Planning  
Gary Cohen, JMAA Chief Financial Officer  
René Woodward, JMAA Director of Human Resources and Administration  
Jack Thomas, JMAA Director of Disadvantaged Business Enterprise (DBE) and  
Community Development  
Arnetrius Reed Branson, JMAA Finance Department  
Sheila Dotson, JMAA Finance Technician  
Sharon Evans, JMAA Housekeeping Shift Manager  
Karen Hatten, JMAA Purchasing Agent  
Tonora Humphrey, JMAA Public Safety Department  
Ledireada Kent, JMAA Public Safety Department  
Lieutenant Terry Miller, JMAA Public Safety Department

Garry Montgomery, JMAA Maintenance Manager  
Joyce Tillman, JMAA Facilities Engineer  
Jack Weldy, JMAA Properties Manager  
Alan Moore, Baker Donelson Bearman Caldwell & Berkowitz  
Jeff Wagner, Baker Donelson Bearman Caldwell & Berkowitz  
Alex Martin, Baker Donelson Bearman Caldwell & Berkowitz  
Chuck Lott, Neel-Schaffer, Inc.  
James R. White, P.E., Waggoner Engineering, Inc.

## II. APPROVAL AND EXECUTION OF MINUTES.

- A. **Open Session and Executive Session of the Special Work Session of the Board of Commissioners, October 21, 2010.**
- B. **Hawkins Field Committee Meeting, October 25, 2010.**
- C. **Regular Meeting of the Board of Commissioners, October 25, 2010.**
- D. **Open Session and Executive Session of the Regular Work Session of the Board of Commissioners, November 18, 2010.**

After discussion, upon motion duly made by Commissioner Stewart, seconded by Commissioner Jones, and unanimously approved by the affirmative votes of all Commissioners present, the minutes described above were approved as presented and directed to be filed in the appropriate minute book and records of the Authority.

## III. PUBLIC COMMENTS.

None.

## IV. REPORTS.

- A. **Chief Executive Officer.**
  - 1. **Airport Project Manager Summary, Period Ending October 31, 2010.**
  - 2. **Airport Activity Statistics Report, Period Ending October 31, 2010.**

Mr. Vanderleest directed the Board's attention to the Airport Project Manager Summary and the Airport Activity Statistics Report as found in the packet distributed to the Board prior to the Meeting (the "Packet"), and discussed these reports with the Board. A copy of the Packet is attached as an exhibit to the minutes of the Meeting.

During discussion, Mr. Vanderleest said that for the second consecutive month, enplanements had increased as compared to the same month for the prior year, indicating an upturn in passenger traffic at JEIA.

Mr. Vanderleest also advised the Board that Delta Airlines had advised the staff that it would discontinue nonstop service to Detroit as of March 1, 2011. Mr. Vanderleest said that Delta Airlines' nonstop flights to and from Washington Reagan National Airport were scheduled to continue through March 2011, but it was not possible to project beyond that date at this time.

3. Employee and Organizational Recognitions.

a. Employee of the Month, November 2010: Sheila Dotson, Finance Technician, Department of Finance.

Mr. Vanderleest recognized and commended Ms. Dotson for being named Employee of the Month for November 2010.

4. Professional Development Recognitions.

a. Sharon Evans, Housekeeper Supervisor, Department of Maintenance.

- (1) Certificate of Completion, Level III ATSI, Sponsored by AAAE Airport Training & Safety Institute.

Mr. Vanderleest recognized and commended Ms. Evans for receiving a Certificate of Completion for Level III ATSI from the AAAE Airport Training & Safety Institute.

b. Joyce Tillman, Facilities Engineer, Department of Capital Programming.

- (1) Certificates of Completion, Levels II & III ATSI, Sponsored by AAAE Airport Training & Safety Institute.

Mr. Vanderleest recognized and commended Ms. Tillman for receiving Certificates of Completion for Levels II & III ATSI from the AAAE Airport Training & Safety Institute.

5. LEAP Program.

Mr. Vanderleest asked all employee graduates of the LEAP Program to come forward and be recognized. Mr. Vanderleest thanked each employee for participating in the LEAP Program, and said he was confident that the participants would continue to make positive contributions to the JMAA workforce.

**B. Attorney.**

Mr. Moore introduced Alex Martin to the Board and those present. Mr. Moore said that Mr. Martin was a recent honors graduate of the University of Mississippi Law School, and had joined Baker Donelson. Mr. Moore said that Mr. Martin would be working with Mr. Wagner and Mr. Moore on JMAA matters, and would be present at future JMAA Board and appropriate staff meetings.

**V. ACTION ITEMS.**

**A. Financial Matters.**

1. Financial Reports for October 2010.
  - a. Balance Sheet: Accept.
  - b. Income Statement: Accept.
  - c. Claims Docket for October 2010: Approve.

Mr. Vanderleest directed the Board's attention to the above financial reports for October 2010 and the Claims Docket for October 2010, all of which were included in the Packet. During discussion, Mr. Vanderleest pointed out that several early issue check approvals were also being submitted to the Board for approval, as listed on that certain exhibit attached to and incorporated into the minutes of the Meeting.

After discussion, upon motion duly made by Commissioner Jones, seconded by Commissioner Stewart, and unanimously approved by the affirmative votes of all Commissioners present, the Board adopted the following resolution.

**RESOLUTION ACCEPTING FINANCIAL REPORTS FOR OCTOBER  
2010 AND APPROVING AND AUTHORIZING PAYMENT OF CLAIMS  
DOCKET FOR OCTOBER 2010**

**WHEREAS**, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") has reviewed and considered (i) certain financial statements for the Authority for the month and period ending October 31, 2010 (the "Financial Reports"), and (ii) the Claims Docket of the Authority for the month of October 2010 (the "Claims") both the Financial Reports and the Claims being (i) included in the packet distributed to the Board prior to the November 22, 2010, Regular Monthly Meeting of the Board (the "Meeting), and (ii) incorporated herein by reference; and

**WHEREAS**, the Board has also reviewed and considered certain early issue claims recommended by the Authority's staff for approval at this time (the "Early

Issue Claims”), said Early Issue Claims being listed on a certain exhibit distributed to the Board at the Meeting and attached as an exhibit to the minutes of the Meeting;

**NOW, THEREFORE, BE IT RESOLVED**, the Board hereby (i) accepts the Financial Reports and (ii) approves and authorizes payment of the Claims and the Early Issue Claims in the total amount of \$2,066,697.73.

**B. Service Agreement.**

1. JMAA Contract No. 012-09-379, Feasibility Study for an Alternative Energy Collection and Distribution System, JEIA: Authorize Amendment.

Mr. Vanderleest directed the Board’s attention to the memorandum in the Packet which described this matter, and discussed this matter with the Board.

After discussion, upon motion duly made by Commissioner Stewart, seconded by Commissioner Jones, and unanimously approved by the affirmative votes of all Commissioners present, the Board adopted the following resolution.

**RESOLUTION APPROVING AND AUTHORIZING AMENDMENT TO  
CONTRACT NO. 012-09-379, FEASIBILITY STUDY FOR  
ALTERNATIVE ENERGY COLLECTION AND DISTRIBUTION  
SYSTEM, JACKSON-EVERS INTERNATIONAL AIRPORT**

**WHEREAS**, the staff of the Jackson Municipal Airport Authority (the “Authority”) has recommended that the Board of Commissioners of the Authority (the “Board”) approve and authorize a certain amendment to Contract No. 012-09-379, Feasibility Study for an Alternative Energy Collection and Distribution System, Jackson-Evers International Airport (the “Amendment”), as more particularly described in that certain memorandum dated November 15, 2010, (i) included in the packet distributed to the Board prior to the November 22, 2010, Regular Monthly Meeting of the Board, and (ii) incorporated herein by reference (the “Memorandum”); and

**WHEREAS**, the Board has reviewed the Memorandum and considered the recommendations therein by the staff of the Authority;

**NOW, THEREFORE, BE IT RESOLVED**, the Board hereby determines that it would be in the best interests of and in furtherance of the duties and responsibilities of the Authority to, and the Board hereby does, approve and authorize the Amendment, said Amendment to be in such form and to contain such terms and conditions consistent with the Memorandum, as may be deemed appropriate by the Chief Executive Officer of the Authority, as evidenced by his execution thereof.

**C. Construction Projects.**

1. JMAA Project No. 007-09, East Runway 16L/34R Pavement Rehabilitation, JEIA: Approve Change Order.
2. JMAA Project No. 009-08, South Terminal Building Renovation, HKS: Award Contract.

Mr. Vanderleest directed the Board's attention to the memoranda in the Packet which described these matters, and discussed these matters with the Board.

After discussion, upon motion duly made by Commissioner Stewart, seconded by Commissioner Jones, and unanimously approved by the affirmative votes of all Commissioners present, the Board adopted the following resolution.

**RESOLUTION APPROVING AND AUTHORIZING CERTAIN ACTIONS  
WITH RESPECT TO CERTAIN CONSTRUCTION PROJECTS**

**WHEREAS**, the staff of the Jackson Municipal Airport Authority (the "Authority") has recommended that the Board of Commissioners (the "Board") of the Authority approve and authorize certain actions with respect to certain construction projects identified below, all as more particularly described in certain memoranda (i) included in the packet distributed to the Board prior to the November 22, 2010, Regular Monthly Meeting of the Board, and (ii) incorporated herein by reference (separately, each a "Memorandum;" collectively, the "Memoranda"); and

**WHEREAS**, the Board has reviewed the Memoranda and considered the recommendations therein by the staff of the Authority;

**NOW, THEREFORE, BE IT RESOLVED**, the Board hereby determines that it would be in the best interests of and in furtherance of the duties and responsibilities of the Authority to, and the Board hereby does, take the following actions:

1. The Board approves and authorizes execution and accomplishment of Change Order No. 1 to Contract No. 007-09-14 with Rifenburg Construction Co., Inc. in connection with Project No. 007-09, East Parallel Runway 16L/34R Pavement Rehabilitation at Jackson-Evers International Airport, as more particularly described in the Memorandum dated November 3, 2010, which describes this matter.
2. The Board hereby (i) accepts the quote from Can't Be Beat Fence and Construction, LLC ("CBB Fence") of \$13,995.00 as the lowest and best bid for the installation of chain link fencing in connection with JMAA Project No. 009-08, South Terminal Building Renovation at Hawkins Field (the "Project"), as more particular described in the Memorandum

dated November 16, 2010; (ii) awards the contract for the Project to CBB Fence; and (iii) authorizes and directs the staff of the Authority to negotiate and execute an appropriate agreement with CBB Fence to accomplish the Project (the "Agreement"), said Agreement to be in such form and to contain such terms and conditions consistent with the Project and said bid submitted by CBB Fence, as may be deemed appropriate by the Chief Executive Officer of the Authority, as evidenced by his execution thereof.

**D. Procurements.**

No action or discussion took place at the Meeting regarding procurements.

**E. Grants.**

No action or discussion took place at the Meeting regarding grants.

**F. Other Matters.**

1. Travel Policy for Commissioners.

Chair Glover said that she had asked Commissioner Irvin to work with legal counsel to present a new Travel Policy for Commissioners to be submitted to the Board for consideration at the December 2010 Board meeting.

2. Board Committee Meetings.

Chair Glover asked that, instead of traditional monthly Board Committee meetings, the Board consider meeting as a Committee of the Whole to discuss, consider and take action on Strategic Initiatives at 3:00 p.m. immediately prior to the Monthly Board Meeting in February, May, August and November of 2011.

After discussion, upon motion duly made by Commissioner Stewart, seconded by Commissioner Irvin, and unanimously approved by the affirmative votes of all Commissioners present, the Board adopted the following resolution.

**RESOLUTION SCHEDULING BOARD COMMITTEE MEETINGS FOR  
CALENDAR YEAR 2011**

**RESOLVED**, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") hereby determines that a Special Meeting of the Board shall be held at 3:00 p.m. at the same location and immediately prior to the Monthly Meeting of the Board in February, May, August and November 2011; and

**RESOLVED, FURTHER**, at each such Special Meeting, the Board shall function as a Committee of the Whole to discuss, consider and take action on the

Strategic Initiatives of the Authority, with notice of each such Special Meeting being distributed to the Board and the public in accordance with applicable law and the Bylaws of the Authority.

3. Time of Board Work Sessions.

Chair Glover suggested that the Board consider amending the Bylaws of the Authority to change the time for the Regular Monthly Work Session of the Board from 8:30 a.m. to 7:30 a.m.

After discussion, upon motion duly made by Commissioner Irvin, seconded by Commissioner Jones, and unanimously approved by the affirmative votes of all Commissioners present, the Board adopted the following resolution.

**RESOLUTION AMENDING BYLAWS TO CHANGE TIME OF  
MONTHLY WORK SESSIONS**

**RESOLVED**, paragraph II.5.B. of the Bylaws of the Jackson Municipal Airport Authority (the "Authority") is hereby deleted in its entirety and the following is substituted therefor:

Work Sessions. The Board of Commissioners of the Authority shall convene a regular monthly work session on the Thursday immediately preceding the date of each regular monthly meeting at 7:30 a.m. in the Community Room on the Third Floor, Main Terminal Building, Jackson-Evers International Airport, at which work session the Board may discuss and review any and all matters relating to the Authority; however, no action or vote shall be taken at any such work session.

4. Date and Time of December 2010 Board Meeting.

The Board discussed and agreed that the Monthly Work Session of the Board scheduled for December 23, 2010, and the Regular Monthly Meeting of the Board scheduled for December 27, 2010, should be cancelled for lack of a quorum, and a Special Meeting of the Board should be called for 3:00 p.m. on Friday, December 17, 2010, to consider and take action on all matters relevant to and within the power and authority of JMAA.

5. AAAE Airports Going Green Conference.

At Chair Glover's request, Commissioners Stewart and Irvin discussed with the Board the highlights and lessons-learned from their attendance at the AAAE Airports Going Green Conference on November 15 – 17 in Chicago, Illinois.



**VI. DISCUSSION: STRATEGIC INITIATIVES.**

No discussion or action was taken at the Meeting regarding strategic initiatives.

**VII. ADJOURNMENT.**

There being no further business to come before the Meeting, upon motion duly made by Commissioner Stewart, seconded by Commissioner Irvin, and unanimously approved by the affirmative votes of all Commissioners present, the Meeting was adjourned.

Respectfully submitted,

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Dr. Glenda Glover, Chair

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Johnnie P. Patton, R. Ph., Vice Chair

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George E. Irvin, Sr.

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Earle Jones

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Dr. Sylvia Stewart