

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

**October 26, 2009**

The Board of Commissioners (the “Board”) of the Jackson Municipal Airport Authority (the “Authority” or “JMAA”) met in the Terminal Building, Hawkins Field, Jackson, Mississippi, at 4:00 p.m. on Monday, October 26, 2009 (the “Meeting”), pursuant to proper notice.

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

Chairman George E. Irvin, Sr. presided, called the Meeting to order, and called the roll of Commissioners.

The following Commissioners were present in person at the Meeting.

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

Chairman Irvin 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 B. Vanderleest, JMAA Chief Executive Officer  
Bonnie Wilson, JMAA Chief Operating Officer  
Gary Cohen, JMAA Chief Financial Officer  
Woody Wilson, JMAA Senior Director of Capital Planning  
René Woodward, JMAA Director of Human Resources and Administration  
Jack Thomas, JMAA Director of Community Development and DBE Program  
Kenneth Randolph, JMAA Commander, Department of Public Safety  
Alvin Beamon, JMAA Manager, Public Safety and Operations, Hawkins Field  
Arnetrius Branson, JMAA Controller, Department of Finance  
Cindy Crotchett, JMAA Executive Assistant  
Joyce Tillman, JMAA Facilities Engineer  
Larry Gozdecki, JMAA Custodial Superintendent  
Kelvin King, JMAA Housekeeping Supervisor

Rick Phillips, JMAA Operations Coordinator  
Calvert Sanders, JMAA Grounds Maintenance Technician  
Jack Weldy, JMAA Properties Manager  
Chuck Lott, Neel-Schaffer, Inc.  
Alan Moore, Baker Donelson Bearman Caldwell & Berkowitz  
Jeff Wagner, Baker Donelson Bearman Caldwell & Berkowitz

## II. APPROVAL AND EXECUTION OF MINUTES.

- A. Work Session of the Board of Commissioners, September 24, 2009.
- B. Open Session and Executive Session of the Special Meeting of the Board of Commissioners, September 24, 2009.
- C. Planning and Economic Development Committee Meeting, September 28, 2009.
- D. Regular Monthly Meeting of the Board of Commissioners, September 28, 2009.

After discussion, upon motion duly made by Commissioner Stewart, seconded by Commissioner Glover, and unanimously approved by the affirmative votes of all Commissioners present, the above minutes 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, Ending September 30, 2009.
  - 2. Airport Activity Statistics Report, Ending September 30, 2009.

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.

3. Employee Recognitions.

a. Employee of the Month.

- (1) Kelvin King, Housekeeper Supervisor, Department of Maintenance.

Mr. Vanderleest recognized and commended Mr. King for being named Employee of the Month for October 2009.

b. Professional Development.

- (1) Calvert Sanders, Grounds Maintenance Technician, Department of Maintenance.

- (a) Achievement of Excellence (150 ATSI tests) from AAAE Airport Training & Safety Institute.

Mr. Vanderleest recognized and commended Mr. Sanders for receiving an Achievement of Excellence (150 ATSI tests) from AAAE Airport Training & Safety Institute.

- (2) René Woodward, Director of Human Resources and Administration.

- (a) Achievement of Excellence (150 ATSI tests) from AAAE Airport Training & Safety Institute.

Mr. Vanderleest recognized and commended Ms. Woodward for receiving an Achievement of Excellence (150 ATSI tests) from AAAE Airport Training & Safety Institute.

c. Extraordinary Service Recognition.

- (1) Rick Phillips, Operations Coordinator, Department of Operations.

- (a) Hawkins Field Airshow – Provided extraordinary leadership and coordination prior to and during the Hawkins Field Airshow without losing sight of his primary mission of providing for the safe operation of the airfield.

Mr. Vanderleest recognized and commended Mr. Phillips for his extraordinary leadership and coordination during the recent Hawkins Field Airshow.

**B. Attorney.**

Mr. Moore said that he had nothing to report at this time.

**V. ACTION ITEMS.**

**A. Financial Matters.**

1. Financial Reports for September 2009.
  - a. Balance Sheet: Accept.
  - b. Income Statement: Accept.
  - c. Claims Docket for September 2009: Approve.

Mr. Vanderleest directed the Board's attention to the Financial Reports for September 2009 and the Claims Docket for September 2009, which were included in the Packet.

After discussion, upon motion duly made by Commissioner Glover, 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 SEPTEMBER  
2009 AND APPROVING AND AUTHORIZING PAYMENT OF CLAIMS  
DOCKET FOR SEPTEMBER 2009**

**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 September 30, 2009 (the "Financial Reports"), and (ii) the Claims Docket of the Authority for the month of September 2009 (the "Claims"), both the Financial Reports and the Claims being (i) included in the packet distributed to the Board prior to the October 26, 2009, Regular Monthly Meeting of the Board, and (ii) incorporated herein by reference;

**NOW, THEREFORE, BE IT RESOLVED**, the Board hereby (i) accepts the Financial Reports and (ii) approves and authorizes payment of the Claims in the total amount of \$1,677,137.14.

**B. Service Agreements.**

1. Pest Control Services, JEIA and HKS: Authorize Publication of Request for Proposals.
2. JMAA Contract No. 346, Radio System Maintenance Agreement, JMAA: Approve Extension.
3. JMAA Contract No. 007-08-355, Hawkins Field Master Plan: Authorize Amendment to Agreement.

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 Patton, 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 SERVICE AGREEMENTS**

**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 service agreements, all as more particular described in certain memoranda (i) included in the packet distributed to the Board prior to the October 26, 2009, 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 action:

1. The Board hereby approves and authorizes publication of a request for proposals to provide pest control services under separate contracts at Jackson-Evers International Airport and Hawkins Field, as more particular described in the Memorandum dated October 20, 2009.
2. The Board hereby approves and authorizes execution and accomplishment of a one (1) year extension of the existing service agreement with Harris Corporation to provide maintenance, repair and support for the Authority's 700/800 MHz radio system (the "Extension"), said Extension to be in such form and to contain such terms and conditions consistent with the Memorandum dated October 13, 2009, which describes this matter, as may be deemed appropriate by the Chief Executive Officer of the Authority, as evidenced by his execution thereof.
3. The Board approves and authorizes negotiation and execution of an amendment (the "Amendment") to that certain Agreement for Professional Consulting Services with Barge, Waggoner, Sumner & Cannon, Inc., the consultant preparing the Master Plan for Hawkins Field, to expand the number of stakeholders included in the planning process, said Amendment to be in such form and to contain such terms and conditions consistent with the Memorandum dated October 13, 2009, which describes this matter, 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. 001-09, Refurbishment of FAA Building, JEIA: Award Contract.
2. JMAA Contract No. 013-08-362, Hawkins Field Drainage Improvements – Phase 2: Approve Change Order.

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 Jones, seconded by Commissioner Stewart, 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 of the Authority (the “Board”) 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 October 26, 2009, 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 action:

1. The Board hereby (i) determines that the lowest and best bid for JMAA Project No. 001-09, Refurbishment of the FAA Building at Jackson-Evers International Airport (the “Project”), was submitted by Lyon Construction Co., Inc. (“Lyon”), as more particular described in the Memorandum dated October 13, 2009; (ii) awards the contract for the Project to Lyon; and (iii) authorizes and directs the staff of the Authority to negotiate and execute an appropriate agreement with Lyon 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 Lyon, as may be deemed appropriate by the Chief Executive Officer of the Authority, as evidenced by his execution thereof.
2. The Board approves and authorizes execution and accomplishment of Change Order No. 1 to Contract No. 013-08-362 with Utility Constructors, Inc. for services in connection with Hawkins Field Drainage Improvements – Phase 2, as more particularly described in the Memorandum dated October 12, 2009.

**D. Procurements.**

No discussion or action was taken at the Meeting regarding procurements.

**E. Grants.**

No discussion or action was taken at the Meeting regarding grants.

**F. Other Matters.**

1. Confidential Personnel Matter.

No discussion or action was taken at the Meeting regarding any personnel matter.

**VI. ADJOURNMENT.**

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

Respectfully submitted,

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George E. Irvin, Sr., Chairman

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Dr. Glenda Glover, Vice Chair

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Earle Jones

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Johnnie P. Patton, R. PH.

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Dr. Sylvia Stewart