

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS  
OF JACKSON MUNICIPAL AIRPORT AUTHORITY  
September 29, 2025, at 4:00 P.M. CDT**

**A. 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 Regular Monthly Meeting at Jackson-Medgar Wiley Evers International Airport (“JAN”) in Jackson, Mississippi. A copy of the Meeting Notice is attached hereto.

Chairman Warren Herring called the Meeting to order at 4:02 p.m. and called the roll of Commissioners:

- Warren Herring, Chairman – Present, virtually
- Rickey D. Jones, Vice Chairman – Present, in person
- Sharon F. Bridges, Esq., Commissioner – Present, virtually
- Jean C. Frazier, Commissioner – Present, in person
- Rica Lewis-Payton, Commissioner – Absent

Chairman Herring announced that a quorum was present and declared the Meeting duly convened and ready to proceed in accordance with the agenda. Also present were:

- Patrick Minor, Chief Operating Officer (presiding in the absence of Chief Executive Officer Rosa Beckett)
- Members of the executive and management staff

**B. INVOCATION**

Chairman Herring offered the invocation.

**C. APPROVAL OF BOARD NOTICES**

The Board considered the notices for the Special Meeting held on September 10, 2025, the Work Session held on September 25, 2025, and the Regular Meeting held on September 29, 2025.

**Motion to approve by Vice Chairman Jones.**

**Seconded by Commissioner Bridges.**

**Motion Approved, Unanimous. (Ayes: Chairman Herring, Commissioner Bridges, Vice Chairman Jones, Commissioner Frazier)**

**D. APPROVAL OF MINUTES**

The Board reviewed the minutes of the Work Session held on August 21, 2025, and the Regular Meeting held on August 25, 2025.

**Motion to approve by Commissioner Frazier.**

**Seconded by Commissioner Bridges.**

**Motion Approved, Unanimous. (Ayes: Chairman Herring, Commissioner Bridges, Vice Chairman Jones, Commissioner Frazier)**

**E. PUBLIC COMMENTS**

No public comments were received.

**F. EMPLOYEE RECOGNITION**

Chief Operating Officer Patrick Minor recognized the efforts of staff in planning and executing the 2025 Tenant Appreciation Event held at JAN, which drew more than 450 tenants, partners, and stakeholders. He commended the collaboration across departments—Operations, Maintenance, Police, Procurement, and Marketing—for ensuring the event’s success. Mr. Minor also announced that Hawkins Field Tenant Appreciation is scheduled for October 24, 2025, from 11:00 a.m. to 2:00 p.m.

Chairman Herring congratulated staff on a successful event and expressed appreciation for the strong interdepartmental teamwork.

**G. BOARD CHAIR REPORT**

Chairman Herring deferred the Chair’s report for the evening.

**H. CHIEF EXECUTIVE OFFICER’S REPORT**

Mr. Patrick Minor presented the Executive Summary:

- Passenger Traffic (August 2025): Total passenger count was 103,288, the fourth consecutive month over 100,000. Year-to-date traffic is 3.2% lower than the first eight months of 2024, but positive signs continue into September.

- Market Share: Delta leads (38.6%), followed by American (31.5%), Southwest (19.6%), and United (10.3%).
- Flight Operations were higher than in August 2024 (up 4.8%). Hawkins Field operations were down 21.7%, primarily due to the 185th unit focusing on maintenance flights over training due to the end of their budget cycle. Expected increases in October.
- Cargo: Handled 1.5 million pounds of freight; 12.4% less cargo year-to-date due to lower customer demand and shift to lower-cost delivery.
- Staff Updates: Staff and the Board participated in the She Soars Women Aviation Conference and the Mississippi Airport Association (MAA) Annual Conference. Vice Chair Jones provided comments highlighting the networking at the MAA Annual Conference, the thorough breakdown of the airport industry, and discussions on Southwest's reorganization and the future of low-cost airlines.

## I. DIVISION REPORTS

The following items were presented and discussed:

**Operations** – Director of Operations Ms. Tonya Coakley presented the following in the Operations report:

- **Tabletop Exercise:** The operations team successfully hosted a tabletop drill on September 16th with over 60 participants, including mutual aid partners (172nd International Guard, TSA, FBI, FAA, etc.). JMAA personnel will observe/evaluate a similar drill in Memphis.
- **Inspection Prep:** The FAA Part 139 inspection is scheduled for November 5th through 7th. To ensure compliance, cross-departmental staff participated in a runway safety area walk on September 26th.

**Capital Improvement** – Director of Capital Programming, Samuel Washington, provided the following in the Capital Improvement report:

- **Apron Lighting Assessment:** Aurora Engineers was awarded the contract, which is currently at 90% design.
- **Safety Area Improvements (16L/34R):** Hemphill Construction was awarded the contract. Construction is delayed until spring 2026 to avoid a simultaneous runway closure with the Taxiway Bravo and Tap 3 projects.

- **Threshold Lights (16L):** McKinnis Electric was awarded the project. Work will begin in spring 2026 concurrently with safety area improvements to minimize closures.
- **Tap 2:** Construction is complete, punch list items are done, and final payout is forthcoming.
- **Landside Design:** Reviewing design ideas from car rental companies for potential concession upgrades.
- **Elevator/Escalator:** The first elevator and escalator are expected to be completed in November. Full project completion is estimated for April 2026.
- **Chiller/HVAC:** A new temporary chiller has been installed. The old cooling towers have been removed, and new ones are on site pending FAA approval for crane lift. The chiller plant will be redone by March 2026, and a second-phase HVAC application is planned for 2026.
- **Restroom Renovations:** The demolition is complete, and fixtures are being roughed in. Tile installation will proceed after Chief Beckett reviews the samples. The first restrooms are scheduled for completion in November.
- **Historical Inquiry:** The JMAA terminal is not currently listed as a historical building; only the old terminal at Hawkins Field is.
- **Budget Projection:** Current active projects total \$30+ million (Tap 3 is \$20M+, HVAC \$9M+, Elevators \$5-6M).

**Procurement** – Attorney Carlisle presented the Procurement Report and included the following:

- **Active Solicitation:** In-Terminal Advertising Concession (Bids due October 21st).
- **Upcoming Projects:** Parking Management Services (on hold pending Board decision); Garbage Collection (drafting nearing completion); Vending Machine Concession (needs further user department input).
- **Signature Authority Report:** Four items listed.

**Disadvantaged Business Enterprise (DBE) Program** – The DBE report was deferred to the October board meeting.

## **J. ACTION ITEMS – OLD BUSINESS**

No old business items were presented.

## K. ACTION ITEMS – NEW BUSINESS

### Finance

Interim Chief Financial Officer Jana Greene presented the unaudited financial report, which included the following:

- **Balance Sheet (August 31, 2025):** Total cash of **\$72.48 million** (up from \$67.84M YoY). Current assets and Work in Progress (WIP) are up significantly due to Tap 2 and HVAC/Elevator projects moving to WIP.
- **Income Statement:** Net Income YTD is \$24.7M (well over budget due to \$22M+ in Federal Capital Grants).

Ms. Greene presented for approval the invoice docket for August 2025, totaling \$7,081,922.25, which includes \$5,448,208.71 in reimbursements.

**Motion to approve by Commissioner Bridges.**

**Seconded by Commissioner Frazier.**

**Motion Approved, Unanimous. (Ayes: Chairman Herring, Commissioner Bridges, Vice Chairman Jones, Commissioner Frazier)**

### Contracts and Agreements

The memos for September 2025 were presented to the Board of Commissioners for approval, as follows:

1. **Sole Source Contract – Parking System Maintenance (Designa) (OPS 2025-052):** Chief of Operations Patrick Minor requested an authorization to enter into a one-year sole source preventative maintenance agreement with Designa Access Corporation for its proprietary parking system equipment and software in an amount not to exceed \$101,000.

**Motion to approve by Commissioner Bridges.**

**Seconded by Commissioner Frazier.**

**Motion Approved, Unanimous. (Ayes: Chairman Herring, Commissioner Bridges, Vice Chairman Jones, Commissioner Frazier)**

2. **RFP – Parking Management and Services (OPS 2025-053):** Patrick Minor requested authorization to advertise a Request for Proposals (RFP) for comprehensive parking management services at Jackson–Medgar Wiley Evers International Airport (JAN). Following receipt and evaluation of proposals, staff will return to the Board with a recommendation for award.

Chairman Herring inquired about the anticipated financial impact of parking operations, noting that parking revenue represents approximately 40–50% of JMAA’s total income. Mr. Minor confirmed that the purpose of the RFP is to evaluate potential efficiencies and modernization opportunities, not to displace existing JMAA staff. Ms. Jana Green clarified that if the proposed terms are not more beneficial than the current operations, JMAA will not move forward with an external vendor.

Vice Chairman Jones emphasized the importance of exploring opportunities to improve technology and customer experience while maintaining financial stewardship. Commissioner Frazier noted her support for innovation while urging caution given parking's significance as a fixed revenue source. Commissioner Bridges inquired whether a Request for Information (RFI) might be more appropriate. Attorney Carlisle explained that an RFP was the correct vehicle, as it allows for pricing evaluation necessary for sound financial decision-making.

After discussion, the Board concurred that issuing an RFP would allow JMAA to assess available options and preserve flexibility.

**Motion to approve by Commissioner Bridges.**

**Seconded by Chairman Herring.**

**Motion Approved. (Ayes: Chairman Herring, Commissioner Bridges; Nays: Vice Chairman Jones; Abstentions: Commissioner Frazier)**

- 3. Approval of FY 2026 Property, Casualty, and Liability Insurance Renewal (PROP 2025-054):** Properties Manager Jerone Benjamin requested authorization to accept Porter's Insurance Agency, Inc.'s insurance renewal proposal for fiscal year 2026. The insurance will include property, casualty, and liability insurance in an amount not to exceed \$787,354.83.

**Motion to approve by Vice Chairman Jones.**

**Seconded by Commissioner Bridges.**

**Motion Approved, Unanimous. (Ayes: Chairman Herring, Commissioner Bridges, Vice Chairman Jones, Commissioner Frazier)**

- 4. Acceptance of Foundation for the Mid-South Employment Grant (HR 2025-055):** Chief of Staff Michael Gater requested authorization to accept a \$75,000 workforce development grant from the Foundation for the Mid-South.

**Motion to approve by Vice Chairman Jones.**

**Seconded by Commissioner Frazier.**

**Motion Approved, Unanimous. (Ayes: Chairman Herring, Commissioner Bridges, Vice Chairman Jones, Commissioner Frazier)**

- 5. MOA with FAA for Navigation, Communication, and Weather Aids (JAN) (OPS 2025-056):** Patrick Minor requested authorization to execute an on-airport MOA with the FAA for the construction, operation, and maintenance of FAA-owned navigation, communication, and weather aids at JAN for a term of 20 years (October 1, 2025, to September 30, 2045).

**Motion to approve by Vice Chairman Jones.**

**Seconded by Commissioner Bridges.**

**Motion Approved, Unanimous. (Ayes: Chairman Herring, Commissioner Bridges, Vice Chairman Jones, Commissioner Frazier)**

**L. ADJOURNMENT**

There being no further business, the Meeting was adjourned at 5:14 p.m.

**Motion to adjourn by Vice Chairman Jones.**

**Seconded by Commissioner Bridges.**

**Motion Approved, Unanimous. (Ayes: Chairman Herring, Commissioner Bridges, Vice Chairman Jones, Commissioner Frazier)**

**Respectfully Submitted,**

---

*Mr. Warren T. Herring, Commissioner and Chairman*

*Mr. Rickey D. Jones, Commissioner and Vice Chairman*

*Ms. Sharon F. Bridges, Esq., Commissioner*

*Ms. Rica Lewis-Payton, Commissioner*

*Ms. Jean C. Frazier, Commissioner*