

**MINUTES OF THE WORK SESSION MEETING
OF THE BOARD OF COMMISSIONERS
OF THE JACKSON MUNICIPAL AIRPORT AUTHORITY
November 20, 2025, at 8:30 A.M. CST**

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

Vice Chairman Rickey Jones called the Meeting to order at 8:30 a.m. and called the roll of Commissioners:

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

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

- Chief Executive Officer Rosa Beckett
- Members of the executive and management staff

B. INVOCATION

Commissioner Frazier offered the invocation.

C. BOARD NOTICES AND MINUTES

Vice Chairman Jones acknowledged that all notices and minutes had been provided for review.

D. ACTION ITEMS – NEW BUSINESS

The following items were presented and discussed:

1. **Memo No. OPS 2026-006 – Ladder Truck Declaration and Sale Authorization:** Chief Operating Officer Patrick Minor presented the request to declare a 2010 ladder truck as fully depreciated surplus property and authorize its sale to the City of Hattiesburg for \$350,000.00.
 - COO Minor noted the vehicle has a book value of zero and is no longer needed for ARFF functions.
 - Vice Chairman Jones requested that the record reflect that the City of Jackson was given the first right of refusal and subsequently declined the offer.
2. **Memo No. PCM 2026-007 – Procurement Manual Update:** General Counsel Kimberly Carlisle presented the request to adopt the updated Procurement Manual, effective December 1, 2025.
 - The update aligns JMAA policies with federal and state laws and aims to remove unnecessary obstacles to streamline operations.
 - Commissioner Frazier inquired about the “unnecessary obstacles” mentioned. Attorney Carlisle clarified that requirements exceeding state law, such as requiring multiple bids for small purchases, were causing delays and discouraging vendors.
3. **Memo No. CIP 2026-008 – Johnson Controls, Inc. (JCI) Contract Amendment:** Director of Capital Programming Samuel Washington presented the request to amend the contract with Johnson Controls, Inc. (JCI) to extend the term and add \$100,000.00 from the FY 2026 budget for HVAC maintenance.
 - In response to a question from Commissioner Frazier regarding funding, Mr. Washington confirmed that the necessary funding is already budgeted in the FY 2026 budget.
4. **Memo No. CIP 2026-009 – Multi-Modal Matching Grant Acceptance - Apron Joint Seal Project 1 (HKS):** Mr. Samuel Washington presented the MDOT Multi-Modal Matching Grant offer of \$15,790.00 for acceptance.
5. **Memo No. CIP 2026-010 – Multi-Modal Matching Grant Acceptance - Apron Joint Seal Project 2 (HKS):** Mr. Samuel Washington presented the MDOT Multi-Modal Matching Grant offer of \$26,888.25 for acceptance.
6. **Memo No. CIP 2026-011 – Multi-Modal Matching Grant Acceptance - Runway 16L Threshold Lighting Project (JAN):** Mr. Samuel Washington presented the MDOT Multi-Modal Matching Grant offer of \$9,450.00 for acceptance.
7. **Memo No. CIP 2026-012 – Multi-Modal Matching Grant Acceptance - Runway 16L-34R Safety Area Rehab Project (JAN):** Mr. Samuel Washington presented the MDOT Multi-Modal Matching Grant offer of \$58,823.00 for acceptance.
8. **Memo No. CIP 2026-013 – Multi-Modal Matching Grant Acceptance - Apron Joint Seal Project 1 (HKS):** Mr. Samuel Washington presented the MDOT Multi-Modal Matching Grant offer of \$175,596.00 for acceptance.

9. **Memo No. CIP 2026-014 – Multi-Modal Matching Grant Acceptance - Taxiway Bravo Project 2 (JAN):** Mr. Samuel Washington presented the MDOT Multi-Modal Matching Grant offer of \$24,404.00 for acceptance.
10. **Memo No. CIP 2026-015 – Multi-Modal Matching Grant Acceptance - Apron Lighting Project (JAN):** Mr. Samuel Washington presented the MDOT Multi-Modal Matching Grant offer of \$8,350.00 for acceptance.
11. **Memo No. CIP 2026-016 – Restroom Renovations Contract Amendment:** Mr. Samuel Washington presented the request to amend the contract with JBHM Architects P.A. to increase the architectural fee by \$78,000.00 due to increased construction costs funded by Passenger Facility Charges (PFCs).

E. ADJOURNMENT

There being no further business, a motion was made to adjourn at 9:02 a.m.

Motion to adjourn by Commissioner Frazier.

Seconded by Commissioner Bridges.

Motion carried unanimously.

Respectfully Submitted,

Mr. Warren Herring, Commissioner and Chairman

Mr. Rickey D. Jones, Commissioner and Vice Chairman

Ms. Sharon Bridges, Esq., Commissioner

Ms. Rica Lewis-Payton, Commissioner

Ms. Jean Frazier, Commissioner