

**MINUTES OF THE WORK SESSION MEETING
OF THE BOARD OF COMMISSIONERS
OF THE JACKSON MUNICIPAL AIRPORT AUTHORITY
December 18, 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 – Absent
- Rickey D. Jones, Vice Chairman – Present, virtually
- Sharon F. Bridges, Esq., Commissioner – Present, virtually
- Jean C. Frazier, Commissioner – Present, virtually
- Rica Lewis-Payton, Commissioner – Present, virtually

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. ACTION ITEMS – NEW BUSINESS

The following items were presented and discussed:

1. **Memo No. IT 2026-017 – SITA PA System Support and Maintenance:** Information Technology manager Mr. Eric Stewart presented a recommendation for the Board to authorize the CEO to execute a one-year agreement, with options to renew for two additional years, for support and maintenance of the SITA Public Address System. The proposed partner is Ford Audio-Visual, selected as the lowest cost option among qualified partners. The request includes approval of a total amount not to exceed

\$69,043.57 to fund licensing, remote support, and optional services such as a one-time onsite assessment and annual preventative maintenance.

The Board discussed the scope of maintenance, specifically the distinction between standard business hours and emergency response costs. Mr. Stewart clarified that the base contract covers standard hours (8:00 a.m. to 5:00 p.m., Monday through Friday) and that emergency support outside these hours would be billed separately.

2. **Memo No. PROP 2026-018 – The Shoe Shine Doctor Lease Extension:** Properties Manager Jerone Benjamin presented a request to authorize Amendment No. 5 to the lease agreement with the Shoe Shine Dr. Lee. The amendment would extend the lease term by one year through December 31, 2026, with a one-year mutual renewal option through December 31, 2027. Additionally, the amendment increases the monthly rental rate from \$50.00 to \$75.00.

The Board discussed the rental rate increase and how it compares to similar services at other airports. Mr. Benjamin noted that while concession models vary, the flat rate is appropriate for this specific service type. The Board also inquired about reporting requirements, and staff confirmed that the vendor is required to submit monthly activity reports.

3. **Memo No. PROP 2026-019 – Entergy Installation Agreement and Easement:** Mr. Jerome Benjamin, joined by Mr. Richard McNeel of JBHM (Architect of Record), presented a request for authorization to execute a utility installation agreement and easement with Entergy Mississippi, LLC. The easement is required to provide permanent electrical service to the new Mississippi Office of Air Transportation Services (MS OATS) facility at JAN. The installation will include three above-ground poles and associated underground infrastructure.

It was noted that this project is budget-neutral for JMAA, as all costs are covered by the MS OATS project funds. The Board inquired if the installation would require any future upgrades or impact JMAA's existing capacity, to which the team confirmed the design is sufficient for the facility's needs.

4. **Memo No. CIP 2026-020 – Emergency Water Leak Repair Services (Ratification):** Director of Capital Programming, Mr. Samuel Washington, presented a request for ratification of an emergency procurement action regarding a water main rupture. On November 5, 2025, a 16-inch water main ruptured, requiring immediate repair to restore water pressure and fire suppression capabilities at the airport. Staff procured emergency services from Buford Plumbing in the amount of \$60,362.61 to complete the repairs.

Staff confirmed that the repairs have been completed successfully and requested the Board ratify the expenditure at the upcoming Regular Meeting.

D. ADJOURNMENT

There being no further business, a motion was made to adjourn at 8:59 a.m.

Motion to adjourn by Commissioner Bridges.

Seconded by Commissioner Frazier.

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