

**CONSOLIDATED WORK SESSION AND RESCHEDULED
REGULAR MONTHLY MEETING
JACKSON MUNICIPAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS**

February 24, 2022

MINUTES

I. 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 Consolidated Work Session and Rescheduled Regular Monthly Meeting in the Community Room of the Jackson-Medgar Wiley Evers International Airport ("JAN") in Jackson, Mississippi at 8:30 a.m. on Thursday, February 24, 2022. A copy of the Board Meeting Notice is attached as Exhibit "A" hereto.

Chairman Robert E. Martin presided, called the Meeting to order at 8:33 a.m., and called the roll of Commissioners.

The following Commissions were present, in person, during roll call for a quorum at the Board Meeting:

Robert E. Martin, Chairman, Present ("Martin")
LTC(R) Lucius Wright, Commissioner, Present ("Wright")
Rickey D. Jones, Vice-Chairman, Present ("Jones")

Chairman Martin announced that a quorum was present and that the meeting would proceed with a discussion of the agenda (the "Agenda"). The following other persons were also present at the Meeting:

Paul A. Brown, Chief Executive Officer of the JMAA ("Brown")
Steven G. Williams, Esq., Legal Officer of the JMAA ("Williams")
And persons listed on the sign-in sheet for the February 24, 2022 Meeting, Exhibit "B" hereto.

II. INVOCATION

III. APPROVAL OF BOARD NOTICES

- A. Notice of the February 24, 2022 Consolidated Work Session and Rescheduled Regular Monthly Meeting was adopted. Motion for adoption was made by Wright, seconded by Jones, and passed by unanimous vote.

IV. APPROVAL AND EXECUTION OF MINUTES

- A. Execution of the January 24, 2022 Consolidated Rescheduled Work Session and Regular Board Meeting Minutes were adopted: Motion was made by Jones, seconded by Wright, and the motion passed by unanimous vote.

V. PUBLIC COMMENTS

None.

VI. REPORTS

A. Report from the Chief Executive officer

The Board discussed the need to investigate hazard insurance coverage for the Airport property in light of issues related to the E. Malone matter and other real estate property matters that might be covered by insurance.

Capital projects progress was reviewed by CEO Brown.

Airport "Common Use" report was requested from CEO Brown by Chairman Martin.

Board requested that CEO Brown have the insurance company state the basis for their determination that roof leaks were not covered by insurance.

1. **Airport Project Manager Summary, period ending January 31, 2022 presented by CEO Brown.**
2. **Airport Statistics Report, period ending January 31, 2022 presented by CEO Brown.**

CEO Brown reported that Delta was the leading carrier followed by American.

3. **Disadvantaged Business Enterprise Report, period ending January 31, 2022 presented by CEO Brown.**

The following percentages of the Claims Docket were presented: 37.7 percent for Disadvantaged Business Enterprises; 42.2 percent for the City of Jackson.

4. **Consultant Reports from URG, Unison, and Ken Weeden & Associates.**

URG (JMAA's lease management company) manages fifty total leases for JAN and HKS. Nineteen of the leases have expired but two of these lessees have agreed to renew. The lease program computerized system is designed to generate work orders initiated by tenant maintenance requests rather than using the antiquated email circulation to JMAA staff system. The Board requested flow chart for communication.

The Board discussed fuel flowage and commercial lease space and stated the Board wanted further analyses of the renewal leases and fueling costs.

Consolidated rental car plan was discussed.

Unison, represented by Mr. Patel, reported on the concession program (food and beverage). Unison is drafting new leasing agreements for same. Unison plans to issue a Request for Proposal for food and beverage concessions.

Ken Weeden & Associates presented the Board with its Disadvantaged Business Enterprises ("DBE") report and Airport Concessions DBE plans and progress was discussed.

Legal Officer Williams advised the Board that he had certain legal matters that he would advise them to consider in Executive Session.

The following resolutions were presented to the Board:

1. Resolution hiring certain professionals to determine if the Board should refinance its outstanding bonds: Motion was made by Vice Chair Jones and seconded by Commissioner Wright. It was passed unanimously.
2. Resolution authorizing travel for certain Board members and JMAA staff to Orlando, FL: Motion was made by Vice Chair Jones and seconded by Commissioner Wright with the stipulation that he was rescinding his travel request. Vice Chair Jones amended his motion to so indicate and seconded the motion as amended. So as amended, the new resolution passed unanimously.
3. CEO Brown presented a proposed amendment to the May Law Firm, PLLC's contract to include among the May Law Firm, PLLC's duties the title of Board Counsel. Discussion concerning execution of any such amendment concluded with the direction that Chair Martin rather than CEO Brown would execute any such amendment. The Board reviewed the resolution and the motion to accept was made by Commissioner Wright and seconded by Vice Chair Jones. It was passed unanimously.

VII. ACTION ITEMS

A. Financial Matters

1. Financial Reports for January 2022:
 - a) Balance Sheet. Vice Chair Jones asked about the FAA Building located at JAN. Chief Operations Officer Means said that the FAA will be moving but that TSA had expressed interest.

Motion to accept Balance Sheet for January 2022 was made by Vice Chair Jones, seconded by Wright and passed unanimously.

- b) Income Statement was discussed by the Board. Vice Chair Jones made a motion to accept which was seconded by Wright and approved unanimously.
- c) Claims Docket. Vice Chair Jones questioned expenses by the Public Relations Consultant and Wright questioned expenses from Stinson & Hodge. Commissioner Wright motioned to approve the Claims Docket. This was seconded by Vice Chair Jones and approved unanimously. Vice Chair Jones requested documentation regarding Claims Docket # 100434 and abstained with regard to that item until he has received said documentation.

B. Construction Projects – None.

C. Procurements

1. **Landside Seasonal Law Services.** Staff requested authorization to advertise for a Request for Bid for services for seasonal lawncare at JAN. Jones motioned to approve and Wright seconded. Motion passed unanimously.

2. **Food and beverage concession services.** Staff requested authorization to advertise for a Request for Proposal and enter into a procurement solicitation. Commissioner Wright made the motion to accept which was seconded by Vice Chair Jones and passed unanimously.

D. Service Agreements

1. **Expert Professional Solutions, LLC.** Staff requested authorization to amend professional services consulting agreement to expand the services offered by the vendor. Commissioner Wright moved to approve which was seconded by Vice Chair Jones and unanimously approved.

10:27 a.m. Vice Chair Jones had to leave the meeting and will rejoin via telephone.

Chair Martin called a five minute recess.

10:32 a.m. Chair Martin called the meeting back to order and Vice Chair Jones rejoined via telephone.

The Board considered whether to go into Executive Session to discuss a safety operations issue, a confidential business development issue, and a legal issue.

10:36 a.m. Commissioner Wright motioned to go into Closed Session to discuss same. Vice Chair Jones seconded and the motion passed unanimously.

10:45 a.m. Vice Chair Jones motioned for the Board to go into Executive Session. Commissioner Wright seconded and the motion passed unanimously. The Board was in Executive Session.

12:41 p.m. Vice Chair Jones motioned to close Executive Session and return to open session. Commissioner Wright seconded and the motion was passed unanimously.

12:42 p.m. Chair Martin called a 10 minute recess.

12:52 p.m. Back in Open Session, Chair Martin announced that the Board discussed legal matters, a safety and security matter, and a confidential business development matter in Executive Session but that no action was taken.

E. Grants - None.

F. Other Matters - None.

G. New Business

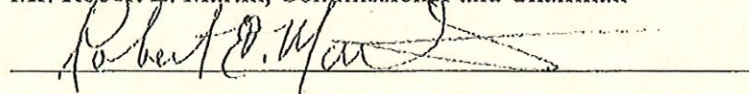
- 1. CEO Brown discussed Runway 16R 34L and cost overruns caused by specifications for the work not being followed. This required an increase in cost of \$12,650.00. Wright motioned to approve, Jones seconded, and the motion was passed unanimously.**

1:00 p.m. Commissioner Wright motioned to adjourn. Vice Chair Jones seconded and the motion was passed unanimously.

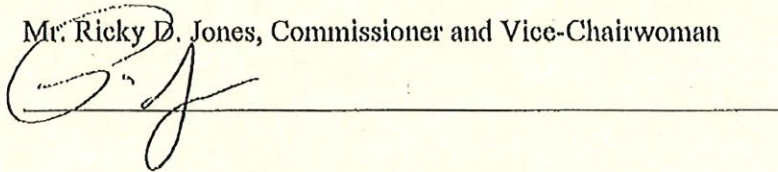
1:05 p.m. ADJOURNMENT.

Respectfully submitted,

Mr. Robert E. Martin, Commissioner and Chairman



Mr. Ricky D. Jones, Commissioner and Vice-Chairwoman



LTC(R) Lucius Wright, Commissioner

