

REGULAR MONTHLY MEETING
OF
JACKSON MUNICIPAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS

July 25, 2011

The Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority" or "JMAA") met in the Main Terminal Building, Hawkins Field, Jackson, Mississippi, at 4:00 p.m. on Monday, July 25, 2011 (the "Meeting"), pursuant to proper notice.

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

Vice Chair Johnnie P. Patton presided, called the Meeting to order, and called the roll of Commissioners.

The following Commissioners were present in person at the Meeting.

Johnnie P. Patton, R. Ph., Vice Chair
George E. Irvin, Sr.
Earle Jones

Vice Chair Patton 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 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
Kenneth Randolph, JMAA Airport Police Commander
Denson Stasher, JMAA Director of Operations and Security
Jack Thomas, JMAA Director of DBE and Community Development
Cindy Crotchett, JMAA Executive Assistant
Joyce Tillman, JMAA Facilities Engineer
Jack Weldy, JMAA Properties Manager
Joshua Clark, JMAA Summer Intern
Courtney Coleman, JMAA Aviation Intern
Kimberly Farmer, JMAA Administrative Project Support
Jeremy Jackson, JMAA Summer Intern
Joshua Loggins, JMAA Summer Intern
Garry Montgomery, JMAA Maintenance Manager
Jonathan Ndishabandi, JMAA Aviation Intern

Steve Norton, JMAA Systems Support Technician
Charli Holt, Top Belle, LLC
Alan Moore, Baker Donelson Bearman Caldwell & Berkowitz
Alex Martin, Baker Donelson Bearman Caldwell & Berkowitz

II. APPROVAL AND EXECUTION OF MINUTES.

A. Regular Monthly Meeting of the Board of Commissioners, June 27, 2011.

After discussion, upon motion duly made by Commissioner Irvin, seconded by Commissioner Jones, and unanimously approved by the affirmative votes of all Commissioners present, the minutes described above 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, Period Ending June 30, 2011.
2. Airport Activity Statistics Report, Period Ending June 30, 2011.

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 and Organizational Recognitions.
 - a. Employee of the Month, July 2011: Steve Norton, Systems Support Technician, Department of Human Resources & Administration.

Mr. Vanderleest recognized and commended Mr. Norton for being named Employee of the Month for July 2011.

4. Professional Recognitions.

a. Larry Gozdecki, Custodial Superintendent, Department of Maintenance.

(1) Basic Supervisory Course, Awarded by Mississippi State Personnel Board.

Mr. Vanderleest said that Mr. Gozdecki was not present at the Meeting and would be recognized at a later date.

5. Aviation Intern Recognitions.

Mr. Vanderleest recognized the following individuals for participating in the Authority's aviation intern program.

a. Courtney Coleman, JMAA Aviation Intern.

b. Jonathan Ndishabandi, JMAA Aviation Intern.

Vice Chair Patton thanked the summer interns, on behalf of the Board, for their work with JMAA during the summer.

6. Summer Youth Intern Recognitions.

Mr. Vanderleest recognized the following individuals for participating in the Authority's summer intern program.

a. Joshua Clark, Hawkins Field Outside Maintenance Summer Intern.

b. Jeremy Jackson, JEIA Inside Maintenance Summer Intern.

c. Joshua Loggins, JEIA Outside Maintenance Summer Intern.

Vice Chair Patton thanked the summer interns, on behalf of the Board, for their work with JMAA during the summer.

7. Other Matters.

a. Fitch Rating.

Mr. Vanderleest said that Fitch had recently evaluated the Authority's financial condition as "stable" and had given JMAA a rating of A-. Mr. Vanderleest said he was very pleased with this rating and thanked the Authority's financial and accounting staff for their assistance in preparing the information provided to Fitch.

b. Congressional Issues.

Mr. Vanderleest said that the failure by Congress to reauthorize the FAA appropriation bill had caused ten FAA employees at Jackson-Evers International Airport (“JEIA”) to be furloughed. Mr. Vanderleest said that he intended to discuss this and other related matters with the Mississippi Congressional Delegation during a visit to Washington, DC the following week.

B. Attorney.

Mr. Moore said the attorneys had nothing to report at this time.

V. ACTION ITEMS.

A. Financial Matters.

1. Financial Reports for June 2011.
 - a. Balance Sheet: Accept.
 - b. Income Statement: Accept.
 - c. Claims Docket for June 2011: Approve.

Mr. Vanderleest directed the Board’s attention to the above referenced financial reports for June 2011 and the Claims Docket for June 2011, all of which were included in the Packet.

After discussion, upon motion duly made by Commissioner Irvin, seconded by Commissioner Jones, and unanimously approved by the affirmative votes of all Commissioners present, the Board adopted the following resolution.

**RESOLUTION ACCEPTING FINANCIAL REPORTS FOR JUNE
2011 AND APPROVING AND AUTHORIZING PAYMENT OF
CLAIMS DOCKET FOR JUNE 2011**

WHEREAS, the Board of Commissioners (the “Board”) of the Jackson Municipal Airport Authority (the “Authority”) has reviewed and considered (i) the Balance Sheet and the Income Statement for the Authority for the month and period ending June 30, 2011 (the “Financial Reports”), and (ii) the Claims Docket of the Authority for the month of June 2011 (the “Claims”), both the Financial Reports and the Claims being (i) included in the packet distributed to the Board prior to the July 25, 2011, 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 \$516,231.21.

d. Quarterly Statistics.

Mr. Vanderleest pointed out to the Board that financial information and statistics for the third quarter of fiscal year 2011 were set out on pages 56 through 58 of the Packet.

B. Service Agreements.

No action or discussion took place at the Meeting regarding service agreements.

C. Construction Projects.

1. JMAA Project No. 002-11, North Roadway Pavement Improvements and Equipment Building, JEIA: Authorize Advertisement for Bids.
2. JMAA Project No. 003-11, Terminal Entrance Enhancement and Parking Area Improvements, HKS: Authorize Advertisement for Bids.
3. JMAA Project No. 005-11, Pavement Assessment and Repairs to Runway 16R/34L and Taxiways Alpha, Bravo and Charlie, JEIA: Authorize Agreement.
4. JMAA Project No. 007-11, Assessment and Repair of Aircraft Parking Aprons, JEIA: Authorize Agreement.
5. JMAA Project No. 011-11, Power Resources Evaluation and Improvements, JEIA: Authorize Negotiations for Agreement.
6. JMAA Project No. 013-11, Roof Replacement and Repair, East Concourse, JEIA: Authorize Agreement.
7. JMAA Project No. 019-10, General Aviation (FBO) Apron Improvements, JEIA: Approve Change Order No. 1.
8. JMAA Project No. 009-11, Expansion Joint Replacement, JEIA: Award Contract.

Mr. Vanderleest directed the Board's attention to the memoranda in the Packet which described these matters, and discussed these matters with the Board. Mr. Vanderleest said that there had been no changes in these matters since their discussion at the Work Session of the Board on July 21, 2011.

After discussion, upon motion duly made by Commissioner Irvin, seconded by Commissioner Jones, 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 (the “Board”) of the Authority 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 July 25, 2011, 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 actions:

1. The Board approves and authorizes (i) publication of an advertisement for bids for certain pavement improvements and repairs and the procurement and installation of a pre-engineered equipment building at Jackson-Evers International Airport (JMAA Project No. 002-11) and (ii) an increase in the total project budget to \$991,366.00, all as more particularly described in the Memorandum dated July 13, 2011, relating to this matter.
2. The Board approves and authorizes (i) publication of an advertisement for bids for construction of improvements to the parking area and terminal entrance at Hawkins Field (JMAA Project No. 003-11) and (ii) an increase in the total project budget to \$172,887.00, all as more particularly described in the Memorandum dated July 13, 2011, relating to this matter.
3. The Board approves and authorizes negotiation and execution of an agreement with Integrated Management Services, P.A. (“IMS”) for certain professional design and construction oversight services in connection with an assessment of and repairs to the surfaces and lighting systems of Runway 16R/34L and Taxiways Alpha, Bravo and Charlie at Jackson-Evers International Airport (JMAA Project No. 005-11) (the “IMS Agreement”), said IMS Agreement to be in such form and to contain such terms and conditions consistent with the Memorandum dated July 14, 2011, which describes this matter, as may be deemed appropriate by the

Chief Executive Officer of the Authority, as evidenced by his execution thereof.

4. The Board approves and authorizes negotiation of an agreement with Aviation Group of Mississippi, LLC (“AGM”) for certain design and construction administration services in connection with an assessment of and repairs to the aircraft parking aprons at Jackson-Evers International Airport (JMAA Project No. 007-11) (the “AGM Agreement”), said AGM Agreement to be in such form and to contain such terms and conditions consistent with the Memorandum dated July 13, 2011, which describes this matter, as may be deemed appropriate by the Chief Executive Officer of the Authority, as evidenced by his execution thereof.
5. The Board approves and authorizes negotiation of an agreement with IC Thomasson Associates, Inc. for certain professional design and construction oversight services in connection with certain Power Resources Evaluation and Improvements at Jackson-Evers International Airport (JMAA Project No. 011-11) (the “ICTA Agreement”), the final form of said ICTA Agreement to be submitted to the Board for review and approval, as more particularly described in the Memorandum dated July 15, 2011, which describes this matter.
6. The Board approves and authorizes (i) negotiation and execution of an agreement with Dale Partners Architects, P.A. (“Dale Partners”) for certain professional design services and construction oversight in connection with the Roof Replacement and Repair of the East Concourse and Tower Cab at Jackson-Evers International Airport (JMAA Project No. 013-11) (the “Dale Partners Agreement”), said Dale Partners Agreement to be in such form and to contain such terms and conditions consistent with the Memorandum dated July 14, 2011, which describes this matter, as may be deemed appropriate by the Chief Executive Officer of the Authority, as evidenced by his execution thereof; and (ii) an increase in the total project budget to \$1,442,800.00, all as more particularly described in the Memorandum dated July 14, 2011, relating to this matter.
7. The Board approves and authorizes execution and accomplishment of Change Order No. 1 to Contract No. 019-10-038 with Hemphill Construction Company in connection with Project No. 019-10, General Aviation (FBO) Apron Improvements at Jackson-Evers International Airport, as more particularly described in the Memorandum dated July 12, 2011, which describes this matter.
8. The Board hereby (i) rescinds the award of that certain contract for replacement of an expansion joint cover in the Baggage Claim Area at Jackson-Evers International Airport (JMAA Project No. 009-11) (the “Expansion Joint Project”) to Vision Group Services; (ii) accepts the quote

by Lyon Construction Company, Inc. (“Lyon”) in the amount of \$3,350 for the Expansion Joint Project as the lowest and best quote for the Expansion Joint Project; and (iii) approves and authorizes negotiation and execution of an agreement with Lyon to accomplish the Expansion Joint Project (the “Lyon Agreement”), said Lyon Agreement to be in such form and to contain such terms and conditions consistent with the Memorandum dated July 14, 2011, which describes this matter, as may be deemed appropriate by the Chief Executive Officer of the Authority, as evidenced by his execution thereof.

D. Procurements.

No action or discussion took place at the Meeting regarding procurements.

E. Grants.

No action or discussion took place at the Meeting regarding grants.

F. Other Matters.

1. JMAA Project No. 019-11, ISP Sports, LLC, JEIA: Authorize Negotiation of Agreement.

Mr. Vanderleest directed the Board’s attention to the memorandum in the Packet which described this matter, and discussed this matter with the Board.

After discussion, upon motion duly made by Commissioner Irvin, seconded by Commissioner Jones, and unanimously approved by the affirmative votes of all Commissioners present, the Board adopted the following resolution.

**RESOLUTION APPROVING AND AUTHORIZING PROMOTIONAL
ADVERTISING PROGRAM WITH ISP SPORTS, LLC**

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 negotiation and execution of a three-year promotional advertising agreement with ISP Sports, LLC (“ISP”) to promote services offered at Jackson-Evers International Airport by Southwest Airlines through the University of Southern Mississippi football advertisement program (the “ISP Agreement”) as more particularly described in that certain memorandum dated July 14, 2011, which (i) was distributed to the Board prior to the July 25, 2011, Regular Monthly Meeting of the Board, and (ii) is incorporated herein by reference (the “Memorandum”); and

WHEREAS, the Board has reviewed the Memorandum and considered said recommendations 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, approve and authorize negotiation and execution of the ISP Agreement with ISP, said ISP Agreement to be in such form and to contain such terms and conditions consistent with the Memorandum, as may be deemed appropriate by the Chief Executive Officer of the Authority, as evidenced by his execution thereof.

2. Obsolete Information Technology Equipment, JMAA: Authorize Donation of Equipment.

Mr. Vanderleest directed the Board's attention to the memorandum in the Packet which described this matter, and discussed this matter with the Board.

After discussion, upon motion duly made by Commissioner Irvin, seconded by Commissioner Jones, and unanimously approved by the affirmative votes of all Commissioners present, the Board adopted the following resolution.

**RESOLUTION DECLARING CERTAIN INFORMATION
TECHNOLOGY EQUIPMENT TO BE SURPLUS AND AUTHORIZING
TRANSFER OF THE EQUIPMENT TO THE JACKSON STATE
UNIVERSITY COMPUTER RECYCLING PROGRAM**

WHEREAS, the staff of the Jackson Municipal Airport Authority (the "Authority") has compiled a master list of computer and communication equipment and peripherals no longer needed by the Authority for the conduct of its business (the "Surplus Property"), said list of Surplus Property being (i) included in the packet distributed to the Board prior to the July 25, 2011, Regular Monthly Meeting of the Board and (ii) incorporated herein by reference (the "Surplus Property List"); and

WHEREAS, the staff of the Authority has (i) advised the Board of Commissioners (the "Board") of the Authority that the Surplus Property is no longer needed by the Authority for the conduct of its business and should be declared surplus; (ii) advised the Board that no state agency, board, commission or any governing authority has expressed a need or use for the Surplus Property, and the federal government has not expressed a need or use for the Surplus Property; and (iii) recommended to the Board that the Surplus Property be donated to the Jackson State University Computer Recycling Program (the "JSU Recycling Program"); all as more particular set forth in that certain memorandum dated July 15, 2011, which is (x) included in the packet distributed to the Board prior to the July 25, 2011, Regular Monthly Meeting of the Board and (y) incorporated herein by reference (the "Memorandum"); and

WHEREAS, the Board has reviewed the Memorandum and the Surplus Property List and considered said recommendation by the staff of the Authority;

NOW, THEREFORE, BE IT RESOLVED, the Board hereby finds and determines that (i) the Surplus Property is surplus and no longer needed for Authority purposes and is not to be used in the Authority's operations, and (ii) no state agency, board, commission or any governing authority has expressed a need or use for the Surplus Property, and the federal government has not expressed a need or use for the Surplus Property; and the Board hereby approves and authorizes donation of the Surplus Property to the JSU Recycling Program, subject to proper documentation in accordance with applicable law.

3. Board Travel: ACI World and Africa Conference & Exhibition, Marrakech, Morocco.

Mr. Vanderleest said that this matter was on the agenda because the Board had expressed an interest in attending this conference.

During discussion, Mr. Moore reminded the Board that the Authority's Travel Policy for Commissioners requires that travel outside the continental limits of the United States shall be permitted only with specific prior approval by the Board and a determination by the Board that such travel will be "extremely beneficial" to the Authority.

Commissioner Irvin then led a discussion of the Board regarding the agenda for the conference and benefits to the Authority from Board participation.

After discussion, upon motion duly made by Commissioner Irvin, seconded by Commissioner Jones, and unanimously approved by the affirmative votes of all Commissioners present, the Board adopted the following resolution.

**RESOLUTION APPROVING BOARD TRAVEL TO AND
PARTICIPATION IN THE ACI WORLD AND AFRICA CONFERENCE
AND EXHIBITION IN MARRAKECH, MOROCCO**

WHEREAS, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") has reviewed the agenda and considered the benefits which would accrue to the Authority from attendance by the Authority's Commissioners at the ACI World and Africa Conference and Exhibition in Marrakech, Morocco, from October 31, 2011, to November 2, 2011 (the "Conference"), a copy of said agenda being attached as an exhibit to the minutes of the July 25, 2011, Regular Monthly Meeting of the Board and (ii) incorporated herein by reference; and

WHEREAS, the Travel Policy for the Authority's Commissioners adopted by the Board on February 28, 2011 (the "Travel Policy"), states that travel outside the continental limits of the United States by an Authority Commissioner on behalf of the Authority shall not be permitted at Authority expense unless there is specific prior approval by the Board and a determination by the Board that such travel will be "extremely beneficial" to the Authority;

NOW, THEREFORE, BE IT RESOLVED, the Board hereby determines that participation by Authority Commissioners in the Conference would be extremely beneficial to the Authority, and hereby approves and authorizes travel to the Conference by Authority Commissioners and reimbursement of reasonable expenses incurred by Authority Commissioners in connection with attendance at the Conference , all in accordance with the Travel Policy.

VI. DISCUSSION: STRATEGIC INITIATIVES.

There was no discussion of strategic initiatives at the Meeting.

VII. ADJOURNMENT.

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

Respectfully submitted,

Dr. Glenda Glover, Chair

Johnnie P. Patton, R. Ph., Vice Chair

George E. Irvin, Sr.

Earle Jones

Dr. Sylvia Stewart