

REGULAR MONTHLY MEETING
OF
JACKSON MUNICIPAL AIRPORT AUTHORITY
JUNE 24, 2013

The Board of Commissioners (the “Board”) of the Jackson Municipal Airport Authority (the “Authority” or “JMAA”) met in the Community Room, Main Terminal Building, Jackson-Medgar Wiley Evers International Airport (“JAN”), Jackson, Mississippi at 4:00 p.m. on Monday, June 24, 2013 (the “Meeting”), pursuant to proper notice.

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

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

The following Commissioners were present in person at the Meeting at this time.

Johnnie P. Patton, R. Ph., Chair
Dr. Sylvia Stewart, Vice Chair
George E. Irvin, Sr.

Commissioner Glenda Glover was telephonically present and participated in the Meeting by teleconference. Commissioner Glover could hear everyone who spoke during the Meeting, and everyone at the Meeting could hear Commissioner Glover.

Chair Patton noted that a quorum was present 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
René Woodward, JMAA Chief Administrative Officer
Gary Cohen, JMAA Chief Financial Officer
Woody Wilson, JMAA Senior Director of Capital Planning
Kenneth Randolph, JMAA Airport Police Chief
Jack Thomas, JMAA Director of Disadvantaged Business Enterprise
(DBE) and Community Development
William Dickson, JMAA Airport Security Manager
Arnetrius Reed Branson, JMAA Comptroller
Lee Brown, JMAA Housekeeper
Cindy Crotchett, JMAA Executive Assistant

Kimberly Farmer, JMAA Administrative Assistant
Shawn Hanks, JMAA Information Technology Manager
Karen Hatten, JMAA Procurement Specialist
Rhonda Knight, JMAA Human Resources Manager
Garry Montgomery, JMAA Maintenance Manager
Gary O'Quin, JMAA Airfield Maintenance Supervisor
Liston Sage, JMAA Project Specialist
Joyce Tillman, JMAA Facilities Engineer
Jack Weldy, JMAA Properties Manager
Scott Allen, A+ Signs
Jeff Wagner, Baker Donelson Bearman Caldwell & Berkowitz
Marlena Pickering, Baker Donelson Bearman Caldwell & Berkowitz

II. APPROVAL AND EXECUTION OF MINUTES.

A. Special Meeting of the Board of Commissioners, May 22, 2013.

After discussion, upon motion duly made by Commissioner Stewart, seconded by Commissioner Irvin, 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 May 31, 2013.*
2. *Airport Activity Statistics Report, Period Ending May 31, 2013.*

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, May 2013: Lee Brown, Housekeeper, Maintenance Department.

Mr. Vanderleest recognized and commended Mr. Brown for being named Employee of the Month for May 2013.

4. Professional Development Recognitions.

- a. Troy Nix, Certified Police Officer, Department of Public Safety: Certificate of Completion Level III ATSI, sponsored by AAAE Airport Training & Safety Institute.

Mr. Vanderleest stated that Mr. Nix was unable to attend the Meeting and would be recognized at a later date.

- b. Joyce Tillman, Facilities Engineer, Department of Capital: Certificate of Completion Level III ATSI, sponsored by AAAE Airport Training & Safety Institute.

Mr. Vanderleest recognized and commended Ms. Tillman for completing Level III ATSI, as sponsored by the AAAE Airport Training & Safety Institute.

5. Professional Recognitions.

- a. Karen Hatten, Procurement Specialist, Department of HR & Administration: Certified Public Manager Program, sponsored by Mississippi State Personnel Board.

Mr. Vanderleest recognized and commended Ms. Hatten for completing the Certified Public Manager Program, as sponsored by the Mississippi State Personnel Board.

- b. Kimberly Farmer, Administrative Assistant, Department of Capital Programming: Administrative Services Certification Program, sponsored by Mississippi State Personnel Board.

Mr. Vanderleest recognized and commended Ms. Farmer for completing the Administrative Services Certification Program, as sponsored by the Mississippi State Personnel Board.

6. Special Recognitions.

- a. Shawn Hanks, Information Technology Manager, and Gary O'Quin, Airfield Maintenance Supervisor.

Mr. Vanderleest recognized and commended Mr. Hanks and Mr. O'Quin in connection with their admirable response to security server problems.

B. Attorney.

Mr. Wagner advised the Board of the agreement reached by Hatch Mott MacDonald Florida, LLC and Integrated Management Services, P.A. to mediate their dispute regarding the survey problem in connection with Phase II of the project to rehabilitate the East Runway at JAN. By agreement, JMAA's pending arbitration claims against Hatch Mott MacDonald Florida, LLC will be stayed until after the mediation, which is scheduled to occur on or before August 31, 2013. Hatch Mott MacDonald Florida, LLC and Integrated Management Service, P.A. requested that JMAA participate in the mediation. Mr. Wagner advised the Board that he would inform the Board of further developments in this matter.

V. ACTION ITEMS.

A. Financial Matters.

1. *Financial Reports for May 2013:*

- a. Balance Sheet: Accept.
- b. Income Statement: Accept.
- c. Claims Docket for May 2013: Approve.

Mr. Vanderleest directed the Board's attention to the above referenced financial reports for May 2013, and the Claims Docket for May 2013, all of which were included in the Packet.

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

**RESOLUTION ACCEPTING FINANCIAL REPORTS
FOR MAY 2013 AND APPROVING AND
AUTHORIZING PAYMENT OF CLAIMS DOCKET
FOR MAY 2013**

WHEREAS, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") has reviewed and considered (i) the Balance Sheet and

Income Statement for the Authority for the month and period ending May 31, 2013 (the "Financial Reports") and (ii) the Claims Docket for the Authority for the month of May 2013 (the "Claims"), both the Financial Reports and the Claims being (i) included in the packet distributed to the Board prior to the June 24, 2013, 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 \$1,402,786.29.

B. Service Agreements.

1. *JMAA Contract No. 372, East Metro Corridor Site Development, JAN: Authorize Agreements.*

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 Stewart, and unanimously approved by the affirmative votes of all Commissioners present, the Board adopted the following resolution.

**RESOLUTION APPROVING AND AUTHORIZING
AGREEMENTS FOR ENGINEERING AND APPRAISAL
SERVICES IN CONNECTION WITH EAST METRO
CORRIDOR SITE DEVELOPMENT**

WHEREAS, construction of Phase I of the East Metro Corridor (the "EMC") along the east side of Jackson-Medgar Wiley Evers International Airport ("JAN") has been completed; and

WHEREAS, in anticipation of receiving interest in leasing property along the EMC, 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 agreements with (i) Waggoner Engineering, Inc. ("WEI"), whereby WEI would provide conceptual design engineering services at a cost not to

exceed \$12,000 (the “WEI Agreement”); and (ii) a professional land appraiser to establish fair market rental value for the land as required by the Federal Aviation Administration, at a cost not to exceed \$10,000 (the “Appraisal Agreement”), all as more particularly described in that certain memorandum dated June 17, 2013, (x) included in the packet distributed to the Board prior to the June 24, 2013, Regular Monthly Meeting of the Board, and (y) incorporated herein by reference (the “Memorandum”); and

WHEREAS, the Board has reviewed the Memorandum and considered the recommendation of 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 WEI Agreement and the Appraisal Agreement, both the WEI Agreement and Appraisal Agreement to be in such form and to contain such terms and conditions consistent with the Memorandum and the foregoing as may be deemed appropriate by the Chief Executive Officer of the Authority, as evidenced by his execution thereof.

C. Construction Projects.

1. ***JMAA Project No. 011-13, Roadway Directional Signage Improvements, JAN: Authorize Agreement (PIA Solutions, LLC).***
2. ***JMAA Contract No. 011-11-086, Power Resources Evaluation and Improvement, JAN: Approve Change Order No. 2 (Webster Electric Co., Inc.).***
3. ***JMAA Contract No. 011-11-339, Power Resources Evaluation and Improvement, JAN: Authorize Agreement (Advanced Environmental Consultants, Inc.).***
4. ***JMAA Project No. 014-11, Airport Security and Access Control Systems Improvements; Premises Distribution System: Award Contract (Webster Electric Co., Inc.).***
5. ***JMAA Project No. 008-12, Runway 16/34 Pavement Assessment and Overlay, HKS: Authorize Amendment (Aviation Group of Mississippi, LLC).***
6. ***JMAA Contract No. 009-12-042, East Parallel Runway 16L/34R Pavement Rehabilitation, Phase II, JAN: Approve Change Order No. 2 (APAC-Mississippi, Inc.).***
7. ***JMAA Project No. 021-12, Reconstruction of Former Catering Space and Delta Airlines Flight Operations Area, JAN: Award Contract (Major Associates, Inc.).***
8. ***JMAA Project No. 025-12, Federal Aviation Administration Building, Airports District Office, Drainage and Stabilization, JAN: Authorize Agreement (Canizaro Cawthon Davis, PA).***

Mr. Vanderleest directed the Board's attention to the memoranda in the Packet which described these matters, and discussed these matters with the Board.

9. ***JMAA Project No. 014-11, Access Control System Head End Replacement Emergency Procurement (TBD).***

Mr. Vanderleest distributed a memorandum to the Board which described this matter, and discussed this matter with the Board. A copy of this memorandum is attached as an exhibit to the minutes of the Meeting.

After discussion, upon motion duly made by Commissioner Stewart, seconded by Commissioner Glover, 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 or at the June 24, 2013, 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 negotiation and execution of a professional services agreement with PIA Solutions, LLC (“PIA”), pursuant to which PIA will provide design, construction review and administrative services in support of upgrading the existing roadway signs that direct traffic in and around the terminal building and grounds of Jackson-Medgar Wiley Evers International Airport (“JAN”) (JMAA Project No. 011-13), with fees and expenses not to exceed \$45,000 (the “PIA Agreement”), the PIA Agreement to be in such form and to contain such terms and conditions consistent with the Memorandum dated June 12, 2013, which describes this matter, as may be deemed appropriate by the Chief Executive Officer of the Authority (the “CEO”), as evidenced by his execution thereof.

2. The Board approves and authorizes (i) execution and accomplishment of Change Order No. 2 to Contract No. 011-11-086 with Webster Electric Co., Inc. in connection with Project No. 011-11, Power Resources Evaluation and Improvement at JAN, as more particularly described in the Memorandum dated June 11, 2013, which describes this matter, and (ii) an increase in the project budget of \$38,075 for a new budget of \$4,794,115, as set forth in the Memorandum.
3. The Board approves and authorizes (i) negotiation and execution of an addendum to the existing professional services agreement between the Authority and Advance Environmental Consultants, Inc. (“AEC”), whereby AEC will perform a field inspection and laboratory testing of existing roofing materials in support of the demolition of the existing roof and construction of a new roof for the lighting vault at JAN (JMAA Project No. 011-11), with fees for such services not to exceed \$1,500 (the “AEC Addendum”), as more particularly described in the Memorandum dated June 15, 2013, which describes this matter, the AEC Addendum to contain such terms and conditions consistent with the Memorandum as may be deemed appropriate by the CEO, as evidenced by his execution thereof; and (ii) an increase to the total project budget by \$1,500, as set forth in the Memorandum.
4. The Board hereby (i) accepts the bid of Webster Electric Co., Inc. (“Webster”) in the amount of \$4,471,500 as the lowest and best bid for JMAA Project No. 014-11 Phase I, Airport Security and Access Control Systems Improvements; Premises Distribution System at JAN (the “ACS/PDS Project”) and awards the contract for the ACS/PDS Project to Webster; and (ii) authorizes and directs the staff of the Authority to negotiate and execute an appropriate agreement with Webster to accomplish the ACS/PDS Project (the “Webster Agreement”), all as more particularly described in the Memorandum dated June 15, 2013, which describes this matter, the Webster Agreement to be in such form and to contain such terms and conditions consistent with the ACS/PDS Project and the Memorandum, as may be deemed appropriate by the CEO, as evidenced by his execution thereof.

5. The Board approves and authorizes (i) negotiation and execution of an amendment to the existing professional services agreement between the Authority and Aviation Group of Mississippi, LLC (“AGM”), whereby AGM will provide additional services in relation to the assessment and design of improvements to Runway 16/34 at Hawkins Field (JMAA Project No. 008-12), with fees for such additional services not to exceed \$32,000 (the “AGM Amendment”), as more particularly described in the Memorandum dated May 29, 2013, which describes this matter, the AGM Amendment to contain such terms and conditions consistent with the Memorandum as may be deemed appropriate by the CEO, as evidenced by his execution thereof; and (ii) an increase in the budget of \$32,000 for a new total project budget of \$587,420, as set forth in the Memorandum.
6. The Board approves and authorizes execution and accomplishment of Change Order No. 2 to Contract No. 009-12-042 with APAC-Mississippi, Inc. in connection with Project No. 009-12, East Parallel Runway 16L/34R Pavement Rehabilitation, Phase II at JAN, as more particularly described in the Memorandum dated June 11, 2012, which describes this matter.
7. The Board hereby (i) accepts the bid of Major Associates, Inc. (“Major”) in the amount of \$380,000 as the lowest and best bid for JMAA Project No. 021-12, Reconstruction of Former Catering Space and Delta Airlines Flight Operations Areas at JAN (“Project No. 021-12”) and awards the contract for Project No. 021-12 to Major; and (ii) authorizes and directs the staff of the Authority to negotiate and execute an appropriate agreement with Major to accomplish Project No. 021-12 (the “Major Agreement”), all as more particularly described in the Memorandum dated June 14, 2013, which describes this matter, the Major Agreement to be in such form and to contain such terms and conditions consistent with Project No. 021-12 and the Memorandum, as may be deemed appropriate by the CEO, as evidenced by his execution thereof.
8. The Board (i) approves and authorizes negotiation and execution of an amendment to the existing professional

services agreement between the Authority and Canizaro Cawthon Davis (“CCD”), whereby CCD will provide assessment, recommendations and construction oversight services relating to repairs at the Federal Aviation Administration Building at JAN (JMAA Project No. 025-12), with fees for such services not to exceed \$29,481.28 (the “CCD Amendment”), as more particularly described in the Memorandum dated June 11, 2013, which describes this matter, the CCD Amendment to contain such terms and conditions consistent with the Memorandum as may be deemed appropriate by the CEO, as evidenced by his execution thereof; (ii) approves and authorizes publication of an advertisement for bids for construction of Project No. 025-12; and, (iii) authorizes an increase in the budget for Project No. 025-12 to budget \$829,901.28, as set forth in the Memorandum.

9. The Board approves and authorizes (i) purchase of a Honeywell Pro-Watch AP Access Control System to replace the failed Monitor Dynamics, Inc. access control system currently in place at JAN for a fixed price not to exceed \$399,500 (the “ACS System”), the purchase of the ACS System to be handled as an emergency repair under the provisions of §31-7-13(k) of the Miss. Code of 1972, all as more particularly described in the Memorandum dated June 24, 2013, which describes this matter; and (ii) authorizes and accepts an increase of \$40,000 to the budget for JMAA Project No. 014-11, Airport Security and Access Control Systems Improvements; Premises Distribution System, as set forth in the Memorandum.

D. Procurements.

1. *JMAA Project No. 012-13, Airfield Directional Signs LED Retrofit.*

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 Stewart, and unanimously approved by the affirmative votes of all Commissioners present, the Board adopted the following resolution.

**RESOLUTION APPROVING AND AUTHORIZING
PURCHASE OF LED RETROFIT KITS FOR AIRFIELD
DIRECTIONAL SIGNS AT JACKSON-MEDGAR WILEY
EVERS INTERNATIONAL AIRPORT**

WHEREAS, the Federal Aviation Administration has issued Advisory Circular 150/5345-44J (“A/C 150/5345-44J”) concerning the installation of LED lighting systems retrofit kits for airfield directional signs; and

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 the purchase of 118 LED retrofit kits for the airfield directional signs at Jackson-Medgar Wiley Evers International Airport (the “Signage Kits”) from Standard Signs, Inc. (“Standard”) for a cost not to exceed \$137,134, as more particularly described in that certain memorandum dated June 15, 2013, (i) included in the packet distributed to the Board prior to the June 24, 2013, Regular Monthly Meeting of the Board, and (ii) incorporated herein by reference (the “Memorandum”); and

WHEREAS, the Board has reviewed the Memorandum and has 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, approve and authorize the purchase of the Signage Kits from Standard at a cost not to exceed \$137,134, in compliance with A/C 150/5345-44J.

E. Grants.

There was no discussion or action regarding grants at the Meeting.

F. Other Matters.

1. *Travel Card Program.*

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 Stewart, seconded by Commissioner Irvin, and unanimously approved by the affirmative votes of all Commissioners present, the Board adopted the following resolution.

**RESOLUTION APPROVING AND AUTHORIZING
PARTICIPATION IN THE MISSISSIPPI DEPARTMENT
OF FINANCE AND ADMINISTRATION GOVERNING
AUTHORITIES TRAVEL CARD PROGRAM**

WHEREAS, the Mississippi Department of Finance and Administration (“DFA”) has implemented a Travel Card Program for “Governing Authorities” administered by UMB Bank, which may be used for purchases of certain business travel related expenses (the “GATC Program”); and

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 (i) participation by the Authority in the GATC Program and (ii) negotiation and execution of any account agreement or other agreements necessary to effect the Authority’s participation in the GATC Program (the “GATC Agreements”), all as more particularly described in that certain memorandum dated June 10, 2013, (i) included in the packet distributed to the Board prior to the June 24, 2013, Regular Monthly Meeting of the Board, and (ii) incorporated herein by reference (the “Memorandum”); and

WHEREAS, the Board has reviewed the Memorandum and considered the recommendation 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, (i) approve and authorize participation by the Authority in the GATC Program; (ii) approves and authorizes accomplishment of the GATC Agreements, the GATC Agreements 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. ***Intergovernmental Sale of Surplus Vehicles.***

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 Stewart, seconded by Commissioner Irvin, and unanimously approved by the affirmative votes of all Commissioners present, the Board adopted the following resolution.

**RESOLUTION DECLARING VEHICLES AS SURPLUS
AND AUTHORIZING TRANSFER OF VEHICLES TO THE
RANKIN COUNTY SHERIFF'S OFFICE**

WHEREAS, the staff of the Jackson Municipal Airport Authority (the "Authority") has advised the Board of Commissioners (the "Board") of the Authority that certain vehicles currently in the Authority's inventory are no longer needed by the Authority for the conduct of its business and should be declared surplus (the "Surplus Vehicles"), the Surplus Vehicles being identified in and more particularly described in that certain memorandum dated June 15, 2012, (i) included in the packet distributed to the Board prior to the June 24, 2013, Regular Monthly Meeting of the Board, and (ii) incorporated herein by reference (the "Memorandum"); and

WHEREAS, the staff of the Authority has further advised the Board that the Rankin County, Mississippi Sheriff's Office (the "RSO"), has expressed a need for the Surplus Vehicles and a willingness to pay a nominal amount to the Authority for the Surplus Vehicles, as set out in the Memorandum; and

WHEREAS, the Board has reviewed the Memorandum and considered the recommendation by the staff of the Authority;

NOW, THEREFORE, BE IT RESOLVED, the Board hereby finds and determines that (i) the Surplus Vehicles are surplus and no longer needed for Authority purposes and are not to be used in the Authority's operations; (ii) the RSO has expressed a need and use for the Surplus Vehicles, as set out in the Memorandum; and (iii) the sale of the Surplus Vehicles to the RSO for a nominal amount will promote and foster the development and improvement of the Authority, the community in which it is located, and the

civic, social, educational, cultural, moral, economic or industrial welfare thereof; and

RESOLVED, FURTHER, the Board hereby approves and authorizes the sale of the Surplus Vehicles to the RSO for \$1.00 each, as described in the Memorandum, subject to proper documentation in accordance with applicable law.

3. *Authorize Disposal of Lost or Abandoned Property.*

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 Stewart, seconded by Commissioner Irvin, and unanimously approved by the affirmative votes of all Commissioners present, the Board adopted the following resolution.

**RESOLUTION APPROVING AND AUTHORIZING
DISPOSAL OF LOST OR ABANDONED PROPERTY**

WHEREAS, the staff of the Jackson Municipal Airport Authority (the "Authority") has recommended, in accordance with the Authority's Lost or Abandoned Property Policy, that the Board of Commissioners (the "Board") of the Authority approve and authorize (i) publication of a public notice (the "Notice") listing the types of property recovered at Jackson-Medgar Wiley Evers International Airport and held for over one calendar year (the "Abandoned Property"); and (ii) donation of all Abandoned Property not claimed within thirty calendar days of publication of the Notice to the Salvation Army, all as more particularly described in that certain memorandum dated June 5, 2013, (i) included in the packet distributed to the Board prior to the June 24, 2013, Regular Monthly Meeting of the Board, and (ii) incorporated herein by reference (the "Memorandum"); and

WHEREAS, the Board has reviewed the Memorandum and considered the recommendation 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 (i) publication

of the Notice and (ii) donation of the Abandoned Property to the Salvation Army, all in accordance with the Authority's Lost or Abandoned Property Policy.

4. *Policies and Procedures for Security Identification Badges.*

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 Stewart, seconded by Commissioner Irvin, and unanimously approved by the affirmative votes of all Commissioners present, the Board adopted the following resolution.

**RESOLUTION ADOPTING POLICIES AND PROCEDURES
FOR SECURITY IDENTIFICATION BADGES**

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 adopt a certain Policies and Procedures for Security Identification Badges (the "Security Badge Policy"), which establishes policies and procedures on the application for and issuance of security identification badges for access to certain areas of Jackson-Medgar Wiley Evers International Airport, the form and substance of the Security Badge Policy to be substantially in the form (i) included in the packet distributed to the Board prior to the June 24, 2013, Regular Monthly Meeting of the Board, and (ii) incorporated herein by reference (the "New Security Badge Policy");

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, amend the Security Badge Policy by deleting the existing Security Badge Policy and adopting and approving, effective immediately, the New Security Badge Policy.

5. *Early Issues.*

Mr. Vanderleest asked the Board to consider approval of certain Early Issue Claims in the amount of \$4,977.41. A copy of the Early Issue Claims is attached as an exhibit to the minutes of the Meeting.

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

**RESOLUTION APPROVING AND AUTHORIZING
PAYMENT OF EARLY ISSUE CLAIMS**

WHEREAS, the staff of the Jackson Municipal Airport Authority (the “Authority”) has recommended that the Board of Commissioners of the Authority (the “Board”) approve and authorize prompt payment of certain early issue claims (the “Early Issue Claims”), a description of the Early Issue Claims being (i) attached as an exhibit to the minutes of the June 24, 2013, Regular Monthly Meeting of the Board and (ii) incorporated herein by reference; and

WHEREAS, the Board has reviewed the Early Issue Claims and considered the recommendation by the staff of the Authority;

NOW, THEREFORE, BE IT RESOLVED, the Board hereby determines that the Early Issue Claims are appropriate and proper expenses incurred in connection with authorized responsibilities and duties of the Authority, and hereby approves and authorizes prompt payment of the Early Issue Claims in the total amount of \$4,977.41.

6. Board Travel.

There was no discussion or action regarding Board travel at the Meeting.

VI. DISCUSSION: STRATEGIC INITIATIVES.

There was no discussion or action regarding strategic initiatives at the Meeting.

VII. ADJOURNMENT.

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

Respectfully submitted,

Johnnie P. Patton, R. Ph., Chair

Dr. Sylvia Stewart, Vice Chair

Dr. Glenda Glover

George E. Irvin, Sr.

Earle Jones