

**RESCHEDULED REGULAR MONTHLY BOARD MEETING OF THE  
JACKSON MUNICIPAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS**

**February 29, 2024**

**MINUTES**

**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 Rescheduled Regular Monthly Board Meeting in the Community Room at Jackson-Medgar Wiley Evers International Airport ("JAN") in Jackson, Mississippi at 4:00 p.m. on Monday, February 29, 2024. A copy of the Board Meeting Notice is attached hereto.

Chairman Warren Herring presided, called the Meeting to order at 4:04 p.m., and called the roll of Commissioners.

Warren Herring, Chairman ("Herring"), present  
Sharon Bridges, Vice Chairwoman, ("Bridges"), present  
Rickey D. Jones, Commissioner, ("Jones"), present virtually but arrived in person at 4:30 p.m.  
Rica Lewis-Payton, Commissioner, ("Lewis-Payton"), present

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

Chief Executive Officer Rosa Beckett ("Beckett")  
General Counsel Kimberly Carlisle ("Carlisle")  
Steven G. Williams, Esq., Legal Officer for JMAA ("Williams")

**B. INVOCATION – Chairman Herring**

**C. APPROVAL OF BOARD NOTICES**

Special Board Meeting, February 12, 2024  
Monthly Work Session Meeting, February 26, 2024  
Rescheduled Regular Monthly Meeting, February 29, 2024

Commissioner Lewis-Payton made a motion to approve the Notices which was seconded by Vice Chairwoman Bridges and passed 4-0.

**D. APPROVAL OF MINUTES**

Regular Board Meeting, January 22, 2024  
Special Board Meeting, February 12, 2024

Commissioner Lewis-Payton made a motion to approve which was seconded by Vice Chairwoman Bridges and passed 4-0.

**E. PUBLIC COMMENTS**

None.

**F. Employee Recognition Awards**

Chief Beckett recognized all JMAA maintenance staff for exemplary work.

**G. Board Chairman Report**

Chairman Herring announced that JMAA had recently been awarded \$8,000,000.00 in funding from the Infrastructure Investment and Jobs Act.

**H. Chief Executive Officer's Report**

- a. Industry Highlights. Chief Beckett announced that the House of Representatives had voted to extend Federal Aviation Administration ("FAA") funding until May 10, 2024 and that six of twelve appropriation bills had been approved.
- b. Air Traffic report for JAN. Chief Beckett went over the JAN Passenger Counts and Airline Market Shares handout as well as the Flight Operations handout for JAN and Hawkins Field ("HKS").
- c. Highlights from Hawkins Field. See subsection b above.
- d. Local legislative update. Chief Beckett advised the Board that airport critical needs legislation is currently moving through Congress.

At this time Vice Chairwoman Bridges asked about the Trey Daniels matter. It was reported that Notice of Intent Not to Renew was given to Mr. Daniels and that a short-term contract had been proposed for Donna Echols. Vice Chairwoman Bridges also asked about the ongoing renovations to the concessions area. Chief Beckett stated that the renovations will not be complete by Spring Break and said that she would get an amended time of completion and report that to the Board.

**DIVISION REPORTS**

**1. Operations Monthly Report**

- a. JAN update. Acting Chief Operations Officer Patrick Minor reported that two contractors were currently on site working on water issues at JAN.

- b. HKS update. Mr. Minor reported that he is working with Skyport to oversee the transition of FDO. Vice Chairwoman Bridges asked about specific upgrades to HKS. Mr. Minor reported that he has had meetings to discuss construction projects including renovation of the terminal and new hangars.
2. Procurement – General Counsel Kimberly Carlisle provided the procurement report.
    - a. Apron lighting project. Aurora was the high bidder.
    - b. Marketing Agency. MWB was selected. Vice Chairwoman Bridges asked about the Statement of Work. Chief Beckett responded that the Statement of Work was currently being discussed in detail. L’Sherie Dean also addressed the Board about this. Vice Chairwoman Bridges stated that other JMAA departments should be asked to weigh in on the Statement of Work.
    - c. General Counsel Kimberly Carlisle reported that JMAA’s standard template was being revised to include the signatures of others at JMAA including Legal and Procurement.
    - d. Ad hoc Engineering solicitation. It was reported that Garver and AECOM were the successful bidders. Commissioner Jones asked for more information.
    - e. Board Counsel solicitation. Because JMAA did not receive enough submissions, the date has been extended. Vice Chairwoman Bridges suggested that the General Counsel be involved in the review process and make recommendations to the Board.
    - f. Restroom renovations at JAN. Chief Beckett updated the Board. Engineer David Boackle also reported that this project is still in the design stage and being revised.
  3. Disadvantaged Business Enterprise (“DBE”) report. DBE Director Andrea Hendricks provided a report to the Board.

**I. ACTION ITEMS – OLD BUSINESS**

None.

**J. ACTION ITEMS – NEW BUSINESS**

**FINANCE**

1. Chief Financial Officer (“CFO”) Elshad Garayev went over the January 2024 Balance Sheet and Income Statement. Vice Chairwoman Bridges made the motion to approve both statements. The motion was seconded by Commissioner Jones and passed 4-0.

2. The CFO went over the invoice Docket for January 31, 2024. Commissioner Lewis-Payton made a motion to approve which was seconded by Vice Chairwoman Bridges. The motion passed 4-0.

#### CONTRACT AGREEMENTS – ACTION ITEMS

1. Purchase and Travel Credit Card. Staff requested authority to apply for purchase and travel credit cards with Trustmark National Bank with a credit limit of \$90,000.0 for the purchasing credit card and \$50,000.00 for the travel credit card. Staff also requested that Chief Beckett be issued a card assigned specifically to her. This was supported by Board Memorandum Finance 2024-34. After discussion, Commissioner Lewis-Payton made the motion to approve which was seconded by Vice Chairwoman Bridges. The motion passed by a vote of 3-0-1 with Commissioner Jones abstaining.
2. Monthly Approval of Financial Statements. Staff requested authority to revise the current presentation of monthly financial statements from Board approval to Board review. This was supported by Board Memorandum Finance 2024-28. After discussion, Commissioner Lewis-Payton made the motion to approve which was seconded by Vice Chairwoman Bridges. The motion passed by a vote of 3-0-1 with Commissioner Jones abstaining.
3. Disadvantaged Business Enterprise (“DBE”) Program Methodology for FY2024-FY2026. Staff requested approval of new DBE methodology. This was supported by Board Memorandum DE 2024-29. DBE Director Andrea Hendricks addressed the Board and answered questions. After discussion, Vice Chairwoman Bridges made a motion to approve which was seconded by Commissioner Jones. The motion passed 4-0.
4. Hardware/Software Licenses, Subscriptions, and Support Renewals. Staff requested authority to renew associated hardware and software licenses, subscriptions, and support agreements for various services set to expire during the period March 2024 through September 2024 and use approved FY2023-2024 budgeted funds for the same for combined services not-to-exceed \$183,693.88. This was supported by Board Memorandum IT 2024-30. IT Director Eric Stewart addressed the Board and answered questions. After discussion, Vice Chairwoman Bridges made a motion to approve which was seconded by Commissioner Lewis-Payton. The motion passed 4-0.
5. Equipment Replacement for Critical Production Services. Staff requested authority to (i) advertise a Request for Bids (“RFB”) to purchase the replacement of existing DELL servers with four (4) VxRail production servers (ii) approval for a total amount of a budget amount not-to-exceed \$98,999.00 as approved in the FY2024-

- 24 Capital budget and (iii) execute an agreement to purchase equipment from the selected vendor. This was supported by Board Memorandum IT 2024-31. After discussion, Vice Chairwoman Bridges made a motion to approve which was seconded by Commissioner Lewis-Payton and which passed 4-0.
6. Emergency Services for Overhead Door Repairs at JAN (Patrick Allen Companies). Staff requested ratification of (i) the emergency procurement and award of the emergency service overhead door repairs at JAN to Patrick Allen Companies; and (ii) approval of an estimated budget of \$7, 217.00 as funded under Building Repair Maintenance in the approved FY2023-2024 O&M budget. This was supported by Board Memorandum OPS 2024-32. After discussion, Vice Chairwoman Bridges made a motion to approve which was seconded by Commissioner Lewis-Payton and which passed 4-0.
  7. Emergency Services for Men's Restroom Repairs at JAN. Staff requested ratification of (i) the emergency procurement an award of the emergency service for Men's Restroom repairs at JAN to Buford Plumbing Company, Inc.; and (ii) approval of an estimated budget of \$4,217.00 as funded under the Building Repair Maintenance in the approved FY2023-2024 O7M budget. This was supported by Board Memorandum OPS 2024-33. After discussion, Vice Chairwoman Bridges made a motion to approve which was seconded by Commissioner Lewis-Payton and which passed 4-0.
  8. Rehabilitation of Taxiway Alpha Phase 3 (TAP3) Professional Services at JAN. Staff requested authority to (i) enter into a professional service agreement with Neel-Schaffer Engineering after review by JMAA General Counsel and (ii) approve a not-to-exceed budget for services in the amount of \$1,003,000.00 for the rehabilitation of Taxiway Alpha Phase 3 (TAP3) project at JAN. This was supported by Board Memorandum CP 2024-36. After discussion, Vice Chairwoman Bridges made a motion to approve which was seconded by Commissioner Bridges and which passed 4-0.
  9. Resolution regarding an unmarked vehicle for Elshad Garayev, CFO of JMAA. After discussion, the Resolution was approved 4-0. Chairman Herring, Vice Chairwoman Bridges, Commissioner Jones, and Commissioner Lewis-Payton all voted yea.
  10. Resolution regarding new credit cards with Trustmark National Bank. After discussion, the Resolution was approved 3-0-1. Chairman Herring, Vice Chairwoman Bridges, and Commissioner Lewis-Payton voted yea. Commissioner Jones abstained.

#### ADMINISTRATIVE

1. Events Calendar. This was provided after request by the Board of Commissioners.

2. Commemorative Booklet. This was discussed but no action was taken.

At 5:34 p.m., Vice Chairwoman Bridges made a motion to adjourn which was seconded by Commissioner Jones and passed 4-0.

The meeting was adjourned.

Respectfully submitted,

Mr. Warren Herring, Commissioner and Chairman

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Ms. Sharon Bridges, Commissioner and Vice Chairwoman

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Ms. Rica Lewis-Payton, Commissioner

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Mr. Rickey Jones, Commissioner

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