

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

May 20, 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, May 20, 2024. A copy of the Board Meeting Notice is attached hereto.

Chairman Warren Herring presided, called the Meeting to order at 4:03 p.m., and called the roll of Commissioners.

Warren Herring, Chairman (“Herring”), present
Sharon Bridges, Vice Chairwoman, (“Bridges”), present remotely
Rickey D. Jones, Commissioner, (“Jones”), present
Rica Lewis-Payton, Commissioner, (“Lewis-Payton”), arrived at 4:13 p.m.

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

Monthly Work Session Meeting, May 16, 2024
Rescheduled Regular Monthly Meeting, May 20, 2024
Terminal Modernization Visit, May 22, 2024 and May 23, 2024.

Commissioner Jones made the motion to approve the Notices which was seconded by Vice Chairwoman Bridges and passed 3-0 in the temporary absence of Commissioner Lewis-Payton.

D. APPROVAL OF MINUTES

Emergency Board Meeting, April 5, 2024
Regular Board Meeting, April 22, 2024

Vice Chairwoman Bridges made the motion to approve which was seconded by Commissioner Jones. Chairman Herring and Vice Chairwoman Bridges voted to approve and Commissioner Jones abstained. The motion passed 2-0-1.

E. PUBLIC COMMENTS

None.

F. Employee Recognition

CEO Beckett discussed the recent storms to hit JAN and the resulting damage. She recognized the maintenance team for performance above the call of duty.

G. Board Chairman Report

Chairman Herring stated that it is the goal of JMAA to provide the best air travel for the region.

H. Chief Executive Officer's Report

- a. Industry Highlights. Chief Beckett informed the Board that traffic at JAN was picking up for the Memorial Day weekend but was slightly below April 2023 traffic.
- b. Air Traffic report for JAN. Chief Beckett went over the JAN Passenger Counts and Airline Market Shares.
- c. Highlights from Hawkins Field. Chief Beckett stated that HKS traffic was up.

At 4:13 p.m. Vice Chairwoman Bridges made a motion to go into Closed Session to discuss litigation and security matters.

At 4:14 p.m. the Board was in Closed Session (Commissioner Lewis-Payton arrived). The room was cleared. Vice Chairwoman Bridges made a motion to go into Executive Session to get an update on litigation and security matters. Commissioner Jones seconded and the motion passed 4-0.

At 4:16 p.m. the Board was in Executive Session.

At 5:15 p.m. Vice Chairwoman Bridges made a motion to go back into Open Session. This motion was seconded by Commissioner Lewis-Payton and passed 4-0. The Board was in Open Session.

After a short break, Chairman Herring announced that litigation and security matters were discussed but that no decisions were made.

DIVISION REPORTS

1. Operations Monthly Report

- a. JAN and HKS. Executive Director/Acting Chief Operations Officer Patrick Minor addressed the Board to report on issues at JAN and HKS resulting from recent storms.
2. Procurement – Procurement Director Eric Williams addressed the Board and went over Awarded Projects, Projects to be Awarded, Proposed Projects, Projects on Hold, Closed Solicitations, and CEO Signatory contracts.

I. ACTION ITEMS – OLD BUSINESS

None.

J. ACTION ITEMS – NEW BUSINESS

FINANCE

1. Chief Financial Officer (“CFO”) Elshad Garayev went over the April 2024 Balance Sheet and Income Statement.
2. Jana Greene went over the invoice Docket for April 30, 2024. Commissioner Lewis-Payton made a motion to approve which was seconded by Commissioner Jones. The motion passed 4-0.

CONTRACT AGREEMENTS

1. IT Surveillance Camera Recorders. Board Memorandum IT 2024-50 was presented by CFO Garayev. Staff requested authorization to (i) approve a sole source agreement with Johnson Controls, Inc. to upgrade JAN current legacy servers, camera video recorders, software and hardware support service for the Qognify surveillance camera system; (ii) approve the total amount of combined equipment and professional services not-to-exceed \$181,200.00; and (iii) execute the agreement after legal review. Commissioner Lewis-Payton made the motion to approve which was seconded by Vice Chairwoman Bridges and passed 4-0.
2. IT Equipment upgrade in Community Room at JAN. Board Memorandum IT 2024-51 was presented by CFO Garayev. Staff requested authorization to (i) advertise a Request for Bid (“RFB”) to purchase replacement video and audio equipment in the Community Room at JAN and (ii) negotiate and execute an agreement with the selected vendor after legal review. The project for the total amount of not-to-exceed \$68,000.00. Commissioner Lewis-Payton made the motion to approve which was seconded by Commissioner Jones and passed 4-0.
3. Parking Rate adjustments. Executive Director/Acting Chief Operations Officer Patrick Minor presented Board Memorandum OPS 2024-53. Staff requested authorization to (i) adjust the parking rates at all parking lots a JAN based on the

following rate structure: Long-term lot increase from \$10 to \$13 per day, Surface lot from \$14 to \$17 per day, Garage from \$16 to \$19 per day, and hourly rate from \$4 to \$5 after the first ten minutes; and (ii) increase annual tenant parking rate from \$120 to \$159 and increase annual commuter rate from \$145 to \$192, and (iii) make the rate changes effective June 3, 2024. Commissioner Jones made the motion to approve which was seconded by Commissioner Lewis-Payton and passed 4-0.

4. Amendment to AT Security Contract. Executive Director/Acting COO Patrick Minor and Director of Operations Tonya Coakley presented Board Memorandum OPS 2024-54. Staff requested authorization to (i) amend JMAA Contract number 15-061 with AT Airline Ground Support, Inc. to include additional GAT contract staff to support JMAA's compliance with TSA NA-23-02 and (ii) approval for an additional \$62,536.40 for a total amount not-to-exceed \$137,000.00. Commissioner Lewis-Payton made the motion to approve which was seconded by Vice Chairwoman Bridges and passed 4-0.
5. Community Bank Lease Amendment. Property Manager Jerone Benjamin presented Board Memorandum Properties 2024-55. Staff requested authorization to (i) approve a 10-year lease term extension effective November 1, 2024 to October 31, 2034, (ii) approve an amendment to include a monthly utility surcharge of \$1,800.00 with an annual market rate adjustment of 2%, and (iii) authorization to execute the Lease Amendment with all other terms of the Agreement remaining, after legal review. Commissioner Lewis-Payton made the motion to approve which was seconded by Vice Chairwoman Bridges and passed 4-0.
6. Carolina Concessions Lease Amendment. Property Manager Jerone Benjamin presented Board Memorandum Properties 2024-56. Staff requested authorization to (i) amend the existing Lease Agreement with Carolina Concessions granting an additional 168 square feet of space at JAN, (ii) approve a two-year extension to the current lease term to August 31, 2032 with an option for a five-year renewal in consideration for Carolina Concessions to develop pre-security concessions, and (iii) execute the amendment as described, after legal review. Vice Chairwoman Bridges made the motion to approve which was seconded by Commissioner Lewis-Payton and passed 4-0.
7. Emergency Repair Services Gate 45 at JAN. Executive Director/Acting COO Patrick Minor presented Board Memorandum OPS 2024-57. Staff requested (i) ratification of the emergency procurement and award for emergency service repairs for Gate 45 at JAN to Tony Watson Electric, and (ii) approval of the amount of \$34,345.00. Commissioner Lewis-Payton made the motion to approve which was seconded by Vice Chairwoman Bridges and passed 4-0.
8. Emergency Repair Services for Water Leaks at JAN. Executive Director/Acting COO Patrick Minor presented Board Memorandum OPS 2024-58. Staff requested (i) ratification to the emergency procurement and award for emergency service

repairs of the water leaks at JAN to Hemphill Construction and (ii) approval of the amount of \$95,039.79. Commissioner Lewis-Payton made the motion to approve which was seconded by Vice Chairwoman Bridges and passed 4-0.

9. Emergency Repair Services for Water Leaks at JAN. Executive Director/Acting COO Patrick Minor presented Board Memorandum OPS 2024-59. Staff requested (i) ratification of the emergency procurement and award for emergency service repairs of the water leak at JAN to Buford Plumbing Company, Inc. and (ii) approval of the amount of \$82,704.24. Commissioner Lewis-Payton made the motion to approve which was seconded by Vice Chairwoman Bridges and passed 4-0.
10. Elevate Government Affairs, LLC Contract Renewal. This was supported by Board Memorandum EXEC 2024-60 and presented by Chief Beckett. Staff requested authorization to (i) issue a new professional services agreement (the "Agreement") as a renewal with Elevate Government Affairs, LLC, (ii) for a period of 15 months effective February 1, 2024 through April 30, 2025, and (iii) for an amount not-to-exceed \$100,000.00 to be paid in equal installments of \$8,333.33 per month. Commissioner Lewis-Payton made the motion to approve which was seconded by Vice Chairwoman Bridges and passed 4-0.
11. Request for Proposal ("RFP") for Terminal Advertising Program. Board Memorandum Properties 2024-61 was presented by Property Manager Jerone Benjamin. Staff requested authorization to (i) advertise an RFP for terminal advertising and (ii) negotiate and execute an agreement for Terminal Advertising with the selected firm. Commissioner Lewis-Payton made the motion to approve which was seconded by Vice Chairwoman Bridges and passed 4-0.

ADMINISTRATIVE

1. A Resolution approving the transition of JMMA's current method of payment by manual checks to Automatic Clearing House ("ACH") payment platform. Legal Officer Williams read the Resolution aloud. Commissioner Lewis-Payton made the motion to approve which was seconded by Vice Chairwoman Bridges and passed 4-0.
2. Chairman Herring, supported by all the Commissioners, made note of Chief Beckett's one-year anniversary at JMAA and thanked her for her hard work.

At 6:36 p.m., Commissioner Jones made a motion to adjourn which was seconded by Vice Chairwoman Bridges and passed 4-0.

The meeting was adjourned.

Respectfully submitted,

Mr. Warren Herring, Commissioner and Chairman

Ms. Sharon Bridges, Commissioner and Vice Chairwoman

Ms. Rica Lewis-Payton, Commissioner

Mr. Rickey Jones, Commissioner
