

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

**October 23, 2023**

**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 Regular Monthly Board Meeting on October 23, 2023, in the Conference Room at the Main Terminal Building, Hawkins Field Airport ("HKS"), 558 West Ramp Street, Jackson, Mississippi.

In the temporary absence of Chairman Warren Herring, Vice Chairwoman Sharon Bridges presided, called the Meeting to order at 4:12 p.m., and called the roll of Commissioners.

Warren Herring, Chairman ("Herring"), arrived at 4:35 p.m.  
Sharon Bridges, Vice Chairwoman, ("Bridges"), present via Zoom  
Rickey D. Jones, Commissioner, ("Jones"), present  
Rica Lewis-Payton, Commissioner, ("Lewis-Payton"), present via Zoom

The Vice Chairwoman 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")  
Steven G. Williams, Esq., Legal Officer for JMAA ("Williams")

**B. INVOCATION** – Commissioner Rickey D. Jones.

**C. APPROVAL OF BOARD NOTICES**

Notice of Monthly Pre-Work Session.

Notice of Monthly Work Session.

Notice of Monthly Regular Board Meeting.

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

**D. APPROVAL OF MINUTES**

Amendment to the Minutes of the Reconvened May 1, 2023 Special Board Meeting held on May 22, 2023.

Minutes of the September 25, 2023 Regular Board Meeting.

Vice Chairwoman Bridges asked if there were any corrections to the Minutes. They are currently under review.

**E. PUBLIC COMMENTS – None.**

**F. Employee Recognition**

At this time Chief Beckett recognized Samantha Boone in JMAA's Human Resources Department for going above and beyond by organizing a successful health and wellness fair. Chief Beckett also recognized the entire JMAA team and thanked them for their participation in bringing back JMAA Tenant Appreciation Day.

**G. Board Chairman Report**

Vice Chairwoman Bridges also acknowledged Samantha Boone and the JMAA staff.

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

Chief Beckett reported that the Jet Bridge purchased from the New Orleans Airport was delivered and has now been installed at Gate 16 at JAN. She further reported that the contractor installed the Jet Bridge and will inspect it to ensure it is operational under the current Scope of Work and budget.

- a. Industry Highlights. Chief Beckett mentioned the upcoming 2023 JAN Triannual Emergency Exercise scheduled for November 2, 2023.
- b. Chief Beckett reported that September operations were down 34.8% compared to 2022; However, overall, air traffic remains strong with over 106,000 passengers in September at JAN. Cargo at JAN was down 9% in September. However, year-to-date cargo is up 1% over 2022.
- c. Highlights from Hawkins Field. September operations were down 25.8% compared to 2022; however, overall traffic is only 7.6% below the prior year.

**DIVISION REPORTS**

1. Operations Monthly Report
2. Patrick Minor reported on the following Capital Projects:

JAN Passenger Boarding Bridge Replacement at C-2, 91% complete.

Taxiway A Rehabilitation Phase 2, 36% complete.

Taxiway A and Taxiway C LED lighting project is in progress.

West Concourse roof replacement, 76% complete.

3. Mr. Minor reported on the following projects at Hawkins Field:

HKS Drainage Assessment 67% complete; Over \$1 million in future funding anticipated.

HKS Taxiway D Rehabilitation is an active project.

Training with Jackson Fire and Airfield familiarization.

HKS Taxiway B Relocation is 78% complete.

4. Safety & Security – None.

5. Procurement. Director of Procurement Eric Williams reported on the status of Solicitations and Procurement projects.

6. Marketing and Communications – None.

**I. ACTION ITEMS – Old Business – None.**

**J. ACTION ITEMS – New Business – Carolyn Dupre’ reported for Finance**

a. Balance Sheet

b. Income Statement.

c. Invoice Docket for September 2023.

After discussion, Vice Chairwoman Bridges made a motion to approve the Balance Sheet and Income Statement for September 2023, subject to audit. Commissioner Lewis-Payton seconded the motion and it passed 4-0.

Vice Chairwoman Bridges led discussion of the Invoice Docket for September 2023 and asked if there were any changes. It was noted moving forward that if payments can be made in increments instead of yearly, then JMAA should explore that option. The Board decided to temporarily exclude per diems. Commissioner Jones made the motion to approve which was seconded by Commissioner Lewis-Payton. Motion passed 4-0.

**The Board discussed the following procurements:**

1. Purchase of one (1) Ford F-350 truck. This was supported by Board Memorandum OPS 2024-01. Staff requested authority to purchase said vehicle in the amount of \$50,000.00 for the JMAA Maintenance Department. Commissioner Lewis-Payton made the motion to approve which was seconded by Commissioner Jones. The motion passed 4-0.

2. Upgrade to Flight Information Data System "FIDS". This was supported by Board Memorandum IT 2024-02. Staff requested authority to execute an agreement with International Display Systems in an amount not to exceed \$68,000.00. Commissioner Lewis-Payton made the motion to approve which was seconded by Vice Chairwoman Bridges. The motion passed 4-0.

3. Renewal of hardware and software licenses, subscriptions, and support agreement systems not to exceed \$214,357.50. This was supported by Board Memorandum IT 2024-02. Staff requested authority to take care of these items. Vice Chairwoman Bridges motioned to approve which was seconded by Commissioner Lewis-Payton. The motion passed 4-0.

4. Maris, West & Baker Marketing Agency. Staff requested authorization to enter into negotiations with Maris, West & Baker for a fee schedule and agreement. This was supported by Board Memorandum CPM 2024-04. Commissioner Lewis-Payton made the motion to approve which was seconded by Commissioner Jones. The motion passed 4-0.

5. RFQ for Engineering Consulting Services on an on-call basis. Staff requested authorization to solicit an RFQ for on-call Engineering Services. This was supported by Board Memorandum OPS 2024-5. Commissioner Lewis-Payton made the motion to approve which was seconded by Vice Chairwoman Bridges. The motion passed 4-0.

6. Purchase of five (5) vehicles for the security and parking departments. Staff requested authorization to purchase five (5) vehicles in the amount of \$235,000.00. This was supported by Board Memorandum OPS 2024-06. Commissioner Lewis-Payton made the motion to approve which was seconded by Commissioner Jones. The motion passed 4-0.

7. Procurement of legal services for the Board. Staff requested authorization to advertise an RFQ for legal services for the Board. This was supported by Board Memorandum OPS 2024-07. Commissioner Jones made the motion to approve which was seconded by Commissioner Lewis-Payton. The motion passed 4-0.

8. Unison Consulting. Staff requested authorization to execute an agreement for professional services with Unison Consulting in an amount not to exceed \$150,000.00. This was supported by Board Memorandum Finance 2024-08. Vice Chairwoman Bridges made the motion to approve which was seconded by Commissioner Lewis-Payton. The motion passed 4-0.

9. Johnson Controls. Staff requested authorization to issue Change Order No.1 in the amount of \$13,725.00 to Johnson Controls. This was supported by Board Memorandum OPS 2024-09. Vice Chairwoman Bridges made the motion to approve which was seconded by Commissioner Lewis-Payton. The motion passed 4-0.

10. AFCO sublease. Staff requested authorization to approve sublease from AFCO Cargo to GAT Airline Ground Support. This was supported by Board Memorandum CS 2024-10. Commissioner Lewis-Payton made the motion to approve which was seconded by Vice Chairwoman Bridges. The motion passed 4-0.

11. Kaplan, Kirsch, and Rockwell law firm. Staff requested authorization to retain the law firm for legal support pertaining to the proposed Construction Agreement with Malouf Construction. This was supported by Board Memorandum EX 2024. Vice Chairwoman Bridges made the motion to approve which was seconded by Commissioner Lewis-Payton. The motion passed 4-0.

**ADMINISTRATIVE**

Legal Counsel presented a Resolution (attached) approving the Chief of Staff's use of an unmarked vehicle per Mississippi Code Annotated Section 25-1-87 (2013). Vice Chairwoman Bridges made a motion to approve which was seconded by Commissioner Lewis-Payton and which passed 4-0.

At 5:49 p.m. Chairman Herring made a motion to go into Closed Session and then Executive Session to discuss legal matters. Commissioner Jones seconded the motion and it passed 4-0. The Board was in Closed Session and the room was cleared. The Board then went into Executive Session.

At 6:09 p.m. Commissioner Lewis-Payton made a motion to leave Executive Session and return to Open Session. This motion was seconded by Commissioner Jones and passed 4-0.

At 6:10 p.m. the Board was back in Open Session.

Chairman Herring announced that legal matters were discussed but that the Board had made no decisions.


Commissioner Jones reported conference highlights from the Mississippi Aviation Conference and ACI Annual.

At 6:14 p.m. Chairman Herring made a motion to adjourn which was seconded by Commissioner Lewis-Payton and which passed 4-0.


ADJOURNED.

Respectfully submitted,

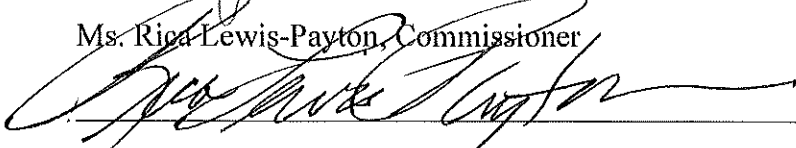
Mr. Warren Herring, Commissioner and Chairman

  
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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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