

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

**September 25, 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 in the Community Room of the Jackson-Medgar Wiley Evers International Airport ("JAN") in Jackson, Mississippi at 4:00 p.m. on Monday, September 25, 2023. A copy of the Board Meeting Notice is attached as Exhibit "A" hereto.

Chairman Herring presided, called the Meeting to order at 4:09 p.m., and called the roll of Commissioners.

Warren Herring, Chairman, ("Herring"), present  
Sharon Bridges, Vice Chairwoman, ("Bridges"), present via ZOOM  
Rickey Jones, Commissioner, ("Jones"), present  
Rica Lewis-Payton, Commissioner, ("Lewis-Payton")

Chairman Herring 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:

Rosa Beckett, CEO ("Beckett")  
Steven G. Williams, Esq., Legal Officer for JMAA ("Williams")

**B. INVOCATION – Commissioner Rica Lewis-Payton**

**C. APPROVAL OF BOARD NOTICES**

Notice of Monthly Pre-work Session/Retreat September 15, 2023 at River Hills Club.  
Notice of Monthly Work Session September 21, 2023.  
Notice of Monthly Regular Board Meeting September 25, 2023.

Commissioner Lewis-Payton made the motion to approve which was seconded by Commissioner Rickey Jones. The motion passed 4-0.

**D. APPROVAL OF MINUTES – August 28, 2023 Regular Board Meeting.**

Commissioner Lewis-Payton made the motion to approve which was seconded by Vice Chairwoman Bridges. Chairman Herring abstained due to the fact that he was not present at the August 28, 2023 Regular Board Meeting. The motion passed 3-0.

- E. PUBLIC COMMENTS** – None.
- F. EMPLOYEE RECOGNITION** – CEO Beckett recognized the efforts of JMAA employees, the TSA, FBI, and law enforcement in the thoroughness and speed of their response to the recent bomb threat.
- G. BOARD CHAIR REPORT** – Chair Herring briefly discussed the recent Board Retreat.
- H. CHIEF EXECUTIVE OFFICER’S REPORT** – CEO Beckett briefly discussed the VIP parking pass program. She stated that this would be handled on a status quo basis but that the process will be further defined going forward.
  - a. Industry Highlights. Chief Beckett explained to the Board that TSA has mandated that all employees must be screened for insider threat risk but that there is a one-year ramp-up to this mandate.
  - b. Air Traffic Report for JAN. Chief Beckett stated that JAN just experienced its sixth straight month of more than 100,000 passengers. The passenger count for August 2023 was 104,836 and passenger travel was up 6.4% over 2022. From May to August 2023, the passenger count was up 3.4% over 2022. Delta Airlines market share was 34.9%, American Airlines was 31.1%, Southwestern Airlines was 26.1% and United Airlines was 8.00%. Military traffic was down but air cargo increased.
  - c. Highlights from Hawkins Field. Acting COO Patrick Minor.

#### **DIVISION REPORTS**

- 1. Operations Monthly Report – Acting COO Patrick Minor.
  - a. Capital Project Status Report. Acting COO Patrick Minor went over highlights.
    - HKS Drainage Assessment. 53.02% complete.
    - JAN Passenger Boarding Bridge replacement at Gate 2. 90.98% complete.
    - Rehabilitation of Taxiway Alpha Phase 2. 6.20% complete.
    - Rehabilitation of Taxiway Delta at HKS. 83.92% complete.
    - Taxiway Alpha and Charlie LED lighting project. 94.4% complete.
    - Taxiway B relocation (delay due to contractor fault). 42.96% complete.
    - West Concourse Roof Replacement. 68.50% complete.

At this point the Board stated that they want to be advised if anything major goes wrong on a project such as delays or costs.
  - b. Safety and Security – Chief Derrick Cubit stated that his department is 100% staffed.

2. Procurement – Director of Procurement Eric Williams addressed the Board. There was a discussion of the Terminal Master Plan. The Commissioners stated that they would like to see a conceptual drawing to show the public when one is available. Mr. Williams assured them that one should be ready soon and that it might be ready to submit to the FAA in October 2023. Mr. Williams presented and went over his memorandum regarding current and proposed solicited projects. He then presented and went over his memorandum regarding CEO Signatory Authority Contracts.
3. Marketing – Director of Marketing and Public Relations L’Sherie Dean addressed the Board about the plans for the JAN 60<sup>th</sup> Anniversary Gala and related events. Ms. Dean stated that sponsorship engagements were needed and asked the Board for their assistance in this matter.
4. Disadvantaged Business Enterprise (“DBE”) report – Chief Beckett reported that the information from Weeden & Associates was not ready to present.

**I. ACTION ITEMS – OLD BUSINESS.** Acting COO Patrick Minor addressed the Board and briefed them on the proposed new Hawkins Field Tower and other recent projects. He stated that they are in the process of selecting a new site for the tower.

**J. ACTION ITEMS – NEW BUSINESS.**

#### **FINANCE**

1. Balance Sheet – Dr. Carolyn Dupre’ addressed the Board and discussed the August 31, 2023 Balance Sheet.
2. Income Statement – Dr. Carolyn Dupre’ addressed the Board and discussed the August 31, 2023 Income Statement. Chair Herring asked that EBITA be added to the Income Statement going forward.
3. Invoice Docket – Dr. Carolyn Dupre’ addressed the Board and discussed the August 31, 2023 Invoice Docket. Commissioner Lewis-Payton asked about the itemization of IT expenses and requested more detail to ensure that funds are not being wasted. Director of IT Eric Stewart appeared before the Board and assured them that the IT Department is trying to get the most for JMAA’s money and that they are actively seeking ways to reduce licensing fees, etc. Vice Chairwoman Bridges requested that the Invoice Docket be revised to make it clear which IT expenses were annual and which were ongoing monthly expenses. She also requested that the IT Department become more proactive. There was a brief discussion about certain items on the Invoice Docket.

Vice Chairwoman Bridges made a motion to approve the Balance Sheet and Income Statement pending audit. The motion was seconded by Commissioner Lewis-Payton and passed 4-0. Vice Chairwoman Bridges then made a motion to approve the Invoice Docket minus Item Number 102583 (TrustCare Health LLC). Commissioner Lewis-Payton seconded the motion and it passed 4-0.

At this time Commissioner Jones asked about the audit and Senior Accountant Jana Greene addressed the Board to explain that it was underway.

## **CONTRACT AGREEMENTS**

### **ACTION ITEMS**

1. Runway 16R/34L Culvert Rehabilitation at JAN. David Boackle, PE presented Board Memorandum OPS 2023-47 in support of this item and appeared before the Board to answer questions. Staff requested authorization to approve Contract Amendment No. 1 to the existing agreement for engineering services with SOL Engineering. Commissioner Lewis-Payton made a motion to approve that was seconded by Commissioner Jones and which passed 4-0.
2. Apron Lighting Assessment at JAN. Again, David Boackle, PE presented Board Memorandum OPS 2023-50 and discussed it with the Board. Staff requested authorization to award the bid for apron lighting to Arora Engineers in the amount of \$250,000.00 and to negotiate and execute a professional services agreement upon legal review. Commissioner Jones made a motion to approve that was seconded by Commissioner Lewis-Payton and which passed 4-0.
3. General Services Administration (RLP) request for Lease Proposal Agreement at 100 Cross Street, Jackson, MS. Chief Commercial Officer Von Anderson presented Board Memorandum CM2023-12 and appeared before the Board to answer questions. Staff requested authority to execute a lease for 120 months with the GSA on behalf of the TSA for 8,645.50 square feet of office space at 100 Cross Street, Jackson, MS with eleven parking spaces and to establish a 10-year lease term consisting of a five-year lease term firm with an additional 5-year term non-firm, pending review and approval by JMAA legal counsel. Commissioner Lewis-Payton made the motion to approve which was seconded by Vice Chairwoman Bridges and which passed 4-0.
4. Request for JAN surface lot parking rate to return to pre-Covid level. Tonya Coakley presented Board Memorandum OPS 2023-07 in support of this action and appeared before the Board to answer questions. Staff requested authorization to return the daily rate in the surface lot at JAN to \$14.00 per day from the current rate of \$13.00 per day. Commissioner Lewis-Payton made the motion to approve which was seconded by Vice Chairwoman Bridges and which passed 4-0.
5. Professional Services Agreement renewal for Airways Consulting, LLC (Steve Luben). L'Sherie Dean presented Board Memorandum MC2023-01 in support and appeared before the Board to discuss. Staff requested authorization to renew the professional services agreement with Airways Consulting, LLC, to amend the scope of services, to establish an agreement fee amount of \$50,000.00, and to extend the agreement for six months with a renewal option of up to six months at the sole discretion of JMAA. Commissioner Lewis-Payton made the motion to approve which was seconded by Commissioner Jones and which passed 4-0.

6. Hardware/Software licenses, subscriptions, and support renewals. IT Director Eric Stewart presented Board Memorandum IT 2023-01 in support and appeared before the Board to discuss. Staff requested authority to renew associated hardware and software licenses, subscriptions, and support agreements for various services for October 2023 and approval of a total amount of combined services not-to-exceed \$222,911.86. Commissioner Lewis-Payton made the motion to approve which was seconded by Commissioner Jones and which passed 4-0.
7. Schindler Elevator Corporation Contract Amendment No. 1. Director of Procurement Eric Williams presented Board Memorandum Procurement 2023-04 in support and appeared before the Board to discuss. Staff requested acceptance of the corrections made to the previously awarded service contract for JAN Elevator and Escalator Preventative Maintenance and On-Call Services to Schindler Elevator Corporation for \$58,668.00. Commissioner Lewis-Payton made the motion to approve which was seconded by Commissioner Jones and which passed 4-0.
8. Emergency Purchase of Professional Legal Services. Chief Beckett presented Board Memorandum EXC2023-02 in support. Staff requested ratification of a two-month contract for specialized legal services from the May Law Firm, PLLC in an amount not to exceed \$60,000.00. Commissioner Lewis-Payton made the motion to approve which was seconded by Vice Chairwoman Bridges and which passed 4-0.

#### **ADMINISTRATIVE**

1. ACI-NA September 30-October 3, 2023 in Long Beach, CA.  
Board Training Conferences and Travel – AAAE January 7-11, 2024 in Big Island, HI
2. Board Officers Selection. There was a brief discussion of new officers for the Board. Commissioner Lewis-Payton suggested that the Board should remain consistent. Commissioner Lewis-Payton made a motion to keep the current Board officers the same. Vice Chairwoman Bridges seconded the motion and it passed 4-0. Chairman Herring will remain as Chairman and Vice Chairwoman Bridges will remain as Vice Chairwoman.

At 6:08 p.m. Commissioner Jones made a motion for the Board to go into Closed Session to discuss litigation and employment matters. Vice Chairwoman Bridges seconded the motion and it passed 4-0.

At 6:10 p.m. the Board was in Closed Session and the room was cleared.

At 6:13 p.m. Commissioner Lewis-Payton made a motion to go into Executive Session to discuss personnel matters and legal issues. Vice Chairwoman Bridges seconded the motion and it passed 4-0.

At 6:14 p.m. the Board was in Executive Session.

At 8:20 p.m. Commissioner Lewis-Payton made a motion to go back into Open Session. Chairman Herring seconded the motion and it was approved 4-0.

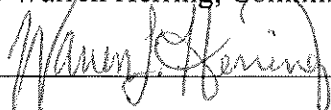
In Open Session, Chairman Herring announced that the Board had discussed personnel and litigation matters and had approved Stephanie Morgan as Chief of Staff at JMAA. Chairman Herring also stated that the Board had approved a settlement with Dale Partners.

At 8:26 p.m. Commissioner Lewis-Payton made a motion to adjourn which was seconded by Commissioner Jones and passed 4-0.

The meeting was adjourned.

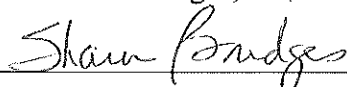
Respectfully submitted,

Mr. Warren Herring, Commissioner and Chairman



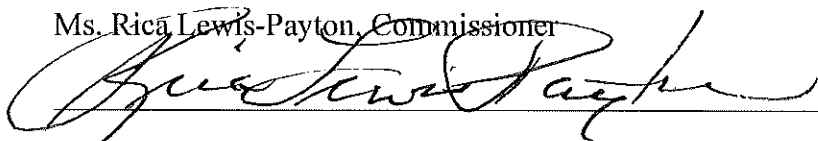
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Ms. Sharon Bridges, Commissioner and Vice Chairwoman



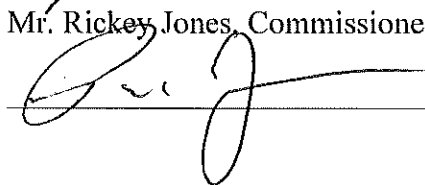
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Ms. Rica Lewis-Payton, Commissioner



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Mr. Rickey Jones, Commissioner



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