

REGULAR MEETING
OF
JACKSON MUNICIPAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS

October 27, 2008

The Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority" or "JMAA") met in the Main Terminal Building, Hawkins Field, in Jackson, Mississippi, at 4:00 p.m. on Monday, October 27, 2008 (the "Meeting"), pursuant to proper notice.

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

Chair George E. Irvin, Sr. presided, called the Meeting to order, and called the roll of Commissioners.

The following Commissioners were present in person at the Meeting.

Earle Jones
Johnnie P. Patton, R. Ph.
Dr. Sylvia Stewart

Chair Irvin noted that a quorum was present in person 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
Gary Cohen, JMAA Chief Financial Officer
Kenneth Randolph, JMAA Airport Police Commander
Denson Stasher, JMAA Director of Operations and Security
Woody Wilson, JMAA Vice President for Facilities
René Woodward, JMAA Director of Human Resources & Administration
Joyce Tillman, JMAA Facilities Engineer
Jack Weldy, JMAA Properties Manager
Arnetrius Reed Branson, JMAA Controller
Larry Davis, JMAA Compliance Analyst
Cindy Crotchett, JMAA Administrative Coordinator
Gary O'Quinn, JMAA
Alan Moore, Baker Donelson Bearman Caldwell & Berkowitz, P.C.
Jeff Wagner, Baker Donelson Bearman Caldwell & Berkowitz, P.C.
Chuck Lott, Neel-Schaffer, Inc.
Don Sittman, Sittman Aircraft Company

II. APPROVAL AND EXECUTION OF MINUTES.

- A. **Special Meeting of the Board on September 3, 2008.**
- B. **Open Session and Executive Session of Special Meeting of the Board on September 29, 2008.**
- C. **Open Session and Executive Session of Special Meeting of the Board on October 8-9, 2008.**
- D. **Open Session and Executive Session of Regular Work Session and Special Meeting of the Board on October 23, 2008.**

The Board considered the minutes of the Special Meeting on September 3, 2008; the Open Session and Executive Session of the Special Meeting on September 29, 2008; the Open Session and Executive Session of the Special Meeting on October 8-9, 2008; and the Open Session and Executive Session of the Regular Work Session and Special Meeting on October 23, 2008.

After discussion, upon motion duly made by Commissioner Patton, seconded by Commissioner Stewart, and unanimously approved by the affirmative votes of all Commissioners present (Commissioner Jones not being present at this time), the minutes were approved as presented and directed to be filed in the appropriate minute book and records of the Authority.

III. PUBLIC COMMENTS.

- A. **Commendation for Commissioner Sylvia Stewart.**

Chairman Irvin expressed his appreciation to Commissioner Sylvia Stewart for her outstanding service on the JMAA Board and for her leadership as Chair of the JMAA Board over the past year. Accordingly, upon motion duly made by Chairman Irvin, seconded by Commissioner Patton, and unanimously approved by the affirmative votes of all Commissioners present (Commissioner Jones not being present at this time), the Board adopted the following resolution.

RESOLUTION COMMENDING DR. SYLVIA STEWART FOR HER SERVICE AS CHAIR OF THE BOARD OF COMMISSIONERS OF THE JACKSON MUNICIPAL AIRPORT AUTHORITY IN 2007 - 2008

WHEREAS, the Jackson Municipal Airport Authority was created by the City of Jackson in accordance with Mississippi law to operate Jackson-Evers International Airport in Rankin County and Hawkins Field in Hinds County, Mississippi; and

WHEREAS, the Jackson Municipal Airport Authority is governed by a Board of Commissioners, each member of which is appointed by the Mayor of the City of Jackson and confirmed by the City Council of the City of Jackson to a five (5) year term; and

WHEREAS, having been appointed by the Mayor of the City of Jackson and confirmed by the City Council of the City of Jackson to three successive terms, Dr. Stewart has served on the Board of Commissioners of the Jackson Municipal Airport Authority from February 1997 through the present; and

WHEREAS, Dr. Stewart previously served as Chair of the Board of Commissioners of the Jackson Municipal Airport Authority from October 1999 until September 2001, and during that period, passenger enplanements more than doubled at Jackson-Evers International Airport, and there was a substantial increase in participation by minorities and women in all activities and business of the Jackson Municipal Airport Authority; and

WHEREAS, the Board of Commissioners of the Jackson Municipal Airport Authority elected Dr. Stewart to serve a second term as Chair of the Board of Commissioners from October 2007 through September 2008, and during that period, Dr. Stewart again provided outstanding leadership and vision to the Board of Commissioners and the Jackson Municipal Airport Authority; and

WHEREAS, Dr. Stewart's extraordinary devotion of time, wisdom, energy and talent on behalf of the Jackson Municipal Airport Authority has greatly enhanced the City of Jackson and the State of Mississippi and benefited the local, state and national airport industry;

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners and staff of the Jackson Municipal Airport Authority hereby express their deepest appreciation and thanks to Dr. Sylvia Stewart for her exemplary service on the Board of Commissioners of the Jackson Municipal Airport Authority.

On behalf of the Board and staff, Chairman Irvin and Mr. Vanderleest also presented Commissioner Stewart with a plaque with a picture of the Main Terminal Building at Jackson-Evers International Airport ("JEIA") at sunset, a framed picture of a butterfly, and a framed picture of a dragonfly, in honor of her commitment to the inclusion of art in the Main Terminal Building at JEIA.

Commissioner Stewart thanked Chairman Irvin, the Board, Mr. Vanderleest and the staff for the honor of serving on the Board and as Chair of the Board.

IV. REPORTS.

A. Chief Executive Officer.

1. Airport Project Manager Summary, Ending September 30, 2008.
2. Airport Activity Statistics Report, Ending September 30, 2008.

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 and various other projects with the Board. A copy of the Packet is attached as an exhibit to the minutes of the Meeting.

3. Employee Recognitions.

a. Employee of the Month.

- (1) October 2008: Gary O'Quinn, Systems Support Specialist, Department of Human Resources and Administration.

Mr. Vanderleest recognized and commended Mr. O'Quinn as Employee of the Month for October 2008.

b. Professional Development Recognitions.

- (1) Evelyn Baker, Public Safety Coordinator, Department of Public Safety.

- (a.) Achievement of Excellence, Airport News & Training Network.

Mr. Vanderleest introduced and commended Ms. Baker on receiving an Achievement of Excellence from the Airport News and Training Network.

B. Attorney.

Mr. Moore gave no report at this time.

V. ACTION ITEMS.

A. Financial Matters.

1. Financial Reports for September 2008: Accept.

- a. Balance Sheet.
b. Income Statement.

2. Claims Docket for September 2008: Approve.

Mr. Vanderleest discussed with the Board the Financial Reports for the Authority for the month of September 2008 and the Claims Docket for September 2008, as found in the Packet.

After discussion, upon motion duly made by Commissioner Stewart, seconded by Commissioner Patton, and unanimously approved by the affirmative votes of all Commissioners present (Commissioner Jones not being present at this time), the Board adopted the following resolution.

**RESOLUTION ACCEPTING FINANCIAL REPORTS FOR SEPTEMBER
2008 AND APPROVING AND AUTHORIZING PAYMENT OF CLAIMS
DOCKET FOR SEPTEMBER 2008**

WHEREAS, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") has reviewed and considered (i) certain financial statements for the Authority for the month and period ending September 30, 2008 (the "Financial Reports"), and (ii) the Claims Docket of the Authority for the month of September 2008 (the "Claims"), both the Financial Reports and the Claims being (i) included in the packet distributed to the Board prior to the October 27, 2008, 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 \$1,445,844.71.

B. Service Agreements.

1. JMAA Contract No. 346, Radio and Telephone Traffic Recording System Maintenance Agreement, JMAA: Approve Maintenance Agreement.

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 Patton, and unanimously approved by the affirmative votes of all Commissioners present (Commissioner Jones not being present at this time), the Board adopted the following resolution.

**RESOLUTION APPROVING AND AUTHORIZING NEGOTIATION AND
EXECUTION OF SERVICE AGREEMENT WITH PRECISION
COMMUNICATIONS**

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 negotiation and execution of an additional one year service agreement (the "Agreement") with Precision Communications ("Precision") to provide scheduled maintenance and service for certain emergency communications digital recording equipment at Jackson-Evers International Airport (the "Services"), as more particularly described in that certain memorandum dated October 14, 2008 (the "Memorandum"), a copy of which is (i) included in the packet distributed to the Board prior to the October 27, 2008, Regular Monthly Meeting of the Board and (ii) incorporated herein by reference; and

WHEREAS, the Board has reviewed the Memorandum and considered said 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 negotiation and execution of the Agreement with Precision to provide the Services, said 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.

Commissioner Earle Jones joined the Meeting at this time.

C. Construction Projects.

1. JMAA Project No. 021-08, Fire Protection Main Water Line at FAA Building, JEIA: Authorize Addendum to Professional Services Agreement; Authorize Advertisement for Bids.
2. JMAA Project No. 015-08, Contract No. 015-08-343, Runway 34L Safety Area Drainage Improvements, JEIA: Approve Change Order.
3. JMAA Project No. 016-07, Contract No. 016-07-324, Departure Canopy Refurbishment, JEIA: Approve Change Order.
4. JMAA Project No. 013-06, Modifications to FBO Building, JEIA: Approve Amended Letter Agreement with Mercury Air Centers – Jackson, LLC.

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

After discussion, upon motion duly made by Commissioner Patton, 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 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 the October 27, 2008, Regular Monthly Meeting of the Board (separately, each a "Memorandum;" collectively, the "Memoranda") and (ii) incorporated herein by reference; and

WHEREAS, the Board has reviewed the Memoranda and considered the recommendations 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 action:

1. The Board approves and authorizes (i) negotiation and execution of an Addendum (the “CCD Addendum”) to the Professional Services Agreement with Canizaro Cawthon Davis (“CCD”) to employ CCD to provide certain professional architectural and related services in connection with repairs to the main water line providing fire protection to the building leased to the Federal Aviation Administration at Jackson-Evers International Airport (the “CCD Project”), said CCD Addendum to be in such form and to contain such terms and conditions consistent with the foregoing and the Memorandum dated October 17, 2008, relating to this matter, as may be deemed appropriate by the Chief Executive Officer of the Authority as evidenced by his execution thereof; and (ii) publication of an advertisement for bids for the CCD Project.
2. The Board approves and authorizes execution and accomplishment of Change Order No. 1 to Contract No. 015-08-343 with Lyon Construction Co., Inc. for runway safety area drainage improvements at Jackson-Evers International Airport (“JEIA”), as more particularly described in the Memorandum dated October 14, 2008, relating to this matter.
3. The Board approves and authorizes execution and accomplishment of Change Order No. 2 to Contract No. 016-07-324 with U. S. Coating Specialties and Supplies, Inc. for refurbishment of the Departure Canopy at JEIA, as more particularly described in the Memorandum dated October 17, 2008, relating to this matter.
4. The Board approves and authorizes negotiation and execution of an amended letter agreement (the “Mercury Agreement”) with Mercury Air Center – Jackson, LLC (“Mercury”) in connection with funding for previously authorized improvements and renovations to the building at JEIA currently leased by Mercury, as more particularly described in the Memorandum dated October 21, 2008, relating to this matter.

D. Procurements.

1. Purchase of Boom Mower, HKS: Authorize Purchase.

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

**RESOLUTION APPROVING AND AUTHORIZING PURCHASE OF
BOOM MOWER**

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 purchase of a certain boom mower for Hawkins Field (the "Mower Equipment") from Deviney Equipment at a cost of \$28,319.00 in accordance with the purchase procedures of the Express Products List maintained by the Mississippi Department of Finance and Administration, as more particularly set forth in that certain memorandum dated October 14, 2008, a copy of which is (i) included in the packet distributed to the Board prior to the October 27, 2008, Regular Monthly Meeting of the Board (the "Memorandum") and (ii) incorporated herein by reference; and

WHEREAS, the Board has reviewed the Memorandum and considered said 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, the Board hereby does, approve and authorize the purchase of the Mower Equipment at a price of \$28,319.00 from Deviney Equipment in accordance with the purchase procedures of the Express Products List maintained by the Mississippi Department of Finance and Administration.

E. Lease and Concession Agreements.

No lease and concession agreements were discussed, and no action was taken on any lease or concession agreement, at the Meeting.

F. Other Matters.

There was no discussion or action regarding Other Matters 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 Patton, seconded by Commissioner Stewart, and unanimously approved by the affirmative votes of all Commissioners present, the Meeting was adjourned.

Respectfully submitted,

George E. Irvin, Sr., Chair

Dr. Glenda Glover, Vice Chair

Earle Jones

Johnnie P. Patton, R. PH.

Dr. Sylvia Stewart