

**MINUTES OF SPECIAL BOARD MEETING OF THE
JACKSON MUNICIPAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS**

JUNE 26, 2023

MINUTES

1. 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") held its June 26, 2023 Special Board Meeting in the Community Room of the Jackson-Medgar Wiley Evers International Airport ("JAN") in Jackson, Mississippi at 8:00 a.m. on Monday, June 26, 2023.

Chairman Herring presided, called the Meeting to order at 8:08 a.m., and called the roll of Commissioners. All Commissioners appeared via Zoom.

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

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, Chief Executive Officer of JMAA ("Beckett")
Regina Q. May, Esq., Board Counsel for JMAA ("May")
Steven G. Williams, Esq., Legal Officer for JMAA ("Williams")

II. Notice of the Meeting

Commissioner Lewis-Payton made a motion to approve the Notice which was seconded by Commissioner Jones and passed 4-0.

III. New Business - Payment of flood insurance premium

At this time Mr. Mark Merritte of Gallagher Insurance and LaToya Porter of Porter's Insurance addressed the Board about the upcoming renewal of JMAA's flood insurance policy. Mr. Merritte explained coverage. Ms. Porter also discussed the flood insurance and why it must be renewed separately from JMAA's regular property insurance coverage. The Commissioners discussed the idea of having both policies renew at the same time but it was ultimately decided to leave the renewals as is because of the complicated nature of the process. Chief Beckett asked for verification of coverage which Ms. Porter confirmed. Attorney May noted that the flood insurance premium would be due on Jul 9, 2023 and urged that payment be approved today. There was a brief discussion about whether to amend the Invoice Docket to add the flood insurance premium or whether to address the issue at an Emergency Board Meeting. Attorney May suggested that the Invoice Docket should be amended. The Commissioners followed her suggestion and decided to add payment of the flood insurance premium to the May 31, 2023 Invoice Docket. At this time there was also a discussion of to whom the insurance invoice should be sent and a brief discussion of the amount of the invoice. Chairman Herring made a motion to add the flood insurance to the Invoice Docket for May 31, 2023 which was seconded by Vice Chairwoman Bridges and passed 4-0.

IV. Approval of Invoice Docket for May 31, 2023

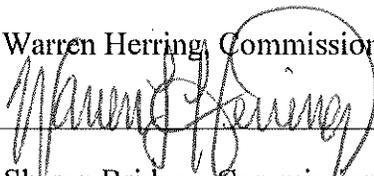
Vice Chairwoman Bridges asked about two invoices to Allen Engineering and requested the specifics of each including the project, the dates, the names, and the amounts. Ms. Beckett responded that Allen Engineering had sent detailed invoices and that she would provide them to the Commissioners. Commissioner Jones also stated that he wanted to see a detailed report from Allen Engineering. Ms. Beckett said that she would provide this at the July 6, 2023 Regular Board Meeting. At this time Attorney May cautioned the Commissioners that they were moving outside of the scope of this Special Board Meeting and the discussion was curtailed. Ms. Beckett then suggested that the Commissioners might want to table the discussion of Allen Engineering until the expanded scope could be approved by the Board. Chairman Herring agreed. Commissioner Jones requested a copy of the Allen Engineering contract as well as the Board Memo. Ms. Beckett said she would provide this information to all of the Commissioners. Vice Chairwoman Bridges asked about the expense for Mr. Eric Williams to attend the AAEE meeting. This expense was on the Invoice Docket in error and would be deleted. Vice Chairwoman Bridges also asked about expenses for training provided by Ken Weeden. Jana Greene offered to send information to the entire Board. Vice Chairwoman Bridges also requested a copy of the Board Memo supporting this contract and to see the scope. Ms. Beckett suggested tabling the payment to Weeden pending further research. She stated that she would have this information at the July 6, 2023 Regular Board Meeting. Commissioner Lewis-Payton requested a review of the Invoice Docket process. Chairman Herring and Vice Chairwoman Bridges agreed and suggested that all expenses should be verified at the Operations level and not at the Board level. Chairman Herring discussed scope creep and how to avoid it. Ms. Beckett said that she would work with the attorneys to craft language regarding additional services according to the vendor's area of expertise up to a dollar limit. This language would appear in the Board Memos as well as the actual contracts. At this time Commissioner Lewis-Payton made a motion to approve the Invoice Docket without the payments to Allen Engineering and Ken Weeden and adding the payment of the flood insurance premium. Vice Chairwoman Bridges seconded the motion and it passed 4-0.

At 9:10 a.m. Vice Chairwoman Bridges made a motion to adjourn which was seconded by Commissioner Lewis-Payton and passed 4-0.

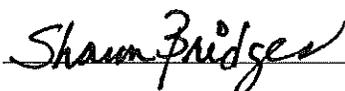
The meeting was adjourned at 9:11 a.m.

Respectfully submitted,

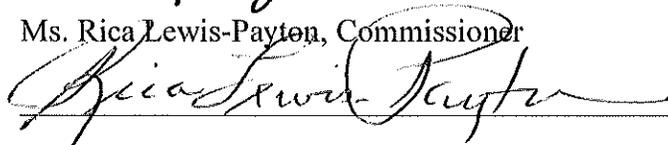
Mr. Warren Herring, Commissioner and Chairman



Ms. Sharon Bridges, Commissioner and Vice Chairwoman



Ms. Rica Lewis-Payton, Commissioner



Mr. Rickey Jones, Commissioner