

**SPECIAL MEETING  
OF THE BOARD OF DIRECTORS  
OF THE MISSISSIPPI AIRPORTS ASSOCIATION**

**December 4, 2023**

**BE IT REMEMBERED**, that the Board of Directors (the “Board”) of the Mississippi Airports Association (the “Association”) convened a special meeting (the “Meeting”) of the Board at 11:30 a.m. on December 4, 2023 at 4780 I-55 North, Suite 100, Jackson, Mississippi 39211, in accordance with Section 6.4.2 of the Bylaws of the Association.

**1. ROLL CALL AND DECLARATION OF QUORUM.**

President Kirkpatrick called the Meeting to order at 11:45 a.m. and called the roll of Directors. The following Directors participated in the Meeting:

Wes Kirkpatrick, President, Monroe County Airport  
Clay Williams, Vice-President, Gulfport- Biloxi Regional Airport Authority (via telephone)  
Mike Forster, Treasurer, Louisville-Winston County Airport (via telephone)  
Matt Dowell, Secretary, Golden Triangle Regional Airport Authority  
Rosa Beckett, Jackson Municipal Airport Authority  
Tommy Booth, Michael Baker International, Inc.  
Matt Owens, Laurel Airport Authority  
Tom Williams, Meridian Airport Authority (via telephone)

The following additional persons participated in the Meeting:

Jeff Orr, Federal Aviation Administration  
Josh Stubbs, Mississippi Department of Transportation  
Kathy Kenne, Tellōs Marketing, LLC, Executive Director  
Kirsten Shaw, Tellōs Marketing, LLC  
Jeff Wagner, Baker Donelson Bearman Caldwell & Berkowitz, PC, General Counsel

President Kirkpatrick noted that a quorum was present and declared that the Meeting was competent to proceed with the business identified on the Agenda attached to these Minutes as Attachment 1.

**2. APPROVAL OF SEPTEMBER 14, 2023 ANNUAL BOARD MEETING MINUTES.**

The first matter to come before the Board was consideration of the minutes of the Annual Meeting of the Board of Directors held on September 14, 2023. After discussion, upon motion duly made by Mr. Owens and seconded by Mr. Booth, the Board unanimously approved the Minutes of the Annual Meeting of the Board held on September 14, 2023. President Kirkpatrick directed that the Minutes be filed in the Minute Book of the Association.

### **3. PRESIDENT'S REPORT.**

President Kirkpatrick welcomed everyone to the meeting and thanked Kathy Kenne and Kirsten Shaw of Tellōs for hosting the meeting. President Kirkpatrick noted that Elton Jay has been experiencing some serious health issues and asked everyone to keep him in their thoughts and prayers.

President Kirkpatrick indicated that, as would be discussed in more detail later in the meeting, he had attended a meeting in Jackson with several other members of the Board concerning the Strategic Multimodal Investments Fund (SMIF) application form and process.

President Kirkpatrick further advised the Board that his primary objectives as President would be to continue to grow the Association through increased membership and to continue to emphasize the importance of airports and aviation to the wellbeing of the people of the state.

### **4. TREASURER'S REPORT.**

The next matter to come before the Board was the Treasurer's Report, a copy of which is attached to these minutes as Attachment 2. Mr. Forster noted that the Association's financial statements, at first glance, would tend to indicate that Association is not in as good of financial condition as it actually is. For example, the Association made up missed payments from 2022 to Tellos and Baker Donelson in 2023 which skews the Association's net income. In addition, a large membership payment is in process that is not reflected in the financial statements. Mr. Forster noted that, all-in-all, the Association is in good financial condition and well on its way to being able to pay its normal operating expenses solely from membership dues.

Mr. Forster indicated that in addition to being a great event, the Annual Conference was very good to the Association financially.

Following discussion, Ms. Beckett moved, and Mr. Dowell seconded, that the Board accept the Finance Report attached to these minutes as Attachment 2. There being no further discussion, President Kirkpatrick called for a vote on the matter with all Directors present voting in the affirmative.

### **5. EXECUTIVE DIRECTOR'S REPORT.**

Ms. Kenne noted that Tellōs had completed updating the Association's website. Everything on the website, including membership and contact information should be correct and up-to-date.

Ms. Kenne further noted that she had been invited to a recent meeting of the Mississippi Ports Council, the association for ports in the state. Ms. Kenne noted that the meeting was different from the Association's Board meetings and was very much lobbyist-run rather than being run by the officers of the Ports Council. Ms. Kenne noted that, typically, there is a dinner the night before and then the meeting the next day. The dinner portion of the event she attended was attended by Lieutenant Governor Hosemann and a representative of Senator Cindy Hyde Smith's

office. Ms. Keene noted that since the Ports Council does not have an annual meeting, Ports Council presents informational vignettes at each meeting to help keep their members informed.

## **6. COMMITTEE REPORTS.**

### **A. 2023 Annual Conference and Meeting.**

Ms. Kenne noted that the 2023 Conference was well attended and a big success for the Association. Ms. Kenne thanked Tom Williams and everyone from the City of Meridian that contributed to making the event a success.

### **B. 2024 Annual Conference and Meeting.**

Ms. Kenne reminded the Board that the 2024 Annual Conference will be in Tupelo, September 18-20, 2024, and noted that speaker suggestions would be appreciated.

### **C. 2025 Annual Conference.**

Ms. Kenne stated that possible locations for the 2025 Conference are under consideration, but it appears that the 2025 Conference will be in Hattiesburg.

### **D. Legislative Committee.**

Mr. Dowell advised the Board that the two main priorities for the Legislative Committee this coming year are (i) ensuring that airports are treated fairly in the SMIF processes and (ii) encouraging the Mississippi Department of Transportation (MDOT) to provide the local match for Airport Infrastructure Grants (AIG) much as it does for Airport Improvement Program (AIP) grants.

## **7. OLD BUSINESS.**

### **A. Strategic Multi-Modal Investments Fund.**

President Kirkpatrick advised the Board that he, Tom Williams and Jeff Wagner had attended a meeting of the Strategic Multimodal Investments Fund Advisory Board at MDOT with Clay Williams and Matt Dowell also participating by videoconference. The purpose of the meeting was to review the proposed application form for the SMIF. President Kirkpatrick noted that it appeared that MDOT intended to run the SMIF much as it had the Emergency Road and Bridge Repair (ERBR) program, with no limit on applications by each entity. In addition, it was clear that the application in its proposed form favored modes that moved large amounts of freight (*i.e.*, ports and rails) while failing to capture any important airport-related metrics. Mr. Kirkpatrick indicated that the Association would be given the opportunity to submit additional comments to the application form to address airport issues.

Mr. Stubbs confirmed that MDOT intends to run SMIF much the same as ERBR with scoring being much more metrics-driven than the legacy Multi-Modal Improvement Program. Mr. Stubbs further noted that scoring would be handled by the Planning Department at MDOT.

**8. NEW BUSINESS.**

**A. State Airport System Plan; Economic Impact Analysis.**

Mr. Booth noted that it was time for the state to consider updating the State Airport System Plan and Economic Impact Study which will probably cost \$1-1.5 million. Mr. Dowell noted that these are extremely valuable in talking to business about potentially locating in the state. Jeff Orr from the Federal Aviation Administration (FAA) indicated that the FAA may be able to program funds for this effort in FY2025.

**9. OTHER MATTERS.**

**A. Federal Aviation Administration.**

Mr. Orr noted that “Go Letters” had been issued for AIP and AIG projects and expected grant agreements to be issued in February. Mr. Orr noted, however, that funding would not be possible unless Congress passes a reauthorization act for the FAA.

Mr. Orr further noted that the deadline for submission of applications under the Federal Contract Tower Grant Program were due December 1, 2023. He expected those grants to be awarded early in 2024.

**B. Mississippi Department of Transportation.**

Mr. Stubbs noted that the Aeronautics/Rails section of the Intermodal Planning Department at MDOT has been approved for a new staff person.

Mr. Stubbs further noted that he had been contacted by the Aircraft Owners and Pilots Association (AOPA) which is planning a big celebration for its 85<sup>th</sup> year of existence and was seeking a proclamation from the Governor of each state. Mr. Stubbs indicated that he expected that the Association would be asked to contribute to the drafting of the proclamation to be signed by Governor Reeves.

Mr. Stubbs advised that the Wyoming Department of Transportation is performing a national survey of rates and charges. The survey will take from one to four hours to complete, but each participant in the study will have access to the results of the study.

**C. Legislative Report.**

Mr. Wagner advised the Board that the Mississippi Legislature convenes at noon on January 2, 2024 for a 125-day session. Mr. Wagner distributed the summary of important dates for the Legislature which is attached to these minutes as Attachment 3.

**ADJOURNMENT.**

There being no further business to come before the Meeting, upon motion duly made, seconded, and unanimously adopted, the Meeting adjourned at 1:15 p.m.

Respectfully submitted,

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Wes Kirkpatrick, President  
Mississippi Airports Association

**ATTACHMENT 1**

**AGENDA**

**MISSISSIPPI AIRPORTS ASSOCIATION  
SPECIAL MEETING OF BOARD OF DIRECTORS  
11:30 A.M., THURSDAY, DECEMBER 4, 2023  
4780 I-55 NORTH, SUITE 100  
JACKSON, MISSISSIPPI 39211**

1. Roll Call and Declaration of Quorum
2. Approval of Minutes of the Annual Meeting of the Board of Directors held on September 14, 2023
3. President's Report
4. Treasurer's Report
5. Executive Director's Report
6. Committee Reports
  - a. 2023 Annual Conference Committee
  - b. 2024 Annual Conference Committee
  - c. Legislative Committee
7. Old Business
  - a. Strategic Multimodal Investments Fund
8. New Business
9. Other Matters
  - a. MDOT Update
  - b. FAA Update
  - c. Legislative Update
  - d. Airport Updates
10. Adjournment

**ATTACHMENT 2**  
**FINANCIAL REPORT**



**Mississippi Airports Association**  
**Statement of Assets, Liabilities, & Fund Balance - Tax Basis**  
**As of September 30, 2023**

	30-Sep-21	<u>Sep 30, 2022</u>	<u>Sep 30, 2023</u>	<u>Variance</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1001 · Operating - Trustmark		\$ 63,478.15	\$ 50,394.87	
<b>Total Checking/Savings</b>		<u>\$ 63,478.15</u>	<u>\$ 50,394.87</u>	
<b>Total Current Assets</b>		<u>\$ 63,478.15</u>	<u>\$ 50,394.87</u>	
<b>TOTAL ASSETS</b>	\$ 46,880.00	<u>\$ 63,478.15</u>	<u>\$ 50,394.87</u>	\$ (13,083.28)
<b>LIABILITIES &amp; EQUITY</b>				
<b>Equity</b>				
3010 · Fund Balance	\$ 40,365.00	\$ 46,879.83	\$ 63,278.15	
Net Income	\$ 6,514.00	\$ 16,598.32	\$ (12,883.28)	
<b>Total Equity</b>	\$ 46,880.00	<u>\$ 63,478.15</u>	<u>\$ 50,394.87</u>	
<b>TOTAL LIABILITIES &amp; EQUITY</b>		<u>\$ 63,478.15</u>	<u>\$ 50,394.87</u>	\$ (13,083.28)
<b>Membership Dues</b>		\$ 43,200.00	\$ 37,250.00	\$ (5,950.00)
<b>Baker-Donelson</b>		\$ 25,000.00	\$ 35,000.00	\$ 10,000.00
<b>Tellos Retainer</b>		<u>\$ 11,000.00</u>	<u>\$ 13,000.00</u>	<u>\$ 2,000.00</u>

**Mississippi Airports Association**  
**Statements of Revenues & Expenses-Tax Basis**  
July through September 2023

	<u>Jul - Sep 23</u>	<u>Budget</u>	<u>Oct '22 - Sep 23</u>	<u>Annual Budget</u>	<u>Variance</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>5100 - Association Earned Revenues</b>					
5100.1 - Airport Membership Dues	500.00	10,875.00	37,250.00	43,500.00	(6,250.00)
5100.2 - Corporate Membership Dues	6,000.00	1,875.00	6,250.00	7,500.00	(1,250.00)
5100.3 - Student Membership Dues	0.00	12.50	0.00	50.00	(50.00)
<b>Total 5100 - Association Earned Revenues</b>	<u>6,500.00</u>	<u>12,762.50</u>	<u>43,500.00</u>	<u>51,050.00</u>	<u>(7,550.00)</u>
<b>5200 - Conference Earned Revenues</b>					
5200.1 - Presidential Sponsor	20,000.00	2,437.50	20,000.00	9,750.00	10,250.00
5200.10 - Golf Fees Income	1,853.00	285.00	1,853.00	1,140.00	713.00
5200.11 - Shoot Fees Income	630.00	375.00	630.00	1,500.00	(870.00)
5200.12 - Shirt Sales	405.00	0.00	405.00	0.00	405.00
5200.13 - Online Fees Income	150.71	0.00	150.71	0.00	150.71
5200.14 - Miscellaneous	566.00	125.00	566.00	500.00	66.00
5200.2 - Platinum Sponsor	10,641.00	562.50	10,641.00	2,250.00	8,391.00
5200.3 - Gold Sponsor	10,750.00	2,500.00	10,750.00	10,000.00	750.00
5200.4 - Silver Sponsor	9,000.00	2,500.00	9,230.00	10,000.00	(770.00)
5200.6 - Exhibitor	7,500.00	1,125.00	7,500.00	4,500.00	3,000.00
5200.7 - Attendee Registration	17,650.00	3,500.00	17,650.00	14,000.00	3,650.00
5200.8 - Spouse Registration	1,500.00	500.00	1,500.00	2,000.00	(500.00)
<b>Total 5200 - Conference Earned Revenues</b>	<u>80,645.71</u>	<u>13,910.00</u>	<u>80,875.71</u>	<u>55,640.00</u>	<u>25,235.71</u>
<b>Total Income</b>	<u>87,145.71</u>	<u>26,672.50</u>	<u>124,375.71</u>	<u>106,690.00</u>	<u>17,685.71</u>
<b>Expense</b>					
<b>8600 - Association Expenses</b>					
8600.1 - Professional Fees	0.00	4,181.25	0.00	16,725.00	16,725.00
8600.2 - Accounting Fees	785.00	411.25	1,460.00	1,645.00	185.00
8600.3 - Legal Fees	7,500.00	7,500.00	35,000.00	30,000.00	(5,000.00)
8600.4 - Office Expenses					0.00
8600.A - Supplies	0.00	0.00	156.94	0.00	(156.94)
8600.B - Telephone	299.86	0.00	903.63	0.00	(903.63)
8600.C - Postage/Shipping/PO Box Rental	19.15	0.00	249.24	0.00	(249.24)
8600.D - Printing	0.00	0.00	1,038.21	0.00	(1,038.21)
8600.E - Travel	221.06	0.00	1,357.23	0.00	(1,357.23)
8600.F - Meals	8.34	0.00	259.69	0.00	(259.69)
8600.G - Miscellaneous	10.00	0.00	10.00	0.00	(10.00)
8600.4 - Office Expenses - Other	0.00	895.00	0.00	3,580.00	3,580.00
<b>Total 8600.4 - Office Expenses</b>	<u>558.41</u>	<u>895.00</u>	<u>3,974.94</u>	<u>3,580.00</u>	<u>(394.94)</u>
8600.5 - Website	2,277.78	1,325.00	4,217.03	5,300.00	1,082.97
8600.6 - Sponsorships	50.00	625.00	550.00	2,500.00	1,950.00
8600.7 - Board Insurance	1,286.00	321.50	1,286.00	1,286.00	0.00
8600.8 - Tellos Management Fee	5,231.25	0.00	21,300.00	0.00	(21,300.00)
8600.9 - Miscellaneous	0.00	125.00	0.00	500.00	500.00
<b>Total 8600 - Association Expenses</b>	<u>17,688.44</u>	<u>15,384.00</u>	<u>67,787.97</u>	<u>61,536.00</u>	<u>(6,251.97)</u>
<b>8700 - Conference Expenses</b>					
8700.1 - Professional Fees	956.25	3,000.00	1,443.75	12,000.00	10,556.25
8700.10 - Sponsor Plaques	1,381.64	125.00	1,381.64	500.00	(881.64)
8700.11 - Golf	3,118.39	350.00	3,422.41	1,400.00	(2,022.41)
8700.12 - Shoot	646.50	375.00	646.50	1,500.00	853.50
8700.13 - Shirts	1,181.20	282.25	1,181.20	1,129.00	(52.20)
8700.14 - Hotel	0.00	162.50	0.00	650.00	650.00
8700.15 - Mileage	507.46	125.00	884.75	500.00	(384.75)
8700.16 - Meals	330.69	538.50	420.35	2,154.00	1,733.65
8700.17 - Insurance	226.95	75.00	1,512.95	300.00	(1,212.95)
8700.18 - Speakers	856.80	62.50	856.80	250.00	(606.80)
8700.19 - Postage/Shipping	0.65	50.00	6.53	200.00	193.47
8700.2 - Host Venue & Catering	34,863.20	1,500.00	40,208.73	6,000.00	(34,208.73)
8700.20 - Tellos Management Fee	4,000.00	0.00	13,000.00	0.00	(13,000.00)
8700.21 - Miscellaneous	302.74	125.00	528.71	500.00	(28.71)
8700.3 - Audiovisual	0.00	175.00	0.00	700.00	700.00
8700.4 - Exhibitor Setup	0.00	125.00	0.00	500.00	500.00
8700.5 - Offsite Event	0.00	6,250.00	0.00	25,000.00	25,000.00
8700.6 - Printing/Design	0.00	250.00	1,510.32	1,000.00	(510.32)
8700.7 - Name Badges	0.00	75.00	0.00	300.00	300.00
8700.8 - Transportation	1,050.00	550.00	1,050.00	2,200.00	1,150.00
8700.9 - Spouses' Outing	795.02	437.50	1,416.38	1,750.00	333.62
<b>Total 8700 - Conference Expenses</b>	<u>50,217.49</u>	<u>14,633.25</u>	<u>69,471.02</u>	<u>58,533.00</u>	<u>(10,938.02)</u>
<b>Total Expense</b>	<u>67,905.93</u>	<u>30,017.25</u>	<u>137,258.99</u>	<u>120,069.00</u>	<u>(17,189.99)</u>
<b>Net Ordinary Income</b>	<u>19,239.78</u>	<u>-3,344.75</u>	<u>-12,883.28</u>	<u>-13,379.00</u>	<u>(495.72)</u>
<b>Net Income</b>	<u>19,239.78</u>	<u>-3,344.75</u>	<u>-12,883.28</u>	<u>-13,379.00</u>	<u>(495.72)</u>

**ATTACHMENT 3**  
**LEGISLATIVE REPORT**

## 2024 LEGISLATIVE SESSION

- Legislature convenes at 12:00 noon on January 2, 2024 (125-day session)
- Sine Die May 5, 2024
- As a result of the extra 35 days in this session, deadlines are slightly more relaxed than short in sessions. Key Deadlines:
  - Introduction of bills originating in own house – February 14, 2024
  - Committee reports on bills originating in own house – March 5, 2024
  - Floor action on bills originating in own house – March 14, 2024
  - Deadline for floor actions on revenue and appropriations bills originating in own house – March 27, 2024
  - Committee reports on bills originating in other house – April 2, 2024
  - Floor action on bills originating in other house – April 10, 2024
  - Deadline for floor actions on revenue and appropriations bills originating in other calendar – Important house – April 18, 2024