

MISSISSIPPI PORT AUTHORITY
BOARD OF COMMISSIONERS

REGULAR MEETING

September 22, 2017

Minutes of the Mississippi State Port Authority Board of Commissioners Meeting,
Friday, September 22, 2017 at 2510 14th Street, Suite 1450, Gulfport, Mississippi at
which the following Commissioners and staff were present:

Commissioners: Robert J. Knesal, President
James C. Simpson, Jr., Vice-President
John Rester, Secretary
Jack Norris, Treasurer

Staff: Jonathan Daniels, Executive Director/CEO
Matthew Wypyski, Chief Operating Officer
John Webb, Director of Engineering
Kim Purchner, Executive Asst./HRO
Mel Arsenault, Director of External Affairs
Nick Foto, Deputy Program Manager
DeeDee Wood, CFO
Shawn Meyer, Director of Operations
Kim Aguillard, Marketing & Media Manager
Gary Pitcovich, Interim Crane Manager
Carlos Bell, Director of Community Affairs
Matt Gabbett, Deputy Director of Operations

Ben Stone, Legal Counsel
David Duhe, Legal Counsel

Others: Philip Carter, MDA
Richie Ashley, Neel-Schaffer
Brian Smith, Watkins & Eager
Damon Torricelli, Neel Schaffer, Inc.
Pastor Chris O'Brian, Seaman's International
Michael Sheely, CH2MHill
Bob Burns, CH2MHill
Maddie Costelli, Simpkins & Costelli
Michael Costelli, Simpkins & Costelli
Lillian Jenkins, Horne
Glenn Cobb, PCO
Charlotte Miller, Hilton Properties
Chris Williams, BMA, Inc.
Duane Wilson, Chemours
Cindy Lamb, Pickering Engineering
Howard Page, Steps Coalition
Cathy Beeding, Island View
Tom Wells, Waldemar S. Nelson & Co.
Randall Love, TL Wallace
Robert Boone, RLB, LLC

Commissioner Knesal noted the presence of a quorum and called the meeting to order at approximately 8:30 a.m.

The Pledge of Allegiance was led by Commissioner Knesal.

The invocation was led by Pastor Chris O'Brian, Seaman's Center.

PUBLIC COMMENTS:

Howard Page, Steps Coalition invited the Commission to attend Steps' Annual Meeting @ USM from 4-7 on September 28, 2017. He also commented on the retained jobs number that was recently discussed with MDA.

Cathy Beeding, Island View gave a construction update on their new casino, located south of Hwy 90. Despite the weather, they are still on schedule to open in the early summer of 2018.

Commissioner Rester moved to approve the August 17th Minutes and the September 11th Minutes. Commission Simpson seconded and the motion was unanimously approved.

Commissioner Rester moved to approve travel requests as submitted. Commissioner Simpson seconded and the motion was unanimously approved.

Commissioner Simpson moved to approve the disbursements listed below. Commissioner Rester seconded and the motion was unanimously approved.

DISBURSEMENTS THROUGH AUGUST 31, 2017
BILLS FOR THE MONTHS OF AUGUST AND SEPTEMBER 2017 APPROVED AND PAID
FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK#	VENDOR	DESCRIPTION	CHK AMT
52457	Jonathan Daniels	Business and Travel Expenses	52.74
52509	Kentwood Springs	Drinking Water/Sqwincher Drinks for Maint.	585.83
52510	AFLAC	Employee Deductions	1,227.20
52511	AGJ Systems & Networks, Inc.	Computer Equipment and Services	1,761.98
52512	Anytime Portables, LLC	Portable Restroom Services	200.00
52513	AT&T	Relocate Aerial Cable	11,588.00
52514	Barefield Workplace Solutions, Inc.	Office Supplies	108.50
52515	Cable One, Inc.	Cable Services	105.81
52516	Chancellor, Inc.	Fuses for STS Cranes	220.00
52517	Sun Coast Business Supply	Office Supplies	300.52
52518	State School Insurance Fund	Employee Deductions	13,251.36
52519	DFA - Office of Insurance	Unemployment Insurance	2,593.00
52520	DLA Printing & Promo's	Accounts Payable Checks	558.65
52521	ESL Power Systems, Inc.	Replacement Receptacles for Reefer Plugs	1,150.67
52522	Federal Express Corp.	Express Mail Services	126.86
52523	Fuelman	Fuel for MSPA Vehicles	548.46
52524	Grainger, Inc.	Maintenance Supplies	329.35
52525	Guardian	Employee Dental Deductions	1,163.67
52526	Hancock Bank	September Lease Suite 1450	

			23,168.31
52527	Hancock Bank	Employee Badge	10.00
52528	Kalmar USA, Inc.	LED Lights and Buffer for STS Cranes	2,578.82
52529	Ladner Appraisal Group, Inc.	Property Appraisal	4,200.00
52530	Lands' End, Inc.	Employee Shirts	841.95
52531	Louis Smith Construction	Modify Traveling Hopper	4,500.00
52532	Lowe's Home Center, Inc.	Maintenance Supplies	142.43
52533	Maximum Auto Parts	Automotive Supplies	823.26
52534	Mississippi Utilities Supply	Parts to Repair Water Pits on Docks	1,423.35
52535	MS Dept. of Human Services CRDU	Employee Deductions	156.00
52536	MS Gulf Coast Chamber of Comm.	Sponsor 39th Annual Salute to the Military	2,000.00
52537	MS Pub. Employees Credit Union	Employee Deductions	320.00
52538	MS Society of CPAs	Membership Dues	150.00
52539	MS State Tax Commission	Employee Deductions	7,111.00
52540	Hurricane Electronics	UHF Radio	391.14
52541	Ports America, Inc.	Draying Dole Containers	35,874.45
52542	It's Promo Time	Promotional Items	1,035.24
52543	Puckett Machinery Company	Oil Sample Kits for STS Cranes	1,940.00
52544	Redd Pest Solutions	Pest Control Services	90.00
52545	RJ Young Company, Inc.	Printer Maintenance Agreements	576.69
52546	Rose Office Systems, Inc.	Construction Trailer Rentals	3,031.00
52547	Rotary Club of Gulfport	Dues and Expenses	454.00
52548	Sage Software, Inc.	Payroll Software Annual Renewal	1,249.48
52549	Sam's Wholesale	Supplies for Port Appreciation Day	367.45
52550	Security Blanket, Inc.	Service Call to Repair Phone System	140.00
52551	Shred-It USA, LLC	Document Shredding	60.89
52552	Southern Admin. and Benefits	Monthly Service Fee	200.00
52553	Specialty Hose & Fabrication	Tubing for Oil Samples on STS Cranes	32.00
52554	Swetman Security Services, Inc.	Security Guard Services	47,084.08
52555	Terex Global GmbH	Repair Parts for Gottwald Crane #42	1,723.96
52556	United Way of South MS, Inc.	Employee Deductions	221.00
52557	Vision Service Plan	Employee Deductions	174.68
52558	Dale Waltman	Reimburse for Dental Insurance Premium	67.40
52559	Wright National Flood Ins.	Insurance for Operations Building	13,295.00
CHECK DATED 8/25/17 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
52456	Matthew Wypyski	Business Expense	37.48
TRANSFERS			
8/10/17	Deferred Compensation	Employee Deductions	970.00
8/18/17	Federal Tax Deposit	Payroll Tax Deposit	24,024.40
8/24/17	Public Employment Retirement	Retirement Match and Withheld	48,907.89
			<u>\$ 265,245.95</u>

FINAL CHECKLIST FOR SEPTEMBER 22, 2017
 BILLS FOR THE MONTHS OF AUGUST AND SEPTEMBER 2017 APPROVED AND PAID
 FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK#	VENDOR	DESCRIPTION	CHK AMT
52564	Kentwood Springs	Drinking Water	258.98
52565	AFLAC	Employee Deductions	1,147.64
52566	AGJ Systems & Networks, Inc.	Monthly Computer Services	3,940.00
52567	Kim Aguillard	Reimb. SPRF Award Entry	65.00
52568	AirGas Gulf States	Oxygen Cylinder Rental	43.47
52569	Neopost USA, Inc.	Postage Machine Rental	140.18
52570	AT&T	Telephone Services	1,811.13
52571	Carlos Bell	Reimb. for Port Appreciation Day Supplies	8.69
52572	Ben Nelson Golf & Utility Vehicles	Windshield for Cushman Hauler	1,065.00
52573	Boot Outlet, LLC	Employee Work Boots	1,124.55
52575	Cable One, Inc.	Cable Services	105.81
52576	Card Services	Travel Expenses and Registration Fees	871.20
52577	Card Services	Travel Expenses	3,903.82
52578	Card Services	Office Equipment and Office Supplies	765.14
52579	CDW Government	Design Software Renewal	1,578.96
52580	City of Gulfport	Water	7,891.16
52581	Sun Coast Business Supply	Office Supplies	297.45
52582	Core Logistical Solutions, LLC	Repair Roll Up Doors in Warehouse 2	12,919.35
52583	C Spire Wireless	Radio/Cell Phone Services	1,256.57
52584	Jonathan Daniels	Travel Expenses	202.50
52585	State School Insurance Fund	Employee Deductions	16,497.66
52587	Eagle Energy, Inc.	Hydraulic Oil for STS Cranes	24,679.25
52588	East Beach Specialties, Inc.	Promotional Items	725.00
52589	Emerald TC, LLC	Computer Services	92.50
52590	Federal Express Corp.	Express Mail Services	167.55
52591	Grainger, Inc.	Maintenance Supplies and Tools	1,107.49
52592	Great Southern Club	Monthly Dues and Business Expenses	406.38
52593	Guardian	Employee Dental Deductions	1,479.97
52594	Gulfport High Admiral Club	Stadium Sign Advertisement	500.00
52595	Hancock Bank	October Lease	23,168.31
52596	Hancock Bank	Employee Badge	10.00
52597	Hancock Bank	Employee Badge	10.00
52598	Harbor Square Parking Garage	Quarterly Parking	3,622.65
52599	Logista	Computer Services	875.00
52600	Isco Metals & Supply, LLC	Steel Plate to Cover Hole on Shed 53 Dock	1,150.00
52601	Newell Paper Co.	Janitorial Supplies	559.80
52602	Robert J. Knesal	Per Diem	120.00
52603	Lowe's Home Center, Inc.	Refrigerator for Seaway Property	474.05
52604	MS Development Authority	Services for Argentina/Peru Trade Mission	1,142.50
52605	MS Dept. of Human Services	Employee Deductions	156.00
52606	MS Power Company	Electricity	87,354.13
52607	MS Pub. Employees Credit Union	Employee Deductions	320.00
52608	Negrotto's	Picture Framed for Executive Offices	474.99
52609	Jack Norris	Per Diem	120.00
52610	Pass Road Mini Storage, LLC	Rental on Storage Unit	150.00
52611	Ports America, Inc.	Draying Dole Containers	17,545.31
52612	Legal Shield	Employee Deductions	30.91
52613	RJ Young Company, Inc.	Copier Maintenance Agreements	879.24
52614	Eluse J. Roberts	Per Diem	80.00

52615	Shred-It USA, LLC	Document Shredding Services	181.52
52616	James C. Simpson, Jr.	Per Diem	80.00
52617	Southern Printing & Silkscreen	Signs, Tent Decals and Staff Shirts	751.00
52618	Specialty Hose & Fabrication	Repair Parts for STS Cranes	207.64
52619	Stewart Sneed Hewes, Inc.	FY18 Insurance	2,544,684.12
52620	Sun Herald	Annual Newspaper Subscription	312.00
52621	Swetman Security Services, Inc.	Security Guard Services	23,435.06
52622	Vulcan Materials Finance Co.	Crushed Limestone	2,893.41
52623	WalMart Community	Chairs for Seaway Property	137.62
52625	Waste Management	Waste Removal Services	539.40
52627	Matthew Wypyski	Travel Expenses	1,363.75
CHECKS DATED 9/8/17 AND RELEASED PRIOR TO THE MEETING			
52560	Chuck Graham	Reimb. for Crane Repair Parts	192.56
52561	Matthew Wypyski	Business and Travel Expenses	847.28
CHECKS DATED 9/18/17 AND RELEASED PRIOR TO THE MEETING			
52562	MS Dept. of Human Services	Employee Deductions	156.00
52563	MS Pub. Employees Credit Union	Employee Deductions	320.00
TRANSFERS			
09/01/17	Deferred Compensation	Employee Deductions	970.00
09/01/17	Federal Tax Deposit	Payroll Tax Deposit	24,978.20
09/15/17	Deferred Compensation	Employee Deductions	970.00
09/15/17	Federal Tax Deposit	Payroll Tax Deposit	23,994.83
09/18/17	MS Department of Revenue	August Sales Tax Payment	10,403.81
		Total	<u>\$2,860,713.49</u>

Commissioner Rester moved to approve the Port User Licenses, pending receipt of all fees and insurance documents. Commissioner Norris seconded and the motion was unanimously approved.

The following items were approved:

RENEWAL LICENSES:

Vendor: Ship Supply of FL, dba Alliance Supply Management;
Henry Marine Service, Inc.; Vulcan Materials

Steamship Agent: Christian Bay Shipping, dba Fillette Green Shipping
Agency; Wilhelmsen Ship Service

Tug Boat Companies: Matthews Brothers, Inc.

Commissioner Norris moved to approve the following progress payments: Balch & Bingham (\$92,986.04); BMA (\$22,908.74); Digital Engineering (\$8,680.00); Walters Diving & Marine (\$69,392.16); and YAJV (\$13,936.00). Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Rester moved to approve RFC # 183 to Necaise Brothers Construction for a total of \$1,602,988.60. Commissioner Simpson seconded and the motion was unanimously approved.

OLD BUSINESS:

Commissioner Rester moved to approve the following Amendments that de-obligate funds in order to close out the task orders.

- Amendment 10 to Task Order 22 with Neel Schaffer; Contract No. 010-HUD-001 <\$15,363.71>
- Amendment 3 to Task Order 44 with Neel Schaffer; Contract No. 010-HUD-001 < \$49,246.42>
- Amendment 1 to Task Order 18 with YAJV; Contract No. 010-HUD-006 <\$685.00>
- Amendment 2 to Task Order 8 with CDM Smith; Contract No. 010-HUD-012 <\$26.28>
- Amendment 9 to Task Order 7 with Atwell & Gent; Contract No. 010-HUD-013 <\$399.83>

Commissioner Simpson seconded and the motion was unanimously approved.

Commissioner Norris moved to approve Amendment No. 1 to Task Order No. 22 with YAJV under Contract No. 010-HUD-006. Amendment No. 1 adds 211 days and increases costs by \$187,050.21. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Simpson moved to approve Amendment No. 1 to Task Order No. 15 with Atwell & Gent under Contract No. 010-HUD-013. Amendment No. 1 adds 211 days with no change in costs. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Simpson moved to approve Amendment No. 6 to Task Order No. 30 with Neel Schaffer under Contract No. 010-HUD-001. Amendment No. 6 adds 92 days with no change in costs. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Simpson moved to approve Amendment No. 1 to Task Order No. 46 with Neel Schaffer under Contract No. 010-HUD-001. Amendment No. 1 adds 211 days with no change in costs. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Norris moved to approve Amendment No. 1 to Task Order No. 25 with Thompson Engineering under Contract No. 010-HUD-002. Amendment No. 1 adds 211 days with no change in costs. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Rester moved to approve Amendment No. 1 to Task Order No. 18 with QES, Inc. under Contract No. 010-HUD-003. Amendment No. 1 adds 211 days with no change in costs. Commissioner Simpson seconded and the motion was unanimously approved.

Commissioner Simpson moved to approve Change Order No. 2 to Contract No. 017-HUD-039 with J.O. Collins. Change Order No. 2 increases costs by \$79,725.37 with no change in schedule. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Simpson moved to approve Change Order No. 13 to Contract No. 015-HUD-026 with Necaise Brothers. Change Order No. 13 decreases costs by \$45,323.75. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Rester moved to approve Modification No. 6 to Task Assignment No. 5 with BMA, Inc. under Contract No. 013-EN-02. Modification No. 6 adds \$178,530.00 for tenant requested improvements to the silo project. Commissioner Simpson seconded and the motion was unanimously approved.

NEW BUSINESS:

Commissioner Simpson moved to approve Work Order No. 2 with Digital Engineering under Contract No. 17-EN-04. Work Order No. 2 has a not to exceed amount of \$160,737.00 for the replacement of the old timber fender system on the East Pier. Commissioner Norris seconded and the motion was unanimously approved.

Commissioner Rester moved to authorize the advertisement for bid the purchase of a street sweeper. Commissioner Simpson seconded and the motion was unanimously approved.

PORT RESTORATION UPDATE:

Nick Foto, Deputy Program Manager gave a status update on current projects.

OPERATIONS REPORT:

Matthew Wypyski, Chief Operating Officer, reported on the maritime activity for August:

Vessels	33		Vehicles	16,592
Tugs	28		Railcar Count	988
Barges	21		TEU's	20,483
			Tonnage (short tons)	268,841

The railcar count is the highest on record and the tonnage count was a 12% increase over July's count.

It was announced that Chuck Graham, the Crane Manager will terminate his employment with the Port on October 13th to pursue other interests and the existing Asst. Crane Manager, Gary Pitcovich, will be named Interim Crane Manager until an employment search has taken place. Mr. Wypyski commented on the outstanding job that Mr. Graham has done in putting together the Crane Department and with the acceptance of the new cranes.

Matthew Gabbett was introduced as the new Deputy Director of Operations.

Matthew Wypyski, Deputy Director and Shawn Meyer, Director of Operations attended the National Port Readiness Conference in Baltimore. All military divisions were present along with a number of ports.

EXECUTIVE DIRECTOR'S COMMENTS:

In reference to Mr. Wypyski's comments about the National Port Readiness Conference, the Port of Gulfport held its first Strategic Port activity in July. All reports from that operation were stellar. We appear to be one of the busier strategic ports and there is a plan to use us quite a bit during the first quarter of 2018.

The Marine Research Facility is coming along very well and there is a good deal of talk about a Hatchery.

Director Daniels was in Istanbul, Turkey last week and met with a great company that we hope to do future work with.

GENERAL COUNSEL'S COMMENTS:

Ben Stone had no comments.

MDA'S COMMENTS:

Philip Carter had no comments.

COMMISSIONER COMMENTS:

There were no Commissioner comments.

Commissioner Rester moved to close the meeting to discuss the need for an Executive Session. Commissioner Simpson seconded and the motion was unanimously approved.

Commissioner Rester moved to enter Executive Session to discuss a legal matter (litigation) and a lease matter (Island View). Commissioner Simpson seconded and the motion was unanimously approved.

(THE BOARD OF COMMISSIONERS ENTERED INTO EXECUTIVE SESSION AT APPROXIMATELY 9:20 A.M.)

Commissioner Norris moved to come out of Executive Session. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Knesal stated that no action took place during Executive Session.

Commissioner Norris moved to adjourn. Commissioner Simpson seconded and the motion was unanimously approved.

The meeting adjourned at approximately 10:45 a.m.

Approved and Attested



Robert J. Knesal
President



John Rester
Secretary