MISSISSIPPI PORT AUTHORITY

BOARD OF COMMISSIONERS

REGULAR MEETING

August 27, 2015

Minutes of the Mississippi State Port Authority Board of Commissioners Meeting, Thursday, August 27, 2015, 2510 14th Street, Suite 1500, Gulfport, Mississippi at which the following Commissioners and staff were present:

Commissioners:	Jack Norris, President E.J. Roberts, Vice-President Robert J. Knesal, Secretary James C. Simpson, Jr., Treasurer John Rester, Commissioner
Staff:	Jonathan Daniels, Executive Director/CEO Matthew Wypyski, Chief Operating Officer John Webb, Director of Engineering Kim Purchner, Executive Assistant/HRO Mary Bourdin, Director of Finance Mel Arsenault, Director of Compliance Carlos Bell, Director of Community Relations/Marketing Dale Waltman, Director of Operations Nick Foto, Deputy Program Manager Kim Aguillard, Community Relations/Marketing Specialist Shawn Meyer, Deputy Operations Director Ben Stone, Legal Counsel David Duhe, Legal Counsel
Others:	Duane Wilson, DuPont Phillip Carter, MDA Howard Page, Steps Coalition Randall Love, T.L. Wallace Shorty Sneed, Stewart Sneed Hewes Chris Williams, BMA Richie Ashley, Neel-Schaffer Todd Bradford, YAJV Bob Burns, CH2MHill Avery Windham, Hilton Garden Inn Casey McConnell, YAJV Robert Boone, RLB, LLC Damon Torricelli, Neel-Schaffer, Inc. Stephen Saussy, T.L. Wallace Lillian Jenkins, Horne Tom Espy, Strategic Systems, Inc. Veronica Woods, Strategic Systems, Inc. Bonnie Sine, Nextaff Greg Schruff, SSA Dax Alexander, Brown, Mitchell & Alexander Christie Thomason, Nextaff Truck Casey, City of Gulfport Kym Davis, YAJV Ben Clark, Ports America

Mark Schloegel, SSH
Anna Gibson, Watkins Eager
Crystal Taylor, Hampton Inn & Suites
Stephen B. Simpson, DKS
James Crowell, Biloxi NAACP

Commissioner Norris 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 Norris.

A moment of silence was taken in remembrance of Hurricane Katrina.

PUBLIC COMMENTS:

Howard Page, Steps Coalition addressed the Commission regarding his concern for job creation and public access to fishing.

Lisa Floyd-Etienne, Gulfport Job Corps Center, presented an award to Mel Arsenault, MSPA Director of Compliance, for her dedication and efforts toward the youth and their program.

A report was given by Dr. Monty Graham, USM – Division of Marine Science, regarding their vessel, the Point Sur.

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Commissioner Rester moved to approve the July 23rd Minutes. Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Simpson moved to approve travel (August 11-13/Graham, Pitcovich to Baltimore, MD; August 11-12/Daniels to Houston, TX; August 19-20/Daniels to Jackson, MS; September 1-2/Daniels, Wypyski + BOC to Cut Off, LA; September 8-9/Daniels, Norris to Washington, DC; Sept. 19-26/Daniels to Germany, Nicaragua, Costa Rica; Sept. 20-23/Aguillard to Point Clear, AL). Commissioner Knesal seconded and the motion was unanimously approved.

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

DISBURSEMENTS THROUGH AUGUST 20, 2015
BILLS FOR THE MONTHS OF JULY AND AUGUST 2015 APPROVED AND PAID
FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK#	VENDOR	DESCRIPTION	CHK AMT
49838	AFLAC	Employee Deductions	1,397.33
49839	AirGas Gulf States	Oxygen Cylinder Rental	34.08
49840	Alexander, Van Loon, Sloan	FY 2015 Internal Control Final Audit	7,840.75
49841	Anytime Portables, LLC	Portable Restroom Services	720.00
49842	Card Services	Travel Expenses	1,186.60
49843	Card Services	Travel Expenses	300.64
49844	City of Gulfport	Water	14,492.17
49845	C Spire Wireless	Radio/Cell Phone Services	1,968.96
49846	Jonathan Daniels	Travel Expenses	482.33
49847	Nelson Davis	Reimb. for Windshield Broken by Grounds	171.20
49848	State School Insurance Fund	Employee Deductions	12,577.78
49849	Federal Express Corp.	Express Mail Services	302.83
49850	Fuelman	Fuel for MSPA Vehicles	498.78

49851	Chuck Graham	Travel Expenses	673.89
49852	Guardian	Employee Dental Deductions	1,156.72
49853	Gulf Coast Business Supply, Inc.	Toner Cartridges	155.98
49854	Logista	Computer Services and Equipment	1,515.25
49855	Lowe's Home Center, Inc.	Maintenance Supplies	638.99
49856	Maritime Defense Strategy, LLC	Security Training	3,650.00
49857	Maximum Auto Parts	Maintenance Supplies	34.99
49858	MicroTechnologies, LLC	Software Renewals	1,141.98
49859	MS Dept. of Human Services CRDU	Employee Deductions	304.45
49860	MS Power Company	Electricity	30,716.43
49861	MS Pub. Employees Credit Union	Employee Deductions	400.00
49862	MS State Tax Commission	Employee Deductions	6,502.00
49863	Northern Tool & Equipment Co.	Safety Boots	94.95
49864	Piltz, Williams, LaRosa & Co.	Grant Administration Services	87.50
49865	Gary Pitcovich	Travel Expenses	503.46
49866	Ports America, Inc.	Part for Crane	15,382.97
49867	Legal Shield	Employee Deductions	182.36
49868	Redd Pest Solutions	Pest Control Services	271.00
49869	RJ Young Company, Inc.	Copier Maintenance Agreement	131.82
49870	Southern Printing & Silkscreen	Promotional Items/Signs	1,778.25
49871	Stewart Sneed Hewes, Inc.	FY 2015 Insurance	58,003.57
49872	The Sun Herald	Advertising	266.48
49873	Swetman Security Services, Inc.	Security Guard Services	23,026.10
49874	Team Waste Gulf Coast	Waste Removal Services	1,147.50
49875	Terex Global GmbH	Install and Program Crane Computer	1,228.90
49876	Vision Service Plan	Employee Deductions	230.24
49877	WalMart Community	Supplies for Outreach Event	42.44
49878	John Webb	Travel Expenses	187.45
49879	WXXV TV	July Web Camera Lease	1,200.00
CHECKS DATED 8/7/15 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
49832	Great Southern Club	Monthly Dues and Business Expenses	954.04
49833	Gulfport Yacht Club	Business Expenses	120.55
49834	Hilton Jackson	Deposit for Retreat	300.00
49835	Debra Peterson	Reimburse for TWIC Card	128.00
49836	Providence Hill Farm, LLC	Deposit for Retreat	860.00
CHECK DATED 8/10/15 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
49837	Jonathan Daniels	Travel Expenses	316.92
TRANSFERS			
08/06/15	Deferred Compensation	Employee Deductions	2,211.67
08/07/15	Federal Tax Deposit	Payroll Tax Deposit	23,085.05
810150991	HeavyLiftpfi LTD	Advertising	2,000.00
08/11/15	MS Department of Revenue	July Sales Tax Payment	3,626.61
08/20/15	Deferred Compensation	Employee Deductions	2,211.67
08/21/15	Federal Tax Deposit	Payroll Tax Deposit	22,679.42
		Total	$ 251,123.05

FINAL CHECKLIST FOR AUGUST 27, 2015

BILLS FOR THE MONTHS OF AUGUST AND SEPTEMBER 2015 APPROVED AND PAID

FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK#	VENDOR	DESCRIPTION	CHK AMT
49880	Kentwood Springs	Drinking Water	496.11
49881	Kim Aguillard	Staff Development	35.29

49882	AICPA	Membership Dues	310.00
49883	Carlos Bell	Software Subscription	159.00
49884	Covington Sales & Service	Gutter Brooms for the Street Sweeper	661.46
49885	Jonathan Daniels	Travel Expenses	407.50
49886	DLA Printing & Promo's	Office Supplies	840.49
49887	Express Services, Inc.	Temporary Labor	237.12
49888	Federal Express Corp.	Express Mail Services	191.67
49889	Fuelman	Fuel for MSPA Vehicles	106.44
49890	Gulf Coast Business Supply, Inc.	Office Supplies	83.44
49891	Hancock Bank	September Lease for Suites 880 and 1450	19,705.53
49892	Hughes Supply	A/C Filters for Operations Building	102.00
49893	Logista	Computer Software	1,608.34
49894	Kalmar USA, Inc.	Parts for Crane	105.77
49895	Robert J. Knesal	Per Diem	40.00
49896	Lowe's Home Center, Inc.	Plumbing and Maintenance Supplies	213.77
49897	Mayer Electric Supply Co., Inc.	Electrical Supplies	177.33
49898	MS Dept. of Human Services CRDU	Employee Deductions	304.45
49899	MS Pub. Employees Credit Union	Employee Deductions	400.00
49900	Necaise Locksmith	Duplicate Keys	29.00
49901	Jack Norris	Per Diem	40.00
49902	Ports America, Inc.	Crane Parts and Draying Dole Containers	25,963.39
49903	RJ Young Company, Inc.	Copier Maintenance Agreements	1,435.79
49904	Eluse J. Roberts	Per Diem	40.00
49905	James C. Simpson, Jr.	Per Diem	40.00
49906	Norma Jean Soroe	Transcription Fees	469.48
49907	Southern Admin. and Benefits	Monthly Service Fee	200.00
49908	Wright National Flood Ins.	FY 2016 Flood Insurance Building 18	37,945.00
49909	Matthew Wypyski	Business Expense	38.10
TRANSFERS			
8/24/15	Public Employment Retirement	Retirement Match and Withheld	45,567.98
		Total	$137,954.45

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

The following items were approved:

RENEWAL LICENSES:

Vendor: Atlas Ship Service; Wilhelmsen Ship Service

Steamship Agent: T. Parker Host (formally NSA Agencies); Page & Jones

NEW LICENSES:

Vendor: Mike Matthews Enterprises; Applus RTD USA, INC.; Vacuum Services Group

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Commissioner Norris recused himself from the next item involving Balch & Bingham.

Commissioner Simpson moved to approve a progress payment of $13,713.76 to Balch & Bingham. Commissioner Rester seconded and the motion was unanimously approved.

OLD BUSINESS:

Commissioner Rester moved to approve Amendment No. 1 to Task Order No. 19 with Anchor QEA, LLC under Contract No. 010-HUD-011. Amendment No. 1de-obligates costs by $80,822.62. Commissioner Roberts seconded and the motion was unanimously approved.

Commissioner Rester moved to approve Amendment No. 2 to Task Order No. 8 with Atwell & Gent under Contract No. 010-HUD-013. Amendment No. 2 has an increase in costs of $105,965.00. Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Roberts moved to approve Amendment No. 5 to Task Order No. 9 with Atwell & Gent under Contract No. 010-HUD-013. Amendment No. 5 de-obligates costs by $1,535.17. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Simpson moved to approve Amendment No. 1 to Task Order No. 11 with Atwell & Gent under Contract No. 010-HUD-013. Amendment No. 1 de-obligates the entire time and material budget of $62,560.00 since no work was performed under this task order. Commissioner Roberts seconded and the motion was unanimously approved.

Commissioner Knesal moved to approve Amendment No. 2 to Task Order No. 2 with Tropical World Landscape & Irrigation under Contract No. 014-HUD-023. Amendment No. 2 reduces costs by $1,110.54 and all work is complete. Commissioner Simpson seconded and the motion was unanimously approved.

NEW BUSINESS:

Commissioner Simpson moved to approve Task Order No. 36 with Neel Schaffer, Inc. under Contract No. 010-HUD-001. Task Order No. 36 has a not to exceed amount of $232,678.00 and duration of 190 days. Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Rester moved to approve Task Order No. 37 with Neel Schaffer, Inc. under Contract No. 010-HUD-001. Task Order No. 37 has a not to exceed amount of $184,448.00 and duration of 210 days. Commissioner Roberts seconded and the motion was unanimously approved.

Commissioner Knesal moved to approve Task Order No. 18 with Thompson Engineering under Contract No. 010-HUD-002. Task Order No. 18 has a not to exceed amount of $66,960.28 and duration of 90 days. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Rester moved to approve Task Order No. 19 with Thompson Engineering under Contract No. 010-HUD-002. Task Order No. 19 has a not to exceed amount of $14,190.18 and duration of 360 days. Commissioner Roberts seconded and the motion was unanimously approved.

Commissioner Rester moved to approve Task Order No. 8 with CDM Smith under Contract No. 010-HUD-012. Task Order No. 8 has a not to exceed amount of $113,259.00 and duration of 490 days. Commissioner Roberts seconded and the motion was unanimously approved.

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PORT RESTORATION UPDATE:

L&A has driven 75% of piles on their entire project and the concrete work is nearly complete through Berth 4. The waterside piles in Berth 5 are complete up to the conveyor.

Southern Industrial has installed 1,074 piles to date of the 2,771 needed for the Transit Shed, Dole Gate and the Dole Administration Building.

Dan Hensarling, Inc. has driven all 66 piles for the Dole M&R facility and 8 pile caps are scheduled to be poured tomorrow.

Necaise Brothers is progressing very well with the site work. 40,000 tons of limestone is scheduled to arrive on September 15th and be uploaded at Berth 6.

OPERATIONS REPORT:

Matthew Wypyski reported on the maritime activity for July:

Vessel calls	Vessels	15		Truck Count	4,964
	Tugs	8		Railcar Count	670
	Barges	6		TEU's	11,571
	Vehicles	6,198		Tonnage (short tons)	126,096

EXECUTIVE DIRECTOR'S COMMENTS:

Director Daniels spoke of the teamwork between engineers, tenants, and staff and how everyone is working hard to find solutions. It hasn't been easy to keep all tenants and customers with no loss in their productivity while undergoing major construction at the port. Dole has now moved to the west; the program management team and environmental team are to be commended. New rail is going down on the east pier and we have an open RFP for a new rail operator. It is exciting times at the Port of Gulfport.

GENERAL COUNSEL'S COMMENTS:

Ben Stone had no comments.

MDA'S COMMENTS:

Philip Carter had no comments.

COMMISSIONER COMMENTS:

Commissioner Simpson mentioned that he looked down at the port one day last week and saw 5 vessels in the harbor and wanted to commend staff, tenants and ILA on their tenacity to keep things going so well amidst the traffic and construction.

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

Commissioner Rester moved to enter Executive Session to discuss Lease Matters (MOU discussion). Commissioner Roberts seconded and the motion was unanimously approved.

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

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

Commissioner Norris stated that no action took place during Executive Session

Commissioner Rester moved to adjourn. Commissioner Knesal seconded and the motion was unanimously approved.

The meeting adjourned at approximately 9:40 a.m.

Approved and Attested

Jack Norris
President

Robert J. Knesal
Secretary