

MISSISSIPPI PORT AUTHORITY

BOARD OF COMMISSIONERS

REGULAR MEETING

October 29, 2015

Minutes of the Mississippi State Port Authority Board of Commissioners Meeting,
Thursday, October 29, 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

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 Arsenaault, 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
Chuck Graham, Crane Manager
Gary Pitcovich, Asst. Crane Manager
Tammy Salisbury, Assistant Comptroller
Kim Aguillard, Community Relations/Marketing Specialist
Josh Charlton, IT Specialist
Ken Combs, Operations Specialist
Lisa Conn, Sr. Accounting Specialist
Richard Cox, Grounds Maintenance Tech
Malinda Dumal, A/P Specialist
Sam Fisher, Grounds Maintenance Tech
Randy Ladner, Facilities Manager
Roy Lang, Facilities Maintenance Tech
Antonio Lucangeli, Operations Specialist
Chris Martino, General Maintenance Foreman
Shawn Meyer, Deputy Operations Director
Mike Parker, Port Mechanic
Debra Peterson, Accounting Specialist
Todd Schepens, Facilities Maintenance Tech
Lucy Stevens, Payroll/Administrative Assistant

David Duhe, Legal Counsel

Others: Duane Wilson, Chemours
Phillip Carter, MDA
Howard Page, Steps Coalition
Randall Love, T.L. Wallace
Shorty Sneed, Stewart Sneed Hewes
John Coughlin, YAJV
Richie Ashley, Neel-Schaffer
Todd Bradford, YAJV

Maurice Manuel, YAJV
Bob Burns, CH2MHill
Avery Windham, Hilton Garden Inn
Robert Boone, RLB, LLC
Michael Sheely, CH2MHill
Marcia Crawford, HCDC
Damon Torricelli, Neel-Schaffer, Inc.
Lillian Jenkins, Home
Tom Espy, Strategic Systems, Inc.
Veronica Woods, Strategic Systems, Inc.
Greg Schruoff, SSA
Kym Davis, YAJV
Bailey Fair, Watkins Eager
Brian Smith, Watkins Eager
Cindy Lamas, Pickering Firm, Inc.
Becky Taylor, Residence Inn, Gulfport
Tim Lancaster, Ports America
Crystal Taylor, Hampton Inn
Casey McConnell, YAJV
Rusty Hilton, MS Pilots Association
James Necaise, Necaise Construction
Ben Johns, YAJV
Chris Williams, BMA
Tim Lancaster, Ports America
Ian Frank, KPFF
Cathy Mackenzie, Island View

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.

Commissioner Norris and Director Daniels commented on the pink shirts that MSPA Staff and Commissioners were wearing in honor of National Breast Cancer Awareness month.

PUBLIC COMMENTS:

Howard Page, Steps Coalition had questions concerning a fishing pier on the west side and whether or not the public would have access. He also asked MS Development Authority to show a plan on how the job goals will be met.

The annual audit report/presentation was given by Kim Marmalich of Alexander, Van Loon, Levens & Favre, PLLC, regarding Fiscal Year 2015.

Commissioner Simpson moved to approve the September 16th, September 17th and September 30th Minutes. Commissioner Knesal seconded and the motion was unanimously approved.

The agenda item regarding the audit acceptance was moved up so that the auditors could exit the meeting. Commissioner Knesal moved to accept the FY15 Audit as presented. Commissioner Roberts seconded and the motion was unanimously approved. The MSPA Finance staff was recognized for their continued hard work and effort.

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

DISBURSEMENTS THROUGH OCTOBER 16, 2015
 BILLS FOR THE MONTHS OF SEPTEMBER AND OCTOBER 2015 APPROVED AND PAID
 FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK#	VENDOR	DESCRIPTION	CHK AMT
50028	AirGas Gulf States	Oxygen Cylinder Rental	33.30
50029	Alexander, Van Loon, Sloan	FY15 Audit Services	13,268.55
50030	All Signs, Inc.	Banner for Port Tours	96.00
50031	AT&T	Telephone Services	1,721.28
50032	Bonds Services, Inc.	Janitorial Services	1,450.00
50033	Mary Bourdin	Reimb. for Software Renewal/Business Lunch	419.97
50035	Can't Be Beat Fence Co., LLC	Fencing to Enlarge Set-Out Yard	4,498.40
50036	Card Services	Travel Expenses	934.40
50037	City of Gulfport	Water	11,541.34
50038	Sun Coast Business Supply	Office Supplies	419.66
50040	Copy Products Mailing Systems, LLC	Ink Cartridge for Postage Meter	217.00
50041	C Spire Wireless	Radio/Cell Phone Services	1,657.80
50042	Jonathan Daniels	Travel Expenses	187.95
50043	Dept. of Finance & Admin.	MMRS Charges	147.99
50044	Eagle Energy, Inc.	Diesel	4,836.90
50045	East Beach Specialties, Inc.	Promotional Items	3,335.74
50046	Federal Express Corp.	Express Mail Services	268.89
50047	Fuelman	Fuel for MSPA Vehicles	519.01
50048	Great Southern Club	Monthly Dues and Business Expenses	413.66
50049	Logista	Server Software Upgrade and Equipment	16,032.10
50050	MS State Treasurer Fund 3601	Long Distance/Internet	2,083.78
50051	Jerry's Lawn Mower Sales	Part to Repair Weedeater	53.85
50052	Junior Auxiliary of Gulfport, Inc.	Sponsor Annual Charity Ball	500.00
50053	Kalmar USA, Inc.	Part to Repair Crane #42	2,018.14
50054	Lowe's Home Center, Inc.	Maintenance Supplies	131.11
50055	M2 Media Corp.	Advertising	650.00
50056	Maximum Auto Parts	Supplies for Equipment & Vehicle Repairs	2,441.23
50057	MS Development Authority	Travel Expenses	600.00
50058	Media Edge Publishing	Advertising	1,699.50
50059	Mississippi Utilities Supply	Water Meters for Ships Water	1,648.71
50060	MS Dept. of Human Services CRDU	Employee Deductions	304.45
50061	MS Gulf Coast Chamber of Comm.	Sponsor Annual Salute to the Military	600.00
50062	MS Power Company	Electricity	56,142.13
50063	MS Pub. Employees Credit Union	Employee Deductions	400.00
50064	MSPA Petty Cash Fund	Replenish Petty Cash	34.91
50065	MS Power Company	Account Establishment Charge	35.00
50066	Tort Claims	FY2016 Tort Claims Assessment	18,506.60
50067	MS Water Resources	Conference Registration	375.00
50068	NAACP Gulfport	Conference Registration	250.00
50069	Naylor, LLC	Advertising	2,509.50
50070	Piltz, Williams, LaRosa & Co.	Administration Services	87.50
50071	Gary Pitcovich	Reimb. for Part for Crane #94	48.86
50072	Ports America, Inc.	Draying Dole Containers	4,575.99
50074	Eluse J. Roberts	Travel Expenses	192.05
50075	Rose Office Systems, Inc.	Construction Trailer Rentals	3,730.00
50076	Sage Software, Inc.	Software Support	1,130.22
50077	Sears Commercial One	Tool for Cranes	59.29
50078	Sorg Printing, LLC	Stationery	319.00

50079	Specialty Hose & Fabrication	Maintenance Supplies	462.87
50080	Stuart C. Irby Co.	Lamps and Ballasts for High Mast Lights	4,315.90
50081	The Sun Herald	Advertising	2,560.00
50082	Swetman Security Services, Inc.	Security Guard Services	23,026.10
50083	Team Waste Gulf Coast	Waste Removal Services	561.50
50084	Terex Global GmbH	Repair Parts for Crane #42 and #94	2,764.99
50085	Southern Tire Mart, LLC	Master Air Gauge for Crane Tires	99.95
50086	Tony's Brick Oven Pizzeria	Employee Development	137.65
50087	Dale Waltman	Business Expense	74.42
50088	The Whit Group, LLC	Web Hosting	120.00
50089	WXXV TV	September Web Camera Lease	1,200.00
50090	Matthew Wypyski	Travel Expenses	282.89

CHECK DATED 10/2/15 AND RELEASED PRIOR TO SCHEDULED CHECK RUN

50027	Jonathan Daniels	Travel Expenses	1,186.52
Transfers			
10/01/15	Deferred Compensation	Employee Deductions	2,211.67
10/02/15	Federal Tax Deposit	Payroll Tax Deposit	22,875.34
10/12/15	MS Department of Revenue	September Sales Tax Payment	5,908.31
10/15/15	Deferred Compensation	Employee Deductions	2,211.67
10/16/15	Federal Tax Deposit	Payroll Tax Deposit	22,866.71

Total \$ 255,993.25

FINAL CHECKLIST FOR OCTOBER 29, 2015

BILLS FOR THE MONTHS OF OCTOBER AND NOVEMBER 2015 APPROVED AND PAID
FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK#	VENDOR	DESCRIPTION	CHK AMT
50093	Kentwood Springs	Drinking Water/Sqwincher Drinks for Maint.	270.67
50094	AFLAC	Employee Deductions	1,397.33
50095	Melanie J. Arsenault	Business Expenses	322.02
50096	Battery Sales & Service	Replace Batteries in Crane #42	639.80
50134	Mary Bourdin	Travel Expenses	798.75
50098	Card Services	Travel Expenses	849.50
50099	Cornett Bolt & Screw	Maintenance Supplies	207.75
50100	Jonathan Daniels	Travel Expenses	86.00
50101	State School Insurance Fund	Employee Deductions	12,577.78
50102	Federal Express Corp.	Express Mail Services	241.31
50103	Fuelman	Fuel for MSPA Vehicles	344.96
50104	Grainger, Inc.	Maintenance Supplies	533.76
50105	Guardian	Employee Deductions	1,156.91
50106	Gulf Coast Business Supply, Inc.	Office Supplies	48.99
50107	Hancock Bank	November Lease for Suites 880 and 1450	19,994.17
50108	Newell Paper Co.	Janitorial and Office Supplies	765.85
50109	Robert J. Knesal	Per Diem	200.00
50110	Lowe's Home Center, Inc.	Tools for Cranes and Maintenance Supplies	1,547.30
50111	Mayer Electric Supply Co., Inc.	Lighting for Sheds 16, 50 and 53	2,127.96
50112	MS Dept. of Human Services CRDU	Employee Deductions	304.45
50135	MS Pub. Employees Credit Union	Employee Deductions	400.00
50114	MSPA Petty Cash Fund	Replenish Petty Cash	73.12
50136	Jack Norris	Per Diem	200.00
50116	P2 Publishers	Advertising	2,875.00
50137	Ports America, Inc.	Draying Dole Containers	10,605.93
50118	PRAM	Registration Fees	90.00

50119	Legal Shield	Employee Deductions	182.36
50120	Ray Weaver	Labor and Materials to Repair Crane #94	943.28
50121	RJ Young Company, Inc.	Copier Maintenance Agreements	1,162.00
50122	Eluse J. Roberts	Per Diem	200.00
50123	Shred It - USA	Document Shredding Services	33.54
50124	James C. Simpson, Jr.	Per Diem	40.00
50125	Norma Jean Soroe	Transcription Fees	314.48
50138	Southern Printing & Silkscreen	Staff Shirts for Breast Cancer Awareness	352.00
50127	Munro Products, Inc.	Supplies for Metal Roof Repairs	278.75
50128	Southern Admin. and Benefits	Monthly Service Fee	200.00
50129	Stribling Equipment, LLC	Parts to Repair Shuttle Wagon	283.10
50130	The Sun Herald	Advertising	186.26
50131	Swetman Security Services, Inc.	Security Guard Services	23,026.10
50132	Team Waste Gulf Coast	Waste Removal Services	694.00
50133	Vision Service Plan	Employee Deductions	230.24
CHECK DATED 10/20/15 AND RELEASED PRIOR TO THE MEETING			
50092	Matthew Wypyski	Business Expense	112.02
			Total
			<u>\$ 86,897.44</u>

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

The following items were approved:

RENEWAL LICENSES:

- Vendor: Mike's Wholesale Tire Repair
- Apprentice Pilot: Jason T. Gibson

NEW LICENSES:

- Steamship Agent: Seagull Marine, Inc.

OLD BUSINESS:

Commissioner Simpson moved to approve Amendment No. 3 to Task Order No. 8 with Yates Anderson Joint Venture under Contract No. 010-HUD-006. Amendment No. 3 de-obligates \$80,762.25 from the final invoiced amount and the task order is complete. Commissioner Knesal seconded and the motion was unanimously approved. Commissioner Norris recused himself from the discussion and the vote.

Commissioner Roberts moved to approve Amendment No. 1 to Task Order No. 7 with CDM Smith under Contract No. 010-HUD-012. Amendment No. 1 reduces costs by \$9.00 and the task order duration is complete. Commissioner Knesal seconded and the motion was unanimously approved.

NEW BUSINESS:

Commissioner Simpson moved to approve request of Island View Resort & Casino for a partial ad valorem tax exemption for the calendar year 2016, excluding school taxes. Commissioner Roberts seconded and the motion was unanimously approved.

Task Order No. 34 with Neel Schaffer was pulled from the agenda.

PORT RESTORATION UPDATE:

Much progress has been made in the last few weeks. As everyone can see, we have steel going up for our new transit shed. Phase I infrastructure is progressing well. Completion of electrical service to the buildings will be completed on time in late November. For the water tank project, the preconstruction meeting has been held and a notice to proceed is scheduled for November 3rd. We will receive bids on the small craft harbor piers on November 5th. For the Dole M&R Facility, the metal building has begun to arrive on site and the slab will be poured in the next two weeks.

OPERATIONS REPORT:

Matthew Wypyski reported on the maritime activity for September:

Vessel calls	Vessels	24		Truck Count	6,753
	Tugs	19		Railcar Count	6,026
	Barges	43		TEU's	11,217
	Vehicles	5,615		Tonnage (short tons)	182,552

The Maintenance/Operations employees were recognized for their hard work and efforts throughout the restoration project.

EXECUTIVE DIRECTOR'S COMMENTS:

In the next few weeks, we're going to see the Environmental Impact Study, or what we call the Phase 2 Development and it's exciting. Public meetings will be held some time in early December.

We continue to work with the Department of Transportation in DC towards our strategic port designation.

Design will begin shortly on the USM Research Facility. In the next few years, we will see that facility breaking ground.

McDermott hopes to be spinning off pipe in the next few months. They are making great strides.

Port tours will take place tonight from 4:30 p.m. to 6:30 p.m.

GENERAL COUNSEL'S COMMENTS:

David Duhe had no comments.

MDA'S COMMENTS:

Philip Carter commented that MDA is aware of contractor payment issues and they continue to stay engaged and on top of the situation. There are levels of review that are required and MDA has continuous discussions with HUD regarding payment review.

COMMISSIONER COMMENTS:

Commissioner Simpson wanted the contractors to know that the Board is aware of the frustrating times the contractors are going through with regard to payment and Commissioners are pushing Washington as hard as they can for haste. When federal monies are involved there are just processes that have to be maintained.

Commissioners Norris expressed his pride in port staff in the fact that they never lost vision with this huge, government project and we are now looking at Phase 2. He also commented on the value of the strategic port designation to the entire Mississippi Gulf Coast.

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

Commissioner Knesal moved to enter Executive Session to discuss Lease Matters (potential lease negotiations with SeaOne). Commissioner Roberts seconded and the motion was unanimously approved.

(THE BOARD OF COMMISSIONERS ENTERED INTO EXECUTIVE SESSION AT APPROXIMATELY 9:30 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 Simpson moved to adjourn. Commissioner Knesal seconded and the motion was unanimously approved.

The meeting adjourned at approximately 10:30 a.m.

Approved and Attested



Jack Norris
President



Robert J. Knesal
Secretary