

MISSISSIPPI PORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING

April 28, 2020

Minutes of the Mississippi State Port Authority Board of Commissioners Meeting, Tuesday, April 28, 2020 at 2510 14th Street, Suite 1450, Gulfport, Mississippi at which the following Commissioners and staff were present:

Commissioners: Jack Norris, President
 E.J. Roberts, Vice-President (via telephone)
 Robert J. Knesal, Secretary
 James C. Simpson, Jr., Treasurer (via telephone)
 John Rester, Commissioner (via telephone)

Staff: Jonathan Daniels, Executive Director/CEO
 Matthew Wypyski, Deputy Director/COO
 John Webb, Director of Engineering
 Kim Purchner, Executive Asst./HRO
 DeeDee Wood, CFO
 Errol LaRue, Govt. & Legal Affairs Manager
 Nick Foto, Corporate Administrator

Ben Stone, Legal Counsel (via telephone)

Others: Philip Carter, MDA (via telephone)
 Brian Smith, Watkins & Eager (via telephone)
 Mark McDaniels, Wharton-Smith, Inc.
 Brad Bellman, Wharton-Smith, Inc.
 Michael Sheely, Jacobs Engineering

Commissioner Norris noted the presence of a quorum and called the meeting to order at approximately 1:00 p.m.

Commissioner Roberts moved to approve the March 24th, April 2nd and April 15th Minutes. Commissioner Simpson seconded, and the motion was unanimously approved.

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

DISBURSEMENTS THROUGH APRIL 9, 2020
 BILLS FOR THE MONTHS OF MARCH AND APRIL 2020 APPROVED AND PAID
 FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK#	VENDOR	DESCRIPTION	CHK AMT
55909	Kentwood Springs	Drinking Water	270.10
55910	All Safe Technologies, LLC	Fire Alarm Monitoring	159.80
55911	Anytime Portables, LLC	Portable Restrooms	255.00
55912	Sparklight	Cable Services	161.42
55913	CenterPoint Energy	Natural Gas	48.21
55914	City of Gulfport	Water	158.30

55915	William A. Colgin II	Photography and Video Services	1,300.00
55916	Foliage Design Systems, Inc.	Interior Plant Maintenance	253.78
55917	Fuelman	Fuel for MSPA Vehicles	169.09
55918	Grainger, Inc.	Maintenance Supplies	157.44
55919	Hancock Bank	May Lease for Suite 1450	23,168.31
55920	Harbor Square Parking Garage	Quarterly Parking	3,185.25
55921	Hotard Coaches, Inc.	Port Tour Buses	1,744.62
55922	Newell Paper Co.	Janitorial and Office Supplies	1,623.00
55923	Robert J. Knesal	Per Diem	40.00
55924	Lowe's Home Center, Inc.	Indoor Utility Fans and Maintenance Supplies	1,618.13
55925	MS Power Company	Electricity	106,925.03
55926	Jack Norris	Per Diem	40.00
55927	Pass Road Mini Storage, LLC	Storage Unit Rent	180.00
55928	Puckett Machinery Company	Boom Lift Rent	1,782.35
55929	Kim Purchner	Business Expenses	62.80
55930	Redd Pest Solutions	Pest Control Services	90.00
55931	RJ Young Company, Inc.	Copier Maintenance	879.24
55932	Eluse J. Roberts	Per Diem	40.00
55933	James C. Simpson, Jr.	Per Diem	40.00
55934	Southern Admin. and Benefits	Monthly Service Fee	200.00
55935	Swetman Security Services, Inc.	Security Guard Services	88,272.49
55936	Southern Tire Mart, LLC	Tires for Unit #4	632.72
55937	United Way of South MS, Inc.	Employee Deductions	344.02
55938	Vision Service Plan	Employee Deductions	211.66
55939	Waste Management	Waste Removal Services	109.30

CHECKS DATED 04/08/20 AND RELEASED PRIOR TO SCHEDULED CHECK RUN

55869	Collection Services Center	Employee Deductions	90.06
55871	MS Dept. of Human Services CRDU	Employee Deductions	156.00
55872	MS Public Employees Credit Union	Employee Deductions	320.00
55874	Volkert, Inc	Professional Services	3,230.00

TRANSFERS

03/18/20	Federal Tax Deposit	Payroll Tax Deposit	27,895.50
03/27/20	Deferred Compensation	Employee Deductions	957.50
03/30/20	Public Employment Retirement	Retirement Match and Withheld	59,141.30
03/31/20	Federal Tax Deposit	Payroll Tax Deposit	28,472.14
04/09/20	Deferred Compensation	Employee Deductions	957.50
		Total	<u>\$355,342.06</u>

DISBURSEMENTS THROUGH APRIL 28, 2020

BILLS FOR THE MONTHS OF MARCH AND APRIL 2020 APPROVED AND PAID

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

CHK#	VENDOR	DESCRIPTION	CHK AMT
55940	A-1 Elevator Service, LLC	Quarterly Elevator Maintenance	4,002.00
55941	ABB, Inc.	Repair Parts for Crane #3	4,568.00
55942	Kentwood Springs	Drinking Water	189.13
55943	AFLAC	Employee Deductions	1,818.78
55944	AirGas Gulf States	Oxygen, Acetylene and Argon Bottles	106.25
55945	All Safe Technologies, LLC	Fire Alarm Monitoring	159.80
55946	American Journal of Trans.	Advertising	1,800.00
55947	AT&T Corp	Web Hosting	89.96
55948	Sparklight	Cable/Internet Services	252.60
55949	Card Services	Travel Expenses and Conference Registration Fees	3,738.80
55950	Card Services	Travel Expenses and Conference Registration Fees	2,166.80
55951	City of Gulfport	Water	11,819.98
55952	Collection Services Center	Employee Deductions	90.06
55953	Crowley Maritime Corp	Refund for Payment Received in Error	1,241.93

55954	C Spire Wireless	Cell Phone Services	1,135.40
55955	C Spire Business Solutions	Telephone/Internet Services	2,970.21
55956	State School Insurance Fund	Employee Deductions	17,679.66
55958	Federal Express Corp.	Express Mail Services	79.13
55959	Fuelman	Fuel for MSPA Vehicles	224.99
55960	Guardian	Employee Deductions	1,691.88
55961	Whitney Bank Trust & Asset Management	Investment Advisory Service Fees	17,573.82
55962	Jogsan, Inc.	Repair Parts for Cranes	2,681.56
55963	Mayer Electric Supply Co., Inc.	Repair Parts for Cranes	857.40
55964	MS Dept. of Human Services CRDU	Employee Deductions	156.00
55965	MS Pub. Employees Credit Union	Employee Deductions	320.00
55966	Pass Road Mini Storage, LLC	Storage Unit Rent	335.00
55967	Legal Shield	Employee Deductions	183.36
55968	Redd Pest Solutions	Pest Control Services	90.00
55969	RJ Young Company, Inc.	Printer Maintenance	619.96
55970	Southern Admin. and Benefits	Monthly Services	200.00
55971	Specialty Hose & Fabrication	Hydraulic Hose for Backhoe	110.94
55972	Vision Service Plan	Employee Deductions	211.66
55973	Volkert, Inc	Professional Services	380.00
55974	Waste Management	Waste Removal Services	821.96
55975	Zoro Tools, Inc.	Maintenance Supplies and Storage Cabinet	1,263.59
TRANSFERS			
04/10/20	MS Department of Revenue	Employee Deductions	8,018.00
04/15/20	Federal Tax Deposit	Payroll Tax Deposit	28,565.08
04/20/20	MS Department of Revenue	Sales Tax Payment	12,376.29
04/23/20	Deferred Compensation	Employee Deductions	957.50
Total			<u>\$131,547.48</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:

Vendors: Waste Management

Steamship Agent: Ross Maritime, Inc.

Tug Company: E.N. Bisso Mississippi LLC

Commissioner Knesal moved to approve the following progress payments: Balch & Bingham (\$288,866.70) and Digital Engineering (\$76,262.25). Commissioner Roberts seconded, and the motion was unanimously approved.

Commissioner Simpson moved to approve Cash Request #267 to CH2MHill (\$93,779.47); Eley Guild Hardy (\$155,038.52); J.O. Collins (\$780,053.69); and MSPA (\$167,864.62) for a total of \$1,196,736.30. Commissioner Roberts seconded and the motion was unanimously approved.

NEW BUSINESS:

Commissioner Knesal moved to authorize an advertisement for bid the North Harbor Drainage Improvement Project. Commissioner Roberts seconded and the motion was unanimously approved.

Commissioner Knesal moved to authorize an advertisement for bid the East Pier Water Main Replacement Project. Commissioner Roberts seconded and the motion was unanimously approved.

Commissioner Knesal moved to authorize an advertisement for bid the West Pier Cargo Transfer Dock Renovations Project. Commissioner Roberts seconded and the motion was unanimously approved.

Commissioner Simpson moved to approve Task Order #9 with Eley Guild Hardy Architects. Task Order #9 has duration of 730 days and a not to exceed amount of \$1,573,616.50. Commissioner Roberts seconded and the motion was unanimously approved.

OLD BUSINESS:

Commissioner Knesal moved to approve Amendment #5 with Eley Guild Hardy Architects under Contract No. 016-HUD-031. Amendment #5 adds 152 days with no change in costs. Commissioner Simpson seconded and the motion was unanimously approved.

Commissioner Rester moved to approve Change Order #2 with J.O. Collins Contractor under Contract No. 020-HUD-048. Change Order #2 has a credit of \$47,172.99 and reconciles the final quantities used on the project. Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Roberts moved to approve Change Order #4 with J.O. Collins Contractor under Contract No. 020-HUD-048. Change Order #4 adds \$1,824.15 with no change in time. Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Rester moved to award the OEF Building Project to Wharton-Smith, Inc. Three bids were received with Wharton-Smith, Inc. being the lowest and best bidder with a bid of \$31,300,000.00. Commissioner Knesal seconded and the motion was unanimously approved.

PORT RESTORATION/ENGINEERING UPDATE:

John Webb and Nick Foto gave status updates on current engineering and restoration projects.

OPERATIONS REPORT:

Matthew Wypyski reported on the maritime activity for the month of March:

Vessels	19		Vehicles	11,153
TEU's	17,965		Railcar Count	757
Tonnage (short tons)	154,910			

The TEU count represents a 10% increase from March of 2019 and the Tonnage count represents a 21% decrease from March of 2019.

We were fortunate enough to host 4 different cruise ships in early April due to the COVID-19 epidemic. Although their capacity was only crew members, they took on roughly \$180,000 worth of product from local vendors. Pilot revenue was \$81,000 and Port revenue was \$131,000. The economic impact from these vessels was a little under \$400,000.00.

EXECUTIVE DIRECTOR'S REPORT:

To add to Matt's report, approximately \$45,000 in product was put on board for each cruise ship vessel.

In response to COVID-19, and as we are considered an "essential infrastructure", staff has filtered in and out during this unprecedented period. This week begins a modified schedule with our teams adhering to the 6' distance rule and wearing masks. Temperatures are taken of anyone that enters the Port and Swetman Security is doing a great job with this. They also are wearing masks and gloves.

McDermott is currently demobilizing.

We are in constant contact with AAPA and with MARAD. Many east coast and west coast ports are affected because of the Asian trade. We are very fortunate in that only one carrier has altered their schedule with us. MARAD hosts weekly calls, reaching out to all ports.

GENERAL COUNSEL'S COMMENTS:

Ben Stone had no comments.

MDA'S COMMENTS:

Philip Carter had no comments.

COMMISSIONERS' COMMENTS:

There were no Commissioner comments.

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

Commissioner Rester moved to enter Executive Session to discuss a legal matter (SIC). Commissioner Knesal seconded and the motion was unanimously approved.

(THE BOARD OF COMMISSIONERS ENTERED INTO EXECUTIVE SESSION AT APPROXIMATELY 2:10 P.M.)

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

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


Commissioner Simpson moved to adjourn.

The meeting adjourned at approximately 2:45 p.m.

Approved and Attested



Jack Norris
President



Robert J. Knesal
Secretary