

MISSISSIPPI PORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING

August 22, 2019

Minutes of the Mississippi State Port Authority Board of Commissioners Meeting,
Thursday, August 22, 2019 at 2510 14th Street, Suite 1450, Gulfport, Mississippi at which
the following Commissioners and staff were present:

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

Staff: Jonathan Daniels, Executive Director/CEO
 Matthew Wypyski, Deputy Director/COO
 Kim Purchner, Exec. Asst/HRO
 Nick Foto, Deputy Program Manager
 DeeDee Wood, CFO
 John Webb, Director of Engineering
 Mel Arsenault, Director of External Affairs
 Shawn Meyer, Director of Operations
 Carlos Bell, Director of Public Engagement
 Gary Pitcovich, Crane Manager
 Kim Aguillard, Marketing/Media Manager

 Ben Stone, Legal Counsel
 Brant Pettis, Legal Counsel

Others: Philip Carter, MDA
 Bruce Newton, Digital Engineering
 Brian Smith, Watkins Eager
 Pastor Chris O'Brien, Seaman's Center
 Duane Wilson, Chemours
 Rhett Hamiter, Seamen's Center
 Cindy Lamb, Pickering
 Jeff Schultz, SeaOne
 Dr. Bruce Hall, SeaOne
 Forrest Hogle, SeaOne

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

The Pledge of Allegiance was led by Commissioner Rester.

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

PUBLIC COMMENTS:

There were no public comments.

Commissioner Knesal moved to approve the July 25th and July 31st Minutes.
Commissioner Norris seconded, and the motion was unanimously approved.

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

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

DISBURSEMENTS THROUGH AUGUST 7, 2019			
BILLS FOR THE MONTHS OF JULY AND AUGUST 2019 APPROVED AND PAID			
FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT			
CHK #	VENDOR	DESCRIPTION	CHK AMT
54962	AGJ Systems & Networks, Inc.	Computer Maintenance	4,516.50
54963	All Safe Technologies, LLC	Fire Alarm Monitoring	159.80
54964	Anytime Portables, LLC	Portable Restroom Services	255.00
54965	CenterPoint Energy	Natural Gas Services	26.48
54966	City of Gulfport	Water	194.40
54967	Jonathan Daniels	Business and Travel Expenses	399.82
54968	Federal Express Corp.	Express Mail Services	94.40
54969	Foliage Design Systems, Inc.	Interior Plant Maintenance	253.78
54970	Nick Foto	Travel Expenses	171.95
54971	Fuelman	Fuel for MSPA Vehicles	711.62
54972	Grainger, Inc.	Maintenance Supplies	151.88
54973	Great Southern Club	Monthly Dues and Business Expenses	241.98
54974	Keeling Co. - Gulfport	Grounds Maintenance Supplies	524.88
54975	Robert J. Knesal	Travel Expenses	1,111.00
54976	Lowe's Home Center, Inc.	Maintenance Supplies	24.18
54977	Maritime Defense Strategy, LLC	Consulting Services	3,650.00
54978	MS Gulf Coast Chamber of Comm.	Sponsorship	500.00
54979	MS Power Company	Electricity	144,139.53
54980	Pass Road Mini Storage, LLC	Storage Unit Rent	180.00
54981	RJ Young Company, Inc.	Copier Maintenance	1,001.37
54982	Sam's Club	Membership Dues	45.00
54983	Shred-It USA, LLC	Shredding Services	75.29
54984	Albert Signorelli III	Small Hand Tool	10.65
54985	Southern Admin. and Benefits	Monthly Service Fee	200.00
54986	Southern Public Relations Federation	Registration Fee	450.00
54987	Swetman Security Services, Inc.	Security Guard Services	56,710.41
54988	Vulcan Construction Materials, LLC	Limestone for Cotton Compress	6,230.50
54989	Waste Management	Waste Removal Services	1,514.30
54990	Matthew Wypyski	Business Expenses	155.49
CHECK DATED 07/29/19 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
54960	DocuPhase	Registration Fee	5,000.00
CHECK DATED 08/06/19 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
54961	Newk's	Staff Lunch Meeting	345.00
TRANSFERS			
07/25/19	Public Employment Retirement	Retirement Match and Withheld	58,861.73
08/02/19	Deferred Compensation	Employee Deductions	1,070.00
08/07/19	Federal Tax Deposit	Payroll Tax Deposit	25,423.22
Total			<u>\$314,400.16</u>

FINAL CHECKLIST FOR AUGUST 22, 2019

BILLS FOR THE MONTHS OF JULY AND AUGUST 2019 APPROVED AND PAID

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

CHK #	VENDOR	DESCRIPTION	CHK AMT
54998	Kentwood Springs	Drinking Water	538.04
54999	AFLAC	Employee Deductions	1,514.32
55000	AirGas Gulf States	Oxygen Cylinder Rental	77.15
55001	Barefield Workplace Solutions, Inc.	Office Supplies	128.68
55002	Carlos Bell	Business Expenses	144.88
55003	Sparklight	Cable Services	135.67
55004	Card Services	Travel Expenses	576.33
55005	Card Services	Travel Expenses	5,489.40
55006	Sun Coast Business Supply	Office Supplies	352.17
55007	Collection Services Center	Employee Deductions	90.06
55008	C Spire Wireless	Radio/Cell Phone Services	1,055.11
55009	C Spire Business Solutions	Phone/Internet Services	1,972.13
55010	Jonathan Daniels	Travel Expenses	250.00
55013	Federal Express Corp.	Express Mail Services	19.82
55014	Fuelman	Fuel for MSPA Vehicles	408.62
55015	Matthew Gabbett	Business Expenses	32.09
55017	Grainger, Inc.	Maintenance Supplies	2,041.71
55018	Guardian	Employee Deductions	1,530.75
55019	Gulf Coast Business Supply, Inc.	Office and Maintenance Supplies	1,361.94
55020	Hancock Bank	September Lease for Suite 1450	23,168.31
55021	Whitney Bank Trust & Asset Management	Advisory Service Fees	14,837.08
55022	MS State Treasurer Fund 3360900000	Phone/Internet Services	531.63
55023	Newell Paper Co.	Maintenance Supplies	486.56
55024	Jerry's Lawn Mower Sales	Mower Blades	52.57
55025	Kalmar USA, Inc.	Repair Parts for STS Crane 1 Spreader	2,839.49
55026	Keeling Co. - Gulfport	Maintenance Supplies	306.14
55027	Robert J. Knesal	Per Diem	120.00
55028	Leadership MS/M.B. Swayze Foundation	Sponsorship	100.00
55029	Lowe's Home Center, Inc.	Maintenance Supplies and Equipment	947.91
55030	Mobile Services & Equipment	Parts for Shuttle Wagon	1,475.26
55031	Monster Subs & Sandwiches, Inc.	Food Tray for BOC Meeting	37.38
55032	MS Dept. of Human Services CRDU	Employee Deductions	156.00
55033	MS Pub. Employees Credit Union	Employee Deductions	320.00
55034	Neel-Schaffer, Inc.	Professional Services	2,310.00
55035	Jack Norris	Per Diem and Travel Expenses	531.97
55036	Pass Road Mini Storage, LLC	Storage Unit Rent	150.00
55037	Gary Pitcovich	Tuition Reimbursement	1,110.00
55038	It's Promo Time	Insert for Podium	150.64
55039	Puckett Machinery Company	Electric Scissor Lift Rental	418.50
55041	Eluse J. Roberts	Per Diem	120.00
55042	Rotolo Consultants, Inc. dba RCI	Landscape Services	3,256.60
55043	James C. Simpson, Jr.	Per Diem	120.00
55044	Norma Jean Soroe	Professional Services	454.48
55045	The Sun Herald	Advertising	465.84
55046	Vision Service Plan	Employee Deductions	175.75
55047	Volkert, Inc	Professional Services	1,140.00
55049	Waste Management	Waste Removal Services	326.30
55051	ZPMC NA - East Coast Inc.	Load Cell for STS Cranes	2,228.00
CHECKS DATED 08/15/19 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
54991	Chiquita Fresh North America	FY20 Insurance	29,896.00
54992	Collection Services Center	Employee Deductions	90.06

54993	MS Dept. of Human Services CRDU	Employee Deductions	156.00
54994	MS Pub Employees Credit Union	Employee Deductions	320.00
54995	Legal Shield	Employee Deductions	30.91
54996	Lucy Stevens	Travel Expenses	429.91
54997	Morton's of Chicago/Biloxi	Deposit for Transportation Summit Dinner	500.00
TRANSFERS			
08/09/19	MS Department of Revenue	Employee Deductions	7,845.00
08/15/19	MS Department of Revenue	Sales Tax Payment	13,674.59
08/15/19	Deferred Compensation	Employee Deductions	1,145.00
08/21/19	Federal Tax Deposit	Payroll Tax Deposit	25,092.32
082219 1757	Arup Advisory, Inc.	Professional Fees	10,770.00
Total			\$166,005.07

Commissioner Knesal 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:

- Vendors: Atlas Ship Service; Wilhelmsen Ship Service
- Steamship Agent: Host Agency, LLC (formally T. Parker Host); Page & Jones; Revelle Shipping Agency, Inc.
- Transfer Co.: BH Specialized Hauling, LLC
- Apprentice Pilot: Ken Skrmetta

Commissioner Simpson moved to approve the following progress payments: Balch & Bingham (\$151,944.33); Digital Engineering (\$52,973.75); G.A. West & Company, Inc. (\$244,567.10); QES, Inc. (\$3,149.50); Walters Diving & Marine (\$55,400.49); and W.C. Fore Trucking (\$100,700.47). Commissioner Norris seconded, and the motion was unanimously approved.

Commissioner Knesal moved to approve Cash Request #256 to MSPA for a total \$117,796.07. Commissioner Norris seconded, and the motion was unanimously approved.

Commissioner Knesal moved to approve Cash Request #257 to Eley Guild Hardy (\$195,921.75); and MSPA (\$13,602.27) for a total \$209,524.02. Commissioner Norris seconded, and the motion was unanimously approved.

OLD BUSINESS:

Commissioner Knesal moved to approve Change Order No. 2 with WC Fore Trucking Company under Contract No. 18-EN-04. Change Order No. 2 adds 60 calendar days with no change to cost. Commissioner Norris seconded and the motion was unanimously approved.

NEW BUSINESS:

Commissioner Norris moved to approve a lease agreement between the MS State Port Authority, the MS Development Authority and the International Seamen’s Center. The term in 10 years with two 5-year renewal options. Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Norris moved to approve Task Order No. 1 with Jacobs Engineering under Contract No. 19-EN-05. Task Order No. 1 has a not to exceed amount of \$21,364.92 and duration of 90 days. Commissioner Knesal seconded and the motion was unanimously approved.

PORT RESTORATION/ENGINEERING UPDATE:

Nick Foto, Corporate Administrator and John Webb, Director of Engineering gave status updates on current restoration and Engineering projects.

OPERATIONS REPORT:

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

Vessels	23		Vehicles	13,371
TEU’s	17,269		Railcar Count	641
Tonnage (short tons)	166,860			

The TEU count was down 7% from July of 2018 and the Tonnage count was down 13%.

Commissioner Roberts entered the meeting.

EXECUTIVE DIRECTOR’S REPORT:

Island View had their largest single month in July with nearly a \$2 million increase in revenue from July of 2018.

The DEQ approved the water quality permit for the Northport property. Many thanks to John Webb, Director of Engineering and to our consultant Digital Engineering.

We are currently working with the US Army Corps of Engineers on the shoaling that is occurring in the channel. Discussions were had just this week at the White House. For our long-term dredging needs, our federal delegation is working very hard to get us included in the next WRDA bill.

We have been chosen to host the christening of the USS Cincinnati on October 5, 2019. They are expecting around 2,000 in attendance.

We will bring to the board soon another submittal for a grant application to upgrade 30th Avenue and enhance traffic flow from the connector road to the port.

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

Commissioner Norris moved to enter Executive Session to discuss legal matters (ongoing litigation) and real estate matters (lease agreement). Commissioner Roberts seconded and the motion was unanimously approved.

(THE BOARD OF COMMISSIONERS ENTERED INTO EXECUTIVE SESSION AT APPROXIMATELY 1:40 P.M.)

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

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

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

The meeting adjourned at approximately 3:50 p.m.

Approved and Attested



John Rester
President



E.J. Roberts
Secretary