

# MISSISSIPPI PORT AUTHORITY

## BOARD OF COMMISSIONERS

### REGULAR MEETING

**August 17, 2017**

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Minutes of the Mississippi State Port Authority Board of Commissioners Meeting,  
Thursday, August 17, 2017 at 2510 14<sup>th</sup> 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  
E.J. Roberts, Commissioner

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  
Chuck Graham, Crane Manager  
Carlos Bell, Director of Community Affairs

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  
Joey Beattie, Stewart Sneed Hewes  
Charlotte Miller, Hilton Properties  
Chris Williams, BMA, Inc.  
Maurice Manual, YAJV  
David Bland, Roy Anderson Corp.  
Gwen Urbati, Roy Anderson Corp.  
Duane Wilson, Chemours

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:

There were no public comments.

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Commissioner Rester moved to amend the agenda to add item 9C under New Business – authorization of Jonathan Daniels and Matthew Wypyski as Delegate and Alternate Delegate at the AAPA Annual Convention.

Commissioner Simpson moved to approve the July 27th Minutes and the August 7th Minutes. Commissioner Rester seconded and the motion was unanimously approved.

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

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

FINAL CHECKLIST FOR AUGUST 17, 2017  
BILLS FOR THE MONTHS OF JULY AND AUGUST 2017 APPROVED AND PAID  
FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK#	VENDOR	DESCRIPTION	CHK AMT
52396	5-A Carpet Cleaners	Carpet Cleaned at Seaway Property	785.00
52397	AGJ Systems & Networks, Inc.	August Computer Services	3,840.00
52398	AirGas Gulf States	Oxygen Cylinder Rentals	40.97
52399	Alimak Hek, Inc.	Labor and Part to Repair STS2	1,621.60
52400	Anytime Portables, LLC	Portable Restroom Services	420.00
52401	AT&T	Telephone Services	1,826.52
52402	Carlos Bell	Business and Travel Expenses	781.71
52403	Blue Skies Gallery	Port Photos Framed and Matted	150.22
52405	Capital City Press	Advertising	1,075.00
52406	Card Services	Travel Expenses	1,114.20
52407	Card Services	Travel Expenses	7,796.58
52408	Card Services	Signage	55.65
52409	Chancellor, Inc.	LED Lights for the Warehouse	2,550.00
52410	City of Gulfport	Water	8,047.08
52411	Crane Inspection Services, Inc.	Inspection and Certification for STS Cranes	2,700.00
52412	C Spire Wireless	Radio/Cell Phone Services	1,138.28
52414	Eagle Energy, Inc.	Maintenance Supplies for Cranes	417.12
52415	ESL Power Systems, Inc.	Replacement Receptacles for Reefer Plugs	614.15
52416	Federal Express Corp.	Express Mail Services	149.50
52417	Fuelman	Fuel for MSPA Vehicles	494.85
52418	Grainger, Inc.	Weed Killer and Maintenance Supplies	3,382.00
52419	Great Southern Club	Monthly Dues and Business Expenses	516.42
52420	Gulfport Main St. Association	Sponsorship for View the Cruise 2017	2,500.00

52422	Kalmar USA, Inc.	Repair Parts for STS1	667.64
52423	Robert J. Knesal	Per Diem	80.00
52424	Lowe's Home Center, Inc.	Refrigerator and Maintenance Supplies	492.99
52425	Maritime Defense Strategy, LLC	Security Training	3,650.00
52426	MS Dept. of Human Services CRDU	Employee Deductions	156.00
52427	MS Gulf Coast Chamber of Comm.	Sponsorship for One Coast Awards	500.00
52428	MS Power Company	Electricity	79,027.78
52429	MS Pub. Employees Credit Union	Employee Deductions	320.00
52430	MSPA Petty Cash Fund	Replenish Petty Cash	50.24
52431	MS Water Resources	Membership Dues	600.00
52432	Jack Norris	Per Diem	40.00
52433	Pass Road Mini Storage, LLC	Rental on Storage Unit	150.00
52434	Pine Belt Oil Co., Inc.	Diesel	1,749.05
52435	Ports America, Inc.	Draying Dole Containers	59,406.54
52436	Port of Long Beach	Registration Fees for AAPA Conference	6,000.00
52437	Legal Shield	Employee Deductions	30.91
52438	Performance Tire & Wheel, Inc.	Tires, Parts and Service on Shuttlewagon	3,319.00
52439	RJ Young Company, Inc.	Copiers/Printers Maintenance Agreements	1,456.13
52440	Eluse J. Roberts	Per Diem	80.00
52441	Rose Office Systems, Inc.	Construction Trailer Rentals	3,031.00
52442	Sam's Wholesale	Membership Renewal	45.00
52443	Angela Shortt	Travel Expenses	36.27
52444	Sorg Printing, LLC	Business Cards and Letterhead	519.00
52445	James C. Simpson, Jr.	Per Diem	80.00
52446	Norma Jean Soroe	Transcription Fees	464.48
52447	Specialty Hose & Fabrication	Plumbing Supplies	380.17
52448	The Sun Herald	Advertising	166.38
52449	Swetman Security Services, Inc.	Security Guard Services	25,503.34
52450	Terex Global GmbH	Labor and Travel to Repair Crane 42	1,386.86
52452	Waste Management	Waste Removal Services	408.70
52453	The Whit Group, LLC	Web Hosting	120.00
52454	Wright National Flood Ins.	FY 2018 Flood Insurance	68,405.00
TRANSFERS			
08/04/17	Deferred Compensation	Employee Deductions	970.00
08/04/17	Federal Tax Deposit	Payroll Tax Deposit	24,117.27
08/07/17	Public Employment Retirement	Retirement Match and Withheld	51,495.55
08/15/17	MS Department of Revenue	July Sales Tax Payment	9,756.58
			\$
Total			<u>386,678.73</u>

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Commissioner Rester 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: Atlas Ship Service; Wilhelmsen Ship Service; Revelle Shipping Agency

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

**NEW LICENSES:**

Transfer Company: BH Specialized Hauling

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Commissioner Simpson moved to approve the following progress payments: Balch & Bingham (\$89,838.01); BMA (\$26,501.00); Doleac Electric Co. (\$127,252.41); Hayden Wrecking Corp. (\$10,742.00); Walters Marine & Diving (\$25,901.75); and YAJV (\$24,143.08). Commissioner Roberts seconded and the motion was unanimously approved.

Commissioner Roberts moved to approve RFC # 178 to Anchor QEA (\$2,493.00); and MSPA (\$40,992.71) for a total of \$43,485.71. Commissioner Rester seconded and the motion was unanimously approved.

OLD BUSINESS:

*Commissioner Knesal left the meeting for the next agenda item discussion and vote.*

Commissioner Rester moved to approve Amendment No. 1 to Task Order No. 6 under Contract No. 016-HUD-031 with Eley Guild Hardy Architects. Amendment No. 1 adds 240 days with no change in costs. Commissioner Roberts seconded and the motion was unanimously approved.

*Commissioner Knesal returned to the meeting*

Commissioner Rester moved to approve Change Order No. 9 to Contract No. 016-HUD-033 with Necaise Brothers. Change Order No. 9 increases costs by \$259,775.65. Commissioner Norris seconded and the motion was unanimously approved.

Commissioner Roberts moved to approve Change Order No. 1 to Contract No. 017-HUD-042 with J.O. Collins. Change Order No. 1 increases costs by \$25,309.82 with no change in schedule. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Simpson moved to approve Modification No. 2 with Prism Systems under Contract No. 015-EN-01. Modification No. 2 increases costs by \$6,899.89 with no change in schedule. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Rester moved to award the sale of Mobile Harbor Crane #42 to Alabama Steel Terminal. Two offers were received and the highest offer was \$500,000.00 by Alabama Steel Terminal. Commissioner Simpson seconded and the motion was unanimously approved.

NEW BUSINESS:

*Commissioner Simpson left the meeting.*

Commissioner Rester moved to approve Task Order No. 52 with Neel Schaffer, Inc. under Contract No. 010-HUD-001. Task Order No. 52 has duration of 220 days and a not to exceed amount of \$109,495.00. Commissioner Roberts seconded and the motion passed with the Commissioners voting as follows: Ayes – Rester, Roberts and Norris; Nays – Knesal.

Commissioner Rester moved to approve Task Order No. 21 with Atwell & Gent under Contract No. 010-HUD-023. Task Order No. 21 has duration of 80 days and a not to exceed amount of \$14,480.00. Commissioner Roberts seconded and the motion passed with the Commissioners voting as follows: Ayes – Rester, Roberts and Norris; Nays – Knesal.

Commissioner Rester moved to authorize Jonathan Daniels as MSPA Delegate and Matthew Wypyski as Alternate Delegate for the purpose of voting on behalf of the MS State Port Authority at the AAPA Annual Convention. Commissioner Roberts seconded and the motion was unanimously approved.

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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 July:

Vessels	33		Vehicles	12,967
Tugs	16		Railcar Count	1,082
Barges	31		TEU's	19,234
			Tonnage (short tons)	240,663

The railcar count is 13% higher than the latest high count in May. The TEU count is 14% higher than the June count. These numbers reflect the growth we are experiencing.

On Sept. 6th and 7th, Matt Wypyski and Shawn Meyer will be in Washington, DC to attend the National Port Readiness Conference. This attendance is due to our designation as a strategic port.

All should keep a close eye on the weather as we are in the busy time of hurricane season.

EXECUTIVE DIRECTOR'S COMMENTS:

We continue to work through the permit process with the U.S. Army Corps of Engineers.

We are beginning to see work at the Island View – the target date for the new casino is June of 2018.

Director Daniels just returned yesterday from a trip to Peru. There is a significant amount of interest there and we need to find a marine carrier option.

A port that won't be named has had an investigative reporter come in and look at their credit card expenses. They looked at the entire executive team and there were over \$800,000 spent over a three year period. We are proud of the fact that our expenses are evaluated annually and we try very hard to keep those expenses down.

Due to a conflict, the Commissioners decided to move the September Board Meeting to Friday, September 22nd.

GENERAL COUNSEL'S COMMENTS:

David Duhe had no comments.

MDA'S COMMENTS:

Philip Carter had no comments.

COMMISSIONER COMMENTS:

Commissioner Roberts commented on the great work that DeeDee Wood provides to keep us out of scrutiny and is glad we are using due diligence.

Commissioner Norris suggested that we hold a Special Board Meeting between now and the September meeting to clean up any lingering issues.

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Commissioner Rester 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 a lease matter (SeaOne). Commissioner Roberts 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 Roberts seconded and the motion was unanimously approved.

Commissioner Knesal 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 11:35 a.m.

Approved and Attested



Robert J. Knesal  
President



John Rester  
Secretary