

**MISSISSIPPI PORT AUTHORITY**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING**

**February 26, 2020**

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Minutes of the Mississippi State Port Authority Board of Commissioners Meeting,  
Wednesday, February 26, 2020 at 2510 14<sup>th</sup> Street, Suite 1450, Gulfport, Mississippi at  
which the following Commissioners and staff were present:

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

Staff:                 Jonathan Daniels, Executive Director/CEO  
                          Matthew Wypyski, Deputy Director/COO  
                          John Webb, Director of Engineering  
                          Nick Foto, Deputy Program Manager  
                          DeeDee Wood, CFO  
                          Errol LaRue, Govt. & Legal Affairs Manager  
                          Gary Pitcovich, Crane Manager  
                          Shawn Meyer, Director of Operations  
                          Carlos Bell, Director of Public Engagement  
                          Matt Gabbett, Deputy Director of Operations  
                          Mel Arsenault, Director of Workforce/Grant Development

                          Ben Stone, Legal Counsel

Others:               Philip Carter, MDA  
                          Bruce Newton, Digital Engineering  
                          Michael Sheely, Jacobs  
                          Joey Beattie, BSX/SSH  
                          Brian Smith, Watkins & Eager  
                          John Weres, Gresham Smith  
                          Howard Page, North Gulfport Land Trust  
                          Steve Twedt, Neel Schaffer  
                          Bruce Newton, Digital Engineering  
                          Glenn Cobb

Commissioner Roberts 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 Roberts.

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

PUBLIC COMMENTS:

Glenn Cobb discussed concerns about development of the North Port Property.

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Commissioner Rester moved to approve the January 29<sup>th</sup> and February 13th Minutes. Commissioner Simpson seconded, and the motion was unanimously approved.

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

DISBURSEMENTS THROUGH FEBRUARY 13, 2020  
 BILLS FOR THE MONTHS OF JANUARY AND FEBRUARY 2020 APPROVED AND PAID  
 FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK #	VENDOR	DESCRIPTION	CHK AMT
55639	AGJ Systems & Networks, Inc.	Computer Maintenance	4,502.50
55640	AirGas Gulf States	Oxygen Cylinder Rental	89.45
55641	Anytime Portables, LLC	Portable Restroom Services	255.00
55642	B.E.A.R.	Crane #1 Repairs	4,860.00
55643	Carlos Bell	Travel Expenses	196.08
55644	Ben Nelson Golf & Utility Vehicles	Batteries for Golf Carts	1,680.00
55645	Sparklight	Internet Services	91.18
55646	Card Services	Conference Registration Fees and Travel Expenses	2,806.80
55647	Card Services	Travel Expenses	349.43
55648	Card Services	Light Bulbs and Repair Parts	527.02
55649	Sun Coast Business Supply	Office Supplies	368.11
55650	Collection Services Center	Employee Deductions	90.06
55651	Consolidated Electrical Distributors, Inc	Obstruction Lights for Cranes	2,419.48
55652	C Spire Wireless	Cell Phone Services	1,140.53
55653	Daily Equipment Company Inc.	Forklift Repair	473.80
55654	Jonathan Daniels	Business and Travel Expenses	402.40
55655	Deluxe Cleaners, Inc.	Tablecloth Cleaning	74.70
55656	Dept. of Finance & Admin.	MMRS Quarterly Charges	222.25
55657	East Beach Specialties, Inc.	Promotional Supplies	547.00
55658	E Fire Southern, Inc.	Fire Alarm Repair	344.63
55659	Emerald TC, LLC	Payroll Software Set Up	92.50
55660	Federal Express Corp.	Express Mail Services	20.47
55661	Fuelman	Fuel for MSPA Vehicles	414.08
55662	Graybar Electric Company, Inc.	Lighting Switches for Cranes	214.86
55663	Great Southern Club	Monthly Dues and Business Expenses	190.56
55664	Gulf Ports Association	Membership Dues	400.00
55665	MS State Treasurer Fund 3360900000	Telephone/Internet Services	550.78
55666	Intl Pineapple Organization, LLC	Conference Sponsorship	5,000.00
55667	Errol LaRue	Continuing Legal Education Online Courses	150.00
55668	Lewis Bolt & Nut Company	Maintenance Supplies	184.16
55669	Lowe's Home Center, Inc.	Lumber for Decking and Maintenance Supplies	3,627.65
55670	M2 Media Corp.	Advertisement	1,000.00
55671	Maritime Defense Strategy, LLC	Consulting Services	3,650.00
55672	Mayer Electric Supply Co., Inc.	Electrical Supplies for Landscape Lights	3,040.09
55673	Mississippi District Export Council	Conference Sponsorship	1,500.00
55674	Shawn Meyer	Travel Expenses	986.50
55675	MS Dept. of Human Services CRDU	Employee Deductions	156.00
55676	MS Gulf Coast Chamber of Comm.	Employee Training	35.00
55677	MS Gulf Coast Chamber of Comm.	Sponsorship	750.00
55678	MS Gulf Coast Chamber of Comm.	Sponsorship	250.00
55679	MS Power Company	Electricity	100,419.46
55680	MS Pub. Employees Credit Union	Employee Deductions	320.00
55681	Paul Neumaier	Safety Shoes	117.69
55682	Legal Shield	Employee Deductions	183.36
55683	It's Promo Time	Employee Name Tags	104.14
55684	RJ Young Company, Inc.	Copier and Printer Maintenance	1,478.69

55685	Rotary Club of Gulfport	Membership Dues and Business Expenses	687.00
55686	Sage Software, Inc.	Software Renewal	6,275.08
55687	Shuttlewagon, Inc.	Repair Part for Shuttlewagon	530.12
55688	Sorg Printing, LLC	Promotional Supplies	1,017.00
55689	Albert Signorelli III	Supplies for Crane Department	87.16
55690	Southern Printing & Silkscreen	Promotional Supplies	481.88
55691	Southern Exteriors Fence Co.	Cotton Compress Fence Repair	2,250.00
55692	Southern Admin. and Benefits	Monthly Service Fee	200.00
55693	Waste Management	Waste Removal Services	791.50
55694	Zoro Tools, Inc.	Maintenance Supplies	813.04
CHECKS DATED 02/04/20 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
55634	CenterPoint Energy	Natural Gas Services	71.16
55635	Collection Services Center	Employee Deductions	90.06
55636	Pass Road Mini Storage, LLC	Storage Unit Rent	150.00
55637	Gary Pitcovich	Supplies Reimbursement	179.35
55638	Matthew Wypski	Travel Expenses	1,035.96
TRANSFERS			
02/05/20	Federal Tax Deposit	Payroll Tax Deposit	30,027.75
02/06/20	Public Employee Retirement	Retirement Match and Withheld	93,648.01
02/10/20	MS Department of Revenue	Employee Deductions	12,412.00
02/13/20	Deferred Compensation	Employee Deductions	1,232.50
Total			<u>\$298,255.98</u>

FINAL CHECKLIST FOR FEBRUARY 26, 2020

BILLS FOR THE MONTHS OF JANUARY AND FEBRUARY 2020 APPROVED AND PAID  
FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK#	VENDOR	DESCRIPTION	CHK AMT
55695	Kentwood Springs	Drinking Water	240.31
55696	AFLAC	Employee Deductions	1,781.34
55697	AT&T Corp	Web Hosting	89.96
55698	Barefield Workplace Solutions, Inc.	Office Supplies	237.49
55699	B.E.A.R.	Blower Motor Repair for Crane #2	1,323.67
55700	Sparklight	Cable Services	14.49
55701	City of Gulfport	Water	11,582.36
55702	Coast Concrete Company, Inc.	Concrete Pad for Dole Yard	600.00
55703	Collection Services Center	Employee Deductions	90.06
55704	Cornett Bolt & Screw	Maintenance Supplies	66.45
55705	C Spire Business Solutions	Telephone/Internet Services	2,966.71
55706	State School Insurance Fund	Employee Deductions	18,232.42
55708	East Beach Specialties, Inc.	Promotional Supplies	870.00
55709	Emerald TC, LLC	Payroll Software Setup	647.50
55710	Federal Express Corp.	Express Mail Services	15.99
55711	Foliage Design Systems, Inc.	Interior Plant Maintenance	253.78
55712	Fuelman	Fuel for MSPA Vehicles	158.20
55713	Guardian	Employee Deductions	1,691.88
55714	Hancock Bank	March Lease for Suite 1450	23,168.31
55715	Keeling Co. - Gulfport	Maintenance Supplies	1,378.92
55716	Robert J. Knesal	Per Diem	120.00
55717	MS Dept. of Human Services CRDU	Employee Deductions	156.00
55718	MS Pub. Employees Credit Union	Employee Deductions	320.00
55719	MSPA Petty Cash Fund	Replenish Petty Cash	23.82
55720	Jack Norris	Per Diem	120.00
55721	Pass Road Mini Storage, LLC	Storage Unit Rent	335.00
55722	Gary Pitcovich	Tuition Reimbursement	1,345.00
55723	Kim Purchner	Business Expenses	144.68
55724	Redd Pest Solutions	Pest Control Services	90.00

55725	Eluse J. Roberts	Per Diem	40.00
55726	James C. Simpson, Jr.	Per Diem	40.00
55728	The Sun Herald	Advertisement	425.00
55729	Swetman Security Services, Inc.	Security Guard Services	57,782.36
55730	Vision Service Plan	Employee Deductions	211.66
55731	Volkert, Inc	Professional Services	5,700.00
55732	Weaver Electric	Electrical Repairs	5,863.00
55733	Zoro Tools, Inc.	Maintenance Supplies	1,976.55
TRANSFERS			
02/18/20	MS Department of Revenue	Sales Tax Payment	12,154.74
02/19/20	Federal Tax Deposit	Payroll Tax Deposit	29,049.24
		Total	<u>\$181,306.89</u>

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

The following items were approved:

RENEWAL LICENSES:

Vendors: Mike Gartman Transfer Service; Commodore Transportation, Inc.; U.S. Maritime Services, LLC

Steamship Agent: Nord-Sud Shipping, Inc.; Gulf Harbor Shipping

Transfer Company: Mike Gartman Transfer Service, Inc.

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Commissioner Rester moved to approve the following progress payments: Balch & Bingham (\$255,686.67); Digital Engineering (\$42,929.75) and Southern Exteriors Fence Co. (\$4,289.20). Commissioner Simpson seconded, and the motion was unanimously approved.

Commissioner Rester moved to approve Cash Request #265 to CH2MHill (\$37,650.30); Eley Guild Hardy (\$180,901.00); J.O. Collins (\$63,473.16); and MSPA (\$272,065.05) for a total of \$554,089.51. Commissioner Simpson seconded and the motion was unanimously approved.

*Commissioner Norris entered*

OLD BUSINESS:

Commissioner Rester moved to authorize the commitment of \$5,000,000.00 for deepening and widening of the Federal Navigation Channel. Funds are derived from Interest and Other Investment Income (2,880,034.00) and from prior MSPA operational revenues (\$2,119,966.00). Commissioner Norris seconded and the motion was unanimously approved.

NEW BUSINESS:

Commissioner Rester moved to approve Work Order No. 12 with Digital Engineering under Contract No. 17-EN-04. Work Order 12 provides for engineering services for the design, bid support and construction administration of required utility work at the Port's Cotton Compress site. The not-to-exceed amount is \$90,090.00. Commissioner Simpson seconded and the motion was unanimously approved.

Commissioner Rester moved to approve Change Order 1 with J.O. Collins under Contract No. 020-HUD-048. Change Order 1 increases costs by \$22,851.48 with no additional time added. Commissioner Norris seconded and the motion was unanimously approved.

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PORT RESTORATION/ENGINEERING UPDATE:

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

OPERATIONS REPORT:

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

Vessels	17		Vehicles	12,082
TEU's	15,802		Railcar Count	922
Tonnage (short tons)	237,634			

The TEU count is down 14% from January and tonnage is down 9%.

Currently in port is the research vessel Atlantis. She is 275' long and contains specialized equipment for exploration of the ocean floor.

Roughly 2,000 service members from 20 different states were recently on the Coast in support of the Southern Strike Exercise.

EXECUTIVE DIRECTOR'S REPORT:

Admiral Buzby of the Maritime Administration visited last week and presented the Port with a check for approximately \$16 million in grant funds for port improvement.

Director Daniels and CFO Wood recently traveled to Jackson for Senate and House LBO meetings. They were well received by both.

Major General Farmen will be on the Coast on March 18<sup>th</sup> for the Military Affairs Breakfast that is put on by the Chamber.

Conversations have been had with various Legislators regarding the design build concept, so we anticipate possible legislation regarding this concept soon.

Thanks to the Commission for the approval of the commitment of dredging funds this morning. This is a good start to a long process.

Community tours will take place March 12<sup>th</sup> from 4:00 – 6:00 pm.

GENERAL COUNSEL'S COMMENTS:

Ben Stone had no comments.

MDA'S COMMENTS:

Philip Carter had no comments.

COMMISSIONERS' COMMENTS:

Commissioner Simpson commented on commitment from the State regarding the widening and deepening of the channel.

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

Commissioner Rester moved to enter Executive Session to discuss legal matters (pending litigation), real estate matters (potential lease negotiations) and a personnel matter. Commissioner Norris seconded and the motion was unanimously approved.

(THE BOARD OF COMMISSIONERS ENTERED INTO EXECUTIVE SESSION AT APPROXIMATELY 9:10 A.M.)

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

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

Commissioner Simpson moved to adjourn.

The meeting adjourned at approximately 9:50 a.m.

Approved and Attested

  
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Jack Norris  
President

  
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Robert J. Knesal  
Secretary