

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

**February 28, 2019**

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Minutes of the Mississippi State Port Authority Board of Commissioners Meeting,  
Thursday, February 28, 2019 at 2510 14<sup>th</sup> 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, Executive Asst./HRO  
                          John Webb, Director of Engineering  
                          Nick Foto, Deputy Program Manager  
                          DeeDee Wood, CFO  
                          Kim Aguillard, Marketing & Media Manager  
                          Shawn Meyer, Director of Operations  
                          Carlos Bell, Director of Public Engagement  
                          Matt Gabbett, Deputy Director of Operations  
                          Mel Arsenault, Director of External Affairs

                          Ben Stone, Legal Counsel  
                          David Duhe, Legal Counsel

Others:               Philip Carter, MDA  
                          Brian Smith, Watkins & Eager  
                          Michael Sheely, CH2MHill  
                          Joey Beattie, SSH  
                          Chris O'Brien, Seaman's Center  
                          Brynn Joachim, FOCUS Group  
                          Samantha Mitchell, FOCUS Group  
                          Bruce Newton, Digital Engineering  
                          Duane Wilson, Chemours  
                          Lillian Jenkins, Home CLP  
                          Marc Foster, Cypress  
                          Cindy Henderson, Cypress

Commissioner Rester 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 Rester.

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

**PUBLIC COMMENTS:**

Brynn Joachim and Samantha Mitchell of the FOCUS presented the External Affairs Department with six awards that were received from the Advanced Federation Awards

regarding the Restoration Celebration Event. Awards were for the event poster, coin, landing page, photography, billboard campaign and the integrated campaign.

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Commissioner Simpson moved to approve the January 16<sup>th</sup>, January 18<sup>th</sup>, February 7<sup>th</sup> and February 11<sup>th</sup> Minutes. Commissioner Roberts seconded, and the motion was unanimously approved.

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

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

DISBURSEMENTS THROUGH JANUARY 30, 2019  
BILLS FOR THE MONTH OF JANUARY 2019 APPROVED AND PAID  
FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK#	VENDOR	DESCRIPTION	CHK AMT
54299	Kentwood Springs	Drinking Water	217.90
54300	AFLAC	Employee Deductions	1,593.79
54301	AGJ Systems & Networks, Inc.	Computer Services and Equipment	5,684.99
54302	B.E.A.R.	Crane #3 Repairs	2,207.00
54303	Ben Nelson Golf & Utility Vehicles	Golf Carts	20,224.00
54304	Cable One, Inc.	Cable Services	120.10
54305	Chancellor, Inc.	Electrical Supplies	143.75
54306	City of Gulfport	Water	1,454.32
54307	Sun Coast Business Supply	Office Supplies and Flags	702.04
54308	Collection Services Center	Employee Deductions	90.06
54309	Conway Data, Inc.	Advertising	3,200.00
54310	Paul H. Welch, Jr.	Promotional Items	2,300.00
54311	Jonathan Daniels	Travel Expenses	13.95
54312	State School Insurance Fund	Employee Deductions	16,853.00
54313	Dean Jaramillo	Office Supplies	251.19
54314	Federal Express Corp.	Express Mail Services	19.32
54315	Foliage Design Systems, Inc.	Interior Plant Maintenance	253.78
54316	Fuelman	Fuel for MSPA Vehicles	377.99
54317	Grainger, Inc.	Electrical and Maintenance Supplies	4,506.88
54318	Guardian	Employee Deductions	1,698.24
54319	Gulfport Industrial Supply, Inc.	MIG Welder for Crane Department	1,695.00
54321	Hughes Supply	Filters for A/C Units	1,421.80
54322	Lowe's Home Center, Inc.	Janitorial Supplies	72.08
54323	MS Dept. of Human Services CRDU	Employee Deductions	156.00
54324	MS Gulf Coast Chamber of Comm.	Registration Fees	870.00
54325	MS Pub. Employees Credit Union	Employee Deductions	320.00
54326	Secretary of State	Notary Public Renewal	25.00
54327	Pass Road Mini Storage, LLC	Storage Unit Rent	180.00
54328	Gary Pitcovich	Travel Expenses	28.92
54329	RJ Young Company, Inc.	Printer Maintenance	576.69
54330	Shred-It USA, LLC	Shredding Services	480.96
54331	Southern Admin. and Benefits	Monthly Service Fee	200.00
54332	Swetman Security Services, Inc.	Security Guard Services	52,215.57
54333	The Focus Group	Marketing Development for Restoration Celebration	966.05
54334	United Way of South MS, Inc.	Employee Deductions	356.10
54335	Vision Service Plan	Employee Deductions	198.81
54336	Waring Oil Company, LLC	Grease for Cranes	480.00
54337	Weaver Electric	Electrical Services	1,944.00

TRANSFERS

01/18/19	Deferred Compensation	Employee Deductions	940.00
01/18/19	MS Department of Revenue	Employee Deductions	7,992.00
01/18/19	MS Department of Revenue	Sales Tax Payment	22,974.07
01/23/19	Federal Tax Deposit	Payroll Tax Deposit	26,361.41
01/23/19	Public Employment Retirement	Retirement Match and Withheld	55,646.33
Total			<u>\$238,013.09</u>

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

CHK #	VENDOR	DESCRIPTION	CHK AMT
54341	AFLAC	Employee Deductions	1,597.44
54342	Kim Aguillard	Travel Expenses	39.44
54343	AirGas Gulf States	Welding Supplies and Oxygen Cylinder Rental	575.98
54344	All Signs, Inc.	Door Stickers and Maintenance Signs	640.27
54345	Apple, Inc.	iPad	358.00
54346	Barefield Workplace Solutions, Inc.	Office Supplies	249.98
54347	AT&T	Telephone Services	1,048.01
54348	Carlos Bell	Travel Expenses	160.08
54349	Card Services	Travel Expenses	849.09
54350	Card Services	Travel Expenses	1,632.36
54351	Card Services	Promotional Sample Items	26.00
54352	Certex USA, Inc.	Crane Maintenance Supplies	1,042.60
54353	City of Gulfport	Water	14,558.46
54354	Sun Coast Business Supply	Office Supplies	470.78
54355	Collection Services Center	Employee Deductions	90.06
54356	Cornett Bolt & Screw	Power Plug Parts for Dole	230.86
54357	C Spire Wireless	Radio/Cell Phone Services	1,124.40
54358	C Spire Business Solutions	Telephone/Internet Services	1,762.61
54359	Jonathan Daniels	Business and Travel Expenses	223.17
54360	Dept. of Finance & Admin.	MMRS Quarterly Charges	300.50
54361	DocuPhase	Upgrade and Migration Services	1,250.00
54362	Eagle Energy, Inc.	Diesel Fuel	2,370.34
54363	Federal Express Corp.	Express Mail Services	59.21
54364	Fuelman	Fuel for MSPA Vehicles	66.39
54365	Matthew Gabbett	Travel Expenses	15.24
54366	Grainger, Inc.	Maintenance Supplies and Golf Cart Parts	2,214.20
54367	Great Southern Club	Monthly Dues and Business Expenses	136.62
54368	MS State Treasurer Fund 3360900000	Telephone and Internet Services	529.47
54369	Isco Metals & Supply, LLC	Steel for Crane Department Project	1,021.80
54370	Lowe's Home Center, Inc.	Janitorial and Maintenance Supplies	98.80
54371	MS Economic Council	Membership Dues	402.63
54372	Shawn Meyer	Travel Expenses	27.54
54373	Milner Rental Centers	Carpet Cleaning Machine Rental	29.99
54374	MS Dept. of Human Services CRDU	Employee Deductions	156.00
54375	MS Power Company	Electricity	139,943.37
54376	MS Pub. Employees Credit Union	Employee Deductions	320.00
54377	Pass Road Mini Storage, LLC	Storage Unit Rent	150.00
54378	Ports America, Inc.	Draying Dole Containers	51,623.37
54379	Legal Shield	Employee Deductions	30.91
54380	It's Promo Time	Promotional Items	638.50
54381	RJ Young Company, Inc.	Copier Maintenance	977.52
54382	Rockwood Audio Visual, LLC	Audio Video Services for Restoration Celebration	5,740.00

54383	Sage Software, Inc.	Software Renewal	6,275.08
54384	Albert Signorelli III	Business Expenses	37.43
54385	Norma Jean Soroe	Transcription Services	514.48
54386	Southern Printing & Silkscreen	Logos for Employees Jackets	30.00
54387	BXS Insurance, Inc.	Insurance	289,305.40
54388	Stuart C. Irby Co.	Safety Switches for Crane #3	1,129.99
54389	Union Auto Parts	Repair Parts for Unit #8	155.70
54390	Vulcan Construction Materials, LLC	Limestone for Hole Repairs	2,540.42
54391	Waste Management	Waste Removal Services	790.20
54392	Weaver Electric	Electrical Services	417.00
54393	The Whit Group, LLC	Website Hosting	600.00
54394	Matthew Wypyski	Business Expenses	168.73

CHECKS DATED 02/07/19 AND RELEASED PRIOR TO SCHEDULED CHECK RUN

54338	Jonathan Daniels	Travel Expenses	350.33
54339	Florida-Caribbean Cruise Association	Membership Dues	25,000.00
54340	Matthew Wypyski	Business Expense	87.76
TRANSFERS			
02/04/19	Deferred Compensation	Employee Deductions	940.00
02/06/19	Federal Tax Deposit	Payroll Tax Deposit	26,493.08
02/14/19	Deferred Compensation	Employee Deductions	952.50
Total			<u>590,570.09</u>

FINAL CHECKLIST FOR FEBRUARY 28, 2019

BILLS FOR THE MONTHS OF JANUARY AND FEBRUARY 2019 APPROVED AND PAID  
FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK #	VENDOR	DESCRIPTION	CHK AMT
54395	ABB, Inc.	Repair Parts for Crane #3	495.00
54396	Kentwood Springs	Drinking Water	352.52
54397	ADS Systems, LLC	Fire Alarm Repair	203.00
54398	AirGas Gulf States	Oxygen Cylinder Rental	60.85
54399	Anytime Portables, LLC	Portable Restroom Services	191.25
54400	Melanie J. Arsenault	Travel Expenses	244.96
54401	Cable One, Inc.	Cable Services	135.67
54402	Sun Coast Business Supply	Office Supplies	119.89
54403	Collection Services Center	Employee Deductions	90.06
54404	Jonathan Daniels	Business and Travel Expenses	1,499.61
54405	State School Insurance Fund	Employee Deductions	17,035.72
54407	Federal Express Corp.	Express Mailing Services	31.13
54408	Foliage Design Systems, Inc.	Interior Plant Maintenance	253.78
54409	Fuelman	Fuel for MSPA Vehicles	508.39
54410	Grainger, Inc.	Maintenance Supplies	391.73
54411	Guardian	Employee Deductions	1,510.16
54412	Gulf Coast Community Foundation	Contribution to Gulf Coast Tourism Fund	1,500.00
54413	Gulfport Yacht Club	Business Expense	28.77
54414	Hancock Bank	March Lease Suite 1450	23,168.31
54415	Whitney Bank Trust & Asset Management	Investment Advisory Service Fees	1,489.80
54416	Hotard Coaches, Inc.	Buses for Port Tours for Restoration Celebration	3,208.40
54417	Robert J. Knesal	Per Diem	200.00
54418	Lowe's Home Center, Inc.	Maintenance Supplies	416.49
54419	MS Dept. of Human Services CRDU	Employee Deductions	156.00
54420	MS Gulf Coast Chamber of Comm.	Registration Fees	40.00
54421	MS Pub. Employees Credit Union	Employee Deductions	320.00

54422	NAVEX Global, Inc.	Hotline Subscription Renewal	810.34
54423	Jack Norris	Per Diem	160.00
54424	Pass Road Mini Storage, LLC	Storage Unit Rent	180.00
54425	Gary Pitcovich	Tuition Reimbursement	1,110.00
54426	Ports America, Inc.	Draying Dole Containers	8,912.71
54427	Ports America	Overpayment Refund	4,134.87
54428	Kim Purchner	Business Expenses	82.50
54430	Redd Pest Solutions	Pest Control Services	90.00
54431	RJ Young Company, Inc.	Printer Maintenance	576.69
54432	Eluse J. Roberts	Per Diem	40.00
54433	Rotary Club of Gulfport	Membership Dues	458.00
54434	James C. Simpson, Jr.	Per Diem	200.00
54435	Norma Jean Soroe	Transcription Services	269.48
54436	Southern Printing & Silkscreen	Logos for Employee Uniforms	84.00
54437	Southern Admin. and Benefits	Monthly Service Fee	200.00
54438	Swetman Security Services, Inc.	Security Guard Services	55,187.23
54439	The Trust for Public Land	Refund Property Taxes - Swanson	62.98
54440	The Trust for Public Land	Refund Property Taxes - Tucei	139.52
54441	United Way of South MS, Inc.	Employee Deductions	346.10
54442	Vision Service Plan	Employee Deductions	184.51
54443	Volkert, Inc	Professional Services	3,610.00
54445	Waste Management	Waste Removal Services	65.00
TRANSFERS			
02/15/19	MS Department of Revenue	Sales Tax Payment	14,996.84
02/20/19	Federal Tax Deposit	Payroll Tax Deposit	26,067.75
02/22/19	Public Employment Retirement	Retirement Match and Withheld	53,498.30
			<u>53,498.30</u>
Total			<u>\$ 225,118.31</u>

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

The following items were approved:

RENEWAL LICENSES:

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

Steamship Agents: Nord-Sud Shipping; Gulf Harbor Shipping

Transfer Company: Mike Gartman Transfer Service, Inc.

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Commissioner Roberts moved to approve the following progress payments: Balch & Bingham (\$82,158.10); Digital Engineering (\$109,140.25); QES, Inc. (\$10,301.50); Walters Diving & Marine (\$184,369.94); and W.C. Fore Trucking (\$347,217.44). Commissioner Norris seconded, and the motion was unanimously approved.

Commissioner Simpson moved to approve Cash Request #249 – CH2M Hill (\$175,649.42); Drace Construction (\$89,067.31); Eley Guild Hardy (\$98,920.00) and MSPA (\$64,120.47) for a total \$427,757.20. Commissioner Norris seconded, and the motion was unanimously approved.

OLD BUSINESS:

Commissioner Knesal moved to approve Modification No. 2 to Work Order No. 1 with Digital Engineering under Contract No. 17-EN-04. Modification No. 2 adds \$150,000.00 to the Work Order. Commissioner Roberts seconded and the motion was unanimously approved.

Commissioner Roberts moved to approve Amendment 3 to Contract No. 016-HUD-031 with Eley Guild Hardy. Amendment 3 adds 365 days with no change to costs. Commissioner Norris seconded, and the motion was unanimously approved.

Commissioner Roberts moved to approve Amendment 8 to Contract No. 010-HUD-013 with Atwell & Gent. Amendment 8 de-obligates \$74,500.48 and contract duration is complete. Commissioner Knesal seconded, and the motion was unanimously approved.

Commissioner Roberts moved to approve Amendment 3 to Task Order 22 with Atwell & Gent under Contract No. 010-HUD-013. Amendment 3 de-obligates \$34.10 and contract duration is complete. Commissioner Norris seconded, and the motion was unanimously approved.

Commissioner Norris moved to approve Amendment 4 to Task Order 7 with Eley Guild Hardy under Contract No. 016-HUD-031. Amendment 4 adds 365 days with no change in costs. Commissioner Roberts seconded, and the motion was unanimously approved.

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NEW BUSINESS:

Commissioner Simpson moved to approve the conveyance of mitigated properties (Tucei and Swanson properties) to the State of Mississippi (Dept. of Marine Resources). The plan also calls for MSPA to provide a \$30,000.00 lump sum amount into the program that will be used to “plant the restored marsh, conduct monitoring and perform annual maintenance for a period of seven years”. Commissioner Norris seconded and the motion was unanimously approved.

Commissioner Simpson moved to authorize the issuance of RFPs for insurance and security services. Commissioner Roberts seconded and the motion was unanimously approved.

PORT RESTORATION UPDATE:

Nick Foto, Deputy Program Manager gave a status update on current projects.

OPERATIONS REPORT:

Matthew Wypyski, Deputy Director and COO reported on the maritime activity for the month of January:

Vessels	26		Vehicles	13,327
TEU's	18,359		Railcar Count	829
Tonnage (short tons)	259,744			

The tonnage count was the 2<sup>nd</sup> highest ever recorded for the Port.

We are fully maintained in the channel and turning basin after 15 months.

The fog last week caused many problems. Vessels were held at the mouth of the channel for 3-4 days. When the fog lifted, four vessels came and went and the backlog was cleared in 2 days – more than 2,500 containers were handled which was a testament to our carriers, union labor, pilots, and dependability of our cranes.

EXECUTIVE DIRECTOR'S REPORT:

Director Daniels asked John Webb to report on current Engineering projects:

Walters & Diving Marine is in the process of replacing the fender system on the East Pier; a \$2.5 million-dollar project

W.C. Fore is at the north end of the East Pier, closing in the hole/opening at the McDermott site; a \$4.2 million dollar project

At the southeast portion of the West Pier, G.A. West continues with the Chemours Enhancement project.

Proposals are due on March 12<sup>th</sup> for the renovations to the Seaman's Center location – Dole's former triple-wide trailer.

There is a task proposal in the works for re-doing the 27<sup>th</sup> Avenue Road to the Gulfport Yacht Club to beautify the area and get trucks off the road.

The West Pier Guard Gate will be re-painted very soon.

Director Daniels reported on the following:

He couldn't be more pleased with the cooperation of the USACE regarding the dredging program.

MSPA hosted 32 ambassadors from throughout the world on Monday as part of the Experience America program, hosted by the State Department. We were able to provide them with a port tour and then hosted 9 of them at a dinner Monday night. Stephanie Norris provided us with this opportunity.

HUD monitors will be in next and it will be great to have them to verify our job numbers.

On April 12<sup>th</sup>, we will hold the 1<sup>st</sup> Annual International Seaman's Center Golf Tournament as a fundraiser. It has been a pleasure to have Pastor Chris O'Brien open our meetings each month and we look forward to this event. At other ports, this has proven to be a great fundraiser and General Counsel has reviewed all for legality.

GENERAL COUNSEL'S COMMENTS:

Ben Stone had no comments.

MDA'S COMMENTS:

Philip Carter had no comments.

COMMISSIONER COMMENTS:

Commissioner Norris remarked on Matt Wypyski's report and how interesting it is that with the recent activity at our port, the Corps is aware of how important it is to keep our channel at the authorized depth.

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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 Simpson moved to enter Executive Session to discuss legal matters (potential litigation) and real estate matters (property acquisition). Commissioner Roberts seconded and the motion was unanimously approved.

(THE BOARD OF COMMISSIONERS ENTERED INTO EXECUTIVE SESSION AT APPROXIMATELY 9:05 A.M.)

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

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

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

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

Approved and Attested

  
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John Rester  
President

  
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E.J. Roberts  
Secretary