

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

**February 15, 2024**

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Minutes of the Mississippi State Port Authority Board of Commissioners Meeting,  
Thursday, February 15, 2024, at 2510 14<sup>th</sup> Street, Suite 1450, Gulfport, Mississippi at  
which the following Commissioners and staff were present:

Commissioners: John Rester, President  
Cowles Symmes, Vice-President  
Mark Loughman, Secretary  
Kathryn Dennis Spear, Commissioner

Staff: Jon Nass, CEO  
Jennifer Smith, Chief of Staff  
Shawn Meyer, COO  
Kim Purchner, Executive Asst./HRO  
Teresa Ehrlich, Project Manager  
Gary Pitcovich, Deputy Operations Director  
Hannah Milliet, Public Affairs Officer  
Allison Chimenya, Marketing & Educational Coordinator  
James Buras, Port Engineer  
Errol LaRue, General Counsel  
Tammy Salisbury, Asst. Comptroller  
Matt Gabbett, Director of Operations  
Cindy Ford, Contract/Administrative Asst.  
Katie Gill, Entry Level Accountant

Ben Stone, Legal Counsel

Others: Philip Carter, MDA  
Nick Moody, MP Designs  
Mike Letort, MP Designs  
Joey Beattie, Cadence Insurance  
Chelsea Paige, Hilton Garden Inn Gulfport  
Sharon Welch, Residence Inn  
Donna Brooks, Hilton Garden Inn & Residence Inn

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Commissioner Rester noted the presence of a quorum and called the meeting to order at approximately 9:00 a.m.

The Pledge of Allegiance was led by Commissioner Rester.

The invocation was given by Jon Nass, MSPA.

**PUBLIC COMMENTS:**

There were no public comments.

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Commissioner Symmes moved to approve the Minutes from the January 25, 2024 Board Meeting. Commissioner Loughman seconded, and the motion was unanimously approved.

Commissioner Symmes moved to approve travel (Feb 6-7) – LaRue to Jackson, MS; (March 18-22) – Nass, Smith, Meyer and Commissioners to Costa Rica. Commissioner Loughman seconded and the motion was unanimously approved.

Commissioner Symmes to approve the disbursements listed below. Commissioner Loughman seconded and the motion was unanimously approved.

FINAL CHECKLIST FOR JANUARY 25, 2024			
BILLS FOR THE MONTHS OF DECEMBER 2023 AND JANUARY 2024 APPROVED AND PAID			
FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT			
CHK#	VENDOR	DESCRIPTION	CHK AMT
60455	A-1 Elevator Service, LLC	Quarterly Elevator Maintenance	2,832.00
60456	Kentwood Springs	Drinking Water	361.24
60457	AFLAC	Employee Deductions	1,255.52
60458	AirGas Gulf States	Acetylene, Oxygen and Argon Cylinders	399.16
60459	Alexander, Van Loon, Sloan	Audit Services	6,130.00
60460	All Safe Technologies, LLC	Fire Alarm Monitoring	239.70
60461	Ben Nelson Golf & Utility Vehicles	Battery for Golf Cart	169.95
60462	Card Services	Sage Software Renewal, Maintenance Parts and Office Supplies	3,731.81
60463	Card Services	Registration Fees and Travel Expenses	3,766.00
60464	William A. Colgin II	Video and Photography Services	450.00
60466	Cresco Inc.	Dole Administration Building HVAC and Chiller Repairs	2,608.46
60467	Deluxe Cleaners, Inc.	Tablecloth Cleaning	67.39
60471	Eagle Energy, Inc.	Diesel Fuel	2,229.60
60472	Emerald TC, LLC	Software Support	250.00
60473	Federal Express Corp.	Express Mail Services	25.86
60474	Fuelman	Fuel for MSPA Vehicles	485.45
60475	Guardian	Employee Deductions	1,367.49
60476	Whitney Bank Divisional Property	February Lease for Suite 1450	26,858.42
60477	Whitney Bank Trust & Asset Management	Investment Advisory Service Fees	26,714.54
60479	Journal Communications, Inc.	Advertising	8,000.00
60480	KLDiscovery Ontrack, LLC	Professional Services	1,477.00
60481	Robert J. Knesal	Per Diem and Travel Expenses	335.74
60482	Mark P. Loughman	Per Diem	160.00
60484	MS DHS - State Disbursement Unit	Employee Deductions	263.56
60486	MS Pub. Employees Credit Union	Employee Deductions	445.00
60487	Secretary of State	Notary Renewal	25.00
60488	Gary Pitcovich	Space Heaters for Emergency Heating at Crowley Administration Building	235.31
60489	John Rester	Travel Expenses	215.74
60490	SBL Strategies, LLC	Professional Consulting Services	10,000.00
60491	South Mississippi Business Machines	Copier Maintenance	569.00
60492	Jennifer Smith	Travel Expenses	138.12
60493	Norma Jean Soroe	Transcription Services	344.48
60494	Specialty Hose & Fabrication	Hydraulic Hose Assembly for Street Sweeper	117.65
60495	Kathryn Dennis Spear	Per Diem and Travel Expenses	575.74
60496	SSA Gulf Inc.	Office Trailer Rent for Cotton Compress	900.00
60497	Sterling Solutions LLC	Professional Services	12,500.00
60498	Swetman Security Services, Inc.	Security Guard Services	65,138.10
60499	Cowles Edgar Symmes	Per Diem and Travel Expenses	370.91

60500	Zero Tools, Inc.	Employee Uniforms	317.96
CHECK DATED 01/11/24 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
60451	James Buras	Travel Expenses	610.62
CHECKS DATED 01/18/24 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
60452	Sparklight	Cable Services	249.36
60453	MS Dept. of Human Services	Employee Deductions	263.56
60454	Pass Road Mini Storage	Storage Unit Rent	175.00
TRANSFERS			
01/10/24	Deferred Compensation	Employee Deductions	1,370.00
01/12/24	MS Department of Revenue	Employee Deductions	11,717.00
01/18/24	Federal Tax Deposit	Payroll Tax Deposit	28,138.37
Total			<u>\$224,595.81</u>

FINAL CHECKLIST FOR FEBRUARY 15, 2024

BILLS FOR THE MONTHS OF JANUARY AND FEBRUARY 2024 APPROVED AND PAID  
FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK#	VENDOR	DESCRIPTION	CHK AMT
60507	AFLAC	Employee Deductions	1,255.52
60508	AGJ Systems & Networks, Inc.	Computer Maintenance	4,569.00
60509	AirGas Gulf States	Acetylene, Oxygen, and Argon Cylinders	204.61
60510	All Safe Technologies, LLC	Fire Alarm Monitoring	239.70
60511	James Buras	Travel Expenses	1,174.88
60512	Cadence Insurance, Inc.	Notary Bond Renewal	50.00
60513	City of Gulfport	Water	9,847.40
60514	C Spire Wireless	Cell Phone Services	983.56
60515	C Spire Business Solutions	Telephone/Internet Services	1,766.53
60517	Emerald TC, LLC	Software Support and Biznet Software Maintenance Renewal	2,025.00
60518	Federal Express Corp.	Express Mail Services	54.46
60519	Fuelman	Fuel for MSPA Vehicles	416.50
60520	Grainger, Inc.	Track Broom for Railroad Switches	45.12
60521	Great Southern Club	Monthly Dues	104.00
60522	Green Marine Mngmt. Corp.	Membership Dues	4,450.00
60523	Whitney Bank Divisional Property	March Lease for Suite 1450	27,664.17
60524	MS State Treasurer Fund 3360900000	Telephone/Internet Services	351.30
60525	KLDiscovery Ontrack, LLC	Professional Services	1,477.00
60526	Robert J. Knesal	Per Diem	160.00
60527	Errol LaRue	Travel Expenses	135.45
60528	Mark P. Loughman	Per Diem	160.00
60530	Maritime Defense Strategy, LLC	Consulting Services	3,650.00
60531	Mark Dunning Industries, Inc.	Waste Removal Services	1,872.50
60532	Shawn Meyer	Business and Travel Expenses	2,091.20
60533	MS DHS - State Disbursement Unit	Employee Deductions	263.56
60534	MS Power Company	Electricity	118,475.57
60535	MS Power Company	Electricity	20,414.09
60536	MS Pub. Employees Credit Union	Employee Deductions	445.00
60537	MSPA Petty Cash Fund	Replenish Petty Cash	24.57
60538	Jon T. Nass	Travel Expenses	5,448.12
60539	Pass Road Mini Storage, LLC	Storage Unit Rent	175.00
60540	The Port Employees Assoc.	Employee Deductions	106.00
60541	Portable Services, Inc.	Portable Restroom Services	393.12
60542	Legal Shield	Employee Deductions	30.91
60543	Quadient Leasing USA Inc	Postage Machine Rent	195.57
60544	Redd Pest Solutions	Pest Control Services	163.50

60545	RJ Young Company, Inc.	Printer Maintenance	540.00
60546	Rotolo Consultants, Inc. dba RCI	Landscape Services	981.58
60547	Sage Software, Inc.	Sage 500 Software Renewal	7,991.33
60548	SBL Strategies, LLC	Professional Consulting Services	10,000.00
60549	South Mississippi Business Machines	Copier Maintenance	569.00
60550	Jennifer Smith	Travel Expenses	1,773.17
60551	Southern Admin. and Benefits	Monthly Service Fee	209.00
60552	Southeastern Overhead Door Inc.	Dock Leveler Repair Parts	6,290.00
60553	Kathryn Dennis Spear	Per Diem	200.00
60554	Sterling Solutions LLC	Professional Services	12,500.00
60555	Swetman Security Services, Inc.	Security Guard Services	66,561.30
60556	Cowles Edgar Symmes	Per Diem	80.00
60557	Timeless Designs of Lucedale LLC	Interior Plant Maintenance	279.69
60558	Tricon Steamship Agency	Customer Refund for Overcharge	2,642.78
60559	Texas A&M Transportation Institute	Emissions Baseline Study	24,780.00
60560	United Way of South MS, Inc.	Employee Deductions	171.42
60561	Vulcan Construction Materials, LLC	Limestone for Set Out Yard	1,754.81
60563	Zoro Tools, Inc.	Hand Tools and Welding Caps	43.87
CHECKS DATED 02/07/24 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
60501	Sparklight	Internet Services	93.18
60502	CenterPoint Energy	Natural Gas Services	37.17
60503	Cindy Ford	Office Expenses	54.40
60504	MS DHS - State Disbursement Unit	Employee Deductions	263.56
60505	MS Pub. Employees Credit Union	Employee Deductions	445.00
60506	Pass Road Mini Storage, LLC	Storage Unit Rent	185.00
TRANSFERS			
01/26/24	Deferred Compensation	Employee Deductions	1,420.00
01/30/24	Connected Oceans	Business Development and Consulting Services	24,654.33
01/31/24	Federal Tax Deposit	Payroll Tax Deposit	29,051.14
02/05/24	State School Insurance Fund/DFA	01/2024 Employee Health and Life Insurance	16,211.20
02/06/24	Public Employment Retirement	Retirement Match and Withheld	60,091.10
02/09/24	Deferred Compensation	Employee Deductions	1,395.00
02/14/24	MS Department of Revenue	Employee Deductions	7,248.00
02/14/24	Federal Tax Deposit	Payroll Tax Deposit	28,800.81
02/14/24	MS Department of Revenue	Sales Tax Payment	8,446.62
Total			<u>\$526,647.37</u>

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

The following items were approved:

RENEWAL LICENSES:

Vendors (TWIC Escorts): Mike Gartman Transfer Service; U.S. Maritime Services, LLC

Steamship Agents: Nord-Sud Shipping, Inc.; Gulf Harbor Shipping, LLC; DSV Air & Sea, Inc. dba DSV Marine Services

Transfer Company:

Mike Gartman Transfer Company

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Commissioner Symmes moved to approve the following progress payments: Balch & Bingham (\$36,280.78); Digital Engineering (\$14,031.25); MP Design Group (\$66,689.84); and Warren Paving (\$86,559.73). Commissioner Spear seconded and the motion was unanimously approved.

OLD BUSINESS:

*Commissioner Spear left the meeting.*

Commissioner Loughman moved to approve Change Order No. 1 and a Notice of Completion with Hopkins Maintenance and Construction under Contract No. 24-EN-01. This change order decreases costs by \$8,768.00 and closes the Hurricane Zeta timber repair project. Commissioner Symmes seconded and the motion was unanimously approved.

*Commissioner Spear returned to the meeting.*

Commissioner Loughman moved to approve Work Order No. 15 under Contract No. 17-EN-04 with Digital Engineering. This work order closes out the Hurricane Zeta Timber Pier Repairs Project. Commissioner Symmes seconded and the motion was unanimously approved.

Commissioner Symmes moved to approve Contract No. 24-OP-02 with Upchurch HVAC for HVAC and Refrigeration repairs/services. The term of the contract is three years, with a two-year option to renew, and the submitted hourly rates will be used. Commissioner Loughman seconded and the motion was unanimously approved.

Commissioner Symmes moved to approve Amendment No. 4 to the Dole Lease, Preferential Assignment and Refrigerated Warehouse Space Agreement. Amendment No. 4 pertains to Tariff Rates. Commissioner Spear seconded and the motion was unanimously approved.

Commissioner Symmes moved to approve Amendment No. 1 to the Agreement for Construction and Lease of Port Facilities with Chemours. Amendment No. 1 pertains to Tariff Rates. Commissioner Loughman seconded and the motion was unanimously approved.

Commissioner Loughman moved to approve Amendment No. 1 to Contract No. 21-FD-02 with AGJ Systems & Network. Amendment No. 1 exercises the option to extend the contract for two years and increases costs by \$140,000.00. Commissioner Symmes seconded and the motion was unanimously approved.

NEW BUSINESS:

Commissioner Symmes moved to authorize the contract award for the demolition of the 2810 34<sup>th</sup> Avenue property to Vice Brothers Unlimited, LLC. Vice Brothers Unlimited was the lowest and best bidder with a bid of \$115,000.00. Commissioner Loughman seconded and the motion was unanimously approved.

Commissioner Symmes moved to approve Work Order No. 4 under Contract No. 24-EN-03 with WSP, Inc. Work Order No. 4 has a not to exceed amount of \$20,000 for support for drafting a RAISE planning grant application. Commissioner Loughman seconded and the motion was unanimously approved.

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ENGINEERING UPDATE:

James Buras reported on current engineering projects.

## OPERATIONS REPORT:

Shawn Meyer reported on the maritime activity for January:

Vessels	13		Vehicles	12,000+
Tugs	4		Railcars	678
Tonnage (YTD)	171,741		Barges	5
TEU's (short tons)	14,772			

The tonnage numbers reflect a 14% decrease and the TEU count reflects a 1% increase over last month. Green fruit is steady, bulk is down, import cargo is down, but there is a little bit of an uptick on export cargo.

Military cargo is currently occupying Terminal 4, and this was brought in by rail and by truck. We are awaiting a military vessel any day now and expect to see 2 more vessels in during the months of April and May.

### EXECUTIVE DIRECTOR'S COMMENTS:

The shipping and trucking business are at low points. You will see this in our cargo numbers.

We recently visited Mexico and the meetings we participated in were very productive. Mexico is now the United States' biggest trade partner, with many new manufacturers moving into Mexico. We met with the Mexican Navy, who recently took over all ports. We also met with several trade associations and visited the Port of Tuxpan.

Shawn Meyer and Andrew Haines recently attended the Poultry Show in Atlanta and had a good deal of success there as well.

A visit is planned for March to visit Dole operations in Costa Rica.

A visit is planned for February 26<sup>th</sup> with the Poultry Association and Core X.

We were successful in applying for the DOT grant for rail work on the terminal.

### GENERAL COUNSEL'S COMMENTS:

Ben Stone had no comments.

### MDA'S COMMENTS:

Philip Carter had no comments.

### COMMISSIONERS' COMMENTS:

There were no Commissioners' comments.

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

Commissioner Symmes moved to enter Executive Session to discuss a legal matter (lawsuit) and a personnel matter. Commissioner Spear seconded and the motion was unanimously approved.

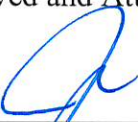
(THE BOARD OF COMMISSIONERS ENTERED INTO EXECUTIVE SESSION AT APPROXIMATELY 9:40 A.M.)


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

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

The meeting adjourned at approximately 11:05 a.m.

Approved and Attested

  
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John Rester  
President

  
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Mark Loughman  
Secretary