

MISSISSIPPI PORT AUTHORITY

BOARD OF COMMISSIONERS

REGULAR MEETING

January 23, 2025

Minutes of the Mississippi State Port Authority Board of Commissioners Meeting, Thursday, January 23, 2025, at 2510 14th Street, Suite 1450, Gulfport, Mississippi at which the following Commissioners and staff were present:

Commissioners: Cowles Symmes, Vice-President
Mark Loughman, Secretary
Robert J. Knesal, Treasurer
Kathryn Dennis Spear, Commissioner

Staff: Jon Nass, CEO
Shawn Meyer, COO
Jennifer Smith, Chief of Staff
Todd Harman, Director of Finance
Kecia Laneaux, Executive Affairs Coordinator
Errol LaRue, Counsel
James Buras, Port Engineer
Matt Gabbett, Director of Operations
Gary Pitcovich, Assistant Director of Operations
John D'Antico, General Counsel
Ally Jones-Johnson

Brant Pettis, Legal Counsel

Others: Philip Carter, MDA (via-telephone)
Nicholas Moody, MP Design Group
David Machado, MP Design Group

Commissioner Symmes noted the presence of a quorum and called the meeting to order at approximately 11:00 a.m. Due to the winter snow storm the meeting was moved from the 9:00 a.m. regular scheduled time.

The Pledge of Allegiance was led by Commissioner Symmes.

The invocation was given by Ally Jones-Johnson, MSPA.

PUBLIC COMMENTS:

There were no public comments.

Commissioner Loughman moved to approve the Minutes from December 18, 2024, Board Meeting. Commissioner Spear seconded and the motion was unanimously approved.

Commissioner Knesal moved to approve travel (January 7-9) – Nass, Smith and LaRue to Jackson, MS; (January 8-9) – Meyer to Jackson, MS; (January 7-8, 2025) - Harman to

Jackson, MS; (February 10-14) – Nass, Loughman and Knesal to Panama City, Panama; (February 18) – Nass to Jackson, MS; (March 16-18) – Nass to Boston, MA.
 Commissioner Loughman seconded and the motion was unanimously approved.

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

DISBURSEMENTS THROUGH JANUARY 09, 2025			
BILLS FOR THE MONTHS OF DECEMBER 2024 AND JANUARY 2025 APPROVED AND PAID			
FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT			
CHK #	VENDOR	DESCRIPTION	AMOUNT
61620	A-1 Elevator Service, LLC	Quarterly Elevator Maintenance	2,832.00
61621	Kentwood Springs	Drinking Water	410.22
61622	AGJ Systems & Networks, Inc.	Computer Maintenance	4,673.00
61623	Alexander, Van Loon, Sloan	Audit Services	7,500.00
61624	All Safe Technologies, LLC	Fire Alarm Monitoring	239.70
61625	Amazon Capital Services, INC.	Janitorial , Maintenance and Office Supplies, Golf Cart Parts, Small Hand Tools	371.15
61626	Sparklight	Internet Services	93.18
61627	CenterPoint Energy	Natural Gas Services	45.85
61628	City of Gulfport	Water	7,207.63
61629	Continental Battery Company	Battery for Unit #10	95.26
61630	Cornett Bolt & Screw	Maintenance Supplies	113.24
61631	Deluxe Cleaners, Inc.	Clean Tablecloths	43.91
61632	DFA - Office of Insurance	Unemployment Insurance Premium	4,395.00
61633	Equitable Financial Life Insurance Co.	Employee Deductions	390.45
61634	Fuelman	Fuel for MSPA Vehicles	482.18
61635	Great Southern Club	Monthly Dues	208.00
61636	Harbor Square Parking Garage	Parking Garage Quarterly Rent	3,768.45
61637	Todd Harman	Business Expenses	239.71
61638	Hostpapa, Inc.	Website Hosting	194.32
61639	MS State Treasurer Fund 3360900000	Telephone/Internet Services	99.30
61640	Kiwanis International of Gulfport	Membership Dues	327.00
61641	KLDiscovery Ontrack, LLC	Professional Services	1,477.00
61642	Lowe's Home Center, Inc.	Janitorial and Maintenance Supplies	252.50
61643	Mark Dunning Industries, Inc.	Waste Removal Services	1,857.50
61644	MS Economic Council	Membership Dues	402.63
61645	Mitchell Signs	Sign Decals for Port Operations Door	450.00
61646	IDEMIA	TWIC Card - C. Flowers	124.00
61647	MS DHS - State Disbursement Unit	Employee Deductions	263.56
61648	MS Gulf Coast Chamber of Comm.	Membership Dues	395.00
61649	MS Pub. Employees Credit Union	Employee Deductions	325.00
61650	Jon T. Nass	Business Expenses	329.26
61651	Pass Road Mini Storage, LLC	Storage Unit Rent	198.00
61652	Peopletrail, LLC	Employee Testing	85.00
61653	Gary Pitcovich	Maintenance Supplies	76.72
61654	The Port Employees Assoc.	Employee Deductions	66.00
61655	Portable Services, Inc	Portable Restroom Services	535.00
61656	Redd Pest Solutions	Pest Control Services	73.50
61657	RJ Young Company, Inc.	Printer Maintenance	600.00
61658	Rotolo Consultants, Inc. dba RCI	Landscape Services	1,595.55
61659	SBL Strategies, LLC	Professional Consulting Services	10,000.00
61660	Stericycle, Inc.	Document Shredding Services	176.22
61661	SoftResources LLC	Consulting Services	32,905.16
61662	Southern Printing & Silkscreen	Logos for Employee Uniforms	432.00
61663	Southern Admin. and Benefits	Monthly Service Fee	208.00
61664	Christopher Michael Stafford	Professional Video Services	255.00

61665	Swetman Security Services, Inc.	Security Guard Services	32,527.50
61666	TGG Management Company, Inc.	Professional Services	1,850.00
61667	Timeless Designs of Lucedale LLC	Interior Plant Maintenance	279.69
61668	TX Child Support SDU	Employee Deductions	219.23
61669	TxTag	Toll Charges	4.59
61670	Upchurch Services, LLC	HVAC/R Maintenance and Repair Services	6,838.74
61671	U.S. Bank	Travel Expenses	1,263.04
61672	U.S. Bank	Software Renewal, Website Hosting, Office Supplies, Refreshments for Staff Meeting	3,426.20
CHECKS DATED 01/03/25 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
61618	City of Gulfport	Water	7,269.48
61619	IDEMIA	TWIC Card - C. Flowers	125.25
TRANSFERS			
12/27/24	Public Employment Retirement	Retirement Match and Withheld	63,780.21
12/27/24	Deferred Compensation	Employee Deductions	1,775.00
12/27/24	Federal Tax Deposit	Payroll Tax Deposit	26,536.89
01/09/25	Regus	Rent for Public Affairs Office in Jackson MS	627.60
Total			<u>\$233,335.57</u>

FINAL CHECKLIST FOR JANUARY 23, 2025
BILLS FOR THE MONTHS OF DECEMBER AND JANUARY APPROVED AND PAID
FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK #	VENDOR	DESCRIPTION	AMOUNT
61673	Sage Abra	Office Supplies	217.95
61674	AFLAC	Employee Deductions	424.06
61675	AirGas Gulf States	Acetylene, Oxygen and Argon Cylinders	292.90
61676	Amazon Capital Services, INC.	Office Supplies	73.14
61677	Apex Environmental Consultants, Inc.	Professional Services	500.00
61678	Sparklight	Cable Services	258.07
61679	City of Gulfport	Water	2,660.32
61680	C Spire Wireless	Cell Phone Services	1,049.73
61681	C Spire Business Solutions	Telephone/Internet Services	1,798.11
61684	Dunaway Glass, Inc.	Replace Window on Unit #11	326.00
61685	Equitable Financial Life Insurance Co.	Employee Deductions	1,472.77
61686	Federal Express Corp.	Express Mail Services	34.54
61687	Fuelman	Fuel for MSPA Vehicles	770.52
61688	Whitney Bank Divisional Property	February Lease for Suite 1450	27,664.17
61689	Whitney Bank Trust & Asset Management	Investment Advisory Service Fees	24,888.79
61690	HRdirect	Poster Guard Renewal	195.90
61691	International Association of Maritime	Sponsorship	5,000.00
61692	Imperial Bag & Paper Co., LLC	Janitorial Supplies	538.86
61694	MS-JS, Inc DBA Johnstone Supply of Gpt	Repair Parts for Chiller	3,280.67
61695	Robert J. Knesal	Per Diem	40.00
61696	Errol LaRue	Business Expense	80.00
61697	Mark P. Loughman	Per Diem	40.00
61698	Lowe's Home Center, Inc.	Tools and Space Heaters	294.45
61700	MS DHS - State Disbursement Unit	Employee Deductions	263.56
61701	MS Power Company	Electricity	140,811.03
61702	MS Pub. Employees Credit Union	Employee Deductions	325.00
61703	Jon T. Nass	Travel Expenses	428.69
61704	Pass Road Mini Storage, LLC	Storage Unit Rent	187.00
61705	Redd Pest Solutions	Pest Control Services	73.50
61706	SBM Reporting, LLC	Transcription Services	475.00
61707	Seal Electrical, Inc.	Electrical Repair Services	23,698.48
61708	South Mississippi Business Machines	Copier Maintenance	509.00

61709	Jennifer Smith	Travel Expenses	257.04
61710	Southern Printing & Silkscreen	Logos for Employee Uniforms	75.00
61711	Specialty Hose & Fabrication	Hydraulic Caps and Plugs	102.23
61712	Kathryn Dennis Spear	Per Diem	80.00
61713	SSA Gulf Inc.	Office Trailer Rent for Cotton Compress	1,800.00
61714	Swetman Security Services, Inc.	Security Guard Services	97,619.25
61715	Cowles Edgar Symmes	Per Diem	80.00
61716	TGG Management Company, Inc.	Professional Services	7,275.00
61717	TX Child Support SDU	Employee Deductions	219.23
61718	Upchurch Services, LLC	HVAC/R Maintenance and Repair Services	5,128.61
61720	Zoro Tools, Inc.	Maintenance Supplies	967.99
TRANSFERS			
01/06/25	State School Insurance Fund/DFA	01/2025 Employee Health & Life Insurance	16,563.40
01/09/25	Federal Tax Deposit	Payroll Tax Deposit	30,302.61
01/10/25	Deferred Compensation	Employee Deductions	2,027.00
01/14/25	MS Department of Revenue	Employee Deductions	7,606.00
01/16/25	MS Department of Revenue	Sales Tax Payment	9,552.93
01/23/25	Connected Oceans	Business Development and Consulting Services	24,441.66
Total			<u>\$442,770.16</u>

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

The following items were approved:

NEW LICENSES:

Pilot: Benjamin E. Hilton

RENEWAL LICENSES:

Vendors: Martin Energy Services
Snider Tire Inc.
Whiteston Transportation, LLC.

Commissioner Loughman moved to approve the following progress payments: Balch & Bingham (\$3,691.14); Dredging Professor LLC (\$3,840.00); J.E. Borries, Inc. (\$546,558.75); MP Design Group (\$60,687.74); Warren Paving (\$143,779.68); Wise Carter (\$848.00) and WSP USA, Inc. (\$33,557.75). Commissioner Spear seconded and the motion was unanimously approved.

Commission Spear left the meeting.

Commissioner Loughman moved to approve the following progress payments: DNP, Inc. (\$992,384.25). Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Spear returned to the meeting.

OLD BUSINESS:

Commissioner Loughman moved to approve an elevator preventative maintenance agreement with A-1 Elevator Service, LLC for the term February 1, 2022, through January 31, 2025, and the renewal option years of February 1, 2025, through January 31, 2026, and February 1, 2026, through January 31, 2027. Staff recommends exercising both option years and extending the term of this contract through January 31, 2027. Commissioner Knesal seconded and the motion was unanimously approved.

NEW BUSINESS:

Commissioner Spear moved to approve Resolution 25-01 for bank signature changes due to John Rester’s retirement from the Board of Commissioners and Todd Harman taking on the role of Director of Finance. Commissioner Loughman seconded and the motion was unanimously approved.

Commissioner Knesal Commissioner moved to approve WSP's Work Order No. 11 in an amount not to exceed \$35,000.00. Work Order No. 11 is to provide services as outlined in WSP's proposal titled "PIDP Grant Application 2025-Scope of Work". Commissioner Loughman seconded and the motion was unanimously approved.

Commissioner Loughman Commissioner moved to approve MP's Work Order No. 14 in an amount not to exceed \$1,025,000.00 for engineering services for the East Pier Expansion Phase 1 as outlined in MP's proposal titled "East Pier Expansion - Phase 1". Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Loughman Commissioner moved to approve the issuance of a Purchase Order to Continental Railroad in the amount of \$69,906.96 for the repair of rail lines. Continental Railroad provided the lowest bid. Commissioner Spear seconded and the motion was unanimously approved.

ENGINEERING UPDATE:

James Buras reported on current engineering projects.

OPERATIONS REPORT:

Shawn Meyer reported on the maritime activity for December 2024:

Vessels	15		Vehicles	13,000
Tugs	5		Railcars	974
Tonnage (YTD)	1,100,560		Barges	18
Tonnage	188,194		TEU (monthly)	16,173
TEU’s (short tons)	91,107			

Tonnage (YTD) increased 22% over last fiscal year. Monthly tonnage increased by 19%. Year-to-date TEU’s increased by 9%.

EXECUTIVE DIRECTOR’S COMMENTS:

Director Nass thanked the Operations team for their work during the snowstorm. He also recognized the entire staff for all that was accomplished in the mist of the snowstorm.

The House committee budget presentation was held the first week of January which went well. The Senate committee budget presentation was conducted virtually on January 22, 2025, due to the weather, and that was also well received by the committee.

MSPA will be hosting the International Association of Maritime and Port Executives (LAMPE) Port Management Summit February 19-20, 2025.

Next week, Director Nass will attend the Poultry Show in Atlanta from January 27-30, 2025. It is a huge industry with opportunities for networking.

A trip to Washington, D.C. will take place at the end of the month to meet with new legislative staff to establish relationships.

GENERAL COUNSEL’S COMMENTS:

Ben Stone had no comments.

COMMISSIONERS' COMMENTS:

Commissioner Symmes expressed appreciation to the MSPA staff for their hard work.

MDA'S COMMENTS:

Philip Carter had no comments.

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

Commissioner Loughman moved to enter Executive Session to discuss a real estate and personnel matter. Commissioner Knesal seconded and the motion was unanimously approved.

(THE BOARD OF COMMISSIONERS ENTERED INTO EXECUTIVE SESSION AT APPROXIMATELY 11.31 A.M.)

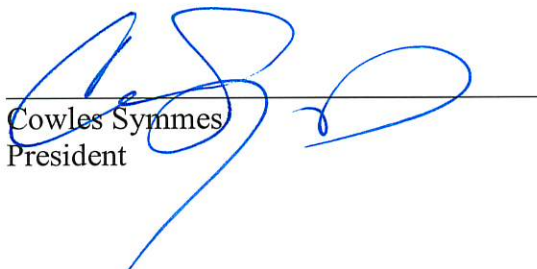
Commissioner Knesal moved to come out of Executive Session. Commissioner Spear seconded and the motion was unanimously approved.

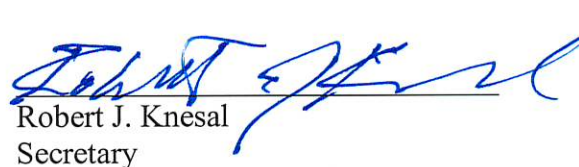
Commissioner Symmes stated that no action took place during the Executive Session.

Commissioner Symmes moved to adjourn.

The meeting adjourned at approximately 12:24 p.m.

Approved and Attested


Cowles Symmes
President


Robert J. Knesal
Secretary