

MISSISSIPPI PORT AUTHORITY

BOARD OF COMMISSIONERS

REGULAR MEETING

July 25, 2024

Minutes of the Mississippi State Port Authority Board of Commissioners Meeting, Thursday, July 25, 2024, at 2510 14th Street, Suite 1450, Gulfport, Mississippi at which the following Commissioners and staff were present:

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

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

Ben Stone, Legal Counsel

Others: David Machado, MP Designs
Nick Moody, MP Designs
Chelsea Paige, Hilton Garden Inn
Tishonda Smith, Hilton Garden Inn
Murrell Hilton, Gulfport Pilots
Matthew Hilton, Gulfport Pilots
Chris Kirby, USM

Commissioner Symmes noted the presence of a quorum and called the meeting to order at approximately 9:02 a.m.

The Pledge of Allegiance was led by Commissioner Rester.

The invocation was given by Allison Chimenya, MSPA.

PUBLIC COMMENTS:

There were no public comments.

Commissioner Symmes moved to approve the Minutes from the June 27, 2024, Board Meeting. Commissioner Loughman seconded, and the motion was unanimously approved.

Commissioner Symmes moved to approve travel (September 30-October 3, 2024) – LaRue to Galveston, TX and (July 31-August 1, 2024) – Nass, Smith and Meyer to Neshoba County, MS. Commissioner Loughman seconded and the motion was unanimously approved.

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

DISBURSEMENTS THROUGH JULY 11, 2024
 BILLS FOR THE MONTHS OF JUNE AND JULY 2024 APPROVED AND PAID
 FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK #	VENDOR	DESCRIPTION	AMOUNT
61010	A-1 Elevator Service, LLC	Quarterly Elevator Maintenance	2,832.00
61011	AGJ Systems & Networks, Inc.	Computer Maintenance	4,684.00
61012	Sparklight	Internet Services	93.18
61013	CenterPoint Energy	Natural Gas Services	37.08
61014	City of Gulfport	Water	9,904.99
61015	Crawford Electric Supply Co., Inc.	Exhaust Fans Repair Parts for Shed 2	1,987.84
61016	C Spire Wireless	Cell Phone Services	993.37
61017	Empellor Marketing Systems, Inc.	Professional Services	7,500.00
61018	Federal Express Corp.	Express Mail Services	7.89
61019	Fuelman	Fuel for MSPA Vehicles	279.95
61020	Grainger, Inc.	HVAC Filters	76.20
61021	MS-JS, Inc DBA Johnstone Supply of Gpt	HVAC Unit for Server Room in Port Operations Bldg.	2,336.39
61022	Kiwanis International of Gulfport	Membership Dues	322.00
61023	Errol LaRue	Continuing Education	62.25
61024	Lowe's Home Center, Inc.	Maintenance Supplies	128.18
61025	Mark Dunning Industries, Inc.	Waste Removal Services	710.00
61026	MS DHS - State Disbursement Unit	Employee Deductions	263.56
61027	MS Pub. Employees Credit Union	Employee Deductions	375.00
61028	MSPA Petty Cash Fund	Replenish Petty Cash	129.32
61029	Pass Road Mini Storage, LLC	Storage Unit Rent	185.00
61030	The Port Employees Assoc.	Employee Deductions	112.00
61031	Portable Services, Inc.	Portable Restroom Services	425.00
61032	Legal Shield	Employee Deductions	30.91
61033	Redd Pest Solutions	Pest Control Services	73.50
61034	RJ Young Company, Inc.	Printer Maintenance	540.00
61035	Rotolo Consultants, Inc. dba RCI	Palm Tree Pruning and Landscape Services	7,809.91
61036	Stericycle, Inc.	Document Shredding Services	640.87
61037	Southern Admin. and Benefits	Monthly Service Fee	208.00
61038	SSA Gulf Inc.	Office Trailer Rent for Cotton Compress	900.00
61039	System Scale Corporation	Calibrate Inbound and Outbound Scales	1,291.31
61040	Threaded Fasteners, Inc.	Parts for Mowers	72.50
61041	Timeless Designs of Lucedale LLC	Interior Plant Maintenance	279.69
61042	Southern Tire Mart, LLC	Street Sweeper Tire Repair	64.97
61043	United Way of South MS, Inc.	Employee Deductions	151.42
61044	Upchurch Services, LLC	HVAC/R Maintenance and Repair Services	1,066.50
61045	Wright National Flood Ins.	Insurance	12,036.00
61046	Zoro Tools, Inc.	Maintenance Supplies	846.92
TRANSFERS			
06/28/24	Deferred Compensation	Employee Deductions	1,295.00
07/03/24	Public Employment Retirement	Retirement Match and Withheld	57,693.28
07/03/24	Federal Tax Deposit	Payroll Tax Deposit	27,852.29

07/03/24	State School Insurance Fund/DFA	07/2024 Employee Health & Life Insurance	15,107.60
		Total	<u>\$161,405.87</u>

FINAL CHECKLIST FOR JULY 25, 2024
 BILLS FOR THE MONTHS OF JUNE AND JULY 2024 APPROVED AND PAID
 FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK#	VENDOR	DESCRIPTION	AMOUNT
61049	Kentwood Springs	Drinking Water	455.19
61050	AFLAC	Employee Deductions	1,299.26
61051	AirGas Gulf States	Acetylene, Oxygen and Argon Cylinders	224.19
61052	American Journal of Trans.	Advertising	2,000.00
61053	Apex Environmental Consultants, Inc.	Environmental Online Services	500.00
61054	B.E.A.R.	Grinder Pump for Shed 53 Lift Station	2,850.00
61055	Boot Outlet, LLC	Employee Safety Boots	159.95
61056	Sparklight	Cable Services	248.90
61058	Card Services	Office Supplies, Software Renewal, Maint. Parts/Supplies	2,872.48
61059	Card Services	Registration Fees and Travel Expenses	1,734.32
61060	CDW Government	Adobe Creative Cloud License Renewals	2,070.76
61106	Core Logistical Solutions, LLC	Labor and Parts for Shed 50 Bascule Bridge	64,787.50
61062	C Spire Business Solutions	Telephone/Internet Services	1,786.53
61065	DSD Associates, Inc.	BizInsight Support Services	56.25
61066	Eagle Energy, Inc.	Diesel Fuel	1,200.79
61067	Federal Express Corp.	Express Mail Services	7.71
61068	Fuelman	Fuel for MSPA Vehicles	432.88
61069	GPAA-Gulf Ports of Americas Assoc.	Registration Fee	350.00
61070	Grainger, Inc.	Safety and Maintenance Supplies	1,075.57
61071	Great Southern Club	Monthly Dues	104.00
61072	Guardian	Employee Deductions	1,383.80
61074	Whitney Bank Divisional Property	August Lease for Suite 1450	27,664.17
61075	Whitney Bank Trust & Asset Mgmt.	Investment Advisory Service Fees	31,331.53
61077	Hornedo Strategies LLC	Consulting Services	10,000.00
61078	Hostpapa, Inc.	Website Hosting	97.16
61079	Imperial Bag & Paper Co., LLC	Janitorial Supplies	453.69
61080	Jerry's Lawn Mower Sales	Parts for Grounds Equipment	107.94
61081	KLDiscovery Ontrack, LLC	Professional Services	1,477.00
61082	Robert J. Knesal	Per Diem	40.00
61083	Kecia Laneaux	Refreshments for Lunch Meeting with Counsel	6.42
61084	Errol LaRue	TWIC Card Renewal	117.25
61085	Mark P. Loughman	Per Diem	80.00
61086	Lowe's Home Center, Inc.	Maintenance Supplies	32.22
61088	McClatchy Company, LLC	Advertising	1,100.00
61089	Mississippi Development Authority	SEUS-CP Alliance Sponsorship	10,000.00
61091	MS DHS - State Disbursement Unit	Employee Deductions	263.56
61109	MS Power Company	Electricity	151,267.23
61093	MS Pub. Employees Credit Union	Employee Deductions	375.00
61094	Jon T. Nass	Travel Expenses	2,730.18
61095	Pass Road Mini Storage, LLC	Storage Unit Rent	175.00
61096	Redd Pest Solutions	Pest Control Services	163.50
61097	SBL Strategies, LLC	Professional Consulting Services	10,000.00
61098	South Mississippi Business Machines	Copier Maintenance	509.00
61100	Kathryn Dennis Spear	Per Diem	40.00
61101	Cowles Edgar Symmes	Per Diem	40.00
61102	Upchurch Services, LLC	HVAC/R Maintenance and Repair Services	7,647.50
61105	Zoro Tools, Inc.	Shelves, Maintenance Supplies and Parts for HVAC System	7,046.04

CHECK DATED 07/17/24 AND RELEASED PRIOR TO SCHEDULED CHECK RUN

61047	Monster Subs & Sandwiches, Inc.	Lunch Meeting with Counsel	76.18
CHECK DATED 07/23/24 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
61048	Newk's	Tenant and Partner Advisory Committee Meeting	242.00
TRANSFERS			
06/14/24	MS Department of Revenue	Employee Deductions	12,059.00
07/12/24	MS Department of Revenue	Employee Deductions	8,045.00
07/12/24	Deferred Compensation	Employee Deductions	1,295.00
07/17/24	MS Department of Revenue	Sales Tax Payment	10,270.38
07/17/24	Federal Tax Deposit	Payroll Tax Deposit	29,644.02
ACH	Connected Oceans	Business Development and Consulting Services	22,916.23
WIRE	Regus	Deposit for Public Affairs Office in Jackson MS	1,315.20
Total			<u>\$434,227.48</u>

The following items were approved:

RENEWAL LICENSES:

Vendor: Coast Coca Cola Bottling Co.
Vacuum Services Group
Airgas USA LLC

Steamship Agent: Mid-Gulf Shipping, Wilhelmsen Port Services, Inc.

Commissioner Symmes moved to approve the following progress payments: Balch & Bingham (\$9,642.87); The Dredging Professional, LLC (\$480.00); Gulf Regional Planning Commission (\$8,649.63); HDR Engineering, Inc. (\$37,035.25); MP Design Group (\$1,964.73); MP Design Group (\$59,091.74); Micro-Methods Laboratory (\$2,750.00); Southern Earth Sciences (\$2,285.00); Sparklight (\$18,156.35); Vice Brothers Unlimited, LLC (\$69,400.92) Warren Paving (\$280,713.45) and WSP (\$24,655.36). Commissioner Loughman seconded and the motion was unanimously approved.

Commissioner Spear left the meeting.

Commissioner Symmes moved to approve the following progress payment: DNP, Inc. (\$80,683.50). Commissioner Loughman seconded and the motion was unanimously approved.

Commissioner Spear returned to the meeting.

OLD BUSINESS:

Commissioner Symmes moved to approve the project closeout and issue Notice of Completion for Vice Brothers Unlimited, LLC's contract 24-EN-02 for the demolition of the 2810 34th Avenue property. Commissioner Loughman seconded and the motion was unanimously approved.

Commissioner Symmes moved to approve modification and closeout of the following work orders with WSP, Inc. under Contract 24-EN-03:

Modification No. 1 to Work Order No. 5 - <\$393.91> for PIPD grant writing support
Modification No. 1 to Work Order No. 7 - <\$16,836.11> for EPA Clean Ports grant application
Modification No. 1 to Work Order No. 9 - <\$7,489.09> for drafting INFRA grant application.

Commissioner Loughman seconded and the motion was unanimously approved.

Commissioner Knesal moved to approve the modification and closeout of engineering work orders with HDR Engineering, Inc. under Contract No. 24-EN-04 and deobligate the funds for the following:

Modification No. 1 to Work Order No. 2 - <\$253.25>

Modification No. 1 to Work Order No. 3 - <\$38,475.75>

Commissioner Symmes seconded and the motion was unanimously approved.

Commissioner Loughman moved to approve the authorization to name Shawn Meyer and Tammy Salisbury as MSPA agents for FEMA and Hurricane Zeta Disaster Assistance. Commissioner Symmes seconded and the motion was unanimously approved.

NEW BUSINESS:

Commissioner Loughman moved to approve the fiscal year 2026 LBO budget as presented, which covers the period of July 1, 2025, thru June 30, 2026. The total expenditures, including capital projects are \$78,863,297.00. Commissioner Symmes seconded and the motion was unanimously approved.

ENGINEERING UPDATE:

James Buras reported on current engineering projects.

OPERATIONS REPORT:

Deputy Director Shawn Meyer reported on the maritime activity for July of 2024:

Vessels	13		Vehicles	13,000
Tugs	8		Railcars	638
Tonnage (monthly)	179,606		Barges	31
Tonnage (YTD)	1,945,218		TEU's (Monthly)	14,817
TEU's (monthly)	14,817		TEU's (YTD)	184,811

The tonnage for the year was 1,945,218, which is down 7% from the previous year. The monthly tonnage is down 3%.

Green fruit is up, however, breakbulk along with import/export cargo is down.

Gary Pitcovich informed that crane #2 was hit by lightning and will be out of service for approximately 2-4 weeks.

EXECUTIVE DIRECTOR'S COMMENTS:

Director Nass recognized DeeDee Wood's retirement after eight years of service at MSPA and commended her hard work, excellent audits and attention to detail.

The Finance Department was thanked for their efforts in completing the budget.

A TPAC meeting was held this month and included topics of safety, new initiatives and construction.

This fall a wind turbine testing effort will take place at the Port.

GENERAL COUNSEL'S COMMENTS:

Ben Stone had no comments.

COMMISSIONERS' COMMENTS:

Commissioner Symmes thanked DeeDee Wood and the finance staff for their hard work on preparing the budget.

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

Commissioner Symmes moved to enter Executive Session to discuss a lease negotiation and personnel matter. Commissioner Loughman seconded and the motion was unanimously approved.

(THE BOARD OF COMMISSIONERS ENTERED INTO EXECUTIVE SESSION AT APPROXIMATELY 9:36 A.M.)

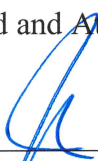
Commissioner Symmes moved to come out of Executive Session. Commissioner Loughman seconded and the motion was unanimously approved.

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

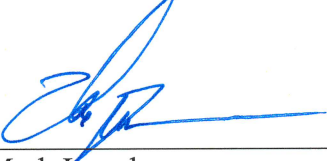
Commissioner Symmes moved to adjourn.

The meeting adjourned at approximately 10:28 a.m.

Approved and Attested



John Rester
President



Mark Loughman
Secretary