

MISSISSIPPI PORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING

June 21, 2019

Minutes of the Mississippi State Port Authority Board of Commissioners Meeting,
Friday, June 21, 2019 at 2510 14th 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, Exec. Asst/HRO
 Nick Foto, Deputy Program Manager
 DeeDee Wood, CFO
 Kim Aguillard, Marketing & Media Manager
 Mel Arsenault, Director of External Affairs
 Shawn Meyer, Director of Operations
 Carlos Bell, Director of Public Engagement
 Gary Pitcovich, Crane Manager
 Matt Gabbett, Deputy Director of Operations

 Ben Stone, Legal Counsel
 David Duhe, Legal Counsel

Others: Philip Carter, MDA
 Bruce Newton, Digital Engineering
 Joey Beattie, Stewart Sneed Hewes
 Brian Smith, Watkins Eager
 Howard Page, NGCLT
 Milton Segarra, Coastal MS
 Karen Conner, Coastal MS
 Windy Swetman, Swetman Security
 Jeff Patterson, Pro-Tech

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 Carlos Bell, MSPA Director of Public Engagement.

PUBLIC COMMENTS:

Howard Page, North Gulfport Community Land Trust, commented on concerns of the filling of wetlands on the 33rd Street/34th Avenue property and had questions about the Topship Contract.

Windy Swetman, Swetman Security, addressed the Commission and thanked them for the renewal of the contract for security services at the port.

Gary Fredericks, Gulfport NAACP President and Gulfport resident, informed the Commission that community leaders were addressing the issues that came up at the recent DEQ Hearing.

Milton Segarra and Karen Conner, Coastal MS, made a presentation regarding the recently aired marketing strategy for Coastal MS.

Commissioner Simpson moved to approve the May 23rd and May 31st Minutes. Commissioner Roberts seconded, and the motion was unanimously approved.

Commissioner Roberts moved to approve travel requests as submitted. Commissioner Knesal 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 JUNE 05, 2019
BILLS FOR THE MONTH OF MAY AND JUNE 2019 APPROVED AND PAID
FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK #	VENDOR	DESCRIPTION	CHK AMT
54754	AGJ Systems & Networks, Inc.	Computer Maintenance	4,512.17
54755	All Safe Technologies, LLC	Fire Alarm Monitoring	159.80
54756	Biloxi Bay Area Chamber Of Commerce	Membership Dues	225.00
54757	Chancellor, Inc.	Bulbs for STS Cranes	45.60
54758	City of Gulfport	Water	13,228.06
54759	Collection Services Center	Employee Deductions	90.06
54760	Dept. of Finance & Admin.	MMRS Quarterly Charges	300.50
54761	East Beach Specialties, Inc.	Meeting Supplies	300.88
54762	Federal Express Corp.	Express Mail Services	15.57
54763	Foliage Design Systems, Inc.	Interior Plant Maintenance	253.78
54764	Fuelman	Fuel for MSPA Vehicles	79.75
54765	Goldin Metals, Inc.	Rebar for Truck Stop Bumpers	528.00
54766	Grainger, Inc.	Maintenance Supplies	2,076.72
54767	Great Southern Club	Monthly Dues and Business Expenses	1,906.48
54768	MS State Treasurer Fund 3360900000	Telephone and Internet Services	539.60
54769	Kalmar USA, Inc.	Proximity Switches for Spreaders	483.76
54770	King Limo & Limousine	Limousine Services for Yilport Guests	2,295.04
54771	Lowe's Home Center, Inc.	Maintenance Supplies	187.49
54772	MS Dept. of Human Services CRDU	Employee Deductions	156.00
54773	MS Power Company	Electricity	142,114.01
54774	MS Pub. Employees Credit Union	Employee Deductions	320.00
54775	MSPA Petty Cash Fund	Replenish Petty Cash	31.55
54776	Pass Road Mini Storage, LLC	Storage Unit Rent	180.00
54777	RJ Young Company, Inc.	Printer/Copier Maintenance	1,455.93
54778	Shred-It USA, LLC	Document Shredding Services	75.29
54779	Albert Signorelli III	Supplies for Crane Department	97.91
54780	Norma Jean Soroe	Transcription Services	344.48
54781	Southern Admin. and Benefits	Monthly Service Fee	200.00
54782	BXS Insurance, Inc.	Insurance	165.17
54783	Stuart C. Irby Co.	Maintenance Supplies	208.80
54784	United Way of South MS, Inc.	Employee Deductions	362.10

54785	Vulcan Construction Materials, LLC	Limestone for Cotton Compress Property	6,379.76
54786	Waste Management	Waste Removal Services	159.30
54787	West Marine Products, Inc.	Jon Boat for Pier Work	539.99
54788	Matthew Wypyski	Business Expenses	15.52
CHECK DATED 05/29/19 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
54750	Matthew Wypyski	Travel and Business Expenses	650.54
CHECKS DATED 05/30/19 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
54751	Jonathan Daniels	Business Expenses	1,542.65
54752	Robert Knesal	Travel Expenses	3,562.89
54753	Kim Purchner	Business Expenses	106.65
TRANSFERS			
05/10/19	MS Department of Revenue	Employee Deductions	7,652.00
05/24/19	Federal Tax Deposit	Payroll Tax Deposit	25,537.95
06/03/19	Public Employment Retirement	Retirement Match and Withheld	48,970.79
06/04/19	Deferred Compensation	Employee Deductions	982.50
060519	Arup Advisory, Inc	Professional Services	114,039.51
1745			
		Total	<u>\$383,079.55</u>

FINAL CHECKLIST FOR JUNE 21, 2019
 BILLS FOR THE MONTH OF JUNE 2019 APPROVED AND PAID
 FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK#	VENDOR	DESCRIPTION	CHK AMT
54792	American Assoc. of Port Auth.	Membership Dues	11,010.00
54793	Kentwood Springs	Drinking Water and Sports Drinks	761.11
54794	AFLAC	Employee Deductions	1,514.32
54795	AirGas Gulf States	Oxygen Cylinder Rental	72.84
54796	All Signs, Inc.	Signs	90.00
54797	Anytime Portables, LLC	Portable Restroom Services	255.00
54798	Battery Sales & Service	Batteries for Shuttlewagon	167.92
54799	AT&T	Telephone Services	125.01
54800	Best Buy Stores, L.P.	iPad Keyboard Folio	189.99
54801	Blake Bishop	Welding Rods for Spreader Repair	18.49
54802	Cable One, Inc.	Cable Services	135.67
54803	Card Services	Travel Expenses	2,507.00
54804	Card Services	Travel Expenses	6,586.52
54805	Card Services	Safety Vests and Promotional Supplies	313.77
54806	City of Gulfport	Water	13,141.54
54807	Sun Coast Business Supply	Office Supplies	173.56
54808	Collection Services Center	Employee Deductions	90.06
54809	Collection Services Center	Employee Deductions	90.06
54810	William A. Colgin II	Presentation Video and Stills	350.00
54811	Cornett Bolt & Screw	Parts for Cranes	48.13
54812	C Spire Wireless	Radio and Cell Phone Services	1,170.11
54813	C Spire Business Solutions	Telephone and Internet Services	1,973.32
54814	Jonathan Daniels	Travel Expenses	49.98
54815	State School Insurance Fund	Employee Deductions	16,208.18
54817	Federal Express Corp.	Express Mail Services	79.14
54818	Fuelman	Fuel for MSPA Vehicles	599.03
54819	Grainger, Inc.	Maintenance Supplies	1,539.53
54820	Guardian	Employee Deductions	1,494.88
54821	Gulf Coast Business Supply, Inc.	Maintenance Supplies	719.70
54822	Gulfport Yacht Club	Business Expenses	65.49
54823	Hancock Bank	July Lease for Suite 1450	23,168.31

54824	Inland Rivers, Ports & Terminals, Inc.	Membership Dues	825.00
54825	Jerry's Lawn Mower Sales	Grounds Maintenance Supplies	438.90
54826	Keeling Co. - Gulfport	Grounds Maintenance Supplies	731.23
54827	King Limo & Limousine	Limousine Services for Yilport Guests	918.00
54828	Robert J. Knesal	Per Diem	360.00
54829	Lands' End, Inc	Employee Uniforms	586.00
54830	Lowe's Home Center, Inc.	Small Hand Tools	113.92
54831	MS Dept. of Human Services CRDU	Employee Deductions	156.00
54832	MS Dept. of Human Services CRDU	Employee Deductions	156.00
54833	MS Power Company	Electricity	896.88
54834	MS Pub. Employees Credit Union	Employee Deductions	320.00
54835	MS Pub. Employees Credit Union	Employee Deductions	320.00
54836	Lisa Mussa	Travel Expenses	127.38
54837	National Crane Services, Inc.	Annual Inspection for STS Cranes	4,895.00
54838	Naylor, LLC	Advertising	2,650.03
54839	Neopost	Postage Meter Rent	140.16
54840	Jack Norris	Per Diem	120.00
54841	Pass Road Mini Storage, LLC	Storage Unit Rent	150.00
54842	Gary Pitcovich	Tuition Reimbursement	1,110.00
54843	Legal Shield	Employee Deductions	30.91
54845	Redd Pest Solutions	Pest Control Services	90.00
54846	Eluse J. Roberts	Per Diem	120.00
54847	Tammy Salisbury	Travel Expenses	139.45
54848	Sorg Printing, LLC	Office Supplies	38.00
54849	James C. Simpson, Jr.	Per Diem	200.00
54850	Stuart C. Irby Co.	Electrical Supplies for Shed 16	1,362.60
54851	The Sun Herald	Advertising	774.40
54852	Swetman Security Services, Inc.	Security Guard Services	61,535.60
54853	United Way of South MS, Inc.	Employee Deductions	357.10
54854	United States Postal Service	Post Office Box Rent	234.00
54855	Vision Service Plan	Employee Deductions	175.75
54856	Volkert, Inc	Professional Services	6,840.00
54857	WalMart Community	Staff Training Supplies	80.51
54858	Waste Management	Waste Removal Services	493.50
CHECK DATED 06/06/19 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
54789	Murky Waters LLC	Employee Training	416.00
CHECK DATED 06/07/19 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
54790	Jonathan Daniels	Travel Expenses	430.79
CHECKS DATED 06/17/19 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
54791	Matthew Wypyski	Business Expenses	944.48
TRANSFERS			
06/10/19	MS Department of Revenue	Employee Deductions	7,537.00
06/12/19	Federal Tax Deposit	Payroll Tax Deposit	27,404.62
06/14/19	MS Department of Revenue	Sales Tax Payment	14,072.99
06/07/19	Deferred Compensation	Employee Deductions	982.50
06/20/19	Deferred Compensation	Employee Deductions	982.50
			982.50
Total			<u>\$224,965.86</u>

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

The following items were approved:

RENEWAL LICENSES:

Vendors: All Crane Rental; Arrow Sysco Food Services; Auto Chlor Services; Dockside Services; Eagle Energy, Inc.; Gulf Marine & Industrial Supplies, Inc.; Kirby Inland Marine; Maymar Marine Supply; Wrist USA (World Ship Supply)

Steamship Agents: Biehl & Company; Dole Fresh Fruit; General Steamship Corporation; Norton Lilly International; GAC Shipping

Stevedores: CSA Equipment Co., LLC; Ports America Gulfport, Inc.

Pilots: Stanley Fournier; Murrell Hilton, II; Robert Wren

Commissioner Simpson moved to approve the following progress payments: Balch & Bingham (\$88,006.60); Digital Engineering (\$75,475.50); QES, Inc. (\$624.00); and W.C. Fore Trucking (\$63,232.16). Commissioner Norris seconded, and the motion was unanimously approved.

Commissioner Roberts moved to approve Cash Request #253 to CH2MHill (\$54,647.80); and MSPA (\$57,904.35) for a total of \$112,552.15. Commissioner Norris seconded, and the motion was unanimously approved.

OLD BUSINESS:

Commissioner Simpson moved to approve Change Order No. 2 with G.A. West & Co. under Contract No. 18-EN-05. Change Order 1 adds 88 days with no change in cost. Commissioner Roberts seconded and the motion was unanimously approved.

Commissioner Roberts moved to approve Change Order No. 3 with Walters Diving & Marine under Contract No. 18-EN-02. Change Order 3 has a net decrease of \$204,719.78. Commissioner Norris seconded and the motion was unanimously approved.

Commissioner Simpson moved to award the contract for repainting the west security gate to the lowest and best bidder, Pro-Tech Industrial Services, LLC in the amount of \$176,500.00. A total of two bids were received. Commissioner Norris seconded. During discussion, Commissioner Knesal made a substitute motion, seconded by Commissioner Simpson, to award the contract to Shoemake Painting Services, Inc. who was the other bidder at \$174,466.00. Although their bid was lower, Shoemake Painting Services, Inc. did not have the required valid Certificate of Responsibility at the time of the bid. Commissioner Knesal withdrew his motion after Counsel advised of the statutory requirements for certificates of responsibility at the time of placing a bid. The withdrawal of the substitution was consented to by Commissioner Simpson. The motion to award the contract to the lowest and best bidder, Pro-Tech Industrial Services, LLC was unanimously approved.

NEW BUSINESS:

Commissioner Simpson moved to authorize the disposition of Mobile Crane asset #2207 and deem as surplus property to dispose of as allowed by the MS Department of Finance and Administration. Commissioner Roberts seconded and the motion was unanimously approved.

Commissioner Simpson moved to approve the FY20 Operating Budget in the amount of \$14,342,029.00. Commissioner Roberts seconded and the motion was unanimously approved.

Commissioner Simpson moved to approve Contract No. 19-EN-05 with Jacobs Engineering Group, Inc. for engineering services. This contract has a term of 2 years with 2 one-year extension options. Task Orders will be brought before the Commissioner for approval. Commissioner Roberts seconded and the motion was unanimously approved.

PORT RESTORATION/ENGINEERING UPDATE:

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

OPERATIONS REPORT:

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

Vessels	19		Vehicles	13,148
TEU's	15,853		Railcar Count	728
Tonnage (short tons)	183,488			

The TEU count was a decrease of 14% and the Tonnage was a 13% compared to May of 2018.

We are currently in a period of intense military activity. The Alliance St. Louis is currently in port and a third vessel, the Liberty Peace is anchored at the mouth of the channel. All those vessels are coming from the Middle East.

EXECUTIVE DIRECTOR'S REPORT:

As stated earlier, military operations are going very well. Monday and Tuesday of next week, we will have Blackhawk helicopters unloading.

Finance and all staff should be applauded for their work with the budget.

We are excited to move forward with the Ocean Enterprise Facility design concept.

We are glad to have Coastal MS here today with a presentation – it is important to understand what they are doing for our communities.

As information only, no money or CDBG monies were allocated to Topship whatsoever – they had to meet criteria first and that did not happen. The Agreement between the State and Topship was terminated.

GENERAL COUNSEL'S COMMENTS:

Ben Stone had no comments.

MDA'S COMMENTS:

Philip Carter had no comments.

COMMISSIONER COMMENTS:

Commissioner Simpson mentioned that although the state terminated their agreement with Topship, all involved understood that Topship was not responsible for the downturn of the oil/gas industry.

Commissioner Simpson commended Mr. Wypyski and the operations staff on the smooth operation of the military loading and unloading.

Commissioner Norris acknowledging the passing of Senator Thad Cochran and how none of the current success of the MSPA would have happened had it not been for his

leadership in the U.S. Senate. Standards are in place today that Senator Cochran set after Hurricane Katrina. A Resolution will be drafted commending his contributions to the MS State Port Authority.

Commissioner Knesal 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 (ongoing litigation) and real estate matters (acquisition of property). Commissioner Knesal seconded and the motion was unanimously approved.

(THE BOARD OF COMMISSIONERS ENTERED INTO EXECUTIVE SESSION AT APPROXIMATELY 10:00 A.M.)


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

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

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

The meeting adjourned at approximately 11:35 a.m.

Approved and Attested



John Rester
President



E.J. Roberts
Secretary