

MISSISSIPPI PORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING

June 27, 2024

Minutes of the Mississippi State Port Authority Board of Commissioners Meeting, Thursday, June 27, 2024, 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
Kathryn Dennis Spear, Commissioner

Staff: Jon Nass, CEO
Jennifer Smith, Chief of Staff
DeeDee Wood, CFO
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
Errol LaRue, General Counsel
Matt Gabbett, Director of Operations
Tammy Salisbury, Assistant Comptroller
Katie Gill, Entry Level Accountant

Ben Stone, Legal Counsel

Others: Philip Carter, MDA (via telephone)
Nick Moody, MP Designs
Mike Letort, MP Designs
Joey Beattie, SSH/Gallagher
Chris Kirby, USM

Commissioner Symmes 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 DeeDee Wood, MSPA.

PUBLIC COMMENTS:

There were no public comments.

Commissioner Spear moved to approve the Minutes from the May 23, 2024, Board Meeting. Commissioner Loughman seconded, and the motion was unanimously approved.

Commissioner Loughman moved to approve travel (June 12-13) – LaRue, Smith, Milliet to Jackson, MS and (June 17-19, 2024) – Nass, LaRue to Washington, DC and (September 10-13, 2024) - Nass, Smith to Antigua. Commissioner Spear seconded and the motion was unanimously approved.

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

FINAL CHECKLIST FOR MAY 23, 2024
 BILLS FOR THE MONTHS OF APRIL AND MAY 2024 APPROVED AND PAID
 FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK #	VENDOR	DESCRIPTION	AMOUNT
60851	Kentwood Springs	Drinking Water	735.97
60852	AGJ Systems & Networks, Inc.	Computer Equipment and Software	10,279.55
60853	AirGas Gulf States	Acetylene, Oxygen and Argon Cylinders	224.19
60854	All Signs, Inc.	Address Correction for Ocean Enterprise Facility Sign	3,150.00
60855	All Safe Technologies, LLC	Crowley Fire Alarm Repair	210.00
60856	CW Products, Inc.	Promotional Supplies	5,605.06
60857	Sparklight	Cable Services	248.90
60858	Card Services	Office and Maintenance Supplies, Subscriptions, Membership Dues	1,681.38
60859	Card Services	Conference Registration Fees	5,900.00
60860	Collins Filter Company, Inc.	Air Filters for A/C Units on Electrical Platforms	2,495.52
60861	C Spire Wireless	Cell Phone Services	967.18
60862	C Spire Business Solutions	Telephone/Internet Services	1,778.43
60865	Federal Express Corp.	Express Mail Services	86.78
60866	Devonna M. Freeman	Travel Expenses	91.12
60867	Fuelman	Fuel for MSPA Vehicles	401.78
60868	Whitney Bank Divisional Property	June Lease for Suite 1450	27,664.17
60869	MS-JS, Inc DBA Johnstone Supply of Gpt	HVAC Motor for Crowley Building	594.94
60870	KLDiscovery Ontrack, LLC	Professional Services	1,477.00
60871	Robert J. Knesal	Per Diem	80.00
60872	Mark P. Loughman	Per Diem	80.00
60873	Lowe's Home Center, Inc.	Industrial Fan for Chiller and Maintenance Supplies	850.65
60875	Magnolia Printing Co.	Port Aerial Photos for Operations Conference Room	331.30
60876	MS DHS - State Disbursement Unit	Employee Deductions	263.56
60877	MS Power Company	Electricity	122,826.61
60878	MS Power Company	Electricity	8,773.63
60879	MS Pub. Employees Credit Union	Employee Deductions	375.00
60880	Jon T. Nass	Business Expense	133.39
60881	Pass Road Mini Storage, LLC	Storage Unit Rent	175.00
60882	The Port Employees Assoc.	Refund for Check Deposited in Error	39.51
60883	Legal Shield	Employee Deductions	30.91
60884	Quadient Leasing USA Inc.	Postage Machine Rent	195.57
60885	Rebel Sound Systems, Inc.	Fire Alarm Repairs at Operations Building	1,509.00
60886	Redd Pest Solutions	Pest Control Services	73.50
60887	SBL Strategies, LLC	Professional Consulting Services	10,000.00
60888	Seal Electrical, Inc.	Electrical Repairs	21,081.17
60889	Angela Shortt	Travel Expenses	40.87
60890	South Mississippi Business Machines	Copier Maintenance	509.00
60891	Kathryn Dennis Spear	Per Diem and Travel Expenses	603.19
60892	SSA Gulf Inc.	Office Trailer Rent for Cotton Compress	900.00
60893	Swetman Security Services, Inc.	Security Guard Services	32,620.60
60894	Cowles Edgar Symmes	Per Diem	80.00
60895	Texas A&M Transportation Institute	Emissions Baseline Study	24,780.00
60896	Union Auto Parts	Windshield Wiper Switch for Unit 10	80.52

60898	Zoro Tools, Inc.	Maintenance Supplies	67.77
TRANSFERS			
05/13/24	MS Department of Revenue	Sales Tax Payment	8,681.12
05/14/24	MS Department of Revenue	Employee Deductions	7,708.00
05/17/24	Deferred Compensation	Employee Deductions	1,295.00
05/22/24	Federal Tax Deposit	Payroll Tax Deposit	31,202.85
ACH	Connected Oceans	Business Development and Consulting Services	22,916.23
Total			<u>361,895.92</u>

FINAL CHECKLIST FOR JUNE 27, 2024
 BILLS FOR THE MONTHS OF MAY AND JUNE 2024 APPROVED AND PAID
 FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK	VENDOR	DESCRIPTION	AMOUNT
60959	American Assoc. of Port Auth.	Membership Dues	14,473.00
60960	Kentwood Springs	Drinking Water	514.14
60961	Iris Group Holdings, LLC	Labor to Reprogram Chiquita Fire Alarm	650.00
60962	AFLAC	Employee Deductions	1,483.01
60963	AGJ Systems & Networks, Inc.	Computer Equipment	11,462.98
60964	All Safe Technologies, LLC	Fire Alarm Monitoring	319.60
60965	B.E.A.R.	Troubleshoot and Repair Pumps at Lift Station #1	2,300.00
60966	Sparklight	Cable Services	248.90
60967	C Spire Wireless	Cell Phone Services	994.00
60968	C Spire Business Solutions	Telephone/Internet Services	1,778.43
60970	Federal Express Corp.	Express Mail Services	64.62
60971	Fuelman	Fuel for MSPA Vehicles	435.03
60972	Great Southern Club	Monthly Dues and Business Expenses	1,516.54
60973	Guardian	Employee Deductions	1,383.80
60974	Whitney Bank Divisional Property	July Lease for Suite 1450	27,664.17
60975	Harbor Square Parking Garage	Parking Garage Quarterly Rent	3,622.65
60977	HRdirect	Poster Guard Compliance Service	138.93
60978	MS State Treasurer Fund 3360900000	Telephone/Internet Services	220.27
60979	Jerry's Lawn Mower Sales	Wheel Assembly for Scag Mower	751.98
60980	MS-JS, Inc DBA Johnstone Supply- Gpt	HVAC Units for Port Operations Building	9,631.63
60981	Keeling Co. - Gulfport	Herbicide and Surfactant for Grounds Maintenance	7,415.91
60982	Errol LaRue	Travel Expenses	145.44
60983	Mark P. Loughman	Per Diem	40.00
60984	Lowe's Home Center, Inc.	Maintenance Supplies	229.79
60986	Mark Dunning Industries, Inc.	Waste Removal Services	2,580.00
60987	McClatchy Company, LLC	Advertising	3,655.84
60989	Mississippi Ports Council, Inc.	Membership Dues	6,000.00
60990	MS DHS - State Disbursement Unit	Employee Deductions	263.56
60991	MS Gulf Coast Chamber of Comm.	Registration Fee	25.00
60992	MS Power Company	Electricity	144,920.47
60993	MS Power Company	Electricity	9,970.50
60994	MS Pub. Employees Credit Union	Employee Deductions	375.00
60995	Jon T. Nass	Travel and Business Expenses	1,752.71
60996	Pass Road Mini Storage, LLC	Storage Unit Rent	175.00
60997	Rotary Club of Gulfport	Membership Dues and Business Expenses	956.00
60998	South Mississippi Business Machines	Copier Maintenance	509.00
60999	Norma Jean Soroe	Transcription Services	349.48
61000	Munro Products, Inc.	Maintenance Supplies	618.76
61002	Kathryn Dennis Spear	Per Diem	80.00
61003	SSA Gulf Inc.	Office Trailer Rent for Cotton Compress	900.00

61004	SunSouth, LLC	Maintenance Supplies for Track Loader	458.23
61005	Swetman Security Services, Inc.	Security Guard Services	65,564.70
61006	Cowles Edgar Symmes	Per Diem	40.00
61009	Wright National Flood Ins.	Insurance	17,044.00
CHECK DATED 06/25/24 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
60958	Newk's	Food for Community Advisory Committee Meeting	225.00
TRANSFERS			
06/14/24	Deferred Compensation	Employee Deductions	1,295.00
06/20/24	Federal Tax Deposit	Payroll Tax Deposit	31,859.80
ACH	Connected Oceans	Business Development and Consulting Services	22,916.23
Total			<u>\$400,019.10</u>

Commissioner Loughman moved to approve the following progress payments: Balch & Bingham (\$10,523.50); HDR Engineering, Inc. (\$21,650.75); MP Design Group (\$13,198.10); MP Design Group (\$58,127.25); Micro-Methods Laboratory (1,875.00); Southern Earth Sciences (3,104.00); Vice Brothers Unlimited, LLC (\$39,849.08); Warren Paving (\$227,283.85) and WSP (\$166,446.05). Commissioner Spear seconded and the motion was unanimously approved.

OLD BUSINESS:

Commissioner Loughman moved to approve Modification No. 1 to Work Order No. 2 to close the work order and deobligate funds in the amount of (\$31,214.34). The scope of Work Order No. 2 encompassed the Elevated Reefer Plug Project. Commissioner Spear seconded and the motion was unanimously approved.

Commissioner Loughman moved to approve Modification No. 1 to Work Order No. 1 with WSP USA, Inc. under contract 24-EN-03 to provide an additional \$100,000.00 in funding. Commissioner Spear seconded and the motion was unanimously approved.

Commissioner Loughman moved to approve the first amendment to Contract 24-EN-03 with WSP USA, Inc. Commissioner Spear seconded and the motion was unanimously approved.

Commissioner Loughman moved to approve the First Amendment to Lease Agreement with E.N. Bisso. Commissioner Spear seconded and the motion was unanimously approved.

NEW BUSINESS:

Commissioner Loughman moved to approve Work Order No. 11 for Geotechnical Engineering and Construction Materials Testing on an as-needed basis, based on rates provided in MP's proposal. Funding for Work Order No. 11 is an amount not to exceed \$15,000.00. Commissioner Spear seconded and the motion was unanimously approved.

Commissioner Loughman moved to approve Work Order No. 12 with MP Design Ground under contract 23-EN-01 not to exceed \$118,020.00. Commissioner Spear seconded and the motion was unanimously approved.

Commissioner Loughman moved to approve authorization to advertise an RFP for Maintenance Dredging Services for the Port's berth areas. Commissioner Spear seconded and the motion was unanimously approved.

Commissioner Loughman moved to approve MSPA's fiscal year 2025 operating budget as presented. Total budgeted operating revenues of \$28,552,579.00 and total budgeted operating expenses of \$15,875,049.00. Commissioner Spear seconded and the motion was unanimously approved.

Commissioner Loughman moved to approve authorization for an RFP for an underground utilities' provider. Commissioner Spear seconded and the motion was unanimously approved.

Commissioner Loughman moved to approve the authorization to award the electrical services contract. Commissioner Spear seconded the motion and was unanimously approved.

ENGINEERING UPDATE:

James Buras reported on current engineering projects.

OPERATIONS REPORT:

Deputy Director Shawn Meyer reported vessel numbers have been down due to the weather in the tropics.

The year-to-date tonnage is down 8% and monthly tonnage is down 9% from fiscal year 2023.

Maritime activity for May of 2024:

Vessels	14		Vehicles	14,318
Tugs	15		Railcars	798
Tonnage (monthly)	164,277		Barges	82
Tonnage (YTD)	1,765,612		TEU's (YTD)	169,994
TEU's (monthly)	18,449			

EXECUTIVE DIRECTOR'S COMMENTS:

Director Nass commended MSPA's finance staff for their work preparing the 2025 fiscal year budget.

Director Nass and Errol LaRue visited Washington, DC and attended congressional meetings in support of the grants submitted by MSPA.

Senator Hyde-Smith was impressed with the Washington visits and visited the Port where she was taken on a tour.

Representatives from NOAA visited MSPA and are currently in the process of moving into the Wicker Center.

Commissioner Loughman was thanked for attending Rotary and for his presentation on the Port. The presentation was well received.

GENERAL COUNSEL'S COMMENTS:

Ben Stone had no comments.

MDA'S COMMENTS:

Philip Carter had no comments.

COMMISSIONERS' COMMENTS:

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

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

(THE BOARD OF COMMISSIONERS ENTERED INTO EXECUTIVE SESSION AT APPROXIMATELY 9:44 A.M.)

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

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


Commissioner Loughman moved to adjourn.

The meeting adjourned at approximately 10:21 a.m.

Approved and Attested



John Rester
President



Mark Loughman
Secretary