

MISSISSIPPI PORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING

March 24, 2020

Minutes of the Mississippi State Port Authority Board of Commissioners Meeting, Tuesday, March 24, 2020 at 2510 14th Street, Suite 1450, Gulfport, Mississippi at which the following Commissioners and staff were present:

- Commissioners:** Jack Norris, President (via telephone)
E.J. Roberts, Vice-President (via telephone)
Robert J. Knesal, Secretary
James C. Simpson, Jr., Treasurer (via telephone)
John Rester, Commissioner (via telephone)
- Staff:** Jonathan Daniels, Executive Director/CEO
Matthew Wypyski, Deputy Director/COO
John Webb, Director of Engineering
DeeDee Wood, CFO
Errol LaRue, Govt. & Legal Affairs Manager
Shawn Meyer, Director of Operations (via telephone)
Mel Arsenault, Director of Workforce/Grant Development
- Ben Stone, Legal Counsel (via telephone)
- Others:** Philip Carter, MDA (via telephone)
Brian Smith, Watkins & Eager (via telephone)

Commissioner Norris noted the presence of a quorum and called the meeting to order at approximately 1:00 p.m.

Commissioner Robert moved to approve the February 26th Minutes. Commissioner Rester 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 MARCH 12, 2020
BILLS FOR THE MONTHS OF FEBRUARY AND MARCH 2020 APPROVED AND PAID
FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK #	VENDOR	DESCRIPTION	CHK AMT
55736	ABC Rental, Inc.	Rentals for Grant Award Presentation	609.80
55737	AGJ Systems & Networks, Inc.	iSynergy Upgrade and Computer Maintenance	6,002.50
55738	AirGas Gulf States	Acetylene/Argon/Oxygen Bottles	246.86
55739	Alimak Group USA Inc	Repair Parts and Quarterly Inspections for Cranes	4,584.97
55740	All Safe Technologies, LLC	Fire Alarm Monitoring	159.80
55741	Anytime Portables, LLC	Portable Restroom Services	255.00
55742	Card Services	Travel Expenses	1,279.80
55743	Card Services	Repair Part for Man Lift	170.99
55744	Collection Services Center	Employee Deductions	90.06
55745	C Spire Wireless	Cell Phone Services	1,135.40

55746	C Spire Business Solutions	Telephone/Internet Services	2,978.65
55747	Jonathan Daniels	Travel Expenses	16.13
55748	Deluxe Cleaners, Inc.	Tablecloth Cleaning	21.40
55749	Eagle Energy, Inc.	Diesel Fuel	720.21
55750	Federal Express Corp.	Express Mail Services	28.89
55751	Fuelman	Fuel for MSPA Vehicles	438.32
55752	Gleem Paint Center	Paint for Cranes	135.80
55753	Great Southern Club	Monthly Dues and Business Expenses	375.96
55754	Gulf Coast Business Supply, Inc.	Office Supplies	189.96
55755	Hughes Supply	Maintenance Supplies	327.33
55756	John W. Harmon	Annual Elevator Inspections	730.40
55757	MS State Treasurer Fund 3360900000	Telephone/Internet Services	600.70
55758	Intl Pineapple Organization, LLC	Conference Sponsorship	5,000.00
55759	Lowe's Home Center, Inc.	Maintenance Supplies	417.94
55760	Mayer Electric Supply Co., Inc.	Electrical Supplies	1,287.70
55761	MS Dept. of Human Services CRDU	Employee Deductions	156.00
55763	MS Power Company	Electricity	98,666.25
55764	MS Pub. Employees Credit Union	Employee Deductions	320.00
55765	Secretary of State	M. Nelson Notary Application Fee	25.00
55766	Naylor, LLC	Advertisement	2,759.03
55767	United Rentals (North America), Inc.	Forklift Rental	577.00
55768	Pine Hills Nursery & Garden Center, Inc.	Ferns for Grant Award Presentation	150.00
55769	RJ Young Company, Inc.	Copier/Printer Maintenance	1,367.47
55770	Stericycle, Inc.	Shredding Services	87.59
55771	Southern Admin. and Benefits	Monthly Services	200.00
55772	Stuart C. Irby Co.	Fluorescent Light Bulbs	66.00
55773	United Way of South MS, Inc.	Employee Deductions	349.02
55774	Union Auto Parts	Maintenance Supplies	512.94
55775	Waste Management	Waste Removal Services	947.80
55776	The Whit Group, LLC	Web Hosting Services	600.00
55777	Matthew Wypyski	Business Expenses	167.85
55778	Zoro Tools, Inc.	Maintenance Supplies	401.04
55779	MS Gulf Resort Classic	Sponsorship	25,000.00
CHECKS DATED 03/05/20 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
55734	CenterPoint Energy	Natural Gas Services	64.11
55735	Gulfside Casino Partnership	Conference Room Deposit	2,600.00
TRANSFERS			
02/28/20	MS Department of Revenue	Employee Deductions	8,207.00
02/28/20	Deferred Compensation	Employee Deductions	957.50
03/02/20	Public Employee Retirement	Retirement Match and Withheld	62,892.42
03/04/20	Federal Tax Deposit	Payroll Tax Deposit	28,243.80
Total			<u>\$263,122.39</u>

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

The following items were approved:

RENEWAL LICENSES:

Vendors: Louis Smith Welding and Construction

Steamship Agent: Transmarine Navigation Corp.; Tricon Steamship Agency, Inc.

Commissioner Knesal moved to approve the following progress payments: Balch & Bingham (\$214,480.51); Digital Engineering (\$59,790.25) and Southern Exteriors Fence Co. (\$1,214.00)). Commissioner Rester seconded, and the motion was unanimously approved.

Commissioner Knesal moved to approve Cash Request #266 to CH2MHill (\$102,051.32); Eley Guild Hardy (\$87,737.50); J.O. Collins (\$244,783.90); and MSPA (\$228,082.69) for a total of \$662,655.41. Commissioner Roberts seconded and the motion was unanimously approved.

OLD BUSINESS:

Commissioner Knesal moved to approve Modification #4 to Work Order #1 with Digital Engineering under Contract No. 17-EN-04. Modification #4 increases the funding level for this work order by \$150,000.00. Commissioner Simpson seconded and the motion was unanimously approved.

NEW BUSINESS:

Commissioner Simpson moved to approve a Lease Agreement with GST Capital Partners, LLC and Crown Castle Towers. This agreement addresses the assignment of the lease to Crown Castle Towers and amends the lease to adjust the access easement to the leased property. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Rester moved to approve Resolution #20-01 (attached) which addresses the State of (attached) Emergency Declaration due to COVID-19. Commissioner Knesal seconded and the motion was unanimously approved.

PORT RESTORATION/ENGINEERING UPDATE:

John Webb gave a status update on current engineering projects.

OPERATIONS REPORT:

Matthew Wypyski reported that all commercial vessels and cargo activity continues as normal.

After tomorrow, Crowley will completely discharge and lay up for 1 week.

Carnival Valor and Freedom, along with Royal Caribbean Majesty of the Seas cruise ships came into port today. Many thanks to our tenants, pilots, Swetman Security, Customs Border Patrol and MSPA Operations staff for their assistance during this unprecedented time.

EXECUTIVE DIRECTOR'S REPORT:

Thanks to our Commissioners and staff as this week we are working under essential personnel only. Public relations are being taken care of. We are constantly working with the media and county officials regarding the cruise ships.

GENERAL COUNSEL'S COMMENTS:

Ben Stone had no comments.

MDA'S COMMENTS:

Philip Carter had no comments.

COMMISSIONERS' COMMENTS:

Commissioner Norris urged staff to stay pro-active and use the best means possible as to how to conduct ourselves moving forward.

Commissioner Rester thanked Director Daniels and MSPA Staff for their efforts during this epidemic. He has seen outstanding media coverage on the cruise ships and with mostly positive comments from the community.

All Commissioners agreed with Commissioner Rester and Commissioner Roberts thanked Director Daniels for keeping the Commissioners abreast and informed.

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

Commissioner Rester moved to enter Executive Session to discuss a lease matter. Commissioner Knesal seconded and the motion was unanimously approved.

(THE BOARD OF COMMISSIONERS ENTERED INTO EXECUTIVE SESSION AT APPROXIMATELY 1:35 P.M.)

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

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

Commissioner Simpson moved to adjourn.

The meeting adjourned at approximately 2:15 p.m.

Approved and Attested



Jack Norris
President



Robert J. Knesal
Secretary

RESOLUTION #20-01

**EMERGENCY RESOLUTION OF THE
MISSISSIPPI STATE PORT AUTHORITY**

WHEREAS, the Mississippi State Port Authority at Gulfport is an agency of the State of Mississippi organized and existing under the laws of the State of Mississippi;

WHEREAS, Governor Tate Reeves, State of Mississippi has declared that a State of Emergency exists in the State of Mississippi due to the worldwide outbreak of COVID-19;

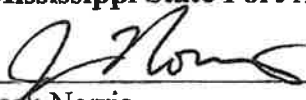
WHEREAS, Governor Tate Reeves issued Executive Order No. 1458, directing and ordering State agencies, boards and commissions to operate with skeleton staffs comprised of employees who perform essential duties; and

WHEREAS, in accordance with Executive Order No. 1458, the Mississippi State Port Authority at Gulfport is taking measures to reduce interaction amongst employees and others to reduce the risk of transmission of COVID-19;


NOW, THEREFORE, BE IT RESOLVED that the Executive Director of the Mississippi State Port Authority at Gulfport, or his designee, is hereby granted full authority to take any and all action necessary and permitted by the laws of the State of Mississippi in response to the existing emergency conditions including, but not limited to the following: executing any and all documents in the name of the Mississippi State Port Authority at Gulfport, communications with insurance carriers, entering into any and all shipping and/or cargo contracts relating to the emergency conditions now existing, purchasing and activities related to the emergency conditions, and any all actions and/or inactions related to the general operation and management of the Mississippi State Port Authority at Gulfport.

SO RESOLVED this the 24th day of March, 2020.

Mississippi State Port Authority



Jack Norris
President



Robert J. Knesal
Secretary

