

MISSISSIPPI PORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING

May 23, 2024

Minutes of the Mississippi State Port Authority Board of Commissioners Meeting,
Thursday, May 23, 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
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
Michelle Freeman, Accounting Specialist
Lisa Mussa, Accounting Specialist
Katie Gill, Entry Level Accountant
Cindy Ford, Contract/Administrative Asst.

Ben Stone, Legal Counsel

Others: Philip Carter, MDA (via telephone)
Nick Moody, MP Designs
Mike Letort, MP Designs
Chelsea Paige, Hilton Gardens Inn

Commissioner Rester 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 Symmes moved to approve the Minutes from the April 25, 2024, Board Meeting. Commissioner Spear seconded, and the motion was unanimously approved.

Commissioner Symmes moved to approve travel (June 11-14, 2024) – Nass, Point Clear, AL and (July 9-11, 2024) – Nass to Seattle, WA. Commissioner Spear 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 MAY 8, 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
60812	AGJ Systems & Networks, Inc.	Computer Equipment and Maintenance	4,709.99
60813	Alexander Law, P.A.	Legal Services	15,957.81
60814	All Safe Technologies, LLC	Fire Alarm Monitoring	199.75
60815	Apple, Inc.	Computer Equipment	1,880.00
60816	Sparklight	Internet Services	93.18
60817	Chancellor, Inc.	Maintenance Supplies	392.68
60818	City of Gulfport	Water	9,887.70
60819	Sun Coast Business Supply	Office Supplies	383.16
60820	Hannah Milliet	Food and Supplies for Meetings	93.83
60821	Federal Express Corp.	Express Mail Services	66.45
60822	Ferguson Enterprises, LLC	HVAC Units for Chiquita and Operations Buildings	4,929.83
60823	Fuelman	Fuel for MSPA Vehicles	62.79
60824	Great Southern Club	Monthly Dues and Business Expenses	985.45
60825	Gulfport Yacht Club	Business Expenses	208.52
60826	Gulf Coast Business Council	State of the Coast Sponsorship 2024	1,000.00
60827	MS State Treasurer Fund 3360900000	Telephone/Internet Services	116.74
60828	Newell Paper Co.	Janitorial Supplies	374.69
60829	Keeling Co. - Gulfport	Herbicide for Grounds Maintenance	5,101.69
60830	Maritime Defense Strategy, LLC	Consulting Services	3,650.00
60831	Mark Dunning Industries, Inc.	Waste Removal Services	1,442.50
60832	Shawn Meyer	Travel Expenses	680.07
60833	MS DHS - State Disbursement Unit	Employee Deductions	263.56
60834	MS Pub. Employees Credit Union	Employee Deductions	375.00
60835	MSPA Petty Cash Fund	Replenish Petty Cash	25.66
60836	Jon T. Nass	Travel Expenses	603.09
60837	Pass Road Mini Storage, LLC	Storage Unit Rent	185.00
60838	Phillips Building Supply	Supplies for Utility Trailer Repair	788.87
60839	Portable Services, Inc.	Portable Restroom Services	425.00
60840	Powers of Mississippi, Inc.	Dole Administration Building HVAC Repair	405.00
60841	Redd Pest Solutions	Pest Control Services	90.00
60842	RJ Young Company, Inc.	Printers and Printer Maintenance	2,052.00
60843	Rotolo Consultants, Inc. dba RCI	Landscape Services	1,877.32
60844	ServiceWear Apparel, Inc.	Employee Uniforms	149.52
60845	Sanford R. Steckler	Legal Services	3,825.00
60846	Swetman Security Services, Inc.	Security Guard Services	34,978.00
60847	Threaded Fasteners, Inc.	Water Meter Stands	1,168.00
60848	Timeless Designs of Lucedale LLC	Interior Plant Maintenance	279.69
60849	Wright National Flood Ins.	Insurance	1,921.00
60850	Zoro Tools, Inc.	Maintenance and Safety Supplies	297.25

CHECK DATED 05/01/24 AND RELEASED PRIOR TO SCHEDULED CHECK RUN

60807	Monster Subs & Sandwiches, Inc.	Food for Tenant and Partner Advisory Committee Meeting	195.00
CHECKS DATED 05/02/24 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
60808	CenterPoint Energy	Natural Gas Services	36.46
60809	City of Gulfport	Water	2,660.32
60810	Lowe's Home Center, Inc.	Maintenance Supplies	56.88
60811	DeeDee Wood	Registration Fee	125.00
TRANSFERS			
05/01/24	Connected Oceans	Business Development and Consulting Services	22,916.23
05/03/24	State School Insurance Fund/DFA	05/2024 Employee Health & Life Insurance	17,979.00
05/03/24	Deferred Compensation	Employee Deductions	1,295.00
05/06/24	Public Employment Retirement	Retirement Match and Withheld	64,189.05
05/08/24	Federal Tax Deposit	Payroll Tax Deposit	30,687.66
Total			<u>\$242,066.39</u>

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>

Commissioner Symmes moved to approve the following progress payments: Balch & Bingham (\$9,168.75); Dredging Professionals (\$720.00); HDR Engineering, Inc. (\$6,537.00); MP Design Group (\$4,343.39); MP Design Group (\$53,601.06); and Warren Paving (\$371,512.82). Commissioner Loughman seconded and the motion was unanimously approved.

Commissioner Spear left the meeting.

Commissioner Loughman moved to approve the following progress payment: DNP, Inc. (\$27,150.00). Commissioner Symmes seconded and the motion was unanimously approved.

Commissioner Spear returned to the meeting.

OLD BUSINESS:

Commissioner Symmes moved to approve the authorization to add additional funding to the USACE Deepening and Widening Feasibility Study project. Commissioner Loughman seconded and the motion was unanimously approved.

Commissioner Symmes moved to approve the rejection of proposals received for construction materials testing. Commissioner Loughman seconded and the motion was unanimously approved.

NEW BUSINESS:

Commissioner Loughman moved to approve resolution No. 24-06 authorizing the MSPA to allocate and expend matching funds for the exclusive use of projects being pursued and applied for by the MSPA under the EPA Clean Ports Grants Program. Commissioner Spear seconded and the motion was unanimously approved.

No action was taken by the board for agenda item 8.B.

ENGINEERING UPDATE:

James Buras reported on current engineering projects.

OPERATIONS REPORT:

Shawn Meyer reported dredging is taking place. The area being dredged is located between the Port and Ship Island in order to maintain the channel.

The annual hurricane meeting with USCG, NOAA, National Weather Service, EMA and Port tenants was held on May 21, 2024.

Maritime activity for April of 2024:

Tonnage (monthly)	154,138		Tonnage (YTD)	1,601,355
TEU's (monthly)	14,915		TEU's (short tons)	151,545

The tonnage is down 8% from the previous year. Dry cargo, import/export and bulk cargo are down compared to previous years.

SAFETY INITIATIVES:

Matt Gabbett discussed 2024 safety initiatives. An online platform is being tested which will track incidents and generate reports. MSPA is also collaborating with other ports on safety procedures, with a new safety video being created by a vendor that specifically pertains to the terminal.

EXECUTIVE DIRECTOR’S COMMENTS:

An all-hands staff meeting was held and some of the topics of discussion were human resources along with vehicle and hurricane safety.

The cost to purchase the crane through Ports America has increased due to the new imposed tariffs on Chinese products but is still moving forward.

The MSPA staff were thanked for their hard work completing the grant process. The final (2) grants will be submitted soon.

The advisory committee pitched a project for BP funds to be submitted to the governor.

GENERAL COUNSEL’S COMMENTS:

Ben Stone had no comments.

MDA’S COMMENTS:

Philip Carter had no comments.

COMMISSIONERS’ COMMENTS:

Commissioner Symmes thanked the staff for their hard work on completing grant applications.

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

Commissioner Symmes moved to enter Executive Session to discuss a litigation matter. Commissioner Spear seconded and the motion was unanimously approved.

(THE BOARD OF COMMISSIONERS ENTERED INTO EXECUTIVE SESSION AT APPROXIMATELY 9:25 A.M.)

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

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

Commissioner Symmes moved to adjourn.

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

Approved and Attested

John Rester
President



Mark Loughman
Secretary

