

**MISSISSIPPI PORT AUTHORITY**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING**

**November 16, 2023**

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Minutes of the Mississippi State Port Authority Board of Commissioners Meeting,  
Thursday, November 16, 2023, at 2510 14<sup>th</sup> 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 Teresa Ehrlich, Project Manager Hannah Milliet, Public Relations & Marketing Specialist Allison Chimenya, Marketing Analyst Lisa Mussa, Accounting Specialist James Buras, Port Engineer Michelle Freeman, Accounting Specialist Angie Shortt, Accounting Specialist Errol LaRue, General Counsel Tammy Salisbury, Asst. Comptroller Matt Gabbett, Director of Operations Cindy Ford, Contract/Admin Asst.  David Duhe, Legal Counsel
Others:	Philip Carter, MDA (via telephone) Kim Marmalich, AVL Gaitlin Mallette, AVL Maria Saylor, AVL Mike Letort, MP Designs David Machado, MP Designs

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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.

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An audit presentation for FY23 was given by Kim Marmalich, AVL.

Commissioner Symmes moved to approve the Minutes from the October 26 Board Meeting. Commissioner Spear seconded, and the motion was unanimously approved.

Commissioner Symmes moved to approve travel (November 8-9) – LaRue to Jackson, MS. Commissioner Loughman seconded and the motion was unanimously approved.

Commissioner Loughman moved to accept the FY23 Audit as presented. Commissioner Symmes seconded and the motion was unanimously approved.

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

FINAL CHECKLIST FOR NOVEMBER 16, 2023

BILLS FOR THE MONTHS OF OCTOBER AND NOVEMBER 2023 APPROVED AND PAID  
FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK #	VENDOR	DESCRIPTION	CHK AMT
60245	AFLAC	Employee Deductions	1,196.83
60246	AGJ Systems & Networks, Inc.	Computer Maintenance and DocuPhase SSL Certificate	5,293.48
60247	AirGas Gulf States	Acetylene, Oxygen, and Argon Cylinders	199.03
60249	Boot Outlet, LLC	Employee Safety Boots	1,949.40
60250	City of Gulfport	Water	3,944.80
60251	Cornett Bolt & Screw	Supplies for Backflow Preventers	188.88
60253	C Spire Wireless	Cell Phone Services	1,004.92
60254	Danny Miller Plumbing, Inc.	Recertification of Backflow Preventers	1,920.00
60255	Dept. of Finance & Admin.	MMRS Quarterly Charges	241.50
60257	Federal Express Corp.	Express Mail Services	39.25
60258	Fuelman	Fuel for MSPA Vehicles	1,456.93
60259	Great Southern Club	Monthly Dues and Business Expenses	1,670.60
60260	Whitney Bank Divisional Property	December Lease for Suite 1450	26,858.42
60261	Hostpapa, Inc.	Website Hosting	89.96
60262	Isco Metals & Supply, LLC	Rebar for Parking Bumpers	2,580.00
60263	Jerry's Lawn Mower Sales	Scag Mower Repair	209.85
60264	MS-JS, Inc DBA Johnstone Supply of Gpt	Employee A/C Training	120.93
60265	KLDiscovery Ontrack, LLC	Professional Services	1,477.00
60266	Robert J. Knesal	Per Diem	120.00
60267	Errol LaRue	Travel Expenses	210.91
60268	LNJ Services, Inc.	Investigate Power Pole Adjacent to Ocean Enterprise Facility	3,350.00
60269	Mark P. Loughman	Per Diem	120.00
60270	Lowe's Home Center, Inc.	Maintenance Supplies	377.33
60272	Maritime Defense Strategy, LLC	Consulting Services	3,650.00
60273	Mark Dunning Industries, Inc.	Waste Removal Services	3,917.50
60274	Memorial Hospital at Gulfport	New Employee Testing	80.00
60275	MS State Agencies S/I Workers Comp Trust	FY 24 Workers Compensation Insurance	18,201.00
60276	MS Gulf Coast Chamber of Comm.	Conference Registration Fee	60.00
60277	MS Gulf Coast Chamber of Comm.	Sponsorship	700.00
60278	MS Gulf Coast Chamber of Comm.	Membership Dues	395.00
60279	MS Power Company	Electricity	141,118.30
60280	MS Power Company	Electricity	16,106.86
60281	MS Pub. Employees Credit Union	Employee Deductions	445.00
60282	Jon T. Nass	Business Expenses	1,618.09
60283	Pass Road Mini Storage, LLC	Storage Unit Rent	175.00
60284	Portable Services, Inc.	Portable Restroom Services	425.00
60285	Legal Shield	Employee Deductions	61.81
60286	Quadient Leasing USA Inc.	Postage Machine Rent	195.57
60287	Redd Pest Solutions	Pest Control Services	90.00

60288	RJ Young Company, Inc.	Printer Maintenance	540.00
60289	Rotolo Consultants, Inc. dba RCI	Landscaping Services and Irrigation System Repair	3,026.98
60290	SBL Strategies, LLC	Professional Consulting Services	10,000.00
60291	Seal Electrical, Inc.	Electrical Repairs	67,548.99
60292	Sorg Printing, LLC	Truck Scale Tickets	992.00
60293	South Mississippi Business Machines	Copier Maintenance	569.00
60295	Southern Fire Sprinkler, Inc.	Annual Inspections of Fire Extinguishers	1,150.00
60296	Kathryn Dennis Spear	Per Diem	120.00
60297	SSA Gulf Inc.	Office Trailer Rent for Cotton Compress	850.00
60298	Christopher Michael Stafford	Professional Video Services for Events	1,000.00
60299	Sterling Solutions LLC	Professional Services	12,500.00
60300	Stuart C. Irby Co.	Electrical Supplies	103.11
60301	Swetman Security Services, Inc.	Security Guard Services	67,344.50
60302	Cowles Edgar Symmes	Per Diem	120.00
60303	The Gallery Collection	Office Supplies	512.51
60304	Trane U.S., Inc.	Marine Research Facility HVAC Repair	1,064.00
60305	Zoro Tools, Inc.	Gauges for Fire Pump and Maintenance Supplies	518.31
60306	Norma Jean Soroe	Transcription Services	344.48
CHECKS DATED 11/02/23 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
60238	Sparklight	Internet Services	93.18
60239	CenterPoint Energy	Natural Gas Services	35.98
60240	City of Gulfport	Water	7,233.58
60241	Jackson Supply Company	Repair Parts for Marine Research Facility HVAC	498.79
60242	Dawson Malley	TWIC Card	125.25
60243	Mark Dunning Industries, Inc.	Waste Removal Services	407.50
60244	Pass Road Mini Storage, LLC	Storage Unit Rent	185.00
TRANSFERS			
11/03/23	State School Insurance Fund/DFA	11/2023 Employee Health and Life Insurance	14,531.20
11/03/23	Deferred Compensation	Employee Deductions	1,370.00
11/06/23	Public Employment Retirement	Retirement Match and Withheld	58,021.80
11/08/23	Federal Tax Deposit	Payroll Tax Deposit	26,798.91
11/14/23	MS Department of Revenue	Employee Deductions	7,472.00
11/14/23	MS Department of Revenue	Sales Tax Payment	9,736.87
Total			<u>\$536,673.09</u>

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

The following items were approved:

RENEWAL LICENSES:

Pilots: Murrell Hilton, III; Matthew Hilton

Steamship Agents: ISS Marine Service; Maritime Endeavors Shipping

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Commissioner Symmes moved to approve the following progress payments: Andercorp, LLC (\$605,135.12); Balch & Bingham (\$80,098.75); Covington Civil & Environmental (\$1,911.75); Digital Engineering (\$12,505.50); MP Design Group (\$106,063.91); and Southern Earth Sciences (\$438.00). Commissioner Loughman seconded and the motion was unanimously approved.

OLD BUSINESS:

Commissioner Symmes moved to approve Change Order No. 6 under Contract No. 22-EN-05 with Andercorp. Change Order No. 6 increases the contract by \$16,732.50 with no change to schedule. Commissioner Loughman seconded and the motion was unanimously approved.

NEW BUSINESS:

Commissioner Loughman moved to authorize the issuance of an RFQ for Planning Support for detailed project scopes, independent fee estimates on engineering work orders, grant writing assistance, CIP phasing and various studies to support growth and sustainability. Commissioner Symmes seconded and the motion was unanimously approved.

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ENGINEERING UPDATE:

James Buras reported on current engineering projects.

OPERATIONS REPORT:

Shawn Meyer reported on the maritime activity for October:

Vessels	15		Vehicles	12,700
Tugs	6		Railcars	612
Tonnage (YTD)	573,896		Barges	22
TEU's (short tons)	59,896			

Tonnage is still down by 26% but we have seen an increase in green fruit. Numbers are down nationwide. TEU count is down as well.

We had a test run with an intermodal train this week. The train originated in Toronto and traveled to Chicago and eventually landed in Gulfport. A historic moment for the Port. We moved 31 moves per hour and all went well. Many thanks to our Operations Department and to Ports America. Another trial run will take place in a few weeks.

EXECUTIVE DIRECTOR'S COMMENTS:

Continuing with the rail, that north/south track that was used for this trial run was upgraded for double stacking in 2012. This is the first time that track has been used with double stacking.

Director Nass thanked the Finance Staff for their efforts towards a clean audit and the Operations Department for their efforts on the trial intermodal run.

Numerous business development dinners took place last week and the attendance by Commissioners was greatly appreciated. We are ahead of the plan and will continue to move forward in a speedy fashion.

GENERAL COUNSEL'S COMMENTS:

David Duhe had no comments.

MDA'S COMMENTS:

Philip Carter had no comments.

COMMISSIONERS' COMMENTS:

Commissioner Rester also thanked the staff for their efforts and hard work.

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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 legal matter (ongoing litigation) and a real estate matter (prospective lease). Commissioner Loughman seconded and the motion was unanimously approved.

(THE BOARD OF COMMISSIONERS ENTERED INTO EXECUTIVE SESSION AT APPROXIMATELY 9:42 A.M.)

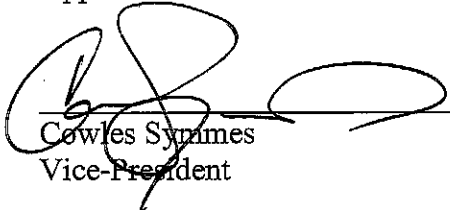
Commissioner Symmes moved to come out of Executive Session. Commissioner Spear seconded and the motion was unanimously approved.

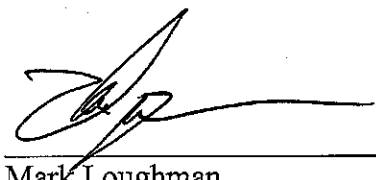
Commissioner Rester stated that no action took place during Executive Session.

Commissioner Symmes moved to adjourn.

The meeting adjourned at approximately 10:17 a.m.

Approved and Attested

  
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Cowles Symmes  
Vice-President

  
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Mark Loughman  
Secretary