

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

**October 18, 2018**

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Minutes of the Mississippi State Port Authority Board of Commissioners Meeting,  
Thursday, October 18, 2018 at 2510 14<sup>th</sup> Street, Suite 1450, Gulfport, Mississippi at  
which the following Commissioners and staff were present:

Commissioners: James C. Simpson, Jr., President (via telephone)  
John Rester, Vice-President  
Jack Norris, Secretary  
E.J. Roberts, Treasurer  
Robert Knesal, Commissioner

Staff: Jonathan Daniels, Executive Director/CEO  
Matthew Wypyski, Deputy Director/COO  
Kim Purchner, Executive Asst./HRO  
John Webb, Director of Engineering  
Nick Foto, Deputy Program Manager  
DeeDee Wood, CFO  
Carlos Bell, Director of Community Development  
Kim Aguillard, Marketing & Media Manager  
Shawn Meyer, Director of Operations  
Matt Gabbett, Deputy Operations Director  
Gary Pitcovich, Crane Manager

Ben Stone, Legal Counsel  
David Duhe, Legal Counsel

Others: Philip Carter, MDA  
Brian Smith, Watkins & Eager  
Michael Sheely, CH2MHill  
Mark Lishen, EGH Architects  
Joey Beattie, SSH  
Chris O'Brien, Seamans' Center  
Thomas Adams, T.L. Wallace  
Michael Costelli, Simpkins & Costelli  
Greg Schruoff, SSA Maritime  
Bruce Newton, Digital Engineering  
Duane Wilson, Chemours  
Cindy Lamb, Pickering Engineering  
Chris Rhodes, MS Commercial Fisheries United  
Wallace Goodman, Wharton Smith  
Jessica Sitter, T.L. Wallace  
Madeline Pethy, Simpkins & Costelli  
Howard Page, North Gulfport Community Land Trust  
Randall Love, T.L. Wallace

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 Pastor Chris O'Brien, International Seaman's Center.

PUBLIC COMMENTS:

Chris Rhodes, MS Commercial Fisheries United addressed the Commission regarding the location of dredged materials.

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Commissioner Knesal moved to approve the September 19th Minutes. Commissioner Roberts seconded, and the motion was unanimously approved.

Commissioner Roberts moved to approve travel requests as submitted. Commissioner Norris seconded and the motion was unanimously approved.

*Commissioner Simpson joined the meeting via telephone.*

Commissioner Norris moved to approve the disbursements listed below. Commissioner Roberts seconded and the motion was unanimously approved.

FINAL CHECKLIST FOR OCTOBER 3, 2018  
 BILLS FOR THE MONTHS OF SEPTEMBER AND OCTOBER 2018 APPROVED AND PAID  
 FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK#	VENDOR	DESCRIPTION	CHK AMT
53884	3-D Glass Co.	Replace Glass on Cranes STS 2 and 3	5,000.00
53885	AGJ Systems & Networks, Inc.	Computer Services	4,272.00
53886	Kim Aguillard	Travel Expenses	608.60
53887	AirGas Gulf States	Welding Helmet and Oxygen	422.12
53888	Alimak Hek, Inc.	Quarterly Elevator Inspections	2,100.00
53889	Apple, Inc.	Computer Equipment	1,297.00
53890	Appraisal Associates, LLC	Appraisal Services	5,950.00
53891	Barefield Workplace Solutions, Inc.	Office Supplies	110.17
53892	Carlos Bell	Business Expenses	35.29
53893	Best Buy Stores, L.P.	Office Equipment	214.97
53894	City of Gulfport-Harbor Lights Winter	Sponsorship	3,000.00
53895	Collection Services Center	Employee Deductions	108.06
53896	William A. Colgin II	Marketing Video and Photos	2,393.75
53897	State School Insurance Fund	Employee Deductions	17,279.32
53898	DFA - Office of Insurance	Unemployment Insurance	2,600.00
53899	Eagle Energy, Inc.	Oil for Shuttlewagon	350.00
53900	Education Alliance LLC	Marketing Video	7,833.00
53901	Federal Express Corp.	Express Mail Services	83.62
53902	Foliage Design Systems, Inc.	Interior Plant Maintenance	253.78
53903	Heather Fountain	Travel Expenses	39.69
53904	Fuelman	Fuel for MSPA Vehicles	446.96
53905	Gazebo Gazette	Advertising	300.00
53906	Gleem Paint Center	Traffic Paint	179.90
53907	Grainger, Inc.	Small Tools and Maintenance Supplies	4,180.84
53908	Great Southern Club	Membership Dues and Business Expenses	852.48
53909	Guardian	Employee Deductions	1,702.45
53910	Gulf Coast Business Supply, Inc.	Office Supplies	36.63
53911	Gulf Coast Chapter of MS CPA's	Membership Dues	60.00
53912	Gulf Coast Community Foundation	Sponsorship	500.00
53913	Harbor Square Parking Garage	Parking Garage Quarterly Rent	3,622.65
53914	HeavyLift LTD	Advertising	2,500.00
53915	Junior Auxillary of Gulfport, Inc.	Sponsorship	500.00
53916	Kalmar USA, Inc.	Repair Parts for Spreaders	2,996.21

53917	Lowe's Home Center, Inc.	Repair and Maintenance Supplies	2,135.67
53918	Maximum Auto Parts	Maintenance Supplies	254.48
53919	MS Dept. of Human Services CRDU	Employee Deductions	156.00
53920	MS Pub. Employees Credit Union	Employee Deductions	320.00
53921	MSPA Petty Cash Fund	Replenish Petty Cash	62.27
53922	Department of Finance & Admin.	Tort Claim Assessments	13,213.89
53923	Smart Sign	Parking Permit Stickers	224.18
53924	Proactive Publications Ltd	Advertising	1,875.00
53925	RJ Young Company, Inc.	Printer Maintenance	232.02
53926	Rose Office Systems, Inc.	Trailer Rental	1,983.00
53927	Angela Shortt	Travel Expenses	40.99
53928	BXS Insurance, Inc.	Insurance	173,186.78
53929	Swetman Security Services, Inc.	Security Guard Services	77,380.03
53930	The Focus Group	Marketing Development	5,082.50
53931	United Way of South MS, Inc.	Employee Deductions	485.10
53932	Vision Service Plan	Employee Deductions	190.05
53933	Waste Management	Waste Removal Services	297.50
CHECKS DATED 09/25/18 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
53880	Debra Peterson	Travel Expenses	899.00
53881	Matthew Wypyski	Travel and Business Expenses	1,627.76
CHECKS DATED 10/02/18 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
53382	Monster Subs & Sandwiches, Inc	SR Staff Lunch Meeting	90.00
53383	Travelers Casualty and Surety	015-HUD-025 C.O.3 Dock Levelers	284,190.67
TRANSFERS			
09/28/18	Public Employment Retirement	Retirement Match Withheld	56,758.16
09/28/18	Deferred Compensation	Employee Deductions	1,040.00
10/03/18	Federal Tax Deposit	Payroll Tax Deposit	25,303.69
Total			\$718,858.23

FINAL CHECKLIST FOR OCTOBER 18, 2018

BILLS FOR THE MONTH OF SEPTEMBER AND OCTOBER 2018 APPROVED AND PAID  
FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK#	VENDOR	DESCRIPTION	CHK AMT
53934	Kentwood Springs	Drinking Water	255.52
53935	AFLAC	Employee Deductions	1,523.29
53936	AIG	Insurance	876.00
53937	AirGas Gulf States	Oxygen Cylinder Rental	38.00
53938	B.E.A.R.	Pump For Restroom	1,494.00
53939	AT&T	Telephone Services	1,363.38
53940	Cable One, Inc.	Cable Services	237.96
53941	Card Services	Domain Renewal	75.56
53942	City of Gulfport	Water	13,172.30
53943	Collection Services Center	Employee Deductions	108.06
53944	C Spire Wireless	Radio/Cell Phone Services	1,144.61
53945	C Spire Business Solutions	Telephone and Internet Services	1,758.73
53946	State School Insurance Fund	Employee Deductions	16,632.32
53948	Federal Express Corp.	Express Mail Services	171.12
53949	Fuelman	Fuel For MSPA Vehicles	420.67
53950	Grainger, Inc.	Maintenance and Repair Supplies	2,301.80
53951	Guardian	Employee Deductions	1,702.45
53952	Gulfport Yacht Club	Business Expenses	51.74
53953	Gulf Coast Business Council	Sponsorship	1,000.00
53954	Hancock Bank	November Lease For Suite 1450	23,168.31

53955	MS State Treasurer Fund 3360900000	Telephone and Internet Services	424.44
53956	Isco Metals & Supply, LLC	Metal For Crane Department	378.00
53957	Robert J. Knesal	Per Diem	160.00
53958	Lowe's Home Center, Inc.	Paint Supplies	136.30
53959	MS Dept. of Human Services CRDU	Employee Deductions	156.00
53960	MS Gulf Coast Chamber of Comm.	Membership Dues	375.00
53961	MS Power Company	Electricity	142,006.85
53962	MS Pub. Employees Credit Union	Employee Deductions	320.00
53963	Jack Norris	Per Diem	120.00
53964	Pass Road Mini Storage, LLC	Storage Unit Rental	150.00
53965	PRAM	Workshop Fees	160.00
53966	Legal Shield	Employee Deductions	30.91
53967	RJ Young Company, Inc.	Copier Maintenance	879.24
53968	Eluse J. Roberts	Per Diem and Travel Expenses	1,167.47
53969	James C. Simpson, Jr.	Per Diem	80.00
53970	Southern Printing & Silkscreen	Monograms For Employee Uniforms	252.00
53971	BXS Insurance, Inc.	Insurance	75,395.08
53972	Union Auto Parts	Repair Parts For Unit #22 and Shuttlewagon	176.65
53973	Vacuum Truck Sales & Service, LLC	Brush For Sweeper	626.62
53974	Vision Service Plan	Employee Deductions	190.05
53975	Waring Oil Company, LLC	Diesel Fuel	1,152.49
53976	Waste Management	Waste Removal Services	424.10
53978	Matthew Wypyski	Travel and Business Expenses	2,404.65

TRANSFERS

10/10/18	MS Department of Revenue	Employee Deductions	8,085.00
10/12/18	Deferred Compensation	Employee Deductions	1,040.00
10/17/18	Federal Tax Deposit	Payroll Tax Deposit	
			25,376.94
		Total	\$329,163.61

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

The following items were approved:

RENEWAL LICENSES:

Vendors: Mike's Wholesale Tire Repair

Steamship Agents: Seagull Marine, Inc.

Apprentice Pilot: Jason T. Gibson

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Commissioner Roberts moved to approve the following progress payments: Balch & Bingham (\$56,681.92); Digital Engineering (\$124,127.50); and Walters Diving & Marine (\$58,561.38). Commissioner Norris seconded, and the motion was unanimously approved.

Commissioner Roberts moved to approve Cash Request #237 – J.O. Collins (\$134,504.25); and WC Fore Trucking for \$(93,012.85) for a total \$227,517.10. Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Roberts moved to approve Cash Request #238 – Anchor QEA (\$6,612.50); Atwell & Gent (\$17,272.25); CH2MHill (\$189,363.14); K.R. Borries (\$67,750.00); MSPA (\$90,574.95); Neel Schaffer (\$42,061.09); QES (\$9,500.31); Wharton Smith (\$550,904.98); and YAJV (\$26,855.00) for a total \$1,000,894.22. Commissioner Knesal seconded, and the motion was unanimously approved.

Commissioner Norris moved to approve Cash Request #239 to Necaise Brothers Construction for \$854,022.92. Commissioner Roberts seconded and the motion was unanimously approved.

Commissioner Roberts moved to approve Cash Request #240 to Travelers as Surety for \$2,363,879.91. Commissioner Norris seconded and the motion was unanimously approved.

OLD BUSINESS:

Commissioner Norris moved to approve Amendment 14 to Contract 518-C with CH2MHill. Amendment 14 adds 61 days with no change to cost. Commissioner Roberts seconded and the motion was unanimously approved.

Commissioner Roberts moved to approve Amendment 10 to Contract 010-HUD-007 with Volkert, Inc. Amendment 10 adds 61 days with no change to cost. Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Knesal moved to approve Amendment 4 to Task Order 49 with Neel Schaffer, Inc. under Contract No. 010-HUD-001. Amendment 4 de-obligates \$19,112.00 from the contract with no change in schedule or scope. Commissioner Norris seconded and the motion was unanimously approved.

Commissioner Roberts moved to approve the following amendments that add 31 days and are retroactive to September 30, 2018:

- 1) Amendment 5 to Task Order 39 with Neel Schaffer under Contract 010-HUD-001 also adds \$19,112.00 (from previous agenda item)
- 2) Amendment 4 to Task Order 13 with QES, Inc. under Contract 010-HUD-003
- 3) Amendment 5 to Task Order 12 with Atwell & Gent under Contract 010-HUD-013

Commissioner Norris seconded and the motion was unanimously approved.

Commissioner Norris moved to approve de-obligated amounts to close out completed and accepted work for the following:

010-HUD-003/QES, Inc./Amendment 5 to Task Order 10 – <\$29.28>  
010-HUD-003/QES, Inc./Amendment 3 to Task Order 22 – <\$52,923.53>  
010-HUD-006/YAJV-Amendment 1/Task Order 28 - <\$173.00>  
010-HUD-013/ATWELL & GENT/Amendment 4/Task Order 18 - <\$35.54>  
010-HUD-009-A/RK JOHNS, INC./Amendment 1 - <\$11,265.83>

Commissioner Knesal seconded, and the motion was unanimously approved.

Commissioner Roberts moved to approve the following Amendments with YAJV under Contract 010-HUD-006 for closeout. All items are complete and all work has been accepted:

Amendment 2 to Task Order 24 for Terminal 1 M&R and Gate project  
Amendment 2 to Task Order 25 for Barge Mooring Facility project

Commissioner Norris seconded, and the motion was unanimously approved.

Commissioner Norris moved to approve Amendment 2 to Task Order 15 with Volkert, Inc. Amendment 2 increases costs by \$19,630.64 and adds 61 days. Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Roberts moved to approve Change Order No. 17 with Necaise Brothers under Contract No. 015-HUD-026. This change order increases costs by \$34,000.00 with no change to the schedule. Commissioner Norris seconded and the motion was unanimously approved.

Commissioner Norris moved to approve Change Order No. 18 with Necaise Brothers under Contract No. 015-HUD-026. This change order increases costs by \$3,681.00 with no change to the schedule. Commissioner Roberts seconded and the motion was unanimously approved.

Commissioner Knesal moved to approve Change Order No. 1 to Contract 015-HUD-028 with Can't Be Beat Fence Co. Change Order No. 1 has a credit of <\$121,889.31> and all work is complete and has been accepted. Commissioner Norris seconded and the motion was unanimously approved.

Commissioner Knesal moved to approve Change Order No. 5 with Wharton Smith, Inc. under Contract No. 017-HUD-040. This change order adds 59 days with no change in cost. Commissioner Norris seconded and the motion was unanimously approved.

Commissioner Knesal moved to approve Change Order No. 2 to Contract 014-HUD-021 with W.C. Fore Trucking Co. Change Order No. 2 has a credit of <\$6,842.42> and all work is complete and has been accepted. Commissioner Norris seconded and the motion was unanimously approved.

Commissioner Roberts moved to approve Change Order No. 1 with Walters Diving & Marine under Contract No. 018-EN-02. Change Order No. 1 has no change in costs or schedule and is administrative only. Adjustments were made to the quantities of existing line items of work. Commissioner Norris seconded and the motion was unanimously approved.

NEW BUSINESS:

Commissioner Knesal moved to authorize the disposal/salvage of obsolete property consisting of clerical workstations, an ice machine, a welder and portable buildings. Commissioner Norris seconded and the motion was unanimously approved.

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PORT RESTORATION UPDATE:

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

OPERATIONS REPORT:

Matthew Wypyski, Deputy Director and COO reported on the maritime activity for the month of September:

Vessels	35		Vehicles	11,034
TEU's	15,420		Railcar Count	795
Tonnage (short tons)	165,733			

Dredging continues and they are moving about 400 feet per day. The expected completion date is early November and we will be back to 36 feet.

There was no impact from Tropical Storm Gordon, although the Coast Guard had us in Condition Zulu. This shut the port down for three days. Dredging was impacted as well.

Commissioners Knesal and Roberts recently accompanied Mr. Wypyski to Chile for the AAPA Annual Conference.

EXECUTIVE DIRECTOR'S REPORT:

We are receiving very positive results from Island View for the last three months, after the opening of their new gaming area. We are seeing significant increases and will continue to track but it appears that Island View's investment is paying dividends already.

We attended the grand opening of the Marine Research Facility, which is already having a huge impact for the State, for USM as well as military impacts. Congratulations to USM.

The last tenant shift will occur in the next few weeks. Dole moves in in 2-4 weeks and we thank them for their patience. They have been the most impacted by the construction event.

Congratulations to our Board, our legal team, staff and contractors. The restoration has been an awesome challenge.

MSPA Staff remains vigilant in responding to storms. Prayers go out to our friends in Panama City and the surrounding areas. AAPA is putting together funds to assist as well.

GENERAL COUNSEL'S COMMENTS:

Ben Stone had no comments.

MDA'S COMMENTS:

Philip Carter had no comments.

COMMISSIONER COMMENTS:

Commissioner Roberts thanked Mr. Wypyski for the good reporting of operations and hats off to all staff and tenants to keep things operating smoothly while the construction took place.

Commissioner Rester truly appreciated the efforts of all involved – never enough time to celebrate.

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Commissioner Simpson left the meeting (via telephone).

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

Back in open session, Commissioner Roberts moved to enter Executive Session to discuss legal matters (pending litigation) and real estate matters (negotiations on acquisition of property). Commissioner Knesal seconded and the motion was unanimously approved.

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

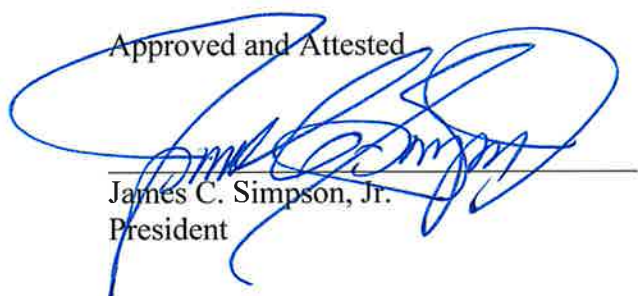
Commissioner Norris moved to come out of executive session and return to open meeting. Commissioner Roberts seconded and the motion was unanimously approved.

The Commission re-entered open session and Commissioner Rester noted that no action was taken during executive session.

Commissioner Roberts moved to adjourn.

The meeting adjourned at approximately 10:35 a.m.

Approved and Attested



A large, stylized handwritten signature in blue ink, written over a horizontal line. The signature is highly cursive and loops around the line.

James C. Simpson, Jr.  
President



A handwritten signature in blue ink, written over a horizontal line. The signature is cursive and appears to read 'J. Norris'.

Jack Norris  
Secretary