

MISSISSIPPI PORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING

September 23, 2019

Minutes of the Mississippi State Port Authority Board of Commissioners Meeting,
Monday, September 23, 2019 at 2510 14th Street, Suite 1450, Gulfport, Mississippi at
which the following Commissioners and staff were present:

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

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

 David Duhe, Legal Counsel
 Mark Bond, Legal Counsel

Others: Philip Carter, MDA (via telephone)
 Bruce Newton, Digital Engineering
 Pastor Chris O'Brien, Seaman's Center
 Greg Schruff, Ports America
 Maddie Pettry, Simpkins & Costelli
 Mike Costelli, Simpkins & Costelli
 Alandaria Whitlock, Simpkins & Costelli
 Joey Beattie, SSH/BSX1
 Michael Sheely, Jacobs
 Stephen Schoettmer, Rapiscan Golf Tournament
 Jonathan Fleming, Rapiscan Systems
 Howard Page, North Gulfport Community Land Trust

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

Howard Page, North Gulfport Community Land Trust spoke of the planned freezer on the East Pier and funds from the Recovery Act Grant.

A presentation was given by Stephen Schottmer of the Rapiscan Golf Tournament that will take place March 23-29 at Fallen Oak Golf Course.

A presentation was given by Jonathan Fleming, President of the S2 Global Division of Rapiscan Systems regarding planned activity in South Mississippi.

Commissioner Jack Norris entered.

Commissioner Roberts moved to approve the August 22nd and September 6th Minutes. Commissioner Norris seconded, and the motion was unanimously approved.

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

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

DISBURSEMENTS THROUGH SEPTEMBER 5, 2019
BILLS FOR THE MONTHS OF AUGUST AND SEPTEMBER 2019 APPROVED AND PAID
FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK #	VENDOR	DESCRIPTION	CHK AMT
55057	Fotronic Corp/DBA Test Equipment Depot	Hand Tools for Crane Maintenance	4,814.43
55058	ABB, Inc.	Annual Crane Maintenance	10,120.78
55059	All Safe Technologies, LLC	Fire Alarm Monitoring	199.75
55060	Anytime Portables, LLC	Portable Restroom Services	255.00
55061	AT&T	Telephone Services	121.67
55062	Ben Nelson Golf & Utility Vehicles	Repair Parts for Golf Carts	2,126.34
55063	CenterPoint Energy	Natural Gas Services	26.48
55064	City of Gulfport	Water	17,999.78
55065	Sun Coast Business Supply	Office Supplies	181.40
55066	Collection Services Center	Employee Deductions	90.06
55067	State School Insurance Fund	Employee Deductions	16,235.00
55068	DFA - Office of Insurance	FY20 Unemployment Insurance	2,546.00
55069	DNA Underground, LLC	Water Line Repair	7,650.00
55070	Due North Consulting, Inc.	Advertising	3,200.00
55071	Federal Express Corp.	Express Mail Services	94.23
55072	Foliage Design Systems, Inc.	Interior Plant Maintenance	253.78
55073	Fuelman	Fuel for MSPA Vehicles	471.20
55074	Grainger, Inc.	Maintenance Supplies	3,148.11
55075	Gulf Coast Business Supply, Inc.	Office Supplies and Workstation	733.98
55076	Huey P. Stockstill, LLC	Concrete Sand for Repairs	316.66
55077	MS State Treasurer Fund 3360900000	Telephone/Internet Services	543.91
55078	Kalmar USA, Inc.	Parts for Crane #1	2,849.55
55079	Keeling Co. - Gulfport	Maintenance Supplies	568.70
55080	Lowe's Home Center, Inc.	Maintenance Supplies, Paint and Bathroom Fixtures	657.56
55081	Mississippi Aquarium Foundation	2019 Capital Campaign	500,000.00
55082	MS State Agencies S/I Workers Comp Trust	FY20 Workers Compensation Insurance	31,859.00
55083	MS Dept. of Human Services CRDU	Employee Deductions	156.00
55084	MS Power Company	Electricity	148,943.73
55085	MS Pub. Employees Credit Union	Employee Deductions	320.00
55086	Northern Tool & Equipment Co.	Replacement Engine for Paint Striper	262.98
55087	Jack Norris	Travel Expenses	74.75
55088	Pass Road Mini Storage, LLC	Storage Unit Rent	180.00
55089	Redd Pest Solutions	Pest Control Services	90.00

55090	RJ Young Company, Inc.	Copier Maintenance	879.24
55091	Sorg Printing, LLC	Office Supplies	152.00
55092	Norma Jean Soroe	Transcription Services	424.48
55093	Southern Pipe and Supply, Inc.	Septic Tank Repair Parts	31.45
55094	Southern Admin. and Benefits	Monthly Service Fee	200.00
55095	Stuart C. Irby Co.	Repair Items for Loading Dock	550.00
55096	Sunsouth, LLC	Repair Parts for Bush Hog	1,000.29
55097	Swetman Security Services, Inc.	Security Guard Services	63,688.98
55098	United Way of South MS, Inc.	Employee Deductions	357.10
55099	Union Auto Parts	Maintenance Supplies	280.50
55100	Waste Management	Waste Removal Services	933.04
55101	Wright National Flood Ins.	Insurance	14,373.00
55102	Zoro Tools, Inc.	Small Hand Tools and Maintenance Supplies	512.59
CHECKS DATED 08/27/19 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
55052	IDEMIA	TWIC Card	125.25
55053	Jonathan Daniels	Travel and Business Expenses	1,985.39
55054	Nick Foto	Travel and Business Expenses	657.22
CHECK DATED 08/29/19 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
55055	Jonathan Daniels	Business Expenses	6,390.61
CHECKS DATED 08/30/19 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
55056	Jonathan Daniels	Travel Expenses	438.17
TRANSFERS			
09/04/19	Federal Tax Deposit	Payroll Tax Deposit	25,401.79
09/04/19	Public Employment Retirement	Retirement Match and Withheld	88,420.48
		Total	<u>\$963,892.41</u>

FINAL CHECKLIST FOR SEPTEMBER 23, 2019

BILLS FOR THE MONTHS OF AUGUST AND SEPTEMBER 2019 APPROVED AND PAID
FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK #	VENDOR	DESCRIPTION	CHK AMT
55107	Kentwood Springs	Drinking Water and Sport Drinks	696.03
55108	Advance Auto Parts	Repair Parts for MSPA Vehicles	146.53
55109	AFLAC	Employee Deductions	1,514.32
55110	AGJ Systems & Networks, Inc.	Computer Maintenance	4,489.00
55111	Kim Aguillard	Business Expenses	175.23
55112	AirGas Gulf States	Oxygen Cylinder Rental	138.00
55113	Appraisal Associates, LLC	Appraisal Services	2,750.00
55114	Aquila Tours Inc	Cruise Readiness Workshop	3,000.00
55115	AWC, Inc.	Data Cables for Cranes	135.67
55116	Boot Outlet, LLC	Employee Safety Shoes	2,019.25
55117	Sparklight	Cable Services	135.67
55118	Card Services	Travel Expenses	4,408.60
55119	Card Services	Travel Expenses	3,509.07
55120	Chancellor, Inc.	Transformer for USM Pier	6,918.90
55121	Sun Coast Business Supply	Office Supplies	114.22
55122	Collection Services Center	Employee Deductions	90.06
55123	C Spire Wireless	Radio/Cell Phone Services	1,050.20
55124	C Spire Business Solutions	Telephone/Internet Services	1,972.40
55125	Dade Lift Industrial, LLC	Replacement Lights for Spreaders	800.00
55126	Danny Miller Plumbing, Inc.	Septic Tanks Maintenance	2,000.00
55127	Jonathan Daniels	Travel Expenses	18.00
55129	Federal Express Corp.	Express Mail Services	168.87
55130	Fuelman	Fuel for MSPA Vehicles	426.87
55132	Gleem Paint Center	Traffic Paint	679.60
55133	Grainger, Inc.	Small Hand Tool	378.95

55134	Great Southern Club	Monthly Dues and Business Expenses	209.04
55135	Guardian	Employee Deductions	1,530.75
55136	Gulf Coast Business Council	Sponsorship	1,000.00
55137	Hancock Bank	October Lease for Suite 1450	23,168.31
55138	Jerry's Lawn Mower Sales	Hedge Trimmer	537.76
55139	Kalmar USA, Inc.	Maintenance Parts for Cranes	914.07
55140	Keeling Co. - Gulfport	Grounds Maintenance Supplies	884.72
55141	Robert J. Knesal	Per Diem	80.00
55142	Lowe's Home Center, Inc.	Maintenance Supplies	294.78
55143	Mayer Electric Supply Co., Inc.	Transceivers for Cranes	2,595.00
55144	MS Dept. of Human Services CRDU	Employee Deductions	156.00
55145	MS Gulf Coast Chamber of Comm.	Employee Training	15.00
55146	MS Pub. Employees Credit Union	Employee Deductions	320.00
55147	MSPA Petty Cash Fund	Replenish Petty Cash	96.00
55148	MS Water Resources	Membership Dues	600.00
55149	Naylor, LLC	Advertising	2,650.03
55150	Neel-Schaffer, Inc.	Professional Services	11,646.70
55151	Neopost	Postage Machine Rental	140.18
55152	Jack Norris	Per Diem	200.00
55153	Pass Road Mini Storage, LLC	Storage Unit Rent	150.00
55154	Legal Shield	Employee Deductions	183.36
55157	Eluse J. Roberts	Per Diem	40.00
55158	Rotolo Consultants, Inc. dba RCI	Landscape Services	1,358.00
55159	Sage Software, Inc.	Payroll Software Annual Renewal	790.44
55160	Sorg Printing, LLC	Office Supplies	38.00
55161	James C. Simpson, Jr.	Per Diem	200.00
55162	Norma Jean Soroe	Transcription Services	329.48
55163	BXS Insurance, Inc.	Insurance	1,303,182.37
55164	Stuart C. Irby Co.	Electrical Supplies	394.03
55165	Sun Herald	Subscription Renewal	447.20
55166	The Sun Herald	Advertising	205.62
55167	Vision Service Plan	Employee Deductions	184.51
55168	Vulcan Construction Materials, LLC	Limestone for Cotton Compress Location	4,537.64
55170	Waring Oil Company, LLC	Diesel Fuel	1,650.81
55171	Waste Management	Waste Removal Services	524.50
55173	Wright National Flood Ins.	Insurance	32,779.00
55174	Zoro Tools, Inc.	Paint, Safety and Maintenance Supplies	4,810.49
55175	Matthew Wypyski	Travel Expenses	1,165.56
092319 1761	Jacobs Engineering Group	Professional Services	21,308.76
CHECKS DATED 09/11/19 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
55103	Gulfport Yacht Club	Business Expenses	229.30
55104	Sam's Club	Business Expenses	107.76
CHECKS DATED 09/12/19 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
55105	Jonathan Daniels	Travel and Business Expenses	711.43
55106	Matthew Wypyski	Business Expenses	210.13
TRANSFERS			
09/12/19	Deferred Compensation	Employee Deductions	1,145.00
09/13/19	MS Department of Revenue	Employee Deductions	11,970.00
09/16/19	MS Department of Revenue	Sales Tax Payment	13,641.60
09/18/19	Federal Tax Deposit	Payroll Tax Deposit	25,895.19
			\$1,512,963.96

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

The following items were approved:

RENEWAL LICENSES:

Vendors: Ship Supply of FL, dba Alliance Supply Management

Steamship Agent: Christian Bay Shipping, dba Fillette Green Shipping Services;
Wilhelmsen Shipping Services

Commissioner Roberts moved to approve the following progress payments: Balch & Bingham (\$88,910.08); Digital Engineering (\$51,185.00); G.A. West & Company, Inc. (\$344,595.59); Pro-Tech (\$67,782.50); QES, Inc. (\$2,418.00); Walters Diving & Marine (\$55,315.01); and W.C. Fore Trucking (\$162,458.57). Commissioner Norris seconded, and the motion was unanimously approved.

Commissioner Knesal moved to approve Cash Request #258 to CH2MHill (\$140.23) and Eley, Guild Hardy (\$750.00) for a total \$890.23. Commissioner Norris seconded, and the motion was unanimously approved.

Commissioner Roberts moved to approve Cash Request #259 to CH2MHill (\$34,586.08); Eley Guild Hardy (\$216,059.50); and MSPA (\$151,108.13) for a total \$401,753.71. Commissioner Knesal seconded, and the motion was unanimously approved.

OLD BUSINESS:

Commissioner Simpson moved to approve Change Order No. 1 with Pro-Tech Industrial Services under Contract No. 19-EN-03. Change Order No. 1 has a decrease in costs of \$20,200.00. Commissioner Roberts seconded and the motion was unanimously approved.

Commissioner Norris moved to approve Change Order No. 4 with Walters Diving & Marine under Contract No. 18-EN-02. Change Order No. 4 adds 80 calendar days with no change to cost. Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Roberts moved to approve a Notice of Completion to Contract No. 18-EN-02 with Walters Diving & Marine for the East Pier Fender Replacement Project. Commissioner Simpson seconded and the motion was unanimously approved.

Commissioner Norris moved to approve Change Order No. 3 with WC Fore Trucking Company under Contract No. 18-EN-04. Change Order No. 3 has an increase of \$345,999.11 in costs. Commissioner Knesal seconded and the motion was unanimously approved.

NEW BUSINESS:

Commissioner Simpson moved to approve Jonathan Daniels as the MSPA Delegate at the 2019 AAPA Annual Conference and Matthew Wypyski as the Alternate Delegate. Commissioner Roberts seconded and the motion was unanimously approved.

Commissioner Norris moved to authorize the advertisement of bids for the Cotton Compress Site Remediation Project. Commissioner Knesal seconded and the motion was unanimously approved.

As a matter of record, MSPA will dispose of obsolete or inoperable inventoriable Furniture, Fixtures & Equipment items that have a cost of less than \$5,000 as allowed by the MS Department of Finance & Administration. See the attached list.

A Notification of Closure letter from the MS Development Authority is attached which officially closes out the MSPA's Kansas City Southern Railway Katrina Supplemental CDBG Grant-Subgrant Number R-103-936-01 KED.

PORT RESTORATION/ENGINEERING UPDATE:

Nick Foto, Corporate Administrator and John Webb, Director of Engineering gave status updates on current restoration and Engineering projects.

OPERATIONS REPORT:

Matthew Wypyski reported on the maritime activity for the month of August:

Vessels	22		Vehicles	12,789
TEU's	14,424		Railcar Count	623
Tonnage (short tons)	177,948			

TEU's are down 10% from this time last year and Tonnage is down 11%.

We have been very active with military cargo and recently had 4 military vessels in port. ILA man hours reflect this activity.

EXECUTIVE DIRECTOR'S REPORT:

Director Daniels thanked Jonathan Fleming of Rapiscan Systems for his update and for helping to make the Port of Gulfport the first facility in the U.S. to utilize the scanning of data collection.

In response to Howard Page's comments, Director Daniels confirmed that the Port of Gulfport is 1 of 29 possible projects in competition for the BP Recovery funds.

We had a visit a couple of weeks ago from two Federal Maritime Commissioners and had the opportunity to show them what we're all about here. They have the ability to influence others on our needs.

GENERAL COUNSEL'S COMMENTS:

David Duhe had no comments.

MDA'S COMMENTS:

Philip Carter had no comments.


Commissioner Simpson moved to adjourn.

The meeting adjourned at approximately 2:00 p.m.

Approved and Attested



John Roster
President



E.J. Roberts
Secretary

Purchase Date	Tag #	Type	Serial #	Cost	Remarks
7/1/2005	1516	Printer-HP	CNFC56J213	\$ 388.00	Inoperable
09/30/05	2006	Phone system	-	3,145.00	Obsolete
09/30/05	2008	Fax-Imagistics	5060084	500.00	Obsolete
09/22/05	2011	Antennae-Wireless	FTX0936U07S	1,070.00	Obsolete
09/22/05	2012	Antennae-Wireless	FTX0934U0A2	1,070.00	Obsolete
11/17/05	2035	Phone system & upgrade	-	4,945.00	Obsolete
12/05/05	2036	Procurve Switch HP	TW533MW097	350.00	Obsolete
01/26/06	2051	Phone system & upgrade	-	3,450.00	Obsolete
09/14/06	2080	Printer-Laser	CNRC6B11KG	483.00	Obsolete
8/20/2008	2191	Procurve Switch HP	SCN812YY089	275.00	Obsolete
8/20/2008	2192	Procurve Switch HP	SCN815YY0RB	275.00	Obsolete
7/24/2009	2218	Network Switch	SCN925ZROK7	1,452.69	Obsolete
8/5/2009	2219	Computer	SMXL92612KP	875.00	Obsolete
8/5/2009	2222	Printer	SCNB1402732	287.00	Obsolete
8/24/2009	2228	Wireless-Procurve	SCN923YY0DF	270.00	Obsolete
10/7/2010	2255	Latitude 2110	26572167469	668.00	Obsolete
4/7/2011	2264	HP Computer	SMXL0520QXC	846.05	Inoperable
4/7/2011	2266	HP Computer	SMXL0520QY4	846.05	Obsolete
4/7/2011	2267	HP Computer	SMXL0520QYM	846.05	Obsolete
4/7/2011	2270	HP Computer	SMXL0520QYP	846.05	Obsolete
4/7/2011	2271	HP Computer	SMXL0520QXS	846.05	Obsolete
4/7/2011	2272	HP Computer	SMXL0520QXB	846.05	Obsolete
4/7/2011	2275	HP Compaq Elite 8000	MXL0520QYK	846.05	Obsolete
4/7/2011	2276	HP Compaq Elite 8000	MXL 04920K8	846.05	Obsolete
4/7/2011	2277	HP Computer	SMXL04920KQ	846.05	Inoperable
4/7/2011	2278	HP Compaq Elite 8000	MXL0520QXD	846.05	Obsolete
4/7/2011	2279	HP Compaq Elite 8000	MXL0520QXX	846.05	Obsolete
4/11/2011	2280	HP Laptop	CNU11211FB	2,241.55	Obsolete
4/11/2011	2281	HP Elite Book 8740W	CNV11211J9	2,241.55	Inoperable
3/8/2012	2295	Scanner-computer	21EE317169	638.00	Inoperable
9/27/2012	2303	Elite Book 8460	CNV12279FD	795.87	Obsolete
10/15/2012	2317	Cellphone	XP3400D26902759	99.00	Inoperable
10/15/2012	2322	Cellphone	XP3400D26903841	99.00	Inoperable
10/15/2012	2323	Cellphone	XP3400D26903305	99.00	Inoperable
10/15/2012	2325	Cellphone	XP3400D26904759	99.00	Inoperable
10/15/2012	2326	Cellphone	XP3400D26902442	99.00	Inoperable
10/15/2012	2328	Cellphone	XP3400D26904759	99.00	Inoperable
10/24/2012	2329	HP Compaq Elite 8300	2UA2380985	814.00	Obsolete
5/9/2013	2343	HP Compaq Elite 8300	MXL31214C7	909.00	Obsolete
11/4/2013	2353	Dell Opti Plex 3010	12286915885	592.00	Obsolete
11/4/2013	2354	Dell Laptop Latitude 3330	26109433477	610.00	Inoperable
6/13/2014	2370	iPhone 5c (Apple)	F73MJ3LMFFHH	49.99	Obsolete
7/31/2014	2371	Cellphone	XP3400D43700133	99.00	Inoperable
10/6/2014	2378	Telephone-Cellular Apple iPhone 6s	DNQNGZCCG5MN	149.99	Obsolete
10/6/2014	2388	Telephone-Cellular Apple iPhone 6s	DNPNG221G5MN	149.99	Obsolete



STATE OF MISSISSIPPI
PHIL BRYANT, GOVERNOR
MISSISSIPPI DEVELOPMENT AUTHORITY
GLENN MCCULLOUGH, JR.
EXECUTIVE DIRECTOR

August 22, 2019

Mr. Jonathan Daniels
Executive Director and CEO
Mississippi State Port Authority
at Gulfport
Post Office Box 40
Gulfport, Mississippi 39502

Dear Mr. Daniels:

RE: Mississippi State Port Authority at Gulfport- Kansas City Southern Railway
Katrina Supplemental Community Development Block Grant (CDBG)
Subgrant Number R-103-936-01-KED Closeout

The subgrantee copy of the closeout package for the above-referenced grant allocation is attached. Please ensure that the closeout is maintained in the appropriate official subgrant file.

Final Closeout (Single Audit Desk Review Complete)

Closeout Pending Receipt and Approval of Audit

If you have questions, please contact Tina Hines at 601-359-9274 or thines@mississippi.org.

Sincerely,

Jamie M. Miller
Deputy Director
Governmental Affairs

Enclosure

cc: DeeDee Wood
David C. Neumann