

# MISSISSIPPI PORT AUTHORITY

## BOARD OF COMMISSIONERS

### REGULAR MEETING

**February 25, 2016**

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Minutes of the Mississippi State Port Authority Board of Commissioners Meeting,  
Thursday, February 25, 2016, 2510 14<sup>th</sup> Street, Suite 1500, Gulfport, Mississippi at which  
the following Commissioners and staff were present:

Commissioners: E.J. Roberts, President  
Robert J. Knesal, Vice-President  
James C. Simpson, Jr., Secretary

Staff: Jonathan Daniels, Executive Director/CEO  
Matthew Wypyski, Chief Operating Officer  
John Webb, Director of Engineering  
Kim Purchner, Executive Assistant/HRO  
Mary Bourdin, Director of Finance  
Mel Arsenault, Director of External Affairs  
Carlos Bell, Director of Public Engagement  
Dale Waltman, Director of Operations  
Nick Foto, Deputy Program Manager  
Kim Aguillard, Media & Marketing Manager  
Shawn Meyer, Deputy Operations Director  
Chuck Graham, Crane Manager

Ben Stone, Legal Counsel  
David Duhe, Legal Counsel

Others: Duane Wilson, DuPont  
Phillip Carter, MDA  
Randall Love, T.L. Wallace  
Dax Alexander, BMA, Inc.  
Shorty Sneed, Stewart Sneed Hewes  
Casey McConnell, YAJV  
Richie Ashley, Neel-Schaffer  
Todd Bradford, YAJV  
Robert Boone, RLB, LLC  
Michael Sheely, CH2MHill  
Damon Torricelli, Neel-Schaffer, Inc.  
Lillian Jenkins, Horne  
Howard Page, Steps Coalition  
Kym Davis, YAJV  
Darius Johnson, ILA  
Chris Williams, BMA, Inc.  
Bob Burns, CH2MHill  
John Coughlin, YAJV  
Mark McDaniels, YAJV  
Gary Fredericks, Gulfport NAACP  
Brian Deschamp, Eustis Engineering  
Mark Schloegel, Stewart Sneed Hewes  
Cindy Lamb, Pickering Firm, Inc.

Avery Windham, Hilton/Marriott Gulfport  
 Don Kreutzer, Hilton/Marriott Gulfport  
 Donna Brignac, Hilton Garden Inn  
 Becky Tayler, Residence Inn Gulfport  
 Tim Lancaster, Ports America  
 Jeremy Sundeen  
 Kerman Ladner  
 Tommy Thompson, DOLE  
 Truck Casey, Gulfport City Council  
 David Brand, Seamen and Truckers Center  
 Austin Morgan, T.L. Wallace

Commissioner Roberts 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 Roberts.

PUBLIC COMMENTS:

Howard Page commented on the recent good news concerning jobs. He also commented on future training programs that might be considered and asked for a written plan on how we move forward.

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Commissioner Simpson moved to approve the January 28th Minutes. Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Knesal moved to approve travel (February 3-4/Simpson to Jackson, MS); (March 8-11/Wypyski, Simpson to San Diego, CA); (March 29-30/Arsenault to Atlanta, GA). Commissioner Simpson seconded and the motion was unanimously approved.

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

FINAL CHECKLIST FOR FEBRUARY 25, 2016			
BILLS FOR THE MONTHS OF FEBRUARY AND MARCH 2016 APPROVED AND PAID			
FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT			
CHK#	VENDOR	DESCRIPTION	CHK AMT
50517	Kentwood Springs	Drinking Water	180.22
50518	AFLAC	Employee Deductions	1,557.40
50519	AirGas Gulf States	Oxygen Cylinder Rental	32.70
50520	All Signs, Inc.	Repair Inland Port Sign	190.00
50521	Anytime Portables, LLC	Portable Restroom Services	245.00
50522	Battery Sales & Service	Battery for Unit #5	64.76
50523	Mary Bourdin	Travel Expenses	360.73
50524	Sun Coast Business Supply	Office Supplies and Toner Cartridges	854.13
50526	C Spire Wireless	Radio/Cell Phone Services	1,639.43
50527	CVR Computer Supplies	Toner Cartridges	592.00
50528	Jonathan Daniels	Travel Expenses	377.14
50529	State School Insurance Fund	Employee Deductions	13,786.62
50530	Fastenal Company	Cable Lube for Cranes	1,093.52
50531	Federal Express Corp.	Express Mail Services	66.89
50532	Heather Fountain	Mileage Reimbursement	113.18
50533	Fuelman	Fuel for MSPA Vehicles	311.17
50534	Grainger, Inc.	Maintenance and Crane Supplies	211.48
50535	Guardian	Employee Deductions	1,257.74

50536	Gulf Coast Community Foundation	Cinema by the Shore Sponsorship	3,000.00
50537	Hancock Bank	March Lease for Suites 880 and 1450	19,994.17
50538	Logista	Computer	730.00
50539	Newell Paper Co.	Copy Paper	753.00
50540	Robert J. Knesal	Per Diem	120.00
50541	Maximum Auto Parts	Filters and Supplies for Cranes	104.82
50542	MS Dept. of Human Services CRDU	Employee Deductions	156.00
50543	MS Pub. Employees Credit Union	Employee Deductions	420.00
50544	MSPA Petty Cash Fund	Replenish Petty Cash	31.99
50545	MS State Tax Commission	Employee Deductions	6,674.00
50546	Jack Norris	Per Diem	120.00
50547	Ports America, Inc.	Drying Dole Containers	3,854.09
50548	Legal Shield	Employee Deductions	78.76
50549	John Rester	Travel Expenses	965.77
50550	RJ Young Company, Inc.	Copier Maintenance Agreements	1,591.85
50551	Eluse J. Roberts	Per Diem	40.00
50552	Seal Electrical, Inc.	Relocate Electrical Reefer Plugs for Dole	680.00
50553	James C. Simpson, Jr.	Per Diem and Travel Expenses	294.96
50554	Norma Jean Soroe	Transcription Fees	464.48
50555	Southern Admin. and Benefits	Monthly Service Fee	200.00
50556	Stewart Sneed Hewes, Inc.	Renewal Public Official Bond	170.00
50557	Stuart C. Irby Co.	Replacement Light for Crane #42	903.63
50558	Swetman Security Services, Inc.	Security Guard Services	46,669.58
50559	Vision Service Plan	Employee Deductions	265.07
50560	Waste Management	Waste Removal Services	195.00
TRANSFERS			
2/18/16	Deferred Compensation	Employee Deductions	2211.67
2/19/16	Federal Tax Deposit	Payroll Tax Deposit	25,438.81
2/22/16	Public Employment Retirement	Retirement Match and Withheld	47,131.33
Total			<u>\$ 186,193.09</u>

DISBURSEMENTS THROUGH FEBRUARY 11, 2016  
BILLS FOR THE MONTHS OF JANUARY AND FEBRUARY 2016 APPROVED AND PAID  
FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK#	VENDOR	DESCRIPTION	CHK AMT
50471	Advanced Collision	Labor & Parts to Repair Vehicle #3	1,271.95
50472	AirGas Gulf States	Oxygen Cylinder Rental	39.97
50473	Battery Sales & Service	Batteries for the Street Sweeper	167.92
50474	AT&T	Telephone Services	1,713.63
50475	Bonds Services, Inc.	Janitorial Services	1,450.00
50476	Card Services	Travel Expenses	1,110.40
50477	Card Services	Travel Expenses	588.44
50478	Card Services	Advertising	250.00
50479	City of Gulfport	Water	18,344.88
50480	Sun Coast Business Supply	Toner Cartridges	655.44
50481	Collection Services	Employee Deductions	369.32
50482	Jonathan Daniels	Travel Expenses	182.78
50483	Eagle Energy, Inc.	Diesel/Grease	3,867.70
50484	Emerald TC, LLC	Biznet Maintenance Renewal	1,466.00
50485	Federal Express Corp.	Express Mail Services	113.44
50486	Fuelman	Fuel for MSPA Vehicles	105.04
50487	Gazebo Gazette	Advertising	187.50
50488	Grainger, Inc.	Maintenance Supplies	1,013.48

50489	Gulf Coast Business Supply, Inc.	Office Supplies	157.82
50490	Logista	Computer Services	250.00
50491	MS State Treasurer Fund 3601	Long Distance/Internet	1,941.33
50492	Jackson County Chamber of Comm.	Taste of Jackson County Gala	120.00
50493	Jerry's Lawn Mower Sales	Carburetor for Gas Welder	380.71
50494	Lowe's Home Center, Inc.	Maintenance Supplies	509.32
50495	Maritime Defense Strategy, LLC	Security Consulting Services	3,650.00
50496	Maximum Auto Parts	Automotive Supplies	41.12
50497	Shawn Meyer	Travel Expenses	495.76
50498	MS Dept. of Human Services CRDU	Employee Deductions	156.00
50499	MS Gulf Coast Chamber of Comm.	Annual Meeting Sponsorship	750.00
50500	MS Power Company	Electricity	46,352.00
50501	MS Pub. Employees Credit Union	Employee Deductions	420.00
50502	NAACP Gulfport	Sponsorship	400.00
50503	Jack Norris	Travel Expenses	270.00
50504	Piltz, Williams, LaRosa & Co.	Administration Services	218.75
50505	Ports America, Inc.	Drying Dole Containers/Forklift Rental	8,617.85
50506	Rose Office Systems, Inc.	Construction Trailer Rentals	3,031.00
50507	Sage Software, Inc.	Software Support	5,717.83
50508	The Sea Coast Echo	Advertising	907.50
50509	James C. Simpson, Jr.	Travel Expenses	330.00
50510	Southern Printing & Silkscreen	Signage/Decals	1,471.00
50511	Stuart C. Irby Co.	Lamps/Maintenance Supplies	1,221.90
50512	The Sun Herald	Advertising	5,802.75
50513	Terex Global GmbH	Repair Parts for Cranes	3,518.28
50514	Southern Tire Mart, LLC	Air Hose to Maintain Crane Tire Pressure	71.67
50515	Dale Waltman	Travel Expenses	556.67
50516	WXXV TV	January Web Camera Lease	1,200.00

CHECKS DATED 2/4/16 AND RELEASED PRIOR TO SCHEDULED CHECK RUN

50453	Card Services	Travel Expenses	215.89
50454	Lisa Conn	Reimburse for TWIC Card	128.00
50455	Morpho Trust USA	TWIC Card for Chuck Graham	128.00
50456	PRAM	Registration Fees For State Conference	180.00
50457	Dale Waltman	Reimburse for TWIC Card	128.00
50458	Morpho Trust USA	TWIC Card for Randy Ladner	128.00
50459	Morpho Trust USA	TWIC Card for Kim Purchner	128.00
50460	Morpho Trust USA	TWIC Card for Mary Bourdin	128.00
50461	Morpho Trust USA	TWIC Card for Cassie Cox	128.00
50463	Morpho Trust USA	TWIC Card for Roy Lang	128.00
50464	Morpho Trust USA	TWIC Card for Richard Cox	128.00
50465	Morpho Trust USA	TWIC Card for Chris Martino	128.00
50466	Morpho Trust USA	TWIC Card for Todd Schepens	128.00
50467	Morpho Trust USA	TWIC Card for Michael Parker	128.00
50468	Morpho Trust USA	TWIC Card for Sam Fisher	128.00
50469	Morpho Trust USA	TWIC Card for Ken Combs	128.00
50470	Morpho Trust USA	TWIC Card for Tammy Salisbury	128.00

TRANSFERS

02/04/16	Deferred Compensation	Employee Deductions	2,211.67
02/05/16	Federal Tax Deposit	Payroll Tax Deposit	25,800.66
02/11/16	MS Department of Revenue	January Sales Tax Payment	4,901.31

\$  
Total 156,686.68

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Commissioner Simpson 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 Gartman Transfer Service

Steamship Agent: Nor-Sud Shipping, Inc.; Gulf Harbor Shipping

Transfer Company: Mike Gartman Transfer Service

#### NEW LICENSES:

Vendors: Commodore Transportation, Inc.; U.S. Maritime Services, LLC

Commissioner Simpson moved to approve the following progress payments: Balch & Bingham (\$32,186.85); Continental Construction (\$1,312,496.25); G.A. West & Company (\$1,785,627.02); and YAJV (\$226,547.84). Commissioner Knesal seconded and the motion was unanimously approved.

#### OLD BUSINESS:

Commissioner Simpson moved to approve Amendment No. 1 to Task Order No. 36 with Neel Schaffer, Inc. under Contract No. 010-HUD-001. Amendment No. 1 extends the contract by 58 days with no change in cost. Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Knesal moved to approve Amendment No. 1 to Task Order No. 37 with Neel Schaffer, Inc. under Contract No. 010-HUD-001. Amendment No. 1 extends the contract by 38 days with no change in cost. Commissioner Simpson seconded and the motion was unanimously approved.

Commissioner Knesal moved to approve Amendment No. 5 to Task Order No. 14 with Thompson Engineering under Contract No. 010-HUD-002. Amendment No. 5 increases the Task Order by \$32,902.56 and extends duration by 193 days. Commissioner Simpson seconded and the motion was unanimously approved.

Commissioner Simpson moved to approve Amendment No. 1 to Task Order No. 11 with Quality Engineering under Contract No. 010-HUD-003. Amendment No. 1 adds 123 days to the task order with no change in cost. Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Knesal moved to approve Amendment No. 3 to Task Order No. 20 with Anchor QEA, LLC under Contract No. 010-HUD-011. Amendment No. 3 adds \$73,730.75 to the task order with no change in schedule. Commissioner Simpson seconded and the motion was unanimously approved.

Commissioner Simpson moved to approve Change Order No. 1 with Wharton Smith, Inc. under Contract No. 016-HUD-030. Change Order No. 1 adds \$123,533.70 to the contract and adds 96 days. Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Knesal moved to approve Change Order No. 2 with Continental Construction under Contract No. 15-EN-02. Change Order No. 2 adds 90 days to the contract but decreases costs by \$11,328.00. Commissioner Simpson seconded and the motion was unanimously approved.

Commissioner Simpson moved to approve Change Order No. 3 to Contract No. 015-HUD-029 with Dan Hensarling, Inc. Change Order No. 3 increases costs by \$14,787.28 with no change in schedule. Commissioner Knesal seconded and the motion was unanimously approved.

#### NEW BUSINESS:

Commissioner Knesal moved to approve Task Order No. 13 with Atwell & Gent under Contract No. 010-HUD-013. Task Order No. 13 has duration of 300 calendar days and a not to exceed amount of \$22,660.00. Commissioner Simpson seconded and the motion was unanimously approved.

Commissioner Knesal moved to approve Task Order No. 40 with Neel Schaffer, Inc. under Contract No. 010-HUD-001. Task Order No. 40 has duration of 300 calendar days and a not to exceed amount of \$41,728.00. Commissioner Simpson seconded and the motion was unanimously approved.

Commissioner Simpson moved to authorize an advertisement for bid for the construction of Terminal 2 M&R/Administration Facility and gate. Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Knesal moved to authorize an advertisement for bid for the construction of a Truck Scale at the Port gate. Commissioner Simpson seconded and the motion was unanimously approved.

Commissioner Simpson moved to authorize an advertisement for bid for the construction of a Marine Research Vessel Wharf and landside improvements. Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Knesal moved to approve a five year agreement with Galliano Marine Services for periodic lay berthing of their vessels. The fee per vessel shall be \$200 per day. Commissioner Simpson seconded and the motion was unanimously approved.

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PORT RESTORATION UPDATE:

Phase 1 project remains on schedule and we are entering the final phases of construction. The contractor is completing final pieces of the storm drainage and major portions of the rail. Asphalt paving should begin on the eastern portion of West pier on Monday; the Customs and Border Patrol booth should be turned over to them in mid-April and the testing of the water systems is ongoing. We are approaching the end stages to phase 1: Storm drain – 90%; Electrical duct bank – 95%; Interim Crane Power – 95%; crushed stone base onsite – 75%; rail work – 75%; water and sewer distribution – 90%.

The Ground Storage Tank under Wharton Smith contract encountered an issue with the pile size and the contractor has addressed the issue to upsize to 18” piles. Those piles were ordered on the 23rd and they’ll begin driving them in 2-3 weeks.

For the Small Craft Pier project, the south pier substructure is complete and the water and electric rough-in is 90% complete. The decking is 50% complete on the south pier; Production piles have been driven on the north pier and the substructure will begin soon.

L&A Contracting is set to turnover Berth 4 this week and the conveyors relocation for the Chemours operations is set to begin on Monday, 2/29.

OPERATIONS REPORT:

Matthew Wypyski reported on the maritime activity for January:

Vessels	40		Truck Count	8,310
Tugs	15		Railcar Count	717
Barges	58		TEU's	11,190
Vehicles	5,733		Tonnage (short tons)	152,679

The three new gantry cranes and hopper have an estimated arrival date of March 16th.

Community port tours will take place Saturday, February 27th from 9:00 – 12:00 a.m.

EXECUTIVE DIRECTOR’S COMMENTS:

As mentioned earlier, the cranes are on their way. Our landscape will definitely change.

The announcement with TopShip was also mentioned before and we realize we still have work to do, but it certainly shows the commitment we have regarding jobs with a signed Memorandum of Understanding. It's great to see a company like Edison Chouest make this large investment in our community.

McDermott currently has a large presence on the port and should begin spooling their pipe in the next few weeks.

We continue to work with other carriers, with other potential clients. Stay tuned for more information.

GENERAL COUNSEL'S COMMENTS:

Ben Stone had no comments.

MDA'S COMMENTS:

Philip Carter had no comments.

COMMISSIONER COMMENTS:

There were no Commissioners' comments.

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

Commissioner Simpson moved to enter Executive Session to discuss lease negotiations with a prospective tenant. Commissioner Knesal seconded and the motion was unanimously approved.

(THE BOARD OF COMMISSIONERS ENTERED INTO EXECUTIVE SESSION AT APPROXIMATELY 9:35 A.M.).

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

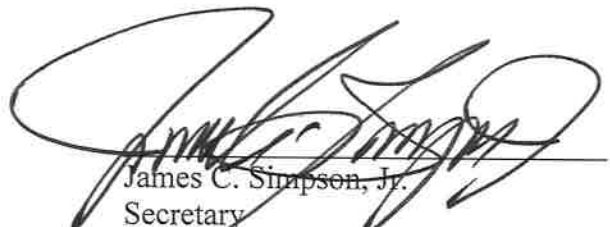
Commissioner Roberts stated that no action took place during Executive Session

Commissioner Simpson moved to adjourn. Commissioner Knesal seconded and the motion was unanimously approved.

The meeting adjourned at approximately 10:40 a.m.

Approved and Attested

  
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E.J. Roberts  
President

  
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James C. Simpson, Jr.  
Secretary