

MISSISSIPPI PORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING

July 28, 2020

Minutes of the Mississippi State Port Authority Board of Commissioners Meeting,
Thursday, June 18, 2020 at 2510 14th Street, Suite 1450, Gulfport, Mississippi at which
the following Commissioners and staff were present:

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

Staff: Matthew Wypyski, Deputy Director/COO
 Kim Purchner, Executive Asst./HRO
 John Webb, Director of Engineering
 Nick Foto, Deputy Program Manager
 DeeDee Wood, CFO
 Errol LaRue, Govt. & Legal Affairs Manager
 Shawn Meyer, Director of Operations
 Kim Aguillard, Marketing & Media Manager

 Ben Stone, Legal Counsel
 Brant Pettis, Legal Counsel
 David Duhe, Legal Counsel

Others: Philip Carter, MDA (via TEAMS)
 Brian Smith, Watkins Eager
 Michael Sheely, Jacobs Engineering
 Howard Page, North Gulfport Land Trust
 Bruce Newton, Digital Engineering

Commissioner Norris 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 Norris.

The invocation was led by DeeDee Wood, MSPA CFO.

PUBLIC COMMENTS:

There were no public comments.

Commissioner Knesal moved to approve the June 18th and June 30th Minutes.
Commissioner Rester seconded, and the motion was unanimously approved.

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

DISBURSEMENTS THROUGH JUNE 29, 2020
 BILLS FOR THE MONTHS OF MAY AND JUNE 2020 APPROVED AND PAID
 FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK #	VENDOR	DESCRIPTION	CHK AMT
56076	Kentwood Springs	Drinking Water	230.59
56077	AirGas Gulf States	Oxygen Bottle	65.46
56078	AT&T Corp	Website Hosting	89.96
56079	Battery Sales & Service	Batteries	301.19
56080	Chancellor, Inc.	Receptacles for Pier	96.00
56081	Sun Coast Business Supply	Office Supplies	370.09
56082	Collection Services Center	Employee Deductions	90.06
56083	Cresco Inc.	Chiller Repair	600.00
56084	State School Insurance Fund	Employee Deductions	18,689.30
56085	Due North Consulting, Inc.	Advertising	3,200.00
56087	Guardian	Employee Deductions	1,691.88
56088	Gulf South Towers, LLC	Overpayment Refund	31.14
56089	Hancock Bank	July Lease for Suite 1450	23,168.31
56090	Harbor Square Parking Garage	Quarterly Parking	3,185.25
56091	Lowe's Home Center, Inc.	Maintenance and Hurricane Supplies	467.77
56092	MS Dept. of Human Services CRDU	Employee Deductions	156.00
56093	MS Pub. Employees Credit Union	Employee Deductions	320.00
56094	National Crane Services, Inc.	Annual Crane Inspections	6,880.00
56095	Pass Road Mini Storage, LLC	Storage Unit Rent	180.00
56096	Kim Purchner	Business Expense	19.20
56097	Southern Admin. and Benefits	Monthly Service Fee	200.00
56098	Stuart C. Irby Co.	Encoders for Cranes	4,399.43
56099	Swetman Security Services, Inc.	Security Guard Services	66,111.54
56100	United Way of South MS, Inc.	Employee Deductions	344.02
56101	Vision Service Plan	Employee Deductions	211.66
TRANSFERS			
06/19/20	Deferred Compensation	Employee Deductions	957.50
06/24/20	Federal Tax Deposit	Payroll Tax Deposit	26,703.48
06/24/20	Public Employment Retirement	Retirement Match and Withheld	53,091.27
624201807	FAO, USAED, Mobile - U.S. Army Corps	Gulfport Support	50,000.00
		Total	\$261,851.10

DISBURSEMENTS THROUGH JULY 13, 2020
 BILLS FOR THE MONTHS OF JUNE AND JULY 2020 APPROVED AND PAID
 FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK #	VENDOR	DESCRIPTION	CHK AMT
56102	A-1 Elevator Service, LLC	Quarterly Elevator Maintenance	4,002.00
56103	ABC Rental, Inc.	Carpet Cleaner Rental	15.00
56104	AGJ Systems & Networks, Inc.	April through June Computer Maintenance	18,046.00
56105	AICPA	Membership Dues	285.00
56106	Sparklight	Internet Services	91.18
56107	Card Services	PPE, Storm Supplies and Prof. Development Books	671.07
56108	CenterPoint Energy	Natural Gas Services	27.92
56109	Chancellor, Inc.	Electrical Supplies	209.64
56110	Sun Coast Business Supply	Office Supplies	626.76
56111	Collection Services Center	Employee Deductions	90.06
56112	Cresco Inc.	Chiller Inspection	125.00
56113	C Spire Wireless	Cell Phone Services	1,212.04
56114	Emerald TC, LLC	Payroll Software Update	92.50
56115	Federal Express Corp.	Express Mail Services	117.75
56116	Foliage Design Systems, Inc.	Interior Plant Maintenance	253.78

56117	Fuelman	Fuel for MSPA Vehicles	181.87
56118	Great Southern Club	Monthly Dues	90.00
56119	Gulfport Yacht Club	Business Expense	40.96
56120	MS State Treasurer Fund 3360900000	Telephone/Internet Services	291.03
56121	Maritime Defense Strategy, LLC	Consulting Services	3,650.00
56122	MS Dept. of Human Services CRDU	Employee Deductions	156.00
56123	MS Power Company	Electricity	118,076.31
56124	MS Pub. Employees Credit Union	Employee Deductions	320.00
56125	MS Society of CPAs	Membership Dues	160.00
56126	United Rentals (North America), Inc.	Boom Lift Rentals	1,594.00
56127	Piltz, Williams, LaRosa & Co.	Registration Fee	150.00
56128	Gary Pitcovich	Safety Supplies	38.26
56129	PTW	Backhoe Tire Repair	211.00
56130	Quadient Finance USA, Inc	Postage Machine Rent	195.57
56131	RJ Young Company, Inc.	Copier Maintenance	879.24
56132	Rotolo Consultants, Inc. dba RCI	Landscape Services	629.32
56133	Stericycle, Inc.	Document Shredding Services	78.17
56134	Sorg Printing, LLC	Office Supplies	76.00
56135	Swetman Security Services, Inc.	Security Guard Services	32,611.86
56136	Vulcan Construction Materials, LLC	Limestone	3,099.44
56137	Waste Management	Waste Removal Services	24.90
56138	Wright National Flood Ins.	Flood Insurance	30,206.00
56139	Zoro Tools, Inc.	Maintenance Supplies	181.97
TRANSFERS			
07/03/20	MS Department of Revenue	Employee Deductions	8,054.00
07/06/20	Deferred Compensation	Employee Deductions	957.50
07/08/20	Federal Tax Deposit	Payroll Tax Deposit	
			<u>28,537.20</u>
		Total	<u>\$256,356.30</u>

FINAL CHECKLIST FOR JULY 27, 2020

BILLS FOR THE MONTHS OF JUNE AND JULY 2020 APPROVED AND PAID

FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK #	VENDOR	DESCRIPTION	CHK AMT
56140	Kentwood Springs	Drinking Water	233.81
56141	AFLAC	Employee Deductions	1,783.42
56142	AirGas Gulf States	Acetylene, Oxygen and Argon Cylinder Rentals	104.06
56143	All Safe Technologies, LLC	Fire Alarm Monitoring	159.80
56144	Anytime Portables, LLC	Portable Restrooms	510.00
56145	AT&T Corp	Website Hosting	89.96
56146	Sparklight	Cable Services	161.42
56147	City of Gulfport	Water	11,415.50
56148	Collection Services Center	Employee Deductions	90.06
56149	C Spire Business Solutions	Telephone and Internet Services	2,980.55
56150	State School Insurance Fund	Employee Deductions	17,325.98
56152	Eagle Services, Inc.	Crane A/C Repairs	9,365.00
56153	Federal Express Corp.	Express Mail Services	2,132.65
56154	Fuelman	Fuel for MSPA Vehicles	281.65
56155	Guardian	Employee Deductions	1,591.90
56156	Hancock Bank	August Lease for Suite 1450 & Prior Balance Due	39,974.61
56157	Whitney Bank Trust & Asset Management	Investment Advisory Service Fees	16,798.70
56158	MS-JS, Inc DBA Johnstone Supply of Gpt	A/C Parts for Cranes	2,035.34
56159	Robert J. Knesal	Per Diem	80.00
56160	M2 Media Corp.	Advertising	1,700.00
56161	Maze, LLC	Camera Repairs	552.00

56162	The Mississippi Bar	Membership Dues	15.00
56163	MS Dept. of Human Services CRDU	Employee Deductions	156.00
56164	MS Pub. Employees Credit Union	Employee Deductions	320.00
56165	MSCPA Gulf Coast Chapter	Membership Dues	60.00
56166	Jack Norris	Per Diem	120.00
56167	David Palmer	Business Expense	125.25
56168	Pass Road Mini Storage, LLC	Storage Unit Rent	155.00
56169	Paul Bridges & Assoc., LLC	Re-Calibrate Load Cells on Cranes	3,917.56
56170	Legal Shield	Employee Deductions	183.36
56171	PTW	Tires for Unit #10	499.80
56172	Redd Pest Solutions	Pest Control Services	90.00
56173	RJ Young Company, Inc.	Printer Maintenance	475.30
56174	Eluse J. Roberts	Per Diem	120.00
56175	James C. Simpson, Jr.	Per Diem	120.00
56176	BXS Insurance, Inc.	Insurance	1,509,412.18
56177	Vision Service Plan	Employee Deductions	197.07
56178	Waste Management	Waste Removal Services	1,510.60
56179	Wright National Flood Ins.	Flood Insurance	46,711.00
56180	Matthew Wypyski	Business Expense	97.39
56181	Zoro Tools, Inc.	Maintenance and Safety Supplies	2,286.16
TRANSFERS			
#####	Deferred Compensation	Employee Deductions	957.50
#####	MS Department of Revenue	Sales Tax Payment	11,189.01
#####	Federal Tax Deposit	Payroll Tax Deposit	26,750.29
Total			\$1,714,834.88

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: Coast Coca Cola Bottling Co.; JC Ehrlich Company, Inc. dba Presto X; Industrial Corrosion Control; Applus RTD, Inc.; Vacuum Services Group; Airgas USA LLC

Steamship Agent: Mid-Gulf Shipping

Commissioner Knesal moved to approve the following progress payments: Balch & Bingham (\$165,665.51) and Digital Engineering (\$70,547.75). Commissioner Roberts seconded, and the motion was unanimously approved.

Commissioner Knesal moved to approve Cash Request #270 to CH2MHill (\$39,305.65); Eley Guild Hardy (\$54,378.50); J.O. Collins (\$61,643.70); MSPA (\$151,995.57) and Wharton Smith (\$230,907.72) for a total of \$538,231.14. Commissioner Roberts seconded and the motion was unanimously approved.

Commissioner Roberts moved to approve Cash Request #271 to MSPA for a total of \$2,431.80. Commissioner Knesal seconded and the motion was unanimously approved.

OLD BUSINESS:

Commissioner Simpson moved to approve Change Order No. 4 with G.A. West & Co. under Contract No. 18-EN-05. Change Order No. 4 adds 188 days with no change in cost. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Roberts moved to approve a Notice of Completion for Contract No. 18-EN-05 with G.A. West & Company. All work is complete and in compliance with the terms of the project. Commissioner Simpson seconded and the motion was unanimously approved.

NEW BUSINESS:

Commissioner Knesal moved to approve the FY22 LBO Budget in the amount of \$55,693,830.00. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Rester moved to authorize the expenditure of funds totaling \$36,000 as the subrecipient of transportation grant funds with the University of Southern Mississippi. Commissioner Simpson seconded and the motion was unanimously approved.

Commissioner Rester moved to authorize the disposal of salvaged property items (Asset # 2665-2668) that were donated by Dole. Commissioner Roberts seconded and the motion was unanimously approved.

PORT RESTORATION/ENGINEERING UPDATE:

John Webb and Nick Foto gave status updates on current restoration and engineering projects.

OPERATIONS REPORT:

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

Vessels	16		Vehicles	9,057
TEU's	13,978		Railcar Count	484
Tonnage (short tons)	139,739			

The TEU count represents a 14% decrease from June of 2019 and the Tonnage Count is a 36% decrease from June of 2019. It is currently a difficult environment with COVID-19 and this is representative of all ports across the U.S.

MDA'S COMMENTS:

Philip Carter had no comments.

GENERAL COUNSEL'S COMMENTS:

Ben Stone had no comments.

COMMISSIONERS' COMMENTS:

Commissioner Rester commended and thanked the staff for the outstanding job they are doing to ensure business runs smoothly while the search is ongoing for an Executive Director.

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 into Executive Session to discuss legal matters (ongoing litigation; lease amendment with Hancock Whitney Bank) and a personnel matter. Commissioner Roberts seconded and the motion was unanimously approved.

(THE BOARD OF COMMISSIONERS ENTERED INTO EXECUTIVE SESSION AT APPROXIMATELY 1:55 P.M.)

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

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

Commissioner Rester moved to approve the Second Amendment to the Lease Agreement with Hancock Whitney Bank. The Second Amendment extends the term by six months. Commissioner Simpson seconded and the motion was unanimously approved.

Commissioner Rester moved to adjourn.

The meeting adjourned at approximately 3:50 p.m.

Approved and Attested



Jack Norris
President



Robert J. Knesal
Secretary