

**MISSISSIPPI PORT AUTHORITY**  
**BOARD OF COMMISSIONERS**

**REGULAR MEETING**

**September 26, 2024**

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Minutes of the Mississippi State Port Authority Board of Commissioners Meeting,  
Thursday, September 26, 2024, at 2510 14<sup>th</sup> Street, Suite 1450, Gulfport, Mississippi at  
which the following Commissioners and staff were present:

Commissioners: John Rester, President (via telephone)  
Cowles Symmes, Vice-President  
Robert J. Knesal, Treasurer  
Mark Loughman, Secretary  
Kathryn Dennis Spear, Commissioner

Staff: Jon Nass, CEO  
Jennifer Smith, Chief of Staff  
Shawn Meyer, COO  
Kecia Laneaux, Executive Affairs Coordinator  
Errol LaRue, Counsel  
Teresa Ehrlich, Project Manager  
Hannah Milliet, Public Relations & Marketing Specialist  
Allison Chimenya, Marketing & Educational Coordinator  
Matt Gabbett, Director of Operations  
Gary Pitcovich, Assistant Director of Operations  
John D'Antico, General Counsel  
Tammy Salisbury, Assistant Comptroller  
Katie Gill, Entry Level Accountant  
Cindy Ford, Contract/Administrative Assistant

Ben Stone, Legal Counsel

Others: Philip Carter, MDA (via telephone)  
Joey Beattie, SSH/Cadence Insurance  
Chelsea Paige, Hilton Garden Inn Gulfport  
Nicholas Moody, MP Design Group

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Commissioner Symmes 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 Symmes.

The invocation was given by Allison Chimenya, MSPA.

Commissioner Loughman moved to amend the agenda to add items under new business to include 8D approval of Work Order #13 under contract 23-EN-01 with MP Design Group and 8E award of contract 25-OP-03 with DNA Underground LLC for underground utility services. Commissioner Spear seconded the motion and the motion was unanimously approved.

PUBLIC COMMENTS:

There were no public comments.

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Commissioner Knesal moved to approve the Minutes from the August 15, 2024, Special Meeting. Commissioner Loughman seconded and the motion was unanimously approved.

Commissioner Knesal moved to approve the Minutes from the August 22, 2024, Board Meeting. Commissioner Spear seconded and the motion was unanimously approved.

Commissioner Knesal moved to approve travel (October 5-9) – Nass to St. Maarten; (October 15-17) - Nass to Washington, DC; (November 10-12) – Nass to Savannah and Atlanta, GA. Commissioner Loughman seconded and the motion was unanimously approved.

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

DISBURSEMENTS THROUGH SEPTEMBER 6, 2024  
BILLS FOR THE MONTHS OF AUGUST AND SEPTEMBER 2024 APPROVED AND PAID  
FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK #	VENDOR	DESCRIPTION	AMOUNT
61211	Sparklight	Internet Services	93.18
61212	CenterPoint Energy	Natural Gas Services	37.89
61213	City of Gulfport	Water	7,171.58
61214	Hannah Milliet	Travel Expenses	250.14
61215	John D'Antico	Legal Consulting Services	17,500.00
61216	Christopher Dubuisson	TWIC Card	117.25
61217	MS DHS - State Disbursement Unit	Employee Deductions	263.56
61218	MS Pub. Employees Credit Union	Employee Deductions	375.00
61219	Jon T. Nass	Travel and Business Expenses	348.76
61220	Pass Road Mini Storage, LLC	Storage Unit Rent	185.00
61221	The Port Employees Assoc.	Employee Deductions	100.00
61222	United Way of South MS, Inc.	Employee Deductions	101.42
TRANSFER			
090624 2034	Regus	Rent for Public Affairs Office in Jackson MS	627.60
Total			<u>\$27,171.38</u>

DISBURSEMENTS THROUGH SEPTEMBER 10, 2024  
BILLS FOR THE MONTHS OF AUGUST AND SEPTEMBER 2024 APPROVED AND PAID  
FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK #	VENDOR	DESCRIPTION	AMOUNT
61223	AGJ Systems & Networks, Inc.	Computer Maintenance	3,950.00
61224	AirGas Gulf States	Oxygen Cylinder	135.01
61225	All Safe Technologies, LLC	Trip Charge to Troubleshoot Crowley Fire Alarm System	140.00
61226	Champion Chrysler	Replacement Tailgate for Unit #3	763.20
61227	Core Logistical Solutions, LLC	Push Button Installation for Bascule Bridge at Shed 50	4,929.58
61228	Consolidated Electrical Distributors, Inc	Wire for Chiquita Reefer Bunker Repair	13,854.40
61229	Federal Express Corp.	Express Mail Services	29.22
61230	Fuelman	Fuel for MSPA Vehicles	58.01
61231	Great Southern Club	Monthly Dues and Business Expense	186.96
61232	Hostpapa, Inc.	Website Hosting	97.16
61233	MS State Treasurer Fund 3360900000	Telephone/Internet Services	156.21
61234	MS-JS, Inc DBA Johnstone Supply Gpt	Parts for Chiller Repair	5,264.19
61235	Lowe's Home Center, Inc.	Parts-Operations Building HVAC Door, Tools/Maint. Supplies	291.91
61236	Mark Dunning Industries, Inc.	Waste Removal Services	220.00

61237	McClatchy Company, LLC	Advertising	252.92
61238	MS DHS - State Disbursement Unit	Employee Deductions	263.56
61239	MS Pub. Employees Credit Union	Employee Deductions	375.00
61241	Portable Services, Inc	Portable Restroom Services	535.00
61242	Legal Shield	Employee Deductions	30.91
61243	Redd Pest Solutions	Pest Control Services	90.00
61244	RJ Young Company, Inc.	Printer Maintenance	600.00
61245	Rotolo Consultants, Inc. dba RCI	Landscape Services	3,486.62
61246	Norma Jean Soroe	Transcription Services	399.48
61247	Texas Association of School Boards	BoardBook Subscription and Support	4,000.00
61248	Timeless Designs of Lucedale LLC	Interior Plant Maintenance	279.69
61249	Zoro Tools, Inc.	Janitorial Supplies, Sports Drinks and Traffic Signs	1,559.72
TRANSFERS			
08/23/24	Deferred Compensation	Employee Deductions	1,295.00
08/26/24	Federal Tax Deposit	Payroll Tax Deposit	25,593.66
09/03/24	Public Employment Retirement	Retirement Match and Withheld	67,720.52
09/05/24	State School Insurance Fund/DFA	09/2024 Employee Health & Life Insurance	14,009.80
09/06/24	Deferred Compensation	Employee Deductions	1,295.00
09/06/24	Federal Tax Deposit	Payroll Tax Deposit	26,211.68
Total			<u>\$178,074.41</u>

FINAL CHECKLIST FOR SEPTEMBER 26, 2024

BILLS FOR THE MONTHS OF AUGUST AND SEPTEMBER 2024 APPROVED AND PAID  
FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK #	VENDOR	DESCRIPTION	AMOUNT
61252	A & K Railroad Materials, Inc.	Connecting Rod for Rail Switch	324.25
61253	Kentwood Springs	Drinking Water	521.13
61254	AFLAC	Employee Deductions	1,190.19
61255	AGJ Systems & Networks, Inc.	Server Warranty and Computer Equipment	2,348.51
61256	AirGas Gulf States	Acetylene, Oxygen and Argon Cylinders	246.15
61257	All Safe Technologies, LLC	Fire Alarm Monitoring	239.70
61258	Apex Environmental Consultants, Inc.	Environmental Online Services	500.00
61259	Sparklight	Cable Services	248.90
61260	Card Services	Office Supplies, Registration Fees, Subscription Renewals, HVAC Repair Parts	4,692.32
61261	CDW Government	Computer Equipment	9,327.17
61262	City of Gulfport	Water	2,660.32
61263	Sun Coast Business Supply	Office Supplies	64.35
61264	Coca Cola Bottling Company United	Drinking Water	319.60
61265	Consolidated Electrical Distributors, Inc.	Lights for Gym at 34th Avenue Property	520.45
61266	Hannah Milliet	Travel Expenses	227.80
61267	C Spire Wireless	Cell Phone Services	1,035.59
61268	C Spire Business Solutions	Telephone/Internet Services	1,786.53
61270	Doleac Electric Co., Inc.	Labor to Repair West Pier Power Outage	17,734.47
61271	The Equipment Source	Rental of Light Towers Due to West Pier Power Outage	1,483.87
61272	Federal Express Corp.	Express Mail Services	29.78
61273	Fuelman	Fuel for MSPA Vehicles	592.69
61274	Grainger, Inc.	Safety and Maintenance Supplies	329.59
61275	Guardian	Employee Deductions	1,539.59
61276	Whitney Bank Divisional Property	October Lease for Suite 1450	27,664.17
61277	Harbor Square Parking Garage	Parking Garage Quarterly Rent	3,768.45
61278	Hornedo Strategies LLC	Consulting Services	10,000.00
61279	J E Borries, Inc.	West Pier Emergency Dredging	320,010.00
61280	KLDiscovery Ontrack, LLC	Professional Services	1,477.00

61281	Robert J. Knesal	Per Diem	40.00
61282	Kecia Laneaux	Business Expense	21.94
61283	Mark P. Loughman	Per Diem	80.00
61284	Lowe's Home Center, Inc.	Small Tools, Shelving, Window Film, Plumbing and Maintenance Supplies	516.78
61286	Maritime Defense Strategy, LLC	Consulting Services	10,000.00
61287	Mark Dunning Industries, Inc.	Waste Removal Services	1,190.00
61288	Shawn Meyer	Business Expenses	90.20
61289	Mowrey Elevator Company of Florida, Inc.	Troubleshoot Elevator at Port Operations Building	2,000.00
61290	MS DHS - State Disbursement Unit	Employee Deductions	263.56
61291	MS Gulf Coast Chamber of Comm.	Sponsorship	650.00
61292	MS Power Company	Electricity	141,951.67
61293	MS Power Company	Electricity	11,110.93
61294	MS Pub. Employees Credit Union	Employee Deductions	375.00
61295	Jon T. Nass	Business Expense	276.89
61296	National Conference of Bar Examiners	NCBE Examination Scores	30.00
61297	Pass Road Mini Storage, LLC	Storage Unit Rent	175.00
61298	Peopletrail, LLC	Employee Testing	218.81
61299	Phillips Building Supply	Repair Materials for Doors at Port Operations Building	2,617.76
61300	The Port Employees Assoc.	Employee Deductions	84.00
61301	Puckett Machinery Company	Cylinder for Backhoe Repair	2,465.88
61302	Redd Pest Solutions	Pest Control Services	73.50
61303	RJ Young Company, Inc.	Printer Maintenance	600.00
61304	SBL Strategies, LLC	Professional Consulting Services	10,000.00
61305	Seal Electrical, Inc.	Electrical Repairs for Gym at 34th Avenue Property	1,454.50
61306	Stericycle, Inc.	Document Shredding Services	165.80
61307	Sorg Printing, LLC	Business Cards	38.00
61308	South Mississippi Business Machines	Copier Maintenance	509.00
61309	Norma Jean Soroe	Transcription Services	314.48
61310	Southern Admin. and Benefits	Monthly Service Fee	208.00
61311	Kathryn Dennis Spear	Per Diem	80.00
61312	SSA Gulf Inc.	Office Trailer Rent for Cotton Compress	900.00
61313	Sun Herald	Subscription Renewal	456.34
61314	Sunbelt Rentals, Inc.	Rental of Light Towers Due to West Pier Power Outage	1,795.65
61315	Swetman Security Services, Inc.	Security Guard Services	98,562.50
61316	Cowles Edgar Symmes	Per Diem	80.00
61317	United Way of South MS, Inc.	Employee Deductions	101.42
61318	Unique Collision Center, Inc.	Unit #3 Repairs	546.80
61319	Union Auto Parts	Maintenance Supplies	81.00
61320	Upchurch Services, LLC	HVAC/R Maintenance and Repair Services	560.00
61322	Wright National Flood Ins.	Insurance	21,271.00
61323	Zoro Tools, Inc.	Employee Uniforms and Measuring Wheel	1,591.96
CHECK DATED 09/10/24 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
61250	IDEMIA	TWIC Card	125.25
CHECK DATED 09/23/24 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
61251	NEWK'S	Tenant and Partner Advisory Committee Meeting	230.00
TRANSFERS			
09/13/24	MS Department of Revenue	Sales Tax Payment	9,624.51
09/13/24	MS Department of Revenue	Employee Deductions	8,196.00
09/20/24	Federal Tax Deposit	Payroll Tax Deposit	30,869.51
09/20/24	Deferred Compensation	Employee Deductions	1,295.00
ACH	Connected Oceans	Business Development and Consulting Services	22,916.23
Total			<u>\$797,687.44</u>

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Commissioner Knesal 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:

Steamship Agent: Christian Bay Shipping d/b/a Fillette, Green Shipping Services

Commissioner Loughman moved to approve the following progress payments: Balch & Bingham (\$5,933.75); MP Design Group (\$4,505.43); MP Design Group (\$62,172.08); Warren Paving (\$102,214.96); WSP USA, Inc. (\$16,390.35). Commissioner Spear seconded and the motion was unanimously approved.

*Commissioner Spear left the meeting.*

Commissioner Loughman moved to approve the following progress payments: DNP, Inc. (\$555,363.35). Commissioner Loughman seconded and the motion was unanimously approved.

*Commissioner Spear returned to the meeting.*

NEW BUSINESS:

Commissioner Loughman moved to approve awarding Contract No. 25-EN-01 for maintenance dredging of the west pier births 1-6 and east pier births 1-3 to J.E. Borries, Inc. who submitted the lowest qualified bid in the amount of \$5,286,655.00. Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Knesal moved to approve Contract No. 25-EX-04B with Wise Carter for litigation and specialized legal services. Commissioner Loughman seconded and the motion was unanimously approved.

Commissioner Knesal moved to approve Contract No. 25-EX-04A with Balch and Bingham for litigation and specialized legal services. Commissioner Loughman seconded the motion and was unanimously approved.

Commissioner Knesal moved to approve Work Order #13 under Contract 23-EN-01 with MP Design Group for Geotechnical Engineering, Boring Plan and Materials Testing for the Gulfport Harbor Feasibility Study. Commissioner Loughman seconded the motion and was unanimously approved.

Commissioner Knesal moved to award Contract No. 25-OP-03 with DNA Underground, LLC for underground utility services. Commissioner Loughman seconded the motion and the motion was unanimously approved.

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ENGINEERING UPDATE:

Teresa Ehrlich reported on current engineering projects.

OPERATIONS REPORT:

Deputy Director Shawn Meyer reported on the maritime activity for September of 2024:

Vessels	14		Vehicles	14,000
Tugs	9		Railcars	838
Tonnage (YTD)	361,011		Barges	33
TEU's (monthly)	30,075		Military	3

Three military vessels arrived containing 1,362 pieces; 156 railcars received, in which 35 were reloaded. Military vessels received since July 25, 2024, have generated an estimated 10,000 man hours.

Year-to-date tonnage increased by 37% over last fiscal year; TEU's down 2% over last fiscal year.

EXECUTIVE DIRECTOR'S COMMENTS:

Executive Director Nass discussed the coordination and efforts during Hurricane Francine.

Business Development planned to include Caribbean Shipping Association Conference, Breakbulk Conference-Houston, visits to cargo owners and shipping companies in Savannah and Atlanta, Georgia. Also, ThinkHUGE Conference in October includes discussions with long term cargo owners who operate in Central America.

Executive Director Nass will be presenting virtually next week to a conference in Brazil.

MSPA is working with Ports America to push ro-ro capabilities. A video was co-produced with Ports America to assist in marketing the capabilities at the Port.

Last week ERP Technology Consultants were in the office conducting meetings with staff and looking at the current system to secure an ERP that meets MSPA needs. Finance will be the focus of the ERP system. This process will take roughly 18 months.

Community outreach efforts with WSP continue with Turkey Creek, Cotton Compress and other residents. The Workforce Development plan has been presented to community outreach committees and received positive feedback. Once the plan is finalized, it will be presented to the board.

On November 13, 2024, MSPA will host an Elected Officials Port Tour and Briefing.

GENERAL COUNSEL'S COMMENTS:

Ben Stone stated Balch & Bingham has responded to the Port on several issues.

COMMISSIONERS' COMMENTS:

Commissioner Symmes recognized John D'Antico as our General Counsel. Executive Director Nass introduced John and gave a background to his experience.

MDA'S COMMENTS:

Philip Carter had no comments.

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

Commissioner Knesal moved to enter Executive Session to discuss a personnel matter. Commissioner Loughman seconded and the motion was unanimously approved.

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

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

Commissioner Symmes stated that no final action took place during the Executive Session.

Commissioner Loughman moved to enter into open session and amend the agenda to add new business item 8F, approval of First Amendment to Contract 25-EX-05 with TGG Accounting. Commissioner Spear seconded and the motion was unanimously approved.

Commissioner Knesal moved to approve contract 25-EX-05 for financial services with TGG Accounting in an amount not to exceed \$100,000.00. Commissioner Loughman seconded and the motion was unanimously approved.

Commissioner Symmes moved to adjourn.

The meeting adjourned at approximately 10:56 a.m.

Approved and Attested



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John Rester  
President



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Mark Loughman  
Secretary