

# MISSISSIPPI PORT AUTHORITY

## BOARD OF COMMISSIONERS

### REGULAR MEETING

**April 27, 2023**

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Minutes of the Mississippi State Port Authority Board of Commissioners Meeting, Thursday, April 27, 2023, at 2510 14<sup>th</sup> Street, Suite 1450, Gulfport, Mississippi at which the following Commissioners and staff were present:

Commissioners: John Rester, President  
Cowles Symmes, Vice-President  
Mark Loughman, Secretary  
Kathryn Dennis Spear, Commissioner

Staff: Jon Nass, CEO  
Kim Purchner, Exec. Asst./HRO  
DeeDee Wood, CFO  
Shawn Meyer, Deputy Director/COO  
Gary Pitcovich, Deputy Operations Director  
James Buras, Port Engineer  
Teresa Ehrlich, Project Manager  
Allison Chimenya, Marketing Analyst  
Errol LaRue, Counsel  
Tammy Salisbury, Asst. Comptroller  
Matt Gabbett, Director of Operations

Ben Stone, Legal Counsel

Others: Nick Moody, MP Designs  
Michael Letort, MP Designs  
David Machado, MP Designs  
Murrel Hilton, Pilots' Association  
Bob Wren, Pilots' Association  
Matt Hilton, Pilots' Association  
Joey Beattie, SSH/Cadence Insurance  
Jason McHugh, Andercorp  
Dave Dennis  
Chris Spear  
Louisa Spear  
Greg Schruuff, SSA Marine

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Commissioner Rester 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 Rester.

The invocation was given by DeeDee Wood, MSPA.

The Oath of Office was administered by Louisa Spear, to newly appointed Commissioner Kathryn Dennis Spear. Commissioner Spear is completing the term of Commissioner James C. Simpson, Jr.

Commissioner Loughman moved to amend the agenda to include an item under New Business – Authorization to issue an RFP for Business Development Services. Commissioner Symmes seconded and the motion was unanimously approved.

PUBLIC COMMENTS:

There were no public comments.

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Commissioner Symmes moved to approve the Minutes from the March 23, 2023 and March 28, 2023 Board Meetings. Commissioner Loughman seconded, and the motion was unanimously approved.

Commissioner Symmes moved to approve travel (April 16-23) – LaRue to Portland, OR. Commissioner Loughman seconded and the motion was unanimously approved.

Commissioner Symmes moved to approve the disbursements listed below. Commissioner Loughman seconded and the motion was unanimously approved.

DISBURSEMENTS THROUGH APRIL 5, 2023			
BILLS FOR THE MONTHS OF MARCH AND APRIL 2023 APPROVED AND PAID			
FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT			
CHK#	VENDOR	DESCRIPTION	CHK AMT
59487	ABB, Inc.	Safety Modules for Cranes	3,300.00
59488	Kentwood Springs	Drinking Water	360.19
59489	AGJ Systems & Networks, Inc.	Computer Maintenance	4,594.50
59490	All Safe Technologies, LLC	Fire Alarm Monitoring	319.60
59491	Apple, Inc.	Computer Equipment	2,233.00
59492	AT&T Corp	Website Hosting	11.22
59493	Butch Oustalet Ford, Inc.	Cooling Fan Repair for Unit #11	1,934.98
59494	Sparklight	Cable Services	237.56
59495	CenterPoint Energy	Natural Gas Services	30.61
59496	CenterPoint Energy	Natural Gas Services	30.61
59497	City of Gulfport	Water	7,333.76
59498	Sun Coast Business Supply	Office Equipment and Supplies	697.68
59499	Deluxe Small Business Sales, Inc.	Website Hosting	89.96
59500	Eagle Services, Inc.	Operators Cab HVAC Unit for Crane #2	2,931.00
59501	Federal Express Corp.	Express Mail Services	24.51
59502	Foliage Design Systems, Inc.	Interior Plant Maintenance	279.69
59503	Fuelman	Fuel for MSPA Vehicles	206.26
59504	Harbor Square Parking Garage	Parking Garage Quarterly Parking Rent	3,185.25
59505	MS State Treasurer Fund 3360900000	Telephone/Internet Services	345.47
59506	MS-JS, Inc DBA Johnstone Supply of Gpt	Repair Parts for Dole Compressor	1,783.07
59507	Errol LaRue	Travel Expenses	1,347.95
59508	Lowe's Home Center, Inc.	Maintenance Supplies	511.60
59509	Mark Dunning Industries, Inc.	Waste Removal Services	955.00
59510	McClatchy Company, LLC	Advertising	950.00
59511	Mississippi Manufacturers Association	Membership Dues	500.00
59512	Monster Subs & Sandwiches, Inc.	Volpe Workshop	95.47
59513	MS Pub. Employees Credit Union	Employee Deductions	445.00
59514	MSPA Petty Cash Fund	Replenish Petty Cash	101.63
59515	Pass Road Mini Storage, LLC	Storage Unit Rent	180.00
59516	The Port Employees Assoc.	Employee Deductions	104.00
59517	Rebel Sound Systems, Inc.	Labor to Repair Fire Alarm System	135.00
59518	Seal Electrical, Inc.	Electrical Services	1,864.00
59519	South Mississippi Business Machines	Plotter and Copier Maintenance	4,494.03

59520	Norma Jean Soroe	Transcription Services	389.48
59521	Southern Admin. and Benefits	Monthly Service Fee	209.00
59522	Trane U.S., Inc.	Install Relay for USM Boiler	1,615.00
59523	Wright National Flood Ins.	Insurance	1,921.00

TRANSFERS

03/24/23	Deferred Compensation	Employee Deductions	1,410.00
03/29/23	Federal Tax Deposit	Payroll Tax Deposit	27,541.63
04/05/23	State School Insurance Fund/DFA	04/2023 Employee Health and Life Insurance	17,323.40
Total			<u>\$92,022.11</u>

FINAL CHECKLIST FOR APRIL 27, 2023

BILLS FOR THE MONTHS OF MARCH AND APRIL 2023 APPROVED AND PAID

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

CHK#	VENDOR	DESCRIPTION	CHK AMT
59527	A-1 Elevator Service, LLC	Quarterly Elevator Maintenance	4,248.00
59528	Kentwood Springs	Drinking Water	430.18
59529	AFLAC	Employee Deductions	1,386.50
59530	AirGas Gulf States	Acetylene, Oxygen and Argon Cylinders	314.00
59532	Sparklight	Cable Services	237.56
59533	Card Services	Maintenance and Office Supplies, Web Hosting	1,352.27
59534	City of Gulfport	Water	3,971.56
59535	Coca Cola Bottling Company United	Drinking Water	304.40
59536	Collins Filter Company, Inc.	HVAC Supplies	369.84
59537	Hannah Craig	Marketing Services	918.00
59538	C Spire Wireless	Cell Phone Services	939.13
59539	C Spire Business Solutions	Telephone/Internet Services	2,666.07
59540	Dept. of Finance & Admin.	MMRS Quarterly Charges	254.25
59542	Deluxe Small Business Sales, Inc.	Web Hosting	89.96
59543	Docuphase, LLC	Software Upgrade	4,200.00
59544	Doosan Industrial Vehicle America	Forklift	37,873.51
59546	Federal Express Corp.	Express Mail Services	71.52
59547	Fuelman	Fuel for MSPA Vehicles	175.49
59548	Gleem Paint Center	Paint Supplies	466.22
59549	Great Southern Club	Monthly Dues and Business Expenses	283.68
59550	Guardian	Employee Deductions	1,478.76
59551	Whitney Bank Divisional Property	May Lease for Suite 1450	26,858.40
59552	Whitney Bank Trust & Asset Management	Investment Advisory Service Fees	27,461.91
59553	Johnson Controls Fire Protection LP	Update Fire Alarm Software for Shed 2	897.18
59554	Keeling Co. - Gulfport	Maintenance Supplies	1,792.90
59555	KLDiscovery Ontrack, LLC	Professional Services	35,503.50
59556	Robert J. Knesal	Per Diem	120.00
59557	Errol LaRue	Travel Expenses	1,222.63
59558	Mark P. Loughman	Per Diem	120.00
59559	Lowe's Home Center, Inc.	Janitorial and Maintenance Supplies	194.82
59561	Mark Dunning Industries, Inc.	Waste Removal Services	1,525.00
59562	MS Power Company	Electricity	149,528.50
59563	MS Pub. Employees Credit Union	Employee Deductions	445.00
59564	MS Pub. Employees Credit Union	Employee Deductions	445.00
59565	Jon T. Nass	Travel and Business Expenses	2,644.15
59566	National Crane Services, Inc.	Annual Crane Inspections	8,485.00
59567	Pass Road Mini Storage, LLC	Storage Unit Rent	345.00
59568	The Port Employees Assoc.	Employee Deductions	100.00
59569	Portable Services, Inc.	Portable Restroom Services	255.00
59570	Legal Shield	Employee Deductions	61.81
59571	Redd Pest Solutions	Pest Control Services	160.00
59572	RJ Young Company, Inc.	Printer Maintenance	484.72

59573	SBL Strategies, LLC	Professional Consulting Services	10,000.00
59574	ServiceWear Apparel, Inc.	Employee Uniforms	353.61
59575	South Mississippi Business Machines	Copier Maintenance	569.00
59576	Norma Jean Soroe	Transcription Services	309.48
59578	Southern Admin. and Benefits	Monthly Service Fee	209.00
59579	SSA Gulf Inc.	Office Trailer Rent for Cotton Compress	850.00
59580	Star Service Inc. of Mobile	HVAC/R Maintenance and Repair Services	4,630.50
59581	Sterling Solutions LLC	Professional Services	15,000.00
59582	Swetman Security Services, Inc.	Security Guard Services	64,589.30
59583	Cowles Edgar Symmes	Per Diem	120.00
59584	United Way of South MS, Inc.	Employee Deductions	171.42
59585	Union Auto Parts	Parts for Vehicle Lift	520.00
59586	Zoro Tools, Inc.	Janitorial/Maintenance Supplies and Filing Cabinets	1,422.53
CHECK DATED 04/25/23 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
59526	Matthew S. Wypyski	Consulting Services	11,595.84
TRANSFERS			
04/06/23	Public Employment Retirement	Retirement Match and Withheld	59,971.21
04/07/23	Deferred Compensation	Employee Deductions	1,410.00
04/12/23	Federal Tax Deposit	Payroll Tax Deposit	39,554.03
04/14/23	MS Department of Revenue	Employee Deductions	7,453.00
04/19/23	MS Department of Revenue	Sales Tax Payment	17,015.86
04/20/23	USACE	Feasibility Study - Year 1	182,849.80
04/21/23	Deferred Compensation	Employee Deductions	910.00
Total			<u>\$740,186.00</u>

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

The following items were approved:

RENEWAL LICENSES:

Vendor: Waste Management

Steamship Agency: Ross Maritime, Inc.

Tug Company: E.N. Bisso Mississippi, LLC

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Commissioner Symmes moved to approve the following progress payments: Andercorp (\$271,819.68); Balch & Bingham (\$69,457.90); Digital Engineering (\$25,951.25); Dredging Professor, LLC (\$360.00); MP Design Group (\$14,105.93); MP Design Group (\$41,716.88); Southern Earth Sciences (\$2,800.00) and WSP, Inc. (\$7,838.50). Commissioner Loughman seconded and the motion was unanimously approved.

*Commissioner Spear left the meeting.*

Commissioner Loughman moved to approve Cash Request #342 to Eley Guild Hardy (\$17,512.40) and Wharton Smith (490,006.53) for a total of \$507,518.93. Commissioner Symmes seconded and the motion was unanimously approved.

*Commissioner Spear returned to the meeting.*

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### OLD BUSINESS:

Commissioner Loughman moved to approve Amendment No. 1 to Contract No. 20-OP-05 with Rotolo Consultants Inc. (RCI). Amendment No. 1 extends the contract by 2 (two) years and adds \$65,357.60 to the contract. Commissioner Symmes seconded and the motion was unanimously approved.

Commissioner Loughman moved to approve Amendment No. 1 to Contract No. 20-OP-04 with Maritime Defense Strategy, LLC (MDSI). Amendment No. 1 extends the contract by 2 (two) years and adds \$29,200.00 to the contract. Commissioner Symmes seconded and the motion was unanimously approved.

Commissioner Symmes moved to accept and adopt the 2023 Strategic Master Plan, produced and presented by WSP, Inc. Commissioner Loughman seconded and the motion was unanimously approved.

Commissioner Symmes moved to approve Modification No. 2 to Contract No. 22-EN-04 with WSP USA, Inc. Modification No. 2 extends the contract through June 30, 2023 with no change in costs. Commissioner Spear seconded and the motion was unanimously approved.

Commissioner Loughman moved to approve Amendment No. 4 to Task Order No. 9 under Contract No. 16-HUD-031 with Ely, Guild, Hardy Architects. Amendment No. 4 transfers funds from one category to another with no increase in said funds. Commissioner Symmes seconded and the motion was unanimously approved.

Commissioner Loughman moved to approve Change Order No. 2 under Contract No. 22-EN-05 with Andercorp. Change Order No. 2 increases the contract by \$648,033.52 and adds 54 days. Commissioner Symmes seconded and the motion was unanimously approved.

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### NEW BUSINESS:

Commissioner Symmes moved to approve a Professional Service Agreement with KLDDiscovery for legal discovery services. Fees are billed in accordance with the rate structure in the agreement and the agreement may be terminated upon 30 days' written notice from MSPA. Commissioner Loughman seconded and the motion was unanimously approved.

Commissioner Symmes moved to approve Work Order No. 4 under Contract No. 23-EN-01 with MP Design Group. Work Order No. 4 provides engineering services required for the USM/NOAA Deep Water Pier Project and has a not to exceed amount of \$867,085.00. Commissioner Loughman seconded and the motion was unanimously approved.

Commissioner Symmes moved to authorize an advertisement for bid for the West Pier Landing Gear. Commissioner Loughman seconded and the motion was unanimously approved.

Commissioner Symmes moved to authorize the issuance of an RFP for Business Development Services. Commissioner Loughman seconded and the motion was unanimously approved.

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### ENGINEERING UPDATE:

James Buras reported on current engineering projects.

## OPERATIONS REPORT:

Shawn Meyer reported on the maritime activity for March:

Vessels	13		Vehicles	13,000
Tugs	11		Railcars	554
Tonnage (YTD)	1,576,251		Barges	19
TEU's (short tons)	15,548			

The US Coast Guard had a Cyber Security Team sent to the port for a two week exercise. A great training tool for them and no glaring deficiencies were found.

A recent military movement, using the Arc Integrity vessel, moved 500 pieces from 12 different military units. Most importantly, 2,100 ILA hours were produced. Another move is scheduled for next month.

We are in the middle of the Ports America transition, and all is going very smoothly.

## EXECUTIVE DIRECTOR'S COMMENTS:

Director Nass recently presented at the Port of the Future Conference in Houston, TX. The main focus was our designation of being a strategic military port. Two other military ports were in attendance – Alaska and Texas.

Michael Connor, Assistant Secretary of the Army for Civil Works, visited last week to kick off the Feasibility Study with the USACOE.

A presentation/update was given regarding our Meltwater (online media monitoring company) account and how successful it has been in reaching the public with port news.

A Lunch & Learn re: cold storage is scheduled for May 18<sup>th</sup> at the Great Southern Club and we hope Commissioners are able to attend.

## GENERAL COUNSEL'S COMMENTS:

Ben Stone had no comments.

## MDA'S COMMENTS:

There was no representation from MDA at the meeting.

## COMMISSIONERS' COMMENTS:

Commissioners welcomed newly appointed Commissioner Kate Spear and mentioned she comes from a family with a long line of incredible public service. Commissioner Spear thanked everyone for the warm welcome.

Commissioner Symmes thanked E.N. Bisso for a recent invitation to their annual appreciation crawfish boil with their staff. He also offered congratulations to MSPA staff on the USACOE signing last week regarding the Feasibility Study.

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

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

(THE BOARD OF COMMISSIONERS ENTERED INTO EXECUTIVE SESSION AT APPROXIMATELY 9:50 A.M.)

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

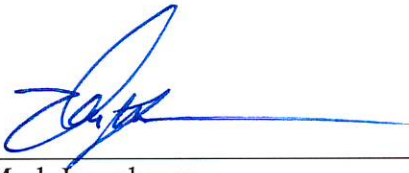
Commissioner Rester stated that no action took place during Executive Session.

Commissioner Rester moved to adjourn.

The meeting adjourned at approximately 10:30 a.m.

Approved and Attested

  
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John Rester  
Vice-President

  
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Mark Loughman  
Secretary