

MISSISSIPPI PORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING

August 24, 2023

Minutes of the Mississippi State Port Authority Board of Commissioners Meeting,
Thursday, August 24, 2023, at 2510 14th Street, Suite 1450, Gulfport, Mississippi at
which the following Commissioners and staff were present:

Commissioners: Cowles Symmes, Vice-President
Mark Loughman, Secretary
Robert J. Knesal, Treasurer
Kathryn Dennis Spear, Commissioner

Staff: Jon Nass, CEO
Jennifer Smith, Chief of Staff
Kim Purchner, Exec. Asst
DeeDee Wood, CFO
Shawn Meyer, Deputy Director/COO
Gary Pitcovich, Deputy Operations Director
James Buras, Port Engineer
Teresa Ehrlich, Project Manager
Hannah Milliet, Public Relations & Marketing Specialist
Errol LaRue, Counsel
Tammy Salisbury, Asst. Comptroller
Matt Gabbett, Director of Operations
Cindy Ford, Contract/Admin Asst.

Ben Stone, Legal Counsel

Others: Philip Carter, MDA
Nick Moody, MP Designs
Joey Beattie, SSH/Cadence Insurance
Mike Letort, MP Designs
Keith Blystone, Ocean Aero
David Machado, MP Design Group
Tim Lancaster, Ports America
Jill Kinnard, Hy Stor
Aiden Tellier, Crowley

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 DeeDee Wood, MSPA.

Commissioner Knesal moved to amend the agenda to add Item 8E under Old Business -- Authorization to add additional funding to the USACE Deepening and Widening Feasibility Study. Commissioner Loughman seconded and the motion was unanimously approved.

PUBLIC COMMENTS:

There were no public comments.

Commissioner Loughman moved to approve the Minutes from the July 26, 2023 Board Meeting. Commissioner Spear seconded, and the motion was unanimously approved.

Commissioner Knesal moved to approve travel (Sept 5-7) Nass, Smith & LaRue to Jackson, MS; (Sept 14-19) Nass to Washington, DC; (Sept. 25-28) Meyer, Gabbett to Houston, TX. Commissioner Loughman seconded and the motion was unanimously approved.

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

DISBURSEMENTS THROUGH AUGUST 8, 2023			
BILLS FOR THE MONTHS OF JULY AND AUGUST 2023 APPROVED AND PAID			
FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT			
CHK#	VENDOR	DESCRIPTION	CHK AMOUNT
59936	ABB, Inc.	Software for Crane Servers	56,450.00
59937	AGJ Systems & Networks, Inc.	Computer Maintenance and Equipment	4,694.49
59938	Sparklight	Internet Services	93.18
59939	CenterPoint Energy	Natural Gas Services	32.01
59940	CenterPoint Energy	Natural Gas Services	32.01
59941	City of Gulfport	Water	7,286.28
59942	Sun Coast Business Supply	Office Supplies and Equipment	313.27
59943	Federal Express Corp.	Express Mail Services	8.17
59944	Fuelman	Fuel for MSPA Vehicles	320.30
59945	Katie Gill	Accounting Services	547.50
59946	Great Southern Club	Monthly Dues and Business Expenses	422.54
59947	Gulf Coast Chapter of MS CPA's	Membership Dues	60.00
59948	MS State Treasurer Fund 3360900000	Telephone/Internet Services	352.62
59949	Jackson Supply Company	Parts and Refrigerant for Dole Chiller Repair	2,001.50
59950	Errol LaRue	Travel Expenses	31.05
59951	Lowe's Home Center, Inc.	Toilet for West Gate Guard Shack	1,148.55
59952	M2 Media Corp.	Advertising	600.00
59953	Mark Dunning Industries, Inc.	Waste Removal Services	560.00
59954	Shawn Meyer	Travel Expenses	154.62
59955	MS Pub. Employees Credit Union	Employee Deductions	445.00
59956	MSPA Petty Cash Fund	Replenish Petty Cash	104.59
59957	Jon T. Nass	Business and Travel Expenses	3,986.19
59958	Pass Road Mini Storage, LLC	Storage Unit Rent	180.00
59959	The Port Employees Assoc.	Employee Deductions	104.00
59960	Portable Services, Inc.	Portable Restroom Services	255.00
59961	Redd Pest Solutions	Pest Control Services	90.00
59962	RJ Young Company, Inc.	Printer Maintenance	540.00
59963	SBL Strategies, LLC	Professional Consulting Services	10,000.00
59964	Southern Printing & Silkscreen	Employee Uniform Logos	75.00
59965	SSA Gulf Inc.	Office Trailer Rent for Cotton Compress	1,700.00
59966	Sterling Solutions LLC	Professional Services	16,138.37
59967	Swetman Security Services, Inc.	Security Guard Services	14,525.70
59968	Trane U.S., Inc.	A/C Repair Part for Marine Research Facility	19.88
59969	United Way of South MS, Inc.	Employee Deductions	171.42
59970	Matthew S. Wypyski	Consulting Services	9,663.20
CHECK DATED 08/07/23 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
59935	Monster Subs & Sandwiches, Inc.	Working Lunch Meeting	107.68

TRANSFERS

07/28/23	Deferred Compensation	Employee Deductions	1,020.00
08/02/23	Federal Tax Deposit	Payroll Tax Deposit	26,541.34
08/03/23	State School Insurance Fund/DFA	08/2023 Employee Health and Life Insurance	16,603.20
08/04/23	Public Employment Retirement	Retirement Match and Withheld	58,337.56
Total			<u>\$235,716.22</u>

FINAL CHECKLIST FOR AUGUST 24, 2023

BILLS FOR THE MONTHS OF JULY AND AUGUST 2023 APPROVED AND PAID
FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK#	VENDOR	DESCRIPTION	CHK AMT
59972	A-1 Elevator Service, LLC	Elevator Repair at Marine Research Building	9,760.00
59973	Kentwood Springs	Drinking Water	481.14
59974	AFLAC	Employee Deductions	1,196.83
59975	AirGas Gulf States	Acetylene, Oxygen and Argon Cylinders	191.08
59977	B.E.A.R.	Phase Monitors for Lift Stations	454.00
59978	Sparklight	Cable Services	237.56
59979	Cadence Insurance, Inc.	Insurance	1,518,111.11
59980	Card Services	Subscription Renewals and Maintenance Supplies	4,497.28
59981	Card Services	Travel Expenses	87.19
59982	CDW Government	Battery Back-Ups for Security Cameras	768.06
59983	City of Gulfport	Water	3,971.56
59984	Collins Filter Company, Inc.	Air Filters for A/C Units	91.74
59985	Consolidated Electrical Distributors, Inc.	Hand Tool and Wire for Chiquita Reefer Bunkers	36,966.31
59987	C Spire Wireless	Cell Phone Services	1,055.21
59988	C Spire Business Solutions	Telephone/Internet Services	2,666.02
59990	Doleac Electric Co., Inc.	Troubleshoot Power to Platforms	296.50
59991	Teresa Ehrlich	Office Supplies	48.00
59992	Federal Express Corp.	Express Mail Services	49.55
59993	Fuelman	Fuel for MSPA Vehicles	741.55
59994	Guardian	Employee Deductions	1,409.12
59995	Gulf Coast Business Supply, Inc.	Office Supplies	272.94
59996	Whitney Bank Divisional Property	September Lease for Suite 1450	26,858.42
59997	Hughes Supply	HVAC Repair Parts for Electrical Platform #4	675.45
59998	MS State Treasurer Fund 3360900000	Telephone/Internet Services	350.90
59999	Isco Metals & Supply, LLC	Rebar for Parking Bumpers	640.00
60000	Newell Paper Co.	Janitorial Supplies	623.17
60001	Jackson Supply Company	Refrigerant for HVAC Units and Repair Parts for Dole Chiller	2,376.62
60002	Keeling Co. - Gulfport	Herbicide for Grounds Maintenance	2,121.09
60003	KLDiscovey Ontrack, LLC	Professional Services	1,552.00
60004	Robert J. Knesal	Per Diem	80.00
60005	Lowe's Home Center, Inc.	Maintenance Supplies	305.31
60007	Maritime Defense Strategy, LLC	Consulting Services	3,650.00
60008	Mark Dunning Industries, Inc	Waste Removal Services	322.50
60009	MS Automotive Manufacturers Assoc.	Conference Registration and Exhibit Booth Space	2,230.00
60010	The Mississippi Bar	Annual Enrollment Fee	380.00
60011	MS Power Company	Electricity	173,679.14
60012	MS Pub. Employees Credit Union	Employee Deductions	445.00
60013	Lisa Mussa	TWIC Card	117.25
60014	Jon T. Nass	Business Expense	509.32
60015	Phillips Building Supply	Supplies for Shed 2 Wall Repair	4,733.70
60016	Derek Robinson	Parts and Labor for Dole Chiller Repairs	1,500.00
60017	Legal Shield	Employee Deductions	61.81
60018	It's Promo Time	Name Tags	154.34

60019	Promo People Corp	Website Hosting	89.96
60020	PTW	Replace Tires for Street Sweeper and Unit #11	1,036.40
60021	Quadient Leasing USA Inc.	Postage Machine Rent	195.57
60022	Redd Pest Solutions	Pest Control Services	73.50
60023	Rotolo Consultants, Inc. dba RCI	Landscape Services	2,470.14
60024	Seal Electrical, Inc.	Electrical Services	431.00
60025	J&K Lighting Agency, LLC	East Pier Perimeter Lighting	14,100.00
60026	South Mississippi Business Machines	Copier Maintenance	569.00
60028	Kathryn Dennis Spear	Per Diem	80.00
60029	SSA Gulf Inc.	Office Trailer Rent for Cotton Compress	850.00
60030	Star Service Inc. of Mobile	Troubleshoot Dole Chiller and Dole Administration Office A/C	436.50
60031	Swetman Security Services, Inc.	Security Guard Services	65,760.00
60032	Cowles Edgar Symmes	Per Diem	80.00
60033	Threaded Fasteners, Inc.	Maintenance Supplies	271.18
60035	DeeDee Wood	Conference Registration Fee	295.00
60036	Wright National Flood Ins.	Insurance	1,000.00
60037	Matthew S. Wypyski	Consulting Services	10,629.52
60038	Zoro Tools, Inc.	Safety and Maintenance Supplies	960.29
60039	Norma Jean Soroe	Transcription Services	329.48

CHECK DATED 08/21/23 AND RELEASED PRIOR TO SCHEDULED CHECK RUN

29971	Monster Subs & Sandwiches, Inc.,	Working Lunch Meeting	105.17
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TRANSFERS

08/08/23	MS Department of Revenue	Sales Tax Payment	10,059.34
08/11/23	Deferred Compensation	Employee Deductions	1,295.00
08/14/23	MS Department of Revenue	Employee Deductions	7,465.00
08/16/23	Federal Tax Deposit	Payroll Tax Deposit	26,798.57
08/22/23	Balch & Bingham Trust Account	Property Purchase	461,840.00
Total			<u>\$2,413,939.39</u>

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

The following items were approved:

RENEWAL LICENSES:

Vendor:	Atlas Ship Company
Steamship Agent:	Host Agency, LLC; Page & Jones, Inc.
Transfer Company:	BH Specialized Hauling, LLC
Apprentice Pilot:	Ken Skrmetta

Commissioner Knesal moved to approve the following progress payments: Balch & Bingham (\$19,975.63); Covington Civil & Environmental (\$14,378.92); Digital Engineering (\$4,697.50); MP Design Group (\$141,956.60); Southern Earth Sciences (\$456.00); and Warren Paving (\$668,477.47). Commissioner Spear seconded and the motion was unanimously approved.

Commissioner Knesal left the room.

Commissioner Loughman moved to approve a progress payment to Andercorp in the amount of \$634,853.64. Commissioner Spear seconded and the motion was unanimously approved.

OLD BUSINESS:

Commissioner Loughman moved to approve Change Order No. 5 to Contract No. 22-EN-05 with Andercorp, LLC. Change Order No. 5 adds \$45,131.31 and 30 days. Commissioner Spear seconded and the motion was unanimously approved.

Commissioner Knesal returned to the meeting.

Commissioner Loughman moved to approve Modification No. 1 to Work Order No. 1 under Contract No. 23-EN-01 with MP Design Group. Modification No. 1 adds \$4,063.21, which reconciles actual expenditures for FY23. Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Loughman moved to approve Modification No. 1 to Work Order No. 8 under Contract No. 23-EN-01 with MP Design Group. Modification No. 1 adds \$24,103.30 for additional consulting services with no change to the schedule. Commissioner Spear seconded and the motion was unanimously approved.

Commissioner Knesal moved to approve Amendment No. 1 to the Memorandum of Understanding with Hy-Stor Energy, LP. Amendment No. 1 extends the MOU for an additional six months, which will take us through February 25, 2024. Commissioner Loughman seconded and the motion was unanimously approved.

Commissioner Loughman moved to authorize additional funding of \$50,000 to the Feasibility Cost Share agreement with the US Army Corps of Engineers (USACE). Commissioner Spear seconded and the motion was unanimously approved.

NEW BUSINESS:

Commissioner Loughman moved to award the Timber Pier Repair Project to the lowest and best bidder, Hopkins Construction & Maintenance, LLC. The bid was the lowest and best of the two bids received, with a not to exceed amount of \$185,683.00. Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Loughman moved to authorize staff to solicit bids and proposals for HVAC Services. Commissioner Spear seconded and the motion was unanimously approved.

ENGINEERING UPDATE:

James Buras reported on current engineering projects.

OPERATIONS REPORT:

Shawn Meyer reported on the maritime activity for July:

Vessels	13		Vehicles	11,216
Tugs	6		Railcars	479
Tonnage (YTD)	120,699		Barges	24
TEU's (short tons)	15,191			

Tonnage is down 42%, compared to the same month of last year, while the TEU count represents a 9% decrease.

EXECUTIVE DIRECTOR'S COMMENTS:

We have experienced some internet and email issues and are looking at necessary upgrades. We will have a technology plan available to present to Commissioners soon.

As for future events/travel, Shawn and Matt will be in Houston in a few weeks to attend the Breakbulk Convention. There is an auto event and some cold storage events coming up as well. Director Nass will be in Washington DC in a few weeks to attend the Latin American Business Conference with the U.S. Commerce department.

Our recently signed Business Development contractor will start on November 1st.

Internally, we are working on lines of effort that will help us to focus on priorities.

We are the proud owners of recently purchased school property and are looking forward to what we can do with that property.

A visit was recently made to our partner, E.N. Bisso's New Orleans location, with a tour from their tugboats. They have extended invitations to Commissioners as well.

GENERAL COUNSEL'S COMMENTS:

Ben Stone had no comments.

MDA'S COMMENTS:

Philip Carter had no comments.

COMMISSIONERS' COMMENTS:

There were no Commissioners' comments.

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

Commissioner Knesal moved to enter Executive Session to discuss real estate matters (potential leases). Commissioner Loughman seconded and the motion was unanimously approved.

(THE BOARD OF COMMISSIONERS ENTERED INTO EXECUTIVE SESSION AT APPROXIMATELY 9:30 A.M.)


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

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


Commissioner Knesal moved to adjourn.

The meeting adjourned at approximately 10:50 a.m.

Approved and Attested



John Rester
Vice-President



Robert J. Knesal
Commissioner