

MISSISSIPPI PORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING

December 14, 2023

Minutes of the Mississippi State Port Authority Board of Commissioners Meeting,
Thursday, December 14, 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 DeeDee Wood, CFO Shawn Meyer, COO Teresa Ehrlich, Project Manager Hannah Milliet, Public Relations & Marketing Specialist Allison Chimenya, Marketing Analyst Errol LaRue, General Counsel Tammy Salisbury, Asst. Comptroller Matt Gabbett, Director of Operations Cindy Ford, Contract/Admin Asst. David Duhé, Legal Counsel
Others:	Philip Carter, MDA (via telephone) Andrew Haines, Oceans Connected Matthew Hilton, MS State Pilots Robert Wren, MS State Pilots Ben Hilton, MS State Pilots Russ Hilton, MS State Pilots Nick Moody, MP Designs Joey Beattie, SSH/Gallagher/Cadence

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 9B to Old Business (Modification No. 20 to Subrecipient Agreement R115-06-02). Commissioner Spear seconded and the motion was unanimously approved.

PUBLIC COMMENTS:

There were no public comments.

Commissioner Knesal moved to approve the Minutes from the November 16, 2023 and the December 1, 2023 Board Meetings. Commissioner Loughman seconded, and the motion was unanimously approved.

Commissioner Knesal moved to approve travel (December 11-14) – Buras to Reserve, LA; (January 3-4) – Nass, LaRue, BOC to Jackson, MS; (Jan 10-11) – Nass to Atlanta, GA; (January 21-24) – Smith, Buras to Tampa, FL. Commissioner Loughman seconded and the motion was unanimously approved.

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

FINAL CHECKLIST FOR DECEMBER 14, 2023

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

CHK#	VENDOR	DESCRIPTION	CHK AMT
60322	AFLAC	Employee Deductions	1,196.83
60323	AGJ Systems & Networks, Inc.	Computer Maintenance and Equipment	6,322.94
60324	AirGas Gulf States	Oxygen Cylinder	127.17
60325	Alexander, Van Loon, Sloan	Audit Services	38,475.00
60326	All Safe Technologies, LLC	Fire Alarm Monitoring and Fire Alarm Parts	2,053.05
60328	James Buras	Professional Engineer License Renewal and Membership Dues	318.81
60329	City of Gulfport	Water	11,193.88
60330	Sun Coast Business Supply	Office Supplies	760.30
60332	C Spire Wireless	Cell Phone Services	1,076.87
60334	Docuphase, LLC	Annual Maintenance Renewal	10,565.10
60335	Federal Express Corp.	Express Mail Services	8.74
60336	Foliage Design Systems, Inc.	Interior Plant Maintenance	279.69
60337	Fuelman	Fuel for MSPA Vehicles	364.62
60338	Grainger, Inc.	Maintenance Supplies and Trailer Jack	2,237.98
60339	Great Southern Club	Monthly Dues and Business Expenses	779.20
60340	Whitney Bank Divisional Property	January Lease for Suite 1450	26,858.42
60342	International Association of Maritime	Professional Consulting Services - Tariff Review	12,900.00
60343	John W. Harmon	Annual Elevator Inspections at Ocean Enterprise Facility	614.75
60344	MS State Treasurer Fund 3360900000	Telephone/Internet Services	695.40
60345	Jackson Supply Company	HVAC Repair Part for Dole Administration Building	90.31
60346	Johnson Controls Fire Protection LP	Troubleshoot Fire Alarm for Shed 2	731.62
60347	Kens Hardware & Marine Supply	Braided Ropes for Chiquita Reefer Bunker Repairs	1,050.00
60348	KLDiscovery Ontrack, LLC	Professional Services	1,477.00
60349	Robert J. Knesal	Per Diem	40.00
60350	Mark P. Loughman	Per Diem	80.00
60351	Lowe's Home Center, Inc.	Small Hand Tools and Maintenance Supplies	481.16
60353	Mark Dunning Industries, Inc.	Waste Removal Services	660.00
60354	MS Economic Development Council	Membership Dues	225.00
60355	MS Power Company	Electricity	129,171.62
60356	MS Power Company	Electricity	19,007.56
60357	MS Pub. Employees Credit Union	Employee Deductions	445.00
60358	MS Pub. Employees Credit Union	Employee Deductions	445.00
60359	Department of Finance & Admin.	FY24 Tort Claim Assessments	6,642.00
60360	Jon T. Nass	Business Expenses	52.43
60361	Pass Road Mini Storage, LLC	Storage Unit Rent	175.00
60362	Portable Services, Inc.	Portable Restroom Services	382.50
60363	PRAM	Workshop Registration Fee	50.00
60364	Legal Shield	Employee Deductions	61.81
60365	Redd Pest Solutions	Pest Control Services	90.00
60366	RJ Young Company, Inc.	Printer Maintenance	540.00

60367	Rotolo Consultants, Inc. dba RCI	Landscape Services	6,303.25
60368	SBL Strategies, LLC	Professional Consulting Services	10,000.00
60369	ServiceWear Apparel, Inc.	Employee Uniforms	4,239.66
60370	Sorg Printing, LLC	Business Cards	50.00
60371	South Mississippi Business Machines	Copier Maintenance	569.00
60372	Norma Jean Soro	Transcription Services	389.48
60373	Southern Admin. and Benefits	Monthly Service Fee	209.00
60374	Southern Fire Sprinkler, Inc.	Fire Extinguishers and Maintenance	1,890.00
60375	Specialty Hose & Fabrication	Street Sweeper Repair Parts	328.18
60376	Kathryn Dennis Spear	Per Diem	80.00
60377	SSA Gulf Inc.	Office Trailer Rent for Cotton Compress	850.00
60378	Star Service Inc. of Mobile	HVAC/R Maintenance and Repair Services	1,267.20
60379	Sterling Solutions LLC	Professional Services	12,500.00
60380	Swetman Security Services, Inc.	Security Guard Services	66,527.80
60381	Cowles Edgar Symmes	Per Diem	120.00
60382	System Scale Corporation	Labor to Uninstall and Reinstall Scale Software	1,190.70
60383	Union Auto Parts	Maintenance Supplies	425.74
60384	Vacuum Truck Sales & Service, LLC	Parts for Street Sweeper	182.18
60386	Waste Oil Collectors, Inc.	Liquid Material Disposal	975.00
60387	Zoro Tools, Inc.	Air Filters for HVAC Units	1,628.34

CHECKS DATED 11/27/23 AND RELEASED PRIOR TO SCHEDULED CHECK RUN

60307	Kentwood Springs	Drinking Water	497.13
60308	Sparklight	Cable Services	237.56
60309	Card Services	Repair Parts, Office Supplies and Promotional Items	2,640.71
60310	Guardian	Employee Deductions	1,396.07
60311	MS Pub. Employees Credit Union	Employee Deductions	445.00
60312	The Port Employees Assoc.	Employee Deductions	104.00
60313	Stericycle, Inc.	Document Shredding Services	170.75
60314	Southern Admin. and Benefits	Employee Deductions	18,699.20
60315	United Way of South MS, Inc.	Employee Deductions	171.42
60316	DeeDee Wood	TWIC Card	125.25

CHECKS DATED 12/04/23 AND RELEASED PRIOR TO SCHEDULED CHECK RUN

60317	Sparklight	Internet Services	93.18
60318	CenterPoint Energy	Natural Gas Services	35.15
60319	Errol LaRue	Conference Registration Fee	247.00
60320	Pass Road Mini Storage, LLC	Storage Unit Rent	185.00
60321	Redd Pest Solutions	Pest Control Services	73.50

TRANSFERS

11/17/23	Deferred Compensation	Employee Deductions	1,370.00
11/22/23	Federal Tax Deposit	Payroll Tax Deposit	26,526.11
11/29/23	Connected Oceans	Business Development and Consulting Services	19,097.23
12/04/23	Deferred Compensation	Employee Deductions	1,370.00
12/05/23	State School Insurance Fund/DFA	12/2023 Employee Health and Life Insurance	14,147.20
12/06/23	Federal Tax Deposit	Payroll Tax Deposit	25,757.81
12/06/23	Public Employment Retirement	Retirement Match and Withheld	58,946.77
12/13/23	MS Department of Revenue	Sales Tax Payment	9,239.05
12/14/23	MS Department of Revenue	Employee Deductions	7,576.00
Total			<u><u>\$577,603.38</u></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:

Vendors: A3M Vacuum Service, Inc.; D.A. Marine Fumigation, Inc.; Glenn Machine Works, Inc.; LNJ Services, Inc.; Waste Pro of Mississippi, Inc. (f/d/a) Delta Sanitation of MS, LLC

Commissioner Spear left the meeting.

Commissioner Loughman moved to approve the following progress payments: Andercorp, LLC (\$364,672.68); and Hopkins Construction & Maintenance, LLC (\$69,927.60). Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Spear returned to the meeting.

Commissioner Loughman moved to approve the following progress payments: Balch & Bingham (\$40,509.03); Covington Civil & Environmental (\$90.00); Digital Engineering (\$26,959.50); MP Design Group (\$120,601.40); and Warren Paving (\$40,953.73). Commissioner Knesal seconded and the motion was unanimously approved.

OLD BUSINESS:

Commissioner Knesal moved to approve Change Order No. 7 under Contract No. 22-EN-05 with Andercorp. Change Order No. 7 adds 16 days to the project for a final completion date of November 15, 2023. Commissioner Loughman seconded and the motion was unanimously approved.

Commissioner Loughman moved to approve Modification No. 20 to Subrecipient Agreement R115-06-02. This modification extends the end date by 3 months with no change in costs. The final date is extended through March 31, 2024. Commissioner Knesal seconded and the motion was unanimously approved.

NEW BUSINESS:

Commissioner Loughman moved to approve MSPA Tariff #8 as revised by staff. Commissioner Spear seconded and the motion was unanimously approved.

Commissioner Loughman moved to approve a pilot rate increase of 3%, effective January 1, 2024. Commissioner Spear seconded and the motion was unanimously approved.

Commissioner Loughman moved to authorize the advertisement for bid the demolition of 2810 34th Avenue property. Commissioner Knesal seconded and the motion was unanimously approved.

ENGINEERING UPDATE:

Teresa Ehrlich reported on current engineering projects.

OPERATIONS REPORT:

Shawn Meyer reported on the maritime activity for November of 2023:

Vessels	15		Vehicles	11,000
Tugs	8		Railcars	777
Tonnage (YTD)	171,898		Barges	19
TEU's (short tons)	745,794			

TEU's are down 21% while TEU's are up 2% from November of 2022.

EXECUTIVE DIRECTOR'S COMMENTS:

Director Nass introduced Andrew Haines with Connected Oceans. Andrew will be handling business development for MSPA on a contract basis and has hit the ground running.

The accolades are coming in for the CN train run. The media response was phenomenal, and we look forward to new opportunities as a result.

Director Nass was in Colombia last month with the AAPA Latino Ports and many good contacts were made. There is a good deal of interest in our port and plans are being made to develop this interest. One follow-up will be a trade development mission early next year to Mexico.

GENERAL COUNSEL'S COMMENTS:

David Duhé thanked MSPA for another year of partnership and Balch & Bingham looks forward to another great year.

MDA'S COMMENTS:

Philip Carter had no comments.

COMMISSIONERS' COMMENTS:

Commissioner Symmes commended Shawn Meyer and his Operations' team for a job well done regarding the test trains last month.

Merry Christmas from Commissioner Knesal and thanks to all for their great efforts this past year.

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

Commissioner Loughman moved to enter Executive Session to discuss a legal matter (prospective leasing of real property). Commissioner Spear seconded and the motion was unanimously approved.

(THE BOARD OF COMMISSIONERS ENTERED INTO EXECUTIVE SESSION AT APPROXIMATELY 9:28 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
President



Mark Loughman
Secretary