

PORT COMMISSION MINUTES
MARCH 15, 2012

Be it remembered that a regular meeting of the Port Commission of the City of Long Beach, Mississippi, was begun and held at the City Hall, 201 Jeff Davis Avenue, in said City at 5:30 o'clock p.m., it being the third Thursday in March, 2012, and the same being the time, date, and place fixed for holding said meeting.

There were present and in attendance on said Commission and at the meeting the following named persons: Commission Vice President James Hancock, Secretary Barbara Reed, Commissioners David Marks, Vernon Ehlers, Charles Purchner, Danny Hansen, Barney Hill, Stan Snodgrass, Harbormaster Bill Angley, and Deputy City Clerk Stacey Dahl.

Absent the meeting were Commission President Phil Kies and Port Attorney James C. Simpson, Jr. It was noted for the record that Commissioner Kies was absent due to the death of his wife; whereupon the commissioners offered their deepest sympathy.

There being a quorum present and sufficient to transact the business of the Port Commission, the following proceedings were had and done.

The meeting was called to order and there were no amendments or comments to the agenda.

Commissioner Hansen made motion seconded by Commissioner Ehlers and unanimously carried to approve the Port Commission regular minutes of February 16, 2012, and the work session minutes of March 1, 2012, as submitted.

The commission recognized Mr. Ron Robertson, Project Manager, Broaddus and Associates, whereupon Mr. Robertson introduced Mr. Jason Chiniche, PE, Brown, Mitchell & Alexander, Inc. Mr. Chiniche updated the commission regarding CIAP, the harbor expansion and master plan; however no action was required or taken.

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Mr. Robertson's project updates were submitted as follows:

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Long Beach Port Commission
Phil Kies, President

March 15, 2012

RE: Project Updates:

1. **CIAP – Harbor Expansion and Master Plan.**

Kick off meeting took place Monday, March 5, 2012. Meeting Agenda, minutes and attendee list attached. Currently collecting data for Market Research and Feasibility Study to be done by Applied Technology and Management, Inc. (ATM). Update by Brown, Mitchell, Alexander, Inc. (BMA).

2. **Bait Shop Trailer**

Have had Inquiries from 7-8 possible bidders, who have requested specs and plans on the new concrete slab and other work associated with the bait shop. Addendum #1 and Addendum #2 with a few changes to the specs was issued 03/07/2012. I recommend port commission approve these minor changes. Bid opening is scheduled for 03/19/2012. **Action needed.**

3. **Alternate Project. Harbor Improvements.**

Phase-I, Construction Work began week of 02/27/2012. All demolition, removing of existing piling on pier #2 was completed by Monday 03/12/2012. New piling installed on south side of pier #2. Started work 3/15/2012 on installing pilings north side of pier #2. Currently on schedule to be completed by May 30, 2012.

Phase-II, Harbor Miscellaneous improvement work scope, plans and Specs attached for your reference. Plans are to Advertise for Bids on Phase II improvements this month.

4. **Bulkhead Project.**

Bay South has been given approval to procure the production piles; which will be delivered next week. Currently pile driving of piles for the restaurant is almost completed. Contractor will switch over to piling driving on bulkhead 3/26/2012. Project is behind schedule. David Ball and I will be meeting with the contractor to discuss efforts to accelerate the construction work to meet the August completion date.

Garner Russell Engineering continues work on additional work scope and bid package for **Phase-IV.** This next phase will add a mooring pier on west side of harbor in front of Steve's Marina Restaurant.

Port Commission Monthly Project Update
Prepared by Ron Robertson, P. E.

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Please contact me at your convenience with any questions.

Best Regards,



Ron Robertson, P. E.
Project Manager

NEW BULKHEAD PROJECT CONSTRUCTION ACTIVITY



First Test Pile Driving in progress on 02/02/2012



Completed driving Two Test Piles on 02/07/2012



All Pilings on Pier #2 removed 03/12/2012



Restaurant Pilings Installed 03/15/2012

Port Commission Monthly Project Update
Prepared by Ron Robertson, P. E.

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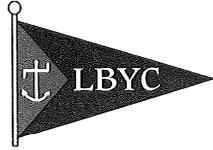
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After considerable discussion on the aforesaid report, the following action was taken:

- Commissioner Marks made motion seconded by Commissioner Hansen and unanimously carried to approve Addendum #1 and Addendum #2 on the Bait Shop Restoration project. Said addendums on file with the bid specification package and in the office of the City Clerk.

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The commission recognized Mr. Holly Murray, representative of the Long Beach Yacht Club; whereupon Mr. Murray submitted the following letter:



LONG BEACH YACHT CLUB

4 March 2012

Mr. Phil Kies
President, Port and Harbor Commission
Long Beach, Mississippi 39560

Dear Sir:

As requested in our telephone conversation of 15 February 2012, Ms. Holly Murray will represent the Long Beach Yacht Club at the Port and Harbor Commission meetings with reference to the planning and execution of Phase 2 Harbor improvements.

Respectfully yours,

A handwritten signature in black ink, appearing to read 'June Wiggins', written in a cursive style.

June Wiggins
2012 Commodore
Long Beach Yacht Club

P.O. BOX 97 • LONG BEACH, MS 39560 • 228-868-8279
www.longbeachyachtclub.com

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After brief discussion, Commissioner Ehlers made motion seconded by Commissioner Hansen and unanimously carried to accept Ms. Murray as the Yacht Club's representative and to appoint Commissioner Stan Snodgrass as the Port Commission's liaison. There was no further action required or taken at this time.

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There came on for discussion the 2012 Deep Sea Fishing Rodeo; however there was no one present. Mr. Michael Casano, President of the Deep Sea Fishing Rodeo, arrived later in the course of this meeting.

There came on for discussion House Bill 1234; whereupon Commissioner Reed made motion seconded by Commissioner Ehlers and unanimously carried to schedule a **Work Session on Tuesday, March 27, 2012, at 5:00 o'clock p.m., at the City Hall, to discuss House Bill 1234. It was further ordered to extend an invitation to the Mayor and Board of Aldermen to join them in this work session to discuss House Bill 1234.**

There was no action required or taken regarding Tidelands or BIG.

There came on for consideration the Long Beach Port Commission 2012 – 2015 Strategic Plan. Said plan ordered spread upon the minutes of this meeting in words and figures as follows:

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Long Beach Port Commission 2012 -2015 Strategic Plan			
<i>Mission: To operate a recreational harbor facility for the enjoyment of the general public by promoting unmatched amenities and services, providing a safe, clean environment, and exercising sound fiscal management.</i>			
<i>Vision: Long Beach Harbor will be the Gulf Coast premier destination of choice sought after by all those who love and use the water.</i>			
2012-2013 focus: complete capital improvement infrastructure upgrades and develop a harbor Master Plan			
Key Goal Areas (and Objectives)			
MARKET DEVELOPMENT (By the end of CY 2014 we will increase Harbor occupancy rate by 20%)	INFRASTRUCTURE DEVELOPMENT (By mid-CY 2013, we will conclude 5 major capital improvement projects)	PERSONNEL DEVELOPMENT (By the end of CY 2013 all our harbor employees will be certified in basic marina safety education)	BUDGET DEVELOPMENT (By the end of CY 2015 we will increase our net budget by 25%)
Initiatives			
<ul style="list-style-type: none"> Advertising and marketing campaign to increase permanent and transient occupancy rates Increase advertised public events 	<ul style="list-style-type: none"> Obtain and maintain Clean Marina designation Maintain established timelines for 5 capital improvement projects Design and construct # and size of boat slips to meet public demand Increase amenities available to the general public Improve physical appearance 	<ul style="list-style-type: none"> Maintain First Aid/CPR Cert. Obtain basic seamanship quals Obtain basic swimming course Obtain basic boater's education Establish SOP training 	<ul style="list-style-type: none"> Increase Grant applications Increase Grant awards Increase Tidelands money received Increase event money income Maximize value of expenditures
Key Performance Metrics			
<ul style="list-style-type: none"> Permanent occupancy rate Monthly Transient occupancy rate # of public events per month 	<ul style="list-style-type: none"> # Clean Marina activities /mo Capital Improvement project (>\$50K) completion rate Minor project (<\$50K) completion status Harbor occupancy rate Feedback on appearance 	<ul style="list-style-type: none"> % of employees with: <ul style="list-style-type: none"> - First Aid/CPR cert. - Seamanship quals - Basic swim course - Boater's education - Formal SOP training 	<ul style="list-style-type: none"> Amt of grant applications submitted /yr Amt of grant awards/yr Amt of event money received /yr Operating budget/improvements

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Commissioner Purchner made motion seconded by Commissioner Reed and unanimously carried to approve the aforesaid Strategic Plan.

There came on for consideration the Port Commission Election of Officers for the 2012/2013 term. Commissioner Purchner made motion seconded by Commissioner Hancock to nominate:

Phil Kies	President
Barbara Reed	Vice President
Danny Hansen	Secretary

There being no further nominations entertained, the aforesaid nominees were elected to the aforementioned offices by the unanimous vote of all the commissioners present and voting.

Commissioner Purchner made motion seconded by Commissioner Hansen and unanimously carried to approve payment of invoices as listed on Dockets of Claims #HBR022112 and #HBR030612; excluding a payment of \$1490.85 to Soundlock Production, which the harbormaster reported the check voided.

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Commissioner Marks made motion seconded by Commissioner Reed and unanimously carried acknowledging receipt of the February, 2012, revenue/expense report.

The commission recognized Mr. Bill Angley for the Harbormaster's report as follows:

Harbor Master Report

March 15, 2012

- Harbor Master building showing cracks around all pilings and caps since pile driving started on bulkhead
- Recommend Ronnie Jamison as part employee to replace Wendy Reed's Position
- Jimmy Levens Started pile work on restaurant
- Piles started on Pier 2
- Received ice machine awaiting installation
- Finishing signage for piers to finish clean marina check list
- Working on final purchases of harbor contents so work order can be closed out with FEMA and MEMA need approval to purchase contents
- Working on new Hurricane recall sheet and updating contract information
- Had our planning meeting for Rodeo
- Rodeo carts for 6 looking at 1800 plus fuel
- Overtime cost for employees will range 2500+
- Signage for rodeo and carts
- Working with Sand and Beach to get Pavilion and fire permits situation worked out so that safety concerns are met and people who rent are kept happy
- Appointment of Curtis D Falks as Assistant Harbor Master during my absence he will be in charge of day to day along with on call if emergency should Arise
- Need approval of pier sign
- Spoke with Marlin Ladner about sidewalks on both east and west side of pavilion
- Working with Fire and Police Chiefs to get traffic and signage right for the rodeo
- Current Slip Occupancy 197 of 233

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The following action was taken regarding the aforesaid report:

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- Commissioner Ehlers made motion seconded by Commissioner Hansen and unanimously carried approving the harbormaster's request to proceed with his request to hire Mr. Ronnie Jamison as a part time Harbor Guard.

There was no further action required or taken regarding the harbormaster's report.

Mr. Michael Casano, President of the Deep Sea Fishing Rodeo, arrived; whereupon discussion was held regarding holding the 2012 Deep Sea Fishing Rodeo at the Long Beach Harbor. The official dates for the rodeo will be June 30, 2012 thru July 4, 2012. Commissioner Ehlers made motion seconded by Commissioner Reed and unanimously carried to approve locating the Deep Sea Fishing Rodeo at the Harbor on the aforesaid dates. It was noted for the record that Commissioners Marks and Ehlers would be working closely with rodeo representatives, and city officials on specifics and report to the commission.

There was no Port Attorney's report due to his absence.

There being no further business to come before the Port Commission at this time, Commissioner Ehlers made motion seconded by Commissioner Purchner and unanimously carried to adjourn until the next regular meeting in due course.

APPROVED:

PHIL KIES, PRESIDENT

DATE

ATTEST:

STACEY DAHL, DEPUTY CITY CLERK