

Maryland Port Commission
Open Session Minutes
October 1, 2019

The Three Hundred and Fifty Seventh Session of the Maryland Port Commission was called to order at 9:02 am by Chairman Earl Lewis at the World Trade Center, 401 E. Pratt Street, Stanton Room, 20th Floor, Baltimore, Maryland 21202. The Commission met in Open Session from 9:02 am until 9:50 am.

Present: Chairman Earl Lewis and Commissioners Dandy, Dean, Huber, Lunn and Richardson.

Staff: Jim White (Executive Director), Dave Thomas (Deputy Director), Bob Munroe (MPA Principal Counsel), Mike Miller (Director of Maritime Commercial Management), Richard Powers (Director of Marketing), Kristen Fidler (Director of Harbor Development), Steve Johnson (Director of Engineering), Dave Espie (Director of Security), Brian Miller (Director of Operations), Jim Dwyer (Director of Planning), Wonza Spann-Nicholas (Director of Finance) John Thornton (Manager of Procurement), Jill Lemke (Planning), and Chris Nichols (Executive Office).

Minutes of the Three Hundred and Fifty Sixth Open Session Meeting

Commissioner Dandy moved to approve the Open and Closed Session Minutes of the Three Hundred and Fifty Sixth Port Commission meeting. Commissioner Lunn seconded the motion. The minutes were approved unanimously without discussion.

MPC Report to the Maryland General Assembly, Jill Lemke, Strategic Planning and Special Projects Manager

Ms. Lemke requested approval for the final draft of the Annual MPC Report to the Legislature.

Commissioner Richardson moved to approve the MPC Report to the Maryland General Assembly. Commissioner Huber seconded the motion. The Report was approved unanimously by the Commission without discussion.

FY 2019 Operating Results, Wonza Spann-Nicholas, Chief Financial Officer and Treasurer

Ms. Spann-Nicholas provided an overview of the FY 2019 year-end operating results as set forth in charts below.

**FY 2019 Year End Operating Income Summary
(in thousands)**

	FY 2019 Appropriation	FY 2019 Actual	FY 2020 Appropriation*
Operating:			
Revenue	\$ 53,547	\$ 55,283	\$ 55,216
Expense	\$ 50,295	\$ 47,643	\$ 51,070
Net Income	\$ 3,252	\$ 7,640	\$ 4,146
Non-Operating:			
Revenue	\$ 8,896	\$ 6,786	\$ 9,705
Total	\$ 12,148	\$ 14,426	\$ 13,851

*as of May 2019

**FY 2019 Year End Budget Closeout
(in thousands)**

	FY 2019 Appropriation	FY 2019 Actual	FY 2019 Difference	Percentage Difference
Operating Program				
01 - Salary and Wages	\$ 17,875	\$ 18,310	\$ 435	2.4%
02 - Technical and Special	\$ 469	\$ 246	\$ (223)	(47.5)%
03 - Communications	\$ 333	\$ 326	\$ (7)	(2.1)%
04 - Travel	\$ 594	\$ 429	\$ (165)	(27.8)%
06 - Fuel and Utilities	\$ 5,514	\$ 4,709	\$ (805)	(14.6)%
07 - Motor Vehicle Operations	\$ 984	\$ 725	\$ (259)	(26.3)%
08 - Contractual Services	\$ 18,596	\$ 17,997	\$ (599)	(3.2)%
09 - Supplies and Materials	\$ 914	\$ 771	\$ (143)	(15.6)%
10 - Equipment - Replacement	\$ 382	\$ 219	\$ (163)	(42.7)%
11 - Equipment - Additional	\$ 213	\$ 100	\$ (113)	(53.1)%
12 - Grant and Subsidies	\$ 25	\$ 25	\$ -	0.0%
13 - Fixed Charges	\$ 3,495	\$ 3,446	\$ (49)	(1.4)%
14 - Land and Structures	\$ 901	\$ 340	\$ (561)	(62.3)%
Total Operating Program	\$ 50,295	\$ 47,643	\$ (2,652)	(5.3)%
Capital Program				
Op-to-Cap	\$ 4,687	\$ 4,444	\$ (243)	(5.2)%
Harbor Development	\$ 59,125	\$ 59,559	\$ 434	0.7%
Landside	\$ 50,686	\$ 31,688	\$ (18,998)	(37.5)%
Total Capital Program	\$ 114,498	\$ 95,691	\$ (18,807)	(16.4)%
Total Operating and Capital Program	\$ 164,793	\$ 143,334	\$ (21,459)	(13.0)%

Note: Operating Program does not include Federal Funds (\$440 revenue & expenses)

Contracts for Approval

Mr. Thornton requested approval for the following contracts and asked that Ms. Fidler speak regarding the details of the contract:

1. Contract #507506 – Inter-Agency Agreement for the Construction of the Masonville Dredged Material Containment Facility (Modification #5); Maryland Environmental Service, Millersville, MD; Term (under this modification): 08/01/2022 - 07/31/27; \$95,000,000 NTE
Presented by: John Thornton

Motion to approve made by Commissioner Richardson, seconded by Commissioner Dean and approved unanimously by the Commission.

Move into Closed Session

At 9:50 am, in accordance with State Government Article, Section 10-508 (a)(4), Annotated Code of Maryland, Commissioner Dean moved that the Commission meet in Closed Session, and Commissioner Dandy seconded the motion. The motion was approved unanimously. See attached Closing Statement. The Commission met in Closed Session from 9:50 am until 10:27 am. Jim White (Executive Director), Bob Munroe (MPA Principal Counsel), and Chris Nichols (Executive Office) were present. The Closed Session ended at 10:50 am and the meeting returned to Open Session. Vote to approve personal use of state assigned vehicle for Director of Security.

Adjournment

There being no further business, a motion to adjourn was made by Commissioner Richardson and seconded by Commissioner Huber. The motion carried unanimously. The meeting adjourned at 10:27 am.