



VIRGIN ISLANDS PORT AUTHORITY GOVERNING BOARD MEETING ACTIONS LIST

December 15, 2014 Board Meeting
Chaired by Robert O'Connor Jr., Board Chairman
St. Croix, US Virgin Islands

Board Members

1. Robert O'Connor Jr., St. John Representative - **Chairman**
2. Darryl Smalls, DPW Commissioner - **Vice Chairman**
3. Albert Bryan Jr., EDA Chairman – **Secretary** (absent)
4. Vincent Frazer, Esq., Attorney General
5. Beverly Nicholson-Doty, Tourism Commissioner
6. Robert Cintron, St. Croix Representative
7. Manuel Gutierrez, St. Croix Representative
8. Allison Petrus, St. Thomas Representative (absent)
9. Dr. Yvonne Thraen, St. Thomas Representative

Board Staff

1. Tonya Pickering, Internal Auditor (absent)

VIPA Staff Present

1. Carlton Dowe, Executive Director
2. Valdamier Collens, Chief Financial Officer
3. Dale A. Gregory, Director of Engineering
4. Denise M. Mills, Director of Property Management
5. Milton Potter, Director of Human Resources
6. Don C. Mills, Esq., Legal Counsel
7. Nycole Thompson, Esq., Senior Staff Attorney
8. Kelvin Industrious, STT/STJ Marine Manager
9. Ava Penn, Acting Crown Bay District Manager
10. Julice Harley, Executive Assistant to the Exec. Director
11. Monifa A. Marrero, Public Information Officer

FINANCE COMMITTEE

Change in Name for Purchasing Department Credit Card (St. Thomas) – BPPR

Approved resolution to change authorized name on the credit card issued to VIPA Purchasing Department STT/STJ from James Tamar, the former purchasing supervisor, to Denise LeCointe, the current purchasing supervisor.

Six-Month CD – First Bank

Approved resolution to allow \$1 mil investment of bond funds for renewal and replacement funds.

PROPERTY COMMITTEE

World Wide Flight Services

Approved lease agreement for office space at HERA for two years with no option at \$1,255 per month.

Jaredian Design Group, LLC

Approved termination of tenant's lease agreement for space at Parcel 161-E-1 and waived outstanding rents and fees.

PROJECTS & OPERATIONS COMMITTEE

Advance Roofing, Inc.

Awarded maintenance agreement to Advance Roofing, Inc. for three years to maintain the warranty of the recent roof repairs at CEKA. Funding for first year via PFCs and other two years the costs for the contract will be budgeted. The contract totals \$23,100 (\$12,100 membrane, \$11,000 for metal section of the roof).

Crown Bay Pier Geotechnical Survey Services

Awarded \$88,475 contract to CDR Maguire to perform geotechnical testing at the Crown Bay cruise ship pier to find underlying conditions to complete plans for Crown Bay cruise ship pier expansion and installation of a dolphin. Funded via bond financing.

HERA Restroom Renovation – Change Order No. 1

Approved Change Order No. 1 to FR Maintenance and Construction in the amount of \$4,550 to address unforeseen conditions that arose after demolition during the HERA Baggage Claim Area Restroom Renovation Project.

HERA Restroom Renovation – Change Order No. 2

Approved \$15,365 Change Order No. 2 to FR Maintenance and Construction to address necessary design and material upgrades for the HERA Baggage Claim Area Restroom Renovation Project.

Crown Bay Dredging Projects – Update

Crown Bay East Gregorie Channel – US Army Corp of Engineers has given a tentative approval of the permit. Still pending.

Crown Bay Marina Dredging – This project has been completed. Dredging was performed at mouth of the marina and the area near the VIPA cargo dock near the Tropical Shipping area.

Amendment to the deJongh Group Professional Services Contract for the Crown Bay Development Project

Approved six-month extension and additional payment of \$48,364.23 as an amendment to current professional services contract between VIPA and the deJongh group to provide consulting services and develop an Environmental Assessment Report and Re-Zoning Entitlement Services for the Crown Bay Development Project. The original contract is \$400,000.

EXECUTIVE SESSION

Rum Micro Distillery Agreement

Approved leasing Subbase Building 16 consisting of warehouse space located directly across from Crown Bay Center. The building will be restored and used as a rum micro distillery.