



VIRGIN ISLANDS PORT AUTHORITY GOVERNING BOARD MEETING ACTIONS LIST February 19, 2014 Board Meeting Chaired by Robert O'Connor Jr., Board Chairman St. Thomas, U.S. Virgin Islands

Board Members

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

Board Staff

1. Tonya Pickering, Internal Auditor

VIPA Staff Present

1. Carlton Dowe, Executive Director
2. David W. Mapp, Assistant Executive Director
3. Valdamier Collens, Chief Financial Officer
4. Dale A. Gregory, Director of Engineering
5. Denise M. Mills, Director of Property Management
6. Milton Potter, Director of Human Resources
7. Don C. Mills, Esq., General Counsel
8. Nycole Thompson, Esq., Senior Staff Attorney
9. Kelvin Industrious, Marine Manager – STT/STJ
10. Jose Nazario, Airport Manager - CEKA
11. Vickeé Armstrong, Crown Bay District General Manager
12. Monifa A. Marrero, Public Information Officer
13. Julice Harley, Executive Assistant to the Executive Director

FINANCE COMMITTEE

Ashley Williams Mobile – Finance Charges Waiver Request

Approved request to waive half of \$2,080.36 in finance charges accrued through Jan. 31, 2014 on a single invoice for water.

Travel & Entertainment Policy

Approved VIPA Travel & Entertainment Policy amendments:

1. Per Diem rate for board members and staff will be \$100.
2. Overnight travel per diem for board members and staff within the territory will be \$50.
3. Amended language to international travel costs to be included changes to the per diem rate.
4. Per Diem for same-day travel is to be obtained after the travel has occurred.

PROPERTY COMMITTEE

SITA Information Networking Computing USA, Inc.

Approved the lease of space at the HERA Terminal for a three-year term at \$500 per month to place a cabinet to house aircraft communicative automotive reporting system (ACARS).

Aviation Partners of Boynton Beach LLC. dba Hummingbird Air

Approved lease of airline counter space at the HERA Terminal for a three-year term at \$1,000 per month to operate a charter airline.

VI Industrial Park Corporation

Approved amending the use provision in the lease agreement between VIPA and VIIPC to allow subletting to companies in aquaponics and related industries.

Polaris Engineering, Inc.

Approved request for Polaris Engineering, Inc. to lease 53,040 square feet at the Gordon A. Finch Molasses Pier to construct a liquid petroleum gas storage facility to store 12 tanks for 10 years with a 10-year option. Tenant \$39,780 per year with a CPI increase every three years.

VI Finest Foods

Approved to include leasing of office space in the agreement between VIPA and VI Finest Foods.

MSI Building Supplies - Construction/Investment Requirement

Moved discussion to executive session.

VI Housing Authority re: Bournefield

Authorized the executive director to continue negotiations with the VI Housing Authority to act as the developer for the relocation of the Bournefield Housing Community owned by VIPA.

PROJECTS COMMITTEE

Change Order – J. Benton Construction, contractor for the CEKA Roof Repair Project

Approved change order in the amount of \$17,402.16 for contract between VIPA and J. Benton Construction, the contractor for the CEKA roof repair project. Changes included modification in design and increased scope of work to cover concrete that supports air handler units on the terminal roof. Funded via PFCs.

CEKA Parking Lot and Roadway Lights

Awarded contract to Sol, Inc. to provide upgraded solar lights to safely illuminate CEKA's parking lot and roadway. This procurement contract is in the amount of \$92,555. VIPA will be able to utilize existing poles and will install new solar lights in-house. Funded via VIPA FY 2014 budget. (Note: VIPA will not purchase any lights without recommendation from WAPA.)

URS Caribe LLP – Amendment No. 1 to Supplemental Agreement No. 21

Approved change order in the amount of \$46,411 for additional design and construction administration services for the CEKA Baggage Claim Renovation project to address safety and security concerns expressed by TSA regarding enclosure of baggage belts. Funded via PFCs.

VIPA Project Financing

Authorized executive director to move forward with a project-financing plan (projects to be named later). Executive Director is authorized to expend an amount not to exceed 1.25% percent of any financing amount.

PERSONNEL COMMITTEE

Temporary Engineering Associate – St. Thomas

Approved hiring of a temporary engineering associate for six months at a \$35,000 salary.

EXECUTIVE SESSION

- ❖ Salary adjustment for an employee whose salary was inappropriately low.
- ❖ A 2.5% increase in salary for Director's and Non-Union employees retroactive to Oct. 1, 2013.