



VIRGIN ISLANDS PORT AUTHORITY
GOVERNING BOARD MEETING ACTIONS LIST
July 16, 2014 Board Meeting
Chaired by Robert O'Connor Jr., Board Chairman
St. John, U.S. 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**
4. Vincent Frazer, Esq., Attorney General
5. Beverly Nicholson-Doty, Tourism Commissioner
6. Manuel Gutierrez, St. Croix Representative
7. Robert Cintron, St. Croix Representative (absent)
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. David W. Mapp, Assistant Executive Director
3. Valdamier Collens, Chief Financial Officer
4. Dale A. Gregory, Director of Engineering
5. Denise M. Mills, CPM, Director of Property Management
6. Milton Potter, Director of Human Resources
7. Vickee Armstrong, Crown Bay District General Manager
8. Nycole Thompson, Esq., Senior Staff Attorney
9. Kelvin Industrious, Marine Manager (STT/STJ)
10. Monifa A. Marrero, Public Information Officer
11. Damali Rogers, Special Assistant to the Executive Director

PROPERTY COMMITTEE

DHL Worldwide Express, Inc.

Approved continued occupancy at the Henry Rohlsen Airport for baggage, cargo, mail handling and other delivery related activities for three years with one three-year option at \$30,024.25 per year with CPI/5% increase on third year of the lease.

Lewis Investments, Inc. dba Sea Flight

Approved amendment to existing lease option term from one three-year term to three one-year terms.

Duty Free St. Thomas, LLC

Voted to have VIPA's legal counsel investigate and report back to the board on the ownership changes that have occurred within this company prior to the board's consideration of reinstating the exclusive right to sell liquor during tenant's 3rd five-year option period from Nov. 2018 through Nov. 2023.

Big Horn, LLC dba Caribana

Approved lease of space at Bldg. A-10 at the Austin "Babe" Monsanto Marine Terminal for two years with a relocation clause at a rate of \$57,585 per year.

Maureen Morrell dba Spice Island

Approved use agreement for kiosk at the Austin “Babe” Monsanto Marine Terminal for a two-year term with a relocation clause at a rate of \$1,200 a month.

Miradas Holding, Inc. dba Laline

Approved use agreement for space at the Austin “Babe” Monsanto Marine Terminal for a two-year term at a rate of \$1,735 per month.

FINANCE COMMITTEE

Capital Projects Transfer Update

Board requested that staff provide a summary of all capital project budget transfers with staff summaries for review and approval by the Board - to include the reason for the transfer and the affect it will have on the project the funding is being taken from.

Seaborne Airlines Payment Agreement

Amended previously approved payment plan between VIPA and Seaborne Airlines to extend last payment expected July 31, 2014. Remaining monies due under payment plan to be paid in three installments:

- \$200,000 due July 31, 2014
- \$130,000 due Aug. 31, 2014
- \$130,000 due Sept. 30, 2014

PROJECTS & OPERATIONS COMMITTEE

HERA Solar Photovoltaic Implementation

Returned to Projects & Operations Committee.

**CEKA Terminal Building Roof Repair Project –
Change Order/Settlement**

Approved negotiated settlement with J. Benton Construction, LLC in the amount of \$95,281.61 to compensate for additional expenses incurred as a result of delays in the progress of the work (inclement weather and overhead costs caused by the delay). This change order closes out this project.

CEKA Third Exit Lane Construction Project

Awarded contract to Neon Construction Enterprise, Inc. in the amount of \$247,122.50 to construct a third exit lane at the CEKA parking lot.

HERA Apron Rehabilitation Project

Approved negative change order between VIPA and Virgin Islands Paving, Inc. in the amount of (\$119,618.60) for adjusting the contract quantities and values.

PERSONNEL COMMITTEE

Adjustment of Personnel Budget

Approved removal of vacant positions of *senior bookkeeper* and *accountant* and created a new position of "*business management analyst*" at a proposed salary of \$40,000 - \$42,000.

EXECUTIVE SESSION

1. Board gave staff guidance regarding an operations matter at the Ann E. Abramson Pier.
2. Board indicated that its offer to the VIPA Airport Firefighter and Law Enforcement Officer union was its last and final offer.