



VIRGIN ISLANDS PORT AUTHORITY GOVERNING BOARD MEETING ACTIONS LIST

September 17, 2015 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**
4. Vincent Frazer, Esq., Attorney General
5. Beverly Nicholson-Doty, Tourism Commissioner (absent)
6. Robert Cintron, St. Croix Representative
7. Manuel Gutierrez, St. Croix Representative
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., Legal Counsel
8. Nycole Thompson, Esq., Senior Staff Attorney
9. Kelvin Industrious, STT/STJ Marine Manager
10. John Payne, STX Marine Manager
11. Julice Harley, Executive Assistant to the Exec. Director
12. Monifa A. Marrero, Public Information Officer

POLL VOTE RATIFICATION

Poll Vote Ratification - Crown Bay Marina Dredging

Ratified poll vote to accept proposal from Orion Marine Construction, Inc. in an amount not to exceed \$1.3 million to dredge Crown Bay Marina and the face of the Crown Bay Cargo Dock on St. Thomas.

FINANCE COMMITTEE

Fiscal Year 2015 Budget

Approved VIPA's Fiscal Year 2015 Capital Budget, with the condition that the budget be amended to include the Ann E. Abramson Marine Facility South Tender Landing Repair Project.

Marine Cash Guidance Policy

Approved a VIPA Marine Division Cash Guidance Policy.

Maintenance Reserve Account

Approved establishing a Maintenance Reserve Account.

Resolution 004-2014

Approved Board Resolution No. 004-2014 to purchase Parcel Nos. 11 and 116, Southside Quarter, St. Thomas from the VI Housing Finance Authority. (Subbase)

Resolution 005-2014

Approved Board Resolution No. 005-2014 to lease Parcel No. 36 Estate Nisky No. 6 Southside Quarter, St. Thomas from Old Telegraph & Wireless, Inc. with an option to purchase the property.

Financing using PFCs

Authorized staff to explore the possibility of financing using passenger facility charges.

PROPERTY COMMITTEE

Delta Air Lines (CEKA)

Approved a three-year lease for Delta Air Lines for 156 s/f of space in CEKA Terminal Mainland Baggage Claim area to be used as a baggage office at \$50 per s/f. Cost of improvements to be borne by airline.

Delta Air Lines *HERA)

Approved a three-year lease for Delta Air Lines to operate an air carrier service at HERA:

1. Office and storage space at \$30 per s/f per annum.
2. Counter and queuing spaces including self-check kiosk spaces at \$45 per s/f per annum.

Aviation Partners of Boynton Beach, LLC dba Hummingbird Air

Approved a three-year lease for airline ticket counter space for Hummingbird Air to operate a charter airline service at CEKA at \$6,528 p/a.

Request for Proposals - CEKA General Aviation

Authorized staff to issue an RFP to expand the CEKA General Aviation Hangar Expansion and/or Maintenance Building Relocation & Renovation.

Trudy Jacobs dba Exquisite Hair Design, Crown Bay Center

Approved two-year lease for Trudy Jacobs to operate a full service hair salon and spa at Crown Bay Center - space B1: 3,800 s/f at \$35 per s/f for year one and \$40 per s/f \$32,325.60 per year at year two. A one-year concession of \$5 per s/f on the base rent and a one-year concession of \$3 on CAM charges shall be allowed. Existing salon equipment will be sold to tenant for the price of \$8,500 to be paid within a year.

Laline - Storage Space at ABMMT

Approved leasing 456.44 s/f of raw storage space in Bldg. A, Crown Bay Center at \$20 per s/f for a term of two years with annual increases of 5% or CPI - whichever is greater.

Crown Bay Center - Special Rent Consideration

- Extended September 2014 rent grace period through Dec. 31, 2014. Rent for this period may be paid in three installments through the grace period and will incur no interest or late fees.
- The grace period on rents from May 2015 through Sept. 2015 is extended from five to 15 days. Interest and penalties will be waived to merchants making at least 50% of their monthly payment by the 15th of the month, with the remaining balance paid by the end of each month. All rents during this period must be current on or before Oct. 30, 2015.

Miradas Holdings, Inc. dba Laline (CEKA)

Approved three-year lease for 98 s/f of space in CEKA Terminal Pre-clearance area for non-exclusive sale of Laline brand products at \$4,900 p/a or %12 of sales - whichever is greater. Installation of flooring, display units, etc. to be borne at applicant's expense.

CEKA Terminal Leasing Suspension - Pre-Clearance

Temporarily suspended leasing commercial space in the CEKA Terminal Pre-Clearance area.

Projects & Operations Committee

CEKA Terminal Staircase Replacement

Approved the transfer of \$32,419 from CR2014-26 to fund the replacement of two corroded staircases at CEKA Terminal gates 2 and 3.

CEKA Landscaping Design and Landscaping Project

Approved the transfer of \$29,100 from CR2014-26 to fund the CEKA Landscaping Design and Landscaping Project.

Procurement of ARFF Vehicle

Awarded \$923,421 to Oshkosh Corporation for the purchase of a new Airport Rescue Firefighting apparatus for CEKA.

ABMMT Repairs

Awarded an \$87,697.59 contract to V.I. Paving, Inc. to perform patchwork repairs at the Austin "Babe" Monsanto Marine Terminal parking lot.

EXECUTIVE SESSION

Preferential Berthing Negotiations

Staff authorized to negotiate with a cruise line for preferential berthing at the Austin "Babe" Monsanto Marine Terminal, Crown Bay, St. Thomas.

Negotiations

Staff along with Jones Lang LaSalle authorized to negotiate a ground lease with an agency for development.

Salary

Made a decision about the Executive Director's salary going forward.