



Virgin Islands Port Authority Governing Board Meeting Actions List

August 19, 2015 Board Meeting

VIPA Administrative Building Conference Room

St. Thomas, U.S. Virgin Islands

Chaired by Beverly Nicholson-Doty, Vice Chairman

Board Members

1. Roberto Cintron, P.E. – Chairman (absent)
2. Beverly Nicholson Doty, Tourism Commissioner – Vice Chair
3. José A. Penn, Interim EDA Board Chairman – Secretary
4. Gustav James, Public Works Commissioner Designee (absent)
5. Manuel Gutierrez Jr., St. Croix Representative
6. Dr. Yvonne Thraen, St. Thomas Representative
7. Claude Walker, Esq., Acting Attorney General
8. St. Thomas Representative (vacant)
9. St. John Representative (vacant)

Board Staff

1. Tonya Pickering, Internal Auditor (absent)

VIPA Staff Present

- Carlton Dowe, Executive Director
- David W. Mapp, Assistant Executive Director
- Reuben Jennings, for Dir. of Human Resources
- Donna Frett-Gregory, Chief Financial Officer
- Dale A. Gregory, Director of Engineering
- Denise M. Mills, CPM, Director of Property Management
- Monifa Marrero Brathwaite, Public Information Officer
- Julice Harley, Chief of Staff
- Kelvin Industrious, Marine Manager STT/STJ
- Don C. Mills, Esq., Legal Counsel
- Jose Nazario, Airport Manager
- Ava Penn, Crown Bay District Manager
- Nycole Thompson, Esq., Senior Staff Attorney

POLL VOTE RATIFICATIONS

BDO USA, LLC

Ratified poll vote re: approval of \$80,000 payment to cover extension of time needed to complete professional audit.

PG Fuels, Inc.

Ratified poll vote re: approval of a 30-year lease with 10-year option to rent two parcels to construct a fuel storage that will be built within three years.

Area A consisting of 51,226.5 s/f will be rented at \$76,839.75 p/a; Area B consisting of 46,348 s/f will be rented at \$69,522 p/a with \$7 mil required investment. Rent to be increased 5% or CPI increase (whichever greater) on year five and every five years thereafter. Additional Fees: \$.015 per gal throughput fee and on 5th anniversary and every 5 years \$.0025 or per aviation schedule – whichever is greater.

Area B consisting of 46,348 s/f of land (first right of refusal).

Emerald Beach Corporation

Ratified poll vote re: approval of request to amend its lease agreement.

- Amend 5.86 acres of Parcel 70 D-1 Estate Lindbergh Bay to read 4.88 acres of Parcel 70D-1 Estate Lindbergh Bay aka 70D Remainder.
- Amend 0.259 acres of Parcel 70-T-1 Estate Lindbergh Bay to read 0.34 acres of Parcel 70-T-1 Estate Lindbergh Bay.
- Amend 5.32 acres of Parcel 35A Estate Nisky to read 6.144 acres 35A-1 and 35A Remainder Estate Nisky.

CEKA Incinerator Installation

Ratified poll vote re: approval of the award of a contract to Rijo Consultant, Repairs and Maintenance LLC. in the amount of \$68,722.50 to remove the old incinerator and install a new one at CEKA.

CDR Maguire Task Order 7-A – Schooner Bay Channel Dredging Construction Documents

Ratified poll vote re: approval of Task Order 7-A in the amount of \$71,835 between VIPA and CDR Maguire to prepare the construction documents to dredge the Schooner Bay Channel to a depth of -18 feet, which will allow small cruise lines to berth in Gallows Bay, St. Croix.

Purchase New Marine Fenders and Galvanized Cleats – Charlotte Amalie Waterfront, St. Thomas

Ratified poll vote re: approval to procure marine fenders and galvanized cleats from Maritime International for \$178,659 to replace deteriorated material along the Charlotte Amalie Waterfront bulkhead.

CDR Maguire Task Order No. 9 Amendment A – Red Hook Terminal Parking Lot 2nd Level

Ratified poll vote re: approval of Task Order No. 9 between VIPA and CDR Maguire to design the construction of the second level of the UVF Terminal's parking lot at Red Hook, St. Thomas.

FINANCE COMMITTEE

Contract for Professional Services - ASE Caribe, LLC

Approved a \$130,000 contract between VIPA and ACE Caribe from July 1, 2015 to June 30, 2016 to provide professional and technical services. Hourly rate shall be \$150 with maximum of 72 hours per month with option to carry over unused hours to subsequent months, and expenses up to \$20,000 for one year.

Fiscal Year 2016 Budget

Moved to executive session for discussion.

PROPERTY COMMITTEE

Standard Aviation, LLC – Application for Space at CEKA

Approved 30-year lease with no option to (1) build a \$4 mil aircraft hangar (2) to operate an FBO, and (3) to construct a \$1.6 mil maintenance bldg. for VIPA.

Tenant will lease 26,000 s/f of semi-improved space at \$39,000 p/a, and pay a fuel flow fee per VIPA Aviation Rate Schedule. Rent will increase on 5th year per CPI or 5%, whichever is greater. On 10th year, VIPA will negotiate a percentage of non-fuel sales. Facilities should be constructed within three years, with \$5.6 mil investment.

RFQ – Public Taxi Service at the Ann E. Abramson Marine Facility

Rejected proposal from St. Croix Sunshine Taxi Shuttle and Tours Association Inc. and authorized executive director to reissue a Request for Qualifications to provide public taxi service at the Ann E. Abramson Marine Facility.

Wesley Gordon and Glen Gordon – Lease Renewal at CEKA

Approved renewal of lease for a single use 1,501.51 s/f hangar at Parcel No. B at the CEKA North Ramp for five years at \$13,153 p/a with a CPI or 5% increase on third anniversary – whichever is greater.

Caribbean Travel Agency, Inc. dba Tropic Tours – Lease Renewal at CEKA

Approved renewal of three-year lease with three-year option to lease 240 s/f of office and counter space for operation of a tour agency at CEKA at \$12,000 p/a.

York Yacht, Inc. dba Calypso Catamaran Charters – Lease Renewal at UVF Terminal, Red Hook	Approved renewal of lease for 49 s/f at the UVF Terminal at Red Hook to provide free tourist information for three years at \$3,150 p/a.
Lauchland and Valerie Browne dba Caribbean Choices at Crown Bay Center	Approved renewal of lease to operate a retail store to sell tourist gift items at Crown Bay Center for one year beginning Oct. 1, 2015 with a one-year option at \$18,360 p/a and three month's rent security deposit.

PROJECTS & OPERATIONS COMMITTEE

CEKA Security Fencing Replacement – Island Roads Corporation	Approved Change Order in the amount of \$14,880.60 to Island Roads to purchase and install a transformer and perform other electrical work to connect the guard booth and electrical gate at CEKA.
Crown Bay Channel Dredging - Change Order	Approved Change Order in the amount of \$540,000 granting an additional 24 days to the contract between VIPA and Orion Marine Construction, Inc. to complete the dredging of the Crown Bay Channel.

PERSONNEL COMMITTEE

Fox Lawson & Associates	Approved extension of the contract between VIPA and Fox Lawson & Associates from Jan. 1, 2015 through Sep. 30, 2015 to complete the Classification and Compensation Study for the Port Authority. All other terms will be remain the same and there is no additional cost to extend the contract.
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EXECUTIVE SESSION

- Directed the Executive Director to provide documentation regarding a debt owed to the Department of Justice.
- Directed the Executive Director to complete investigation regarding a credit card and provide documentation to the Department of Justice if a breach is found.