



Virgin Islands Port Authority

Governing Board Meeting Actions List

June 17, 2015 Board Meeting (revised)

Henry E. Rohlsen Airport Terminal Conference Room

St. Croix, U.S. Virgin Islands

Chaired by Mr. Roberto Cintron, P.E., Chairman

Board Members

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

Board Staff

1. Tonya Pickering, Internal Auditor (absent)

VIPA Staff Present

- Carlton Dowe, Executive Director
- Damian Cartwright, Acting Assistant Executive Director
- Dayna Clendinen, Director of Human Resources
- Donna Frett-Gregory, Chief Financial Officer
- Dale A. Gregory, Director of Engineering
- Denise M. Mills, CPM, Director of Property Management
- Monifa Brathwaite, Public Information Officer
- Julice Harley, Chief of Staff
- Don C. Mills, Esq., Legal Counsel
- John Payne, Marine Manager STX
- Ava Penn, Crown Bay District Manager
- Nycole Thompson, Esq., Senior Staff Attorney

GOVERNING BOARD OFFICER ELECTION

Election of Board Officer – Secretary

Elected Jose A. Penn, Acting EDA Board Chairman to serve as VIPA Board's Secretary. Mr. Penn replaces Mr. Allison Petrus who resigned from the board effective 6/18/2015.

FINANCE COMMITTEE

Arthur Consulting Services, LLC.

Extended contract between VIPA and Arthur Consulting Services, LLC (current aviation consultant) from July 1, 2015 through June 30, 2016, not to exceed \$75,000 per year and customary rates remain the same.

Program/Project Management Services for 2014 Marine Bond Financed Capital Projects Program

Authorized staff to issue a RFP for a firm to perform program/management services for VIPA's 2014 Marine Bond Financed Capital Projects Program.

PROJECTS & OPERATIONS COMMITTEE

Enighed Pond Cargo Apron Construction

Awarded contract to Rumina Construction in the amount of \$1,200,000.79 to construct a cargo apron at the Theovald Moorehead Marine Facility at Enighed Pond, St. John. (FY 2015 Budget)

US Customs Warehouse Fire Suppression System Design – Wilfred Allick Port & Transshipment Center (Containerport), St. Croix

Authorized Task Order No. 12 to VIPA's marine engineering consultant, CDR Maguire, in the amount of \$88,923 to provide design and construction management services for the installation of a fire suppression system at the US Customs warehouse at the Containerport on St. Croix. (Oct. 2014 Bond Financed)

Design of Passenger Ferry Terminal, Gallows Bay

Approved Task Order No. 6 Amendment A to CDR Maguire, Inc. in the amount of \$274,670 for the design of the new passenger terminal for the Gallows Bay Marine Facility. (Oct. 2014 Bond Financed)

High Mast Lighting – Wilfred Allick Port & Transshipment Center

Awarded contract in the amount of \$777,035 to Eleven Construction, LLC to replace the high mast lighting at the Containerport. (Funded via VIPA FY 2015 Budget \$277,035 & Oct. 2014 Bond Financing \$500,000)

HERA Architectural & Engineering Consulting Services Contract

Awarded aviation consulting contract to American Infrastructure Development, Inc. for three years to provide aviation consulting services for the Henry E. Rohlsen Airport, St. Croix. The Federal Aviation Administration requires VIPA to hire an aviation consultant in order to qualify for FAA funding.

PERSONNEL COMMITTEE

Participation in Maritime Program with the University of the Virgin Islands

Authorized VIPA's contribution of \$125,000 per year towards a maritime program in partnership with the University of the Virgin Islands. VIPA will also contribute docking or waterfront space for vessels/marine craft used for the program at no cost. The contribution will not begin before Oct. 1, 2015.

EXECUTIVE SESSION

Port Attorney (General Counsel)

- Extended the employment of Port Attorney through September 30, 2015 and on a contractual basis from October 1, 2015 to December 31, 2015.
- Clarified that the position of Port Attorney is that of General Counsel from this date forward.
- Approved the advertisement and filling of the General Counsel position for FY 2016.

Executive Director

Approved the renewal of the Executive Director's employment contract, effective January 15, 2016.