



Virgin Islands Port Authority Governing Board Meeting Actions List

March 25, 2015 Board Meeting

Henry E. Rohlsen Airport Conference Room

St. Croix, U.S. Virgin Islands

Chaired by Roberto Cintron, P.E.

Board Members

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

Board Staff

1. Tonya Pickering, Internal Auditor

VIPA Staff Present

1. Carlton Dowe, Executive Director
2. David W. Mapp, Assistant Executive Director
3. Donna Frett-Gregory, Chief Financial Officer
4. Dale A. Gregory, Director of Engineering
5. Denise M. Mills, CPM, Director of Property Management
6. Desserie Smith Harrigan, Human Resources
7. Don C. Mills, Esq., Legal Counsel
8. Nycole Thompson, Esq., Senior Staff Attorney
9. M. Anna Penn, Accounting Manager
10. Ava Penn, Acting Crown Bay District General Manager
11. John Payne, Marine Manager STX
12. Kelvin Industrious, Marine Manager STT/STJ
13. Monifa Marrero Brathwaite, Public Information Officer
14. Julice Harley, Chief of Staff

POLL VOTE RATIFICATIONS

Poll Vote – Hiring of Chief Financial Officer

Ratified poll vote dated March 12, 2015 to hire Mrs. Donna Frett-Gregory as the VI Port Authority’s Chief Financial Officer.

FINANCE COMMITTEE

Aviation Fee - Off Airport Car Rentals

Approved \$1 fee per contracted day to be charged to all off-airport car rental agencies that pick up passengers at the Cyril E. King Airport on St. Thomas and the Henry E. Rohlsen Airport on St. Croix. The fee goes into effect October 1, 2015.

Aviation Fee - Off-Airport Ground Transportation Companies

Moved to executive session.

PROPERTY COMMITTEE

CBI Acquisitions, LLC dba Caneel Bay Resort – Hospitality Lounge at CEKA

Approved renewal of lease to operate a 252 s/f hospitality lounge at the Cyril E. King Airport Terminal for three years with two three-year options at \$50 per s/f (\$12,600 per annum).

Cardair, Inc. – CEKA

Approved leasing office and ticket counter at Cyril E. King Airport to conduct an airline for three years with a three-year option at \$19,728.96 per annum. (Office 307 s/f at \$43 per s/f; and half a counter 68 s/f at \$96 per s/f).

Seaborne – Sublease Request

Approved tenant's request to sublet leased VIPA properties to a mortgage firm and to a legal firm at a 10 percent sublease fee to be paid in addition to monthly rent. Tenant will also provide fully executed copies of the sublease agreements to the VI Port Authority.

PROJECTS & OPERATIONS COMMITTEE

Wilfred "Bomba" Allick Port & Transshipment Center Tenant Parking Lot Rehabilitation Project – Virgin Islands Paving, Inc. Change Order No. 1

Approved \$42,940.50 change order to increase contract quantities to rehabilitate the Containerport Parking Lot Rehab Project: additional parking lot signage, patching road, ADA sidewalk improvements, an eight-foot perimeter fence, and two 18-foot gates.

Task Order No. 2 Amendment B – Ovesen Seaplane Facility, St. Croix

Approved task order to CDR Maguire in the amount of \$78,655 to prepare construction documents & plans for the containment of contaminated soil and stabilization of the bulkhead at the Ovesen Seaplane Facility on St. Croix.

Crown Bay Cruise Ship Pier Feasibility Study

Approved issuance of a Request for Qualifications to hire a consulting firm to determine the feasibility of constructing a new pier to berth additional cruise ships in Crown Bay to accommodate the expansion needs of the US Virgin Islands. The study should cost no more than \$200,000.

**Trucking of Material from East Gregerie Channel
Dredging Project (Crown Bay, St. Thomas) –
Award of Contract to Rendco Co.**

Awarded contract between VIPA and Rendco Co. for the loading, removal and unloading of material removed from the Crown Bay East Gregerie Channel Dredging project at \$11.73 per cubic yard to remove up to 18,000 cubic yards of material – not to exceed \$225,000.

EXECUTIVE SESSION

Personnel Committee: HR Director

Approved the hiring of a new human resources director, Ms. Dayna Clendinen.

**Aviation Fee - Off-Airport Ground Transportation
Companies**

Approved:

1. Annual registration fee; and
2. Per trip fee for airport ramp access.

These fees will be charged to all private, off-airport ground transportation companies (i.e. limousine services, tour operators, taxis, baggage carriers, etc.) for use of reserved parking spaces and staging areas to pick up passengers at the airport facilities.

These companies will also continue to pay \$.50 per passenger fee to VIPA for passengers picked up at the airport.