



Virgin Islands Port Authority

Governing Board Meeting Actions List

November 18, 2015

Chaired by Roberto Cintron, P.E. – Board Chairman

St. Thomas, US Virgin Islands

Board Members

1. Roberto Cintron, P.E., St. Croix Private Citizen - **Board Chairman**
2. Beverly Nicholson-Doty, Tourism Commissioner – **Vice Chair**
3. José A. Penn, EDA Chairman – **Secretary**
4. Claude E. Walker, Esq., Attorney General
5. Gustav James, Public Works Commissioner (absent)
6. Laurel Hewitt-Sewer, St. John Private Citizen
7. Dr. Yvonne Thraen, St. Thomas Private Citizen
8. St. Croix Private Citizen (*Vacant*)
9. St. Thomas Private Citizen (*Vacant*)

Board Staff

1. Tonya Pickering, Internal Auditor

VIPA Staff Present

1. Carlton Dowe, Executive Director
2. Dale A. Gregory, Director of Engineering
3. Denise M. Mills, Director of Property Management
4. Nycole Thompson, Esq., Legal Counsel
5. Monifa Marrero Brathwaite, Public Information Officer
6. Humphrey Caswell, Financial Analyst
7. Julice Harley, Chief of Staff
8. Desserie Harrigan, HR Specialist
9. Anna Mauricia Penn, Accounting Manager

Addressing the 11/10/15 Property Committee Items at the 11/18/15 Board Meeting

Voted to address property committee matters not heard at the 10 Nov 2015 Property Committee meeting due to lack of quorum.

FINANCE COMMITTEE

Payment Plan Policy – Consent Judgements

Amended VIPA's payment plan policy to include the requirement for delinquent tenants to sign a consent judgement in conjunction with all payment plans.

Waiver of Former Board Member's Parking Fees

Discussion, no action taken.

2015 Accounts Receivables Bad Debt Write-Offs

- Approved the write off of 26 accounts in the amount of \$256,022.06.
- Staff to research Title 26 US Code 61 (reporting of write offs/discharged debts to the IRS.)

AON Premium Finance Quotation

Approved insurance coverage with AON Premium Finance in the amount of \$692,911.12 (to be paid quarterly) for VIPA's Business, Auto, Marine and Aircraft insurance coverage.

Joseph Harrigan dba Uncle Joes Tropical Vision

Approved payment plan in the amount of \$14,676, including a consent judgement.

PROPERTY COMMITTEE

Seaborne Airlines

Authorized executive director to write a letter to tenant expressing the board's displeasure with waiting area accommodations for travelers at the seaplane operations on St. Thomas and St. Croix.

**Transportation Security Administration (TSA) –
Henry E. Rohlsen Airport, St. Croix**

Approved renewal of lease agreement for 10 years for 2,933 s/f of office and storage spaces at HERA. At this time, there will be no change in the annual rental rate of \$70,567 and operating fees of \$25,493.60, which are based on the VIPA Aviation Tariff.

**Government of the US Virgin Islands /
Department of Public Works**

Approved Memorandum of Agreement with Govt. of the USVI via the Dept. of Public Works to transfer land to DPW for construction easements to complete the Veteran's Drive Improvements Project including land, bulkhead/pier and filled land. Upon completion of the construction project, portions of the easement and newly filled land for the bulkhead.

Jacqueline J. Warner dba Island Ambrosia

Renewed lease for kiosk GK-02 beginning Oct. 1, 2015 for sale of souvenirs at Crown Bay Center for \$15,120 p/a with a one-year option to renew. Tenant will report monthly gross sales and will also increase security deposit to equal three months' rent.

Sandals for You, LLC dba Sandals for Your Neck

Renewed lease for kiosk rental GK-01 beginning Oct. 1, 2015 for sale of jewelry at Crown Bay Center for \$15,120 p/a with a one-year option to renew. Tenant will report monthly gross sales and will also increase security deposit to equal three months' rent.

**Ana Ortiz dba Anna Souvenir, Jewelry and
Gems**

Renewed lease for kiosk rental GK-03 for the operation of a jewelry and gift shop at Crown Bay Center for \$15,120 p/a with a one-year option to renew. Tenant will report monthly gross sales and will also increase security deposit to equal three months' rent.

**Fanny A. Cuevas dba Angel Clothes and
Souvenirs**

Approved lease for 280 s/f of space at GS-05 at Crown Bay Center for one 10-month term and one 12-month term to operate a retail & souvenir store for \$15,300 p/a – with an option to renew for one year at \$18,360 p/a. Tenant will report monthly gross sales and a security deposit of three months' rent is required.

PROJECTS & OPERATIONS COMMITTEE

CEKA Public Address System

Approved Supplemental Agreement between VIPA and URS Caribe, LLP in the amount of \$66,859 for the technical and engineering support required during the construction of the CEKA Terminal's PA System. Funding Source: PFC's.

Energy Conservation Initiative

Approved the establishment of a comprehensive Energy Conservation and Savings Initiative (ECSI) Policy to implement an agency-wide energy conservation study.

Energy Systems Group, LLC (ESG)

Approved a Performance Development Agreement between VIPA and ESG to conduct an energy audit at HERA and CEKA — with the understanding that if VIPA does not select ESG to implement the study's recommendations, VIPA will pay ESG \$51,000. If ESG is selected, the audit will be free.

**Change Order – KDL 007 Enterprises/007
Maintenance & Security**

Approved Change Order in the amount of \$15,784 to include the expansion of the security surveillance camera system at the Blyden Terminal to include the Blair Seaplane Terminal.

PERSONNEL COMMITTEE

No meeting held.

MARKETING COMMITTEE

No meeting held.

EXECUTIVE SESSION

No actions taken.