



# Virgin Islands Port Authority Governing Board Meeting Actions List

October 21, 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** (absent)
3. José A. Penn, EDA Chairman – **Secretary**
4. Claude E. Walker, Esq., Attorney General
5. Gustav James, Public Works Commissioner
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. David W. Mapp, Assistant Executive Director
3. Dayna Clendinen, Director of Human Resources
4. Donna Frett-Gregory, Chief Financial Officer
5. Dale A. Gregory, Director of Engineering
6. Denise M. Mills, Director of Property Management
7. Monifa Marrero Brathwaite, Public Information Officer
8. Humphrey Caswell, Financial Analyst
9. Julice Harley, Chief of Staff
10. Nycole Thompson, Esq., Senior Staff Attorney

## FINANCE COMMITTEE

### **Poll Vote – Orion Marine Construction East Gregory Channel Dredging Change Order**

Approved Change Order for Orion Marine Construction, Inc. to complete dredging the East Gregorie Channel in no more than 42 days at a reduced daily rate of \$22,000. All other terms of the contract remain the same.

### **August 2015 Financials**

Requested a revised August 2015 financial report. New reporting format will be addressed in the Board's Finance Committee.

### **Memorandum of Understanding between WICO and VIPA re: Unified Tariff**

Moved to executive session.

### **Sage Time and Human Resources Management Solutions**

- Approved Executive Director to enter into contract with Sage Executive contract \$61,180 with monthly recurring cost of \$912.50 for nine months in FY16. The total for implementation of the system is \$69,392.50.
- Approved upgrading the Sage Suite to Sage Human Resources Management System at a cost of \$41,200.38.

**Armed/Unarmed Security Officer Services –  
Aviation, St. Croix**

Approved contract with Ranger American to provide unarmed security at \$13 per hour and armed security at \$14 per hour at HERA from Oct. 1, 2015 – Sep. 30, 2018.

**Armed/Unarmed Security Officer Services –  
Marine, St. Croix**

Approved contract with Ranger American to provide unarmed security at \$13 per hour and armed security at \$14 per hour at four stations at marine ports including Gallows Bay, the Container Port, the Molasses Pier and the Abramson Marine Facility from Oct. 1, 2015 – Sep. 30, 2018.

**PROPERTY COMMITTEE**

**Eagle Aviation, LLC**

Granted Eagle Aviation, LLC permission to sell fuel, with the condition that the tenant complies with all VIPA policies and USVI law, and completes the construction of its 25,000 s/f hangar within five months from the date of the tenant's request letter. If the tenant fails to complete the hangar by that time, the tenant must cease the sale of fuel.

**First Bank Puerto Rico  
dba First Bank Virgin Islands**

Approved renewal of the lease agreement between VIPA and First Bank VI to operate an ATM and night depository at HERA for \$6,000 per year and for an ATM only at CEKA for \$4,200 per year. Additional fee of \$0.25 per ATM transaction. Lease term shall be five years with a 5% or CPI increase on the third year.

**Government of the US for  
US Customs & Border Protection**

- Approved renewal of lease agreement for 5,760 s/f of space for two one-year terms at \$57,600 per year for space in the HERA Cargo Warehouse.
- Approved renewal of lease agreement for 1,950 s/f of office space for two one-year terms at \$70,200 per year for space at No. 15 Crown Bay, St. Thomas.

**United Parcel Service, Inc. (UPS)**

Approved request to lease 3,840 s/f space at the HERA east cargo building for five years with a five-year option at \$38,400 per year, with a 5% or CPI increase every five years.

**PROJECTS & OPERATIONS**

**Task Order #1J – CDR Maguire,  
Crown Bay Pier Mooring Dolphin**

Approved Task Order to CDR Maguire in the amount of \$56,650 to design a mooring dolphin to be included in the expansion of the Crown Bay Pier to accommodate larger vessels on the north berth in Crown Bay. Funded via VIPA 2013 Bonds under the Crown Bay Pier Expansion Project (filling of the notch).

**Engineering Services Consultant**

Authorized Executive Director to begin the process to solicit a third company to provide engineering services for the Port Authority.

**Supplemental Agreement – URS Caribe, LLP  
CEKA Master Plan Update &  
Exhibit A Property Map Revision**

Approved supplemental agreement to URS Caribe, LLP in the amount of \$747,981.90 to revise the CEKA Master Plan and prepare the revised Exhibit A Property Map. The plan needs to be revised and the map is more than 20 years old and needs to be updated. Funded via FAA AIP Grant; VIPA pays 10 percent.

**Supplemental Agreement - URS Caribe, LLP  
CEKA Runway 10-28 Lighting Skip Circuit**

Approved supplemental agreement to URS Caribe, LLP in the amount of \$59,202 to design a lighting skip circuit at CEKA. Funded via FAA AIP Grant; VIPA pays 10 percent.

**Supplemental Agreement – URS Caribe, LLP  
Rehabilitate CEKA Taxiway B**

Approved supplemental agreement to URS Caribe, LLP in the amount of \$128,576.70 to design the rehabilitation of CEKA Taxiway B which services general aviation aircraft. Funded via FAA AIP Grant; VIPA pays 10%.

**Supplemental Agreement – URS Caribe, LLP  
HERA Car Rental Office Spaces & Counters**

Approved supplemental agreement in the amount of \$134,642 to URS Caribe, LLP to design upgrades to the HERA Terminal car rental office spaces and counter spaces. Funded via the VIPA Customer Facility Charge.

**EXECUTIVE SESSION**

1. The Governing Board ratified a poll vote to reject a settlement demand made in a pending lawsuit.
2. The Governing Board authorized the Executive Director to make a counteroffer to a settlement demand made in a pending lawsuit.
3. The Governing Board ratified a poll vote to rescind the Board's instruction that the Executive Director forward documentation regarding a legal matter to the Department of Justice.
4. The Governing Board instructed the Executive Director to forward documentation regarding a VIPA credit card to the Department of Justice.
5. The Governing Board authorized VIPA, through the Executive Director, to enter into a Pier Usage Agreement with Royal Caribbean Cruises, Ltd.
6. The Governing Board authorized VIPA, through the Executive Director, to enter into a Memorandum of Understanding with WICO - subject to revised language.
7. The Governing Board authorized VIPA, through the Executive Director, to proceed with a bonding company to replace a contractor in default on a project and to instruct the contractor to do no further demolition.
8. The Governing Board selected Attorney Nycole Thompson to be the Virgin Islands Port Authority's new General Counsel.