



Virgin Islands Port Authority

Governing Board Meeting Actions List

August 17, 2016

Laurel Hewitt-Sewer – Vice Chair

St. Thomas, US Virgin Islands

Board Members

1. Roberto Cintron, PE, St. Croix Private Citizen – **Chairman (absent)**
2. Laurel Hewitt-Sewer, St. John Private Citizen – **Vice Chair**
3. José A. Penn, EDA Chairman – **Secretary**
4. Beverly Nicholson-Doty, Tourism Commissioner
5. Claude E. Walker, Esq., Attorney General
6. Gustav James, Public Works Commissioner
7. St. Croix Private Citizen (*Vacant*)
8. St. Thomas 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. Damali Rogers, Special Asst. to Executive Director
4. Donna Frett-Gregory, Chief Financial Officer
5. Dayna Clendinen, Director of Human Resources
6. Dale A. Gregory, Director of Engineering
7. Denise M. Mills, Director of Property Management
8. Nycole Thompson, Esq., Legal Counsel
9. Jose Nazario, Airport Manager
10. Denise George-Counts, Esq., Senior Staff Attorney
11. Kelvin Industrious, Marine Manager STT/STJ
12. Ava Penn, Crown Bay District Manager
13. Monifa Marrero Brathwaite, Public Information Officer

FINANCE COMMITTEE

Sixel Consulting

Approved a three-year professional services agreement to support VIPA's marketing efforts to attract new air service to the territory. Funded via FY2017 Budget.

Watercraft Tour Operator Passenger Pick-Up Fee

Amended watercraft tour operator fee:

- \$2.50 – tour operators that have a contract with cruise lines.
- A fee not to exceed \$5.00 – tour operators without a contract with cruise lines.

FY 2017 Operating and Capital Budget

Approved the Fiscal Year 2017 Budget.

PROPERTY COMMITTEE

Seaborne Airlines

Executive Director directed to follow up with Seaborne Airlines on status of improvements to passenger waiting areas.

Media Marketing, Inc.

Approved a three-year lease for four s/f of wall space at the Loredon Boynes Sr. Dock, St. John to distribute publications at a rate of \$350 per month.

Sandals for You, LLC

Approved a three-year lease for 49 s/f to operate a column kiosk in the CEKA pre-clearance lounge at a rate of \$3,000 per annum or 8% of sales, whichever is greater.

Miradas Holding, Inc. dba Laline

Approved lease renewal beginning Oct 1, 2016 at a rate of \$24,000 per annum with one 2-year option to renew. Tenant is to report monthly gross sales & maintain three months' rent as security deposit.

St. Thomas Brewing Company, LLC dba Frenchtown Brewing Company

Approved a lease for the use of 16A Subbase (approx. 6,000 s/f building space & 5,280 s/f land space) to operate a microbrewery, tasting room, restaurant and gift shop for a term of five years with three five-year option terms to renew, at a rate of \$9 per s/f for building space and \$2.95 per s/f for land with 5% increases every five years. On year four of the lease, tenant will pay 6% of gross retail sales in excess of \$200,000 - less gross receipt taxes. Minimum capital investment of \$300,000 required during first five years of lease. Tenant is required to report monthly gross sales and maintain three months' rent as a security deposit.

PROJECTS COMMITTEE

Statement of Qualification Award Recommendation – Aviation & Marine Engineering Services

Authorized staff to negotiate a service agreement with Moffat & Nichol to provide aviation and marine engineering services.

RFP Award Recommendation – Perimeter Fence Improvements (Containerport)

Awarded contract to Marco St. Croix, Inc. in the amount of \$339,465.60 to repair and upgrade the security perimeter fence at the Wilfred "Bomba" Allick Port & Transshipment Center (Containerport), St. Croix.

**RFP Award Recommendation – Main
Baggage Claim Cleaning Services (CEKA)**

Awarded a one-year contract with two one-year options to Gil's Cleaning Services to maintain the floors of the CEKA mainland baggage claim area:

- \$9,640.91 per month for daily floor maintenance, and
- \$8,375.25 to scrub and reseal floors every six months.

Funded by VIPA budget.

VIPA Administrative Building STT Generator

Awarded a contract to Mills Electric in the amount of \$149,000 for the purchase and installation of a new Cummins generator for the VIPA Admin. Bldg. on St. Thomas. (Replaces old generator that was installed in 1989.)

**RFP Award Recommendation – Demolition
of Bourne Field Units**

Awarded contract to Radinson Construction, Inc. in the amount not to exceed \$83,950 to demolish vacant Bourne Field units 208, 211, 217, 232 and 233.

**RFP Award Recommendation – New Pilot
Boat for STT/STJ**

Approved staff negotiations with Metal Shark Boats to build a new pilot boat to be used in the STT/STJ harbors - not to exceed \$1,080,000. (Both pilot boats currently in use for STT/STJ are almost 20 years old.)

**Varlack Ventures, Inc. – New Barge Service
Proposal**

Rescinded/tabled the poll vote ratification.

EXECUTIVE SESSION

1. VIPA's board took the position that they opposed the VI Legislature's proposal that the public works commissioner be removed from the composition of the Port Authority's board of governors.