



Virgin Islands Port Authority

Governing Board Meeting Actions List

June 22, 2016

Roberto Cintron, PE - Chair

St. Croix, US Virgin Islands

(REVISED)

Board Members

1. Roberto Cintron, PE, St. Croix Private Citizen – **Chairman**
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 (*absent*)
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 (absent)

VIPA Staff Present

1. Carlton Dowe, Executive Director
2. David W. Mapp, Assistant Executive Director
3. Julice Harley, Chief of Staff
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. Denise George-Counts, Esq., Senior Staff Attorney
10. Ava Penn, Crown Bay District Manager
11. Monifa Marrero Brathwaite, Public Information Officer

Board By-Laws

Revision of VIPA Bylaws

- Waived the 10-day Notice rule to make amendment to VIPA Bylaws.
- Article 12 of VIPA Bylaws amended: Quorum can be established shall be 4 instead of five when the membership of the board drops below 7. However, when there are 7 or more members, the quorum is established with 5 members present.
- Article 19 Section 1 amended: to reduce the quorum for committee members to 2 instead of 3 when the membership of the board drops below 7. In addition, once there are 2 members of a committee, then Article 19 Section 3 pertaining to quorums would become inapplicable.
- Amendment to Article 19 Section 9: returned to Projects & Operations Committee for discussion.

Finance Committee

ASE Caribe

Approved contract beginning 01 July 2016 through 30 June 2018 to continue to provide technical services to VIPA, not to exceed \$144,760 (including travel costs) per annum.

Fixed Assets Policy

Revised Fixed Assets Policy to ensure uniformity with federal guidelines, and to increase the fixed assets threshold from \$1,500 to \$5,000.

Property Committee

Tourism Industries Inc., dba Budget Rent-A-Car Lease Assignment

Approved the assignment of the lease between VIPA and Tourism Industries, Inc. to Tourism Industries, LLC. Tenant will continue operation under the name of Budget Rent-A-Car.

Ferrol Trucking Services (Containerport, STX)

Renewed lease agreement for continued occupancy of trailer lots to operate a trucking, cargo handling, transporting and storage business at the Wilfred Allick Port and Transshipment Center at \$850/month. Term of the lease is five years with no option to renew. Rent will increase on the third year based on the CPI or 5%, whichever is greater.

Nestor's Trucking, Inc. (Containerport, STX)

Renewed lease agreement for continued occupancy of trailer lots at the Wilfred Allick Port and Transshipment Center for a term of five years at \$5,100 per year (\$3 per s/f), with a five-year option to renew, and a rent increase on the 3rd year based on the CPI or 5%, whichever is greater.

Wireless Tech, LLC (Red Hook)

Approved lease for 75 s/f of space at the Urman V. Fredericks Marine Terminal in Red Hook for three years with three-year option at \$681.25 per month, plus 7% of annual gross receipts, whichever is greater.

Wendell Walker

Approved the renewal of lease for the operation of a restaurant at Lindbergh Bay Beach for a term of 20 yrs. at \$60K per year with a \$300,000 required investment and other terms as per staff summary. Rent increase on the 3rd year based on the CPI or 5%, whichever is greater. Tenant will have responsibility for insurance and property taxes on new improvements.

Projects & Operations Committee

Aviation Security Services - CEKA

Awarded three-year contract in the amount of \$262,800 to Just Complete Security to provide armed and unarmed security services at the Cyril E. King Airport.

**2nd-Level Red Hook Parking Lot
Construction – Contract Award**

Awarded contract to Eleven Construction to build a 2-level parking garage at the Urman Fredericks Marine Terminal in Red Hook in the amount of \$5.3 million. Project funded via 2014 Marine Bond Funds, FY16 & FY17.

**Blyden Terminal ADA Compliance –
Contract Award**

Awarded contract to Custom Builders in the amount of \$633,784 for Blyden ADA Compliance Project. Funded via FY16 & FY17 budget.

CDR Maguire Task Order 8A

Approved Task Order No 8A to CDR Maguire to provide construction related services during the Blyden Terminal ADA Compliance Project, not to exceed \$56,935.

CEKA Electrical Room Expansion & Emergency Room Generator –Contract Award

Awarded contract to Custom Builders for CEKA electrical room room expansion & emergency generator in the amount of \$4,549,000. Funded via PFCs. This project will ensure that VIPA is completely independent of WAPA during power failure. VIPA matching share FY16/FY17.

CEKA Electrical Room Expansion Emergency Room Generator – Project Mgmt

Approved Supplemental Agreement for the construction phase services for the expansion of the CEKA electrical room and generator project in the amount of \$187,624.50. Funded via PFCs with VIPA matching share of 13%.

Executive Session

- The Governing Board authorized the Virgin Islands Port Authority, through the Executive Director, to enter into an Amended and Restated Piers Usage Agreement with Royal Caribbean Cruises, Ltd.
- The Governing Board authorized the Virgin Islands Port Authority, through the Executive Director, to enter into a Memorandum of Understanding (“MOU”) with the Drug Enforcement Administration regarding License Plate Reader Information contingent upon no Governing Board member objecting to the MOU by close of business on June 24, 2016.