



Virgin Islands Port Authority

Governing Board Meeting Actions List

May 18, 2016

Chaired by 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. 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. 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. Khaliah Rieara, Property Management Assistant
8. Nycole Thompson, Esq., Legal Counsel
9. Ava Penn, Crown Bay District Manager
10. Damali Rogers, Special Assistant to the Executive Director
11. Monifa Marrero Brathwaite, Public Information Officer

Seslia

1. Justin Moorehead

Finance Committee

Write Off for Doubtful Accounts Policy

Approved write-off policy as presented by staff with the inclusion that outstanding debts will be reported to the IRB.

Property Committee

Virgin Islands Water and Power Authority

Granted a perpetual electrical line right of easement on the Industrial Park property, along with improvements to benefit the VI Economic Development Authority (tenant) and viNGN (subtenant).

Carmen Hendrington dba Dock'quiri & Tings

Approved renewal of lease for space to operate a bar and sell souvenirs at the UVF Terminal Intermodal Cargo Bldg. at Red Hook for a term of three years and three years option to renew at \$682.50 per month/15% of Lessee's annual gross receipts.

Crown Bay Center Extension of Grace Period

Approved extension of grace period to pay rent for Crown Bay Center tenants from May through October 2016. Tenants in good standing may receive an extension up to 15 days, and late charges will be waived if at least 50% of their rent is paid by the 15th of the month with the remaining balance to be paid by the end of the month. All rents from May – Oct. 2016 must be current by December 2016.

Projects & Operations Committee

CDR Maguire – Task Order No. 7

Approved Task Order No. 7 Amendment C to CDR Maguire, Inc. for permitting services to address comments received from the Army Corps of Engineers relative to the Schooner Bay Channel in Gallows Bay, St. Croix in an amount not to exceed \$67,295.

Crown Bay Channel Dredging

Approved final change order to Orion Marine Construction in the amount of \$157,500.

Airline Incentive Renewal

Renewed existing airline incentive for the period of Nov. 30, 2016 through Nov. 30, 2018. No airline can receive benefits of the incentive for more than one year.

Executive Session

2016 Aviation Division Tariff Increase

Approved changes to the Aviation Tariff and authorized staff to move forward with scheduling public hearings regarding the same.