



Virgin Islands Port Authority

Governing Board Meeting Actions List

October 21, 2016

Roberto Cintron, PE – Chairman

St. Thomas, US Virgin Islands

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 (absent)
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. Damali Rogers, Special Asst. to the 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. Nycole Thompson, Esq., Legal Counsel
8. Denise George-Counts, Esq., Senior Staff Attorney
9. Ava Penn, Crown Bay District Manager
10. Monifa Marrero Brathwaite, Public Information Officer

Consultant

Justin Moorehead, Seslia

VIPA BYLAWS

Participation via Telephone

Approved the relaxation of the VIPA bylaws to allow Public Works Commissioner Gustav James to participate in the board meeting telephonically.

FINANCE COMMITTEE

BDO USA, LLC. – External Audit Services

Approved a one-year with two one-year options contract with BDO USA, LLC to conduct VIPA's annual financial audits for FY 2016-2018 in the amount of \$676,105 for the contract term.

Mobile Device and Usage Policy

Approved the implementation of the new VIPA Mobile Device and Usage Policy which delineates the responsibilities of end users when assigned a mobile device to conduct VIPA business.

Watercraft Tour Operators Fee

Approved amending the watercraft tour operator fee as follows:

- Operators with contracts with the cruise lines: \$1.50 per person
- Operators without contracts with the cruise lines: \$5.00 per person
- Children 16 and under are exempt.

PROPERTY COMMITTEE

TMT Sand Company – Rent Increase

Approved a 20-year graduated increased rent schedule as per the staff summary to take effect when the lease is approved, but no later than Jan. 1, 2017. All other terms of the agreement are to remain the same.

PROJECTS COMMITTEE

Energy Systems Group (ESG) Investment Grade Audit

- Approved numbers 1, 2 and 3 as per the staff summary - with the deletion of the HERA photovoltaic system.
- Authorized staff to lease air conditioning chillers from ESG for the CEKA Terminal.

CEKA Terminal Security Access System – Design Services

Approved Supplemental Agreement with URS Caribe, LLP in the amount of \$253,522 for design services to install a new access control system at the CEKA Terminal. Funded via \$7.2 mil FAA grant received in 2016 (FAA 90%/VIPA 10%).

CEKA Taxiway B Rehabilitation – Contract Award

Awarded a contract to the joint venture of Island Roads/VI Paving, Inc. in the amount of \$6,422,163 to rehabilitate CEKA Taxiway B, which services the general aviation area/private jets. The area is currently showing signs of severe wear and tear. Funded via a portion of the \$7.2 mil FAA grant received in 2016 (FAA 90%/VIPA 10%); to be paid in FY 17 and 18.

CEKA Taxiway B Rehabilitation – Construction Phase Services

Approved Supplemental Agreement with URS Caribe LLP in the amount of \$328,300 for construction phase services relative to the rehabilitation of CEKA Taxiway B. Funded via a portion of the \$7.2 mil FAA grant received in 2016 (FAA 90%/VIPA 10%).

CEKA Runway 10-28 Lighting Skip Circuit System – Contract Award

Awarded contract to AT Construction Solutions, LLC in the amount of \$939,556.23 to perform the construction work for the CEKA Runway 10-28 skip circuit. Funded via a portion of the \$7.2 mil FAA grant received in 2016 (FAA 90%/VIPA 10%).

CEKA Runway Skip Circuit System – Construction Phase Services

Approved Supplemental Agreement with URS Caribe, LLP in the amount of \$59,661 to provide construction phase services during the installation of the CEKA runway skip circuit system. Funded via a portion of the \$7.2 mil FAA grant received in 2016 (FAA 90%/VIPA 10%).

HERA Runway 10-28 Rehabilitation Task Order No. 8 – Construction Admin. Services

Approved Task Order No. 8 with American Infrastructure Development (VIPA aviation consultant) in the amount of \$274,024 to provide construction admin. services to rehabilitate HERA Runway 10-28 and Taxiway Alpha. Funded via a portion of the \$7.2 mil FAA grant received in 2016 (FAA 90%/VIPA 10%).

Crown Bay Center A/C Condenser Units Replacement – Contract Award

Awarded contract to Tempaire International, Inc. in the amount of \$247,802 to replace condenser units and perform associated repair work at Crown Bay Center. Funded via VIPA 2014 Bond funds.

No Executive Session Held.