



Virgin Islands Port Authority

Governing Board Meeting Actions List

September 22, 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 (absent)
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. Damali Rogers, Special Asst. to Executive Director
3. Dayna Clendinen, Director of Human Resources
4. Dale A. Gregory, Director of Engineering
5. Denise M. Mills, Director of Property Management
6. M. Anna Penn, Controller
7. Nycole Thompson, Esq., Legal Counsel
8. Denise George-Counts, Esq., Senior Staff Attorney
9. Kelvin Industrious, Marine Manager STT/STJ
10. Ava Penn, Crown Bay District Manager
11. Monifa Marrero Brathwaite, Public Information Officer

FINANCE COMMITTEE

BDO USA, LLC

Approved additional payment of \$69,000 to BDO USA, LLC (VIPA's external auditors) to pay for an extended period required to complete VIPA's FY 2015 audit. Funded via FY 2016 budgetary savings in the Other Expenses category.

Implementation of Marine Division Non-Cash Payment Policy

Approved the implementation of the non-cash payment policy for the VIPA Marine Division, effective Nov. 1, 2016.

PROPERTY COMMITTEE

PG Fuel, Inc. and Standard Aviation's

(1) Approved amending PG Fuel's lease agreement to release 2,500 square feet, a portion of Parcel 70-AC Estate Lindbergh Bay at CEKA; and (2) Approved addition of same portion to Standard Aviation's lease agreement.

Tropical Shipping & Construction Co., Ltd.

Approved renewal of lease for 49,829 s/f at Crown Bay 170-2 through Dec. 31, 2022. Premises to be merged with tenant's current revised consolidated lease. Rent for said premises shall be \$114,606.70 annually, with an increase every three years per CPI.

Red Cap Services, Inc.	Approved three-year lease for 100 s/f of office space at CEKA Terminal to provide support services for porter operation at a rate of \$50 per s/f per annum.
Port Scales VI, LLC	Approved a lease for space at the Wilfred Allick Port & Transshipment Center (Containerport) to install and operate a scale to weigh trucks/containers at a rate of \$.50 per square foot (\$5,650 annually) for 5 years with a 5-year option.
VI Waste Management Authority	Approved request for new lease 5-year for solid waste transfer station at CEKA at \$54,827 annually. VIWMA to (1) pay non-closure penalty of \$31,000 and (2) close landfill by June 30, 2020 or pay \$1,000/day up to \$90,000.
U.S.A. – Department of the Army/ VI National Guard – HERA	Approved land lease for VI National Guard hangar at HERA for a term of one-year with 4 one-year options at a rate of \$30,230 annually. Tenant to pay retroactive rent of \$242,000.
Maureen Morrell dba Sweet Spice Isle	Approved a one-year lease of Kiosk GK-04 at Crown Bay Center to operate a spice and handicraft shop at a rental rate of \$15,120 annually beginning Oct. 1, 2016. Tenant required to report monthly gross sales and maintain three months' rent security deposit.
SNA, LLC dba Stars Gift Shop - CEKA	Approved lease for Stars Gift Shop at the HERA terminal (656.68 s/f in Terminal Lobby; 308 s/f in Mainland Hold Room) to sell news, gifts and other retail items, for one year with one-year option, at a rental rate of \$31.50 per s/f annually or 10 percent of sales – whichever is greater.

PROJECTS COMMITTEE

VI Paving, Inc. – HERA Runway Paving

Awarded a \$3,278,783 contract to VI Paving, Inc. to rehabilitate HERA Runway 10-28 and Taxiway Alpha. Funded via FAA grant 90 percent and 10 percent VIPA FY 2017 budget.

PERSONNEL COMMITTEE

Promotional Policy for VIPA Law Enforcement Officer

Approved the new VIPA law enforcement officer promotional policy for qualified persons to the ranks of sergeant, lieutenant and captain.

1. Authorized staff to conduct public hearings on St. Croix, St. John, and St. Thomas to garner public opinion about proposed rate adjustments to VIPA's marine tariff.
2. Instructed staff to communicate with the West Indian Company, Ltd. to discuss the new unified Marine Tariff effective Oct. 1, 2016.