



Virgin Islands Port Authority Governing Board Meeting Actions List

August 21, 2017

Chaired by Laurel Hewitt-Sewer, Board Chairperson

St. Thomas, US Virgin Islands

(REVISED)

Board Members

1. Laurel Hewitt-Sewer, St. John Private Citizen - **Chairperson**
2. Dr. Yvonne Thraen, St. Thomas Private Citizen - **Vice Chair**
3. Claude E. Walker, Esq., Attorney General - **Secretary**
4. Beverly Nicholson-Doty, Tourism Commissioner
5. Nelson Petty, Acting Public Works Commissioner (absent)
6. José A. Penn, EDA Chairman
7. Marvin Forbes, St. Croix 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. David W. Mapp, Executive Director
2. Damian Cartwright, Assistant Executive Director/Dir. of Engineering
3. Anise Hodge, Acting Chief Financial Officer
4. Humphrey Caswell, Budget Analyst
5. Denise M. Mills, Director of Property Management
6. Denise George-Counts, Esq., Senior Staff Attorney
7. Ava Penn, Crown Bay District Manager/Marine Manager
8. Valcina Quashie, Labor Relations Administrator
9. Julice Harley, Chief of Staff
10. Monifa Marrero Brathwaite, Public Information Officer

Other

Board Member Attendance

Waived rules of the Bylaws to allow Board Member Marvin Forbes to attend the board meeting via teleconference.

Executive Director's Report

Recommendation regarding Bldg. No. 10 Subbase moved to September Property Committee Meeting.

Finance Committee

FY 2018 Budget

Discussion regarding the personnel budget was moved to executive session.

John Olinsky

Approved request for rent reduction and credit due to continued flooding of leased premises at Bldg. No. 10 Subbase.

American Paradise Global Group, LLC dba St. Thomas Dialysis Center

Removed from agenda; receivables were discussed in an accounts receivables report presented by the Crown Bay District Manager.

Property Committee

Dolphin Water Shuttle

Approved lease for 82.75 s/f of space at the Urman V. Fredericks Marine Terminal in Red Hook to operate an inter-island charter service. Term will be for one year with two one-year options, at a rental rate of \$5,378.76 per annum. Rent will increase on first option term per CPI or 5% - whichever is greater. Security deposit of three months' rent required.

St. Croix Fuel Services

Approved lease for continued occupancy of 48,181 s/f of warehouse, office, open shed and land space located at section 20 (portion) of Alexander Hamilton Field, 54C Estate Betty's Hope, St. Croix for trucking, transportation, sale and delivery of fuel and lubricants. Lease term is five years with no renewal option at a combined rental rate of \$42,367.68 per year with an increase on third anniversary of 5% or CPI – whichever is greater.

Lauchland and Valerie Browne dba Caribbean Choices

Approved renewal of lease for Lauchland and Valerie Brown to operate a retail gift shop at GS-03 Crown Bay Center. Lease will be renewed for one year, with one year option to renew with a 5% increase in rent, and the tenant will be relocated from GS-06 to GS-03.

Skagway Jewelry Co., LLC

Approved tenant's request to downsize from four to three spaces and restructure the leases to consolidate the operations of Omni Jewelers, Omni Luggage, Omni Linens and Crown Bay Gifts at Crown Bay Center.

L.S. Holding, Inc. dba Little Switzerland

Approved lease renewal for 917 s/f of space at C-05 Crown Bay Center to operate a retail jewelry store. Rent shall be \$58.35 per s/f plus \$12 per s/f CAM charges for a three-year term with an option to renew for two years at a rental rate of \$60.10 per s/f.

Project & Operations Committee

GAF Marine Terminal Upland and Marine Improvements – Angie Brewer & Associates

Approved Professional Services Agreement Addendum No. 1 in an amount not to exceed \$210,561.36 for grant administrative services of the US Department of Transportation TIGER Grant VIII for the GAF Marine Terminal Upland and Marine Improvements project. These services are required to comply with the terms of the grant. Will be funded via TIGER Grant (\$168,444.09) and VIPA St. Croix marine capital improvement funds (\$42,112.27).

GAF Marine Terminal Upland and Marine Improvements – Atkins North America, Inc.

Approved Professional Services Agreement Addendum No. 2 to assist with re-bidding the GAF Marine Terminal Upland and Marine Improvements project. Contract will not exceed \$95,000. The previous bids for the project came in over budget. Will be funded via TIGER Grant (\$76,000) and VIPA St. Croix marine capital improvement funds (\$19,000).

Aquatic Weed Harvester

Approved funds to purchase an aquatic seaweed removal machine not to exceed \$81,950 to assist with removal of seaweed from VIPA's harbors. Purchase will be funded from VIPA's marine FY 2017 budget.

FAA GRANT – HERA Apron Rehab Phase 3

Authorized staff to accept a \$1.4 million grant from the Federal Aviation Administration, which is earmarked to complete Phase 3 of the HERA Apron Rehab Project.

Streaming of Board Meetings

Returned to committee. Staff to present a comprehensive PR plan, to include the live streaming and other public relations initiatives including costs of each.

Executive Session

FY 2018 Budget

Approved \$92.5 mil FY 2018 Budget:

\$46,540,000 - Operating Expense

\$ 4,556,000 - Debt Service

\$41,401,000 - Capital Expenditures

\$92,497,000 - TOTAL

\$17,587,000 - Depreciation Expense

The budget reduction of \$2.3 million from FY 2017's budget.