



Virgin Islands Port Authority Governing Board Meeting Actions List

December 20, 2017

Chaired by Laurel Hewitt-Sewer, Board Chairperson
St. Croix, US Virgin Islands



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
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*)

VIPA Staff Present

1. David W. Mapp, Executive Director
2. Damian Cartwright, Asst. Exec. Director/Director of Engineering
3. M. Anna Penn, Acting Chief Financial Officer
4. Ava Penn, Marine Manager/Crown Bay District Manager
5. Nycole Thompson, Esq., Legal Counsel
6. Monifa Brathwaite, Public Information Officer
7. Julice Harley, Chief of Staff
8. Valcina Quashie, Labor Relations Administrator

Board Staff

1. Tonya Pickering, Internal Auditor (absent)

Finance Committee

Seaborne Airlines

Moved to executive session.

Interisland Boat Services – Water Taxi Service

Moved to executive session.

Status Update – VIPA v. United States of America through the US Department of Homeland Security and the US Customs and Border Projection

Moved to executive session.

Property Committee

Websta's Aviation Services, Inc.

Approved request to sublet their leased hangar at the Henry E. Rohlsen Airport to Bohlke International Airways for one year with three one-year option terms, with a sublet fee of 10% of the annual rent charged, effective Oct. 1, 2017.

ContiFederal Services – GAF Pier

Approved a permit for approximately three acres at the Gordon A. Finch Molasses Pier for staging equipment, materials and office operations. Term is for six months with no option to renew at rental rate of \$5,445 per month.

Cardow, Inc. – Crown Bay Center

Approved renewal of lease for 1,022 s/f of space in Building C-07 Crown Bay Center for the operation of a retail jewelry store. The term is for two years and 10 months (Dec. 1, 2017 to Sept. 30, 2020) at \$48.63 per s/f plus \$12 per s/f CAM charges with an option to renew for one two-year period at a rental rate of \$51.06 effective Oct. 1, 2020. Monthly gross sales are to be reported and three month's rent security deposit required.

**Pamela Richards dba Bookstore 340
(formerly Owl and the Seahorse) –
Crown Bay Center**

Approved request to renew lease for 548.17 s/f of space at E-01 Crown Bay Center for the operation of a retail bookstore and gift shop. Term is for one year, five months beginning May 1, 2017 through Sept. 30, 2018 at rental rate of \$41.67 per s/f plus \$12 per s/f for CAM charges. A 5% rental increase will begin Oct. 1, 2017 (\$43.75) and an option to renew for one additional two-year period at an annual rental rate of \$45.94 per s/f effective Oct. 1, 2018. Monthly gross sales are to be reported and three month's rent security deposit required.

**Renewal of Lease Agreements for Kiosks at
Crown Bay Center**

Approved the renewal of leases for nine businesses operating kiosks at Crown Bay Center for a term of one year with a one year option to renew beginning Oct. 1, 2017 at an annual rent of \$15,876. Monthly gross sales are to be reported and three month's rent security deposit required for the following tenants:

1. Sandals for Your Neck
2. Island Ambrosia
3. Ana's Souvenir Jewelry and Gems
4. Sweet Spice Isle
5. Get Right Tees
6. Oasis Jewelers
7. Tina's Treasures
8. Yoisma Design
9. St. Thomas Hot Spot



Projects and Operations Committee

Construction Management at Risk Proposal

Authorized Executive Director to enter into a contract with Lemartec, Inc. to repair hurricane-damaged VIPA properties. Funding source: Insurance Proceeds

HERA Roof Replacement Design

Approved the aviation engineering services contract Task Order No. 2 between VIPA and American Infrastructure Development (AID), Inc. in the amount of \$70,900 to perform the HERA Terminal roof replacement design. Funding Source: Insurance proceeds

HERA Parking Lot System

Authorized staff to enter into agreement with Inter-Caribbean Multi-Service Corp not to exceed \$130,280 to perform the necessary repairs to the existing WPS Access Control and Parking Revenue System at HERA. Funding source: Insurance proceeds

Subbase District Master Plan Study

Approved Task Authorization No. 1 not to exceed \$159,589 to Moffatt and Nichol, VIPA's marine consultant, to prepare a comprehensive master plan for the Subbase district. Funding source: VIPA's FY 2018 Capital Improvement Projects Budget

CEKA Consulting A/E Services

Approved the selection of Kimley-Horn and Associates to provide consulting, architectural and engineering consulting services for the Cyril E. King Airport.

HERA Photovoltaic System/WAPA

Directed the Executive Director to memorialize the existing agreement between VIPA and the VI Water and Power Authority regarding VIPA's photovoltaic system at the Henry E. Rohlsen Airport, and to present it at the next board meeting.



Personnel Committee

Police Officer Vacancies and St. John Police Assignments

Approved the hiring of seven additional VIPA police officers to fill existing vacancies and provide coverage for St. John and Crown Bay Center.

Executive Session

- Took action relative to the director of aviation operations salary and selection.
- Took action pertaining to the property manager salary and selection.
- Took action relative to the Red Hook Parking Lot construction.
- Took action relative to a proposed water taxi service.
- Took action relative to Seaborne Airlines.

