



Virgin Islands Port Authority Governing Board Meeting Actions List

July 26, 2017

Chaired by Laurel Hewitt-Sewer, Board Chairperson
St. John, 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. Gustav James, 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
3. Donna Frett-Gregory, Chief Financial Officer
4. Denise M. Mills, Director of Property Management
5. Nycole Thompson, Esq., Legal Counsel
6. Ava Penn, Crown Bay District Manager/Marine Manager
7. Valcina Quashie, Labor Relations Administrator
8. Julice Harley, Chief of Staff
9. Monifa Marrero Brathwaite, Public Information Officer

Executive Director's Report

Lindbergh Bay Beach Restrooms

Moved to Projects & Operations Committee for further discussion.

Finance Committee

Financial Advisor

Approved the hiring of CMA/Frasca & Associates as VIPA's financial advisor for a three-year term, with other terms to be determined by the board of governors.

Marine Tariff Adjustment

Directed the executive director to conduct a public hearing - which will be available in both districts - to inform the public of recent changes to VIPA's marine tariff, and the implementation of a new one-time daily taxi fee and a day pass fee for operation at Crown Bay Center.

Wi-Fi Implementation at VIPA Facilities

Authorized the executive director to negotiate a contract with VIYA to provide Wi-Fi at VIPA's port facilities. VIYA will provide the service free to VIPA for six months, and share revenues thereafter.

Armed/Unarmed Security Services – Aviation, St. Croix

Approved a contract between VIPA and Ranger American of the VI to provide armed and unarmed security service for the Henry E. Rohlsen Airport facilities from Oct. 1, 2015 – Sept. 30, 2018 with an option to renew and at rates as detailed in the staff summary.

Property Committee

St. Thomas Brewing Company, LLC

Approved the amendment of tenant's lease agreement at 16A Subbase to establish sub-tenancies.

Bones Rum

Approved the amendment of tenant's lease agreement at 16A Subbase to establish sub-tenancies.

Texas Pit

Approved lease for continued mobile food service for non-exclusive sale of food on the Charlotte Amalie Waterfront bulkhead for a term of three years at \$3,300 per annum.

Petite Pump Room, LLC

Approved requests for additional 520 s/f of space on the second floor of the E. Blyden Marine Terminal on St. Thomas, and to construct a covered deck for outdoor dining and an extension of lease term.

Terms:

- Extended lease 8 years through May 31, 2028, for an additional \$6,827.60 per year.
- CPI increase will be implemented every 3 years, or 5% - whichever is greater.
- Tenant shall pay VIPA 3.25% of revenue for years 9-12 and 3.50% for years 13-16.
- A minimum investment of \$160,000 within two years is required.

Native Son, Inc. – Red Hook & Downtown Charlotte Amalie

Approved a five-year lease, with an option to renew for five years for Native Son, Inc. to continue providing ferry service at the Blyden Marine Terminal and the UVF Marine Terminal in Red Hook. Rent will be \$12,210 per annum at UVF Terminal, and \$8,520 at Blyden Terminal with an increase every three years, and 3 months' rent security deposit required.

VI ATM

Approved a five-year lease renewal with VI ATM to continue to provide a non-bank ATM at CEKA, the Blyden Terminal and the Boynes Dock on St. John at a rate of \$450 per month for each location plus \$1 per transaction after first 250 transactions each month, CPI increase on third year and 3 month's rent security deposit.

Glen Mason	Approved a three-year lease, with an option to renew for three years to continue to sell local and Caribbean music at the Red Hook Terminal. Initial rent will be \$262.50 per month, with a CPI increase on the third year, and 3 months' security required.
Federal Express Virgin Islands Inc.	Approved a five-year lease, with an option to renew for five years to continue to provide express courier service at CEKA's cargo facility. Rent will be \$4,200 per month with an increase on the third year and 3 months' security required.
M&T Trucking Services, Inc.	Approved a five-year lease, with an option to renew for five years for space at the Wilfred Allick Port & Transshipment Center to continue to provide trucking and cargo handling services. Total rent will be \$28,241 per year with an increase on the third year.
GEC, LLC	Approved a five-year lease, with an option to renew for five years for 1.0134 acres at Estate Bethlehem Middle Works, St. Croix to continue to store construction materials. Rent will be \$28,942.44 per year with a CPI increase on the third year. The board also denied tenant's request to purchase the land.
RFP Issuance: Restaurant Service at HERA Terminal	Approved the issuance of a Request for Proposals to operate a restaurant at the Henry E. Rohlsen Airport on St. Croix.

Projects & Operations

Gordon A. Finch Molasses Pier	Awarded a \$7,224,000 contract to Del Valle Group S.P. to construct a new roll off/roll on dock, concrete dock and fendering system, which is Phase A of the Gordon A. Finch Molasses Pier Project. This project is 80% funded via the TIGER Grant program, and VIPA will fund the remaining 20%.
Fire Sprinkler & Alarm System	Approved a supplemental agreement between VIPA and URS Caribe, LLP in the amount of \$74,146 to prepare bid documents, provide support during the bidding process and review bid submissions for the CEKA Terminal fire sprinkler and alarm systems.

Crown Bay Harbor Dredging Monitoring

Approved the payment of Invoice No. 1 totaling \$70,500 for the completion of mandatory post-construction environmental monitoring related to the recent dredging of the East Gregerie Channel in Crown Bay to accommodate larger ships in Crown Bay. This monitoring is a requirement per the dredging permit.

Personnel Committee

Sexual Harassment Policy

Referred the draft of the VIPA sexual harassment policy to outside legal counsel for review.

Unfinished Business

Ports of the Virgin Islands Task Force Town Hall Meeting Discussion

Approved a presentation to the Ports of the Virgin Islands Task Force at its next meeting regarding the development of a new cruise pier in Crown Bay. A presentation will also be made to the community and to members of the Florida-Caribbean Cruise Association at separate meetings.

Executive Session

- Took action relative to the Operating Agreement with the Island Beachcomber hotel.
- Took action relative to credit card expenses being repaid by a former VIPA employee.
- Took action relative to a former VIPA employee's request for an appeal.
- Established the Executive Director's salary at \$189,058.86 and the Assistant Executive Director's salary at \$156,067.44.
- Took action relative to a VIPA employee.