



Virgin Islands Port Authority Governing Board Meeting Actions List

May 17, 2017

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

Board Members

1. Laurel Hewitt-Sewer, St. John Private Citizen - **Chairperson**
2. Dr. Yvonne Thraen, St. Thomas Private Citizen - **Vice Chair** (*absent*)
3. Claude E. Walker, Esq., Attorney General – **Secretary**
4. Beverly Nicholson-Doty, Tourism Commissioner
5. Gustav James, 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*)

Board Staff

1. Tonya Pickering, Internal Auditor

VIPA Staff Present

1. David W. Mapp, Acting Executive Director
2. Damian Cartwright, Acting Director of Engineering
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–Human Resources
8. Julice Harley, Chief of Staff
9. Monifa Marrero Brathwaite, Public Information Officer

Ratification of Poll Vote

Poll Vote Ratification – St. Thomas Dialysis Center

Ratified poll vote dated May 11, 2017 concerning American Paradise Management Global Group, LLC dba St. Thomas Dialysis Center.

Finance Committee

Crown Bay Center Tenants Rent Consideration

Approved request to extend the rent payment grace period for Crown Bay Center tenants in good standing from five to 15 days, and waive late fees and interest if at least 50% of rent is paid by the 15th of each month, with the balance to be paid by the end of each month. This grace period extension shall run from May through October 2017.

Property Committee

Alliance Aviation Fuels, Inc. and St. Thomas Jet Center, LLC – Request to Assign Lease

Returned to committee.

St. Thomas Adventure Tours

Approved request for a lease for continued use of 250 square feet of space at Parcel No. 79 Estate Lindbergh Bay, No. 4A Southside Quarter, St. Thomas. Space to be used to park water tour equipment at a rental rate of \$500 per month for three years, with a three-year option to renew the lease agreement. Rent will be increased in three years per CPI or 5% - whichever is greater.

**British Virgin Islands Tourist Board & Film
Commission – CEKA & Blyden Terminal**

Approved the lease of space at Cyril E. King Airport Terminal and the Edward W. Blyden Marine Terminal on St. Thomas to facilitate the transfer of guests traveling through the USVI to the BVI. Term shall be for three years with a three-year option to renew, and an increase in rents in three years plus a security deposit equal to three month's rent for each space.

CEKA: 167.5 s/f of concession space in the terminal's baggage claim area. Rent will be \$50 per s/f (\$697.92 per month)

BLYDEN: 25 s/f of floor space in the terminal for the placement of a kiosk (\$250 per month)

**Government of the Virgin Islands through the
Department of Sports, Parks & Recreation**

Approved the request for additional land space at the remainder of Plot 4 Estate Bethlehem Middle Works, St. Croix totaling 19.48 acres, for continued use and capital improvements to the adjacent racetrack Randall "Doc" James Race Track Facility. No rent is required and Submerged Land Permit No. 201 must be amended to include the remainder of Plot 4.

Comprehensive Master Plan for Subbase Area

Authorized the executive director to obtain a price quotation from Moffatt & Nichols (VIPA's marine engineering consultant) to develop a comprehensive master plan for the Subbase area on St. Thomas.

Projects and Operations Committee

CEKA Minimum Operating Standards

Approved the Cyril E. King Airport Minimum Operating Standards for general aviation aeronautical service providers.

Crown Bay Channel Dredging/Corrective Action Cost Overrun – Paris Dump Truck Approved the increase of the contract between VIPA and Paris Dump Truck from a maximum of \$7,500 to a maximum of \$12,030 to transport an additional two feet of dredged material removed from the East Gregerie Channel - more than what was originally anticipated for this remedial dredging project.

Personnel Committee

Airport Manager Position Approved the amendments to the airport manager job description.

Summer Employment Program – FY 2017 Approved the revision of the budget to appropriate \$25,000 for the VIPA 2017 Summer Employment Program. Five students will be hired on St. Croix, five on St. Thomas and one on St. John.

Board Retreat

Governing Board Retreat Approved to conduct a governing board retreat on Aug 17 through 19.

Executive Session

- Voted to rescind the termination of the lease agreement between the VIPA and American Paradise Management Global Group, LLC dba St. Thomas Dialysis Center.
- Approved appealing the arbitrator's decision and award in a grievance case.
- Approved a Memorandum of Understanding to be forwarded to WICO's Board for consideration that would provide a subsidy to WICO from port dues collected by the VIPA from ships berthing at WICO's pier.