



# Virgin Islands Port Authority

## Governing Board Meeting Actions List

December 03, 2018

Chaired by Dr. Yvonne E. L. Thraen, Acting Board Chairman

St. Thomas, US Virgin Islands

### Board Members

1. Dr. Yvonne Thraen, St. Thomas Private Citizen - **Acting Chair**
2. Claude E. Walker, Esq., Attorney General – **Secretary (absent)**
3. Beverly Nicholson-Doty, Tourism Commissioner
4. Nelson Petty Jr., PE, Public Works Commissioner **(absent)**
5. José A. Penn, EDA Chairman
6. Marvin Forbes, St. Croix Private Citizen
7. Lee Steiner, St. Thomas Private Citizen
8. St. John Private Citizen **(vacant)**
9. St. Croix Private Citizen **(vacant)**

### Board Staff

1. Tonya Pickering, Internal Auditor **(absent)**

### VIPA Staff Present

1. David W. Mapp, Executive Director
2. Damian Cartwright, Asst. Exec. Director/Dir. of Engineering
3. Anna Mauricia Penn, Chief Financial Officer
4. Catherine Hendry, Esq., Legal Counsel
5. Diane Richardson, Director of Human Resources
6. Mitchell Todman, Director of Aviation Operations
7. Angelo Raimondi, STT/STJ Marine Manager
8. Deborah Washington, Property Manager
9. Julice Harley, Chief of Staff
10. Monifa Brathwaite, Public Information Officer

## WAIVER OF BYLAWS

### Waiver of Bylaw Requirement

Waived VIPA board bylaws' requirement for in-person attendance of board meetings to allow Board Member Marvin Forbes to participate via video conference.

## POLL VOTE RATIFICATION

### Ratification of Poll Vote re: Renewal of Insurance

Approved the renewal of VIPA's cyber, airport and marine commercial automobile insurance, which expired Nov. 1, 2018. The contract was extended through Nov. 1, 2019 at a cost of \$711,056.

## FINANCE COMMITTEE

### Alpha Risk Management Contract

Approved 2<sup>nd</sup> amendment to Alpha Risk Management contract to provide risk management consulting, which expired Dec. 31, 2018. The contract was extended through Dec. 31, 2021 at the same cost for year one at \$66k and increases for years two and three at \$69,600 and \$72K respectively.

### Pilotage Rate Adjustment

- Approved the adjustment of VIPA's marine tariff pilotage fee in quarterly increments over a 12-year period beginning Jan. 1, 2019 until the rate is equal to \$20 per draft foot with a minimum of \$15 feet (\$300).
- Approved an increase of the fee per GRT from \$.006 to \$.01
- Approved a harbor use fee of \$100 per entry, effective three months after approval.

**Pilotage Rate Adjustment (continued)**

- Amended shifting charge to \$300 plus GRT rate, effective 6 months after approval
- Approved the review of rates every five years.

*\*VIPA's marine pilotage rates have not been increased since 2006.*

**PROPERTY COMMITTEE**

**News and Gift Shop International St. Thomas  
CEKA Lease Extension & Usage Change Request**

Returned to Property Committee pending written correspondence to tenant to address Federal Aviation Administration's concessionaire policy and of VIPA's intent to renovate the CEKA Terminal.

**Bohlke International Airways, Inc. Lease  
Amendment**

Approved amendment to tenant's lease to omit the 3% fee payments and fee increase terms of lessee's annual gross receipts generated from:

- Maintenance
- Flight school
- Charters, and
- Subleasing

**PROJECTS AND OPERATIONS COMMITTEE**

**Lemartec, Inc. Task Order No. 51T**

Approved task order in the amount of \$697,886.52 to renovate and expand CEKA hold room restrooms. Funded via PFC funds.

**Lemartec, Inc. Task Order No. 52T**

Approved task order in the amount of \$523,112 to renovate the CEKA ticketing lobby restrooms. Funded via PFC funds.

**Lemartec, Inc. Task Order No. 14**

Approved task order in the amount of \$839,982 to procure CEKA Terminal's acoustical ceiling tiles (including the ceiling's grid and suspension system) and vinyl floor tiles. Funded via insurance proceeds.

**Lemartec, Inc. Task Order No. 15**

Approved task order in the amount of \$292,179 to procure materials to repair hurricane-damaged electric lighting at CEKA. Funded via insurance proceeds.

**Lemartec, Inc. Task Order No. 16**

Approved task order in the amount of \$1,085,552 to provide labor only for the installation of light gauge metal studs, drywall and paint the interior of the CEKA Terminal. Funded via insurance proceeds.

<b>Lemartec, Inc. Task Order No. 18</b>	Approved task order in the amount of \$74,565 to procure carpet tile for CEKA. Funded via insurance proceeds.
<b>Lemartec, Inc. Task Order No. 28</b>	Approved task order in the amount of \$143,673 to provide architectural/engineering (A/E) services to design a new, 300k s/f VIPA purchasing office and warehouse on St. Thomas. Existing building damaged in Sept. 2017 hurricanes. Funded via insurance proceeds.
<b>Lemartec, Inc. Task Order No. 29</b>	Approved task order in the amount of \$868,767 to provide A/E services to design a new, 40k s/f HERA cargo building. Existing building damaged in Sept. 2017 hurricanes. Funded via insurance proceeds.
<b>Lemartec, Inc. Task Order No. 30</b>	Approved task order in the amount of \$728,397 to provide A/E services to design a new marine cargo and office facility at the Wilfred Allick Port and Transshipment Center. Existing building damaged in Sept. 2017 hurricanes. Funded via insurance proceeds.
<b>Kimley Horn &amp; Associates Task Order No. 6</b>	Approved task order in the amount of \$710,000 to provide design and bid services to expand the CEKA general aviation apron north of runway 10-28. Funded via FAA grant: 90% FAA/10%VIPA-FY 2019.
<b>AVI Construction Emergency Contract – Change Order Amendment</b>	Approved change order in the amount of \$325,667.66 (bringing total contract amount to \$675,667.66) to cover additional costs for repairs performed at the CEKA Terminal immediately after the Sept. 2017 hurricanes, which extended beyond the scope of the original contract. Funded via insurance proceeds.
<b>Gallows Bay Marine Terminal - Change Order No. 2 (GEC, LLC)</b>	Approved change order in the amount of \$88,117.10 to meet newly adopted and more stringent building codes (IBC codes were updated since the project was approved in 2015). Funded via VIPA 2019 budget marine bond proceeds.
<b>HERA Apron Rehab Phase 4 Contract Award</b>	Awarded contract not to exceed \$1,938,350 to VI Asphalt Products Company to rehabilitate the HERA Terminal's apron to ensure safety and structural integrity. Funded via VIPA 2019 budget.

**HERA's Access Control System Hurricane  
Damage Repairs**

Approved \$171,531.05 payment to VIPA's maintenance contracted vendor, G4S, for repairs to the HERA Terminal's access control system after the storms in Sept. 2017. Repairs were necessary for VIPA to maintain a secure airfield, per federal requirements for operation.

**PERSONNEL COMMITTEE**

**Hiring of Senior Engineers**

Approved the hiring of a senior engineer for St. Thomas/St. John and a senior engineer for St. Croix.

**EXECUTIVE SESSION**

No actions taken in executive session.