



Virgin Islands Port Authority Governing Board Meeting Actions List

February 21, 2018

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**
3. Claude E. Walker, Esq., Attorney General – **Secretary (absent)**
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. Lee Steiner, St. Thomas Private Citizen
9. St. Croix Private Citizen (*vacant*)

Board Staff

1. Tonya Pickering, Internal Auditor (absent)

VIPA Staff Present

1. Damian Cartwright, Asst. Exec. Director/Director of Engineering
2. Humphrey Caswell, Jr., Acting Chief Financial Officer
3. Ava Penn, Acting Marine Manager/Crown Bay District Manager
4. Attorney Nycole Thompson, Legal Counsel
5. Deborah Washington, Property Manager
6. Monifa Brathwaite, Public Information Officer
7. Julice Harley, Chief of Staff

Finance Committee

2018 Account Write-Offs

Approved write-off totaling \$92,797.25 for the following delinquent accounts:

- Hawk Freight Services
- Tool Box, LLC
- Rita's Café
- The Travellours Tours

Amended FY 2018 Capital Budget Expenditures

Approved amending the VIPA FY 2018 Capital Expenditures in the following amounts:

Aviation Capital Projects Budget: Increased by \$525,834 (funds to be loaned from VIPA's Marine Division revenues and will be repaid).

Marine Capital Projects Budget: Increased by \$380,000 (funds acquired via re-arrangement of marine expenditures).

Airline Incentive Renewal

Approved the existing airline incentive which expires Nov. 2018, for another two years through Nov. 2020.

Property Committee

Neal and Massey, LLC dba Advance Rent-A-Car

Approved a new lease for Advance Rent-A-Car at Lindbergh Bay, St. Thomas for approximately 10,303 square feet of semi-improved land at parcel No.69A Lindbergh Bay. The term will be for one year at a rate of \$20,606 per annum or three and one-half percent of lessee's gross (whichever is greater). A security deposit of three month's rent is required.

Suspension of Minimum Annual Guarantee for Rent-A-Car Companies at CEKA

Denied the suspension of the Minimum Annual Guarantee (MAG) required from rental car companies operating at the Cyril E. King Airport Terminal on St. Thomas from September 2017 through March 2018.

Jose R. Lima dba La Rosa Swimwear

Approved a request for lease renewal for kiosk space GK-08 at Crown Bay Center to operate a swimwear and gift shop.

Projects & Operations Committee

Crown Bay Dredging Monitoring & Mitigation

Awarded contract to BioImpact, Inc. not to exceed \$64,750 for fiscal year 2018. BioImpact will continue monitoring and mitigation of the Crown Bay East Gregerie Channel that was dredged to accommodate larger cruise ships. This service is a requirement of the permits issued by the Army Corps of Engineers and the VI Coastal Zone Management Commission.

High Mast Lighting Replacement

Approved issuance of a Change Order in the amount of \$85,000 to restore high mast lighting poles damaged by a tenant's container during Hurricane Maria.

Lemartec Task Order No. 2 – Roof Replacement at Cyril E. King Airport Terminal

Approved Task Order No. 2 for Lemartec in the amount of \$10,321,723.27 for the complete replacement of the 240,000-square foot roof at the CEKA Terminal – with the condition that the project scope and cost is approved by VIPA's insurance provider. The project should take eight months, with an end date of Oct. 25th.

Debris Removal at Lindbergh Bay Waterpark Awarded a \$76,234 contract to --- to remove debris from the Lindbergh Bay Waterpark caused by two Category 5 hurricanes in Sept. 2017. Funding source: FEMA 90%/VIPA \$10%.

Personnel Committee

IT Support Specialist

Approved the reallocation of funds for a salary towards a contract to hire an IT employee for six months beginning March 1, 2018.

Other

Compliance Department

Authorized discussion of the development of a compliance department at the VI Port Authority to ensure compliance with policies and mandates. Moved to Projects & Operations Committee.

VIPA Branding

Authorized the discussion of the hiring of a third-party public relations firm to brand VIPA and discuss new hires. Moved to Projects & Operations Committee.

Executive Session

- Authorized an appeal in the VIPA vs the United States of America case.
- Authorized an amendment to the Lemartec contract regarding professional liability insurance.
- Approved the hiring of a marine manager.
- Acted on a personnel matter.