



# Virgin Islands Port Authority Governing Board Meeting Actions List

July 30, 2018

Chaired by Laurel Hewitt-Sewer, Board Chairman

St. John, US Virgin Islands

*\*Revised\**

## Board Members

1. Laurel Hewitt-Sewer, St. John Private Citizen – **Chair**
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 Jr., PE, Public Works Commissioner
6. José A. Penn, EDA Chairman
7. Marvin Forbes, St. Croix Private Citizen
8. Lee Steiner, St. Thomas Private Citizen (absent)
9. St. Croix Private Citizen (vacant)

## VIPA Staff Present

1. David W. Mapp, Executive Director
2. Anna Mauricia Penn, Chief Financial Officer
3. Catherine Hendry, Esq., Legal Counsel
4. Mitchell Todman, Director of Aviation Operations
5. Angelo Raimondi, Acting Marine Manger STT/STJ
6. Julice Harley, Chief of Staff
7. Monifa Brathwaite, Public Information Officer

## Board Staff

1. Tonya Pickering, Internal Auditor (absent)

## **POLL VOTE RATIFICATION**

**Poll Vote Ratification of General Counsel Position** Moved to executive session.

## **EXECUTIVE DIRECTOR'S REPORT**

**Executive Director Report re: Status of Operators & Future Plans** Executive Director to provide a report regarding the status of all VIPA operators (air and cruise), schedules and future plans.

## **FINANCE COMMITTEE**

**VIPA/DPNR Rents and Fees** Executive Director and CFO to provide a report on the status of VIPA's submerged land fees owed to DPNR and the status of DPNR's rent payments owed to VIPA.

## **PROPERTY COMMITTEE**

**Alliance Aviation Fuels, Inc. & St. Thomas Jet Center, LLC – Lease and Capital Extension – CEKA North Ramp** Approved the extension of the lease term by 20 years from Aug. 24, 2030 to Aug. 24, 2050 and amended investment required to lease premises in the amount of \$1.2 million (\$1.1 mil to restore the hangar located on Parcel E and the CBP building; and \$100K to expand the capacity of the existing fuel farm). Capital improvements revert to VIPA on Aug. 25, 2030.

**Alliance Aviation Fuels, Inc. & St. Thomas Jet Center, LLC - Assignment to Signature STT, LLC** Approved request from Alliance Aviation Fuels, Inc. & St. Thomas Jet Center, LLC to assign its lease to Signature STT, LLC.

**PROJECTS & OPERATIONS COMMITTEE**

**HERA Terminal Improvement – American  
Infrastructure Development Task Order #8**

Approved Task Order in the amount of \$156,870 to provide programming verifications and conceptual design to participate in a public design charrette regarding improvements to the HERA Terminal.

**Consulting Services Contract Extension –  
American Infrastructure Development**

Approved extension of HERA’s airport engineering consulting firm, American Infrastructure Development’s, contract for an additional year beginning Aug. 1, 2018 through July 31, 2019.

**Hurricanes Irma and Maria Marine Facilities  
Inspections**

Approved agreement in the amount of \$103,100 with Moffat and Nichols to perform an inspection of VIPA’s in-water marine facilities to meet VIPA’s insurance company’s requirements.

**PERSONNEL COMMITTEE**

**Deputy Executive Director Position**

Approved the development of a job specification and salary range for the hiring of a Deputy Executive Director.

**Human Resources Director Position**

Approved the reinstating of the Human Resources Director position.

**Human Resources Assistant Position**

Eliminated the *Human Resources Labor Relations Administrator* position and created a *Human Resources Assistant* position with a reduced salary.

**EXECUTIVE SESSION**

1. Ratified a poll vote concerning a personnel matter.
2. Retained a competent law firm to represent VIPA in a possible litigation.