



Virgin Islands Port Authority Governing Board Meeting Actions List

May 21, 2018

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

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 (absent)
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. David W. Mapp, Executive Director
2. Damian Cartwright, Asst. Exec. Director/Director of Engineering
3. Anna Mauricia Penn, Chief Financial Officer
4. Denise George, Esq., Senior Staff Attorney
5. Mitchell Todman, Director of Aviation Operations
6. Deborah Washington, Property Manager
7. Desserie Harrigan, Acting Human Resources Manager
8. Monifa Brathwaite, Public Information Officer
9. Jenel White-Peets, Management Assistant

Finance Committee

Spirit Airlines, Inc. – Finance Fees

- Denied tenant's request to waive all finance charges.
- Approved waiver of 20% of tenant's finance fees totaling \$79,429.14.

Re-Allocation of Bond Financed Projects Proceeds

Approved the reallocation of bond funds for projects that VIPA has pending and cannot move forward with immediately to projects that are active or will be active soon.

Property Committee

Coral Management Group, LLC – Containerport, STX

Approved the renewal of a permit for continued use of 10,000 sf of unimproved land at the Wilfred Allick Port and Transshipment Center (the Containerport) for storage of 40-foot sea containers and break-bulk pieces/unpackaged equipment. Term shall be month-to-month not to exceed one year with no option to renew at a rate of \$1.575 p/sf (\$15,750/annum). Security deposit equal to three month's rent required.

Projects & Operations Committee

Kimley Horn & Associates – Task Order No. 4 to Reconstruct CEKA Terminal Gate 5

Approved Task Order No. 4 in the amount of \$410,000 from Kimley Horn & Associates to perform design and bid phase services to repair structurally deficient pavement at the Cyril E. King Airport Terminal's Gate 5. Funding source: FAA Airport Improvement Program funds -- \$369,000 (FAA 90%), \$41,000 (VIPA 10%)

**Kimley Horn & Associates – Task Order No. 5
Design of CEKA Terminal Expansion**

Approved Task Order No. 5 in the amount \$457,825 to provide vision-detailed design drawings for the CEKA Terminal Expansion Project, and spearhead presentation of the design to stakeholders and the community. Funding source: Insurance proceeds (to be refunded by Government of the Virgin Islands funds allocated for the CEKA Terminal Expansion Project.)

Personnel Committee

VIPA Summer Employment Program

Approved allocation of \$25,000 from VIPA's budget to fund VIPA's annual Summer Employment Program territory-wide.

Executive Session*

1. Took action regarding three employees.
2. Approved study leave for an employee.
3. Increased the salary of an employee.

*Note – All actions taken in executive session were by unanimous vote.