



# VIRGIN ISLANDS PORT AUTHORITY

## \*SPECIAL\* BOARD MEETING ACTIONS LIST

August 6, 2019

CHAired BY LEONA E. SMITH, CHAIRWOMAN

VIPA Conference Room – Crown Bay Center, St. Thomas, US Virgin Islands

### Board Members

1. Leona E. Smith, St. John Private Citizen - CHAIR
2. Nelson Petty Jr., P.E., Public Works Commissioner - VICE CHAIR
3. Marvin Forbes, St. Croix Private Citizen - SECRETARY
4. Joseph Boschulte, Tourism Commissioner (absent)
5. Denise George, Esq., Attorney General
6. Kevin Rodriguez, USVIEDA Chairman
7. Lee Steiner, St. Thomas Private Citizen
8. Dr. Yvonne E. L. Thraen, St. Thomas Private Citizen
9. St. Croix Private Citizen (vacant)

### VIPA Staff Present

1. Carlton Dowe, Executive Director
2. Anise Hodge, Deputy Executive Director
3. Anna M. Penn, Chief Financial Officer
4. Catherine Hendry, Esq., Legal Counsel
5. Matthew Berry, Marine Manager
6. Humphrey Caswell, Financial Analyst
7. Julice Holder, Chief of Staff
8. Juliana Hull, Controller
9. Monifa Marrero-Brathwaite, Public Information Officer
10. Diane Richardson, Human Resources Director

### Board Staff

1. Tonya Pickering, Internal Auditor (absent)

## Finance Committee

### Fiscal Year 2020 Budget

Moved to Executive Session for discussion.

## Property Committee

- No items for action –

## Projects & Operations Committee

### Charlotte Amalie Harbor Environmental Assessment of FONSI Document and Additional Architectural Survey

Awarded a \$95,578 contract to BioImpact, Inc. to provide an Environmental Assessment Report (EAR) and archeological services. This report will revise the existing EAR to meet the National Environmental Policy Act (NEPA) requirements for the Housing and Urban Development-Community Development Block Grant that will fund the proposed dredging of the WICO Channel in Charlotte Amalie, St. Thomas to accommodate Oasis-class vessels. Funded via VIPA's FY2019 Operating Revenues.

### Lemartec Task Order #93 - HERA Architectural Interior Finishes

Approved Task Order #93 in the amount of \$1,016,201 authorizing Lemartec to provide all material, labor and equipment to install the architectural interior finishes at the HERA Terminal. Funded by insurance proceeds.

### Lemartec Task Order #102 SCO2-05-HERA Maintenance Building

Approved Task Order #102 in the amount of \$63,514 authorizing Lemartec to provide all materials and labor to repair hurricane damages to HERA's maintenance building. Funded by insurance proceeds.

**Lemartec Task Order #105  
HERA Hangar Sea Flight**

Approved Task Order #105 in the amount of \$14,246 authorizing Lemartec to provide all material and labor to repair hurricane damages to the HERA Seaflight Hangar. Funded by insurance proceeds.

**Lemartec Task Orders  
#17232-49 and #17232-72**

Approved two bundled task orders #17232-49 and #17232-72 in the amount of \$779,969.88 authorizing Lemartec to cover all labor and materials to repair the roofs of the Tropical Shipping Cargo Building and the Supreme Court Building in Crown Bay, St. Thomas. Funded by insurance proceeds.

**Lemartec Task Order Bundle  
(#68, 69, 75, 123, 156, & 168)**

Approved a total of six bundled task orders valued at \$1,287,151 from Lemartec to expedite the restoration of three VIPA assets, to be funded via insurance proceeds:

1. HERA Air Traffic Control Tower
2. VIPA Administrative Building STT
3. CEKA Air Cargo Building

**Urman Victor Fredericks Marine Terminal  
Security Repairs**

Awarded a \$91,540 contract to Tech One Communications, LLC to install an improved camera system at the UVF Terminal in Red Hook, St. Thomas.

**Personnel Committee**

**Senior Staff Attorney Position (STT)**

Moved to Executive Session.

**Executive Session**

1. Terminated a tenant's lease.
2. Hired a Senior Staff Attorney.