



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

August 30, 2019

CHAired BY LEONA E. SMITH, CHAIRWOMAN

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

REVISED

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
5. Denise George, Esq., Attorney General
6. Kevin Rodriguez, USVIEDA Chairman (**absent**)
7. Lee Steiner, St. Thomas Private Citizen (**absent**)
8. Dr. Yvonne E. L. Thraen, St. Thomas Private Citizen
9. St. Croix Private Citizen (**vacant**)

Board Staff

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

VIPA Staff Present

1. Carlton Dowe, Executive Director
2. Damian Cartwright, Asst. Exec Director/Dir. of Engineering
3. Anise Hodge, Deputy Executive Director
4. Catherine Hendry, Esq., General Counsel
5. Matthew Berry, Marine Manager (STT/STJ)
6. Humphrey Caswell, Financial Analyst
7. Vincent F. Frazer, Esq., Senior Staff Attorney
8. Dale A. Gregory, Assistant Director of Engineering
9. Julice Holder, Chief of Staff
10. Jerome Sheridan, Airport Manager (STT/STX)
11. Monifa Marrero-Brathwaite, Public Information Officer
12. Diane Richardson, Human Resources Director

SPECIAL MOTIONS

Special Motions – Board Meeting

- Voted to allow the video conferencing of today's meeting to allow the participation of Board Member Marvin Forbes and VIPA staff on St. Croix due to travel reservation difficulties caused by Hurricane Dorian.
- Reordered the agenda to discuss all items requiring action first due to time constraints.
- Moved the discussion of the Fiscal Year 2020 Budget to executive session.

POLL VOTE RATIFICATION

Poll Vote Ratification – Financial Feasibility Assessment (Kimley Horn & Associates Task Orders #20 and #21)

Ratified the August 15, 2019 poll vote to authorize the Cyril E. King Airport Aviation Consultant, Kimley Horn & Associates, to conduct a financial feasibility assessment to maximize non-aeronautical revenues for the new terminal facility and to progress the design of said facility from 30% to 100% construction documents.

- Kimley Horn & Associates Task Order #20 (Non-aeronautical revenues Financial Feasibility Study) **\$175,000**
- Kimley Horn & Associates Task Order #21 (CEKA Terminal Expansion 100% Construction Documents) **\$7,680,000**

Total: \$7,855,000

FINANCE COMMITTEE

Extension of BDO USA, LLP Contract

Authorized staff to extend BDO USA, LLP's contract for audit services for two years to include audit services for FY 2019 and FY 2020 at a cost of \$230,300 per year.

Settlement Offer – Limetree Bay Terminals, LLC

Approved the proposed settlement agreement by Limetree Bay Terminals, LLC in the amount of \$1,050,000 for accrued demurrage and security charges for LTB's equipment stored at VIPA's Gordon A. Finch Molasses Pier for their operation on St. Croix.

Professional Services Contract – Hanson Professional Services, Inc.

Authorized the executive director to negotiate and enter into a three-month contract with Hanson Professional Services, Inc. to provide airport operations management services as required by the Federal Aviation Administration to obtain CFR Part 139 compliance at the Cyril E. King Airport and also provide training for the Henry E. Rohlsen Airport aviation staff.

PROPERTY COMMITTEE

Activities Information Center, Inc.

Approved a three-year lease for Activities Information Center, Inc. at the Urman Fredericks Marine Terminal in Red Hook to conduct marketing and advertising via digital medium at a rate of \$9,000 per annum with a two-year option to renew the agreement.

DHL Express (USA), Inc. - HERA

Approved the renewal of DHL's lease for space at the former HERA airpark for non-exclusive cargo and warehousing activities to conduct express courier services. The term of the lease is three years with a three-year option to renew at a rate of \$31,704.33 per annum.

Priority RoRo Services, Inc. - Containerport

Approved a three-year lease for Priority RoRo Services for 36,000 square feet of land at the Wilfred "Bomba" Allick Port and Transshipment Center to stage trailers and other equipment at a rate of \$30,600 per year.

Tourism Industries, Inc. dba Budget Rent-a-Car Lease Assignment

Moved to executive session for discussion of legal matters.

Negotiation for Addelita Cancryn Junior High School Property

- Moved to executive session for discussion of legal matters.
- Authorized the Executive Director to continue negotiations to acquire the ACJHS property.

PROJECTS & OPERATIONS COMMITTEE

Gordon A. Finch Molasses Pier Project - Terminal Cargo Building

Awarded a \$12,176,244 contract to AT Construction, LLC to build a new cargo terminal at the GAF Pier. Funded via the BUILD Grant.

Gordon A. Finch Molasses Pier Project - Roll-On/Roll Off Ramp

Awarded a \$9,622,711 contract to AT Construction, LLC to build a new roll-on/roll-off ramp at the GAF Pier. Funded via the BUILD Grant.

Access Control System at the Cyril E. King Airport and Henry E. Rohlsen Airport

Awarded a five-year extension of the maintenance contract with G4S in the amount of \$682,777.86 for both the CEKA and HERA's access control system. Funded via VIPA's aviation budget.

Moffat and Nichol Task Order #16 - Total Fuel Farm Shoreline Stabilization Design and Permitting

Approved Task Order #16 to VIPA's marine consultant Moffat and Nichol in the amount not to exceed \$185,000 to develop construction documents, technical specifications and a cost estimate relating to Total Fuel Farm's shoreline stabilization design. Funded via VIPA FY 2020 Budget.

Wilfred "Bomba" Allick Port and Transshipment Center (Containerport) Road Repair

Awarded a contract not to exceed \$192,798 to Quantum Vision Construction, LLC to repair the access road to the Containerport on St. Croix.

Lemartec Task Order #76 – HERA's Air Traffic Control Tower Interior

Approved Lemartec Task Order #76 in the amount of \$253,649 to provide all labor and materials for the interior finishes of the HERA ATC Tower.

**Lemartec Change Order #010 – CEKA Roof
Internal Gutter Replacement**

Approved Lemartec Change Order #010 in the amount of \$188,250 to replace all the corroded internal roof gutters and downspouts at the CEKA Terminal. This project was not included in the original scope of work in Lemartec’s contract.

Cyril E. King Airport Gut Cleaning

Awarded a \$135,000 contract to SSVI Expert and Excavation Builders, LLC to cut and clean the north gutter of the CEKA runway. The contract includes the removal and legal disposal of all vegetation and the installation of a weed barrier.

Claude Berry II Pilot Boat Repairs (St. Croix)

Approved the expenditure of \$420,015 to Subbase Dry Dock to overhaul the Claude Berry II Pilot Boat, which services vessels in the St. Croix district.

PERSONNEL COMMITTEE

Airport Operations Manager Position

Discussed in executive session.

Amendment to Donated Leave Program

Discussed in executive session.

Airport Operations Technician Position

Discussed in executive session.

EXECUTIVE SESSION

1. Voted to make it mandatory that VIPA’s legal counsel be present during the Board’s executive sessions.
2. Voted for VIPA’s Board to retain its own legal counsel.
3. Approved the Fiscal Year 2020 Budget
4. Approved the Airport Operations Manager position.
5. Approved the title change of the FY 2020 budgeted position of Airport Operations Technician to Airport Operations Officer
6. Approved the amended VIPA Donated Leave Program.
7. Tabled the Budget Rent-a-Car lease assignment.