



VIRGIN ISLANDS PORT AUTHORITY

BOARD ACTIONS LIST

February 20, 2019 Board Meeting
St. Thomas, U.S. Virgin Islands
Chaired by José Penn, Chairman

Board Members

1. José Penn, EDA Board Chairman – **VIPA Board Chairman**
2. Dr. Yvonne E. L. Thraen, Private Citizen STT – **Vice Chair**
3. Marvin Forbes, Private Citizen STX - **Secretary**
4. Joseph Boschulte, Tourism Commissioner Designee
5. Nelson Petty, Jr. P.E., Public Works Commissioner
6. Lee Steiner, Private Citizen STT
7. Carol Thomas-Jacobs, Esq. – Acting Attorney General
8. Private Citizen STJ, vacant
9. Private Citizen STX, vacant

Board Staff

1. Tonya Pickering, Internal Auditor (absent)

VIPA Staff Present

1. Damian Cartwright, Acting Executive Director/Director of Engineering
2. Angelo Raimondi, Acting Asst. Executive Director/Marine Manager STT/STJ
3. Anise I. Hodge, Deputy Executive Director
4. Anna M. Penn, Chief Financial Officer
5. Attorney Catherine Hendry, Legal Counsel
6. Attorney Denise George, Senior Staff Attorney
7. Monifa A. Marrero-Brathwaite, Public Information Officer
8. Diane Richardson, Human Resources Director
9. Carol Stevens-Martinez, Executive Secretary
10. Mitchell A. Todman, Aviation Operations Director
11. Deborah Washington, Property Manager

FINANCE COMMITTEE

No actions taken.

PROPERTY COMMITTEE

Cardow, Inc. dba Cardow Airport Store – Cyril E. King Airport Terminal

Approved the temporary reduction of the percentage fee for Cardow Airport Store at CEKA from 10.5% to 8% for the period of 22 months, effective March 1, 2019 to December 31, 2020.

Henry E. Rohlsen Airport Terminal Restaurant

Approved the leasing of 696.5 s/f of space in the main lobby area of the HERA Terminal (formerly Rita's Café) to be used as a restaurant with a term of one year with a two-year option period for renewal.

PROJECTS & OPERATIONS COMMITTEE

Lemartec, Inc. Task Order No. 23 – CEKA Lighting

Approved Task Order #23 in the amount of \$987,247 to procure materials only for landside site lighting at the CEKA Terminal. Funding source: insurance monies.

Lemartec, Inc. Task Order No. 31 – HERA Lighting

Approved Task Order #31 in the amount of \$915,241 to procure materials only for landside site lighting at the HERA Terminal. Funding source: insurance monies.

American Infrastructure Development (AID) Task Order No. 17 – HERA Phase 1 Terminal Improvements Design, Bid and Construction Phase Services

Approved Task Order #17 to AID in the amount of \$1,318,863 to perform the HERA Terminal Phase 1 improvements including the design, bid and construction phase services. This project involves the expansion of the hold room area to double to seating capacity, additional concession space, charging stations and other improvements. Construction expected to begin Sep. 2019. Funding source: insurance monies.

CEKA Gate 5 Pavement Reconstruction - Bid Award

Awarded a contract not to exceed \$3,916,835 to Rumina Construction, LLC to reconstruct the pavement at CEKA Terminal Gate 5.

PERSONNEL COMMITTEE

**Create a Senior Maintenance Mechanic Position
VIPA St. Croix**

Approved the creation of a new senior maintenance mechanic position to repair and maintain VIPA's vehicles and equipment on St. Croix. Funding source: FY 2019 budget.

**Create a Construction Management Officer Position
VIPA St. Thomas**

Approved the creation of a new construction management officer position to provide engineering oversight and monitor the construction schedules of VIPA's projects. Funding source: FY 2019 budget.

**Create a Civil Engineer Position
VIPA St. Croix**

Approved the deletion of the senior designer position (STX) to create a new civil engineer position (STX). The position is essentially a title change and is already funded in the FY 2019 budget.

Incentive Package for Critical and Hard to Fill Positions

Approved the implementation of a travel and transportation relocation incentive package to attract highly skilled applicants for critical, but hard to fill positions in the amount of \$2,000 with a commitment of 12 months employment.

EXECUTIVE SESSION

1. The Board received a status update on the airline use agreement.
2. Authorized the reclassification of a clerk typist position to a management assistant position.
3. Established the salaries of the acting executive director and acting assistant executive director.
4. Authorized the re-advertisement of the executive director position.
5. Discussed personnel-related issues.