



Virgin Islands Port Authority Governing Board Meeting Actions List

October 17, 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 (absent)**
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
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. Angelo Raimondi, STT/STJ Marine Manager
5. Mitchell Todman, Director of Aviation Operations
6. Deborah Washington, Property Manager
7. Desserie Harrigan, Acting Human Resources Manager
8. Julice Harley, Chief of Staff
9. Monifa Brathwaite, Public Information Officer

Board Staff

1. Tonya Pickering, Internal Auditor (absent)

POLL VOTE RATIFICATION

Airport Management Services

Ratified the Oct. 3, 2018 Poll Vote to award a \$180,000 contract to WJ Aviation. The contractor will provide airport management services required by the Federal Aviation Administration to maintain the Cyril E. King Airport's Certificate of Operation.

FINANCE COMMITTEE

Resolution: Sale of Land from VIPA's Aviation Division to its Marine Division

Approved Resolution No. 002-2018 authorizing the internal sale of the 61 acres of land occupied by the Randal "Doc" James Race Track adjacent to the Henry E. Rohlsen Airport on St. Croix from VIPA's Aviation Division to its Marine Division - the value of which will be determined by an appraisal conducted in 2018.

Tenants of Building No. 10 Subbase

Directed Property Manager to remind month-to-month tenants occupying Building 10 Subbase of their notice to vacate the premises due to safety concerns with the structural condition of the building post Hurricanes Irma and Marine in Sept. 2017. Tenants were previously asked to vacate by Dec. 2018.

PROPERTY COMMITTEE

News & Gift Shops International St. Thomas, LLC – Cyril E. King Airport

Approved a request from the tenant to suspend the minimum annual guarantee (MAG) for tenant due to damages and economic hardships caused by the hurricanes in Sept. 2017 – effective Jan. 1, 2018 until the tenant's leased area is repaired. In lieu of MAG, VIPA will implement a temporary percentage fee of 20% on gross receipts of all sales effective Jan. 1, 2018 until tenant's leased area is repaired.

Cardow, Inc. – Crown Bay Center

Approved a lease to Cardow, Inc. to operate a retail store with non-exclusive rights for the sale of liquor, perfume, cosmetics and tobacco products at Crown Bay Center. Tenant will lease 702.68 s/f of space in Building C-05A for five years with a three-year option term. Rent will be \$2,342.26 per month (\$40 per s/f), with an increase on the third year by CPI or 5%, whichever is greater. Common area charges will be \$567.99 per month. Three month's rent security deposit, plus commercial general liability and business interruption insurance required.

Sushi Hut, LLC – Crown Bay Center

Approved a new lease for 64 s/f of space at the Crown Bay Center waterfront (formerly occupied by Laline) to operate a takeout and semi-sit-down sushi restaurant for one year with a one-year option at \$1,800 per month.

Dock House Café – UVF Terminal, Red Hook

Approved non-exclusive lease to sell breakfast, lunch and dinner at the Urman Victor Fredericks Marine Terminal. Tenant will lease 135 s/f of space in the terminal for three years, with a three-year option at \$846.23 per month. Rent will increase on year three per CPI. Commercial general liability, automobile liability and business interruption insurance required.

M&T Trucking Services, Inc. – Containerport, St. Croix

Approved a temporary use permit agreement to park a trailer on 640 s/f of land at the Wilfred "Bomba" Allick Port and Transshipment Center due to hurricane damage of tenant's leased space. Rent will be \$413.81 per month for six months. Commercial general liability, automobile liability and business interruption insurance required.

Lease Assignment from Lemartec Corporation to Lemartec VI

Approved the assignment off the agreement between VIPA and Lemartec, Inc. to Lemartec VI, which has been incorporated in the USVI.

PROJECTS & OPERATIONS COMMITTEE

Design & Construct GA Apron to Service Standard Aviation Hangar

Awarded a \$565,500 contract to Eleven Construction, LLC to design and construct 24,000 s/f of general aviation apron at the Cyril E. King Airport to service the new Standard Aviation hangar.

PERSONNEL COMMITTEE

VIPA Employment Application Amendment

Approved amending VIPA's employment application to require the submission of pre-employment screening, a police report and verification of education, certifications and licenses. This requirement will also be added to VIPA's Personnel Rules and Regulations.

Executive Director Search

Approved the advertisement of the executive director position locally and nationally, with responses due within 30 days after the advertisement is published.

EXECUTIVE SESSION

1. Authorized the hiring of a Human Resources Director.
2. Directed staff to develop a fee structure relative to a former tenant.