



VIRGIN ISLANDS PORT AUTHORITY GOVERNING BOARD MEETING ACTIONS LIST

May 30, 2019

CHAired BY LEONA SMITH, CHAIRWOMAN

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

Board Members

1. Leona Smith, St. John Private Citizen - **CHAIR**
2. Nelson Petty Jr., P.E., Public Works Commissioner Designee – **VICE CHAIR**
3. Marvin Forbes, St. Croix Private Citizen - **SECRETARY**
4. Joseph Boschulte, Tourism Commissioner Designee
5. Denise George, Esq., Attorney General Designee
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. Damian Cartwright, Acting Exec. Director/Dir. of Engineering
2. Anise Hodge, Deputy Executive Director
3. Catherine Hendry, Esq., Legal Counsel
4. Anna Mauricia Penn, Chief Financial Officer
5. Capt. Matthew Berry, Marine Manager STT/STJ
6. Julice Holder, Chief of Staff
7. Juliana Hull, Controller
8. Monifa Marrero-Brathwaite, Public Information Officer
9. Diane Richardson, Human Resources Director
10. Deborah Washington, Property Manager

Board Staff

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

BOARD ELECTIONS

Reorganization of the Board's Officers

Voted not to reorganize the board's officers.

Election of Board Chairperson

Elected Board Member Leona Smith, private citizen of St. John, as the chairperson of the VIPA Board.

Election of the Board Vice Chairperson

- Accepted Dr. Yvonne Thraen's resignation from the position of Vice Chairperson.
- Amended the agenda to elect a new vice chairperson.
- Elected Public Works Commissioner Designee Nelson Petty Jr. as the vice-chairman of the VIPA Board.

Board Committee Member Assignments

Finance

1. Joseph Boschulte
2. Marvin Forbes
3. Lee Steiner
4. Kevin Rodriguez

Property

1. Lee Steiner - **chair**
2. Dr. Yvonne E. L. Thraen
3. Leona Smith

Projects/Operations

1. Marvin Forbes – **chair**
2. Nelson Petty Jr., PE
3. Lee Steiner
4. Dr. Yvonne E. L. Thraen
5. Kevin Rodriguez

Personnel

1. Joseph Boschulte
2. Marvin Forbes
3. Denise George, Esq.
4. Nelson Petty Jr., PE - **chair**
5. Dr. Yvonne E. L. Thraen

FINANCE COMMITTEE

Funding of CEKA General Aviation Apron to Service Standard Aviation

Approved an amendment to an Oct. 17, 2018 board meeting action and authorized the Acting Executive Director to enter into a one-time payment agreement in the amount of \$565,500 instead of a multi-year agreement using rental credits and financing. Funding source: insurance proceeds.

AON Risk Solutions of Puerto Rico, Inc.

Approved the renewal of the contract between VIPA and AON Risk Solutions of PR, Inc. that expires June 30, 2019 to provide insurance brokerage services. The contract is renewed for a term of two years at a cost of \$239,223.

Hawkins Delafield and Wood LLP

Authorized an agreement with Hawkins Delafield and Wood LLP to render legal advice to VIPA as its bond counsel in connection with its bonds, notes and other evidences of indebtedness. The agreement between VIPA and HD&W must be approved by the Board.

PROPERTY COMMITTEE

Inter-Caribbean Airways Limited

Approved a two-year lease agreement with Inter-Caribbean Airways, Ltd. for counter space at CEKA and HERA for ticket sales to provide USVI/BVI inter-island air service beginning July 2019. The rent and rent increase terms are per VIPA's existing Aviation Tariff and a security deposit equal to three month's rent is required.

Westin St. John Hotel Company, Inc.

Approved a lease renewal for 420 s/f of space in the CEKA baggage claim area to operate a hospitality lounge for its owners, guests and invitees associated with the tenant's resort. The lease term is three years with a three-year option to renew at a rate of \$1,946.35 per month.

Alliance Aviation Fuels

Approved an extension of the deadline for completion of their required investment to build and furnish a two-story building on their leased premises at CEKA to June 1, 2020.

Wheels Up Charters, LLC dba Capitol Air

Approved a two-year agreement for 136 s/f of counter space at CEKA for ticket sales to provide charter services throughout the Caribbean. The rental rates and increase terms will be per the existing VIPA Aviation Tariff, with a security deposit equal to three-month's rent required.

Cruzan Group, LLC

Approved the lease of 90 s/f of space at the Ann E. Abramson Marine Facility to be used as a ticketing and information booth for a glass-bottom boat submarine excursion. The lease will be for a term of three years with a one-year option at a rate of \$300 per month plus \$125 per month for common area space. A security deposit equal to three-month's rent is required.

Crown Bay Center Kiosks Replacement

Approved the replacement of 10 kiosks in the Building G Courtyard at Crown Bay Center at a cost of \$211,960, funded via insurance proceeds.

Naming VIPA's Assets

Approved the 33rd V.I. Legislature's proposal to name the VIPA Maintenance Building in honor of Robert O'Connor Jr., and the VIPA Barge Ramp in Red Hook in honor of Noel Boynes Sr.

PROJECTS COMMITTEE

Lemartec, Inc. Task Orders – Numbers 59, 60, 33, 63, 65, 90 and Change Order #003

Approved seven task orders and one change order for Lemartec, Inc. funded via insurance proceeds:

#59 – CEKA HVAC Roof Exhaust Fans Installation & Existing Fan Repairs

#60- HERA HVAC/Roof Exhaust Fans Installation

#33 – HERA HVAC 1st Floor Ductwork Installation

#63 – HERA HVAC Rooftop Ductwork Installation

#65 – HERA Electrical Lighting Material Procurement

#90 – Administrative Building Architectural to Provide Labor for the Installation of the Acoustical Ceiling & Metal Grid System.

Change Order #003 – Installation of New HERA Exterior Louvers

**Lemartec, Inc. Self-Performing Task Order Bundle:
Numbers 27, 41, 44, 86, 94, 95, 135, and 158**

Approved eight bundled task orders from Lemartec inclusive of all labor and materials necessary to self-perform the scope of services listed to realize cost savings and expedite project completion timelines. The bundled task orders are in the total amount of \$1,218,952.

#27 CEKA Architectural Doors and Frames

#41 Crown Bay Bldg. A

#44 Crown Bay Bldg. C – VCT, ACT, Drywall & Paint

#86 Crown Bay Bldg. G

#94 Blyden Marine Terminal

#95 Seaborne Aviation

#135 Crown Bay Wall Demolition

#158 Guard House

**Crown Bay Center Parking Lot Paving and Drainage
Project – Change Order #1**

Approved Change Order #1 submitted by Precise Builders in the amount of \$9,878.75 to address changes in the scope of the project discovered while performing the work. Funded via FY 2019 budget.

**Wilfred “Bomba” Allick Port & Transshipment Center
(Containerport) Roll On/Roll Off Wharf Repairs**

Awarded contract to GEC, LLC not to exceed \$616,166 to repair the roll on/roll off wharf at the Containerport to maintain its structural integrity and extend its useful life. Funded via bond financing and VIPA’s FY19 budget.

HERA Old Esso Building Design/Build

Awarded a design/build contract to GEC, LLC not to exceed \$1,219,600 to renovate the old Esso Building at HERA for use by VIPA’s engineering and purchasing departments. Funded via VIPA’s insurance proceeds.

**Christiansted Seaplane Shoreline Stabilization and
Environmental Containment**

Awarded a contract to GEC, LLC not to exceed \$3,540,000 to perform the shoreline stabilization and environmental containment at the Christiansted seaplane facility on St. Croix. Funded via EDA, VIPA’s FY 2019 budget and insurance proceeds.

Red Hook Parking Garage – Change Order #2

Approved Change Order No. 2 in the amount of \$199,945 from Eleven Construction to address additional scope items: exterior wall coating, IBC 2018 Structural Canopy system, and additional security camera systems. Total project cost increased from \$5.6M to \$5.9M. Project funded via bond proceeds in VIPA's FY 2019 budget.

PERSONNEL COMMITTEE

No actions taken.

EXECUTIVE SESSION

- Ratified the proposed changes to the IAMAW Collective Bargaining Agreement.