



# VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

December 17, 2019

CHAired BY Ms. LEONA SMITH, BOARD CHAIR

Crown Bay Center Conference Room, St. Thomas U.S. Virgin Islands



## Board Members

1. Leona E. Smith, St. John Private Citizen – CHAIR
2. Nelson Petty Jr., P.E., DPW Commissioner - VICE CHAIR (absent)
3. Marvin Forbes, St. Croix Private Citizen – SECRETARY (absent)
4. Joseph Boschulte, Tourism Commissioner
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 (absent)
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. Dir./Dir. of Engineering
3. Anise Hodge, Deputy Executive Director
4. Anna M. Penn, Chief Financial Officer
5. Catherine Hendry, Esq., General Counsel
6. Matthew Berry, STT/STJ Marine Manager
7. Mariath Hodge, Executive Assistant
8. Vincent Frazer, Esq., Senior Staff Attorney
9. Dale Gregory, Senior Engineer STT/STJ
10. Monifa Marrero-Brathwaite, Public Information Officer
11. Diane Richardson, Human Resources Director
12. Jerome Sheridan, Airport Manager
13. Deborah Washington, Property Manager

## REORDERING OF AGENDA

### Reordering of the Meeting's Agenda

Reordered agenda to allow presentations from individuals representing the car ferry companies and Lemartec, Inc. for two separate matters prior to acting on the action items.

## FINANCE COMMITTEE

No actions taken.

## PROPERTY COMMITTEE

### Webstas Aviation Services, Inc.

Approved tenant's request to assign the lease agreement and the change of name from Webstas Aviation Services, Inc. to ATSBEW Aviation LLC at the Henry E. Rohlsen Airport, St. Croix.

### Tropical Bliss Spa & Beauty Bar

Approved a lease between VIPA and Emeka Willis the owner and operator of Tropical Bliss Spa and Beauty Bar for 1,082 sq ft of space in Building C, Unit 6 at Crown Bay Center to operate a full-scale luxury spa. The rent will be \$30 per sq. ft. (\$32,460 per annum) for a term of five years with one five-year option term beginning January 1, 2020. CAM charges will be \$901.66 per month. The rent will increase on year five by 5% or per CPI – whichever is greater. Tenant is also required to deposit three month's rent for security and obtain required insurance.

**Suzette Descartes dba Bayside Jewelry  
Repair & Design**

Approved request for tenant to relocate to Building G in Crown Bay Center Store #6 and renew its lease agreement with VIPA. The tenant will lease 280 sq ft of space in Bldg. G to operate a jewelry repair store for one year at a monthly rental rate of \$1,530 beginning October 1, 2019 with a one-year option to renew at a 5% increase in monthly rent. Tenant shall provide a security deposit, a monthly gross sales statement and required insurance.

**RFP Issuance: Parcels Nos. 17 and 20  
Crown Bay - No. 7B Southside Quarter**

Authorized the Executive Director to issue a Request for Proposals seeking a developer for Nos. 17 and 20 Crown Bay No. 7B Southside Quarter (the former Miami Cars, Inc. property - approximately 37,197.76 sq ft) to develop the area with any of the following: a restaurant, dry dock facilities, boutique and/or provide marine-related services.

**Lease Amendment No. 4 - St. Croix  
Racetrack**

Approved Lease Amendment #4 for the St. Croix Racetrack at the Henry E. Rohlsen Airport's airfield which allows the appraisal and leasing of the property at fair market value pursuant to the requirements of the Federal Aviation Administration.

**PROJECTS AND OPERATIONS COMMITTEE**

**Island Nice, LLC (Todd G Barge)**

Approved a temporary schedule for a period of six months for Island Nice LLC operating the Todd G barge to provide scheduled car ferry service between St. John and St. Thomas. After six months, VIPA will evaluate the company's performance, professionalism and financial standing with VIPA.

**Enighed Pond Gravel Lot Parking  
Equipment, Cruz Bay, St. John**

Approved the proposal in the amount of \$105,460 from Inter-Caribbean Multi Service to provide the Cruz Bay Parking Lot Control Equipment. This proposal includes all labor, materials and equipment necessary for a complete and functional WPS Access Control and Parking Revenue System. Funded via 2014 Bond Proceeds.

**Theovald Moorehead Dock and Terminal  
Parking Lot Equipment**

Authorized the Executive Director to execute a contract in the amount of \$75,264 with Inter-Caribbean Multi Service Corp to provide and install equipment for the parking lot at the Theovald E. Moorehead Dock and Terminal at Enighed Pond, St. John. The existing equipment was damaged by the 2017 storms and is required to comply with Coast Guard regulations. Funded via insurance proceeds.

**Cyril E. King Airport Gut Cleaning: SSVI  
Expert LLC – Change Order #1**

Approved Change Order #1 in the amount of \$204,576 for the completion of the additional work done on the CEKA airfield gut, North Ramp and apron by SSVI Expert LLC. Funded via insurance proceeds.

**Waterfront Fendering Project**

Authorized the Executive Director to execute a \$367,587 contract with Lighthouse Marine to provide and install marine-grade rubber fenders along the waterfront bulkhead. Funded via 2014 Bond Proceeds.

**Amendment to VIPA's Bylaws: Video  
Conferencing and Teleconferencing VIPA  
Board of Governors' Meetings**

Authorized staff to draft a resolution to amend VIPA's Bylaws that will allow VIPA board meetings to be conducted via tele-conferencing and video conferencing – with the exclusion of executive sessions.

**PERSONNEL COMMITTEE**

**Parking Lot Attendant Positions – Enighed  
Pond Gravel Lot, St. John**

Authorized the creation of three permanent parking lot attendant positions to staff the Enighed Pond Gravel Lot on St. John.

**USW Negotiated CBA Changes –  
Supervisors and Managers' Union**

Authorized the Executive Director to approve the proposed changes to the USW Collective Bargaining Agreement (CBA) for a term of five years effective October 1, 2018 through September 30, 2023 with terms as presented in the staff summary submitted.

**EXECUTIVE SESSION**

**No executive session held.**