



Virgin Islands Port Authority Governing Board Meeting Actions List

June 20, 2018

Chaired by Laurel Hewitt-Sewer, Board Chairman
St. Croix, 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**
4. Beverly Nicholson-Doty, Tourism Commissioner (absent)
5. Nelson Petty Jr., PE, Public Works Commissioner (absent)
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)

Board Staff

1. Tonya Pickering, Internal Auditor (absent)

VIPA Staff Present

1. David W. Mapp, Executive Director
2. Damian Cartwright, Asst. Exec. Director/Director of Engineering
3. Anna Mauricia Penn, Chief Financial Officer
4. Mitchell Todman, Director of Aviation Operations
5. Deborah Washington, Property Manager
6. Desserie Harrigan, Acting Human Resources Manager
7. Julice Harley, Chief of Staff
8. Monifa Brathwaite, Public Information Officer

Finance Committee

Fiscal Year 2018 Budget Revisions

Approved the revision of the FY18 Operating and Capital budgets due to revised projections to take into account the significant decreases in air and marine traffic after Hurricanes Irma & Maria in September 2017:

Revenue	\$42.4M
Business interruption insurance	\$22.3M
Cash on hand	\$157K
Operating budget	\$47.8M
Short term debt	\$28K
Long term debt	\$4.6M
Renewal and replacement	\$443K
Marine bond reserve	\$6.3M
VIPA capital funds	\$5.8M

Fixed Asset Consultant Contract - Amendment No. 1

Approved Amendment No. 1 to the contract between VIPA and Morgan Franklin Consulting, LLC to provide fixed assets expertise necessary to complete the FY 2017 Audit, at a cost of \$60,000.

Crime and Public Officials Insurance Coverage

- Authorized insurance coverage limits for Crime Insurance Policy effective June 30, 2018 at a cost of \$12,680 (due to market conditions). Also authorized the securing of Public Official coverage at a cost of \$70,897.
- Approved payment for Crime and Public Officials insurance coverage, not to exceed \$83,577 (not including taxes and fees) and authorized staff to determine if to pay the cost in installments or a lump sum.

Cruise Ship Excursions – Request to Waive Past Due Balance

Denied tenant’s request to waive its outstanding balance that consists of unpaid tour passenger head tax.

Extension of Grace Period for Crown Bay Center Tenants

Approved an extension of a grace period for rent payments during the slow season months of June – October 2018 with the following conditions:

- Tenants in good standing have until the 15th to pay their rent.
- Late fees and interest will be waived if 50% of rent is paid by the 15th during the grace period.
- The remaining balance should be paid by the end of each month.
- All rents from the period of June to Oct. 2018 must be current on or before Oct. 31, 2018.

Property Committee

St. Thomas Jet Center – Lease & Capital Improvements Extension

Tabled, returned to committee.

Projects & Operations Committee

100-Ton Mooring Dolphin – Bid Award

Awarded a \$203,400 contract to Eleven Construction to construct a new 100-ton mooring bollard on the existing dock at the Wilfred “Bomba” Allick Port and Transshipment Center.

Proposed Marine Tariff Amendment

Approved the amendment of VIPA’s existing marine tariff to read:

Section III J. Demurrage and Free Time

Amend Free Time to 12 hours for petroleum-based products and hazardous materials, and 24 hours for general cargo.

Fiscal Year 2018 Strategic Plan

Approved the FY 2018 Strategic Plan as presented by staff.

Personnel Committee

Standards of Ethical Conduct – Staff

Approved a Standards of Ethical Conduct policy for all VIPA employees.

Standards of Ethical Conduct – Board

Approved a Standards of Ethical Conduct policy for all VIPA board members.

Executive Session

- Approved the hiring of a temporary maintenance manager for the St. Thomas/St. John district.