



Virgin Islands Port Authority Governing Board Meeting Actions List

April 18, 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**
4. Beverly Nicholson-Doty, Tourism Commissioner (absent)
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. Damian Cartwright, Asst. Exec. Director/Director of Engineering
3. Anna Mauricia Penn, Chief Financial Officer
4. Denise George, Esq., Senior Staff Attorney
5. Mitchell Todman, Director of Aviation Operations
6. Deborah Washington, Property Manager
7. Monifa Brathwaite, Public Information Officer
8. Julice Harley, Chief of Staff

Board Staff

1. Tonya Pickering, Internal Auditor (absent)

Poll Vote Ratification

Property Insurance Renewal

Ratified poll vote to renew VIPA's property insurance with payments to be made in installments.

Finance Committee

Fixed Asset Consultant

Authorized staff to enter negotiations with Morgan Franklin to provide fixed asset expertise necessary to meet the June 30, 2018 deadline of issued Audit Financials required by VIPA's bond covenant.

Property Committee

Transfer of Crown Bay Center Leases

Approved the transfer of all Crown Bay Center leases to the VIPA Legal and Property Management Department.

Wilfred Turnbull – New Lease at Crown Bay, St. Thomas

Approved a new lease for Mr. Wilfred Turnbull at Parcel No. 17 and 191 Crown Bay to sell local food items produced from coconuts, local spices and drinks. Tenant will lease 1,200 s/f of semi-improved land for 5 years with a 3-year option to renew at \$5 per s/f (\$6,000 per annum). Three months' rent security and insurance required as per staff summary. Improvements return to VIPA at expiration of lease.

Red Cap Services, Inc. - CEKA

Approved request for additional lease language to be added to proposed lease at the Cyril E. King Airport Terminal to include: 100 s/f of kiosk space located in arrivals; kiosk space in baggage claim; and space to store baggage carts in baggage claim to provide porter services to arriving and departing travelers and to use common areas. Lease term will be 3 years at \$416.67 per month for office space, and \$17,040 & \$1,420 per month for kiosk spaces. Three months' rent and insurance required per staff summary.

Projects Committee

CEKA Terminal Chiller Replacement

Authorized staff to enter into a \$1,879,800 contract with Custom Builders to design and install four (4) new, energy efficient 200-ton chillers at the CEKA Terminal. Funded via PFC revenues.

Lemartec, Inc. Task Order No. 3 - HERA Roof Replacement

Approved Task Order No. 3 with Lemartec, Inc. to completely replace the roof of the HERA Terminal to include the single-ply membrane, standing seam and metal panel siding. Project will cost \$8,852,063 and will take 9 months to complete. Funded via insurance monies.

Lemartec, Inc. Task Order No. 4 - VIPA Administrative Building Roof Replacement

Approved Task Order No. 4 with Lemartec, Inc. for complete replacement of VIPA Administrative Building's roof to include the single-ply membrane and metal standing system. Project will cost \$1,123,592 and will take five months to complete. Funded via insurance monies.

Executive Session*

1. Took action relative to a personnel matter.
2. Took action regarding Lemartec, Inc. Task Order No. 2 to adjust the contract amount to \$10,587,532.
3. Authorized the executive director to negotiate in Hairoun Aviation Services vs. VIPA.
4. Took action relative to a request from Island Beachcomber regarding an extension of time to vacate VIPA's property.

*All actions taken in executive session were by unanimous vote of all members present.