



Virgin Islands Port Authority Governing Board Meeting Actions List

March 21, 2018

Chaired by Laurel Hewitt-Sewer, Board Chairperson
St. Thomas, US Virgin Islands

Board Members

1. Laurel Hewitt-Sewer, St. John Private Citizen - **Chairperson**
2. Dr. Yvonne Thraen, St. Thomas Private Citizen - **Vice Chair**
3. Claude E. Walker, Esq., Attorney General – **Secretary**
4. Beverly Nicholson-Doty, Tourism Commissioner
5. Nelson Petty, Acting 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*)

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. M. Anna Penn, Acting Chief Financial Officer
4. Ava Penn, Acting Marine Manager/Crown Bay District Manager
5. Mitchell Todman, Director of Aviation Operations
6. Attorney Nycole Thompson, Legal Counsel
7. Desserie Harrigan, Acting Human Resources Manager
8. Deborah Washington, Property Manager
9. Monifa Brathwaite, Public Information Officer
10. Julice Harley, Chief of Staff

Bylaws

Waived Board By-Laws

Waived the Board By-Laws to allow Board Member Nelson Petty to attend the board meeting via video conference.

Finance Committee

Interspace, Inc. dba Interspace Airport Advertising

Approved tenant's request for a 25% reduction to the minimum guarantee for the first quarter of 2018 (Jan – March) because of the hardships experienced by their customers due to Hurricanes Irma and Maria.

Property Committee

Miami Cars, Inc.

Denied tenant's request to waive finance charges accumulated for non-payment on the account of Miami Cars, Inc. from September 2017 to February 2018 in lieu of rent paid in full in the amount of \$56,513.91.

Bohlke International Airways, Inc.

Approved tenant's request to (1) consolidate its 3 existing leases and (2) to extend its current lease agreement for continued use of land and hangar space in lieu of fully developing and rebuilding the damaged hangar facilities through its corporate funding and property insurance reimbursement.

**United States Air Force Hurricane Hunters –
Department of the Army**

Approved tenant's request to renew its lease for continued use of 4,000 s/f of warehouse and 1,764 s/f ramp spaces at the Henry E. Rohlsen Airport West Cargo Building, St. Croix for five years (not to extend beyond Dec. 31, 2022). Rental rates: Location A - \$40K per year, Location B - \$2,205 per year.

Neltjeberg Bay Enterprises, LLC

Approved tenant's request to renew its lease application for space at B2-01 and B2-02 at Crown Bay Center for office space to operate a consulting company. The lease shall be for two years and seven months beginning March 1, 2018 at an annual rate of \$33.34 per s/f, plus \$12 per s/f for CAM charges – with an option to renew for one three-year period. Three month's rent security deposit required.

Miami Cars, Inc.

Moved to executive session for discussion.

Projects and Operations Committee

VIPA Engineering

Approved Task Order No. 11 in the amount of \$68,000 to American Infrastructure Development (AID), which authorizes AID to provide support engineering staff with project management and inspection services on St. Croix.

**Development of Compliance Department at
VIPA**

Decided against hiring a third-party entity compliance entity.

Personnel Committee

(see executive session)

Executive Session

1. Appointed Mauricia Anna Penn as VIPA's Chief Financial Officer.
2. Took action concerning two VIPA employees.
3. Adopted an evaluation form for use by the board to evaluate the VIPA Executive Director.
4. The Department of Tourism offered to provide the services of its Public Relations firm via Mr. Bevan Springer to help develop a strategy for VIPA in collaboration with VIPA's Public Information Officer.
5. Authorized its financial consultant, CMA/Frasca and Associates, to perform an analysis of VIPA's cruise ship operations and its overall financial impact on the Port Authority.