



Virgin Islands Port Authority

Governing Board Meeting Actions List

December 19, 2018

Chaired by Dr. Yvonne E. L. Thraen, Acting Board Chairman

St. Croix, US Virgin Islands

Board Members

1. Dr. Yvonne Thraen, St. Thomas Private Citizen - **Acting Chair**
2. Marvin Forbes, St. Croix Private Citizen
3. Beverly Nicholson-Doty, Tourism Commissioner
4. Nelson Petty Jr., PE, Public Works Commissioner
5. Joseph Ponteent, Esq., Attorney General
6. José A. Penn, EDA Chairman
7. Lee Steiner, St. Thomas Private Citizen
8. St. John Private Citizen (**vacant**)
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/Dir. of Engineering
3. Anna Mauricia Penn, Chief Financial Officer
4. Catherine Hendry, Esq., Legal Counsel
5. Mervyn Constantine, STX Marine Manager
6. Julice Harley, Chief of Staff
7. Monifa Marrero-Brathwaite, Public Information Officer
8. Diane Richardson, Director of Human Resources
9. Mitchell Todman, Director of Aviation Operations
10. Deborah Washington, Property Manager

POLL VOTE RATIFICATION

Ratification of Poll Vote: Airline Use and Lease Agreement Template and Rates for Airlines Using the CEKA and HERA Terminal Moved to executive session.

FINANCE COMMITTEE

Waiver of Docking Fees

Approved the Department of Public Work's request to waive docking fees to assist with the startup costs for a harbor transportation service provider, with the provision that the operator submits financial statements to be utilized as the basis for the fee waiver:

- Year 1 – 100% waiver of docking fees
- Year 2 – 75% waiver of docking fees
- Year 3 – 50 % waiver of docking fees
- Year 4 – 25% waiver of docking fees
- Year 5 – No waiver of docking fees

PROPERTY COMMITTEE

Turner Bay Condominium, LLC

Approved a 15-year lease with Turner Bay Condominium for Parcels #223 and 302 Contant and Enighed Pond, St. John to construct a restaurant and parking space. Tenant will pay \$36,137 per annum with a CPI rent increase or 5% (whichever is greater) every three years. A percentage of revenues will be paid to VIPA and tenant is required to submit 3 months' rent as a security deposit. A minimum investment of \$650,000 should be made within two years. Tenant has a 5-year option to renew agreement and must submit required insurance.

Total Logistics, LLC

Returned to Property Committee.

PROJECTS AND OPERATIONS COMMITTEE

Urman V. Fredericks Marine Terminal Parking Garage – Change Order No. 1 (Red Hook) Approved Change Order No. 1 from Eleven Construction in the amount of \$164,358 to address additional reinforcement according to code for the cantilever slab structure and columns anchorage into pile caps for the parking garage structure.

St. John Facility Repairs Authorized the Executive Director to enter into a \$200,000 contract with Paris Dump Truck Services, LLC to repair the St. John facilities' hurricane-damaged fence line to avoid federal fines. Funding source: insurance proceeds.

HERA Access Control System Hurricane Damage – Final Repairs Approved payment to G4S in the amount of \$275,446.26 to address the final repairs to the hurricane-damaged HERA Terminal Access Control System. G4S has an existing maintenance service contract with VIPA to maintain the TWIC and HERA Access Control Systems. Funding source: insurance.

Removal of Rubber Build-up and Re-striping of the CEKA Runway Approved the award of a contract not to exceed \$199,098.30 to Hi-Lite Airfield Services to remove the rubber build-up on CEKA runway 10-28 and the re-striping of the runway to ensure continued safety. Includes project labor, materials, equipment and quality assurance services. Funding source: VIPA FY 2019 budget.

Kimley-Horn and Associates, Inc. - Task Order No. 11 Approved Task Order No. 11 in the amount of \$1.9 million for VIPA's aviation consultant, Kimley-Horn & Associates, for design/bid and construction management services relating to construction of the new parking and transportation center at the Cyril E. King Airport. Funding source: insurance proceeds.

PERSONNEL COMMITTEE

Discussed in executive session.

EXECUTIVE SESSION

1. Promoted Mr. Angelo Raimondi to the position of Acting Assistant Executive Director, while still maintaining his St. Thomas/St. John Marine Manager profile.
2. Promoted Mr. Damian Cartwright to the position of Acting Executive Director, while still maintaining his Director of Engineering profile.
3. Adopted the Airline Use and Lease Agreement and the 2019 rates.