



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

January 15, 2020

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**
3. Marvin Forbes, St. Croix Private Citizen – **SECRETARY (absent)**
4. Joseph Boschulte, Tourism Commissioner
5. Denise George, Esq., Attorney General **(absent)**
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

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 A. Gregory, Senior Engineer STT/STJ
10. Monifa Marrero-Brathwaite, Public Information Officer
11. Diane Richardson, Human Resources Director
12. Deborah Washington, Property Manager

REORGANIZATION OF AGENDA

Reorganization of Board Meeting Agenda

Board members approved the reorganization of the agenda to address the action items on the agenda and reports later in the meeting due to time constraints.

FINANCE COMMITTEE

VIPA STT Administrative Building Teleconference System

Authorized the Executive Director to purchase a Polycom tele/video conference system and video wall in the 3rd floor conference room of the VIPA Admin. Bldg. to replace the system that was damaged in the 2017 hurricanes. The cost of the system is \$99,841.92 and will be funded via insurance proceeds and VIPA's IT upgrade budget.

PROPERTY COMMITTEE

Dolphin Land and Sea Transport LLC – Cyril E. King Airport Terminal

Approved a new lease agreement between VIPA and Dolphin Land & Sea Transport LLC for the non-exclusive use of 105.04 sq. ft. of space including counter space in the baggage claim area of the CEKA Terminal to operate a welcome booth for their inter-island charter service for ticketed passengers. The lease term will be for two years with a one-year option. Rent will be \$60 per sq. ft. with an increase on the 3rd year per CPI or 5% - whichever is greater. Three month's security deposit and insurance are required.

Tropical Shipping & Construction Co., Ltd
– Wilfred Allick Port & Transshipment
Center (Containerport)

Approved Tropical Shipping's request to lease three additional spaces consisting of 64,535 sq. ft. of land to expand its cargo storage area and consolidate its lease agreement that was approved in Oct. 2013 to operate at the Containerport on St. Croix. The new additional rent will be \$39,780 (\$0.80 per sq. ft.), with the rate to increase on July 1, 2020 to \$0.85 per sq. ft. Three month's security deposit is required. All other lease terms will remain unchanged.

St. Croix Taxi Association – HERA Terminal

Approved the renewal of tenant's lease to operate an office and public taxi service at the HERA Terminal for three years with a two-year option. The rent will be \$8,391.60 per year with a CPI increase on year three or 5% - whichever is greater. Three month's rent security deposit and insurance are required.

PROJECTS AND OPERATIONS COMMITTEE

Henry E. Rohlsen Airport Terminal
Expansion Phase 1 Bid Award

Awarded J. Benton Construction LLC a contract not to exceed \$7,337,422 for Phase 1 of the HERA Terminal Expansion, which involves expanding the existing departure lounge to increase seating capacity and providing enhanced amenities and concessions. Funding source: \$7mil from USEDA and \$337,422 from FY20 and FY21 VIPA operating revenues.

Ann E. Abramson Marine Facility Pier
Bollard Repairs

Awarded Kingdom Enterprises LLC a \$113,194.96 contract to replace and recoat bollards at the Ann E. Abramson Marine Facility's pier in Frederiksted, St. Croix. Funding source: VIPA FY20 operating revenues.

Cyril E. King Airport - Miscellaneous
Paving Repair Project

Authorized the Executive Director to procure the services of Island Roads Cooperation to perform pavement improvement projects around the Cyril E. King Airport facilities, including Taxiway Alpha and Taxiway Foxtrot, the Terminal Drive roadway entering the airport facility and the Total Petroleum Fuel Truck Security ID Area (SIDA)/Air Operations Area driveway entrance. The project costs \$177,395 to be funded via VIPA FY20-CAPEX budget.

Henry E. Rohlsen Airport Air Traffic Control Tower - Exterior Repairs Task Order #17232-77

Approved Task Order #77 for Lemartec to provide all material, labor and equipment for storm damage repairs of the HERA Air Traffic Control Tower. Funded via insurance proceeds.

VIPA STT Administrative Building – Interior Painting Task Order #17232-177

Approved Task Order #177 for Lemartec in the amount of \$81,411 to provide all material, labor and equipment to paint the interior of VIPA's St. Thomas Admin. Bldg. that was damaged in the 2017 hurricanes. Funded via insurance proceeds.

VIPA STT Administrative Building – Exterior Stucco Repairs, Lighting and Painting Task Order #172322-89

Approved Change Order #8 to Task Order #89 in the amount of \$84,890.22 authorizing Lemartec to repair all the damaged exterior stucco, building lighting, and painting the exterior of the St. Thomas Admin. Bldg. that was damaged in the 2017 hurricanes. Funded via insurance proceeds.

Crown Bay Center Building A- Roof Replacement Task Order #17232-91

Approved Task Order #91 in the amount of \$304,992 for Lemartec to provide all material, labor and equipment to demolish the existing storm damaged TPO roof of Crown Bay Building A and replace it with a new 60 mil TPO roof. Funded via insurance proceeds.

HERA Terminal Lightning Protection System – Task Order #17232-73

Approved Task Order #73 in the amount \$369,866 authorizing Lemartec to provide all material, labor and equipment to replace the HERA roof lightning protection system that was destroyed by Hurricane Maria. Funded via insurance proceeds.

HERA Air Traffic Control Tower Lightning Protection System Task Order #17232-141

Approved Task Order #141 in the amount of \$171,973 authorizing Lemartec to provide all material, labor and equipment to replace the HERA Air Traffic Control Tower roof lightning protection system that was destroyed by Hurricane Maria. Funded via insurance proceeds.

CEKA Terminal Lightning Protection System Task Order #17232-129

Approved Task Order #129 in the amount of \$578,570 authorizing Lemartec to provide all material, labor and equipment to replace the CEKA lightning protection system that was destroyed by Hurricane Irma. Funded via insurance proceeds.

CEKA TSA-CBP Interior Renovation – CEKA Terminal Checkpoint Bravo Expansion Task Order #17232-181

Approved Task Order #181 in the amount of \$1,397,110 to authorize Lemartec to provide all material, labor and equipment to renovate the TSA-CBP interior space at the CEKA Terminal and facilitate the expansion of Checkpoint Bravo to double the queuing capacity to process passengers faster. Funding source: 71% PFC funds and the remainder by VIPA FY 2020 operating revenues.

VIPA STT Purchasing Building Task Order #17232-164

Returned to Projects and Operations Committee for further discussion.

North River Pilot Boat Purchase

Authorized the Executive Director to execute a contract with North River Boats to begin construction of a new 33-foot pilot boat for the STT/STJ district.

PERSONNEL COMMITTEE

Salary Adjustment – Senior Engineer Position (STX)

Approved the increase of the salary for the Senior Engineer on St. Croix.

EXECUTIVE SESSION