



# VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

October 30, 2019

CHAired BY COMMISSIONER NELSON PETTY JR. P.E., VICE CHAIR  
Henry E. Rohlsen Airport, St. Croix U.S. Virgin Islands

## Board Members

1. Leona E. Smith, St. John Private Citizen – CHAIR (absent)
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
6. Kevin Rodriguez, USVIEDA Chairman (absent)
7. Lee Steiner, St. Thomas Private Citizen
8. Dr. Yvonne E. L. Thraen, St. Thomas Private Citizen
9. St. Croix Private Citizen (vacant)

## Board Staff

1. Tonya Pickering, Internal Auditor (absent)

## VIPA Staff Present

1. Carlton Dowe, Executive Director
2. Damian Cartwright, Asst. Exec. Dir./Dir. of Engineering
3. Anna M. Penn, Chief Financial Officer
4. Catherine Hendry, Esq., Legal Counsel
5. Mervyn Constantine, St. Croix Marine Manager
6. Mariath Hodge, Executive Assistant
7. Julice Holder, Chief of Staff
8. Monifa Marrero-Brathwaite, Public Information Officer
9. Diane Richardson, Human Resources Director
10. Jerome Sheridan, Airport Manager
11. Deborah Washington, Property Manager

## FINANCE COMMITTEE

No action items.

## PROPERTY COMMITTEE

### **Bohlke International Airways, Inc.**

Approved the assignment of the lease agreement between VIPA and Bohlke International Airways, Inc. to its newly formed Bohlke International Airways, LLC with all terms of the lease remaining in effect and unchanged.

### **Aeronautical Radio, Inc.**

Approved a lease for continued occupancy at CEKA and HERA for five years with one five-year option. The tenant will lease 12 s/f of space on the second floor of the HERA Terminal and 19.5 s/f on the second floor of the CEKA Terminal to house aircraft communications addressing and report systems. The rental rate will be \$35.63 per s/f. Rent will increase every three years at 5% or per CPI – whichever is greater.

### **RFP Issuance for Upland Crown Bay, Frederiksted and Gallows Bay Properties**

Authorized the Executive Director to issue a Request for Proposal (RFP) for the upland development of Crown Bay, Frederiksted and Gallows Bay Properties. The Board also authorized the hiring of a consultant to evaluate the RFP. VIPA staff will provide a project outline and regular status updates to the Board throughout the process.

**St. Croix Horse Track –  
Lease Amendment #3**

Approved lease Amendment #3 to the agreement between VIPA and the Government of the Virgin Islands to lease 84.6149 acres of non-aeronautical property located adjacent to HERA (the horse racetrack) at fair market value on federally obligated property (Federal Aviation Administration). The Board approved the assignment by GVI of the rent from their sublease to VIGL to VIPA consistent with the proposed rent of the premises during the term of Amendment #3, subject to the GVI's agreement. The rent shall be \$118,515 per annum.

**PROJECTS AND OPERATIONS COMMITTEE**

**Purchase – Airport ADA Lift (CEKA)**

Authorized the purchase of a new gas-powered ADA-compliant aircraft passenger lift for the Cyril E. King Airport. The lift costs \$159,287 from sole-source vendor Lift-a-Loft and will be funded via VIPA's FY 2020 budget.

**Airport Seating Alliance – Airport Seating  
and Portable Device Charging Stations at  
CEKA and HERA**

Awarded a \$616,273.80 contract to Airport Seating Alliance to install new airport seating and portable device charging stations in the pre-clearance lounges at both CEKA and HERA Terminals. Funded via insurance proceeds.

**Standard Aviation Hangar – Amendment to  
Estimate to Construct a Concrete Apron  
Approved at 10/17/2018 Board Meeting**

Approved the actual bid proposal in the amount of \$885,970 to design, construct and provide control quality testing to build approximately 23,000 s/f of General Aviation Apron space at CEKA to service the Standard Aviation Hangar.

**Engineering and Economic Feasibility Study  
for Dredge Equipment Acquisition**

No action taken.

**Lemartec Task Order Bundle – Lindbergh Bay Park Repairs (Handout)**

Approved the Task Order Bundle totaling \$947,174 for Lemartec, Inc. to repair the Lindbergh Bay Park on St. Thomas to include:

1. Task Order #55 Restroom Building
2. Task Order #100 Security Booth
3. Task Order #120 Restroom Building
4. Task Order #125 Picnic Shelter
5. Task Order #127 Pump House
6. Task Order #128 Shelters
7. Task Order #131 Gazebo
8. Task Order #138 Water Park
9. Task Order #139 Passive Park

This project is funded via insurance proceeds.

**Lemartec Task Order Bundle (Handouts)**

Approved the Task Order Bundle totaling \$1,709,338 for Lemartec, Inc. to repair hurricane damaged VIPA properties to include:

1. Task Order #57 – HERA TSA Admin Bldg. Lighting, Fencing, Gutters & Painting
2. Task Order #58 – HERA Office Airpark
3. Task Order #66 – HERA HVAC System Ductwork/Insulation
4. Task Order #130 – HERA Electrical Site Lighting Labor
5. Task Order #160 – Walker’s by the Sea Restaurant Building
6. Task Order #183 – E.W. Blyden IV Marine Terminal Roof Repairs
7. Task Order #187 – Crew Pilot House Roof Repairs at the Blyden Terminal

These projects are funded via insurance proceeds.

**BioImpact, Inc. - Contract Awards**

Awarded contracts to BioImpact, Inc. for the following projects:

1. The Gordon A. Finch Molasses Pier – water quality monitoring, environmental mitigation and monitoring. Funded via the 2016 TIGER Grant (now the BUILD Grant) not to exceed \$390,250.
2. The Svend Ovesen Seaplane Terminal Bulkhead Replacement – water quality monitoring, environmental monitoring, remediation sampling and mitigation. Funded via FY 2020 Budget – U.S. EDA grant funded, not to exceed \$179,900.

**Gordon A. Finch Molasses Pier - Atkins Addendum #5 Construction Administration Contract for Construction of the Molasses Pier Cargo Building and Ro-Ro Dock**

Approved Addendum #5 to the agreement dated April 22, 2015 between VIPA and Atkins North America, Inc. in the not to exceed amount of \$358,683 for professional engineering services for the construction contract administration at the GAF Molasses Pier. Funded via the 2016 BUILD Grant (formerly the TIGER grant)

**PERSONNEL COMMITTEE**

**Amendment to VIPA's Human Resources Incentive Program**

Approved the addition of new language to the VIPA Human Resources Incentive Program to clearly define what items are reimbursable under the program.

**EXECUTIVE SESSION**

No actions were taken in executive session.