



# Virgin Islands Port Authority Governing Board Meeting Actions List

January 31, 2019

Chaired by Mr. José Penn, Board Chairman

St. Thomas, US Virgin Islands

## Board Members

1. José A. Penn, EDA Chairman - **CHAIR**
2. Dr. Yvonne E. L. Thraen, St. Thomas Private Citizen – **VICE CHAIR**
3. Marvin Forbes, St. Croix Private Citizen - **SECRETARY**
4. Joseph Boschulte, Tourism Commissioner Designee (**absent**)
5. Nelson Petty Jr., P.E., Public Works Commissioner Designee
6. Lee Steiner, St. Thomas Private Citizen
7. Carol Thomas-Jacobs, Esq., Acting Attorney General
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. Julice Harley, Chief of Staff
6. Monifa Marrero-Brathwaite, Public Information Officer
7. Angelo Raimondi, STT/STJ Marine Manager
8. Diane Richardson, Director of Human Resources
9. Mitchell Todman, Director of Aviation Operations
10. Deborah Washington, Property Manager

## ANNUAL ELECTION OF VIPA BOARD OFFICERS/COMMITTEE ASSIGNMENTS

### Election of Board Officers

### BOARD OFFICERS

Chairman – Mr. José A. Penn

Vice Chair – Dr. Yvonne E. L. Thraen

Secretary – Mr. Marvin Forbes

### COMMITTEE ASSIGNMENTS

\*Committee chairs will be elected at the next scheduled committee meetings.

#### **Finance**

Marvin Forbes

Jose Penn

Lee Steiner

#### **Property**

Jose Penn

Lee Steiner

Dr. Yvonne E. L. Thraen

#### **Projects & Operations**

Marvin Forbes

Carol Jacobs, Esq.

Nelson Petty Jr., P.E.

Lee Steiner

Dr. Yvonne E. L. Thraen

#### **Personnel**

Marvin Forbes

Carol Jacobs, Esq.

Nelson Petty Jr., P.E.

Dr. Yvonne E. L. Thraen

## POLL VOTE RATIFICATION

### Ratification of Poll Vote – Oshkosh Inspection & Maintenance Contract for CEKA ARFF Vehicles

Ratified the Jan. 25, 2019 poll vote approving a \$112,949.51 three-year contract with Oshkosh for performance inspection and servicing the Airport Rescue and Firefighter vehicles at the Cyril E. King Airport, St. Thomas.

## FINANCE COMMITTEE

No Actions Taken

**PROPERTY COMMITTEE**

No Actions Taken

**PROJECTS & OPERATIONS COMMITTEE**

**Lemartec Task Order #13 – CEKA Air Cargo Building, St. Thomas** Approved Task Order #13 to Lemartec, Inc. in the amount of \$1,710,469 to provide labor and materials to repair the CEKA air cargo building. Funded via VIPA insurance funds.

**Lemartec Task Order #74** Approved Task Order #74 to Lemartec, Inc. in the amount of \$549,761, funded via insurance monies, for architectural and engineering services for hurricane repair damages, including: CEKA and Henry E. Rohlsen Airport (HERA) landside & apron lighting repairs; VIPA’s St. Thomas Administrative Building repairs; and the CEKA and HERA terminal interior repairs.

**American Infrastructure Development – Task Order #10C** Approved American Infrastructure Development (AID) Task Order #10C in the amount of \$74,960 to extend construction administration services beyond the original contract date due to contractor-related delays for the HERA Apron Rehabilitation Project Phase Three. This task order is funded via liquidated damages. AID is VIPA’s St. Croix aviation consultant.

**American Infrastructure Development – Task Order #12B** Authorized AID Task Order #12B to provide professional services including project management, inspection and quality assessments for the HERA Apron Rehabilitation Project Phase Four, funded via FAA funds and VIPA’s FY 2019 budget.

**General Cargo Building Demolition at the Wilfred Allick Port and Transshipment Center (The Containerport)** Awarded a \$197,285 contract to Marco St. Croix, Inc. to demolish the hurricane-damaged general cargo building at the Wilfred “Bomba” Allick Port and Transshipment Center on St. Croix, funded by insurance monies.

**Berthing Analysis for Quantum Class Vessel at the Ann E. Abramson Marine Facility, St. Croix** Approved a proposal from VIPA’s marine consultant, Moffat and Nichol to perform a berthing analysis for the Quantum class vessels at the Ann E. Abramson Marine Facility to bring more cruise visitors to St. Croix. VIPA will pay \$86,500 for the proposal, which will be funded via its FY 2019 budget.

<b>Gordon A. Finch Molasses Pier Cargo Building, St. Croix – Addendum #4</b>	Approved Addendum #4 to Atkins, not to exceed \$196,262, to provide professional engineering services for the modification of construction documents for the Gordon A. Finch Molasses Pier Terminal and Roll On/Roll Off Dock Project, and to assist with the rebidding phase of this project. VIPA intends to rebid this project in Feb. 2019.
<b>VIPA Marine Tariff: Amendments to Demurrage and Free Time</b>	Authorized the Executive Director to amend Section J of the VIPA's marine tariff as follows: <ul style="list-style-type: none"><li>- Amend free cargo storage time from 5 days to 2 days on St. Croix.</li><li>- Amend free cargo storage time at the Crown Bay Sandfill on St. Thomas to 12 hours for inbound cargo, and no free time for outbound cargo (due to limited space and safety precautions).</li><li>- Added the restriction of hazardous material storage per the U.S. Coast Guard's 33 Code and Federal Regulations (CFR) 154 - Facilities Transferring Oil or Hazardous Material in Bulk.</li><li>- Require that an agent or person in charge is identified for all cargo stored on VIPA property.</li></ul>
<b>Theovald E. Moorehead Dock and Terminal Parking Lot, Enighed Pond, St. John</b>	Authorized the Executive Director to select a vendor to operate a paid parking facility at the VIPA-owned gravel lot adjacent to the Theovald E. Moorehead Dock and Terminal at Enighed Pond, St. John.
<b>Love City Car Ferries Request</b>	Authorized the Executive Director to approve Love City Car Ferries' request to add additional barge service between Red Hook and Cruz Bay.
<b>Global Marine, Inc. – Enighed Pond</b>	<i>Informational item: VIPA intends to issue notice to Global Marine to remove its derelict vessels and/or materials from VIPA's dock at Enighed Pond, St. John.</i>
<b>Edward Peltier/Leylon Sneed – Enighed Pond</b>	<i>Informational item: VIPA intends to issue notice to Edward Peltier/the Leylon Sneed to remove the derelict vessel and/or materials from VIPA's dock at Enighed Pond, St. John.</i>

#### PERSONNEL COMMITTEE

##### Reorganization of Accounting Personnel

Approved the reorganization of the VIPA accounting department as follows:

1. Deleted the vacant Business Management Analyst position and replace it with a Senior Accountant position.
2. Deleted the vacant Bookkeeper position and replace it with an Accountant position.

The positions will be funded using monies already budgeted for the vacancies.

##### Harbor Pilot Position (St. Croix)

Approved the hiring of a harbor pilot on St. Croix.

##### Deputy Executive Director Position

Approved the creation and filling of the Deputy Executive Director position

#### EXECUTIVE SESSION

1. Authorized a revised marine tariff pilotage rate adjustment schedule;
2. Approved a proposal for the St. Croix harbor pilots;
3. Approved the creation of a Chief Maintenance Mechanic position;
4. Approved over-budget salary increases for FY18;
5. Ratified a poll vote relative to the promotion of an employee; and
6. Board members were updated on the Anguilla Municipal Solid Waste Landfill on St. Croix.