



# VIRGIN ISLANDS PORT AUTHORITY GOVERNING BOARD MEETING ACTIONS LIST

April 4, 2019

CHAired BY MR. JOSÉ A. PENN, BOARD CHAIRMAN

VIPA Conference Room, Henry E. Rohlsen Airport Terminal, St. Croix, 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 (**absent**)
7. Carol Thomas-Jacobs, Esq., Acting Attorney General
8. St. John Private Citizen (**vacant**)
9. St. Croix Private Citizen (**vacant**)

## VIPA Staff Present

1. Damian Cartwright, Acting Exec. Director/Dir. of Engineering
2. Anise Hodge, Deputy Executive Director
3. Anna Mauricia Penn, Chief Financial Officer
4. Catherine Hendry, Esq., Legal Counsel
5. Julice Holder, Chief of Staff
6. Monifa Marrero-Brathwaite, Public Information Officer
7. Mitchell Todman, Director of Aviation Operations
8. Deborah Washington, Property Manager

## Board Staff

1. Tonya Pickering, Internal Auditor (**absent**)

## **Poll Vote Ratification**

### **Property Insurance Renewal**

Ratified the Poll Vote issued on April 2, 2019, to accept the property insurance renewal coverage terms effective April 1, 2019 at a pricing level totaling \$4,154,568 to be paid in installments.

## **Finance Committee**

**No actions taken.**

## **Property Committee**

### **Miner's Gems Havensight VI LLC dba Miner's Gem Crown Bay Center Building A-08**

Approved request for a new lease to Miner's Gem for space at Crown Bay Center Bldg. A-08 to operate a retail jewelry store. Tenant will lease 692 s/f at \$46.50 per s/f for a term of two years, with a two-year option and a rent increase of 5% or CPI every third year (whichever is higher). CAM charges will be \$6,920 per annum, three months' rent security deposit is required, and utility usage costs will be billed to tenant.

## **Projects and Operations Committee**

### **Kimley-Horn and Associates Task Order #16 - CEKA Fire Protection Design**

Approved Task Order #16 not to exceed \$110,800 to provide design, permitting, bid and award services for the CEKA Terminal's fire protection system. Funding source: insurance proceeds

### **Kimley-Horn and Associates Task Order #17 Modifications to CEKA's TSA/CBP Areas**

Approved Task Order #17 not to exceed \$127,500 to provide design, bid and award services for modifications to the TSA/CBP areas at Checkpoint Bravo in the CEKA Terminal. Funding source: VIPA Passenger Facility Charges, budgeted in FY 2019.

**Lemartec Change Order #002  
Airside Roof Ledges**

Approved Change Order #002 in the amount of \$208,872.50 related to the replacement of the airside window roof ledges. This is an insurance-approved change order and funded by insurance proceeds.

**Lemartec Change Order #003  
Thermoplastic Polyolefin (TPO) Roof Internal  
Gutter Replacement**

Approved Change Order #003 in the amount of \$134,375. This change order amends the task order to replace the CEKA Terminal roof and will cover the costs of the TPO roof's internal gutter replacement, which was not included in the original contract. This is an insurance-approved change order and funded by insurance proceeds.

**Lemartec Task Order #17232-25  
VIPA's St. Thomas Administrative Building  
Vinyl Composition Tiles (VCT), Drywall, Tiles and  
Door Materials**

Approved Task Order #17232-25 in the amount of \$161,590 to purchase VCT, drywall, tiles and doors to repair the hurricane-damaged VIPA St. Thomas Administrative Building. Funding source: insurance proceeds.

**Lemartec Task Order #17232-40  
VIPA's St. Thomas Administrative Building  
VCT, Drywall, Tiles and Door Labor**

Approved Task Order #17232-40 in the amount of \$180,056 for labor costs to install VCT, drywall, tiles and doors at the hurricane-damaged VIPA St. Thomas Administrative Building. Funding source: insurance proceeds.

**Lemartec Task Order #17232-42  
CEKA Terminal Acoustic Ceiling Tiles (ACT), VCT,  
and Carpet Tiling Labor**

Approved Task Order #17232-42 in the amount of \$1,590,546 for labor costs to install ACT, VCT and carpet tiling at the CEKA Terminal. The terminal is 240K s/f, so this amounts to less than \$7 per s/f.

**Award of CEKA Photovoltaic System Repairs  
Contract Award**

Awarded a \$367,766 contract to Pro-Solar, LLC to repair the damaged CEKA photovoltaic system, including a new monitoring portal. Funding source: insurance proceeds.

**CEKA's Access Control System G4S**

Approved proposal T00030298 from G4S in the amount of \$391,634.51, to pay for the second and final phase of repairs to the hurricane-damaged access control and camera system at the CEKA Terminal. Funding source: insurance proceeds.

**Pearls Marketing Proposal**

Tabled, returned to Projects & Operations Committee.

### Personnel Committee

**Marine Division Re-Organization and Hiring of a Chief Wharfinger (St. Croix)** Approved a chief wharfinger position for the St. Croix Marine Division.

**Territorial Airport Manager Position** Approved the hiring of a territorial airport manager with a minimum starting salary of \$90,000. This manager must meet the requirements of the Federal Aviation Administration (FAA) to satisfy the FAA's Part 139 compliance.

### Executive Session

1. Authorized the Acting Executive Director to issue a Notice of Eviction to tenants in Subbase Bldg. 10.
2. Authorized the Acting Executive Director to issue a 30-day termination letter to a tenant.
3. Approved a settlement offer for a former employee.