



## VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

February 26, 2020

CHAIRD 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. Joseph Boschulte, Tourism Commissioner
4. Denise George, Esq., Attorney General
5. Kevin Rodriguez, USVIEDA Chairman
6. Lee Steiner, St. Thomas Private Citizen
7. St. Thomas Private Citizen (**vacant**)
8. St. Croix Private Citizen (**vacant**)
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. Jerome Sheridan, Territorial Airport Manager
13. Deborah Washington, Property Manager

## POLL VOTE RATIFICATIONS

### **(A) American Infrastructure Development (AID) – Task Authorization #18**

Approved Task Authorization #18 in the amount of \$139,480 for AID to provide design, contract documents and bidding and award services for the light cargo apron at the Henry E. Rohlsen Airport (HERA), St. Croix. Funded via 90% FAA Grant and 10% VIPA FY 2020 Operating Revenue.

### **(B) Kimley Horn & Associates – Task Authorization #10**

Approved Task Order #10 in the amount of \$326,500 for Kimley Horn and Associates to provide design, contract documents, bidding and award services for Phase 1 of the Commercial Apron at the Cyril E. King Airport (CEKA), St. Thomas. Funded via 90% FAA Grant and 10% VIPA FY 2020 Operating Revenue.

### **(C) CEKA Apron Striping – Contract Amendment**

Amended Hi-Lite's current contract for the CEKA airfield restriping project to include restriping of the commercial apron to ensure safety during aircraft operations for an additional fee of \$155,008.65. Funded via VIPA FY 2020 Operating Revenue.

### **(D) American Infrastructure Development (AID) – Task Authorization #16**

Approved Task Order #16 in the amount of \$517,315 for AID to provide design and bidding services for the new airfield lighting vault with generator system and runway paved shoulders at HERA. Funded via 90% FAA Grant and 10% VIPA Operating Revenue.

### **(E) FAA Civil Penalty**

Discussed in executive session.

**(F) Lemartec – CEKA Remediation Work Authorization**

Authorized the executive director to approve Lemartec USVI performing environmental remediation work at the CEKA Terminal, not to exceed \$500,000. Funded via insurance proceeds.

**FINANCE COMMITTEE**

**Extension of Risk Management Consultant’s Contract – Addendum #2**

Approved Amendment #2 to extend the contract with Alpha Risk Management to complete hurricane settlement negotiations through March 2020.

**PROPERTY COMMITTEE**

**Proposed Settlement Offer with the V.I. Waste Management Authority – C2193 Estate Bethlehem Middle Works, St. Croix**

Approved VIPA’s proposed settlement offer to the V.I. Waste Management Authority for outstanding rent and finance charges owed from October 2015 to March 2020.

**Lease Agreement between VIPA and V.I. Public Finance Authority – Office of Disaster Recovery (VIPFA-ODR)**

Approved a lease agreement for the VIPFA-ODR for 2,966.4 sq. ft. of space at Crown Bay Center Building B, Unit 2 for office space. The term will be three years beginning April 1, 2020 with a two-year option. Rent will be \$106,790.40 with an increase on the third anniversary per the CPI or 5% - whichever is greater. Monthly CAM charges will be \$14 per sq. ft. totaling \$3,460.80. A security deposit equal to three month’s rent and insurance are required.

**PROJECTS AND OPERATIONS COMMITTEE**

**Edward W. Blyden Marine Terminal ADA Compliance – Change Order #1**

Authorized Change Order #1 in the amount of \$235,488 for Custom Builders to complete the remaining ADA compliance items. Work areas in the terminal include the second-floor restrooms, first floor men’s restroom and the accessible ticket booth countertop. Funded via VIPA FY 2020 Operation Revenue.

**Kimley Horn & Associates – Task Order #7** Authorized Task Order #7 in the amount of \$407,245.65 for Kimley Horn & Associates to develop an airport pavement management study inclusive of the CEKA apron, taxiway and runway. This study is required every seven to 10 years and determines how VIPA develops its airports' capital development plan. Funded via 90% FAA Grant and 10% VIPA FY 2020 Aviation Operation Revenue.

**VIPA & Tropical Shipping Memorandum of Understanding – Containerport, St. Croix** Authorized the Executive Director to enter a Memorandum of Understanding with Tropical Shipping and Construction Co. Ltd. to allow Tropical to address needed rehabilitation, repairs and the financing of the operational areas owned and controlled by VIPA within the Containerport to include the concrete and asphalt strip areas and the area outside of these locations in need of resurfacing and paving. The cost is not to exceed \$1M. VIPA shall reimburse Tropical for its expenses for the improvements by applying a rental credit for both of Tropical's leased premises on St. Croix and St. Thomas equal to the expenses plus interest for a period of two years.

**Lemartec Task Order #17232-164 – St. Thomas Purchasing Building** Approved Task Order #164 in the amount of \$4,214,739 to provide all material, labor and equipment to demolish the existing hurricane damaged VIPA purchasing building in St. Thomas near CEKA and construct a brand-new, expanded facility.

#### **PERSONNEL COMMITTEE**

**Reorganization of VIPA's Accounting Department** Authorized the executive director to approve the reorganization of VIPA's accounting personnel by creating new positions (Accounting Manager of Operations and Accounting Manager of Revenues) and deleting two existing senior accountant positions from the FY 2020 budget.

**New Position – Marine Facilities Caretaker, St. Croix** Approved the deletion of the Special Vehicles Operator position, and the creation of a Marine Facilities Caretaker position for the Marine Division on St. Croix.

**EXECUTIVE SESSION**

1. Negotiated the hurricane claims settlement with the insurance company.
2. Negotiated with Royal Caribbean Cruise Line regarding pier usage agreement terms.
3. Acted on personnel matters.