



# VIRGIN ISLANDS PORT AUTHORITY GOVERNING BOARD MEETING ACTIONS LIST

July 23, 2019

CHAired BY LEONA E. SMITH, CHAIRWOMAN

VIPA Conference Room – Crown Bay Center, St. Thomas, US Virgin Islands

## Board Members

1. Leona E. Smith, St. John Private Citizen - **CHAIR**
2. Nelson Petty Jr., P.E., Public Works Commissioner – **VICE CHAIR**
3. Marvin Forbes, St. Croix Private Citizen - **SECRETARY**
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
9. St. Croix Private Citizen (**vacant**)

## VIPA Staff Present

1. Carlton Dowe, Executive Director
2. Damian Cartwright, Asst. Exec. Director/Dir. of Engineering
3. Anise Hodge, Deputy Executive Director
4. Humphrey Caswell, Acting Chief Financial Officer
5. Catherine Hendry, Esq., Legal Counsel
6. Matthew Berry, Marine Manager
7. Julice Holder, Chief of Staff
8. Monifa Marrero-Brathwaite, Public Information Officer
9. Diane Richardson, Human Resources Director
10. Deborah Washington, Property Manager

## Board Staff

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

## **Board Meeting Agenda**

### **Reordering of Agenda Items**

Approved the reordering of the agenda in the interest of time and scheduling conflicts.

## **Finance Committee**

### **Credit Card for Cyril E. King Airport and Henry E. Rohlsen Airport**

Authorized the executive director to place CEKA and HERA under public exigency and approved the acquisition of a corporate credit card solely for VIPA's aviation division, with the condition that monthly expense reports are submitted detailing the use of the card.

## **Property Committee**

### **V.I. Paving, Inc. – Application for Space at Molasses Pier**

Approved a request to lease 53,040 square feet of land at the Gordon A. Finch Molasses Pier. The lease term is for 3 years with a 2-year option at \$.75 per square foot. A CPI increase will be implemented on the third year, or a 5% increase – whichever is greater. Three months' rent is required as a security deposit.

### **DHL Express, Inc. – CEKA Cargo**

Approved the renewal of the lease agreement of the continued occupancy of approximate 1,936 s/f of space in Bay 11 at the CEKA Cargo Facility. The lease term is for 3 years with a 3-year option to renew at \$12.78 per s/f. A CPI increase will be implemented on the third year, or a 5% increase – whichever is greater. Three months' rent is required as a security deposit.

**VIPA Property Appraisals**

Ordered that an appraisal be performed on all properties that are being considered for lease renewals.

**Negotiations with Tenants & Potential Tenants**

Ordered that all negotiations between VIPA staff and existing/potential tenants should be considered as a recommendation to the board, and this should be communicated to the tenant.

**Tourism Industries, Inc. dba Budget Rent-A-Car Request to Assign Lease**

Returned to Property Committee for discussion.

**Projects & Operations Committee**

**UVF Terminal U.S. Customs & Border Protection Building, Red Hook**

Approved Task Order No. 15 to VIPA's Marine Consultant, Moffat and Nichols, in the amount of \$518,550 to develop the construction documents for the Red Hook Customs building, technical specification, and an estimate of probable costs. The CZM Permit for this project is approved. Project funded via 2104 Marine bond proceeds & FY 2019/2020 CIP.

**Reprogramming of VIPA's 2014 Marine Bond Proceeds**

Authorized the executive director to engage the services of its bond counsel, Hawks to reprogram the remainder of bond funds to complete the program.

**CEKA Repairs to Existing Baggage Claim System**

Authorized the executive director to approve the proposal from G&S Airport Conveyor for the repair of the CEKA Baggage Claim System. \$359,388. Funded from VIPA 2019 Budget.

**RFP for New Seating at Airport Terminals**

Authorized staff to issue RFP's to purchase new seating for CEKA and HERA Terminal.

**Lemartec Task Order 64 – HERA Electrical System**

Approved Task Order No. 64 to Lemartec in the amount of \$270,036 to provide all labor and equipment to install lighting fixtures and related appurtenances in compliance with local, national and industry building codes. Funded via insurance proceeds.

## **Personnel Committee**

### **Certified Maintenance Mechanic STT**

Approved the creation of a Certified Maintenance Mechanic position for VIPA St. Thomas.

### **Civil Engineer**

Approved the creation of a Civil Engineer position for VIPA St. Thomas and increased the starting salary of the Civil Engineer position that has already been approved for St. Croix.

### **Electronics Engineer STT**

Approved the creation of an Electronics Engineer position for VIPA St. Thomas.

### **Mechanical Engineer STX**

Approved the creation of a Mechanical Engineer for VIPA St. Croix.

### **Creation of Assistant Director of Engineering STT**

Approved the creation of an Assistant Director of Engineering for VIPA St. Thomas.

### **Creation of the Procurement and Contracting Manager Position**

Creation of a Procurement and Contracting Manager position.

### **Creation of an Executive Assistant Position**

Approved the creation of an Executive Assistant to the Executive Director.

## **Executive Session**

1. Discussed matters surrounding FAA Compliance.
2. Discussed personnel matters.
3. Discussed other legal matters.