



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

June 24, 2020

CHAired BY Ms. Leona Smith, Board Chair

VIPA Administrative Building Conference Room, St. Thomas

Board Members

1. Leona E. Smith, St. John Private Citizen - **CHAIR**
2. Nelson Petty Jr., P.E., Public Works Commissioner - **VICE CHAIR**
3. Kevin Rodriguez, USVIEDA Chairman - **SECRETARY**
4. Joseph Boschulte, Tourism Commissioner
5. Denise George, Esq., Attorney General
6. Willard John, St. Croix Private Citizen
7. Lee Steiner, St. Thomas Private Citizen (**absent**)
8. Celestino A. White Sr., 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. Director/Director of Engineering
3. Anise Hodge, Deputy Executive Director
4. Catherine Hendry, Esq., General Counsel
5. Anna M. Penn, Chief Financial Officer
6. Matthew Berry, Marine Manager STT/STJ
7. Dale Gregory, Asst. Dir. of Engineering
8. Mariath Hodge, Executive Assistant
9. Julice Holder, Chief of Staff
10. Vincent Frazer, Esq., Senior Staff Attorney
11. Monifa Marrero-Brathwaite, Public Information Officer
12. Diane Richardson, Director of Human Resources
13. Jerome Sheridan, Territorial Airport Manager
14. Deborah Washington, Property Manager

FINANCE COMMITTEE

Penn's Trucking Services - Request for Payment Plan

Approved Penn's Trucking Services' request to enter a three-year payment plan to address \$52,091.94 in back rents due to VIPA. Tenant will pay \$1,584.74 monthly in addition to staying current with monthly rent of \$4,007.08.

PROPERTY COMMITTEE

Margaritaville Vacation Club by Wyndham, Inc., Cyril E. King Airport Terminal

Approved the renewal of a five-year lease agreement for 252 sq. ft. of air-conditioned space (including office, storage, and counter spaces) in the Mainland Baggage Claim area of the CEKA Terminal for resort guest concierge services, tourist information, sales and marketing activities. The rent will be \$1,102.50 per month with an increase every three years per the CPI or 5%, whichever is greater.

A&R Warehousing & Storage LLC

Approved a new 10-year lease for 17,000 sq. ft. of space at 69 Lindbergh Bay for the construction and operation of a self-storage facility and warehouse for cargo storage. The rent will be \$2,833.33 per month with an increase every three years per the CPI of 5%, whichever is greater. Tenant is required to invest \$400,000 in the property and construct a one-story, 5,000 sq. ft. warehouse within two and a half years. The lease is approved with the condition that the tenant submits a current business license.

RFP Selection – Duty Free Liquor Concession at Cyril E. King Airport

Awarded a concession to Cardow, Inc. to operate a duty-free, non-exclusive liquor concession to sell liquor, perfume, and tobacco products in the CEKA Terminal.

- Area 1 is 859 sq. ft in the CEKA Terminal pre-clearance area, and sale of alcoholic beverages is allowed in this area (the bar).
- Area 2 is 445 sq. ft. in the CEKA Terminal Mainland Baggage Claim area.
- The term is for five years with a five-year option to renew at VIPA's discretion.
- The minimum annual guarantee is \$500 per month as of Dec. 15, 2020, and \$7,408.33 starting Dec. 15, 2021.
- Tenant will operate rent-free during the construction period from July 1 – Dec. 15, 2020.
- Tenant will pay 12% of gross receipts on sales up to \$1.2M and 15% on sales over \$1.2M.
- MAG will be subject to an increase beginning on the 3rd anniversary and every three years per the rise in CPI or 5% - whichever is greater.

RFP Selection – Lease Mid-Bay Hangar, Cyril E. King Airport

Awarded a lease to Bohlke LLC to use the 3,600 sq. ft. mid-bay hangar at the CEKA General Aviation Building on the North Ramp of the airport to maintain and manage the operations of its charter services. Sale of fuel is prohibited. The term of the lease is for five years with a two-year option at the discretion of VIPA. The rent will be \$6,000 per month, with a CPI increase on the third year or 5% - whichever is greater.

Alliance Aviation Fuels, Inc.

Approved Alliance Aviation Fuels, Inc.'s request to extend the deadline to complete the required investments per its lease agreement with VIPA to Dec. 31, 2020 because of the COVID-19 pandemic. The approval is granted with the caveat that no future extensions will be granted.

PROJECTS & OPERATIONS COMMITTEE

Reordered Agenda

Reordered the agenda to address action items on the Projects and Operations Committee agenda first.

Lemartec Task Order #110 – Repairs to Old Texaco Building at the Henry E. Rohlsen Airport

Approved Task Order #110 for Lemartec to repair the old Texaco office at HERA currently used by St. Croix Fuel. The repairs should not exceed \$129,949, funded via insurance proceeds.

Lemartec Task Order #111 – Repairs to Old Texaco Warehouse at the Henry E. Rohlsen Airport

Approved Task Order #111 authorizing Lemartec to repair the old Texaco warehouse at HERA currently used by St. Croix Fuel. The repairs should not exceed \$165,275, funded via insurance proceeds.

Kimley Horn & Associates Task Order #8 – Cyril E. King Airport Gate 5 Rehabilitation Construction Phase Services

Approved Task Order #8 for Kimley Horn and Associates to cover construction phase services for the rehabilitation of Gate 5 at the CEKA Terminal. The task will cost \$90,000 – 90% funded by the FAA and 10% by VIPA's FY20 Budget.

Bid Award - Clearing of Overgrown Vegetation at the Henry E. Rohlsen Airport

Awarded a \$109,227 contract to Continental Construction & Engineering LLC to clear the overgrown vegetation at HERA. Funded via VIPA's FY20 Budget.

Bid Award – Urman Victor Fredericks Marine Terminal Annex, Red Hook, St. Thomas

Authorized Executive Director to enter a value engineering negotiation with Lemartec USVI, Inc., the lowest bidder to construct the Red Hook Terminal Annex that will include a U.S. Customs and Border Protection facility.

A/E Consulting Services for the Henry E. Rohlsen Airport

Approved the renewal of a contract with American Infrastructure Development Inc. (AID) to provide architectural and engineering consulting services at the Henry E. Rohlsen Airport. The contract, which expires Aug. 2020, will be renewed for three years with an option to renew for an additional two years.

PERSONNEL COMMITTEE

Additional Temporary Thermal Security Monitors

Approved the creation of 10 additional temporary thermal security monitor positions to work at the Cyril E. King and Henry E. Rohlsen Airports through Dec. 31, 2020. Six positions are for CEKA and four for HERA. Funding for the positions are reimbursable by the Federal Emergency Management Agency (FEMA).

EXECUTIVE SESSION

No executive session was held.