



# VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

**March 22, 2023**

**CHAired BY WILLARD S. JOHN, CHAIRMAN**

Henry E. Rohlsen Airport Terminal Conference Room and Broadcast via Zoom

## Board Members

1. Willard S. John, St. Croix – **CHAIRMAN**
2. Derek A. Gabriel, Public Works Commissioner – **VICE CHAIR**
3. Kevin Rodriguez, USVIEDA Chairman – **SECRETARY**
4. Joseph Boschulte, Tourism Commissioner (**absent**)
5. Carol Thomas-Jacobs, Acting Attorney General (**absent**)
6. Lionel S. Jacobs, St. Croix
7. Celestino A. White Sr., St. Thomas
8. Leona A. Smith, St. John
9. St. Thomas Resident – Position Unfilled

## Board Staff

1. Tonya Pickering, Internal Auditor

## VIPA Staff Present

1. Carlton Dowe, Executive Director
2. Bill Rawlins, Acting Assistant Executive Director
3. Anise Hodge, Deputy Executive Director
4. Catherine Hendry, Esq. Legal Counsel
5. Diane Richardson, HR Director
6. Julice Holder, Chief of Staff
7. Ava Penn, Director of Financial Affairs
8. Nicole Scatliffe, IT Director
9. Everton Rush, IT Manager
10. Vincent Frazer, Esq., Senior Staff Attorney
11. Deborah Washington, Property Manager
12. Tisha Lake, Controller
13. Jerome Sheridan, Territorial Airport Manager
14. Monifa Marrero-Braithwaite, Public Information Officer

## **PROPERTY COMMITTEE**

### **Hybrid Services LLC (formerly Penn's Trucking Service) – Cruz Bay, St. John**

Authorized the negotiation of a new lease between VIPA and Hybrid Services LLC for 19,234 sq. ft. of space at Contant #16C2, Cruz Bay, St. John for container storage, depot storage, equipment parking, and aggregate materials. The lease term will be five years with an option of three years at an annual rent of \$65,597.52. Rent will be increased on the third anniversary and every three years per the CPI or 5%, whichever is greater. Three month's security deposit and insurance coverage are required.

### **Sky High Aviation Services LLC – CEKA**

Authorized the negotiation of a new lease between VIPA and Sky High Aviation Services LLC for 374 sq. ft. of ticket counter space at the CEKA Terminal for airline ticket sales, and 16.88 sq. ft. of utility space in the CEKA Terminal Communications Closet located at Room 160B. The term of the agreement is for three years at an annual rental rate of \$35,904 for the ticket counter rental and \$1,620.48 per annum for the utility room space. Rent will be increased per the VIPA Aviation Tariff. A security deposit of six months' rent (\$18,762.24) and insurance coverage are required.

**Paradise Learning Academy LLC - Crown Bay Center**

Authorized the negotiation of a new lease between VIPA and Paradise Learning Academy LLC for space at Crown Bay Center to operate a childcare development center and after-school program. The tenant will lease 1,808.92 sq. ft. of space at Building A, Unit 11 for a term of three years with a one-year option to renew at a rental rate of \$39,796.24 per year, and common area maintenance fees of \$9,044.60 annually. Rent will be increased on the third anniversary per the CPI or by 5%, whichever is greater. Utility costs will be billed per the tenant's consumption. Three months' rent security deposit and insurance are required.

**York Yachting Inc. dba Calypso Catamaran Charters - UVF Marine Terminal**

Approved the negotiation of a lease renewal between VIPA and York Yachting for space in the Urman V. Fredericks Marine Terminal in Red Hook to provide tourist information and concierge services to St. John and St. Thomas, and for booking and making reservations for water activity tours. The term of the agreement is for two years with a two-year option to renew at a rental rate of \$6,000 per annum. The rent will increase on year two of the lease and every two years thereafter per the CPI or by 5%, whichever is greater. The tenant will remit 7% of its earnings as revenue sharing. Three months' rent security deposit and insurance are required.

**All Around Car Rentals LLC - UVF Marine Terminal**

Authorized the negotiation of a new lease agreement between VIPA and All Around Car Rentals LLC for one parking space at the Urman V. Fredericks Marine Terminal Parking Garage in Red Hook and one parking space at the Edward W. Blyden Marine Terminal on St. Thomas to operate a rental car business dropping off and picking up customers and for no other purpose whatsoever. The term of the agreement is for two years with a two-year option to renew at a rental rate of \$500 per month at each location (a total of \$12,000 per year). The rent will increase on the second year of the agreement and every two years thereafter per the CPI or by 5%, whichever is greater. Three months' rent security deposit and insurance are required. The tenant must place signs to mark its space. Overnight parking is not allowed.

**PROJECTS AND OPERATIONS COMMITTEE**

**IT Security Operations Center Services**

Awarded a contract to MGT of America to provide third-party Security Operation Center Services to enhance VIPA's cybersecurity program and its cyber resilience. The contract is in the amount not to exceed \$501,746.00. The term of the contract will be for one year with an option to renew for four additional one-year periods. These services will be under the direction of the VIPA IT Director.

Funding Source: VIPA IT Department Budget

**VIPA's Travel Policy - Per Diem Revision**

Matter moved to Executive Session for further discussion.

**PERSONNEL COMMITTEE**

**Creation of an Airport Operations Agent Position - Aviation Division-St. Thomas**

Approved the addition of an Airport Operations Agent position to the Aviation Division-St. Thomas to support airport operations. The funding for this position will be taken from the vacant airport operations officer position budgeted for Fiscal Year 2023.

**Creation of a Senior Construction Management Officer Position for the Engineering Department on St. Thomas**

Authorized the Executive Director to create and fund the Senior Construction Management Officer position for the Engineering Department St. Thomas/St. John district.

**FINANCE COMMITTEE**

**VIPA Airline Service Incentive - Request for Amendment**

Authorized staff to amend the existing VIPA Airline Service Incentive Program and remove a clause that reserves the program for commercial passenger jet service in order to attract airline service within the U.S. Virgin Islands.

**EXECUTIVE SESSION**

**No Executive Session Held**