



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

Revised 12/23/2021

December 22, 2021

CHAired BY MS. LEONA E. SMITH, BOARD CHAIR

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

Board Members

1. Leona E. Smith, St. John Private Citizen - **CHAIR**
2. Kevin Rodriguez, USVIEDA Chairman – **VICE CHAIR**
3. Willard John, St. Croix Private Citizen - **SECRETARY**
4. Joseph Boschulte, Tourism Commissioner
5. Derek Gabriel, Public Works Commissioner
6. Denise George, Esq., Attorney General
7. Lionel S. Jacobs, St. Croix Private Citizen
8. Celestino A. White Sr., St. Thomas Private Citizen
9. St. Thomas Private Citizen – Position Unfilled

Board Staff

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

VIPA Staff Present

1. Carlton Dowe, Executive Director
2. Bill Rawlins, Acting Assistant Executive Director
3. Anna M. Penn, Chief Financial Officer
4. Catherine Hendry, Legal Counsel
5. Julice Holder, Chief of Staff
6. Ava Penn, Director of Financial Affairs
7. Dale A. Gregory, Acting Director of Engineering
8. William Boehnke, Senior Engineer STX
9. Kate Davis, Procurement and Contracts Manager
10. Jerome Sheridan, Territorial Airport Manager
11. Mervyn Constantine, Marine Manager STX
12. Deborah Washington, Property Manager
13. Monifa Marrero Brathwaite, Public Information Officer
14. Mario Pinder, LAN Support Specialist

FINANCE COMMITTEE

Renewal of VIPA's Cyber Insurance

Authorized the Executive Director to renew the liability coverage for the Virgin Islands Port Authority's cyber insurance policy in the amount of \$50,750 for the period of November 1, 2021, through November 1, 2022, to be paid in quarterly installments.

Amendment to VIPA's Auto Insurance Renewal Premium

Authorized an amendment to the amount previously approved for the renewal of VIPA's Commercial Automobile Insurance from \$232,628 to \$253,437 to include property damage coverage for automobiles that were added to the policy. The policy is effective as of Nov. 1, 2021.

PROPERTY COMMITTEE

Request for Proposal for the Henry E. Rohlsen Airport Terminal Pre-Clearance Concessions

Authorized the Executive Director to proceed with the issuance of a Request for Proposal for three concessions in the pre-clearance area of the HERA Terminal. The concessions recommended consists of a walk-up restaurant and bar, two vending machines, and a retail gift and liquor shop.

Request to Assign Concession Lease from Alby Investment Corporation to an Affiliate Company

Moved to executive session.

Delande Alfred dba Delande Souvenirs Arts & Crafts

Approved a new lease for Derlande Alfred dba Delande Souvenirs Arts and Crafts at Building G, Kiosk 10 in Crown Bay Center. The lease term is for two years starting Jan. 1, 2022, through Dec. 31, 2024, with an option to renew for two years. The rental rate will be \$16,669.80 per annum.

Valerie Matthew

Approved a new lease for Valerie Matthew at Building G, Kiosk 5 in Crown Bay Center to sell gifts and souvenirs for a two-year term starting Jan. 1, 2022, through Dec. 31, 2024, with an option to renew for two years. The rental rate will be \$16,669.80 per annum.

PROJECTS COMMITTEE

**Task Authorization No. 21 to AID –
HERA Terminal Expansion and
Modernization Project Phase II Design,
Permitting, Bid and Award Services**

Approved Task Authorization No. 21 to American Infrastructure Development, Inc. (AID) to provide design, bidding and permitting services related to the construction of the second floor of the HERA Terminal, including the design of up to four passenger boarding bridges. This task will include the full design, permitting and bidding and award phase services for the project. Construction phase services have not been included under this task order. The Task Authorization is in the amount not to exceed \$3,200,000.

Funding Source: GVI Grant

**Tech1 Communications at Gordon A.
Finch Molasses Pier, St. Croix**

Awarded a contract to Tech1 Communications in the amount of \$90,216 to purchase and install security cameras at the Gordon A. Finch Molasses Pier, St. Croix.

Funding Source: VIPA Operating Budget

**Flawless Care Landscaping Contract,
St. Thomas**

Awarded a contract to Flawless Care in the amount of \$236,400 to maintain VIPA's non-aeronautical properties on St. Thomas.

Funding Source: VIPA Operating Budget FY 2022 \$157,600 and FY 2023 \$78,800.

**Request to Issue an RFP for an
Environmental Consulting Firm**

Authorized the Executive Director to issue a Request for Proposal for an environmental consulting firm for VIPA's marine capital improvement projects for a term of two years.

Funding Source: VIPA Operating Budget

EXECUTIVE SESSION

In the Governing Board's executive session on December 22, 2021, the Board voted to:

1. Approve the request to assign a concession lease from Alby Investment Corp. to its affiliate company, V.I. Tax Free LLC.
2. Authorize critical VIPA positions.
3. Authorize the Executive Director to negotiate with Tropical Shipping regarding the United States Maritime Administration (MARAD) grant.
4. Authorize the Executive Director to approve the changes to the UIW-SIU Collective Bargaining Agreement (CBA) - Aviation.
5. Approve a contract for armed security services.