



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

April 24, 2024

CHAired BY WILLARD JOHN, CHAIRMAN

VIPA Administrative Building, St. Thomas and via Zoom

Board Members

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

Board Staff

1. Tonya Pickering, Internal Auditor - **absent**

VIPA Staff Present

1. Carlton Dowe, Executive Director
2. Bill Rawlins, Assistant Executive Director
3. Anise Hodge, Deputy Executive Director
4. Anna M. Penn, Chief Financial Officer
5. Catherine Hendry, Esq., Legal Counsel
6. Julice Holder, Chief of Staff
7. Ava Penn, Director of Financial Affairs
8. Diane Richardson, Director of HR
9. Preston Beyer, Director of Engineering
10. Vincent Frazer, Esq., Senior Staff Attorney
11. Tisha Lake, Controller
12. Shirley R. Edwards, Accounting Manager
13. Jerome Sheridan, Territorial Airport Mgr.
14. Joseph Cranston Jr., Marine Manager STT/J
15. Mariath Hodge, Executive Assistant
16. Mario Pinder, LAN Support Specialist
17. Monifa Brathwaite, Public Info. Officer

VIPA Staff via Zoom

18. Nysha Sebastian, Grants/Prog. Analyst
19. Nia Gumbs, Financial Affairs Assistant
20. Lilita Seaton, Internal Auditor
21. Nicole Scatliffe, Director of IT
22. Mervyn Constantine, Marine Mgr STX
23. Jeffery Saldana, Chief Wharfinger STX
24. Joycelyn Lambertis, Accountant
25. Carlton Charleswell, Project Mgr.

FINANCE COMMITTEE

Frasca & Associates LLC Contract -- Amendment No. 2

Approved Amendment No. 2 to the contract for professional services between VIPA and Frasca & Associates, LLC dated December 27, 2022. This amendment extends the services of Frasca for the airports P3 project transition. This amendment incorporates Task Order No. 2, which includes the services required during the transition period and the compensation to be paid to Frasca and its subcontractors for technical, communications, and legal services.

Funding Sources:

- Eighty percent (80%) of this funding for the contract extension will be provided by the Transition Rights Fee paid by the VIports Partners.
- Twenty percent (20%) will be advanced from VIPA's aviation funds. VIPA will be reimbursed for the funds expended by the airport fund upon achieving financial close.

Authorization to Increase the Spending Limit of the Executive Director for P3 Matters

Authorized the increase of the Executive Director's spending limit from \$75,000 to \$250,000 per vendor and per transaction, only on matters related to the airports P3 project procurement process during the transition period.

PROPERTY COMMITTEE

**New Lease- Frontier Airlines, Inc.,
Henry E. Rohlsen Airport, St. Croix, USVI**

Authorized the Executive Director to negotiate a new lease between VIPA and Frontier Airlines for the use of two ticket counters and office space at the Henry E. Rohlsen Airport Terminal. Frontier will provide scheduled air service from HERA (STX) to the Orlando International Airport (MCO) starting May 25, 2024, and the Luis Munoz Marin International Airport, San Juan (SJU) starting June 2, 2024. The lease term will be for two years with no option to renew. The rental rates per the VIPA Aviation Tariff are as follows:

- **Area 1:** Ticket Counter \$16,245.00 per annum
- **Area 2:** Airline Office \$17,555.70 per annum
- TOTAL:** \$33,800.70 per annum

PROJECTS & OPERATIONS COMMITTEE

No action was taken.

PERSONNEL COMMITTEE

No action was taken.

EXECUTIVE SESSION

No executive session held.