



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

July 29, 2025

CHAired BY WILLARD JOHN, CHAIRMAN

Cleone Creque Legislative Conference Room, St. John, USVI and via Zoom

Board Members

1. Willard S. John, St. Croix – **CHAIRMAN**
2. Kevin Rodriguez, USVIEDA Chairman - **VICE CHAIR**
3. Leona A. Smith, St. John – **SECRETARY**
4. Joseph Boschulte, Tourism Commissioner (**absent**)
5. Derek A. Gabriel, Public Works Commissioner
6. Gordon Rhea, Esq, Attorney General
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

VIPA Officers

1. Carlton Dowe, Executive Director
2. Bill Rawlins, Assistant Executive Director
3. Anise Hodge, Deputy Executive Director (**absent**)
4. Anna M. Penn, Chief Financial Officer (**absent**)
5. Catherine Hendry, Legal Counsel
6. Diane Richardson, Human Resources Director
7. Julice Holder, Chief of Staff

VIPA Staff

8. Ava Penn, Director of Financial Affairs/Acting Property Manager
9. Avia Elcock Theophane, Property Management Officer
10. Nia Gumbs, Financial Affairs Assistant
11. Nicole Scatliffe, Director of IT
12. Vincent Frazer, Esq., Senior Staff Attorney
13. Mervyn Constantine, Marine Manager STX
14. Jeffrey Saldana, Chief Wharfinger STX
15. Tafari Nelson, Engineering Project Manager, STX
16. Jamen Descartes, Engineering Project Manager STT/J
17. Lilita Seaton, Senior Compliance Officer
18. Monifa Brathwaite, Public Information Officer
19. Everton Rush, IT Manager
20. Mario Pinder, LAN Specialist
21. Nyesha Sebastian, Grants and Program Analyst
22. Lowell Blackwood, Chief Wharfinger STJ
23. Camisha Charleswell, Marine STT/J

POLL VOTE RATIFICATION

Poll Vote Ratification – Crime, Public Official and Environmental Insurance Policy Renewal

Ratified the poll vote issued on July 1, 2025, that approves the following:

- Authorized staff to maintain insurance coverage limits up to \$5 million per incident for the crime insurance policy effective June 30, 2025, at a premium of \$14,828.
- Approved public official insurance coverage of \$3 million per claim at a premium of \$111,684, effective June 30, 2025.
- Authorized staff to maintain insurance coverage limits up to \$5 million per incident for environmental coverage effective June 30, 2025, at a premium of \$163,379, payable in three annual installments of \$54,459.67.
- The premium for the Crime, Public Officials, and Environmental insurance coverage should not exceed \$289,891, not including taxes and fees.

Poll Vote Ratification – Crown Bay Marina Settlement Agreement

Ratified the poll vote issued on July 7, 2025, executing a Settlement Agreement between VIPA and Crown Bay Marina, L.P., the operator of Crown Bay Marina, for past due rent due from July 1, 2018, through June 30, 2025. Per the agreement, Crown

Bay Marina will pay an immediate payment of \$200,000 and pay an increased monthly rent starting July 1, 2025.

Poll Vote Ratification – Purchase Agreement with Inova Solutions

Ratified the poll vote issued on July 7, 2025, to renew the agreement between VIPA and Inova Solutions, N.V., for the transition of its Microsoft Product Licenses Enterprise Agreement to the Cloud Solution Provider model at a cost of \$127,188.60 per annum.

Funding Source: VIPA Operations Budget – IT Department

BOARD MEETING MINUTES

Board Meeting Minutes March, April and May 2025

- Accepted the March 19, 2025 Board Meeting Minutes
- Accepted the April 25, 2025 Board Meeting Minutes
- Accepted the May 23, 2025 Board Meeting Minutes.

FINANCE COMMITTEE

Resolution - FAA Airport Improvement Program FY 2023 Community Projects Supplemental Grant Program

Authorized the Executive Director's execution of the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) FY2023 Community Projects Supplemental Grant Program Grant Number 3-78-0001-060-2025 Agreement on behalf of VIPA for the Cyril E. King Airport to improve airfield draining stormwater conveyance channel upgrades (4500 LF) EA Phase 2—Preliminary Design & Partial Environmental Mitigation.

Funding Source: The FAA will pay 90% of the allowable costs incurred accomplishing the project. The maximum obligation of the United States payable under this offer is \$3,423,820.

PROPERTY COMMITTEE

Priority RoRo (Containerport, St. Croix)

Approved a consolidated lease agreement between VIPA and Priority RoRo to lease 36,000 sq ft (Space A) plus an additional 37,500 sq ft (Space B) of land at the Containerport for the staging of containers and loose cargo. The term of the agreement is for 5 years with a 2-year option to renew at the rental rate of \$6,125 per month. Rent will increase in the third year

Crowley Caribbean Services LLC
(Containerport, St. Croix)

and every three years thereafter per the CPI or 5%—whichever is greater. A rental deposit and mandatory insurance are required.

Approved a new lease agreement between VIPA and Crowley for 72,000 square feet of unimproved land in the operational area of the Wilfred “Bomba” Allick Port & Transshipment Center for cargo operations, including laying down and staging of equipment. The agreement will be for a term of 4 years with a 5-year option at a rental rate of \$6,000 per month. Rent will increase in the second year and every three years thereafter per the CPI or 5%—whichever is greater. A rental deposit and mandatory insurance are required.

Tropical Shipping and Construction LLC –
Rent Credit (Containerport, St. Croix)

Authorized the use of rent credits to reimburse Tropical Shipping for modification work made to the leased premises and the roof spouting system of the warehouse at the Containerport and hardening the floors of the slabs inside their 5 leased bays in the warehouse to accommodate their intended use of the facility. Tropical will be reimbursed \$9,166.41 per month for 24 months.

PROJECTS AND OPERATIONS COMMITTEE

Moffatt and Nichol Task Order #31 –
Frederiksted Waterfront Master Plan

Authorized Task Order #31 to Moffatt & Nichol to provide master planning services related to the Frederiksted Waterfront in the not-to-exceed amount of \$118,218.00.

Funding Source: Legislative Appropriation (Act 8985)

Moffatt and Nichol Task Order #32 –
St. John Community Park (Enighed Pond)

Approved Task Order #32 to Moffatt & Nichol to provide design services related to the Community Park that will be built on VIPA-owned land at Enighed Pond. The task order includes the early works ground improvements package in the not-to-exceed amount of \$117,082.00.

Funding Source: Legislative Appropriation (Act 8473 and Act 8920)

**Bid Award – Charlotte Amalie Harbor
Dredging Project Package #1,
Predevelopment and Demolition of the
Former Cancryn School Property**

Accepted the bid proposed by Custom Builders in the amount of \$2,527,504.00 for the Charlotte Amalie Harbor & Yacht Haven Grande Dredging Package #1 - Pre-Development, which includes the abatement of hazardous materials and demolition of the former Addelita Cancryn Junior High School to facilitate the storage of beach-quality dredge materials from the dredging project.

Funding Source: VIPA Operating Revenues

PERSONNEL COMMITTEE

No action items.

EXECUTIVE SESSION

No executive session was held.