



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

February 22, 2023

CHAIRD BY WILLARD S. JOHN, CHAIRMAN

VIPA Administrative Building 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
6. Lionel S. Jacobs, St. Croix (absent)
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. Anna Penn, Chief Financial Officer
5. Catherine Hendry, Esq. Legal Counsel
6. Julice Holder, Chief of Staff
7. Preston Beyer, Director of Engineering
8. Ava Penn, Director of Financial Affairs
9. Nicole Scatliffe, IT Director
10. Vincent Frazer, Esq., Senior Staff Attorney
11. Deborah Washington, Property Manager
12. Kate Davis, Purchasing/Contracts Manager
13. Tisha Lake, Controller
14. Jerome Sheridan, Territorial Airport Manager
15. Mariath Hodge, Executive Assistant
16. Monifa Marrero-Brathwaite, Public Information Officer
17. Earl Thomas, Electrical Engineer
18. Mario Pinder, LAN Specialist
19. Katty Touray, Human Resources Specialist

PROPERTY COMMITTEE

St. Croix Fuel Services

Approved the negotiation of a new lease with St. Croix Fuel Services, Inc. for use of warehouse, office, open shed, and land spaces located at 54C Estate Betty's Hope, St. Croix to use for trucking, transportation, sale and delivery of fuel and lubricants.

The term of the agreement is for three years with a two-year option to renew.

Area	Square Footage	Rent - Per Annum
Area A	2,800 sf (Warehouse space)	\$16,100.00
Area B	746 sf (Office space)	\$12,868.50
Area C	420 sf (Open Shed space)	\$1,209.60
Area D	49,181 sf (Land space)	\$18,196.97

The rent will be increased on the third anniversary of the lease per the CPI or by 5% - whichever is greater.

Lindbergh Bay Hotel RFP Selection

Moved to executive session.

PROJECTS & OPERATIONS

Austin "Babe" Monsanto Marine Terminal in Crown Bay Security Services

Moved to executive session.

Master Service Agreement to Provide Architectural and Engineering Services at the Cyril E. King Airport

Approved entering into a Master Services Agreement with Stantec Consulting Services, LLC for a period of three years with an option to renew for two additional one-year periods to provide VIPA with A&E services pursuant to the requirements of the Federal Aviation Administration Advisory Circular (AC) 150/5100-14E - Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.

The services will be based upon task orders to include the specific scope of work, site, time of performance, price, terms of payment and any other special conditions related to the specific tasks.

Funding Source: VIPA Engineering Department's Capital Expense Budget

Henry E. Rohlsen Airport Old Purchasing/Engineering Building - Tang How Brothers, Inc. Change Order #1

Approved Change Order No. 1 to the existing contract between VIPA and Tang How Brothers, Inc. to refurbish VIPA's old Purchasing/Engineering Building. The change order is in the not-to-exceed amount of \$15,500.00 to remove and replace the structural steel (purlins/girts) for the anchorage of the metal side panels of the building.

Funding Source: VIPA Budget

Henry E. Rohlsen Airport Apron 6 & 7 Design Services - AID Task Order #22

Authorized the issuance of Task Order No. 22 to American Infrastructure Development (AID) in the not-to-exceed amount of \$87,761.00 for design services to rehabilitate Aprons 6 & 7 at HERA.

Funding source: 90% FAA Grant, 10% VIPA Budget

Cyril E. King Airport Parking and Transportation Center - AT Construction Solutions Change Order #3

Approved Change Order No. 3 to the existing contract between VIPA and AT Construction Solutions for the CEKA Parking & Transportation Center in the not-to-exceed amount of \$119,005.79 for the abatement of lead-based paint in the demolition of the existing airport parking facility.

Funding source: VIPA Budget

Charlotte Amalie Harbor Dredging Bid
Document Development – Moffatt & Nichol
Task Order #3

Approved Task Order No. 3 to Moffatt & Nichol in the not-to-exceed amount of \$99,400 to develop the bid document for the Charlotte Amalie Harbor Dredging Project.

Funding source: VIPA Budget

EXECUTIVE SESSION

1. The Board did not accept the recommendation of the staff for the selection of the recommended proposer for the Lindbergh Bay Hotel project at Parcel No. 70-X, 70-T, 70-T-1, and 80-U Estate Lindbergh Bay, St. Thomas.
2. The Board directed the staff by majority vote to re-solicit for the Lindbergh Bay Hotel project via a Request for Qualifications (RFQ) for a longer period of time.
3. Accepted the Executive Director's recommendation to enter a contract with Pro Sec LLC to provide armed guard security services at the Austin "Babe" Monsanto Marine Terminal, Crown Bay, St. Thomas.
4. Approved changes to the VIPA Travel and Business Expense Policy and Standards.
5. Authorized the Executive Director to extend the Memorandum of Understanding between VIPA and Royal Caribbean Group until December 31, 2023.