



# VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

August 20, 2025

CHAired BY WILLARD JOHN, CHAIRMAN

VIPA Administrative Building, St. Thomas, USVI and via Zoom

**Revised**

## Board Members

1. Willard S. John, St. Croix – **CHAIRMAN**
2. Kevin Rodriguez, USVIEDA Chairman - **VICE CHAIR**
3. Leona A. Smith, St. John – **SECRETARY**
4. Jennifer Matarangas-King, Tourism Commissioner Nominee
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
4. Anna M. Penn, Chief Financial Officer
5. Catherine Hendry, Legal Counsel
6. Diane Richardson, Human Resources Director
7. Julice Holder, Chief of Staff (**absent**)

## 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. Jerome Sheridan, Territorial Aviation Manager
14. Joseph Cranston, Marine Manager STT/J
15. Tafari Nelson, Engineering Project Manager, STX
16. Jamen Descartes, Engineering Project Manager STT/J
17. Mojanía Denis, Engineer STX
18. Lilita Seaton, Senior Compliance Officer
19. Mariath Hodge, Executive Assistant
20. Monifa Brathwaite, Public Information Officer
21. Rishaun Malone, Systems Administrator
22. Mario Pinder, LAN Specialist
23. Nyesha Sebastian, Grants and Program Analyst
24. Nichelle Armstrong, Aviation Office Manager STX
25. Camisha Charleswell, Marine Rev. Ops. Analyst STT/J
26. Verna Thomas, Property Mgmt. Officer
27. Collette Weekes, Administrative Assistant - Property

## **Poll Vote Ratification**

### **Poll Vote Ratification – Gordon A. Finch Marine Facility Equitable Adjustment**

Ratified the poll vote dated July 29, 2025, authorizing the Executive Director to enter into an equitable adjustment agreement with AT Construction Solutions regarding the flood damage rectification works at the GAF Marine Facility's cargo terminal in the not-to-exceed amount of \$65,973.00.

Funding source: VIPA operating revenues

### **Poll Vote Ratification – Federal Aviation Administration Airport Improvement Program Grant for Henry E. Rohlsen Airport**

Ratified the poll vote dated August 5, 2025, authorizing the Executive Director to execute the FAA AIP FY2023 Community Projects Supplemental Grant Agreement (Program Grant Number 3-78-0002-050-2025) on behalf of VIPA for the Henry E. Rohlsen Airport to Rehabilitate Runway 10-28 (10,004 ft)-Phase 2- Construction.

Funding source: FAA 90%, VIPA 10%

**Acceptance of Board Meeting Minutes**

<b>June 26, 2025 Board Meeting Minutes</b>	Approved the minutes of the VIPA Board Meeting held on June 26, 2025.
<b>July 29, 2025 Board Meeting Minutes</b>	Approved the minutes of the VIPA Board Meeting held on July 29, 2025.

**Finance Committee**

<b>Marine Tariff Proposed Amendments</b>	Moved to executive session.
<b>VIPA Travel Policy Amendments</b>	Moved to executive session.

**Property Committee**

**No action items**

**Projects & Operations Committee**

<b>DCM Corporation for Demolition of the Former Island Beachcomber Hotel - Change Order #1</b>	<p>Authorized the Executive Director to issue Change Order #1 to the existing contract between VIPA and DCM Corporation for the Demolition of the former Beachcomber Hotel in the not-to-exceed amount of \$89,000.00 for costs associated with the installation of new security fencing and repairs of existing fencing to secure the property.</p> <p><u>Funding source:</u> VIPA operating revenues</p>
<b>Cyril E. King Airport Runway Rubber Removal and Taxiway Edge Line Cleaning</b>	<p>Awarded a \$460,740.75 contract to Hi-Lite Airfield Services for the CEKA runway rubber removal and taxiway edge line project cleaning to facilitate the maintenance and airfield marking standards at the airport.</p> <p><u>Funding source:</u> VIPA operating revenues</p>
<b>Henry E. Rohlsen Airport Rubber Removal and Restriping of Airfield Markings</b>	<p>Awarded a \$995,728.51 contract to Virgin Islands Paving Inc. for the HERA runway rubber removal &amp; restriping of airfield markings project to facilitate the maintenance and airfield marking standards at the airport.</p> <p><u>Funding source:</u> VIPA operating revenues</p>

**Personnel Committee**

<b>Creation of a Contract Administrator Position</b>	Moved to executive session.
--	-----------------------------

**Executive Session**

1. Addressed a personnel matter and established a policy for temporary employees to receive premium pay on holidays, like the employees of the central Government of the Virgin Islands.
2. Authorized the Executive Director to amend VIPA's Marine Tariff and conduct public hearings throughout the territory to gather public input on proposed adjustments to the marine tariff and other marine fees.
3. Authorized the creation and recruitment of a Contract Administrator position for VIPA.
4. Authorized amendments to the VIPA Travel Policy applicable to the Authority's Board of Directors and its employees.
5. Approved Amendment #2 to the agreement between VIPA and the VI Waste Management Authority regarding the rental of property at the Anguilla Landfill in St. Croix. This amendment expands the leased area from 9 acres to the actual occupied land, which now includes an additional 38 acres. Furthermore, the amendment requires the VI Waste Management Authority to pay VIPA \$1.1 million as a penalty derived from the penalty provision in the 2012 Lease Agreement issued by the FAA relating to its landfill operations.