



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

October 27, 2021

CHAired BY Ms. LEONA E. SMITH, BOARD CHAIR

VIPA Administrative Building Conference Room STT and Broadcast via Zoom

Board Members

1. Leona E. Smith, St. John Private Citizen - **CHAIR**
2. Kevin Rodriguez, USVIEDA Chairman – **VICE CHAIR** (absent)
3. Willard John, St. Croix Private Citizen - **SECRETARY**
4. Joseph Boschulte, Tourism Commissioner (absent)
5. Derek Gabriel, Public Works Commissioner
6. Denise George, Esq., Attorney General
7. Lionel S. Jacobs, St. Croix Private Citizen (absent)
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 Asst. Executive Director
3. Anise Hodge, Deputy Executive Director
4. Anna M. Penn, Chief Financial Officer
5. Catherine Hendry, Legal Counsel
6. Matthew Berry, Marine Manager STT/STJ
7. Kate Davis, Purchasing and Contracts Manager
8. Dale A. Gregory, Acting Director of Engineering
9. Mariath Hodge, Executive Assistant
10. Julice Holder, Chief of Staff
11. Vincent Frazer, Esq., Senior Staff Attorney
12. Monifa Marrero Brathwaite, Public Information Officer
13. Ava Penn, Director of Financial Affairs
14. Diane Richardson, Human Resources Director
15. Jerome Sheridan, Territorial Airport Manager

FINANCE COMMITTEE

Airline Rate Reduction Request

Moved to Executive Session

Liability Renewals – Marine and Aviation Insurance Coverage

Authorized the Executive Director to renew VIPA's Marine and Aviation insurance liability coverage and approved the payment of the policy for the period of 01 Nov 2021 to 01 Nov 2022 in four quarterly payments beginning 01 Feb 2022 totaling \$596,985.

PROPERTY COMMITTEE

Ian Turnbull – MIAKush LLC dba Koko Shak

Approved a lease for Parcel 17 (approximately 4,982 sq. ft.) and Parcel 191 (approximately 1,766 sq. ft.), Crown Bay St. Thomas VI. The space will be used for non-exclusive retail sale of food, beverages, local and branded merchandise, alcoholic beverages and to conduct educational workshops.

The lease term will be for three years with a two-year option to renew at a rental rate of \$16,870.08 per annum. Rent will commence after a six-month grace period to allow for permitting and building out of the space. A 7% percentage rent will be paid on year two of the agreement, and insurance and three month's security deposit are required. Rent will be increased on the 3rd anniversary of the lease per the CPI or 5% - whichever is greater.

PROJECTS & OPERATIONS COMMITTEE

AID Task Order 16C – HERA Paved Runway Shoulder Construction Administration Services

Authorized Task Order 16C in the amount of \$267,075 for American Infrastructure Development, Inc. (VIPA's HERA engineering consultant) to provide construction administration, inspection and other related consultant services related to constructing the paved asphalt shoulders at HERA.

Funding Source: This change has been funded in the 2021 FAA Airport Improvement Program Grant with a 10% match funded by the Federal Cares Act.

HERA Paved Runway Shoulder – Virgin Islands Paving Inc. Contract Amendment/Change Order

Approved the amendment to the existing contract between VIPA and V.I. Paving, Inc. to add the construction of paved asphalt runway shoulders at the Henry E. Rohlsen Airport. The Change Order is not to exceed \$5,358,620. (This portion of the project was previously removed from the initial contract due to lack of funding; however, the FAA advised VIPA on 27 Aug 2021 that funding is now available.)

Funding Source: This change has been funded in the 2021 FAA Airport Improvement Program Grant with a 10% match funded by the Federal Cares Act.

AID Task Order 20 - HERA Taxiway A & B Rehabilitation Design Phase Services

Authorized Task Order 20 in the amount of \$412,274 for American Infrastructure Development, Inc. to provide design phase services related to the rehabilitation of Taxiway A and B and the modification of the Taxiway E/F intersection at HERA.

Funding Source: This change has been funded in the 2021 FAA Airport Improvement Program Grant with a 10% match funded by the Federal Cares Act.

HERA Terminal Improvements, Phase 1 – Change Order for Extended Contractor General Conditions

Approved the Change Order to the contract between VIPA and J. Benton Construction in the amount not to exceed \$418,371.52 for the general conditions incurred by the contractor for extended overhead conditions resulting from unforeseen delays out of the contractor's control. The project has been delayed until 29 Nov 2021.

Apex Construction Contract - Crown Bay Center Kiosk Pavilion's Drop Ceiling

Authorized the Executive Director to approve two Change Orders in the amount of \$33,950 for the contract between VIPA and Apex Construction, and to extend the term of the contract for an additional 30 days. The contract was awarded to Apex Construction on 07 July 2021 in the amount of \$72,460 to construct a drop ceiling to enclose the kiosk pavilion in Crown Bay Center at the Austin "Babe" Monsanto Marine Terminal.

Lighthouse Marine – Veteran's Drive Waterfront Fendering Project

Authorized the Executive Director to enter a \$440,000 contract between VIPA and Lighthouse Marine to provide and install fendering at the Charlotte Amalie Harbor waterfront apron. This is the final phase of this project.

Funding Source: This project will be funded completely by PFA funding via Act No. 8454 (Bill No. 34-0036).

PERSONNEL COMMITTEE

Medical and Dental Insurance Premium Increase and Cost Share

Authorized the Executive Director to implement cost sharing of premiums between VIPA and the Authority's employees for medical and dental insurance coverage.

The cost share will change from 100% VIPA and 0% for employees to 85% VIPA and 15% for employees. Dental cost share will remain 50% VIPA and 50% for employees.

EXECUTIVE SESSION

In the Governing Board's executive session on October 27, 2021, the following actions were voted on and passed unanimously:

1. Board voted to approve the negotiated new terms of the UIW-SIU Collective Bargaining Agreement for the ARFF/LEO Union for the years October 1, 2020, to September 30, 2021.
2. Board voted to authorize and approve certain salary adjustments for the Chiefs of the ARFF Division that are necessary due to the new ARFF salary increases.
3. Board authorized the Executive Director and staff to negotiate a possible reduction the airline tariff rates with the Airport Airline Affairs Committee (AAAC).