



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

January 18, 2024

CHAired BY WILLARD JOHN, CHAIRMAN

VIPA Administrative Building, St. Thomas Conference Rooms and via Zoom

Board Members

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

VIPA Staff Present

1. Carlton Dowe, Executive Director
2. Bill Rawlins, Assistant Executive Director
3. Catherine Hendry, Legal Counsel
4. Julice Holder, Chief of Staff
5. Ava Penn, Director of Financial Affairs
6. Diane Richardson, Human Resources Director
7. Dean Plaskett, Director of Facilities Management
8. Nicole Scatliffe, Director of IT
9. Jerome Sheridan, Territorial Airport Manager
10. Joseph Cranston Jr., Marine Manager STT/STJ
11. Deborah Washington, Property Manager
12. Tafari Nelson, Mechanical Engineer STX
13. Carlton Charleswell, Senior Construction Management Officer
14. Monifa Brathwaite, Public Information Officer
15. Mariath Hodge, Executive Assistant to the Executive Director
16. Mario Pinder, LAN Specialist

Via Zoom

17. Everton Rush, IT Manager
18. Nyesha Sebastian, Grants and Programs Analyst
19. Nia Gumbs, Financial Affairs Assistant
20. Camisha Charleswell, Marine Rev. Operations Analyst STT/STJ
21. Lowell Blackwood, Wharfinger STJ

MATTERS REQUIRING BOARD ACTION

VIPA Board of Governor Election of Officers

- Approved the nomination of the following positions to be voted on in block and to vote on each position individually: Chairman – Willard John; Vice Chairman – Derek Gabriel; Secretary of the Board – Kevin Rodriguez.
- Voted to elect the following members as officers of the Board:

Chairman

Willard John

Vice Chairman

Derek Gabriel

Secretary of the Board

Kevin Rodriguez

VIPA Board of Governor Committee Member Assignments

Committee members and chairs of each committee will be determined in each upcoming committee meeting in February 2024.

Acceptance of Board Meeting Minutes - December 20, 2023

Accepted the VIPA Board of Governor's meeting minutes dated December 20, 2023.

Poll Vote Ratification – Inter Island Boat Services, Inc. Settlement Agreement

Moved to Executive Session.

Poll Vote Ratification: RCG, CTI, VIPA MOU

Ratified the Poll Vote issued on December 22, 2023. Authorized the Executive Director to execute Amendment No. 5 to the Memorandum of Understanding between VIPA, Royal Caribbean Cruises LTD. dba Royal Caribbean Group (Royal), and Cruise Terminals International LLC. (CTI). The amendment extends the Exclusivity Period and the expiration term of the MOU to September 30, 2024.

FINANCE COMMITTEE

No actions were taken.

PROPERTY COMMITTEE

Smith's Ferry Service

Authorized the Executive Director to negotiate a new lease with Smith's Ferry Service for 172 sq. ft. of office and counter space, plus 40 sq. ft. of storage space in the Wilmoth E. Blyden Marine Terminal, St. Thomas. The space will be used for ferry boat ticketing and related operations for a term of three years with a two-year option to renew. The rent will be \$60 per sq. ft. per annum for the office and counter space and \$15.00 per sq. ft. for the storage space – a total of \$10,920 per year. The rent will be increased per the CPI or by 5% (whichever is greater) on the 3rd anniversary of the agreement and every three years thereafter. Security deposits and insurance are required.

Projects and Operations Committee

**Henry E. Rohlsen Airport Rehabilitation Project
Task Order No. 26**

Authorized the Executive Director to issue Task Order No. 26 to American Infrastructure Development (AID) in the not-to-exceed amount of \$143,074.25 for design and construction phase services for the Apron 5B Rehabilitation Project at HERA.

Funding source: FAA Grant 90%, VIPA Operating Funds 10%

**Cyril E. King Airport Taxiway A West
Reconstruction Project
Change Order No. 1**

Authorized the Executive Director to issue Change Order #01 to Grace Civil LLC in the not-to-exceed amount of \$89,481.50 for the rehabilitation of the existing edge drain system affiliated with the CEKA Taxiway A West Reconstruction project.

Funding source: VIPA Operating Funds

**Cyril E. King Airport Taxiway A West
Reconstruction Project
Change Order No. 2**

Authorized the Executive Director to issue Change Order #02 to Grace Civil, LLC in the not-to-exceed amount of \$16,912.56 for an additional Type 2 Taxiway sign affiliated with the CEKA Taxiway A West Reconstruction project.

Funding source: VIPA Operating Funds

**Loredon L. Boynes Sr. Ferry Terminal
Improvements Project
Change Order No. 1**

Authorized the Executive Director to issue Change Order #01 to Rodriguez & Garland in the not-to-exceed amount of \$35,800 for the extended overhead associated with the shutdown of work at the Loredon L. Boynes Sr. Ferry Terminal Improvements Project.

Funding Source: Appropriation from the Legislature of the U.S. Virgin Islands

**Cyril E. King Airport Runway 10-28
Rapid Cure Seal Coat Contract Amendment**

Authorized the Executive Director to amend the existing contract with Hi-Lite Airfield Services, LLC in the not-to-exceed amount of \$368,458.08 for the application of a rapid cure seal coat to CEKA's Runway 10/28.

Funding source: VIPA Operating Funds

**Cyril E. King Airport Safety & Security Access
Control Server Upgrade Projects Status Report**

Authorized the Executive Director to accept a proposal for \$161,839.31 from Allied Universal Technology Services (formerly G4S Security Services) to proceed with upgrading a security server platform and software and enter into a service agreement for access control and camera software licenses that are critical to continuity of operations at Cyril E. King Airport (STT).

Funding source: VIPA Operating Funds

Personnel Committee

No actions were taken.

Executive Session

1. Approved proposed changes to the Collective Bargaining Agreement between VIPA and VIPBU.
2. Approved the naming of the Cyril E. King Airport Parking and Transportation Center in honor of Dale A. Gregory.
3. Ratified a Poll Vote regarding a settlement agreement between VIPA and Inter Island Boat Services.