



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

June 17, 2026

CHAired BY WILLARD JOHN, CHAIRMAN

Henry E. Rohlsen Airport Terminal, VIPA Conference Room, St. Croix, USVI, and via Zoom

Board Members

1. Willard S. John, St. Croix – CHAIRMAN
2. Derek A. Gabriel, DPW Commissioner - VICE CHAIR - absent
3. Kevin Rodriguez, USVIEDA Chair – SECRETARY
4. Jennifer Matarangas-King, Tourism Commissioner
5. Gordon Rhea, Esq, Attorney General
6. Celestino A. White Sr., St. Thomas
7. Leona Smith, St. John
8. St. Croix Resident – Position Unfilled
9. St. Thomas Resident – Position Unfilled

Board Staff

1. Tonya Pickering, Internal Auditor

VIPA Officers

1. Ava Penn, Interim Executive Director, Director of Financial Affairs & Acting Director of Property Management
2. Bill Rawlins, Asst. Executive Director - absent
3. Anise Hodge, Deputy Executive Director
4. Anna M. Penn, Chief Financial Officer
5. Catherine Hendry, Esq., Legal Counsel
6. Diane Richardson, Director of Human Resources
7. Julice Holder, Chief of Staff

VIPA Staff

8. Preston Beyer, Director of Engineering
9. Nicole Scatliffe, Director of IT
10. Vincent Frazer, Esq., Senior Staff Attorney
11. Mervyn Constantine, Marine Manager STX
12. Khadila Joseph, Procurement and Contracting Manager
13. Monifa Brathwaite, Public Information Officer
14. Daphne Mayers, Legal and Programs Management Officer
15. Avia Elcock Theophane, Property Management Officer STX
16. Misha Marrero, Property Management Officer STT

BOARD MEETING MINUTES

Acceptance of Board Meeting Minutes – May 20, 2026

Accepted the minutes of the VIPA Board of Governors meeting held on May 20, 2026

PROPERTY COMMITTEE

Priority RoRo Services, Inc. – Containerport, St. Croix

Authorized the Interim Executive Director to negotiate a new lease between VIPA and Priority RoRo Services, Inc. for continued occupancy of land and approval of additional land space located at a portion of 1A Wilfred “Bomba” Allick Port and Transshipment Center, St. Croix, VI for staging of operational equipment, containers, cargo, and trailer office operations. The total land occupied will be 111,200 square feet for a term of five years with a two-year option to renew:

- **SPACE A (Current Land Space):** Approx. 36,000 square feet at \$3,000 per month
- **SPACE B (New Land Space):** Approx. 72,000 square feet at \$6,000 per month
- **SPACE C (New Land Space–Trailer Office):** Approx. 3,200 square feet at \$682.50 per month.

Rent will increase beginning on the 3rd anniversary and every 3 years thereafter during the lease and option term, per rise in CPI or 5%, whichever is greater. Mandatory insurance is also required.

Petite Pump Room - Amendment No. 3

Authorized the Interim Executive Director to negotiate and execute Amendment No. 3 to the current lease agreement between VIPA and Petite Pump Room, LLC.:

- This amendment will grant a 5-year extension for restaurant operations at the Edward W. Blyden IV Marine Terminal in St. Thomas, VI. The existing lease has a term of 23 years, beginning on June 1, 2012, and expiring on May 31, 2035.
- The leased premises will include Space A (3,069 sq ft on 2nd floor); Space B (83 sq ft on 1st floor); and the removal of Space C (non-exclusive space on the waterfront apron for a food cart.
- Tenant has 12 months from the effective date of Amendment 3 to start a consistent grab-and-go food service via a kiosk at its leased Space B.
- The revenue percentage fee schedule was amended to include the extended lease term.
- Starting June 1, 2026, the rental rate will increase by 5% to \$17.71 per square foot for a total of 3,152 square feet, amounting to \$55,821.92 per year.
- Additionally, beginning June 1, 2027, the rental rate will increase by 3% and then by 5% every three years or according to the Consumer Price Index (CPI), whichever is greater, and this adjustment will occur every three years thereafter.
- Five parking spaces will be reserved at the terminal for the tenant's patrons.
- All other terms of the lease remain the same.

PROJECTS COMMITTEE

Edgewater Consultants, LLC Authorized the Interim Executive Director to begin contract negotiations with Edgewater Consultants, LLC. The purpose of this contract is to provide non-destructive testing, capacity analysis, and asset management documentation for all mooring equipment and hardware at VIPA marine facilities throughout the Territory. The total cost for these services is \$451,173.27.

Funding Source: VIPA Capital Projects Budget

Janitorial Services - Cyril E. King Airport (CEKA), St. Thomas Authorized the Interim Executive Director to commence contract negotiations with Alena Martin dba Double A Cleaning Services to provide professional janitorial services at CEKA to supplement the VIPA airport custodial staff on the island of St. Thomas at a cost of \$18,500 per month; emergency janitorial services at \$250 per hour; and professional waxing services at \$5,825 per service. The contracted vendor will provide daily cleaning throughout the CEKA Terminal from 10 a.m. to 8 p.m.

Funding Source: VIPA Aviation Budget

Project Management Services - Master Task Order Contract Authorized the Interim Executive Director to start contract negotiations with CMTS, LLC, to provide task-ordered project management and staff augmentation services needed to support the VIPA-marine capital improvement projects territory-wide for a period of five years. Funding to support each task order is subject to the availability of funds.

FINANCE COMMITTEE

No action items.

PERSONNEL COMMITTEE

No action items.

EXECUTIVE SESSION

No executive session was held.