



# VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

June 16, 2021

CHAIRD BY MS. LEONA E. SMITH, BOARD CHAIR

HERA Terminal Conference Room

## Board Members

1. Leona E. Smith, St. John Private Citizen - **CHAIR**
2. Kevin Rodriquez, USVIEDA Chairman – **VICE CHAIR**
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 (*absent*)
7. Lionel S. Jacobs, St. Croix Private Citizen
8. Celestino A. White Sr., St. Thomas Private Citizen (*absent*)
9. St. Thomas Private Citizen – Vacant Position

## 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, Esq., Legal Counsel
6. William Boehnke, Senior Engineer STX
7. Mervyn Constantine, Marine Manager STX
8. Kate Davis, Procurement & Contracts Manager
9. Dale Gregory, Assistant Director of Engineering
10. Mariath Hodge, Executive Assistant
11. Julice Holder, Chief of Staff
12. Vincent Frazer, Esq., Senior Staff Attorney
13. Tisha Lake, Controller
14. Monifa Marrero Brathwaite, Public Information Officer
15. Diane Richardson, Director of Human Resources
16. Jerome Sheridan, Territorial Airport Manager
17. Deborah Washington, Property Manager

## FINANCE COMMITTEE

### Crime and Public Officials Insurance Coverage

Authorized staff to maintain a limit of \$5 million per incident for the Crime insurance policy (effective June 30, 2021) at a premium of \$13,710 and authorized the securing of Public Officials insurance coverage at a limit of \$3 million per incident at a premium of \$84,167.

## PROPERTY COMMITTEE

### A&R Warehouse Storage Lease in Bournefield

Denied lessee's request to extend the term of its existing lease for space in Bournefield.

### Cardow Inc. dba Cardow Airport Store

Approved the lease extension for Cardow Inc. for space at the Cyril E. King Airport Terminal for a term of five years for: **Premises A:** 290.55 sq. ft of air-conditioned space plus 67.75 sq. ft. for a counter seating area at \$1,210.63 per month; **Premises B:** 65 sq. ft. for a wraparound kiosk at \$250 per month and **Annual Gross Receipts:** 10.5%

### InterCaribbean Airways, Ltd.

Rescinded the Board's approval of a lease formerly approved in May 2019 for counter space for InterCaribbean Airways, Ltd. to operate at the CEKA and HERA terminals. The approval was revoked due to the tenant's failure to occupy the spaces and the lack of communication from the tenant concerning its tenancy and pending operations.

**First Bank VI – Crown Bay Center ATM**

Approved a lease for First Bank VI for space to operate an Automated Teller Machine (ATM) in Building B at Crown Bay Center at rental rate of \$650 per month and CAM charges of \$27.50 per month for a term of five years with a one-year option to renew. Rent will be increased on the third year by 5% or per the CPI – whichever is greater.

**Rock City Entertainment, Inc. – Display Advertising**

Approved a new lease for Rock City Entertainment, Inc. to place two 10ft x 6ft digital billboards for marketing and advertising display at the Edward W. Blyden IV Marine Terminal in Charlotte Amalie and the Urman V. Fredericks Marine Terminal at Red Hook on St. Thomas for a term of five years with a two-year option to renew. The rental rate will be \$1,600 per month (\$800 p/m for each billboard). Revenue sharing will be 7% charged quarterly for gross receipts tax, and advertisements on behalf of the VI Port Authority will be at no cost. Rent will be increased on the third year by 5% or per the CPI – whichever is greater.

**Parcel 68 A Lindbergh Bay, St. Thomas (formerly Thatch Farm) – The Benoit Group**

Authorized the Executive Director to negotiate a contract with The Benoit Group to develop and manage an affordable housing community on 4.798 acres of VIPA-owned land at Parcel 68A, Estate Lindbergh Bay, St. Thomas (formerly known as the Thatch Farm property).

**Eagle Aviation – Payment Plan Request**

Approved a 12-month payment plan starting July 2021 through June 2022 to pay past due rent in the amount of \$27,950.81 owed by Eagle Aviation for a land lease with VIPA at the Henry E. Rohlsen Airport.

**PROJECTS & OPERATIONS COMMITTEE**

**No actions taken.**

## PERSONNEL COMMITTEE

### Update to VIPA's Rules and Regulations – Investigations

- Authorized the Executive Director to update the Authority's Personnel Rules and Regulations **Section 2.14 – Investigations** to include a statement advising employees that false and misleading information provided during an investigation is a violation and could lead to termination of employment.
- The Board also authorized updating **Section 2.15 – Progressive Discipline Examples of Misconduct** to include section #17 Dishonesty.

### Filling of the Accounting Manager of Revenues Position

Authorized the funding and filling of the Accounting Manager of Revenues position in the FY 2021 Budget. The position will be funded using the vacant Accounting Manager of Operations position that was funded in the FY21 Budget.

## EXECUTIVE SESSION

1. The Board authorized the Executive Director to retain outside counsel and financial consultants for a legal matter.