



# VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

**Revised**

**July 20, 2022**

**CHAIRMAN BY WILLARD JOHN, CHAIRMAN**

VIPA Admin Bldg. Conference Room, St. Thomas and via Zoom

Board Members

1. Willard John, St. Croix - **CHAIRMAN**
2. Derek A. Gabriel, Public Works Commissioner – **VICE CHAIRMAN**
3. Kevin Rodriguez, USVIEDA Chairman – **SECRETARY**
4. Joseph Boschulte, Tourism Commissioner - **absent**
5. Denise George, Esq., Attorney General - **absent**
6. Lionel S. Jacobs, St. Croix
7. Celestino A. White Sr., St. Thomas
8. St. John Resident – Position Unfilled
9. St. Thomas Resident – Position Unfilled

Board Staff

1. Tonya Pickering, Internal Auditor

VIPA Staff Present

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Carlton Dowe, Executive Director</li> <li>2. Bill Rawlins, Acting Asst. Exec. Director</li> <li>3. Anise Hodge, Deputy Executive Director</li> <li>4. Anna M. Penn, Chief Financial Officer</li> <li>5. Ava Penn, Dir. of Financial Affairs</li> <li>6. Diane Richardson, Dir. of Human Resources</li> <li>7. Catherine Hendry, Legal Counsel</li> <li>8. Vincent Frazer, Senior Staff Attorney</li> <li>9. Preston Beyer, Director of Engineering</li> <li>10. Dale A. Gregory, Asst. Director of Engineering</li> <li>11. Earl Thomas, Engineer STT</li> <li>12. Joseph Cranston Jr., Marine Manager STT/STJ</li> <li>13. Jerome Sheridan, Territorial Airport Manager</li> <li>14. Everton Rush, IT Manager</li> </ol> | <ol style="list-style-type: none"> <li>15. Humphrey Caswell, Financial Analyst</li> <li>16. Monifa Brathwaite, Public Info. Officer</li> <li>17. Julice Holder, Chief of Staff</li> <li>18. Mariath Hodge, Executive Assistant</li> </ol> |
|---|---|

Staff Present via Zoom

19. Nicole Scatliffe, IT Director
20. William Boehnke, Sr. Engineer STX
21. Tafari Nelson, Engineer
22. Kate Davis, Purchasing/Contracts Mgr.
23. Tisha Lake, Controller
24. Lowell Blackwood, Chief Wharfinger
25. Lilita Seaton, Sr. Compliance Officer
26. Khaliah Rieara, Property Mgt. Officer
27. Winnika DeGout, Admin. Asst.

## POLL VOTE

### **Poll Vote Ratification - CEKA Fire Protection System**

Ratified the June 21, 2022 Poll Vote to accept Task Order No. 17232-SPT to Lemartec in the amount \$254,920 for work associated with the electrical connection of the fire pumps of the Cyril E. King Airport Terminal’s fire protection system that was repaired under Lemartec’s Task Order No. 178 to repair said system.

### **Poll Vote Ratification - Insurance Renewal for Public Officials, Crime and Environmental Insurance Coverage**

Ratified the June 28, 2022 Poll Vote approving the renewal of the Authority’s liability coverage for public officials, crime, and environmental insurance for the period of June 30, 2022 – June 30, 2023. The policy will be paid in quarterly installments beginning July 1, 2022. The total cost of coverage is \$274,185.

## FINANCE COMMITTEE

### **Fiscal Year 2023 Budget**

The Board of Directors approved the Authority’s \$266.2 million Fiscal Year 2023 Budget, effective October 1, 2022:

Capital Sources	Amount
Operating Revenues	72,702,000
Passenger Facility Charges	697,000
Car Rental Facility Charges	700,000
Capital Grants	168,851,000
Cash Reserves & Other	10,588,000
ARPA Act	6,400,000
Government Grants	2,874,000
Debt Funded Marine Projects	3,373,000
<b>TOTAL</b>	<b>\$266,185,000</b>

**PROPERTY COMMITTEE**

**Caribbean Choice**

Renewed the lease agreement between VIPA and Caribbean Choice for 280 square feet of space in Building G #3, Crown Bay Center to operate a store that sells bags, hats, clothing, handmade crafts, shot glasses, island print service trays, pillows, plates, magnets, and local handmade soaps. The term of the agreement is for two years with a two-year option to renew at a monthly rental rate of \$1,686.85.

**Total Logistics LLC**

- Assigned the lease rights of VIPA'S tenant, Fernando Trucking Services, Inc., to Total Logistics LLC.
- Approved a new lease for 3,750 sq. ft. of unimproved land at Parcel No. 19, Crown Bay Sandfill, St. Thomas to use for freight forwarding, trucking and brokerage services. The term of the lease is for five years with a three-year option to renew at a rental rate of \$1,250 per month. Rent will increase on the third year by 5% or per the CPI – whichever is greater.

**Jahmal Dyer dba Sunrise Breakfast N'Suh Application for New Lease at Crown Bay Center**

Authorized VIPA to negotiate a new lease agreement for Sunrise Breakfast N'Suh to operate a non-exclusive, full-service food and alcohol restaurant, grab and go and bar concession in Building C in Crown Bay Center (Unit 6 = 1,088 sq. ft. and Unit 7 = 1,022 sq. ft.).

**Ocean Rent-A-Car dba Your Choice Café (Khalaf Suid) Request to Renew Lease at Crown Bay Center**

Disapproved the renewal of the lease agreement between VIPA and Your Choice Café for retail space in Crown Bay Center.

**MIAKush LLC dba Koko Shak (Ian Turnbull)**

Disapproved the requested change in the lease provisions regarding revenue sharing.

**Lease Renewals for Existing CEKA Car Rentals and Issuance for Request for Proposals (RFP) for New CEKA and HERA Rental Car Concessions**

Authorized the Executive Director to:

- Grant a new five-year lease agreement for the three existing car rental companies at the CEKA Terminal (Hertz, Avis and Budget), and to issue an RFP for two new car rental companies at CEKA
- Issue an RFP for two new car rental companies at HERA.

**VI Department of Education –  
Additional Space Request for its Lease  
at Crown Bay Center**

Approved additional space requested for a lease to the VIDE through the Department of Property and Procurement for approximately 3,641 sq. ft. of Space C (formerly leased to First Bank) on the first floor of Building B. VIDE will lease the following areas in Building B to be used for government business offices starting September 1, 2022:

Space A: 2,966.4 sq. ft. at \$6,921.60 per month  
Space B: 3,633 sq. ft. at \$8,478.40 per month  
Space C: 3,641 sq. ft. at \$8,459.66 per month

**PROJECTS & OPERATIONS COMMITTEE**

**Molasses Pier Building Change Order  
No. 15 – Modification of Fire Pump  
Controller**

Approved Change Order No. 15 submitted by AT Construction not to exceed \$167,361.76 for the modification of the fire pump controller to allow for connection to WAPA and the existing generator as required by the V.I. Department of Planning and Natural Resources (DPNR).

Funding Source: VIPA operating revenues

**Molasses Pier building Change Order  
No. 16 - Accessibility of the Service  
Disconnect**

Approved Change Order No. 16 submitted by AT Construction not to exceed \$21,914.48 for the installation of shunt trip breakers at the exterior of the Gordon A. Finch Molasses Pier's Marine Cargo Building's electrical room and generator to allow for safe accessibility for the service disconnect as required by DPNR.

Funding Source: VIPA operating revenues

**Kimley-Horn and Associates -  
Extension to the Master Services  
Agreement**

Authorized the Executive Director to extend the existing contract between VIPA and Kimley-Horn and Associates at no cost to the Authority to provide architectural and engineering services for projects at the Cyril E. King Airport through March 15, 2023.

**CEKA Gate 5 Reconstruction Project –  
Amendment No. 1 to Kimley-Horn &  
Associates Task Order No. 8**

Authorized VIPA's Aviation Consultant Kimley-Horn and Associates to provide additional construction-phase services with the CEKA Terminal Gate 5 Apron reconstruction project at a cost of **\$610,840**.

Funding source: FAA Grant and VIPA

**Taxiway Alpha West Pavement  
Reconstruction Project - Kimley-Horn  
and Associates Task Order No. 30**

Approved Task Order No. 30 authorizing VIPA's Aviation Consultant Kimley-Horn and Associates to provide design and bid phase services for the Taxiway Alpha West Pavement Reconstruction Project at a cost of \$650,000.

Funding Source: 90% FAA Grant, 10% VIPA

**CEKA ARFF Vehicle Exhaust System  
Improvement Project - Kimley-Horn  
and Associates Task Order No. 36**

Approved Task Order No. 36 authorizing VIPA's Aviation Consultant Kimley-Horn and Associates to provide design and bid services and construction administration services for CEKA's Aircraft Rescue and Fire fighting vehicle exhaust system improvement project at a cost of \$280,000.

Funding Source: VIPA operating revenues

**PERSONNEL COMMITTEE**

**No actions taken.**

**EXECUTIVE SESSION**

- Action taken regarding Eagle Aviation's lease agreement with VIPA.
- Ratified a Poll Vote regarding passenger service charges.