



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

Revised 21 Jan 2022

January 19, 2022

CHAired BY KEVIN RODRIQUEZ, VICE CHAIRMAN

VIPA Admin. Bldg. & HERA Terminal Conference Room (via Zoom)

Board Members

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

Board Staff

1. Tonya Pickering, Internal Auditor

VIPA Staff Present

1. Carlton Dowe, Executive Director
2. Bill Rawlins, Acting Assistant Executive Director
3. Anise Hodge, Deputy Executive Director
4. Anna M. Penn, Chief Financial Officer
5. Catherine Hendry, Legal Counsel
6. Vincent Frazer, Senior Staff Attorney
7. Nicole Scatliffe, Director of IT
8. Diane Richardson, Director of Human Resources
9. Dale A. Gregory, Acting Director of Engineering
10. William Boehnke, Senior Engineer STX
11. Kate Davis, Procurement and Contracts Manager
12. Jerome Sheridan, Territorial Airport Manager
13. Deborah Washington, Property Manager
14. Julice Holder, Chief of Staff
15. Mariath Hodge, Executive Assistant
16. Mario Pinder, IT
17. Monifa Marrero Brathwaite, Public Information Officer

BOARD ELECTIONS

Election of Governing Board Officers

Chairman: Derek Gabriel

The votes for Vice Chairperson and Secretary of the Board will be conducted at the next scheduled Board meeting.

Committee Member Assignments

Committee member assignments will be decided at the next scheduled Board meeting.

FINANCE COMMITTEE

Silver Airways LLC/Seaborne Airlines, Virgin Islands, Inc. Payment Plan

Authorized the Executive Director to allow Silver Airways LLC/Seaborne Airlines to settle arrears in the amount of \$474,639.20 by entering a 12-month payment plan starting February 20, 2022, through February 20, 2023, with the following terms:

Down payment:

\$250,000 on or before Jan. 20, 2022

Total amount due after down payment:

\$199,296.79

Monthly payments:

\$16,608.05 by the 20th of each month until arrears are paid.

Late Fees: Fifty percent of the late fees and interest will be deducted if full payment of the arrears is made on time within 12 months at 0% interest. If tenant is late with its payment, a 1.5% late fee will be imposed.

*Edited on 21 Jan 2022 to indicate that Ms. Leona Smith was present for the election of board officers but departed after that segment of the meeting.

PROPERTY COMMITTEE

Caribbean Crafted LLC

Approved a new lease for Caribbean Crafted LLC for 252 sq. ft. of air-conditioned space in the CEKA Terminal Mainland Baggage Claim area to provide Grab and Go Leatherback Brewing, Mutiny Island Vodka, and Tres Clavos products, merchandising sales and brand marketing. The lease term will be three years, with a two-year option at a rental rate of \$17,640 per annum. A 3.5% gross receipts fee on annual sales will be initiated on the first anniversary of the lease.

G&S Auto Rental

Approved a new lease for G&S Auto Rental to lease 30 parking spaces for a rental car operation, and 104 sq. ft. of office space at #1 Enighed Pond, St. John. No washing or repairs of vehicles will be allowed, and utilities will be the responsibility of the tenant. The rental rate will be \$32,760 per annum for the parking spaces and \$6,000 per annum for the office space. A 7% gross receipt fee on sales will be implemented on the first anniversary of the lease.

Virgin Islands Enterprises Inc. dba Avis Rent-a-Car – Assignment of Lease

Approved a request to assign the agreement between VIPA and Avis Rent-a-Car at the Henry E. Rohlsen Airport and the Cyril E. King Airport to International Rental & Leasing Corporation of St. Thomas, VI.

PROJECTS & OPERATIONS COMMITTEE

Above & Below Marine Services LLC – Charlotte Amalie Harbor Waterfront Fendering Project

Awarded a \$393,277 contract to Above and Below Marine Services LLC to provide and install marine grade rubber fenders along the Charlotte Amalie Harbor's waterfront apron to complete the final phase of this project.

Funding source: PFA Funding Act No. 8454 (Bill No. 34-0036).

Rumina Construction Change Order 1, 2 and 3 – CEKA Gate 5 Apron Pavement Reconstruction

Approved Change Orders 1, 2 and 3 for the contract between VIPA and Rumina Construction to perform repairs to the apron at the CEKA Terminal Gate 5.

Change Order 1 – addresses additional pavement work that is needed in response to airlines concerns regarding the new configuration of the parking envelopes and lead lines. This increases the contract by \$67,075, of which VIPA is responsible for 10% and the FAA will pay 90%. This also increases the project by 34 days.

Change Order 2 – addresses the demolition of an unforeseen concrete slab found beneath the existing PCC that was not detected in the geotechnical report. This increases the contract by \$20,234, of which VIPA is responsible for 10% and 90% will be paid by the FAA. This change order also extends the contract by six days.

Change Order 3 – addresses additional pavement markings needed to open Gates 6 & 10 to address airlines' concerns regarding limited gate capacity causing excessive delays and disruption to airline operations. This increases the contract by \$67,804, of which VIPA is responsible for 10% and the FAA will pay 90%.

This project is expected to be completed in March 2022.

EXECUTIVE SESSION

No actions were taken in Executive Session.