



# VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

**November 20, 2023 at 10:20 a.m.**

**CHAIRMAN BY WILLARD JOHN, CHAIRMAN**

VIPA Administrative Building, 8074 Lindbergh Bay, St. Thomas, USVI and via Zoom

## **Board Members**

1. Willard S. John, St. Croix – **CHAIRMAN**
2. Derek A. Gabriel, Public Works Commissioner – **VICE CHAIR**
3. Kevin Rodriguez, USVIEDA Chairman – **SECRETARY**
4. Joseph Boschulte, Tourism Commissioner
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. Preston Beyer, Director of Engineering
5. Ava Penn, Director of Financial Affairs
6. Diane Richardson, Human Resources Director
7. Nicole Scatliffe, Director of IT
8. Dean Plaskett, Director of Facilities Management
9. Julice Holder, Chief of Staff
10. Vincent Frazer, Esq., Senior Staff Attorney
11. Kate Davis, Procurement & Contracts Manager
12. Jerome Sheridan, Territorial Airport Manager
13. Deborah Washington, Property Manager
14. Mariath Hodge, Special Assistant to the Executive Director
15. Monifa Brathwaite, Public Information Officer
16. Mario Pinder, LAN Specialist
17. Nyasha Sebastian, Grants and Program Analyst
18. Nia Gumbs, Financial Affairs Assistant

## **POLL VOTE RATIFICATION**

### **Poll Vote: 2023-2024 Marine Liability Insurance Renewal**

Ratified the Poll Vote issued on November 7, 2023, authorizing the Executive Director to renew the coverage of VIPA's Marine Liability Insurance and approved the payment of the policy for the period of November 1, 2023, to November 30, 2024, in quarterly installments beginning November 1, 2023, for said coverage. The total amount for renewal of the policy is \$304,817.

## **BOARD MEETING MINUTES**

### **Board Meeting Minutes Approval: Feb-Dec 2022, and Sept. & Oct. 2023**

- Approved a motion to separate the board meeting minutes to be approved by year.
- Approved Board Meeting Minutes from February 2022 through December 2022.
- Approved Board Meeting Minutes for September 2023 and October 2023.

## **FINANCE COMMITTEE**

### **Cape Air Incentive Program**

Approved the offer of an Airline Service Incentive to Hyannis Air Inc. dba Cape Air. This incentive is offered since Cape Air started a new service route between the Cyril E. King Airport (CEKA) and the Vance W. Armory International Airport (Nev) in the Federation of St. Christopher (Kitts) and Nevis.

**PROJECTS AND OPERATIONS COMMITTEE**

**Pre-Development Agreement with Cruise Terminals International (CTI)**

Moved to Executive Session.

**Charlotte Amalie Harbor Dredging - Geotechnical Investigation**

Approved the issuance of Task Order No. 11 to Moffatt & Nichol in the not-to-exceed amount of \$408,700 for services related to the Charlotte Amalie Harbor dredging project's geotechnical investigation.

Funding Source: VIPA Operating Funds

**Cruz Bay Fish Market Development Design**

Approved the issuance of Task Order No. 12 to Moffatt & Nichol in the not-to-exceed amount of \$114,355 for services related to the Cruz Bay, St. John Fish Market development design.

Funding Source: Legislative Appropriation Act No. 8515 (\$920,000)

**CEKA Drainage Gut - Environmental Assessment for Stormwater Conveyance Channel Upgrades**

Approved the issuance of Task Order No. 02 to Stantec Consulting Services in the not-to-exceed amount of \$336,390 for services related to the CEKA environmental assessment for stormwater conveyance channel upgrades along the north side of the airport's runway.

Funding Source: Congressional Directed Spending 90%, VIPA Operating Funds 10%

**CEKA Drainage Gut - Concept Design**

Approved the issuance of Task Order No. 03 to Stantec Consulting Services in the not-to-exceed amount of \$298,775 for services related to the CEKA data collection and concept design for stormwater conveyance channel upgrades.

Funding Source: Congressional Directed Spending 90%, VIPA Operating Funds 10%

**Charlotte Amalie Harbor Dredging - Natural Resources Impact Mitigation**

Approved the issuance of Task Order No. 15 to BioImpact, Inc. in the not-to-exceed amount of \$876,250 for services related to the Charlotte Amalie Harbor Dredging Project's natural resources mitigation.

Funding Source: VIPA Operating Funds

**Charlotte Amalie Harbor Dredging - Water Quality Monitoring**

Approved the issuance of Task Order No. 16 to BioImpact, Inc. in the not-to-exceed amount of \$1,349,300 for services related to the Charlotte Amalie Harbor Dredging Project's environmental and water quality monitoring.

Funding Source: VIPA Operating Funds

**P3 Technical Advisory Services**

Moved to Executive Session.

**CEKA Selective Slab Replacement Design Phase**

Task Order No. 40 to Kimley-Horn & Associates in the not-to-exceed amount of \$279,700 for services related to the CEKA selective slab replacement design phase.

Funding Source: FAA 90% and VIPA 10%

**Double A Cleaning Services**

Approved Double A Cleaning Service's change order request for a fifteen percent increase of the contract costs from \$159,800 to \$183,770 commencing October 1, 2023, through the contract termination on September 30, 2024.

Funding Source: VIPA Operating Funds – Aviation STT Budget

**PERSONNEL COMMITTEE**

**No action items.**

**EXECUTIVE SESSION**

In executive session the Board:

1. Took action on VIPA's Airports' P3 Project.
2. Took action and approved the pre-development agreement between Cruise Terminals International LLC and the Virgin Islands Port Authority.
3. Took action and approved Ricondo and Associates Task Order #3.
4. Took action and approved Crowley Caribbean Services LLC's revised agreement.