



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

December 20, 2023 at 10:11 a.m.

CHAired BY WILLARD JOHN, CHAIRMAN

HERA Terminal, St. Croix and VIPA Admin. Building, St. Thomas Conference Rooms 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 (*absent*)
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. Julice Holder, Chief of Staff
5. Ava Penn, Director of Financial Affairs
6. Diane Richardson, Human Resources Director
7. Dean Plaskett, Director of Facilities Management
8. Nicole Scatliffe, Director of IT
9. Everton Rush, IT Manager
10. Jerome Sheridan, Territorial Airport Manager
11. Joseph Cranston Jr., Marine Manager STT/STJ
12. Mervyn Constantine, Marine Manager STX
13. Tafari Nelson, Mechanical Engineer STX
14. Mojanía Denis, Civil Engineer STX
15. Monifa Brathwaite, Public Information Officer

MATTERS REQUIRING BOARD ACTION

Acceptance of Board Meeting Minutes - November 20, 2023

Accepted the minutes for the Board Meeting held on November 20, 2023.

Poll Vote Ratification – VIPA’s Cyber Insurance Policy

Ratified the Poll Vote issued on December 9, 2023, authorizing the Executive Director to renew the liability coverage for the Virgin Islands Port Authority’s cyber insurance policy, and approved the payment of said policy for the period of December 10, 2023, through December 10, 2024, in quarterly installments beginning February 1, 2024. The sum for this coverage is \$60,750.

FINANCE COMMITTEE

No actions taken.

PROPERTY COMMITTEE

Sandals for You LLC

Authorized the Executive Director to negotiate a new lease between VIPA and Sandals for You LLC for approximately 49 sq. ft. of air-conditioned space in the Cyril E. King Airport Terminal domestic departure lounge to sell fashion jewelry and accessories specifically designed or branded for the Lessee. The term of the agreement is for two years with a one-year option to renew. The rent will be \$7,800 per year plus 10% of gross receipts. The rent will increase during the option term by 5% or per the CPI – whichever is higher.

Tropical Shipping and Construction Co., Ltd.

Authorized the Executive Director to renew the lease agreements between VIPA and Tropical Shipping and Construction Co., Ltd. for continued use of a trailer lot office and operations spaces, land, and warehouse space at the Wilfred "Bomba" Allick Marine Terminal in St. Croix. The second lease will allow the continued use of the gantry crane at the facility.

Tropical will use the property to operate commercial and containerized shipping, warehousing, and office operations, and to stage bulk cargo, chassis, and freight handling equipment, operate a maintenance and repair shop, stage a fuel truck, portable tank, and stationary tank for fueling operational equipment, and only for such purposes.

LEASE 1

+/- 258,485 total square feet for space at the Container Port, St. Croix with a total rental rate of \$438,364.16 per annum:

- Area A (trailer lot offices) approx. 4105 sf
- Area B (trailer lot operations) approx. 1,700 sf
- Area C (land) approx. 233,930 sf
- Area D (warehouse) approx. 18,750 sf (five bays - 3,750 sf per bay)

LEASE 2

- Area E - Gantry Crane at the Container Port, St. Croix at a rental rate of \$54,969.72 per annum.

The term of both agreements is 25 years with two five-year options to renew.

Projects and Operations Committee

Aviation Tariff Amendment – Based User Clause

Approved an amendment of the Authority's Aviation Tariff to replace the language "residents of the United States Virgin Islands" with the term "based users."

**Gordon A. Finch Molasses Pier Cargo Terminal
– WAPA Transformer Electrical Damage Repairs**

Approved Change Order No. 17 issued to AT Construction in the not-to-exceed amount of \$55,626.20 to repair electrical damages caused by the VI Water and Power Authority's installation of the incorrect transformer at the GAF Molasses Pier Cargo Terminal in Krause Lagoon, St. Croix.

No executive session was held.