



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

Revised

August 16, 2023

CHAired BY WILLARD S. JOHN, CHAIRMAN

VIPA Administrative Building Conference Room, St. Thomas and Broadcast 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. Lionel S. Jacobs, St. Croix **absent**
7. Leona A. Smith, St. John **absent**
8. Celestino A. White Sr., St. Thomas
9. St. Thomas Resident – Position Unfilled

Board Staff

1. Tonya Pickering, Internal Auditor **absent**

VIPA Staff Present

1. Carlton Dowe, Executive Director
2. Bill Rawlins, Assistant Executive Director
3. Anise Hodge, Deputy Executive Director
4. Anna M. Penn, Chief Financial Officer
5. Diane Richardson, Human Resources Director
6. Julice Holder, Chief of Staff
7. Preston Beyer, Director of Engineering
8. Ava Penn, Director of Financial Affairs
9. Nicole Scatliffe, IT Director **Zoom**
10. Tisha Lake, Controller
11. Lilita Seaton, Senior Compliance Officer **Zoom**
12. Vincent Frazer, Esq., Senior Staff Attorney
13. Deborah Washington, Property Manager
14. Joseph Cranston Jr., Marine Manager ST/J
15. Kate Davis, Procurement & Contracts Manager
16. Mario Pinder, LAN Specialist - IT
17. Mariath Hodge, Special Assistant to the E.D.
18. Monifa Brathwaite, Public Info. Officer
19. Camisha Charleswell, Accountant – Marine ST/J **Zoom**

POLL VOTE RATIFICATION

FAA Grant Award

Ratified the August 8, 2023 Poll Vote to authorize the Executive Director to execute an FAA Airport Improvement Grant Agreement No. 3-78-0001-053-2023 in the amount of \$1,170,000 to Rehabilitate Runway 10-28 at the Cyril E. King Airport. (Resolution No. 005-2023)

FINANCE COMMITTEE

Authorization to Amend Aviation Tariff Supplement to Increase Parking Fees at CEKA's New Parking Garage and Transportation Center

Authorized the Executive Director to amend the Aviation Tariff Supplement by increasing parking fees CEKA's new parking and transportation center, effective November 1, 2023. A public hearing regarding the rate increase will be held on August 23, 2023 at 6 p.m. in the conference room of the VIPA Administrative Building on St. Thomas and the HERA Terminal VIPA conference room on St. Croix.

Aviation Tarriff Amendment – Aircraft Passenger Lift Rental Fee Increase

Authorized the Executive Director to increase the aircraft passenger lift rental fee from \$75 to \$175. This fee is charged directly to the airlines. This fee increase will be included for discussion in the August 23, 2023 Aviation Tariff public hearing.

PROPERTY COMMITTEE

Transportation Services St. John – UVF Terminal, Red Hook

Authorized the Executive Director to negotiate a new lease with Transportation Services of St. John for 106 sq. ft. of office space and 58.5 sq. ft. of counter space at the UVF Terminal to operate a ferry service. The lease term is for three years with a three-year option at a rental rate of \$13,597.65 per annum. The rent will increase in year four of the agreement and every three years after per the CPI or by 5%, whichever is greater.

Coreen Williams Ross and Millentine Coates dba The New Ashley Restaurant – CEKA

Authorized the Executive Director to negotiate a new lease with Coreen Williams Ross and Millentine Coates dba The New Ashley Restaurant to lease unimproved and improved land (total 3,760 sq. ft.) at the Cyril E. King Airport to operate a restaurant and bar. The term of the agreement is for a term of three years at a rental rate of \$22,908.31 per annum.

Sky High Aviation Services LLC (Sky High Aviation Dominicana) - HERA

Authorized the Executive Director to negotiate a new lease with Sky High Aviation Services LLC for 225 sq. ft. of ticket counter space at the Henry E. Rohlsen Airport to operate an airline service with service between the Dominican Republic and St. Croix. The term of the agreement is for three years at \$10,125 per annum.

***Informational – Issuance of a Request for Proposals for Taxi Services at CEKA, Crown Bay and Red Hook Ports**

The Board was informed that the Executive Director intends to resolicit taxi concessions services at:

- The Cyril E. King Airport, St. Thomas
- The Austin "Babe" Monsanto Marine Terminal in Crown Bay, St. Thomas; and
- The Urman Victor Fredericks Marine Terminal in Red Hook, St. Thomas.

The agreement at CEKA will expire in September 2023, and the agreements at Crown Bay and Red Hook have expired.

PC Puerto Rico dba USVI Fuel Services (PUMA) – HERA

Authorized the Executive Director to renew a lease for PC Puerto Rico, LLC dba USVI Fuel Services (PUMA) to lease 26,500 sq. ft. of land and 560 sq. ft. of office space to operate the company's fuel farm at No. 37 Estate Manning Bay, Henry E. Rohlsen Airport. The tenant will store and distribute jet fuel, store petroleum products, diesel, and maintenance type oils. The agreement term is for five years with a five-year option to renew. The rental rate shall be \$26,745 annually for the land and the office space.

Lease Terms:

- For the first year the Lessee shall pay the base rent of \$26,745.00 per annum payable in monthly installments of \$2,228.75.
- On the 2nd anniversary of the Rent Commencement date the base rent shall be increased based on the appraised market rate.
- Upon the exercise of the option term the rent shall be increased in accordance with the CPI or 5%, whichever is greater. Thereafter the rent shall be increased on the 3rd anniversary of the option period in accordance with the change of the CPI or 5% whichever is greater.
- A Fuel Flow Fee of \$0.05 per US Gallon shall be paid to VIPA per the rate published in the VIPA Aviation Tariff and any adjustment made thereto for all fuel sold and dispensed at HERA, including to major (signatory) carriers and military aircraft.

PROJECTS & OPERATIONS COMMITTEE

Request to Contract with Tech 1 Communications for Cyril E. King Airport Parking & Transportation Center Cameras – Phase I

Authorized the Executive Director to enter into a contract with Tech 1 Communications in the not-to-exceed amount of \$400,257 for the provision and installation of security cameras at the CEKA Parking & Transportation Center.

Funding source: VIPA Operating Revenue

Award of Emergency Fencing Contract for VIPA Properties in St. Croix

Authorized the Executive Director to enter into a Time and Material contract with Marco St. Croix to provide emergency fencing repairs at VIPA's aviation and marine properties in St. Croix. The contract is for one year with an option to renew for two additional one-year periods.

Funding source: VIPA Operating Revenue

Emergency Marine Salvage Services for VIPA Harbors – St. Croix

The Board voted to Poll Vote the request to enter into contract with Vivot Equipment Corp for Emergency Marine Salvage Services in St Croix District.

Request to Enter into Contract with Hi-Lite Airfield Services, LLC for the Airfield Pavement Markings Project at the Cyril E. King Airport

Accepted the bid proposed by Hi-Lite Airfield Services, LLC for the Airfield Markings Pavement Project at CEKA in an amount not to exceed \$750,135.

Funding source: VIPA Operating Revenue

PERSONNEL COMMITTEE

No actions taken.

EXECUTIVE SESSION

1. Consensus on the rescission of recusal of Board Member Gabriel on Airport P3 matters.