



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

October 18, 2023

CHAired BY DEREK GABRIEL, VICE 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 (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. Anise Hodge, Deputy Executive Director
3. Anna M. Penn, Chief Financial Officer
4. Diane Richardson, Human Resources Director
5. Julice Holder, Chief of Staff
6. Catherine Hendry, Legal Counsel
7. Vincent Frazer, Esq., Senior Staff Attorney
8. Nicole Scatliffe, Director of IT
9. Kate Davis, Procurement & Contracts Manager
10. Tisha Lake, Controller
11. Jerome Sheridan, Territorial Airport Manager
12. Deborah Washington, Property Manager
13. Mariath Hodge, Special Assistant to the Exec. Dir.
14. Monifa Brathwaite, Public Info. Officer
15. Mario Pinder, LAN Specialist - IT
16. Camisha Charleswell, Marine STT/STJ
17. Chanee Chalton, Payroll Manager
18. Joycelyn Lambertis, Accountant

FINANCE COMMITTEE

CTI Pre-development Agreement

- Authorized the Executive Director to continue negotiations for a predevelopment agreement between VIPA and Cruise Terminals International LLC (CTI) for the development of the Crown Bay District and a third berth in Crown Bay.
- Authorized the Executive Director to execute Amendment No. 2 to the amended and restated pier usage agreement between VIPA and Royal Caribbean Group (RCG).

Accounts Receivables Bad Debt Write-Offs

Approved the write-off of \$1,941,903.54 for uncollectable accounts on the current VIPA Accounts Receivables listing.

Aviation Liability Insurance Excess Coverage

Authorized the Executive Director to secure VIPA's Aviation Liability Insurance excess coverage from Nov. 1, 2023 – Nov. 1, 2024. The approval was granted for the continued payment of the premiums in four quarterly payments beginning November 1, 2023.

Agreement between the U.S. Department of the Army and VIPA

Authorized the Executive Director to execute an agreement between the U.S. Department of the Army and VIPA to complete the 76-88 Christiansted Harbor Navigation Improvement Study in St. Croix.

The maximum federal study cost limit is \$3 million. The Government's share of such costs is projected to be \$2,165,000. The Non-Federal Sponsor's (VIPA's) share of such costs is projected up to \$835,000 to be further reduced by creditable in-kind contributions submitted by VIPA with appropriate documentation.

PROPERTY COMMITTEE

Chris Limousine Service LLC – New Lease at CEKA and UVF Terminal (Red Hook)

Authorized the negotiation of a new lease with Chris Limousine Service LLC for seven parking spaces at the Cyril E. King Airport and three parking spaces at the Urman V. Fredericks Marine Terminal in Red Hook for parking and loading and unloading of passengers. The lease term will be for three years with a two-year option to renew at a rental rate of \$64,800 per annum (\$5,400 per month).

PROJECTS & OPERATIONS COMMITTEE

No action items.

PERSONNEL COMMITTEE

Moved to executive session

EXECUTIVE SESSION

1. Approved the Marine Division union's collective bargaining agreement.