



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

November 17, 2021

CHAired BY Ms. Leona E. Smith, Board Chair

VIPA Administrative Building Conference Room STT and Broadcast via Zoom

Board Members

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

Board Staff

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

VIPA Staff Present

1. Carlton Dowe, Executive Director
2. Bill Rawlins, Acting Asst. Executive Director
3. Anna M. Penn, Chief Financial Officer
4. Catherine Hendry, Legal Counsel
5. Julice Holder, Chief of Staff
6. William Boehnke, Senior Engineer STX
7. Mervyn Constantine, Marine Manager STX
8. Dale A. Gregory, Acting Director of Engineering
9. Mariath Hodge, Executive Assistant
10. Vincent Frazer, Esq., Senior Staff Attorney
11. Monifa Marrero Brathwaite, Public Information Officer
12. Ava Penn, Director of Financial Affairs
13. Diane Richardson, Human Resources Director
14. Everton Rush, IT Manager
15. Nicole Scatliffe, IT Director
16. Deborah Washington, Property Manager

POLL VOTE RATIFICATION

Poll Vote Ratification – Commercial Business Automobile Insurance Renewal

Authorized the Executive Director to renew the liability coverage for the Virgin Islands Port Authority's Commercial Business Automobile Insurance and approved the payment of the policy for the period of November 1, 2021, to November 1, 2022, in quarterly installments beginning February 1, 2022, for said coverage.

FINANCE COMMITTEE

Acceptance of Airline Rate Reduction Request – Departing Passenger Fee

Approved reducing the VIPA Aviation Tariff's departing passenger fee as negotiated with the Airport Airlines Affairs Committee (AAAC), which is applicable to the airlines servicing the Cyril E. King and Henry E. Rohlsen Airport terminals. The fee will be reduced by \$1.14. Therefore, the rate was reduced from \$20.46 to \$19.32.

Resolution for FAA Airport Rescue Grant No. 3-78-0001-049-2022

Approved a resolution to authorize the Executive Director's execution of the Airport Rescue Grant No. 3-78-0001-049-2022 on behalf of VIPA for the Cyril E. King Airport as required by the FAA transmittal letter dated November 4, 2021.

PROPERTY COMMITTEE

No action items.

Discussion – LIAT (1974) Ltd.

VIPA staff informed the Board about the resumption of LIAT service to St. Thomas starting 21 Nov 2021 and the charter flights to St. Croix on December 4th, 18th and 31st.

PROJECTS & OPERATIONS COMMITTEE

BioImpact – South Tender Landing Pier

Approved BioImpact, Inc.'s proposal in the amount of \$165,500 for monitoring and mitigation that is required as part of the approved Water Quality Monitoring Plan, Acoustic Monitoring Plan, Remediation, and Mitigations for the improvements of VIPA's project to repair the south tender landing pier at the Ann E. Abramson Marine Facility in Frederiksted, St. Croix.

Funding source: VIPA Budget

PERSONNEL COMMITTEE

Marine Mechanic Position – St. Croix

Approved the creation of the Marine Mechanic position for the island of St. Croix. Funding source: vacant budgeted seaman position on St. Croix.

Fixed Assets Manager Position

Moved to executive session.

EXECUTIVE SESSION

- Approved the creation of a Manager of Fixed Assets position.
- The Board received updates on several pending legal projects.