



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

May 19, 2021

CHAIRD BY MS. LEONA E. SMITH, BOARD CHAIR

VIPA Administrative Building & HERA Conference Room via Video Conference

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 – Vacant Position

Board Staff

1. Tonya Pickering, Internal Auditor

VIPA Staff Present

1. Carlton Dowe, Executive Director
2. Catherine Hendry, Esq., Legal Counsel
3. Anise Hodge, Deputy Executive Director
4. Anna M. Penn, Chief Financial Officer
5. Captain Matthew Berry, Marine Manager STT/STJ
6. Kate Davis, Procurement & Contracts Manager
7. Dale Gregory, Assistant Director of Engineering
8. Mariath Hodge, Executive Assistant
9. Julice Holder, Chief of Staff
10. Vincent Frazer, Esq., Senior Staff Attorney
11. Tisha Lake, Controller
12. Monifa Marrero Brathwaite, Public Information Officer
13. Everton Rush, IT Manager
14. Diane Richardson, Director of Human Resources
15. Jerome Sheridan, Territorial Airport Manager
16. Deborah Washington, Property Manager

POLL VOTE RATIFICATION

Airport Coronavirus Response Grant Offer

Ratified Poll Vote dated 11 May 2021 authorizing the Executive Director to execute on the Airport Coronavirus Response Grant Offer, Grant No. 3-78-0001-044-2021 with a maximum amount of \$3,699,990 and ACRGP Concessions Relief Addendum No. 3-78-0001-045-2021 with a maximum amount of \$126,697 on behalf of the Virgin Islands Port Authority for the Cyril E. King Airport.

FINANCE COMMITTEE

Property Acquisition: No. 12 Estate Lindberg Bay No. 6 Southside Quarter

The Board voted to move the discussion of this agenda item to Executive Session for legal reasons.

Purchase of Airport Aircraft and Rescue Firefighting Apparatus for CEKA and HERA

Approved the purchase of a 1,500-gallon ARFF apparatus for \$770,473 from Oshkosh to be used at the Cyril E. King Airport and a 3,000-gallon ARFF apparatus for \$867,855 from E-One to be used at the Henry E. Rohlsen Airport.

PROPERTY COMMITTEE

Bookstore 340

Approved a new lease for Pamela Richards dba Bookstore 340 for 200 square feet at the CEKA Terminal in the hall leading to the foreign arrivals area to operate a kiosk to sell books and locally produced items. The agreement is for a term of two years with a one-year option to renew. The rent will be \$500 per month.

**Standard Aviation Lease Amendment –
CEKA**

Approved an amendment to the existing lease agreement between VIPA and Standard Aviation to include a portion of Parcel No. 70-AA at the Cyril E. King Airport as an additional leased property. Standard will lease 16,277 sq. ft. of space at the property to operate a fuel farm, a mobile tank storage and as a transfer area facility to store excess fuel that the Lessee will sell to its customers and only for such use.

The rent for the new space will be \$1.75 per sq. ft. plus a fuel flow fee of \$.05 per gallon sold. Rent and the fuel flow fee will increase on the fifth anniversary of the agreement and every five years. The existing lease term is 30 years (17 Dec 2015 - 16 Dec 2045) with a 10-year option to renew.

Penn Group Hotel

The Board voted to move the discussion of this agenda item to Executive Session for legal reasons.

PROJECTS & OPERATIONS COMMITTEE

**CEKA Commuter Baggage Handling
System – Design/Bid Phase**

Approved Task Order #26 to VIPA's engineering consultant, Kimley-Horn and Associates, Inc., to provide design and bid phase services for the replacement of three outbound commuter baggage handling systems at the Cyril E. King Airport Terminal. This design project will take about 12 months to complete.

Project cost: \$250,000
Funding: 90% FAA Grant and 10% VIPA FY21 budget

**CEKA Commercial Apron Rehabilitation
Phase II – Design/Bid Phase**

Approved Task Order #28 to Kimley-Horn and Associates to provide design and bid phase services for the Phase II of the CEKA commercial rehabilitation project to repair 11,000 square yards of the apron area between gates four and six. This design project will take about 12 months to complete.

Project Cost: \$374,195
Funding: 90% FAA and 10% CARES Act

**CEKA Parking and Transportation Center –
Change Order #1**

Approved Change Order #1 for the contract between VIPA and AT Construction to construct the CEKA Parking and Transportation Center to provide for the testing and proper removal and disposal of lead-based paint at the CEKA parking lot.

Change Order Amount: \$87,071.94
Funding: VIPA FY 2021 budget

EXECUTIVE SESSION

1. Authorized the Executive Director to negotiate for the purchase of No. 12 Estate Lindbergh Bay No. 6 Southside Quarter on St. Thomas for airport expansion purposes. Also directed the Executive Director to obtain an appraisal on said property.
2. Approved the creation of a Director of Information Technology Position.
3. Authorized the Executive Director to approve contract changes to the UIW-SIU collective bargaining agreement (CBA).