



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

REVISED

November 22, 2022

CHAIRMAN BY DEREK A. GABRIEL, VICE CHAIRMAN

Administrative Building Conference Room, St. Thomas, and Broadcast via Zoom

Board Members

1. Willard S. John, St. Croix – **CHAIRMAN** - absent
2. Derek A. Gabriel, Public Works Commissioner – **VICE CHAIRMAN**
3. Kevin Rodriguez, USVIEDA Chairman – **SECRETARY** (via Zoom)
4. Joseph Boschulte, Tourism Commissioner (via teleconference)
5. Denise George, Esq., Attorney General
6. Lionel S. Jacobs, St. Croix
7. Celestino A. White Sr., St. Thomas
8. St. John 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, Acting Asst. Exec. Dir.
3. Anise Hodge, Deputy Executive Dir.
4. Ava Penn, Dir. of Financial Affairs
5. Diane Richardson, HR Director
6. Catherine Hendry, Esq., Legal Counsel
7. Vincent Frazer, Sr. Staff Attorney
8. Deborah Washington, Property Mgr.
9. Khaliah Rieara, Property Mgt. Officer
10. Nicole Scatliffe, Director of IT
11. Mario Pinder, LAN Support Specialist
12. Mariath Hodge, Executive Assistant
13. Preston Beyer, Engineering Director
14. Dale A. Gregory, Asst Engineering Dir.
15. William Boehnke, Sr. Engineer STX
16. Earl Thomas, Electrical Engineer STT
17. Tafari Nelson, Mechanical Engineer STX
18. Tisha Lake, Acting CFO
19. Tiniqua Queeley, Cashier STT/STJ
20. Julice Holder, Chief of Staff
21. Jerome Sheridan, Airport Mgr.
22. Kate Davis, Purchasing/Contracts Mgr.
23. Monifa Brathwaite, PIO

FINANCE COMMITTEE

No action taken.

PROPERTY COMMITTEE

USVI Dizzi Brands LLC

Tabled until December 2022 Board Meeting.

Maureen Morrell dba Sweet Spice Isle

Renewed a lease for Maureen Morrell dba Sweet Spice Isle for 100 sq. ft. of kiosk space in Building GK-05, Crown Bay Center to sell Caribbean spices, teas, hot sauces, jams, sweets, rum balls, rum cakes, candies, local soaps, shells, dolls, kitchen towels, aprons, spoon holders, cups, shot glasses, stuffed animals, pet accessories, women's and men's hats and beach bags. The term of the agreement is for two years with a two-year option to renew at a rental rate of \$16,699.08 per annum. The rent will increase in the third year of the agreement by the CPI or by 5% - whichever is greater.

PROJECTS/OPERATIONS COMMITTEE

Airline Service Incentive Program

- Approved the extension of the Virgin Islands Port Authority's Airline Service Incentive Program that expires on November 30, 2022 (last renewed on November 19, 2020). The renewed incentive program term is effective December 1, 2022, through November 30, 2024.
- The Board also amended the policy to include an expansion of the flight arrival time applicability clause in the policy to be open-ended on St. Croix, and prior to 1 p.m. and after 5 p.m. on St. Thomas.

Amendment to Procurement Policy and Procedures

CHIEF PROCUREMENT OFFICER - Amended the existing VIPA procurement manual to remove all references to the Chief Financial Officer as the chief procurement officer within the Authority and replace it with the Procurement and Contracting Manager as the chief procurement officer.

The following sections in the procurement policy were also amended:

SECTION XVI - CREDIT CARD PURCHASES - is amended to insert the words Deputy Executive Director so the sentence will be changed from: "Credit cards shall be issued to the Executive Director, Chief Financial Officer and Purchasing Supervisors." to "Credit cards shall be issued to the Executive Director, Deputy Executive Director, Chief Financial Officer and Purchasing Supervisors."

VIII – CAPITAL IMPROVEMENTS PROJECTS SUBSECTION C – BIDDING LARGE PROJECTS is amended as follows:

- To increase the cost of large projects from \$100,000 to \$250,000, defining large projects as any capital improvement project with a total cost equal to or greater than \$250,000; and
- To insert the following sentence: "A general contractor's license shall be required for all bidders on all large projects."

SECTION VIII – CAPITAL IMPROVEMENTS PROJECTS SUBSECTION D – BIDDING SMALL PROJECTS is amended as follows:

- To increase the costs for small projects from \$100,000 to \$250,000, defining small projects as capital improvement projects for routine construction or maintenance with a total cost of less than \$250,000.00; and
- To insert the following sentence: "A general contractor's license requirement may be waived for bidding on small projects provided surety shall be provided (the amount and the instrument at the discretion of the Chief Procurement Officer) and the contractor is insurable. However, the awarded bidder must be licensed by the Department of Licensing and Consumer Affairs in a recognizable building trade."

HERA Perimeter Fence Replacement

Approved the bid proposed from Caribbean Contracting Services to replace the Henry E. Rohlsen Airport perimeter fence at a cost of \$116,000.

Funding source: VIPA's Aviation Division operations budget

Master Service Agreement for Marine and Maritime Transportation Architectural and Engineering Services

Authorized the Executive Director to negotiate a Master Services Agreement with Moffat & Nichol with the amended term of three years with a two-year option to provide Architectural and Engineering Services for the Authority's marine and maritime transportation services.

Container Port Cargo Building Prime Contract Change Order No. 6 - Transformer Power & Remobilization

Approved the prime contract's Change Order #6 submitted by Lemartec for the powering of the new WAPA transformer and remobilization of the mechanical, generator and fire suppression subcontractors to perform the final testing and commissioning of the building at a cost of \$100,551.38.

Funding source: VIPA operating revenue

CEKA Gate 5 Reconstruction Project Change Orders Nos. 6 and 7 to Rumina Construction (Additional Field World Quantities)

Approved Change Order Nos. 6 & 7 to the existing contract between VIPA and Rumina Construction for the Cyril E. King Airport Gate 5 Reconstruction Projects in the not-to-exceed amount of \$204,980.09.

Funding source: VIPA operating revenue (Remaining \$184,482.00 from FAA Grant)

Amendment No. 2 to Kimley-Horn and Associates Task Order No. 11 – CEKA Parking and Transportation Center Electrical Vehicle Chargers Design

Approved Amendment No. 2 to Task Order No. 11 issued to Kimley-Horn and Associates (VIPA aviation consultant) in the not-to-exceed amount \$12,000 for the design services related to the inclusion of electric vehicle chargers at the CEKA Parking and Transportation Center.

Funding source: VIPA operating revenue

Custom Builders Change Orders Nos 1 and 2 to the CEKA Commuter Baggage Handling System Project – Breaker Panel and Soffit Enclosure

- Approved Change Order No. 1 to the existing contract between VIPA and Custom Builders for the Cyril E. King Airport’s commuter baggage handling system in the not-to-exceed amount \$14,098.
- Approved Change Order No. 2 to furnish all the labor and materials to enclose the soffit in the tunnels at the ticket counter side of TC2 and TC3 in the not-to-exceed amount of \$3,644.00.

Funding source: VIPA operating revenue

PROPERTY COMMITTEE

Petite Pump Room Lease Extension

Approved a two-year lease extension for the lease agreement between VIPA and Petite Pump Room for the premises at the Edward W. Blyden Marine Terminal, which extends the lease through May 31, 2030.

PERSONNEL COMMITTEE

Cigna Medical Insurance Premium Increases FY2023

Authorized the Executive Director to implement the new medical rates for VIPA’s Cigna Healthcare plan:

Insurance Rates (FY’22)- OLD Rates

- **Medical Employee Only: \$68.85**
--Employer Contribution: \$390.17
--Carrier Premium: \$918.03
- **Medical Employee & Family: \$120.39**
--Employer Contribution: \$682.24
--Carrier Premium: \$1,605.26
- **Dental Employee Only: \$4.96**
--Employer Contribution: \$4.96
--Carrier Premium: \$19.82
- **Dental Employee & Family: \$12.64**
--Employer Contribution: \$12.64
--Carrier Premium: \$50.56

Insurance Rates (FY’23)- NEW Rates

- **Medical Employee Only: \$73.71**
--Employer Contribution: \$417.69
--Carrier Premium: \$982.80
- **Medical Employee & Family: \$127.77**
--Employer Contribution: \$724.06
--Carrier Premium: \$1,703.66
- **Dental Employee Only: \$4.96**
--Employer Contribution: \$4.96
--Carrier Premium: \$19.82
- **Dental Employee & Family: \$12.64**
--Employer Contribution: \$12.64
--Carrier Premium: \$50.56

NO EXECUTIVE SESSION HELD