



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

August 20, 2026

CHAired BY WILLARD JOHN, CHAIRMAN

VIPA Administrative Building Conference Room, St. Thomas USVI, and via Zoom

Board Members

1. Willard S. John, St. Croix – **CHAIRMAN**
2. Leona Smith, St. John – **VICE CHAIRPERSON**
3. Kevin Rodriguez, USVIEDA Chair – **SECRETARY**
4. Reuben Jennings, Acting DPW Commissioner (**absent**)
5. Jennifer Matarangas-King, Tourism Commissioner
6. Gordon Rhea, Esq., Attorney General (**present via Zoom**)
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 Officers

1. Ava Penn, Interim Executive Director, Director of Financial Affairs & Acting Director of Property Management
2. Bill Rawlins, Asst. Executive Director
3. Anise Hodge, Deputy Executive Director
4. Anna M. Penn, Chief Financial Officer
5. Catherine Hendry, Esq., Legal Counsel (**absent**)
6. Diane Richardson, Director of Human Resources
7. Julice Holder, Chief of Staff

VIPA Staff

8. Jamen Descartes, Civil Engineer
9. Nicole Scatliffe, Director of IT
10. Vincent Frazer, Esq., Senior Staff Attorney
11. Khadila Joseph, Procurement and Contracting Manager
12. Tisha Lake, Controller
13. Daphne Mayers, Legal and Programs Management Officer
14. Avia Elcock Theophane, Property Management Officer STX
15. Mariath Hodge, Executive Assistant
16. Monifa Brathwaite, Public Information Officer

BOARD MEETING MINUTES

Nomination – Board Vice Chair

VIPA Board Member Leona Smith of St. John was nominated and elected to serve as the Board's Vice Chairperson.

Acceptance of Board Meeting Minutes – June 17, 2026

Accepted the minutes of the VIPA Board of Governors meeting held on June 17, 2026

PROPERTY COMMITTEE

Native Son, Inc.

Approved a lease agreement between VIPA and Native Son, Inc. for the rental of 35 square feet of ticket counter space at the Gallows Bay Terminal in St. Croix. This space will be used to sell passenger tickets to provide weekend service between St. Thomas and St. Croix. The lease term is three years, with an option to renew for an additional two years. The rental rate is \$525 per month, with an increase in the third year based on the Consumer Price Index (CPI) or 5%, whichever is higher. A security deposit and mandatory insurance are required.

PROJECTS COMMITTEE

On-Call Plumbing Services, St. Croix District

Awarded a contract to **Michael Boyce dba Boyce Plumbing Contractors** to provide on-call plumbing services to VIPA's facilities located throughout the St. Croix District for a period ending September 30, 2027 with three (3) one (1) year renewal options.

Funding Source: VIPA's Operating Funds.

Solicitation Phase of Marine Construction Projects Territory-Wide

Authorized the Interim Executive Director to issue Invitation to Bid(s) (ITB) explicitly to pre-qualified firms to provide all labor, tools, and equipment to perform significant marine construction and improvements to VIPA's marine facilities throughout the St. Thomas/St. John and St. Croix Districts.

Purchase Agreement for a Commercial Sweeper

Authorized the Interim Executive Director to purchase and deliver a commercial air sweeper from **R&B Power LLC** in the amount of **\$311,788.00**.

Marine Salvage Services, St. Thomas/St. John District

Authorized the Interim Executive Director to enter a Master Services Contract with **Above and Below Marine Services, LLC** to provide emergency marine salvage services at VIPA's marine facilities and waterways in the St. Thomas/St. John District. The contract term is one year, with two (2) one-year renewal option(s), at the rate(s) described in the firm's RFP Proposal dated June 4, 2026.

On-Call Emergency Paving Repairs at the Cyril E. King Airport (STT)

Authorized the Interim Executive Director to enter into a Master Service Contract with **Grace Civil, LLC** to perform on-call emergency paving at CEKA.

On-Call Emergency Paving Repairs at the Henry E. Rohlsen Airport (STX)

Authorized the Interim Executive Director to enter into a Master Service Contract with **Virgin Islands Paving, Inc.** to perform on-call emergency paving at HERA.

Contracted Custodial Services at the Henry E. Rohlsen Airport (STX)

Authorized the Interim Executive Director to commence contract negotiations with **SF General Maintenance Services LLC** to provide professional janitorial services at HERA.

Funding Source: VIPA Operating Funds (Aviation)

Airport Rescue Firefighting (ARFF) Facility Construction at the Cyril E. King Airport (STT)

This matter will be reviewed by VIPA's Legal Department and will be put to a poll vote.

FINANCE COMMITTEE

No action items.

PERSONNEL COMMITTEE

No action items.

EXECUTIVE SESSION

No executive session was held.