



## VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

**REVISED**

**July 26, 2023**

**CHAired BY WILLARD S. JOHN, CHAIRMAN**

VIPA Administrative Building Conference Room, St. Thomas and Broadcast 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
5. Ariel Smith, Esq., Attorney General
6. Lionel S. Jacobs, St. Croix
7. Leona A. Smith, St. John
8. Celestino A. White Sr., St. Thomas (via teleconference)
9. St. Thomas Resident – Position Unfilled

### Board Staff

1. Tonya Pickering, Internal Auditor

### VIPA Staff Present

1. Carlton Dowe, Executive Director
2. Bill Rawlins, Assistant Executive Director
3. Anise Hodge, Deputy Executive Director
4. Anna M. Penn, Chief Financial Officer
5. Preston Beyer, Director of Engineering
6. Ava Penn, Director of Financial Affairs
7. Julice Holder, Chief of Staff
8. Vincent Frazer, Esq., Senior Staff Attorney
9. Deborah Washington, Property Manager
10. Joseph Cranston Jr., Marine Manager ST/J
11. Kate Davis, Procurement & Contracts Manager
12. Everton Rush, IT Manager
13. Gail Chinnery, Mgt Assistant
14. Monifa Brathwaite, Public Info. Officer

### Zoom

15. Nicole Scatliffe, IT Director
16. Tisha Lake, Controller
17. Tafari Nelson, Engineer STX
18. Lilita Seaton, Senior Compliance Officer
19. Chanee Chalon, Payroll Mgr
20. Katty Touray, HR Generalist
21. T'Qwana Georges, HR Generalist
22. Nyesha Sebastian, Disaster Recovery Specialist
23. Camisha Charleswell, Accountant – Marine ST/J

## **POLL VOTE RATIFICATION**

### **Poll Vote Ratification - Public Officials Insurance Policy Renewal**

Ratified the Poll Vote dated June 29, 2023, authorizing the Executive Director to renew the liability coverage for the VIPA Public Officials insurance policy for the period of June 30, 2023, to June 30, 2024. The policy will be paid in quarterly installments beginning July 1, 2023. The total amount for the renewal policy is \$109,146.

### **Poll Vote Ratification - Builders Risk Insurance Policy Renewal**

Ratified the Poll Vote dated June 29, 2023, authorizing the Executive Director to renew the Builder's Risk insurance policy for VIPA's CEKA Transportation Center. The policy period is from June 30, 2023, through June 30, 2024, to be paid in quarterly installments beginning July 1, 2023. The total amount for the renewal policy is \$362,208.

### **Poll Vote Ratification - FAA Grant Award for CEKA Taxiway A-West Reconstruction Project**

Ratified the Poll Vote dated July 5, 2023, authorizing the Executive Director to execute an FAA Airport Improvement Grant Agreement in the amount of \$1,467,899 for the reconstruction of Taxiway A-West at the Cyril E. King Airport.

(Grant Agreement No. No 3-78-0001-054-2023)

## **FINANCE COMMITTEE**

### **Fiscal Year 2024 Budget**

Approved the Authority's \$246 million Fiscal Year 2024 Budget.

**PROPERTY COMMITTEE**

**Executed Car Rental Renewal Agreements with Budget, Hertz and Avis Rent-A-Car - CEKA**

Authorized the Executive Director to negotiate and enter into new non-exclusive Concession Agreements for the three existing car rental concessionaires (Budget, Hertz, Avis) at the CEKA Terminal for a seven-year term and one seven-year option.

**Leasing of Parcels Nos. 70-X, 70-T, 70-T-1 and 80-U Estate Lindbergh Bay**

Authorized the Executive Director to commence the Request for Proposal phase of the leasing of Estate Lindbergh Bay Parcel Nos. 70-X, 70-T, 70-T-1 and 80-U for the purposes of building and operating a hotel with the short-listed bidders:

1. PCL Management, LLC, and
2. Purpose Lodging.

**Smit T's Barber and Beauty Parlor LLC dba Zone Out Massage - CEKA**

Approved a new lease for Smit T's Barber and Beauty Parlor LLC dba Zone Out Massage at the Cyril E. King Airport Terminal. The tenant will lease approximately 36 square feet of air-conditioned space at CEKA for the placement of two massage chairs. The term of the agreement is for two years at a rental rate of \$8,820 per year. The rent will increase in the second year of the lease, and every subsequent three years by 5% or per the CPI – whichever is greater.

**Crowley Caribbean Service LLC Parcel 170-3, 170-4(A) and 170-Remainder – Crown Bay Sandfill**

Authorized the Executive Director to negotiate a new lease for Crowley Caribbean Service, LLC for space at the Crown Bay Sandfill to conduct maritime cargo operations and other related activities. The term of the agreement will be for 10 years with two five-year options to renew. The rent will increase in the third year per the CPI or 5%, whichever is greater. The lease rent takes into consideration the contribution of Crowley Caribbean to the local match requirement to support the PIDP–MARAD grant for the improvement to Crown Bay Sandfill Improvement Project.

- **Parcel 170-3** – approx. 137,391 sf (or 3.154 acres) at \$337,981.86 per year
- **Parcel 170-4(A)** – approx. 29,634 sf – at \$2,899.64 per year (use and rent will be suspended and property unavailable until paved)
- **Parcel 170-Remainder** – approx. 80,500 sf (or 1.8 acres) at \$198,030.00 per year

**PROJECTS/OPERATIONS COMMITTEE**

**Moffatt & Nichol Task Order #8 – Crown Bay Dry Dock Relocation Feasibility Study** Approved the issuance of Task Order #8 to Moffatt & Nichol in the not-to-exceed amount of \$148,830 for services related to the Crown Bay Dry Dock Relocation Feasibility Study.

Funding Source: VIPA operating revenues

**Moffatt & Nichol Task Order #9 - Programing, Permitting & Final Design Services for 36 Nisky #6 Property** Approved the issuance of Task Order #9 to Moffatt & Nichol in the not-to-exceed amount of \$992,160 for programming, permitting, and final design services for the property development project at 36 Nisky #6, St. Thomas.

Funding Source: VIPA operating revenues

**Amendment #1 to Moffatt & Nichol Task Order #3 for the Charlotte Amalie Harbor Dredging Project** Approved Amendment #1 to Task Order #3 issued to Moffatt & Nichol in the not-to-exceed amount of \$5,250 to develop bid documents for the Charlotte Amalie Harbor Dredging Project.

Funding Source: VIPA operating revenues

**American Infrastructure Development (AID) Task Order #24 – HERA Apron Rehab Project Construction Phase Services** Approved the issuance of Task Order #24 to American Infrastructure Development (AID) in the not-to-exceed amount \$538,886 for construction phase services for the Apron Rehabilitation Project at the Henry E. Rohlsen Airport.

Funding Source: 90% FAA Grant, 10% VIPA funds

**American Infrastructure Development (AID) Task Order #25 – HERA Runway Rehab Project Design Phase Services** Approved the issuance of Task Order #25 to American Infrastructure Development (AID) in the not-to-exceed amount of \$596,886 for design services for the HERA Runway Rehabilitation Project.

Funding Source: 90% FAA Grant, 10% VIPA funds

**Amendment #1 to Kimley-Horn & Associates Task Order #39 – CEKA Runway 10-28 Rehabilitation Project**

Approved Amendment #1 to Kimley-Horn & Associates Task Order #39 to provide design services related to the Runway 10-28 Rehabilitation project in the not-to-exceed amount of \$75,000.

Funding Source: 90% FAA Grant, 10% VIPA funds

**Continental Construction Change Order #1 – UVF Terminal Restrooms Renovation Project, Red Hook**

Authorized Change Order #1 to the existing contract with Continental Construction in the not-to-exceed amount of \$21,060 for the Urman V. Fredericks Terminal Restrooms Renovation Project.

Funding Source: VIPA operating revenues

**Rehabilitation of HERA Aprons 6, 7 and 2 Bid Award**

Accepted the bid proposal from Virgin Islands Paving, Inc. for the Rehabilitation of HERA Aprons 6, 7 and 2 in the amount of \$14,632,951.48.

Funding Source: 90% FAA Grant, 10% VIPA funds

**Red Hook Barge Ramp Dredging Bid Award**

Accepted the bid proposal from Divic-Madou Enterprises, Inc. for the barge dock maintenance dredging project at the Urman Victor Fredericks Marine Terminal in Red Hook in the amount of \$158,556.

Funding Source: VIPA operating revenues

**PERSONNEL COMMITTEE**

**Assistant Executive Director Position** Moved to executive session.

**EXECUTIVE SESSION**

- Voted to fill the Assistant Executive Director position.