



# VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

**December 16, 2020**

**CHAIRD BY MS. LEONA SMITH, BOARD CHAIR**

VIPA Crown Bay Center Conference Room, St. Thomas  
VIPA HERA Terminal Conference Room, St. Croix, via Video Conference

## REVISED

### Board Members

1. Leona E. Smith, St. John Private Citizen - **CHAIR**
2. Nelson Petty Jr., P.E., DPW Commissioner - **VICE CHAIR**
3. Kevin Rodriquez, USVIEDA Chairman – **SECRETARY**
4. Joseph Boschulte, Tourism Commissioner (**absent**)
5. Denise George, Esq., Attorney General
6. Lionel S. Jacobs, St. Croix Private Citizen
7. Willard John, St. Croix Private Citizen
8. Lee Steiner, St. Thomas Private Citizen
9. Celestino A. White Sr., St. Thomas Private Citizen

### Board Staff

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

### VIPA Staff Present

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

## PROPERTY COMMITTEE

### **Request for Proposal – Land Development**

Authorized the Executive Director to issue a Request for Proposal to develop 350 acres of relatively flat, oceanfront land located south of the Henry E. Rohlsen Airport at Plots No. 53, 53-C, 54, 54-A, C, D, E & F Estate Betty's Hope, Parcel No. 1 & No. 52 Cooper's and Section No. 2 Envy St. Croix, USVI. VIPA Staff will begin the RFP process on January 4, 2021. Sixty days will be geared toward the advertisement of the RFP and collection of the bids. The additional 60 days will be to meet with bidders, answer questions, evaluate and finalize the bidding process.

### **VIPA Subleasing Fee Increase**

Approved the amendment of VIPA's Property Management Manual to change the subleasing policy by increasing the fee from 10 percent to 20 percent.

### **St. Thomas Federal Credit Union – Lease to Operate ITM at the Sewer Marine Facility in Cruz Bay, St. John**

Authorized the leasing of 288 square feet of space at the Victor Sewer Marine Facility in Cruz Bay, St. John to place an interactive teller machine (ITM) to be operated by the St. Thomas Federal Credit Union. The lease term will be for three years with an option to renew for two years at a rental rate of \$6,000 per year.

**PROJECTS & OPERATIONS COMMITTEE**

**Bid Award – Cyril E. King Airport Terminal  
Airport Shuttle Service**

Authorized the Executive Director to enter into an agreement with the St. Thomas Taxi Association to operate a shuttle service between the Cyril E. King Airport and the Crown Bay District for a period of two years with an option to renew for one year at a cost up to \$620,500. Any changes to the agreement must be presented to the Board for review and approval. The shuttle service will be provided during the construction of the CEKA Terminal multi-level Parking and Transportation Center that will begin in 2021.

**PERSONNEL COMMITTEE**

**No actions taken.**

**EXECUTIVE SESSION**

**No actions taken.**