



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

November 19, 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 Rodriguez, USVIEDA Chairman – **SECRETARY**
4. Joseph Boschulte, Tourism Commissioner
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. Damian Cartwright, Asst. Exec. Director/Director of Engineering
3. Anise Hodge, Deputy Executive Director
4. Catherine Hendry, Esq., General Counsel
5. Anna M. Penn, Chief Financial Officer
6. Mariath Hodge, Executive Assistant
7. Julice Holder, Chief of Staff
8. Vincent Frazer, Esq., Senior Staff Attorney
9. Monifa Marrero Brathwaite, Public Information Officer
10. Diane Richardson, Director of Human Resources
11. Everton Rush, IT Manager
12. Jerome Sheridan, Territorial Airport Manager
13. Deborah Washington, Property Manager

POLL VOTE RATIFICATION

Renewal of Marine Commercial Automobile Insurance and Aviation Liability

Ratified Board of Governor's Poll Vote of Oct. 29, 2020 to authorize the renewal of VIPA's liability coverage for Marine, Commercial Business Automobile Insurance and Aviation. Payment will be made in quarterly installments for the policy period of Nov. 1, 2020 through Nov. 1, 2021, with quarterly installment payments beginning Feb. 1, 2021 for said coverage. The combined sum of the renewals is \$774,257.65

FINANCE COMMITTEE

Cyber Insurance Renewal

Authorized the Executive Director to renew the liability coverage for VIPA's Cyber Insurance and approved the payment of same in quarterly installments for the policy period of Nov. 1, 2020 through Nov. 1, 2021, with quarterly installment payments beginning Feb. 1, 2021 for said coverage. The sum of the renewal is \$15,000.

Owner's Liability and Builder's Risk Insurance Coverage for the Construction Phase of Phase One of the Cyril E. King Airport Expansion and Modernization Project (Parking and Transportation Center)

Authorized the Executive Director to obtain the owner's interest liability insurance coverage with combined limits of \$6 million and builder's risk property coverage (without windstorm coverage) for the construction of Phase One of the CEKA Terminal's Expansion and Modernization Project. The project duration is 18 months, and the premium can be included in the same quarterly installments for the policy period of Nov. 1, 2020 to Nov. 1, 2021, with four quarterly installments beginning Feb. 1, 2021 totaling \$367,256.

Airline Incentive Renewal

Authorized the renewal of VIPA's Airline Service Incentive Program for two years starting Dec. 1, 2020. The incentive is used to attract new air service to the U.S. Virgin Islands.

**Robert Lemire dba Island Birds, Inc. –
Payment Plan**

Approved a payment plan for private charter airline owner Mr. Robert Lemire (Island Birds, Inc.) for a term of three years to pay operational fees totaling \$80,940.82.

PROPERTY COMMITTEE

**Cyril E. King Airport Terminal – Two
Request for Proposals**

Authorized the issuance of two separate RFPs for the CEKA terminal:

- A food kiosk inside preclearance
- A perfume and tobacco sales kiosk, and 225 sq. ft of space (former Caneel Bay Welcome Center) for perfume and tobacco sales

PROJECTS & OPERATIONS COMMITTEE

No actions taken.

PERSONELL COMMITTEE

**Non-Discrimination and Harassment
Policy**

Authorized the Executive Director to update the language in the Personnel Rules and Regulations Section 2.04 – Non-Discrimination to provide a more in depth and comprehensive understanding of the Virgin Islands Port Authority's stance on non-discriminatory and harassing practices.

**Human Resources Generalist (Position
Title Change)**

Authorized the changing the title of the position "Human Resources Specialist" to "Human Resources Generalist" to better serve the needs of the Authority. The position is currently vacant and will remain unfilled until further notice.

EXECUTIVE SESSION

No actions taken.