



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

Revised

May 18, 2022

CHAIRMAN BY WILLARD JOHN, CHAIRMAN

VIPA Administrative Building Conference Room and via Zoom

Board Members

1. Willard John, St. Croix - **CHAIRMAN**
2. Derek A. Gabriel, Public Works Commissioner – **VICE CHAIRMAN**
3. Kevin Rodriguez, USVIEDA Chairman – **SECRETARY**
4. Joseph Boschulte, Tourism Commissioner - **absent**
5. Denise George, Esq., Attorney General - **absent**
6. Lionel S. Jacobs, St. Croix
7. Leona E. Smith, St. John
8. Celestino A. White Sr., St. Thomas
9. St. Thomas Resident – Position Unfilled

Board Staff

1. Tonya Pickering, Internal Auditor - **absent**

VIPA Staff Present

1. Carlton Dowe, Executive Director
2. Anise Hodge, Deputy Executive Director
3. Anna M. Penn, Chief Financial Officer
4. Ava Penn, Director of Financial Affairs
5. Diane Richardson, Director of Human Resources
6. Catherine Hendry, Legal Counsel
7. Vincent Frazer, Senior Staff Attorney
8. Preston Beyer, Director of Engineering
9. Dale A. Gregory, Assistant Director of Engineering
10. Earl Thomas, Electrical Engineer
11. Julice Holder, Chief of Staff
12. Joseph Cranston Jr., Marine Manager STT/STJ
13. Jerome Sheridan, Territorial Airport Manager
14. Kate Davis, Purchasing & Contracts Manager
15. Deborah Washington, Property Manager
16. Monifa Marrero Brathwaite, Public Info. Officer
17. Mariath Hodge, Executive Assistant
18. Mario Pinder, LAN Support Specialist

Staff Present via Zoom

19. Nicole Scatliffe, Director of IT
20. Tisha Lake, Controller
21. William Boehnke, Senior Engineer STX
22. Tafari Nelson, Engineer
23. Takola Forde, Fixed Assets Mgr.
24. Misha Marrero, Property Mgt. Officer

FINANCE COMMITTEE

No actions taken.

PROPERTY COMMITTEE

Justina Scott dba Tina's Treasures

Approved the renewal of the tenant's lease for 100 sq. ft. of space at Crown Bay Center Building G, Kiosk No. 7 to operate a retail kiosk for two years with a two-year option to renew. The rental rate will be \$16,669.80 per annum with an increase on the third year by 5% or per CPI – whichever is greater.

Sandals for You LLC dba Sandals for Your Neck

Approved the renewal of the tenant's lease for 100 sq. ft. of space at Crown Bay Center Building G, Kiosk No. 1 to operate a retail kiosk for two years with a two-year option to renew. The rental rate will be \$16,669.80 per annum with an increase on the third year by 5% or per CPI – whichever is greater.

Retail Concessions at Henry E. Rohlsen Airport Terminal

Authorized the Executive Director to begin lease negotiations with SNA, LLC dba Stars Gift Shop to operate a non-exclusive retail store in the pre-departure lounge at the HERA Terminal on St. Croix.

PROJECTS & OPERATIONS

Gordon A. Finch Molasses Pier Marine Cargo Building Electrical Door Strikes for U.S. Customs and Border Protection (CBP)

Approved a 143-day extension to the contract between VIPA and AT Construction Solutions LLC due to facility changes required to accommodate access control requirements requested by CBP at the Gordon A. Finch Molasses Dock cargo building on St. Croix. The contract extension should not exceed \$37,494.30. Funding Source: VIPA's FY 2022 Budget

Revival of Molasses Dock Marine Terminal Design Contract

Approved Addendum No. 11 to the agreement dated April 22, 2015, between VIPA and Atkins North America, Inc. for a five-month extension of the existing "Revival of Molasses Dock Marine Terminal Contract" to cover professional engineering services for construction contract administration at no cost to VIPA.

Loredon L. Boynes Dock Improvements – Amendment No. 1 for Task Order 018 to Moffatt and Nichol

Approved Amendment No. 1 for Task Order No. 018 authorizing VIPA's marine consultant, Moffatt and Nichol, to develop a schematic design of the revised canopy structure and ferry terminal roof structure based on the St. John Historic Preservation Committee and the Virgin Islands State Historic Preservation Office's comments. The cost for the re-design is \$45,675. Funding Source: VIPA Budget

RFP Release: HERA 5 Mega Watt-peak Photovoltaic System

Authorized the Executive Director to develop and release a Request for Proposal for the design services and/or construction services of a five megawatt-peak (MWp) photovoltaic solar panel system for the Henry E. Rohlsen Airport on St. Croix.

RFP Release: HERA Baggage Handling System Design Services

Authorized the Executive Director to develop and release a Request for Proposal to solicit services for the design of a new baggage handling system at the Henry E. Rohlsen Airport Terminal.

Ann E. Abramson Marine Facility Structural Inspection

Authorized the Executive Director to issue Task Order No. 29 to authorize VIPA's marine consultant, Moffatt and Nichol, to complete structural inspection services for the existing facilities at the Ann E. Abramson Marine Facility in Frederiksted, St. Croix. The cost is \$75,500. Funding source: VIPA Budget

Wilfred Allick Port & Transshipment Center (Containerport) Cargo Building – Lemartec Inc. Contract Extension

Approved Change Order No. 5 of the contract between VIPA and Lemartec Inc. in the not-to-exceed amount of \$13,968.75 to design partition walls required provide the ability to divide the warehouse portion of the building into separate bays for individual tenant occupancy. Funding source: VIPA Budget

PERSONNEL COMMITTEE

No actions taken.

EXECUTIVE SESSION

1. Action taken regarding correspondence on port fees.