



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

July 21, 2021

CHAired BY Ms. LEONA E. SMITH, BOARD CHAIR

VIPA Administrative Building Conference Room and Broadcast via Zoom

Board Members

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

Board Staff

1. Tonya Pickering, Internal Auditor

VIPA Staff Present

1. Carlton Dowe, Executive Director
2. Bill Rawlins, Acting Asst. Executive Director
3. Anise Hodge, Deputy Executive Director
4. Anna M. Penn, Chief Financial Officer
5. Catherine Hendry, Esq., Legal Counsel
6. Mervyn Constantine, Marine Manager STX (via Zoom)
7. Matthew Berry, Marine Manager STT/STJ
8. Dale Gregory, Acting Director of Engineering
9. Kate Davis, Purchasing and Contracts Manager
10. Mariath Hodge, Executive Assistant
11. Julice Holder, Chief of Staff
12. Vincent Frazer, Esq., Senior Staff Attorney
13. Tisha Lake, Controller
14. Monifa Marrero Brathwaite, Public Information Officer
15. Everton Rush, IT Manager
16. Diane Richardson, Human Resources Director
17. Jerome Sheridan, Territorial Airport Manager
18. Earl Thomas, Electronics Engineer
19. Deborah Washington, Property Manager

POLL VOTE RATIFICATION

Eagle Aviation (HERA)

Ratified the June 25, 2021 Poll Vote which authorized the extension of the agreement between VIPA and Eagle Aviation for six months with the condition that the tenant must comply with all FAA regulations regarding the dispensing of fuel.

FINANCE COMMITTEE

Express Carriers, Inc. (Account #C1109) Payment Plan

Approved Express Carriers, Inc.'s request for a payment plan for outstanding operating fees totaling \$27,269.07. The tenant will pay \$829.58 per month for a term of 36 months beginning August 1, 2021, with a 6% interest rate.

Inova Solutions N.V.

Approved a contract with Inova Solutions for VIPA's Microsoft licenses and software assurance in the amount of \$114,875.75 per year for a term of three years. Funded via VIPA IT budget.

Renewal of AON Risk Services Contract

- Authorized the renewal of VIPA's contract with AON Risk Services for three years (June 30, 2021 through June 30, 2024) at a fee of \$239,223 per year. VIPA will retain the sole right to extend the agreement for two successive additional one-year terms upon expiration of the initial agreement.

**Renewal of AON Risk Services Contract
(continued)**

- Authorized a phased implementation of a 3% increase in Foreign Office Commission Rate, which is earned and collected by London Intermediary and Bermuda Intermediary brokers on bound policies placed in the London and Bermuda markets. The commission shall be included in the overall premium of said policies.

PROPERTY COMMITTEE

Argos USVI Corporation

Approved the renewal of a lease agreement between VIPA and Argos USVI Corporation for 15,750 sq. ft. of space including improvements at Parcel 170-5, Subbase, St. Thomas for the import and export of cement and cementitious materials. The lease renewal is for a term of five years, with a five-year option at a rental rate of \$10,500.00 per month. Rent will be increased on the third year per the CPI or at 5% - whichever is greater. Applicable insurance and three months security deposit are required.

PROJECTS & OPERATIONS COMMITTEE

No actions taken.

PERSONNEL COMMITTEE

Human Resources Generalist STX

Approved changing the job title for the Human Resources Assistant position on St. Croix to Human Resources Generalist.

EXECUTIVE SESSION

- Authorized the re-classification of a VIPA position on St. John.
- Authorized the creation and advertisement of a Director of Financial Affairs position.