



# VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

**December 21, 2022**

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

Henry E. Rohlsen Airport Terminal Conference Room, St. Croix, 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** (via Zoom)
4. Joseph Boschulte, Tourism Commissioner - **absent**
5. Denise George, Esq., Attorney General
6. Lionel S. Jacobs, St. Croix
7. Celestino A. White Sr., St. Thomas
8. Leona A. Smith, St. John
9. St. Thomas Resident – Position Unfilled

## Board Staff

1. Tonya Pickering, Internal Auditor

## VIPA Staff Present

1. Carlton Dowe, Executive Director
2. Bill Rawlins, Acting Assistant Executive Director
3. Anna Penn, Chief Financial Officer
4. Ava Penn, Director of Financial Affairs
5. Catherine Hendry, Esq., Legal Counsel
6. Preston Beyer, Engineering Director
7. Nicole Scatliffe, IT Director
8. William Boehnke, Senior Engineer STX
9. Mervyn Constantine, Marine Manager STX
10. Kate Davis, Purchasing/Contracts Manager
11. Mariath Hodge, Executive Assistant
12. Julice Holder, Chief of Staff
13. Tisha Lake, Controller
14. Monifa Marrero-Brathwaite, Public Information Officer
15. Everton Rush, IT Manager
16. Katy Turner, Human Resources

## **POLL VOTE RATIFICATION**

### **Ann E. Abramson Marine Facility Tender Pier Landing Escalation Costs**

Ratified the Poll Vote on November 23, 2022, to issue Change Order No. 1 to Eleven Construction in the amount not to exceed \$204,960. With permitting delays, costs increased due to inflation in the market for labor and materials.

Funding source: Funds appropriated from the VI Legislature for this project (Act 8447)

### **Poll Vote Ratification – Termination of Professional Services Contract between VIPA and Capital Market Advisors LLC and Frasca & Associates LLC**

Ratified the Poll Vote on November 23, 2022, that:

- Authorizes the Executive Director terminate the Professional Services Contract between VIPA and Capital Market Advisors, LLC and Frasca & Associates, LLC as financial advisors.
- Authorizes the Executive Director to enter into a Professional Services Contract with Frasca & Associates, LLC to provide financial advisory services.

### **Poll Vote Ratification – IAMAW Negotiated CBA – Marine**

Ratified the Poll Vote on November 28, 2022, which authorizes the Executive Director to approve the proposed changes to the International Association of Machinists and Aerospace Workers (IAMAW) Collective Bargaining Agreement.

**Poll Vote Ratification – Public Officials,  
Crime and Environmental Insurance  
Renewal**

Ratified the Poll Vote on December 7, 2022, which authorizes the Executive Director to renew the liability coverage for the Virgin Islands Port Authority's Cyber Insurance and approve the payment of the policy for the period of December 10, 2022, to December 20, 2023, in quarterly installments beginning February 1, 2023. The total amount for renewal of the policy is \$65,750.

**FINANCE COMMITTEE**

No action taken.

**PROPERTY COMMITTEE**

**Buddha on the Fly LLC dba Barefoot  
Buddha II - CEKA**

Approved a new lease for space in the pre-clearance area of the Cyril E. King Airport Terminal for a non-exclusive grab-and-go food service. The tenant will rent 494 sq. ft. of space for five years with a four-year option term. The rent will be \$3,705 per month, plus a percentage of gross receipts in addition to the base rent effective on the third anniversary of the lease. Rent will increase on the third anniversary per the CPI – or by 5%, whichever is greater. A security deposit and necessary insurance is required.

**FirstBank Puerto Rico dba FirstBank  
Virgin Islands – St. Thomas**

Renewed a lease for a semi-circular air-conditioned space on the first floor of the CEKA Terminal for operation of an ATM. The lease will be for a term of five years with a five-year option to renew at a rental rate of \$650 per month, with a CPI or 5% increase in the third year of the agreement, whichever is greater. A security deposit and necessary insurance is required.

**FirstBank Puerto Rico dba FirstBank  
Virgin Islands - St. Croix**

Approved a new lease for 60 sq. ft. of air-conditioned space on the first floor of the HERA Terminal for operation of an ATM. The lease will be for a term of five years with a five-year option to renew at a rental rate of \$650 per month, with a CPI or 5% increase in the third year of the agreement, whichever is greater. A security deposit and necessary insurance is required.

**USVI Dizzi Brands LLC**

Approved a new lease for 280 sq. ft. of space at Building GS-Store No. 6 at Crown Bay Center to operate a retail alcohol infused ice cream desert store. The agreement is for a term of two years with a one-year option at a rental rate of \$1,500 per month plus 5% gross receipts starting on the second anniversary of the lease. Rent will increase in the second year per the CPI or 5%. A security deposit and necessary insurance are required.

**Metro Caribbean LLC**

Approved a new lease for Metro Caribbean LLC for 86 sq. ft. of space for a magazine rack at the Urman V. Fredericks Marine Terminal in Red Hook, St. Thomas to sell destination publications. The term of the agreement is for two years with a two-year option to renew at a rental rate of \$500 per month, plus 7% of marketing and ad sales. The rent will increase on the second year of the lease per the rise in CPI, or 5%, whichever is greater. A security deposit and necessary insurance are required.

**Camgelo LLC dba The Sloppy Donkey**

Approved the assignment of the lease agreement between VIPA and Camgelo LLC dba the Sloppy Donkey to Ruin Distilling Company LLC at Crown Bay Center. All terms of the agreement remain the same.

**PROJECTS & OPERATIONS COMMITTEE**

**Crown Bay Center Upland Development Project - Environmental Services**

Authorized the Executive Director to issue Amendment No. 1 to BioImpact, Inc.'s Task Order No. 9 – Crown Bay Center Upland Development – Environmental Services in the not-to-exceed amount of \$21,446 for additional environmental services to be performed. This increases the overall contract value from \$69,070 to \$90,516.

Funding source: VIPA operating revenue

**Gordon A. Finch Molasses Pier Concrete Paving**

Accepted the bid proposal from Consolidated Asphalt & Civil Works, LLC for the Gordon A. Finch Molasses Pier dock concrete paving project in the amount of \$418,806.

Funding source: Funds appropriated from the VI Legislature for this project (Act 8649)

**PERSONNEL COMMITTEE**

**Franchise Monitor Position to FY 2023 Budget** Approved one Franchise Monitor position to be added to VIPA's Fiscal Year 2023 budget. The funding will be used from an existing vacant position that was funded in the budget.

**EXECUTIVE SESSION**

- The Board took an action regarding port fees.