



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

October 26, 2022

CHAired by **Derek A. Gabriel, Vice Chairman**

Administrative Building Conference Room, St. Thomas, and Broadcast via Zoom

Board Members

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

Board Staff

1. Tonya Pickering, Internal Auditor

VIPA Staff Present

1. Carlton Dowe, Executive Director (teleconference)
2. Bill Rawlins, Acting Asst. Exec. Director
3. Anise Hodge, Deputy Executive Director
4. Anna M. Penn, Chief Financial Officer
5. Ava Penn, Dir. of Financial Affairs
6. Vincent Frazer, Senior Staff Attorney
7. Julice Holder, Chief of Staff
8. Dale A. Gregory, Asst. Director of Engineering
9. Deborah Washington, Property Manager
10. Jerome Sheridan, Territorial Airport Manager
11. Monifa Brathwaite, Public Information Officer
12. Mario Pinder, LAN Support Specialist
13. Mervyn Constantine, Marine Manager STX

Via Zoom

14. Kate Davis, Procurement & Contracts Manager
15. Tafari Nelson, Engineer STX
16. Catherine Hendry, Esq., General Counsel
17. Nicole Scatliffe, Director of IT
18. Lilita Seaton, Sr. Compliance Mgr.
19. Khaliyah Rieara, Property Manager
20. Tisha Lake, Controller

FINANCE COMMITTEE

No actions taken

PROPERTY COMMITTEE

Joann T. Warner dba St. Thomas Hot Spot – Crown Bay Center

Approved the renewal of a lease for 100 sq. ft. kiosk space GK-10 Building G, Crown Bay Center to sell clothing, shells, display fish, bags, sunglasses, fashion jewelry (no silver), shell night lights with zodiac designs, shell placemats and shell windchimes.

The term of the lease is for two years with a two-year option to renew at a rental rate of \$16,669.08 per annum.

-Staff to report to Board on decision to restrict the number of employees allowed to operate at kiosks.

Karina Rawlins dba Mood Indigo Beauty Salon – Crown Bay Center

Approved a new lease for Karina Rawlins dba Mood Indigo Beauty Salon for 767.9 sq. ft. of space in Building A, Unit 14 at Crown Bay Center to operate a full-service salon with a barber and nail technician, and the retail of hair products.

The term of the agreement is for three years with one three-year option to renew at a rental rate of \$17,661.70 per annum, plus common area charges of \$7 per sq. ft. totaling \$5,375.30 annually. The rent will increase on the third anniversary of the lease per CPI or by 5% - whichever is greater.

-Staff to perform an analysis on water consumption and charging tenants for water at Crown Bay Center.

Isla Bella Gifts & Jewelry, Inc. – Crown Bay Center

Approved a new lease with Isla Bella Gifts and Jewelry, Inc. for 100 sq. ft. of space at Kiosk No. 4 in Building G, Crown Bay Center to sell fashion jewelry, silver, Larimar, crystal balls, shot glasses, mugs, hot/cold cups, wooden turtles and dolphins printed with the VI map/flags, women and men's plus-sized clothing and VI rash guard t-shirts.

The term of the lease is for two years with a two-year option to renew at a rental rate of \$16,669.08 per annum. The rent will increase on the third anniversary of the lease per CPI or by 5% - whichever is greater.

Daley Nutritional Wagon LLC – UVF Marine Terminal, Red Hook

Approved a new lease with Daley Nutritional Wagon LLC for 135 sq. ft. of space at the Urman Victor Fredericks Marine Terminal for non-exclusive retail of food and beverages to travelers.

The term of the agreement is for three years with a three-year option to renew at a rental rate of \$12,266.10 per annum. The rent will increase on the third anniversary of the lease per CPI or by 5% - whichever is greater.

Petite Pump Room LLC – E. W. Blyden Terminal

Tabled until November Board Meeting.

Crowley Caribbean Services LLC – CEKA Cargo

Approved a new lease for Crowley Caribbean Services LLC for 3,871 sq. ft. of warehouse space in Bay Nos. 6 & 7 of the Cyril E. King Airport's Cargo Facility, St. Thomas for the non-exclusive cargo container deconsolidation operations, air cargo receipt, storage and handling, trucking and Customs brokerage. The new lease term is for two years at a rental rate of \$51,484.30 per annum with four one-year option terms to renew at the discretion and approval of VIPA. The rent will increase on the third anniversary of the lease per CPI or by 5% - whichever is greater. This tenant must remove the current trailer in the parking lot at this facility within 30 days of approval of this new lease. Failure to do so within the time given, the new lease will be rescinded. No abatement was granted.

**SITA Information Networking
Computing USA, Inc. – HERA Terminal**

Approved the renewal of a lease agreement for SITA Information Networking Computing USA, Inc. for 12 sq. ft. of space at the Henry E. Rohlsen Airport Terminal’s mechanical room to stage a cabinet to house an airline/ground communications system to provide communications automotive reporting system (ACARS) services to airlines at HERA.

The term of the agreement is for three years with a three-year option to renew at a rental rate of \$6,300 per annum. The rent will increase on the third anniversary of the lease per CPI or by 5% - whichever is greater.

PROJECTS & OPERATIONS COMMITTEE

No actions taken

PERSONNEL COMMITTEE

Airport Operations Assistant Positions

Approved the creation of three (3) Airport Operations Assistant positions for the St. Croix District. These employees will be part of the Airport Operations Department. The position serves as a critical support function to areas of the operational unit that require day-to-day management. These employees will be directly supervised by the Airport Operations Supervisor with general oversight and supervision from the Airport Operations Manager.

EXECUTIVE SESSION

No executive session held.

