



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

April 15, 2020

CHAired BY Ms. Leona Smith, Board Chair

Crown Bay Center Conference Room, St. Thomas

Conducted via Tele/Video Conference

Board Members

1. Leona E. Smith, St. John Private Citizen - **CHAIR**
2. Nelson Petty Jr., P.E., Public Works Commissioner - **VICE CHAIR**
3. Kevin Rodriguez, USVIEDA Chairman - **SECRETARY**
4. Joseph Boschulte, Tourism Commissioner
5. Denise George, Esq., Attorney General
6. Willard John, St. Croix Private Citizen
7. Lee Steiner, St. Thomas Private Citizen
8. Celestino A. White Sr., St. Thomas Private Citizen
9. St. Croix Private Citizen (**vacant**)

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. Matthew Berry, Marine Manager STT/STJ
7. Humphrey Caswell, Financial Analyst
8. Mariath Hodge, Executive Assistant
9. Julice Holder, Chief of Staff
10. Vincent Frazer, Esq., Senior Staff Attorney
11. Diane Richardson, Director of Human Resources
12. Jerome Sheridan, Territorial Airport Manager
13. Monifa Marrero-Brathwaite, Public Information Officer
14. Deborah Washington, Property Manager

BOARD ACTIONS

Waiver of VIPA's Board By-laws

Waived by-laws for the VIPA Board of Governors' regular meetings to conduct the meeting via video conferencing to comply with social distancing requirements due to the coronavirus pandemic.

BOARD ELECTIONS

Election of Board Officers

The VIPA Board elected the following members as its board officers:

- Chairperson – Leona Smith
- Vice Chairman – Nelson Petty Jr., P.E.
- Secretary – Kevin Rodriguez

Board Committee Members Selection

VIPA's Board Members chose to serve on the following board committees:

Property

1. J. Boschulte
2. W. John
3. L. Smith
4. L. Steiner
5. C. White

Finance

1. J. Boschulte
2. N. Petty Jr.
3. K. Rodriguez

Projects/Operations

1. W. John
2. N. Petty Jr.
3. L. Smith
4. L. Steiner
5. C. White

Personnel

1. D. George
2. K. Rodriguez
3. C. White

FINANCE COMMITTEE

Authorization to Seek a Line of Credit

Authorized the Executive Director to seek a line of credit not to exceed \$25 million to cover revenue losses and expenses resulting from the extraordinary challenges that occurred as a result of the coronavirus pandemic. Before a selection is made by the Executive Director, the information and analysis will be shared with the Board.

PROPERTY COMMITTEE

Bid Award – Leasing and Development of #17 and #20 Crown Bay Sandfill, St. Thomas

Awarded Offshore Marine a lease to develop #17 and #20 Crown Bay Sandfill (approximately 37,197.76 sq. ft.) to revitalize the property and develop a commercial facility for marine-related businesses.

PROJECTS AND OPERATIONS COMMITTEE

Bid Award - Demolition of the Old Marriott Building at the Henry E. Rohlsen Airport, St. Croix

Awarded bid to Continental Construction in the amount of \$87,817 to demolish the old Marriott Building at HERA.

EXECUTIVE SESSION

Matters regarding the cruise lines were discussed. No actions were taken in Executive Session.