



# VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

January 18, 2023

CHAIRD BY WILLARD S. JOHN, CHAIRMAN

VIPA Administrative Building Conference Room 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**
4. Joseph Boschulte, Tourism Commissioner (*absent*)
5. Carol Thomas-Jacobs, Acting Attorney General (*absent*)
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 (*absent*)

#### VIPA Staff Present

1. Carlton Dowe, Executive Director
2. Bill Rawlins, Acting Assistant Executive Director
3. Anise Hodge, Deputy Executive Director
4. Anna Penn, Chief Financial Officer
5. Catherine Hendry, Esq. Legal Counsel
6. Diane Richardson, Director of Human Resources
7. Julice Holder, Chief of Staff
8. Preston Beyer, Engineering Director
9. Ava Penn, Director of Financial Affairs
10. Nicole Scatliffe, IT Director
11. Vincent Frazer, Esq., Senior Staff Attorney
12. Kate Davis, Purchasing/Contracts Manager
13. Jerome Sheridan, Territorial Airport Manager
14. Joseph Cranston Jr., STT/STJ Marine Manager
15. Mariath Hodge, Executive Assistant
16. Monifa Marrero-Brathwaite, Public Information Officer
17. Dale A. Gregory, Senior Engineer
18. Earl Thomas, Electrical Engineer
19. Khaliah Rieara, Property Management Officer
20. Mario Pinder, LAN Specialist
21. Tiniqua Queueley, Cashier

## ELECTION OF BOARD OFFICERS

### Election of Board Officers

- Approved a motion to consider the board officers in block.

- Elected the following Board Officers, Committee Chairs, and members:

1. **Chairman:** Willard S. John
2. **Vice Chairman:** Derek Gabriel
3. **Secretary:** Kevin Rodriguez

### Committee Chairs & Members:

<b>Finance:</b> <ol style="list-style-type: none"><li>1. Derek Gabriel – chair</li><li>2. J. Boschulte</li><li>3. K. Rodriguez</li><li>4. C. Thomas-Jacobs</li></ol>	<b>Property:</b> <ol style="list-style-type: none"><li>1. Lionel Jacobs- chair</li><li>2. W. John</li><li>3. J. Boschulte</li><li>4. C. White</li></ol>
<b>Projects:</b> <ol style="list-style-type: none"><li>1. Leona Smith - chair</li><li>2. D. Gabriel</li><li>3. L. Jacobs</li><li>4. W. John</li><li>5. C. White</li></ol>	<b>Personnel:</b> <ol style="list-style-type: none"><li>1. Kevin Rodriguez - chair</li><li>2. J. Boschulte</li><li>3. L. Smith</li><li>4. C. Thomas-Jacobs</li><li>5. C. White</li></ol>

## FINANCE COMMITTEE

### Credit Card Limit Increase

- Authorized an increase of the Executive Director's credit card limit by \$20,000 which would bring the maximum limit of the card to \$60,000.
- Authorized an increase in the credit the card used by Purchasing by \$50,000 to bring that card maximum limit to \$100,000.

### Oriental Account for VIPA's Self-Insurance Funds

Authorized the opening of a checking account at Oriental Bank for the implementation and operation of VIPA's self -insurance program.

### Renewal of Alpha Risk Management Consulting Services Contract

Authorized the approval of a Master Service Agreement between VIPA and Alpha Risk Management, Inc. effective January 1, 2022, and through December 31, 2024, with the proposed three-year agreement as follows:

- The annual fee from January 1, 2022, to December 31, 2022, shall be \$72,000 paid in monthly instalments of \$6,000 due on the first of each month.
- The annual fee from January 1, 2023, to December 31, 2023, shall be \$79,356 paid in monthly instalments of \$6,613 due on the first of each month.
- The annual fee from January 1, 2024, to December 31, 2024, shall be \$82,524 paid in monthly instalments of \$6,877 due on the first of each month.

### Extension of VIPA's Aviation Liability

Authorized the Executive Director to extend the liability coverage for VIPA's Aviation Primary Liability Insurance for a third year and approved the payment of the policy for the period of November 1, 2022, to November 1, 2024, in quarterly installments beginning November 1, 2023, for said additional coverage.

**PROPERTY COMMITTEE**

**CEKA Car Rental Concessions**

Authorized the Executive Director to enter into lease negotiations with Centerline Car Rental, LLC and Premium Car Rental, LLC to operate a non-exclusive rental car concession at the Cyril E. King Airport. The term of the Concession lease agreement will be for a period of three years with a one-year option to renew.

**OMNI JEWELERS AND SKAGWAY JEWELRY PAYMENT PLAN**

Authorized a payment plan for monies owed by Omni Jewelers and Skagway Jewelry (both stores owned by Indresh Chalwa) for rent at Crown Bay Center in the following amounts:

Omni Jewelers:	\$115,265.67
Skagway Jewelry:	<u>\$181,926.00</u>
Total:	\$297,191.67

The payment plan approved is as follows:

1. The tenant paid \$90,000 by January 9, 2023.
2. The balance is to be paid in five monthly payments of \$22,000 (Feb.-May 2023) with the total of \$110,000 to be paid by May 2023.
3. Balance abated: \$97,191.67
4. The tenant will surrender and vacate one unit in Crown Bay Center (C-08) by March 31, 2023.

**PROJECTS & OPERATIONS COMMITTEE**

**Master Service Agreement to Provide Aviation Planning Services**

Authorized a Master Services Agreement with Ricondo & Associates to provide VIPA with Aviation Planning Services pursuant to the requirements of the Federal Aviation Administration Advisory Circular 150/5100-14E – Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects. The term of the agreement will be for a period of three years with an option to renew for two additional one-year periods.

**Ann E. Abramson Marine Facility  
Blowout Panel Repair Project – Change  
Order No. 1**

Approved the issuance of Change Order No. 1 to Tang How Bros. Inc in the not-to-exceed amount of \$35,600 for additional scope of work for the Ann E. Abramson Marine Facility Blowout Panels Repair project.

Funding source: Funds appropriated by the VI Legislature for this project.

**Lindbergh Bay Restroom Renovations –  
Change Order No. 1**

Approved the issuance of Change Order No. 1 to TMZ Construction in the not-to-exceed amount of \$9,750 for additional scope of work for the Lindbergh Bay Restroom Renovations project. The change order covers the additional removal of ventilation fans, new roofing membrane and roof sealant, repairs to existing concrete curbs, and the removal of in-ground light fixtures.

Funding source: VIPA operating revenue

**Contract for Repair of the Authority’s  
Pilot Boat and Police Boat**

Authorized the Executive Director to execute a non-compete contract with Offshore Marine Services, Inc. for a period of two years with an option to renew for an additional one-year period to provide routine service and repairs to VIPA’s boats.

**Henry E. Rohlsen Airport Emergency  
Pavement Repairs**

Accepted the bid proposed from Virgin Islands Paving, Inc. and authorized the Executive Director to enter into a Master Service Agreement to conduct emergency pavement repairs at HERA.

**Cyril E. King Airport Emergency  
Pavement Repairs**

Accepted the bid proposed from Island Roads Corporation and authorized the Executive Director to enter into a Master Service Agreement to conduct emergency pavement repairs at CEKA.

**Reconsideration of a Board Action Taken at the December 21, 2022 Board Meeting Regarding Passenger Service Charges (PSC)**

1. Approved a motion to reconsider the Governing Board's decision on December 21, 2022, to approve and authorize the Executive Director to communicate a final offer to WICO to enter an agreement for the allocation of the increase of the Passenger Service Charge (PSC) for St. Thomas' ports of \$1.24 as follows:

Port Fees.....\$0.45 per passenger  
Wharfage.....\$0.79 per passenger  
Total: \$1.24

2. Approved a motion to vacate the Governing Board's decision on December 21, 2022, to approve and authorize the Executive Director to communicate a final offer to WICO to enter an agreement for the allocation of the increase of the PSC for St. Thomas' ports of \$1.24 as follows:

Port Fees..... \$0.45 per passenger  
Wharfage.... \$0.79 per passenger  
Total: \$1.24

3. Approved a motion for the Governing Board to approve and authorize the Executive Director to enter an agreement with WICO based on their submitted proposal for the allocation of the increase of the PSC of \$1.24 as follows:

\$0.24..... Port Dues  
\$1.00..... Wharfage

**PERSONNEL COMMITTEE**

**No action taken.**

**EXECUTIVE SESSION**

**No executive session was held.**