



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

March 23, 2022

CHAired BY WILLARD JOHN, CHAIRMAN

HERA Terminal Conference Room and Virtually via Zoom

Board Members

1. Willard John, St. Croix - **CHAIRMAN**
2. Derek A. Gabriel, Public Works Commissioner – **VICE CHAIRMAN** (absent)
3. Kevin Rodriguez, USVIEDA Chairman – **SECRETARY** – Virtual via Zoom
4. Joseph Boschulte, Tourism Commissioner – Virtual via Zoom
5. Denise George, Esq., Attorney General
6. Lionel S. Jacobs, St. Croix
7. Leona E. Smith, St. John (absent)
8. Celestino A. White Sr., St. Thomas
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. Anise Hodge, Deputy Executive Director
4. Anna M. Penn, Chief Financial Officer - Zoom
5. Catherine Hendry, Legal Counsel
6. Tisha Lake, Controller - Zoom
7. Vincent Frazer, Senior Staff Attorney
8. Nicole Scatliffe, Director of IT - Zoom
9. Diane Richardson, Director of Human Resources
10. Dale A. Gregory, Acting Director of Engineering
11. Deborah Washington, Property Manager
12. Kate Davis, Procurement and Contracts Manager
13. Mervyn Constantine, Marine Manager STX
14. Lowell Blackwood, Acting Marine Manager STT/STJ - Zoom
15. Roger Lamothe, ARFF Chief
16. William Boehnke, Senior Engineer STX
17. Tafari Nelson, Engineer
18. Khrystal Armstrong, Engineer
19. Julice Holder, Chief of Staff
20. Monifa Marrero Brathwaite, Public Information Officer
21. Mario Pinder, LAN Specialist

VIPA BOARD COMMITTEES

Committee Member Assignments

No changes were made to existing VIPA Board Committees.

POLL VOTE RATIFICATION

Poll Vote Ratification – Appointment of New Director of Engineering

Ratified the February 17, 2022, poll vote approving the appointment of Mr. Preston Beyer to the position of Director of Engineering.

Poll Vote Ratification - Property Insurance Renewal

Ratified the poll vote issued on March 15, 2022, authorizing the Executive Director to execute property insurance coverage limits up to \$60,000,000 for property insurance renewal at a pricing level not to exceed \$5,835,262, and to secure terrorism coverage of up to \$1 million at a cost of \$7,225.

Poll Vote Ratification – Crown Bay Paving Contract

Ratified the poll vote issued on March 15, 2022, to approve the bid proposal received from 4 Cut Development in the amount of \$255,000 to pave the Crown Bay Center parking lot.

Cost: \$190,000

Funding Source: VIPA Budget

FINANCE COMMITTEE

No actions taken

PROPERTY COMMITTEE

Worldwide Flight Services, Inc. - HERA

Approved tenant's request to lease 502 sq. ft. of the Henry E. Rohlsen Airport Terminal for continued operation of an airline ground handling service for a term of three years, with an option to renew for three years. The rental rate will be \$15,813 per annum with a rental increase on the 3rd anniversary of the lease or 5% - whichever is greater. Tenant will also pay 7% of gross revenues generated and is required to pay a security deposit and provide necessary insurance coverage.

HERA Terminal Concession

Authorized staff to negotiate lease terms with Concessions International USVI, which is the company was awarded the bid to operate a full-service restaurant and bar at the Henry E. Rohlsen Airport.

PROJECTS & OPERATIONS COMMITTEE

Update: Lemartec, Inc.

Casey McIntyre provided a report on ongoing projects being completed by Lemartec, Inc.

BioImpact, Inc. Task Order Contract

Awarded a task order contract to BioImpact, Inc. to provide environmental consultation for all VIPA marine capital improvement projects on an as-needed basis, for a period of two years with an option to renew for two additional one-year periods.

Funding Source: VIPA Budget

Solicitation for the Purchase of Two Harbor Pilot Boats

Approved issuing a request for proposals for the purchase of two harbor pilot boats for VIPA's marine division – one for use in the St. Thomas/St. John district and one for the St. Croix district.

Security Services - St. Thomas/St. John District

Awarded a contract to Just Complete Security Services to perform and provided uniformed security services at VIPA's airport and marine facilities in the St. Thomas/St. John district.

Security Services - St. Croix District

Awarded a contract to Ranger American to perform and provided uniformed security services at VIPA's airport and marine facilities in the St. Croix district.

Purchase of Two Class 2 Quick Response Vehicles for HERA and CEKA Fire Departments

Approved the purchase of two 300-gallon aircraft rescue and firefighting quick response vehicles for the Henry E. Rohlsen Airport and the Cyril E. King Airport. The apparatus will cost \$789,712 and will be purchased from Paladius. The cost includes an extended warranty for three years at \$12,200.

CEKA Ticket Counters and Gate Podiums Replacement

Approved Task Order No. 14 to VIPA's CEKA Aviation Consultant Kimley-Horn & Associates to provide design, bid and construction phase services for the CEKA Terminal ticket counter and gate podiums replacement project.

Cost: \$190,000
Funding Source: PFC

PERSONNEL COMMITTEE

Update to Personnel Rules and Regulations – Appointments

Returned to Personnel Committee for further discussion.

EXECUTIVE SESSION

No actions taken.

