



VIRGIN ISLANDS PORT AUTHORITY

BOARD ACTIONS LIST

Meeting Date: Friday, April 25, 2025
Location: VIPA Conference Room
Administrative Building, St. Thomas, USVI & Zoom

Board Members

1. Willard S. John, St. Croix – **CHAIRMAN**
2. Kevin Rodriguez, USVIEDA Chairman – **VICE CHAIR**
3. Leona Smith, St. John – **SECRETARY**
4. Joseph B. Boschulte, Commissioner of Tourism (*absent*)
5. Derek A. Gabriel, Commissioner of DPW
6. Gordon Rhea, Esq., Attorney General
7. Celestino A. White Sr., St. Thomas (*absent*)
8. *St. Croix Resident – Position Unfilled*
9. *St. Thomas Resident – Position Unfilled*

Board Staff

1. Tonya Pickering, Internal Auditor

VIPA Officers

1. Carlton Dowe, Executive Director
2. Bill Rawlins, Assistant Executive Director
3. Anise Hodge, Deputy Exec. Director
4. Anna M. Penn, CFO
5. Catherine Hendry, Esq., Legal Counsel
6. Diane Richardson, HR Director

VIPA Staff

1. Preston Beyer, Director of Engineering
2. Ava Penn, Director of Financial Affairs
3. Nicole Scatliffe, Director of IT
4. Vincent Frazer, Senior Staff Attorney
5. Kate Davis, Procurement & Contracts Manager
6. Jerome Sheridan, Territorial Airport Manager
7. Mariath Hodge, Executive Assistant to the E.D.
8. Monifa Brathwaite, Public Information Officer

9. Nyesha Sebastian, Grants and Programs Analyst
10. Nia Gumbs, Financial Affairs Assistant

POLL VOTE RATIFICATION

Ratified the March 28, 2025, Poll Vote seeking authorization for the Executive Director to renew the liability coverage for the Virgin Islands Port Authority's Property and Terrorism Insurance and approve the payment of the policy for the period of April 1, 2025, to April 1, 2026, in quarterly installments beginning April 1, 2025. The total cost is \$7,138,786.47.

BOARD MEETING MINUTES

Board Meeting Minutes – March 19, 2025 Tabled for review.

FINANCE COMMITTEE

No actions were taken.

PROPERTY COMMITTEE

No actions were taken.

PROJECTS & OPERATIONS COMMITTEE

CEKA Air Alliance Building Interior Build-Out

Awarded a bid to Energy Efficient Builders, LLC for the interior build-out of the existing Air Alliance Building located at the Cyril E. King Airport in St. Thomas for \$344,931. The building will be used to temporarily house the VIPA Airport Rescue Firefighter employees and equipment.

Funding Source: VIPA Capital Projects Budget

**CEKA Selective Slab Replacement –
Construction Phase Services**

Awarded a Professional Services Contract, on a sole-source basis, to Kimley-Horn & Associates, to provide construction phase services related to the Selective Slab Replacement project at the Cyril E. King Airport in the not-to-exceed amount of \$648,560.

Funding Source: FAA Grant 90% and VIPA 10%

**CEKA Parking & Transportation Center -
Change Order No. 8**

Approved Change Order No. 8 to the existing contract between VIPA and AT Construction Solutions for the Dale A. Gregory Transportation Center at the Cyril E. King Airport in the not-to-exceed amount of \$488,215.76 for extended overhead and general conditions related to previously approved Change Order Number 7.

PERSONNEL COMMITTEE

No actions were taken.

EXECUTIVE SESSION

No actions were taken.