



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

September 20, 2023

CHAired BY WILLARD S. JOHN, CHAIRMAN

VIPA Conference Room, Henry E. Rohlsen Airport Terminal, St. Croix and Broadcast via Zoom

Board Members

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

Board Staff

1. Tonya Pickering, Internal Auditor **(Zoom)**

VIPA Staff Present

1. Carlton Dowe, Executive Director
2. Bill Rawlins, Assistant Executive Director
3. Anise Hodge, Deputy Executive Director
4. Diane Richardson, Human Resources Director
5. Julice Holder, Chief of Staff
6. Preston Beyer, Director of Engineering
7. Ava Penn, Director of Financial Affairs
8. Vincent Frazer, Esq., Senior Staff Attorney
9. Kate Davis, Procurement & Contracts Manager
10. Mario Pinder, LAN Specialist - IT
11. Mervyn Constantine, Marine Manager STX
12. Monifa Brathwaite, Public Info. Officer
13. Khaliah Riera, Property Mgmt. Officer **Zoom**
14. Nicole Scatliffe, IT Director **Zoom**
15. Mariath Hodge, Special Assistant to the E.D. **Zoom**
16. Joycelyn Lambertis, Accountant – Crown Bay Center **Zoom**
17. Lilita Seaton, Senior Compliance Officer **Zoom**
18. Nyesha Sebastian, Grants and Programs Analyst **Zoom**

BOARD MEETING MINUTES

VIPA Board Meeting Minutes Approval January 2023 – August 2023

Voted to accept the VIPA Board Meeting's minutes from January 2023 through August 2023.

POLL VOTE RATIFICATION

Poll Vote Ratification: Marine Salvage Services STX

Ratified the Poll Vote issued August 17, 2023, awarding a Time and Materials contract with Vivot Equipment Corporation LLC for a period of one year with an option to renew for two additional one-year periods, to provide marine salvage services in the district of St. Croix in the event of a declared disaster or emergency event.

Poll Vote Ratification: 4th Amendment of Memorandum of Understanding (MOU) with Royal Caribbean Group

Ratified the Poll Vote issued August 17, 2023, authorizing the Executive Director to execute the 4th Amendment to the MOU with the Royal Caribbean Group for the development of the Crown Bay District in Subbase, St. Thomas.

Poll Vote Ratifications: FAA Airport Improvement Grants:

1. No. 3-78-0002-045-2023
2. No. 3-78-0002-046-2023
3. No. 3-78-0002-047-2023
4. No. 3-78-0002-048-2023
5. No. 3-78-0001-055-2023

Ratified Poll Votes issued in September 2023 authorizing the Executive Director to execute the following grants on behalf of VIPA:

1. FAA Airport Improvement Program Grant Agreement No. 3-78-0002-046-2023 HERA for the Reconstruction of the Commercial Apron – Phase II Construction Project in the amount of \$3,982,159.
2. FAA Airport Infrastructure Grant Agreement No. 3-78-0002-047-2023 HERA for the Update of the Airport Master Plan Project in the amount of \$417,497.
3. FAA Airport Infrastructure Grant Agreement No. 3-78-0001-055-2023 CEKA for the Update of the Airport Master Plan Project in the amount of \$924,704.
4. FAA Airport Improvement Grant Agreement No. 3-78-0002-048-2023 in the amount of \$539,429 for the HERA Runway-10/28 Rehabilitation Design Project.
5. FAA Airport Improvement Grant Agreement No. 3-78-0002-045-2023 in the amount of \$12,465,793 for the HERA Commercial Apron Reconstruction Phase I Project

The Board also ratified its approval and authorization via Poll Votes for the Executive Director to execute the U.S. Department of Transportation Federal Aviation Administration (FAA) FY 2023 Grant offers on behalf of VIPA for the following FAA AIP Grants via **Resolution No. 007-2023**:

- 3-78-0002-045-2023
- 3-78-0002-046-2023
- 3-78-0002-047-2023
- 3-78-0002-048-2023
- 3-78-0001-055-2023

FINANCE COMMITTEE

No action taken.

PROPERTY COMMITTEE

**L.S. Holdings Inc. dba Little
Switzerland – Crown Bay Center**

Authorized the Executive Director to negotiate a new lease with L.S. Holdings Inc. dba Little Switzerland for 917 sq. ft. of space in Building C - Unit 5 at Crown Bay Center, St. Thomas. The tenant will use the space for the non-exclusive sale of jewelry, watches, crystals, high-end sunglasses, and limited giftware. The term of the agreement is for one year with a one-year option to renew at a rental rate of \$4,592.64 per month.

**Shopper’s Haven Inc. – Crown Bay
Center**

Authorized the Executive Director to renew a lease for 1,125.12 sq. ft. of space in Building A – Store Units 02 and 06 at Crown Bay Center. The tenant will operate a shopping studio for Caribbean art, crystals, souvenirs, jewelry, collectibles, and specialty Caribbean clothing. The term of the agreement is for three years with a two-year option period at a rental rate of \$4,831.35 per month, with an increase per the CPI or 5% on the second year of the agreement – whichever is greater. The tenant will also pay CAM charges of \$993.86 per month.

**Joseph Harrigan dba Uncle Joe’s
Barbecue – Cruz Bay, St. John**

Authorized the Executive Director to negotiate and execute a lease renewal with Joseph Harrigan dba Uncle Joe’s Barbecue for 2,430 sq. ft. of space located at the Loredon Boynes Sr. Dock in Cruz Bay, St. John for the non-exclusive retail sale of food and beverage. The term of the agreement is for two years with a two-year option to renew at a rental rate of \$605.66 per month. The rent will increase in the second year and every two years per the CPI or 5%, whichever is higher.

PROJECTS & OPERATIONS COMMITTEE

**Architectural/Engineering (A/E)
Services – Henry E. Rohlsen Airport**

Approved the award of a Master Services Agreement between VIPA and Stantec Consulting Services, LLC for a period of three years with an option to renew for two additional one-year periods to provide VIPA with Architectural and Engineering Services at the Henry E. Rohlsen Airport (“HERA”) pursuant to the requirements of the Federal Aviation Administration (FAA) Advisory Circular (AC) 150/5100-14E – Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.

**Architectural/Engineering (A/E)
Services – Henry E. Rohlsen Airport
(...continued)**

The services provided by Stantec Consulting Services, LLC will be based upon task orders which shall include the specific scope of work, site, time of performance, price, terms of payment and any other special conditions related to the specific tasks. Payment for these services will be provided through the VIPA Engineering department's capital expense budget.

**Resolution: FAA Reimbursable
Agreement**

Approved and ratified Resolution No. 006-2023, which authorizes the Executive Director to execute the Non-Federal Limited Design and Implementation Reimbursable Agreement between the Department of Transportation (DOT) Federal Aviation Administration (FAA) and VIPA for the Cyril E. King Airport.

**Repair of Asphalt on Taxiway Alpha
East**

Approved Task Order AVI-01 from Island Roads Corporation for the paving of 555.56 sq. yd. of hot mix asphalt repair. The project will cost \$179,339.70 to complete repairs to the Taxiway Alpha East Rehabilitation project at the Cyril E. King Airport.

Funding source: VIPA operating budget

PERSONNEL COMMITTEE

**Update to VIPA's Drug & Alcohol
Abuse Policy**

Authorized the Executive Director to update the language in the VIPA Drug & Alcohol Abuse Policy to provide a more in depth and comprehensive understanding of the Authority's stance on drug & alcohol abuse.

EXECUTIVE SESSION

1. The Board voted to authorize the establishment of a \$5.00 per passenger surcharge for RCL passengers.
2. The Board received an update on the Tropical Shipping and Crowley leases and the Crown Bay Sandfill Improvement Project.
3. Human Resourced reported on the status of the negotiations with the Marine employees' union; reaching salary rates.