



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

Wednesday, September 30, 2026 *Revised*

CHAired BY WILLARD JOHN, CHAIRMAN

VIPA Administrative Building Conference Room, St. Thomas, USVI, and via Zoom

Board Members

1. Willard S. John, St. Croix – CHAIRMAN
2. Leona Smith, St. John – VICE CHAIRPERSON
3. Kevin Rodriguez, USVIEDA Chair – SECRETARY
4. Reuben Jennings, Acting DPW Commissioner (absent)
5. Jennifer Matarangas-King, Tourism Commissioner
6. Gordon Rhea, Esq., Attorney General (absent)
7. Celestino A. White Sr., St. Thomas
8. St. Croix Resident – Position Unfilled
9. St. Thomas Resident – Position Unfilled

Board Staff

1. Tonya Pickering, Internal Auditor

VIPA Officers

1. Ava Penn, Executive Director
2. Bill Rawlins, Asst. Executive Director
3. Anise Hodge, Deputy Executive Director
4. Anna M. Penn, Chief Financial Officer
5. Catherine Hendry, Esq., Legal Counsel
6. Diane Richardson, Director of Human Resources (absent)
7. Julice Holder, Chief of Staff

VIPA Staff

8. Preston Beyer, Director of Engineering
9. Nicole Scatliffe, Director of IT (via Zoom)
10. Vincent Frazer, Esq., Senior Staff Attorney
11. Joseph Cranston Jr., Marine Manager STT/J
12. Jerome Sheridan, Territorial Airport Manager
13. Khadila Joseph, Procurement and Contracting Manager
14. Wandy Francis, Contract Administrator
15. Daphne Mayers, Legal and Programs Management Officer
16. Nyesha Sebastian, Financial Control Officer
17. Nia Gumbs, Financial Affairs Assistant
18. Mariath Hodge, Executive Assistant
19. Monifa Brathwaite, Public Information Officer

MATTERS REQUIRING BOARD ACTION

Acceptance of August 20, 2026 Board Meeting Minutes

Accepted the minutes for the VIPA Board Meeting held on August 20, 2026.

Acceptance of September 14, 2026 Special Board Meeting Minutes

Accepted the minutes for the VIPA Board Special Meeting held on September 14, 2026.

Poll Vote Ratification: Construction of ARFF Building at Cyril E. King Airport (STT)

Ratified the Board's September 4, 2026 Poll Vote, which authorizes the Executive Director to enter into a construction contract with J. Benton Construction LLC to demolish and reconstruct the Aircraft Rescue and Fire Fighting (ARFF) Station at CEKA in the amount of **\$31,494,055.00**.

Funding Source: FAA Grant 90%, VIPA Aviation 10%

Poll Vote Ratification: Time Extension Crown Bay Destinations Ground Lease

Ratified the Board's September 9, 2026 Poll Vote, which authorizes the Executive Director to execute an amendment to the ground lease between VIPA and Crown Bay Destinations, extending the outside date from September 13, 2026 to **November 2, 2026**.

FINANCE COMMITTEE

Frasca and Associates LLC Contract Renewal

Authorized the Executive Director to renew the contract between VIPA and Frasca and Associates LLC to provide professional financial and municipal advisory services from October 1, 2026 – Sept. 30, 2028.

Funding Source: VIPA Operating Revenues

Fiscal Year 2027 Budget

Approved the Authority's Fiscal Year 2027 operating and capital budget in the amount of \$266.1 million:

- \$171.1 million – Capital Projects
- \$3 million - Debt Service
- \$91.8 million – Operating Expenses

* Figures are rounded.

PROPERTY COMMITTEE

Nisky Hill LLC

Authorized the Executive Director to:

1. Enter into a long-term lease agreement between VIPA and Nisky Hill LLC for 101,188 square feet of land at Estate Nisky 36,
2. Enter into an agreement with Shaun Miller of Nisky Hill LLC to have Nisky Hill lead the construction of a warehouse that will serve as the relocation for the auto repair businesses that are currently housed in Building No. 10, Subbase, St. Thomas.
3. Move posthaste to notify the church, school, and residents and surrounding businesses in the area about the upcoming developments at that property.

PROJECTS & OPERATIONS COMMITTEE

Airline Service Incentive – Corporate Flight Management Inc. dba Contour Airlines (STT-SXM-STT Service)

Accepted and approved an offer of an Airline Service Incentive to Corporate Flight Management Inc. dba Contour Airlines. This incentive is being offered to Contour Airlines for creating a new service route between the Cyril E. King Airport (STT) and Princess Juliana International Airport (SXM) in Sint Maarten.

**Change Order No. 5 – Henry E. Rohlsen
Airport (STX) Apron Rehabilitation**

Authorized the Executive Director to issue Change Order No. 5 to the existing contract between VIPA and Virgin Islands Paving, Inc. (VI Paving) for the Henry E. Rohlsen Airport Apron Rehabilitation in the not-to-exceed amount of **\$621,573.62** for costs associated with unforeseen subgrade conditions.

Funding Source: VIPA Operating Revenue

**Change Order No. 6 - Henry E. Rohlsen
Airport (STX) Apron Rehabilitation**

Authorized the Executive Director to issue Change Order No. 5 to the existing contract between VIPA and Virgin Islands Paving, Inc. (VI Paving) for the Henry E. Rohlsen Airport Apron Rehabilitation in the not-to-exceed amount of **\$16,000.00** for costs associated with unforeseen subgrade conditions.

Funding Source: FAA Grant

**Task Order No. 24 Amend No. 2 –
Henry E. Rohlsen Airport (STX) Apron 6,7,2
Rehabilitation**

Authorize the Executive Director to issue Amendment No. 2 to American Infrastructure Development's (AID) Task Order #24, to provide professional services related to the Henry E. Rohlsen Airport Apron 6,7,2 project in the not-to-exceed amount of **\$138,879.00**.

Funding Source: VIPA Operating Revenue

**A/C System at HERA Air Traffic Control
Tower**

Awarded a contract to Professional Design Builders, Inc. dba Custom Builders to repair and/or replace the Heating, Ventilation, and Air Conditioning (HVAC) System at the Henry E. Rohlsen Airport (HERA) Air Traffic Control Tower in the amount of **\$276,612.00**. The contract term will be 120 days.

Funding Source: VIPA Aviation Budget

Landscaping Services at HERA

Awarded a contract to Nanton & Walter LLC to provide landscaping services at the Henry E. Rohlsen Airport on St. Croix for a period of one (1) year with the option to renew for one (1) additional year in the amount of **\$150,000.00** in fiscal year 2027 and fiscal year 2028.

Funding Source: VIPA Aviation Budget

**Landscaping and Roadside Cleaning
Services at CEKA and Surrounding Areas,
St. Thomas**

Awarded a contract to ORB Landscaping and Trucking, LLC to provide landscaping and roadside cleaning services at the Cyril E. King Airport and surrounding areas on St. Thomas for a period of two (2) years in the amount of **\$168,000.00** in fiscal year 2027 and fiscal year 2028.

Funding Source: VIPA Aviation Budget

PERSONNEL COMMITTEE

**FY 2027 Medical and Dental Insurance
Premium Increase**

Authorized the Executive Director to implement the new medical and dental insurance rates for VIPA's Cigna Healthcare plans **effective October 1, 2026**:

Medical Insurance rates will increase by 7%. This increase applies to both the employer and employees.

Dental Insurance cost-share remains unchanged at 50% for VIPA and 50% for employees. Dental rates will increase by 6% for both the employer and employees.

Medical Insurance Employee Portion:

- Single Coverage: from \$183.32 per month to **\$196.14** per month.
- Family Coverage: from \$320.52 per month to **\$342.98** per month.

Medical Insurance Employer Portion:

- Single Coverage: \$1,038.76 per employee/per month to **\$1,111.48** per employee/per month.
- Family Coverage: \$1,816.34 per employee/per month to **\$1,943.48** per employee/per month.

Dental Insurance Employee Portion:

- Single Coverage: from \$10.52 per month to **\$11.14** per month.
- Family Coverage: from \$26.82 per month to **\$28.44** per month.

Dental Insurance Employer Portion:

- Single Coverage: \$10.52 per employee/per month to **\$11.14** per employee/per month.
- Family Coverage: \$26.82 per employee/per month to **\$28.44** per employee/per month.

EXECUTIVE SESSION

No Executive Session Held.