



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

Revised
April 19, 2023

CHAIRMAN BY WILLARD S. JOHN, CHAIRMAN

VIPA Administrative Building Conference Room, St. Thomas 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**
4. Joseph Boschulte, Tourism Commissioner (absent)
5. Ariel Smith, Esq., Attorney General Nominee
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

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
5. Catherine Hendry, Esq. Legal Counsel
6. Preston Beyer, Director of Engineering
7. Diane Richardson, HR Director
8. Ava Penn, Director of Financial Affairs
9. Nicole Scatliffe, IT Director
10. Julice Holder, Chief of Staff
11. Vincent Frazer, Esq., Senior Staff Attorney
12. Deborah Washington, Property Manager
13. Jerome Sheridan, Territorial Airport Manager
14. Joseph Cranston Jr., Marine Manager STT/J
15. Kate Davis, Procurement and Contracts Manager
16. Dale Gregory, Assistant Director of Engineering
17. Mario Pinder, LAN Specialist
18. Tisha Lake, Controller
19. Tafari Nelson, Engineer STX
20. Mariath Hodge, Assistant to the Executive Director
21. Monifa Marrero-Brathwaite, Public Information Officer

PROPERTY COMMITTEE

Underhill Holdings, LLC dba Fly the Whale

Authorized the negotiation of a new lease for Underhill Holdings, LLC dba Fly the Whale for (1) ticket counter and office spaces each located at the Henry E. Rohlsen Airport Terminal, St. Croix, VI. and Cyril E. King Airport, St. Thomas, VI. The agreement is for a term of three years with no option period. A security deposit and insurance are required as per the staff summary. The space and rental rates are as follows:

- **HERA, STX (Total Space +/- 762 sq. ft.)**
Space 1: 225 sf – Ticket Counter Space
Space 2: 537 sf– Air-Conditioned Office Space
Rent at HERA, STX
Space 1: \$10,125.00 per annum
Space 2: \$16,110.00 per annum
- **CEKA, STT (Total Space +/- 493.48 sq. ft.)**
Space 1: 374 sq. ft.
Space 2: 16.88 sq. ft.
Space 3: 102.6 sq. ft.
Rent at CEKA, STT
Space 1: \$35,904.00 per annum
Space 2: \$1,620.48 per annum
Space 3: \$9,849.60 per annum

PROJECTS AND OPERATIONS COMMITTEE

Gordon A. Finch Molasses Pier Concrete Paving Change Order #1

Approved Change Order #1 from Consolidated Asphalt & Civil Works, LLC for the paving of an additional 550 sq yds (4,950 sq ft) of concrete to the secured side of the Gordon A. Finch Molasses Pier Cargo Building in the amount of \$227,855.

Funding source: Legislative Funding (Act 8649)

VIPA Airports P3 RFQ Evaluation Committee's Recommended Short-Listed Responders

Authorized the Executive Director to accept the Evaluation Committee's recommended short-list of Responders to the Request for Qualifications; and to authorize the commencement of the request for proposal phase of the VIPA Airport P3 Project.

The Board also authorized the Executive Director to issue an RFP for the project. Only the four firms short-listed during the Request for Qualification stage will be invited to participate in the Request for Proposal phase. The four chosen firms (listed in alphabetical order) are:

- daa International
- Vantage Airport Group Ltd.
- Vinci Airports
- VIPorts Partners (Aecon, Tikehau Star Infra and Avports)

EXECUTIVE SESSION

No actions taken.