



## VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

September 26, 2025

CHAired BY WILLARD JOHN, CHAIRMAN

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

### Board Members

1. Willard S. John, St. Croix – **CHAIRMAN**
2. Kevin Rodriguez, USVIEDA Chair - **VICE CHAIR** (absent)
3. Leona A. Smith, St. John – **SECRETARY**
4. Jennifer Matarangas-King,  
Tourism Commissioner Nominee (absent)
5. Derek A. Gabriel, Public Works Commissioner
6. Gordon Rhea, Esq, Attorney General
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. Carlton Dowe, Executive Director
2. Bill Rawlins, Assistant Executive Director
3. Anise Hodge, Deputy Executive Director
4. Anna M. Penn, Chief Financial Officer (absent)
5. Catherine Hendry, Legal Counsel
6. Diane Richardson, Human Resources Director
7. Julice Holder, Chief of Staff

### VIPA Staff

8. Ava Penn, Director of Financial Affairs/Acting Property Manager
9. Avia Elcock Theophane, Property Management Officer
10. Misha Marrero, Property Management Officer
11. Nia Gumbs, Financial Affairs Assistant
12. Nyesha Sebastian, Grants and Program Analyst
13. Khadila Joseph, Procurement and Contracts Manager
14. Jamen Descartes, Engineering Project Manager STT/J
15. Jerome Sheridan, Territorial Aviation Manager
16. Joseph Cranston, Marine Manager STT/J
17. Nicole Scatliffe, Director of IT
18. Rishaun Malone, Systems Administrator
19. Mario Pinder, LAN Specialist
20. Lilita Seaton, Senior Compliance Officer
21. Mariath Hodge, Executive Assistant
22. Monifa Brathwaite, Public Information Officer
23. Joycelyn Lambertis, Accountant
24. Khaliah Riera, Disaster Recovery Specialist

## POLL VOTE RATIFICATIONS

### FAA Grant Agreements (3)

Ratified the Poll Vote issued September 2, 2025, approving the Executive Director's Execution of three (3) FY 2025 Federal Aviation Administration Grant Agreements as follows:

- **FY2025 Infrastructure Investment and Jobs Act (IIJA) Airport Infrastructure Grant (AIG) Project No. 3-78-0001-058-2025** at the Cyril E. King Airport (CEKA), with execution no later than September 5, 2025. This grant is for the CEKA Runway 10/28 (7,000ft.) Rehabilitation Project Construction Final Phase.
- **FY2025 Airport Improvement Program (AIP) Project No. 3-78-0001-059-2025** at CEKA, with execution no later than September 5, 2025. This grant is also for the CEKA Runway 10/28 (7,000ft.) Rehabilitation Project Construction Final Phase.
- **FY2025 Infrastructure Investment and Jobs Act (IIJA) Airport Infrastructure Grant (AIG) Project No. 3-78-0001-064-2025** at CEKA, with execution no later than September 8, 2025. This grant is to fund Phase 2 of the VIPA Airport Master Plan update.

**FAA Improvement Program (AIP)  
Grant for the Henry E. Rohlsen Airport  
(HERA)**

Ratified the Poll Vote issued on September 15, 2025, to authorize the Executive Director to execute:

- **Federal Aviation Administration FY 2025 Airport Infrastructure Grant Agreement Grant Number 3-78-0002-049-2025** on behalf of VIPA for the HERA Update Airport Master Plan - Phase 2. The maximum obligation of the United States payable under this offer is \$1,656,462.

**Corporate Flight Management, Inc. dba  
Contour Airlines**

Ratified the Poll Vote issued on September 23, 2026, approving Corporate Flight Management Inc., doing business as Contour Airlines, to lease 374 square feet of space for a ticket counter in the CEKA Terminal. The airline will provide service between St. Thomas and Dominica. The rental cost will be \$96 per square foot, totaling \$35,904 per year. A three-month security deposit and mandatory insurance are also required.

**BOARD MEETING MINUTES**

**VIPA Board Meeting Minutes –  
August 20, 2025**

Approved the minutes of the VIPA Board Meeting held on August 20, 2025.

**FINANCE COMMITTEE**

**Proposed Adjustments to the Marine  
Tariff (Pilotage)**

Authorized the Executive Director to approve additional marine fee increases related to pilotage to the marine tariff fees authorized at its August 20, 2025, board meeting, and include the additional fee amendments in the public hearings scheduled for October 6-8, 2025. Fee adjustments will go into effect on January 1, 2026.

**Emergency Procurement: Crown Bay  
Center Building A - Air Conditioning  
Unit**

Approved the emergency purchase of an air conditioning system for the Crown Bay Center in St. Thomas and awarded the contract to Tempaire International, Inc. in an amount not to exceed \$80,000.

**Emergency Procurement – CEKA  
Terminal Air Conditioning Units**

Approved the emergency procurement of multiple units to provide additional cooling capacity to the Cyril E. King Airport Terminal. The Executive Director is authorized to award a contract to the lowest and most responsible bidder in an amount not to exceed \$200,000.

Funding Source: VIPA Operating Revenues

**Fiscal Year 2026 Operating and Capital Budget**

Approved the VIPA FY 2026 Budget Operating and Capital Budget totaling \$212.6 million.

**PROPERTY COMMITTEE**

**Southwest Airlines – Cyril E. King Airport**

Authorized the Executive Director to negotiate a lease agreement with Southwest Airlines for space at the CEKA Terminal to provide daily service between STT and Orlando International Airport (MCO), starting February 5, 2026, and weekend and peak weekday service between STT and Baltimore/Washington International Airport (BWI), beginning February 7, 2026.

The term of the agreement is for one year at an annual rent of \$109,056:

- **573 sq. ft.** (2 counters, queuing space, and check-in kiosk) \$96 per sq. ft. = \$55,008.00.
- **401 sq. ft.** (office space) \$96.00 per sq. ft = \$38,496.00.
- **162 sq. ft.** (baggage claim office) \$96 per sq. ft. = \$15,552
- **238 sq. ft.** of space for a pre-clearance kiosk in the common use area that is not included in the rent.

Mandatory security deposit and insurance are required. Southwest is also responsible for the buildout of its leased property by January 31, 2026.

**PROJECTS & OPERATIONS COMMITTEE**

**FAA Reimbursable Agreement – STT Runway**

Authorized the Executive Director to execute a reimbursable agreement with the FAA in an amount not to exceed \$759,306.84 for construction support services related to the CEKA (STT) Runway 10 Threshold Displacement project.

Funding Source: 90% FAA Grant Funds, 10% PFC Funds

**Crown Bay Cargo Terminal Improvements Projects**

Accepted the bid proposed by Island Roads Corporation for the Crown Bay Cargo Terminal Improvements project in the amount of \$22,640,195.38.

Funding Source: 80% MARAD Grant Funds, 20% Local Match Funds provided by private sector partners (Tropical Shipping & Crowley).

**Cyril E. King Airport Airfield Markings Basemap**

Authorized Task Order #21, to Stantec Consulting Services Inc., to provide design services related to the CEKA Airfield Markings Basemap – in an amount not to exceed \$313,000.

Funding Source: VIPA Operating Revenues

**Marine Strategic Plan Development**

Authorized Task Order #35 issued to Moffatt & Nichol for planning services in developing a Marine Strategic Plan for VIPA. The total amount for this task order will not exceed \$433,200. VIPA will involve the Department of Public Works and any other relevant stakeholders in the planning process.

Funding Source: VIPA Operating Revenues

**CEKA Runway 10-28 Pavement Rehabilitation – 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 STT Runway 10-28 Pavement Rehabilitation project in an amount not to exceed \$2,746,931.00.

Funding Source: 90% FAA Grant, 10% PFC Revenues

**Cyril E. King Airport (STT) Drainage Ghut and Improvements – Environmental Assessments**

Approved Amendment #1 to Stantec's Task Order #2, to provide professional services related to the environmental assessment for the CEKA Drainage Ghut Improvements project in an amount not to exceed \$75,884.08.

Funding Source: VIPA Operating Revenues

**Julien Welding Contract Amendment at Edward Wilmoth Blyden Marine Terminal**

Amended the agreement with Julien's Welding, established on May 27, 2025, to install a new perimeter fence at the E.W. Blyden Marine Terminal. This amendment increases the original contract value by \$56,499, bringing the total contract amount to \$170,499. The change is necessary due to the rising costs of fencing materials.

Funding Source: VIPA Operating Revenues

**Contract Award - Renovation of Ticket Counters at E.W. Blyden Marine Terminal**

Awarded a contract to Custom Builders LLC in an amount not to exceed \$99,800 to replace the traveler check-in counters at the E.W. Blyden Marine Terminal.

**PERSONNEL COMMITTEE**

No actions taken.

**EXECUTIVE SESSION**