



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

June 18, 2022

CHAired BY WILLARD JOHN, CHAIRMAN

HERA Conference Room, VIPA Admin Bldg. Conference Room and via Zoom

Board Members

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

Board Staff

1. Tonya Pickering, Internal Auditor - **absent**

VIPA Staff Present

1. Carlton Dowe, Executive Director
2. Bill Rawlins, Acting Asst. Exec. Director
3. Anise Hodge, Deputy Executive Director
4. Anna M. Penn, Chief Financial Officer
5. Ava Penn, Director of Financial Affairs
6. Diane Richardson, Director of Human Resources
7. Catherine Hendry, Legal Counsel
8. Vincent Frazer, Senior Staff Attorney
9. Preston Beyer, Director of Engineering
10. Dale A. Gregory, Assistant Director of Engineering
11. William Boehnke, Senior Engineer STX
12. Kai Smith, Senior Engineer STT/STJ
13. Earl Thomas, Engineer STT
14. Tafari Nelson, Engineer STX
15. Joseph Cranston Jr., Marine Manager STT/STJ
16. Mervyn Constantine, Marine Manager STX
17. Jerome Sheridan, Territorial Airport Manager

18. Kate Davis, Purchasing & Contracts Manager
19. Deborah Washington, Property Manager
20. Julice Holder, Chief of Staff
21. Monifa Brathwaite, Public Info. Officer
22. Mariath Hodge, Executive Assistant
23. Everton Rush, IT Manager
24. Mario Pinder, LAN Support Specialist

Staff Present via Zoom

25. Tisha Lake, Controller
26. Avia Elcock, Property Officer
27. Lilita Seaton, Sr. Compliance Officer

FINANCE COMMITTEE

Public Officials and Crime Insurance Policy Renewal

Removed from agenda and will be submitted for a poll vote.

PROPERTY COMMITTEE

Adcon Environmental LLC dba Virgin Vending

Approved lease agreement with Adcon Environmental LLC dba Virgin Vending to install four beverage and snacks vending machines at the Henry E. Rohlsen Airport Terminal and at the Gordon A. Finch Marine Cargo Facility, St. Croix. The agreement is for a term of two (2) years at a rental rate of \$300 per month for three of the locations in the HERA Terminal and \$500 per month for at the Molasses Pier, plus \$4,200 security deposit.

Oasis Jewelers LLC

Approved the renewal of this tenant's lease for space at Building G, Kiosk #6 Crown Bay Center at the Austin Monsanto Marine Terminal location. The tenant leases a 100 sq. ft. of space to operate a kiosk for the sale of jewelry, handbags, magnets, and other tourist-related items. The term of the agreement is for two years with a two-year option to renew at a rental rate of \$1,389.15 per month.

PROJECTS & OPERATIONS COMMITTEE

Emergency Debris Removal STT/STJ

Approved a contract with Continental Construction and Engineering for emergency debris removal and disposal services in the St. Thomas/St. John district. The contract term is one year with an option to renew for two additional one-year periods.

Emergency Debris Removal STX

Approved a contract with SF General Maintenance Services LLC for emergency debris removal and disposal services in the St. Croix district. The contract term is one year with an option to renew for two additional one-year periods.

Emergency Marine Salvage Services STT/STJ

Approved a contract with Above and Below Marine Services LLC for emergency marine salvage services in the St. Thomas/St. John district. The contract term is one year with an option to renew for two additional one-year periods.

Request to Amend Contract with Tech 1 Communications – Gordon A. Finch Molasses Pier

Approved the request to amend the contract between VIPA and Tech 1 Communications for the installation of security cameras at the Gordon A. Finch Molasses Pier. The amendment authorizes the installation of additional camera equipment at a cost of \$11,946 (total contract cost: \$102,162). The Board also approved the extension of the contract for 60 days from July 10, 2022, to September 8, 2022.

Funding Source: Marine Operations Budget

Request to Amend Contract with Tech 1 Communications – Wilfred "Bomba" Allick Port and Transshipment Center (Containerport)

Approved the request to amend the contract between VIPA and Tech 1 Communications for the installation of security cameras at the Containerport. The amendment authorizes the installation of additional camera equipment at a cost of \$33,800 (total contract cost: \$130,295).

Funding Source: Marine Operations Budget

HERA Circuit Breaker Replacement

Removed from the meeting's agenda.

HERA Baggage Handling Refurbishment

Approved the bid proposal from Marco St. Croix Inc. to provide procurement and installation services for the refurbishment of the ticket counters at the U.S. Customs and Border Protection (CBP) checkpoint section of the baggage handling area at the Henry E. Rohlsen Airport on St. Croix. The contract cost is \$227,066.91.

Funding Source: Passenger Facility Charges (PFCs)

Informational Items

- RFQ Release for Territory-wide Aviation Planning Services
- RFP Release for CEKA Taxiway A West Reconstruction Project
- RFP Release for HERA Taxiway A & B Rehabilitation Project
- RFP Release to Solicit for a Marine Consultant to Conduct a Triennial Review of the Marine System

PERSONNEL COMMITTEE

Engineering Project Manager

Approved the creation of the Engineering Project Manager position for the St. Thomas/St. John district and deleted the Civil Engineer III position in the St. Thomas/St. John district.

Funding Source: deletion of the Civil Engineer III STT/STJ position

EXECUTIVE SESSION

No executive session was held.