



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

September 22, 2021

CHAired BY Ms. LEONA E. SMITH, BOARD CHAIR

VIPA Administrative Building Conference Room STT & STX and Broadcast via Zoom

Board Members

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

Board Staff

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

VIPA Staff Present

1. Carlton Dowe, Executive Director
2. Bill Rawlins, Acting Asst. Executive Director
3. Anise Hodge, Deputy Executive Director
4. Anna M. Penn, Chief Financial Officer
5. Catherine Hendry, Legal Counsel
6. William Boehnke, Senior Engineer STX
7. Mervyn Constantine, Marine Manager STX
8. Kate Davis, Purchasing and Contracts Manager
9. Dale A. Gregory, Acting Director of Engineering
10. Mariath Hodge, Executive Assistant
11. Julice Holder, Chief of Staff
12. Vincent Frazer, Esq., Senior Staff Attorney
13. Monifa Marrero Brathwaite, Public Information Officer
14. Ava Penn, Director of Financial Affairs
15. Everton Rush, IT Manager
16. Diane Richardson, Human Resources Director
17. Jerome Sheridan, Territorial Airport Manager
18. Earl Thomas, Electronics Engineer

POLL VOTE RATIFICATION

Poll Vote Ratification

AIP Grant No. 3-78-0002-041-2021

Henry E. Rohlsen Airport, STX

Ratified the September 8, 2021 Poll Vote seeking authorization to allow the Executive Director to execute and accept Grant No. 3-78-0002-041-2021, Airport Improvement Program (AIP) Grant Offer for the Henry E. Rohlsen Airport in the amount of \$6,047,968. This AIP Grant is 100% funded with no match required from VIPA.

Resolution 005-2021

AIP Grant Offer No. 3-78-0001-046-2021

Cyril E. King Airport, STT

Approved Resolution 005-2021 which allows the Executive Director to execute and accept Airport Improvement Program (AIP) Grant Offer No. 3-78-0001-046-2021 for the Cyril E. King Airport in the amount of \$4,276,464. This AIP Grant is 100% funded with no match required from VIPA.

FINANCE COMMITTEE

FY 2022 Operating and Capital Budget

Approved the Authority's Fiscal Year 2022 Operating Budget, which includes a total outlay of \$201.7 million.

	Budget FY 2022
Operating Revenues	\$ 61,842
Anticipated Subsidy	12,000
Passenger Facility Charges	2,415
Car Rental Facility Charges	700
Capital Grants	100,976
Cash Reserves & Other	5,000
CARES Act	7,140
ARPA Act	4,163
Insurance Funds	-
VI Local Grants	4,150
Debt Funded Marine Projects	3,342
Total	\$ 201,728
Depreciation	\$16,577

BDO USA, LLP

Approved the extension of the contract between VIPA and BDO USA, LLP to perform professional audit services and conduct audits for the years 2021 through 2023 at a cost of \$250,000 each year (total \$750,000).

PROPERTY COMMITTEE

Wheels Up Charters, LLC dba Capitol Air (CEKA)

Approved rescinding the approval of a two-year lease agreement to Wheels Up Charters LLC dba Capitol Air (a charter airline) for counter space at the Cyril E. King Airport approved in May 2019. The agreement was revoked due to non-performance by the tenant.

Coastal Air Transport, Inc. (HERA)

Approved the change of the tenant's business name from Coastal Air Transport, Inc. to Coastal Air, LLC.

USVI Dept. of Property and Procurement on behalf of the USVI Internal Revenue Bureau Excise Tax (Crown Bay Sandfill)

Approved a new lease for two office spaces at #19 Crown Bay Sandfill to provide customer service-related activities relating to clearing of excise tax, clearing of shipments, and accepting checks and credit card payments for bonded transactions. The term of the agreement is for 10 years with a 10-year option to renew at a rental rate of \$500 per unit per month (\$12,000 per annum) with a CPI increase on the third year or 5%, whichever is greater. The tenant is responsible for its utilities.

PROJECTS & OPERATIONS

Janitorial Services for CEKA and HERA

Authorized the Executive Director to execute a contract for one year with an option to renew for two one-year periods with:

1. **Crystal Clear Cleaning Service** to provide janitorial services at the Cyril E. King Airport at a rate of \$15,000 per month with an additional fee of \$25,000 for buffing services.
2. **White Gloves Cleaning Services** to provide janitorial services at the Henry E. Rohlsen Airport in St. Croix at a rate of \$15,800 per month.

These contracts will be funded via the CARES Act Grant received by VIPA.

- Electrical Services – St. Thomas/St. John District** Authorized the Executive Director to execute a task order contract for three years with Charles Electrical Services to provide electrical services to the VIPA in the St. Thomas/St. John district. The cost for the services will be funded by the respective department(s) budget according to the price quote submitted.
- Plumbing Services – St. Croix District** Authorized the Executive Director to execute a task order contract for three years with Boyce Plumbing Contractors and O’Reilly Plumbing and Construction, Inc. to provide plumbing services for VIPA’s properties on St. Croix. The costs for the services will be funded by the respective department(s) budget according to the price quotes submitted by both vendors.
- VIPA Triennial Exercise Support – LIWI Group LLC** Authorized the Executive Director to obtain services for logistical and technical support from LIWI Group LLC for VIPA to successfully execute its mandatory 14 CFR Part 139 Full-Scale Airport Emergency Plan Exercise for both Cyril E. King (STT) and Henry E. Rohlsen (STX) Airports. These exercises are required to occur at least every 36 consecutive calendar months. The cost to complete this service is \$126,750 and will be reimbursed to VIPA via the Cares Act funding.
- Replacement of the CEKA Commuter Inter-Island Baggage Handling System - Construction Phase Services** Approved Task Order #33 to Kimley Horn & Associates, Inc. in the amount of \$150,000 to provide construction phase services relative to the replacement of the Cyril E. King Airport Terminal’s inter-island baggage handling system. The project is 90% funded via FAA Grant #47 and 10% via VIPA’s FY22 Budget.
- Replacement of Commuter Inter-Island Baggage Handling System - Construction** Awarded a \$1,577,531 contract to Professional Design/Builder’s Inc. dba Custom Builders to replace the Cyril E. King Airport Terminal’s commuter inter-island baggage handling system. The project is 90% funded via FAA Grant #47 and 10% via VIPA’s FY22 Budget.
- Demolition of Parcel No. 16 Crown Bay** Awarded a \$127,100 contract to Rodriguez & Garland, Inc. to demolish Parcel No. 16 Crown Bay, St. Thomas. This project will be funded via VIPA’s FY22 Budget.

PERSONNEL COMMITTEE

COVID-19 Travel Testing Policy for Out-of-Territory Travel

Authorized the Executive Director to implement a COVID-19 Travel Policy for the Authority regarding employees who have traveled outside the territory. Employees who have traveled outside of the territory, regardless of vaccination status, must present a negative PCR antigen test before returning to work. This test must be completed three to five days after returning to the U.S. Virgin Islands. The Board also authorized VIPA to pay for the cost of the test for all vaccinated employees.

EXECUTIVE SESSION

In executive session, the Board:

1. Acted on a matter concerning VIPA and Royal Caribbean Cruise Line.
2. Acted on a matter concerning VIPA and the West Indian Company Limited.
3. Acted on a personnel matter.