



## VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

**REVISED**

**November 20, 2024**

**CHAired BY WILLARD JOHN, CHAIR OF THE BOARD**  
VIPA Administrative Building, St. Thomas and via Zoom

### Board Members

1. Willard S. John, St. Croix – **CHAIRMAN**
2. Derek A. Gabriel, Commissioner of DPW – **VICE CHAIR** (absent)
3. Kevin Rodriguez, USVIEDA Chairman – **SECRETARY**
4. Joseph B. Boschulte, Commissioner of Tourism (absent)
5. Gordon Rhea, Esq., Attorney General
6. Leona A. Smith, St. John
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 Staff Present

1. Carlton Dowe, Executive Director
2. Bill Rawlins, Assistant Executive Director
3. Julice Holder, Chief of Staff
4. Catherine Hendry, Esq., Legal Counsel
5. Vincent Frazer, Esq., Senior Staff Attorney
6. Ava Penn, Director of Financial Affairs
7. Preston Beyer, Director of Engineering
8. Diane Richardson, HR Director
9. Kate Davis, Procurement & Contracting Mgr.
10. Deborah Washington, Property Manager
11. Jerome Sheridan, Territorial Airport Mgr.
12. Joseph Cranston Jr., Marine Manager STT/J
13. Mario Pinder, LAN Support Specialist
14. Nicole Scatliffe, IT Director

## MATTERS REQUIRING BOARD ACTION

### **Acceptance of Board Meeting Minutes – October 28, 2024**

Accepted the minutes for the regular VIPA Board Meeting held on October 28, 2024.

### **Poll Vote Ratification – UIW/SIU (Aviation) Wage Reopener**

Ratified the poll vote taken on October 29, 2024, to approve the proposed wage changes to the UIW/SIU Aviation Collective Bargaining Agreement (CBA) for Fiscal Years 2025 and 2026.

### **Poll Vote Ratification – Marine Liability Insurance Renewal**

Ratified the poll vote taken on October 31, 2024, to renew the coverage for the Virgin Islands Port Authority's (VIPA) Marine Liability Insurance and approve the payment of the policy for the period of November 1, 2024, to November 30, 2025, in quarterly installments beginning November 1, 2024, for said coverage. The total amount for renewal of the policy is \$273,740.

### **Poll Vote Ratification – Aviation Liability Insurance Renewal**

Ratified the poll vote taken on October 31, 2024, to renew the coverage for the Virgin Islands Port Authority's (VIPA) Aviation Liability Insurance and approve the payment of the policy for the period of November 1, 2024, to November 30, 2026, quarterly installments beginning November 1, 2024, for said coverage. This is a multi-year policy; the total amount for the two renewals is \$266,871 for year one and \$270,728 for year two.

## FINANCE COMMITTEE

**No action taken.**

## PROPERTY COMMITTEE

### **Crowley Caribbean Services, LLC**

Approved the renewal of the permit between VIPA and Crowley Caribbean Services LLC for staging of a trailer on 3,200 sq. ft. of land at the Wilfred “Bomba” Allick Port and Transshipment Center (Containerport) in St. Croix for an equipment control office. The agreement term is for one year at a rate of \$650 per month. A security deposit and insurance are required.

## PROJECTS & OPERATIONS COMMITTEE

### **CEKA Runway 10-28 Rehabilitation- Design Services**

Authorized the Executive Director to issue Amendment No. 2 to Kimley-Horn & Associates, Task Order No. 39 to provide design services related to the Runway 10-28 Rehabilitation project in the not-to-exceed amount of \$305,197.50.

### **CEKA Taxiway A West Reconstruction- Construction Phase Services**

Authorized the Executive Director to issue Amendment No. 1 to Kimley-Horn & Associates, Task Order No. 38 to provide construction phase services related to the Taxiway A West Reconstruction project in the not-to-exceed amount of \$770,094.00.

### **CEKA Parking & Transportation Center – Task Orders #11 and 13**

Authorized the Executive Director to issue Amendment No. 3 to Kimley-Horn & Associates, Task Order No. 11 to provide construction phase services related to the Dale A. Gregory Transportation Center (DAGTC) at Cyril E. King Airport (CEKA) in the not-to-exceed amount of \$575,000.00.

### **CEKA Parking & Transportation Center - Change Order No. 7**

Authorized the Executive Director to issue Change Order No. 7 to the existing contract between VIPA and AT Construction Solutions for the Dale A. Gregory Transportation Center at CEKA in the not-to-exceed amount of \$1,243,536.43 for numerous additional scope items.

### **CEKA Parking & Transportation Center – Change Order No. 6**

Change Order No. 6 to the existing contract between VIPA and AT Construction Solutions (ATCS) for the Dale A. Gregory Transportation Center at CEKA in the not-to-exceed amount of \$10,325.69 for the replacement of damaged elevator sensors.

## EXECUTIVE SESSION

1. Personnel Matter – Moved to the Personnel Committee.
2. Status update on CTI/Royal Caribbean Crown Bay District Development.