



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

Thursday, January 23, 2025

CHAIRD 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. Kevin Rodriguez, USVIEDA Chairman – **VICE CHAIR**
3. Leona Smith, St. John – **SECRETARY**
4. Joseph B. Boschulte, Commissioner of Tourism
5. Derek A. Gabriel, Commissioner of DPW
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*

VIPA Staff Present

1. Carlton Dowe, Executive Director
2. Bill Rawlins, Assistant Executive Director
3. Anise Hodge, Deputy Executive Director
4. Anna M. Penn, CFO
5. Diane Richardson, Human Resources Director
6. Catherine Hendry, Esq., Legal Counsel
7. Julice Holder, Chief of Staff
8. Ava Penn, Director of Financial Affairs
9. Vincent Frazer, Esq., Senior Staff Attorney

Board Staff

1. Tonya Pickering, Internal Auditor

BOARD OFFICER ELECTIONS

Election of Board Officers

The Board elected the following members as its officers:

- Willard John – Chairman
- Kevin Rodriguez – Vice Chairman
- Leona Smith – Secretary

BOARD MEETING MINUTES

Board Meeting Minutes – December 18, 2024 Board Meeting

The minutes of the December 18, 2024 Board meeting were not accepted, pending review by the Board's members.

POLL VOTE RATIFICATION

Ratification of December 30, 2024 Poll Vote

Ratified the December 30, 2024 Poll Vote authorizing the Executive Director to execute Amendment No. 3 of the Pier Usage Agreement with Royal Caribbean Cruise Lines to increase the CCRC rates that are charged to Royal Caribbean Passengers and set sunset dates for the collection of the CCRC fees.

FINANCE COMMITTEE

No actions were taken.

PROPERTY COMMITTEE

No actions were taken.

PROJECTS AND OPERATIONS

Moffatt & Nichol Task Order No. 28 – Red Hook Customs Building Design Update

Approved Task Order No. 28 to Moffatt & Nichol in the not-to-exceed amount of \$131,350 for program identification, design, and bid document preparation services related to the Red Hook Customs Building design update project.

Funding Source:

VIPA Operating Revenues

Stantec Task Order No. 13 – CEKA (STT) Airfield Geotechnical Investigations

Approved Task Order No. 13 to Stantec in the not-to-exceed amount of \$719,900 for a geotechnical investigation related to projects at Cyril E. King Airport (STT).

Funding Source:

VIPA Operating Revenues

Stantec Task Order No. 14 – CEKA (STT) Airfield Drainage Conveyance Upgrades Environmental Mitigation Design & Permitting

Approved Task Order No. 14 to Stantec in the not-to-exceed amount of \$609,850 for design and permitting services related to the required Environmental Mitigation for the proposed STT Airfield Drainage Conveyance Upgrades.

Funding Source:

VIPA Operating Revenues and FAA Airport Improvement Program funds (90% Federal, 10% Local)

Stantec Task Order No. 15 – CEKA (STT) New ARFF Station Final Design & Permitting

Approved Task Order No. 15 to Stantec in the not-to-exceed amount of \$893,100 for design and permitting services related to the New ARFF Station Final Design at STT.

Funding Source:

VIPA Operating Revenues

Ricondo Task Order No. 7 – Aviation System Master Plan Phase 2

Approved Task Order No. 7 to Ricondo in the not-to-exceed amount of \$3,629,001 for planning services related to the Aviation System Master Plan – Phase 2.

Funding Source:

90% FAA Grant, VIPA Operating Revenues

**Selective Slab Replacement at CEKA
(STT) – Bid Award**

Accepted the bid proposed from Island Roads Corporation for the Selective Slab Replacement of the Commercial Apron at CEKA (STT) in the amount of \$4,360,930.

Funding Source:

FY24 – 90% FAA Grant, 10% Local Match

**Moffatt and Nichol Task Order No. 27 –
Red Cross Building Warehouse
Renovation Design**

Approved Task Order to Moffatt and Nichol in the not-to-exceed amount of \$441,550 for identification, design, and permitting services related to Red Cross Building Warehouse Renovation.

Funding Source:

VIPA Operating Revenues

PERSONNEL COMMITTEE

No actions were taken.

EXECUTIVE SESSION

1. Discussion of the Poll Vote for Amendment No. 3 of VIPA and Royal Caribbean Group Pier Usage Agreement.