



# VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

**REVISED**

**December 18, 2024**

**CHAired BY WILLARD JOHN, CHAIR OF THE BOARD**

Henry E. Rohlsen Airport Terminal Conference Room, St. Croix and via Zoom

## Board Members

1. Willard S. John, St. Croix – **CHAIRMAN**
2. Derek A. Gabriel, Commissioner of DPW – **VICE CHAIR**
3. Kevin Rodriguez, USVIEDA Chairman – **SECRETARY**
4. Joseph B. Boschulte, Commissioner of Tourism
5. Gordon Rhea, Esq., Attorney General
6. Leona A. Smith, St. John
7. Celestino A. White Sr., St. Thomas (absent)
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. Anna M. Penn, CFO
4. Julice Holder, Chief of Staff
5. Catherine Hendry, Esq., Legal Counsel
6. Ava Penn, Director of Financial Affairs
7. Mojania Dennis, Engineer STX
8. Diane Richardson, HR Director
9. Nicole Scatliffe, IT Director
10. Joseph Cranston Jr., Marine Manager STT/J
11. Jerome Sheridan, Territorial Airport Mgr.
12. Deborah Washington, Property Manager
13. Monifa Brathwaite, Public Information Officer

## **MATTERS REQUIRING BOARD ACTION**

### **Acceptance of Board Meeting Minutes – November 20, 2024**

Accepted the minutes for the regular VIPA Board Meeting held on November 20, 2024.

## **FINANCE COMMITTEE**

### **Alpha Risk Management Consulting Services Contract Renewal**

Authorized the approval of a Master Service Agreement between VIPA and Alpha Risk Management, Inc. effective January 1, 2025, and through December 31, 2027, to provide insurance underwriting negotiations, claim substantiation, and adjusting services.

- The annual fee from January 1, 2025, to December 31, 2025, shall be \$83,400 paid in monthly installments of \$6,950.
- The annual fee from January 1, 2026, to December 31, 2026, shall be \$86,400 paid in monthly installments of \$7,200.
- The annual fee from January 1, 2027, to December 31, 2027, shall be \$88,400 paid in monthly installments of \$7,400.

### **AON Risk Services Contract Renewal**

Authorized the renewal of VIPA's contract with AON Risk Services for three years. The agreement will expire on June 30, 2027. The fee of \$239,223 will be billed in quarterly installments for the period commencing June 30, 2024, and ending June 30, 2025. The parties agree that compensation will be negotiated and mutually agreed upon for the periods ending June 30, 2026, and ending June 30, 2027.

|                                         |                                                                                                                                                              |
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| <b>VIPA Bonding Limitation Increase</b> | Authorized the Executive Director to request an amendment to existing legislation to increase VIPA's bonding limitation from \$100 million to \$500 million. |
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**PROPERTY COMMITTEE**

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| <b>JetBlue Airways Corporation – New HERA Terminal Lease Agreement</b> | Authorized the Executive Director to negotiate a lease with JetBlue for two ticket counter spaces and office space at the Henry E. Rohlsen Airport Terminal. The term is for two years with no option to renew. The rental rate for 399 sq. ft. of counter space is \$1,496.25, and \$513.58 for 205.43 sq. ft. of office space per VIPA's aviation tariff. Security deposit and necessary insurance are required. |
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| <b>Priority Ro-Ro Services, Inc. – Crown Bay Sandfill Lease Agreement Revision</b> | Authorized the Executive Director to negotiate a revised lease agreement between VIPA and Priority Ro-Ro for the following space at the Crown Bay Sandfill (former Cancryn property field) to be used for maritime cargo operations and related activities for a term of three years with a two-year option to renew (at the discretion of VIPA): |
|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- **Parcel 1-3:** 105,651.26 sq. ft. of unimproved land at a monthly rental rate of \$16,941.88.
- **Parcel 1-4:** 17,004.37 sq. ft. of unimproved land at a monthly rental rate of \$2,834.06.
- **Parcel 1-5:** 9,752.41 sq. ft. of unimproved land at a monthly rental rate of \$1,625.40.
- **Remove Parcel 15** from the lease agreement (approximately 9,502.9 sq. ft. of space).

Rent will increase on the second anniversary of the lease by 5% or per CPI, whichever is greater. A security deposit and necessary insurance are required.

**PROJECTS AND OPERATIONS COMMITTEE**

No action taken.

**PERSONNEL COMMITTEE**

Matters addressed in executive session.

## EXECUTIVE SESSION

1. Authorized the Executive Director to approve negotiated changes to the Law Enforcement Officers (LEO) UIW SIU Collective Bargaining Agreement.
2. Authorized the Executive Director to approve negotiated changes to the Airport Rescue Firefighters (ARFF) UIW SIU Collective Bargaining Agreement.
3. Action taken regarding an employee's appeal to VIPA's Board.