



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

October 28, 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**
3. Kevin Rodriguez, USVIEDA Chairman – **SECRETARY**
4. Joseph B. Boschulte, Commissioner of Tourism - **teleconference**
5. Gordon Rhea, Esq., Attorney General - **absent**
6. Leona A. Smith, St. John - **teleconference**
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. Anise Hodge, Deputy Executive Director
4. Julice Holder, Chief of Staff
5. Catherine Hendry, Esq., Legal Counsel
6. Vincent Frazer, Esq., Senior Staff Attorney
7. Ava Penn, Director of Financial Affairs
8. Preston Beyer, Director of Engineering
9. Diane Richardson, HR Director
10. Kate Davis, Procurement & Contracting Mgr.
11. Deborah Washington, Property Manager
12. Jerome Sheridan, Territorial Airport Mgr.
13. Joseph Cranston Jr., Marine Manager STT/J
14. Mario Pinder, LAN Support Specialist
15. Monifa Brathwaite, Public Info. Officer

Via Zoom

16. Nicole Scatliffe, IT Director

MATTERS REQUIRING BOARD ACTION

Acceptance of Board Meeting Minutes:

- September 18, 2024
- September 24, 2024

Accepted the minutes for the:

- Regular VIPA Board Meeting held 18 Sep 2024
- Special VIPA Board Meeting held 24 Sep 2024

Poll Vote Ratification – FAA Settlement Agreement

Ratified the Poll Vote issued on 18 Sep 2024 regarding a Settlement Agreement between the Federal Aviation Administration (FAA) and VIPA for the FAA Case number 2022SO800127.

Poll Vote Ratification – Medical Insurance Rate Increase

Approved the changes to the VIPA CIGNA Medical Insurance Rate Plan, effective 01 Oct 2024. Medical insurance rates increased by 8%. Dental rates increased by 2.97 % for family coverage and 2.93% for single coverage. These amounts represent the 85/15 split for medical and 50/50 split for dental.

MEDICAL MONTHLY PREMIUMS

Employee Portion:

Single Coverage: from \$144.44 to \$156.00

Family Coverage: from \$252.58 to \$272.78

Employer Portion:

Single Coverage: \$818.54 to \$884.02 per employee

Family Coverage: \$1,431.26 to \$1,545.76

DENTAL PREMIUMS

Single Coverage: from \$19.82 to \$20.04 monthly

Family Coverage: from \$50.56 to \$52.06 bi-monthly

FINANCE COMMITTEE

No action was taken.

PROPERTY COMMITTEE

**Jaqueline J. Warner dba Island
Ambrosia – Crown Bay Center**

Approved the renewal of a lease agreement between VIPA and Jaqueline J. Warner dba Island Ambrosia for 100 sq/ft of space at Kiosk #2 in Crown Bay Center. The agreement is for a one-year term with a one-year option to renew at a rental rate of \$1,389.15 per month with an increase during the option period in the amount of 5% or per the CPI – whichever is greater. Security deposit and insurance required.

PROJECTS & OPERATIONS COMMITTEE

No action was taken.

PERSONNEL COMMITTEE

**Update to Personnel Rules and
Regulations – Retirement and Disability
Benefits**

Updated VIPA's Personnel Rules and Regulations as follows:

Update to Section 2.20

Current and accurate records are necessary for determining census information for employees before submission for future valuations, calculations, or analysis to GERS. The Port Authority will request an annual census report from GERS to reconcile employees' data. Additionally, the VIPA HR department will encourage employees to review personnel data to ensure accuracy.

EXECUTIVE SESSION

No executive session was held.