



VIRGIN ISLANDS PORT AUTHORITY

BOARD ACTIONS LIST

Meeting Date: Thursday, June 26, 2025

Location: VIPA Conference Room, HERA Terminal
St. Croix, USVI & 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 **via Zoom**
6. Gordon Rhea, Esq., Attorney General (**absent**)
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 (**absent**)

VIPA Officers

1. Carlton Dowe, Executive Director
2. Bill Rawlins, Assistant Executive Director
3. Anise Hodge, Deputy Exec. Director
4. Anna M. Penn, CFO
5. Catherine Hendry, Esq., Legal Counsel (**absent**)
6. Diane Richardson, HR Director

VIPA Staff

1. Ava Penn, Director of Financial Affairs
2. Nicole Scatliffe, Director of IT
3. Preston Beyer, Director of Engineering
4. Tafari Nelson, Project Manager STX
5. Jamen Descartes, Project Manager STT/J
6. Vincent Frazer, Senior Staff Attorney
7. Deborah Washington, Property Manager
8. Jerome Sheridan, Territorial Airport Manager
9. Joseph Cranston Jr., Marine Manager STT/J
10. Marvyn Constatine, Marine Manager STX
11. Jeffrey Saldana, Chief Wharfinger Marine STX
12. Mariath Hodge, Special Asst. to the Exec. Dir.
13. Monifa Brathwaite, Public Information Officer

FINANCE COMMITTEE

Frasca & Associates LLC Contract Amendment – P3 Airport Project

Approved Amendment No. 3 to the contract between VIPA and Frasca & Associates LLC dated December 27, 2022 to provide additional services and compensation for the P3 transition period of the airport P3 procurement project. The period of this amendment is from April 2025 through December 2025. This amendment incorporates Task Order No. 3, which includes the services required during the transition period to the Financial Close and the compensation to be paid to FRASCA and its subcontractors for technical, communications, and legal services.

Funding Source: Reimbursed by Airport Funds

PROPERTY COMMITTEE

No actions were taken.

PROJECTS & OPERATIONS COMMITTEE

Cooperative Service/Secondment Quality Control Agreement – Michael Baker International

Authorized the Executive Director to execute a six-month Cooperative Service/Secondment Agreement (CSA) between VIPA and Michael Baker International to support in the monitoring of the Part 139 Certification program and provide quality control assistance to VIPA at the Cyril E. King (STT). The cost of the contract is \$163,751.74.

Funding Source: VIPA Operating Revenues

**Moffatt & Nichol Task Order #30 -
STT/STJ Waterfront Infrastructure
Structural Repairs**

Approved Task Order #30 to Moffatt & Nichol in the not-to-exceed amount of \$410,255 for design and permitting services related to structural repairs for waterfront infrastructure in St. Thomas and St. John.

Funding Source: VIPA Operating Revenues

**Moffatt & Nichol Task Order #31 -
Frederiksted Waterfront Master Plan**

A request to approve Task Order #31 to Moffatt & Nichol to provide master planning services for the Frederiksted Waterfront Planning project was **tabled and returned to the Projects & Operations Committee for further discussion.**

**Eleven Construction Change Order #1 -
Ann E. Abramson Marine Facility
Repairs to the Tender Pier Landing**

Approved Change Order #1 to the existing contract between VIPA and Eleven Construction LLC for the repairs to the Tender Landing Pier at the Ann E. Abramson Marine Facility in the not-to-exceed amount of \$95,690 for costs associated with unforeseen subgrade conditions and port usage delays, and removal of one excess pile.

Funding Source: Legislative Appropriation

**Eleven Construction Change Order #2 -
Ann E. Abramson Marine Facility
Repairs to the Tender Pier Landing**

Approved Change Order #2 for an extension to the performance period of the existing contract between VIPA and Eleven Construction LLC (Eleven) for repairs to the tender pier landing at the Ann E. Abramson Marine Facility. The proposed extension accounts for 508 days and would extend the performance period to end on October 21, 2024. This extension is solely time-related and does not include any monetary compensation.

**Purchase of Pilot Boats for VIPA Marine
STT/J and VIPA Marine STX**

Authorized a contract between VIPA and NW Bend Boats, LLC dba North River Boats (North River Boats) to begin construction of two new 40-foot pilot boats in a sum not to exceed \$1,700,000 for the Marine Division in both the St. Thomas/St. John and the St. Croix District.

Funding Source: VIPA Marine Division (STT & STX)

VIPA's Travel Policy Amendments

A request to amend the VIPA travel policy was **tabled and returned to the Projects & Operations Committee for further discussion.**

e-Collect Application and Device Upgrade

Informational Project Update: IT Director Scatliffe provided the Board with an update on the project to upgrade VIPA's eCollect Marine Revenue Collection System, which has been used for over 19 years. VIPA will replace outdated handheld devices used by Marine Operations personnel in the field and develop a new, more efficient application that addresses several persistent operational challenges.

Funding Source: VIPA Marine Division (STT & STX)

PERSONNEL COMMITTEE

Creation of Legal and Programs Management Officer Position

Authorized the creation of the Legal and Programs Management Officer. This new role is designed to provide high-quality, timely support to VIPA attorneys across all phases of litigation and legal matters involving VIPA's operations, properties, and related projects. Also, it will assist in the oversight and implementation of civil rights and related programs administered by VIPA.

EXECUTIVE SESSION

There was no executive session conducted.