



VIRGIN ISLANDS PORT AUTHORITY BOARD MEETING ACTIONS LIST

December 15, 2025

CHAIRMAN BY WILLARD JOHN, CHAIRMAN

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

Board Members

1. Willard S. John, St. Croix – **CHAIRMAN**
2. Kevin Rodriguez, USVIEDA Chair - **VICE CHAIR**
3. Leona A. Smith, St. John – **SECRETARY**
4. Jennifer Matarangas-King, Tourism Commissioner Nominee
5. Derek A. Gabriel, Public Works Commissioner
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

Board Staff

1. Tonya Pickering, Internal Auditor

VIPA Officers

1. Carlton Dowe, Executive Director
2. Bill Rawlins, Asst Executive Director
3. Anise Hodge, Deputy Executive Director
4. Anna M. Penn, Chief Financial Officer
5. Catherine Hendry, Legal Counsel
6. Diane Richardson, HR Director
7. Julice Holder, Chief of Staff

VIPA Staff

8. Preston Beyer, Engineering Director
9. Tafari Nelson, Engineering Project Manager, STX
10. Ava Penn, Director of Financial Affairs/Acting Property Manager
11. Nia Gumbs, Financial Affairs Assistant
12. Nyesha Sebastian, Grants and Program Analyst
13. Lilita Seaton, Senior Compliance Officer

14. Avia Elcock Theophane, Property Mgmt. Officer
15. Misha Marrero, Property Mgmt. Officer
16. Colette Weeks, Property Mgmt. Admin. Officer
17. Khadila Joseph, Procurement and Contracts Manager
18. Jerome Sheridan, Territorial Aviation Manager
19. Kevin Carlilse, Aviation STT
20. Joseph Cranston Jr., Marine Manager STT/J
21. Jeffrey Saldana, Chief Wharfinger, Marine STX
22. Nicole Scatliffe, Director of IT
23. Everton Rush, IT Manager
24. Mariath Hodge, Executive Assistant
25. Monifa Brathwaite, PIO

REPORTS

Acceptance of Board Meeting Minutes - November 19, 2025

Accepted the minutes of the Board Meeting held on November 19, 2025.

Poll Vote Ratification: Extension of Cooperative Service/Secondment Quality Control Agreement between the Virgin Islands Port Authority and Michael Baker International

Ratified a November 26, 2025 Poll Vote that authorizes the Executive Director to extend a Cooperative Service Agreement (CSA), under secondment, between VIPA and Michael Baker International to retain the Aviation Division's Aviation Compliance Manager at a cost of \$143,191.98. The agreement is extended from January 1, 2026, to June 30, 2026, to augment and support monitoring of the Part 139 Certification program and to provide quality control assistance to VIPA at Cyril E. King (STT).

Funding Source: VIPA Operating Revenues – Aviation Division

Poll Vote Ratification: HERA Emergency Apron Asphalt Repair

Ratified a December 3, 2025 Poll Vote that authorizes the Executive Director to accept the proposal from Virgin Islands Paving, Inc. (VI Paving) for emergency asphalt repair at the Henry E. Rohlsen Airport (HERA) in the not-to-exceed amount of \$2,102,030.15. These costs are associated with the airfield asphalt apron rutting observed by the United States Air Force (USAF).

Funding Source: U.S. Air Force

FINANCE COMMITTEE

Application for Contour Airlines to Participate in VIPA's Airline Incentive Program

Approved Contour Airlines' application to participate in VIPA's Airline Incentive Program as the airline has started a new route connecting St. Thomas (STT) and the Douglas-Charles Airport in Dominica (DOM).

VIPA Cyber Insurance Renewal

Authorized the Executive Director to renew the cyber insurance liability coverage for the Virgin Islands Port Authority (VIPA) and to approve the payment of the policy premium covering the period from December 10, 2025, to December 10, 2026. Payments will be made in quarterly installments, starting on February 1, 2026, totaling \$45,410.

Funding Source: VIPA Operating Revenues

PROPERTY COMMITTEE

No action items

PROJECTS & OPERATIONS COMMITTEE

On Call Topographic, Property, Metes and Bounds Surveying - STT/J District

Authorized the Executive Director to enter into contract negotiations with NV5, Inc. to provide on-call topographic, Property, and Metes and Bounds Surveying in the St. Thomas/St. John District.

Funding Source: VIPA Operating Revenues

On Call Topographic, Property, Metes and Bounds Surveying - STX District

Authorized the Executive Director to enter into contract negotiations with NV5, Inc. to provide on-call topographic, Property, and Metes and Bounds Surveying in the St. Croix District.

Funding Source: VIPA Operating Revenues

On Call Electrician Services - STT/J District

Authorized the Executive Director to award a contract to Charles Electrical Services, LLC to provide on-call electrician services to VIPA's administrative buildings, properties, and aviation and marine facilities located throughout the St. Thomas/St. John District for a period of three (3) years with an anticipated commencement date of January 1, 2026.

Funding Source: VIPA Operating Revenues

**On Call Electrician Services
- STX District**

Authorized the Executive Director to award a contract to Continental Construction and Engineering LLC to provide on-call electrician services to VIPA's administrative buildings, properties, and aviation and marine facilities located throughout the St. Croix District for a period of three (3) years with an anticipated commencement date of January 1, 2026.

Funding Source: VIPA Operating Revenues

**Wilfred "Bomba" Allick Port &
Transshipment Center Perimeter
Fence Removal and Replacement**

Authorized the Executive Director to award a contract to Tropical Fencing LLC, in the amount of \$206,357, to remove old, damaged fencing and install new perimeter fencing at the Wilfred "Bomba" Allick Port and Transshipment Center (the Containerport) in St. Croix.

Funding Source: VIPA Operating Revenues – Marine Division

PERSONNEL COMMITTEE

No action items.

EXECUTIVE SESSION

In executive session, the Board:

1. Approved the ground lease between VIPA and Crown Bay Destination LP, a subsidiary of Cruise Terminals International (CTI). This agreement has been negotiated with CTI and Royal Caribbean Group for the Crown Bay District redevelopment project.
2. Granted permission to the Executive Director to execute, on behalf of VIPA, Addendum No. 4 to the amended and restated pier usage agreement.