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PORT AUTHORITY

Minutes of the 348th Meeting of the Board of Directors of the Port Authority held at Port Authority 45 Harbour Drive at 0930 hours on Thursday, 5 September 2013.

Present:

- Mr. Errol L. Bush, MBE (Chairman)
- Mr. Gerry Kirkconnell (Deputy Chairman)
- Mr. Paul W. Hurlston (Secretary)
- Mr. Ashton Bodden JP
- Mr. Stran Bodden – Ministry of Tourism
- Mr. Robert Foster
- Mr. Woody DaCosta
- Mr. Michael Nixon – Ministry Finance
- Mr. Arek Joseph, OBE

- Attendees:** Hon. Moses Kirkconnell – Minister of District Administration, Tourism and Transport
- Mr. Joey Hew – Councillor
 - Mr. Clement Reid – Deputy Port Director – Operations
 - Mr. James Parsons – Deputy Port Director – Finance
 - Mr. Joseph Woods – Manager Security & Cruise

Apologies:

		NOTICE AND QUORUM	
		The Chairman noted that due notice of the Meeting had been given to all Members and that a quorum existed. Accordingly, the Meeting could proceed.	



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1		Welcome and Call to Order	
		Chairman welcomed to the meeting the Hon. Moses Kirkconnell, Mr. Joey Hew and Mr. Arek Joseph.	
2		Apologies and Absences	
		<ul style="list-style-type: none"> • None 	
3		Hon. Moses Kirkconnell	
		<ul style="list-style-type: none"> • The Minister thanked Members for agreeing to serve on this Board of Directors. • He noted this Port is doing decent especially when compared with other regional ports. • The security and other regulatory aspect of the Port falls under the Governor, he said. • The Government fully supports the Board and it will be allowed to operate on its own within the overall government policy guidelines he said. • On the matter of cruise, he was encouraged by the steps the Port has recently taken to enhance the cruise product and in particular the RWCT with shading, benches and improving the passengers overall experience. In a recent meeting with cruise lines representatives they applauded these actions and will expect these and other enhancements to be continued, he 	

		<p>said.</p> <ul style="list-style-type: none"> • He also noted the need for the opportunity for local businesses to participate in the cruise market and his government is looking of ways to support this. • The work of the Steering Group on the cruise berthing project was mentioned and that there will be no commercial upland development as a part of this project. • He supports the concept of revitalization of George Town. • Members enquired if the possibility exists that the “Tower Building” site could be used as a part of the cruise project and in conjunction with the George Town revitalization. This will be considered, he said. 	
4		Confirmation of Previous Minutes	
		<ul style="list-style-type: none"> • The Minutes of the 347 meeting were approved on a motion moved by Mr. Gerry Kirkconnell and seconded by Mr. Ashton Bodden. 	
5.		Matter Arising From Previous Minutes	
		<ul style="list-style-type: none"> • None. 	
6.		<p>Royal Walter Cruise Terminal – FCCA concerns- Mr. Joey Woods.</p> <ul style="list-style-type: none"> ○ Policies on Vending and for other users of the port facilities 	
		<ul style="list-style-type: none"> • Mr. Woods’s presentation forms a part of these minutes. • This presentation will be sent to the Ministry after the Board considers it further. 	

		<ul style="list-style-type: none"> • It was agreed that Mr. Arek Joseph would assist the port in looking at ramps for the North Terminal to enable the top loading of cruise tenders. • Also, mentioned was the possibility of using PWD staff to assist with architectural drawings etc.. • The matter of setting policies for vending and for other users of the port facilities was deferred. 	
7.		<p>Spotts landing – issues and possible upgrades – Mr . Clement Reid</p>	
		<ul style="list-style-type: none"> • Mr. Reid’s presentation forms a part of these minutes. • It was agreed that for the time being mobile washrooms on ship days will be used to supplement the current facilities Tents will also be erected as required. • Mr. Joesph agreed to assist management with examining at the possibly of implementing some of the presentation recommendations bearing in mind that funds to do so are currently limited. 	
8.		<p>Safehaven marina Project – Update – Mr. Clement Reid</p>	
		<ul style="list-style-type: none"> • Mr Reid’s presentation forms apart of these minutes. • The question of the suitability of the facilities was raised and in particular the pre-fabricated docks and the strength of the revetment walls • Maples are currently examining the Port Authority’s next steps because the current boat operators at Safehaven have continued their legal action and claims against the Port Authority. • It was Agreed that a site inspection by the Board would take place on Friday 6, September 2013. 	



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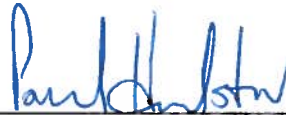
		at 1500 hours.	
9.		Ritch & Conolly – As Port Authority lead legal advisors	
		<ul style="list-style-type: none"> • It was agreed to use Ritch & Conolly as we done in the past and on as needed time basis. • There is no formal contractual agreement. 	
10.		<p>Other Business</p> <ul style="list-style-type: none"> ○ Proposed date to meet with RWCT Tenants Association ○ 2014 Budget 	
		<ul style="list-style-type: none"> • Agreed to meet with representatives of RWCT Tenants Association on Wednesday, 11 September 2013 at 1430 hours • The 2014 Budget forms a part of these minutes • Mr. Parsons explained the current budget process and noted that the port's budget forms a part of the overall government's budget. • The Port Authority will continue to look to cut expenditures but there is a lower limited to this. He suggested that while we can keep some expenditure down, other expenditures we have no control over. Therefore if may be timely to look at revenue fees as these have been adjust once in 10 years and it is difficult for an organization to remain profitable when only addressing expenditures side of the Income Statement, he said. • The FIO Commissioner office is willing to brief the Board on FOI procedures. • Members were asked to complete their Register of Interest and return to him as soon as possible. • The Deputy Chairman spoke on his recent visit to the port in the Brac and said that repairs are needed to the warehouse. This is something that had been identified in the past but funds are not available to do so at this time. 	<p>MAY</p> 




		<ul style="list-style-type: none"> • The Chairman suggested that a future board meeting be held in the Brac. • The Chairman is working with others heads of Statutory Authorities and one of their plans is to have the Auditor General address these Boards to familiarized and inform members their responsibilities and role under the law. • 	
6.		Adjournment	
		<ul style="list-style-type: none"> • There being no further business the meeting was adjourned at 1320 hours. 	



Errol L. Bush - Chairman



Paul W. Hurlston -Secretary