

PORT AUTHORITY

Minutes of the 351st Meeting of the Board of Directors of the Port Authority held at Port Authority 45 Harbour Drive at 1430 hours on Wednesday, 9th October 2013.

Present:

Mr. Errol L. Bush MBE, (Chairman)
Mr. Gerry Kirkconnell (Deputy Chairman)
Mr. James C. Parsons, Jr. (Acting Secretary)
Mr. Stran Bodden – Ministry of Tourism
Mr. Michael Nixon – Ministry of Finance
Mr. Ashton Bodden JP
Mr. Robert Foster
Mr. Arek Joseph
Ms. Jacqueline Scott
Mr. Woodward DaCosta

Attendees: Mr. Neil da Vere - KTone
Mr. Michael Wheaton

Apologies: Mr. Collie Powery - Customs


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.	

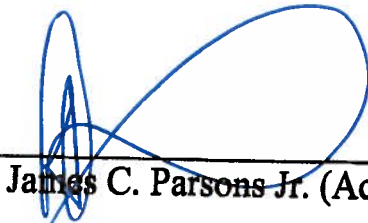
1		Welcome and Call to Order	
		The Chairman welcomed members	
2		Apologies and absences	
		Apologies were received from Mr. Collie Powery.	
3		Confirmation of Previous Minutes	
		<ul style="list-style-type: none"> • Confirmation of the Minutes for the 348 through 350 meetings. • The Minutes of the 348 through 350 meetings were approved. 	
4		Matters Arising	
		<ul style="list-style-type: none"> • # 348 - Apec Consulting Engineers, Ltd and OA+D Architects were contacted and asked to provide their fee structures to the Port Authority. • # 349 a short discussion ensued on the new marina facility at Safe Haven and confirmation from Mr. Murphy as to the correct height of the Dock will be sought and brought back to the next meeting. • # 350 – Woody is diligently working on his report to the board on the cargo night operations and will report back to the board at a later date. 	

5		RWCT- Ktone Presentation	
		<ul style="list-style-type: none"> • Mr Neil de Vere and Mr. Michael Wheaton appeared before the board and made a presentation of their businesses that are conducted on the premises of the Port Authority. • A video was presented of his business after which he gave the members a preamble of how his businesses operate. • He has 13 employees and they are all Caymanians that were unable to find a job elsewhere. • He told the board that there were a couple of tenants at the RWCT that would like to have his businesses removed but the greater majority of tenants didn't have a problem with him distributing flyers or giving the tourist directions and other information. • Says his company is fully compliant with the Port, regulatory authorities and his licenses to operate. • His business consists of flyer distribution, an information booth and sale of static advertisement. • Members asked him a few questions but more for clarification to some points he made. • After a short discussion, members, with the exception of Mr. Kirkconnell, who was out of the room, received a copy of the three agreements between the Port and Ktone. A decision as to the distribution of flyers will be made by round robin before the end of this month. • Gerry Kirkconnell, a board member and the deputy chairman recused himself from the presentation and discussion and was only allowed back in the meeting when the board had moved on to another topic. 	

6.		RWCT – Tenants Rental Policy	
		<ul style="list-style-type: none"> • After a short discussion ensued on the unsightly extensions made to some of the Kiosk. The board deferred further discussions to the next meeting in order to familiarise themselves with the contents in the lease agreements for the tenants. 	
7.		Safe Haven – Operational and Management Structure for Marina	
		<ul style="list-style-type: none"> • A discussion ensued on the way forward with the handling of the marina operations. • A scenario of a peppercorn lease was discussed and it was decided that before any decision is made a legal opinion will be sought from Maples and Calder and brought back to the board. 	
8.		Other Business	
		<p>A. Report from the Financial Controller</p> <ul style="list-style-type: none"> • Board heard that while the Port financial position for the 1st quarter was not good when compared with the prior year they were enlightened as to why. • While cargo revenue was up over the previous year by 2%, cruise revenue and diesel sales were down by 24% and 86% respectively, when compared to the prior year. • Mention was made of a fee increase but members wanted to examine the expenditures before recommending a fee increase. • Members asked to have the 2011 KPMG report sent to them via 	

		<p>email.</p> <ul style="list-style-type: none"> • Accounts Receivables must be a priority and collections must be perused to the fullest. • Any Tenants not in compliance with their lease agreement the necessary remedy must be enforced. • Board members asked to see a breakdown of the Contracted Services which is a line item of the Statement of Comprehensive Income. The breakdown is to be emailed to each member. <p>B. The report for the Review of the first quarter along with the financial statements was therefore accepted unanimously.</p> <p>C. The Chairman asked and received permission from the Board for he and the Deputy Chairman to contact the law firm of Ritch and Conolly on any matters which they thought may require legal advice.</p> <p>D. Members want the Port staff to maintain the area around the veterans Monument.</p> <p>E. Members received a report from the Cruise & Security manager for the Port Authority.</p>	
9.		Adjournment	
		There being no further business the meeting was adjourned at 1740 hours. The next meeting will be scheduled at a later date.	


 Errol L. Bush - Chairman


 James C. Parsons Jr. (Acting Secretary)