

PORT AUTHORITY

Minutes of the 356th Meeting of the Board of Directors of the Port Authority held at Port Authority 45A Harbour Drive at 1430 hours on Friday , 28th February 2014.

Present:

Mr. Errol L. Bush MBE, (Chairman)
Mr. Gerry Kirkconnell (Deputy Chairman)
Mr. Paul W. Hurlston, (Secretary)
Mr. Ashton Bodden JP
Mr. Robert Foster
Mr. Arek Joseph
Ms. Jacqueline Scott
Mr. Woodward DaCosta
Mr. Stran Bodden – Ministry of Tourism

Attendees: Mr. Clement Reid – Deputy Port Director

Apologies: Mr. Michael Nixon

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	
		Mr. Michael Nixon and Ms. Samantha Bennett	
3		Confirmation of Previous Minutes	
		<ul style="list-style-type: none"> • The Minutes of the 355 meeting held on 6 February 2014 were Approved on a motion moved by Mr. Gerry Kirkconnell and seconded by Mr Ashton Bodden. 	
4		Matters Arising	
		<ul style="list-style-type: none"> • The matter of Seabridge International and Mr. Harrison Bothwell has not come up again at this point therefore the Chairman did not contact Mr. Bothwell for further clarification. • The Chairman said the USCGC Resolute on the 24 February 2014 purchased 17,000 US gallons of fuel via the fuel broker company Ship's Supply. The Port Director was instructed to contact ESSO/SOL and confirm the amount of fuel that was sold to Ship Supply and then invoice them for US\$0.20 per gallon as per the Agreement. • Ship's Supply has contacted the port management and Chairman regarding them also 	

		<p>bunkering a US Naval vessel that has requested 80,000 gallons of fuel. Management was asked by the Board to do their best to accommodate this vessel but the vessel's draft may restrict its ability to berth at the dock.</p> <ul style="list-style-type: none"> • The Lands & Survey Department is working on a valuation of the land at CDC known as Block 20B Parcel 78. Mr. Clement Reid will follow up on this. • Ms. Scott will recommend to the Board of Directors the color(s) to paint the picket fence on Harbour Drive after a number of possible color schemes were produced by Mr. Gerry Kirkconnell. • Mr. John McKenzie has been notified about the cost of fuel from the port as has been agreed by the Board of Directors. 	
5		Safehaven Licence	
		<ul style="list-style-type: none"> • This matter was discussed at great length. • The Deputy Premier, Mr. Moses Kirkconnell, in a meeting held on Feb 12th 2014 instructed Mr. Clement Reid to cut his cost estimates to operate the Safe Haven Marina by removing the provision for port staff and security officers because they were not needed at the marina. Mr. Reid revised the budget eliminating all staff and security cost. However The Board of Directors Agreed that monies allocated to Maintenance in the budget should go toward having one staff on site for the first 12 months of operations. • It was also Agreed that that office supplies should be reduced to CI\$300.00 per year. • Revenue figures from sewage pump out and the sale of fuel should also be put back in the budget. • The cost per slip will be CI\$23.21 per day. The Chairman proposed that also a cost per passenger 	

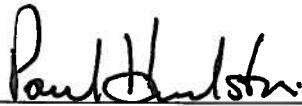
		<p>per boat maybe possible as an alternative to the fix fee.</p> <ul style="list-style-type: none"> • The period of each operator’s licence will be for 10 years. • In the absence of physical security at the marina it was suggested that security cameras could be installed and monitored from the port security guard house at the cargo dock. The Manager of Security will investigate if this is possible and provide an estimate for the procurement. • Signs are to be installed alerting the public of the marina usage and safety etc. • Maples will be asked to amend the Licence Agreement with a clause stating if the boat operators fail to use the sewage pump station at least once per week then their Licence will be terminated. • It was Agreed that the DOE should be involved on the matter of enforcing the use of the sewage pumping station as currently the boat operators empty their holding tanks in the North Sound and this is an environmental issue. DOE personnel will be invited to the next meeting to be held on 10 March 2014. • The marina is schedule for completion in mid-March 2014. • Mr. Clement Reid will verify with Risk Management if the insurance premium will be impacted due to the marina having no security or administrative staff physically present. 	
6.		Other Business	

	<ul style="list-style-type: none">• Applications for space at the RWCT will be on the next meeting agenda• Instructions to OA&D architects to commence work on Spotts Terminal upgrades have now been issued by management.• It was Agreed that all meetings, which require the presence of board members, whether at the Port Authority Building or a remote location will be formally record by the Secretary of the Board or his designate and constitute as a formal Board of Directors meeting and members will be paid for their attendance.• It was Agreed that meeting held on 5th December 2014 which was a fact finding meeting on the Port Director and Manager of Security will be termed a formal meeting as well as the meeting on 12th February 2014 at the Government Administration Building on the Cruise Berthing Facility and Safehaven Marina projects. Members will be paid for these meetings on a motion moved by Mr. Woody DaCosta and seconded by Ms. Jacqueline Scott.• Mr. Ashton Bodden said he travelled from the Brac to attend those two meetings listed above and it was Agreed he will be paid the additional travel allowance. The Chairman informed Mr. Ashton Bodden that he is only entitled to the travel allowance if at the time of the meeting it required him to purchase an airline ticket to attend. Otherwise he would be paid the CI\$150 stipend only.• On the matter of the Financial Budget process it was Agreed that Mr. Michael Nixon would be asked to explain the process to the Board of Directors at the next meeting as the Government ultimately approves the Port's Budget.	
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	Adjournment	
	There being no further business the meeting was adjourned at 1630 hours. The next meetings were set for 10 th March 2014, 12 th March 2014 and 12 th April 2014.	



Errol L. Bush - Chairman



Paul W. Hurlston (Secretary)