

PORT AUTHORITY

Minutes of the 365th Meeting of the Board of Directors of the Port Authority held at Brac Reef Hotel, Cayman Brac 1135 hours on Friday, 29 August 2014.

Present: Mr. Errol Bush MBE, (Chairman)
Mr. Gerry Kirkconnell, (Deputy Chairman)
Mr. Paul W. Hurlston, (Secretary)
Mr. Ashton Bodden, JP
Ms. Jacqueline Scott
Mr. Michael Nixon
Ms. Samantha Bennett (Customs)
Mr. Robert Foster
Mr. Woodward DaCosta

Attendees: Mr. James Parsons – Deputy Port Director – Finance
Mr. Dale Christian – Manager- Cayman Brac Port

Apologies: Mr. Arek Joseph
Mr. Stran Bodden, JP

		NOTICE AND QUORUM	
1		From 0930 to 1100 hours Members toured the Port Facility in Cayman Brac.	
		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.	



2		Welcome and Call to Order	
		The Chairman welcomed members.	
3		Apologies and absences	
		See Above.	
4		Confirmation of Previous Minutes	
		<ul style="list-style-type: none"> • The 364 Minutes were deferred. 	
5		Matters Arising	
		<ul style="list-style-type: none"> • The Lands & Survey Department is working on the value of the land currently being used by Customs for scanning at the CDC. • The Minister of Finance will meet with the Board of Directors in due course on the subject of proposed lease arrangements with Customs for the land at CDC. 	
6		Draft Financial Statements for the Year Ending 2014	



		<ul style="list-style-type: none"> • Mr. James Parsons discussed the contents of the Financials. • The cost of operating the Cayman Brac as an international port was discussed. An undertaking was given to begin providing a detail report on expenditures and revenues for the financial quarter ending September 2014 for the Cayman Brac Port operations by the Mr. James Parsons. • The requirements for being an approved international compliant port will be provide to the Board • Mr. Michael Nixon will provide a schedule of the insured values and deductibles of all Port assets. • A motion moved by Mr. Gerry Kirkconnell and seconded by Mr. Michael Nixon to accept the 2014 Financials was Approved. These will be forwarded to the Auditor General’s Office before the 31 Aug 2014 dead line. 	
7		<p>Update on the Port Authority Marina (PAM) at Safehaven</p>	
		<ul style="list-style-type: none"> • The detail drawings and costing for the street lighting, water and electricity is being worked on by APEC. Bids for the actual works will go to Public Tender. • Maples has acknowledged receipt of Capt. Bryan’s letter dated 30 June 2014 to the Port Authority and the Board of Directors asked that they also acknowledge his letter of the 5 Aug. 2014. • The easement over the Ritz Carlton waterways is still being addressed by Maples. • The Board of Directors asked that the Deputy Port Director – Operations (DPD-O) through Maples contact the Attorney General’s Office and arrange a meeting to try and resolve and/or squash the litigation proceedings brought against the Port Authority and Government by the Water 	

		<p>Sports Operators at Safehaven. The Chairman, Deputy Chairman and Mr. Woodward DaCosta along with Maples will attend this meeting.</p> <ul style="list-style-type: none"> • The DPD-O will follow up with Maples on the legitimacy of the Marina Agreement signed in 2009 by Mr. Michael Ryan. 	
8		<p>Security Contract</p>	
		<ul style="list-style-type: none"> • The Board of Directors asked that a Board Member be a part of any future valuation committee set up by the Port Authority's Procurement Officer in accordance with the 'Open Tender Process' Guideline of the Central Tenders Committee (CTC). It was suggested that Mr. Michael Nixon represent the Board. 	
9		<p>Repairs to Surface Concrete of Cargo Pier</p>	
		<ul style="list-style-type: none"> • The Board of Directors Agreed for works to be carried out on the pier. These proposed works will go out for Public Tender as they have been estimated to cost over CI\$50,000 but less than CI\$250,000.00 	
10		<p>Fuelling Procedures and Licences at all Port Areas</p>	
		<ul style="list-style-type: none"> • Not discussed 	
11		<p>Island Reality – Port Authority's interest to Purchase a parcel of Land in vicinity of dock in Cayman Brac.</p>	
		<ul style="list-style-type: none"> • The Board of Directors decided this land is not required at this time. 	

12		<p>Cayman Island Properties (Reality) interest in purchasing from the Port Authority a Parcel of Land in West Bay</p>	
		<ul style="list-style-type: none"> The Board of Directors Agreed that the Realtor be asked for the proposed use of this property by the person who is interested in purchasing it. 	
13		<p>Fire Pump</p>	
		<ul style="list-style-type: none"> The Board of Directors instructed management to look into acquiring a Fire Pump. Mr. Roy Grant, the Acting Fire Chief has provided the specifications, sourcing and a pro forma invoice for the required pump as meets their The cost is in the region of US\$73,000.00. As this expenditure will be greater than C1\$50,000.00 and we will enquire from the Acting Fire Chief the process he used to procure a similar pump for the DEH. 	
14		<p>Other Business</p>	
		<ul style="list-style-type: none"> Members asked that the emergency generator located at the Cayman Brac Port be installed and operational as soon as is possible. The report(s) on the structure of the Cayman Brac warehouse house will be forwarded to Members. The Manager of Cayman Brac will provide the Deputy Port Director – Operations with a briefing on his thoughts on enhancing the dock by filling in certain arears of the seabed. It was also Agreed that for future contracts a Business Case be prepared and submitted to the Board of Directors at least 3 months before the tendering process. Mr. Michael Nixon is to provide the wording for a letter the Port Director is to write the Hon. 	



		<p>Minister asking for an amendment to the Port Authority's Regulation to specifically allowing the Authority to charge rental fees and fuel bunkering.</p> <ul style="list-style-type: none"> • Mr. James Parsons explained in detail the FOI process as he is also the FOI Manager for the Port Authority. • Mr. Gerry Kirkconnell reported he had met with Mr. Clement Reid on the layout of the cruise parking on the dock. He suggested that improvements could be made to the current taxi/tour rotation system. The Board of Directors asked that he submit a report on this and any other improvements. 	
15		Adjournment	
		There being no further business the meeting was adjourned at 1800 hours.	



Errol Bush – (Chairman)



Paul W. Hurlston (Secretary)