

## PORT AUTHORITY

Minutes of the 367<sup>th</sup> Meeting of the Board of Directors of the Port Authority  
 held at 45 Harbour Drive 1430 hours on Wednesday, 1 October 2014.  
 Continued on 6 October 2014 at 1430 hours

Present: Mr. Errol Bush MBE, (Chairman)  
 Mr. Gerry Kirkconnell, (Deputy Chairman)  
 Mr. Paul W. Hurlston, (Secretary)  
 Mr. Ashton Bodden, JP  
 Mr. Stran Bodden, JP (attended on 1 Oct 2014 only)  
 Ms. Jacqueline Scott  
 Mr. Michael Nixon  
 Ms. Samantha Bennett (Customs)  
 Mr. Robert Foster  
 Mr. Woodward DaCosta  
 Mr. Arek Joseph

Attendees: Mr. Clement Reid – Deputy Port Director – Operations (attended 1 Oct 2014 only)  
 Mr. Jim Scott- Project Manager for Cruise Berthing (attended 1 Oct 2014 only)  
 Mr. Danny Owens – OA&D Architecture (attended 1 Oct 2014 only)  
 Mr. Brett Basdeo – Maples (attended 1 October 2014 only)

Apologies: Mr. Stran Bodden (6 October 2014)

		NOTICE AND QUORUM	DATE
<b>1</b>		<b>Notice and Quorum</b>	1 & 6 Oct
		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.	



<b>2</b>		<b>Welcome and Call to Order</b>	
		The Chairman welcomed members.	1 & 6 Oct
<b>3</b>		<b>Apologies and absences</b>	
<b>4</b>		<b>Confirmation of Previous Minutes</b>	
		<ul style="list-style-type: none"> <li>The Minutes of the 366<sup>th</sup> meeting were confirmed on a motion moved by Mr. Arek Joseph and seconded by Mr. Ashton Bodden.</li> </ul>	6 Oct
<b>5</b>		<b>Matters Arising</b>	
		<ul style="list-style-type: none"> <li>Chairman reminded members to submit any items they would like to discuss so they can be placed on the meeting agenda.</li> <li>The Fence at Hogsty Bay has now been repainted as per the colour chosen by the Board.</li> </ul>	6/Oct
<b>6</b>		<b>Evaluation of the Port Authority by a Professional Firm</b>	6/Oct



		<ul style="list-style-type: none"> <li>• Mr. Woodward DaCosta will circulate to members the RFP to be placed in the newspaper and then send it to the Port Director on 8 October 2014.</li> <li>• The RFP will run in the papers on 10 and 15 October 2014.</li> <li>• Mr. Woodward DaCosta will draft the detail TOR and circulate to members.</li> <li>• The deadline for submissions to the RFP will be 1200 hours on 24 October 2014.</li> <li>• The Board of Directors will meet on 24 October 2014 at 1430 to evaluate and short list the RFP submissions.</li> <li>• Those firms that are short listed will be given the TOR and be required to submit firm bids by 4 November 2014.</li> <li>• The Board of Directors will meet on 5 November 2014 at 1430 hours to evaluate the bids and award the contract to the successful bidder.</li> </ul>	
7		<b>Plans for Spotts</b>	1/Oct
		<ul style="list-style-type: none"> <li>• Mr. Danny Owen discussed the plans that he is currently working on for Spotts which has been submitted to Department of Planning for their approval</li> <li>• It was Agreed that Phase 1 of the site works which will include levelling of the area, drain wells, chip and spray asphalt, retaining walls and access ramp to the pier is a priority and should be completed by 1 December 2014. Mr. Owen will put together a programme schedule. Phase 2 which includes the buildings will be done at a later date and as funds become available.</li> </ul>	
8		<b>Update Safehaven</b>	1/Oct



		<ul style="list-style-type: none"> <li>• Mr Basdeo discussed the current legal situation with the Safehaven Marina.</li> <li>• It was Agreed that Maples provide the Ritz Charlton's attorneys a copy of the Deed of Covenant between the Port Authority and Dragon Bay and that they register the Deed of Covenant as soon as possible.</li> <li>• Maples will respond to contents of the WSO letter.</li> <li>• It was Agreed that by January 2015 the Licence Agreements with the WSO should be in place.</li> </ul>	
<b>9</b>		<b>Update Cruise Berthing</b>	1/ Oct
		<ul style="list-style-type: none"> <li>• Mr. Jim Scott explained what has taken place so far with the EIA study which also includes the vehicular traffic study.</li> <li>• He said that Pwc and Baird continue to work on the transaction structure and that a meeting with the cruise lines to discuss this and the EIA is scheduled for around the end October 2014.</li> <li>• Mr. Scott said this is a complex project and discussions are ongoing with Baird now as to the risk of not doing an advance Geo-Tech Study and Design Specifications. It was noted that these two items could prove costly and has been estimated at about CI\$8 million.</li> <li>• The target date for completion of the cruise berthing project has been moved forward to early 2019.</li> </ul>	

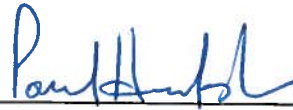
10		<b>Other Business</b>	
		<ul style="list-style-type: none"> <li>• Approval was given to Kevin Doyle's request to hold and as he has done in the past, certain events during Pirate's Week at the RWCT. He will be charged rent of \$500 per event and will have to place, with the port, a refundable deposit to cover incidentals</li> <li>• A date in November 2014 is to be confirmed for the Port Authority's Strategic Planning Retreat in Cayman Brac. It was Agreed that a facilitator should be engaged to run the Planning Retreat session. Mr. Taron Jackman of Deloitte was mentioned as a possible candidate and that the Chairman will contact him.</li> <li>• The date for the Retreat was set for 21 and 22 November 2014.</li> <li>• It was Agreed to write to Minister Bodden on the issue of the Port Authority reducing its fee for scrap metal exports and explain that this will negatively affect the port's financial performance. A draft letter by the Port Director will be circulated to members for their input.</li> <li>• It was Agreed to write to Minister Kirkconnell and enquire whether the DOT can contribute to the operating cost of the Safehaven Marina noting that the WSO are an integral part of the tourism product.</li> <li>• It was Agreed that the civil works proposed for the Safehaven Marina will be suspended until such time as the WSO start paying fees.</li> </ul>	<p>1/Oct</p> <p>1/Oct</p> <p>6/Oct</p> <p>6/Oct</p> <p>6/Oct</p> <p>6/Oct</p>
11		<b>Adjournment</b>	



		There being no further business the meeting was adjourned at 1800 hours. There being no further business the meeting was adjourned at 1614 hours. Next Meeting schedule for 21 October 2014 at 1430 hours.	1/Oct 6/Oct
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Errol Bush – (Chairman)



Paul W. Hurlston (Secretary)