



PO Box 1358, Harbour Drive, Grand Cayman, KY1-1108, Cayman Islands
(345) 949 2055, Fax (345) 949 5820

Minutes of the 383rd Meeting of the Board of Directors of the Port Authority of the Cayman Islands held at the Port Authority office on 45 Harbour Drive, George Town, Grand Cayman at 1300 hours on Thursday August 19th, 2015.

- **Member Present:**

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

- **Apologies:**

Mr. Randy Whittaker – (Customs)

- **Attending Meeting:**

Clement Reid – Deputy Port Director-: Operations
Mac Imrie – Maples & Calder

- **Notice and Quorum:**

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

1. **Welcome and call to order:**

The Chairman welcomed Members.

2. **Confirmation of minutes:**

Minutes for meeting # 382 was approved by the Board and a motion to accept the minutes were moved by Ms. Jacqueline Scott and seconded by Mr. Woodward DaCosta.

3. **Matters arising from Previous Minutes:**

None Noted.

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4. Declaration of Conflict of Interest:

None Noted.

5. Update on Safe Haven Marina

The Chairman welcomed Mr. Mac Imrie, of Maples & Calder who is the PACI attorney for the Safe Haven Marina. Mr. Imrie updated the board on the Easements and Leases [Right of waterways] for the water-sports operators. The members were apprised of a lease agreement for the easement over West Bay Beach North Block 17A Parcel 260 by PACI to Dragon Bay Limited and a Deed of Covenant between the PACI and the Proprietors, Strata Plan 404 who owns the waterways through which vessels used by the water-sports operators will be traveling over to and from Safehaven Marina. This has been a subject of negotiations and the Strata Plan Proprietors have agreed to form of Deed that is the best way forward.

The Board approved the following resolution:

Signing of the Lease between the PACI and Dragon Bay Limited and Deed of Covenant between the PACI and the Proprietors, Strata Plan 404.

It is resolved, that Gerald Kirkconnell is hereby authorized to sign on all documents [Lease and Deed of Covenant], et, al which relate to the Port Authority of the Cayman Islands, which is owned by the Cayman Islands Government.

This resolution shall be valid and effectual if in like form, duly signed by the Chairman of the Authority whose name is set below and shall be deemed to be passed on the latest dated specified below.

6. Annual Financial Statements

The Board was apprised on the status of the Annual Financial Statements by the Acting Port Director. The Acting Port Director advised the board that the 2015 Financial Statements were finished and were being sent to the Office of the Auditor General the next day. Management has prepared the Financial Statements in Draft, as there could be audit differences that PACI will have record, for the Board members to be aware of. The deadline for submission is August 31. OAG began their field work in July 2015.

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7. Update on various areas:

- (a) **Spotts:** - Members were apprised of the progress of the work being carried out to upgrade the Spotts Landing facility. Members asked Mr. Owens, project manager, for the cost to construct a 3 foot high garden grade retaining wall on the southern boundary of the property and to remove surface rocks and compact the grounds next to the pedestrian gate. The cost to remove the surface rocks and compact the ground next to the pedestrian gate will be \$2,640.00 after applying the savings from the original contract of \$5,000.00.

Mr. Owens gave an approximate cost of \$36k to construct the wall which will be constructed with 8" reinforced concrete block with a 2' footing at the base. After a short discussion the board approved the go ahead to have the wall constructed at the price given by the project manager, Mr. Owens.

The Board has asked management to obtain 2 estimates for the entire installation of a CCTV camera system from local providers.

- (b) **Tower Building Site Agreement with L & S:** -The 1st draft was sent to Jon Hall at Lands & Survey for his review. Jon's office responded with a couple of minor changes. After changes are made the agreement will be in proper form to be signed by the PACI and Lands & Survey for the Cayman Islands Government.
- (c) **Acting Allowance for the Port Deputy Directors:** - Payment was completed up to June 30, 2015 for both deputies and signed by the Chairman and Deputy Chairman.
- (d) **Tenant Leases:** - Lease renewals are ongoing. Tenants that are on the island are trickling in to have their leases signed. We have a renewal lists of 12 leases with 6 already signed. Those 6 unsigned should be signed before the end of the month.
- (e) **IT Audit:** - The subcommittee met on Tuesday, August 18th, to consider the 7 applicants and reported that the most suitable candidate, based on the criteria set out in the RFP was KPMG. KPMG was the most qualified and demonstrated a value for money application.
- (f) **PACI Web-site progress:** - The construction of the new web-site is moving along as planned. Completion is anticipated by the end of September.



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- (g) **PACI Annual Report:** - The first draft was received and amendments resubmitted. A 2nd draft is due at the end of August beginning of September 2015 and a final version in approximately 3 to 4 weeks thereafter.
- (h) **Gailya Hall's property at the South Terminal:** - Mrs. Hall was approached by management and asked if she would consider selling the property at the south terminal. She asked that the PACI. She will make her decision on our offer. Management has engaged the services of DDL quantity surveyors, at a cost of \$1,000, to give us a valuation.

8. Other Business:

None

Adjournment:

There being no further business the meeting was adjourned at 1630 hours until the next regular meeting.

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Errol Bush - Chairman

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James C. Parsons, Jr. - Secretary