



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

Minutes of the 384th 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 1320 hours on Wednesday September 23rd, 2015.

- **Member Present:**

Mr. Errol Bush, MBE – Chairman
Mr. Gerald Kirkconnell – Deputy Chairman
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)
Mr. Randy Whittaker – (Customs)
Mr. Clement Reid – Secretary

- **Attending Meeting:**

None

- **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. **Apologies for Absence(s):**

None

3. **Confirmation of minutes:**

Minutes for meeting # 383 was approved by the Board and a motion to accept the minutes were moved by Ms. Jacqueline Scott and seconded by Mr. Arek Joseph.

4. **Declaration of Conflict of Interest:**

None Noted.

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

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None Noted.

6. Acting Port Director's Monthly Report:

(a) **APD Report:** - The full report forms part of this minutes.

(b) **Operations Report:** - The month of August saw 16 ships trading and making 38 port calls. There was a 45.5% and 11.8% change respectively when compared to the same period last year. Cargo tonnage increased by 2.2% and as a result the tons of cargo handled per hour increased by 7.5% compared to the same period last year. West Indian Marine (WIM) engaged in two separate Ship to Ship (STS) of Liquefied Propane Gas (LPG) during the month of September. The first vessel engaged in the STS was m/v Clipper Star and m/v Captain Markos being the other vessel in the last transfer. The full report forms part of these minutes.

(c) **Security and Cruise Report:** - During the period, Aug 1, to Aug 31, 2015, we handled 29 cruise calls and 100,091 passengers with no accidents or injuries. We picked up three extra calls this month due to tropical storm threats in the Eastern Caribbean and a second day in port for a ship that returned with a medical emergency. The full report forms part of these minutes.

(d) **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 sent to the Office of the Auditor General August 20th, 2015 ahead of the August 31st deadline.

7. Update on Cruise Berthing Project:

Mr. Stran Bodden reported that the project in progressing well but a few months behind the original schedule. The Environmental Impact Assessment (EIA) inclusive of the public consultation has been completed and made available to the public. The Environmental Advisory Board (EAB) has reviewed the EIA and completed their sign off. The Ministry commissioned a benthic survey of the harbour sea floor with CSA Ocean Sciences Inc to corroborate the findings in the EIA. Baird and Associates have completed the Mitigation report for the EIA. Price Waterhouse Coopers (PwC) are in the final stages of completing the Outline Business Case (OBC). Within the next week all reports from the consultants should be completed and will be sent to Caucus for review. The Minister of District Administration, Tourism & Transport along with his Chief Officer, the Director of Tourism, Chairman of PACI and Acting Port Director will be in



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Cozumel, Mexico for the Annual FCCA Conference and Trade Show in early October. During this time meetings have been scheduled with representatives of the various cruise lines to update them on the status of the project.

8. Update on Spotts Terminal Upgrades: -

Members were apprised of the progress of the work being carried out to upgrade the Spotts Landing facility. Phase I of the project is complete. The additional backfilling and grading near the pedestrian gate was also completed as part of Phase I.

Mr. Owens of Office of Architecture and Design (OA&D) was instructed by Management to proceed with the construction of the 3' high garden wall on the southern boundary as part of Phase II. The other components of Phase II consist of replacing the chain link security fence, rehabilitation to the terminal building, installation of planters that will also function as seating areas and rehabilitation to the existing wooden benches.

We have received one quote to date for the installation of CCTV and expect to have the other no later than the end of September.

The Acting Port Director gave an undertaking to have the derelict carts removed from the site after placing a notice of removal for four weeks on the carts. He will also liaise with the Director of Agriculture Department to ascertain if they are able to provide tents and plants during days of cruise operations at this terminal.

9. Update on various areas:

- (a) Tower Building Site Agreement with L & S:** – Jon Hall of Lands and Survey Department has submitted the finalized version of the Lease documents for this property which forms a part of these Minutes.
- (b) CDC Pavement Refurbishment:** - APEC Consulting Engineers have been engaged to produce a plan that entails the replacement of the existing asphalt in the area used for full containers, paving of half of the area commonly referred to as “the pit”, yard lights, storm water management plan, and CCTV.
- (c) HD Cargo Dock Refurbishment:** - APEC Consulting Engineers have produced a report and design plans for the refurbishment of the cargo pier concrete deck and replacement of the anodes on the sheet pile walls. The cost of refurbishing the concrete deck is CI\$400,000 and the CI\$70,000 for the anodes. We are currently applying to the Central Tenders Committee (CTC) for permission to put this project out to tender. It is estimated that project will



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take 2 months to be completed.

- (d) **IT Audit:** - The contract has been awarded to KPMG and they commenced work on September 9th, 2015. A kick off meeting was held with Management on September 9th, 2015 with the Principal, IT Advisory from KPMG.
- (e) **Patrol Boats Engine Refurbishment:** - Harbour House Marina is currently completing the refurbishment of the first boat and hope to have the second in the shop no later than the first week of October 2015. The interior of the boat had to be modified to accommodate the new air condition unit which caused a delay. The old engines, generator and AC units will remain with Harbour house because PACI received a core charge that offset the cost of the replacement equipment.
- (f) **Acting Allowance for the Port Deputy Directors:** - Payment was completed up to August 31, 2015 for both deputies and signed by the Chairman and Deputy Chairman.
- (g) **Rental to West Indian Marine (WIM):** - A lease agreement has been prepared by Ritch and Conolly for the lease of approximately 2,400 SF of space on the northern end of the cargo dock for storage of fenders used in the Ship to Ship (STS) transfer of Liquefied Propane Gas (LPG). The lease forms part of these minutes. It was Agreed to reword section 3.3.4 of the Lease to state "The Licencee shall erect and maintain a temporary fence around the ship fenders on the Premises."
- (h) **H.M. Customs X-ray Scanner:** - In a meeting held on September 8th, 2015 with the Minister of DAT&T and Minister of Finance, it was agreed that HM Customs could use the property for their Container Scanning Initiative and that an agreement would be reached between PACI and Government on the monies owed for property insurance. As of June 2015 PACI owes the Government CI\$2,986,882.65.
- (i) **Gailya Hall's property at the South Terminal:** - Management commissioned a valuation of this property through DDL Studio. The market value of the property is CI\$400,000. The report forms part of these minutes. It was Agreed not to pursue acquisition of this property at this time.
- (j) **Publication of Annual Report:** - This project continues as a work in progress. Pictures of the Board Members are scheduled to be taken this month along with compiling a biography on each Member.



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10. Other Business:

- (a) **Signage Upgrade at RWCT:** - The small structure that was previously used to display a map of George Town is to be restored. The Acting Port Director gave an undertaking to meet with the Managing Director of Ktone, who has a lease on kiosk in front of RWCT, to propose moving his operation between the Lighthouse and Fort George. This will free up the kiosk which would be converted back to its original state as directional signage for the Shops at Royal Watler.
- (b) **Staff Recognition for Completing Annual Financial Statements:** - Staff members who were instrumental in getting the Financial Statements completed and submitted to the office of the Auditor General before the August 31st deadline were recognized for their efforts.
- (c) **RBC Overdraft Facility:** - The overdraft facility at RBC Royal Bank (Cayman) Ltd was renewed by Management.

Adjournment:

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



Errol Bush - Chairman



Clement Reid – Secretary