



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

Minutes of the 385th 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 Wednesday October 21st, 2015.

- **Member Present:**

Mr. Gerald Kirkconnell – Deputy Chairman
Mr. Ashton Bodden, JP
Ms. Jacqueline Scott
Mr. Robert Foster
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):**

Mr. Errol Bush, MBE – Chairman
Mr. Arek Joseph, OBE
Mr. Michael Nixon – (Ministry of Finance)
Mr. Stran Bodden, JP – (Ministry of DATT)
Mr. Woodward DaCosta

3. **Confirmation of minutes:**

Minutes for meeting # 384 was approved by the Board and a motion to accept the minutes were moved by Mr. Robert Foster and seconded by Mr. Ashton Bodden.



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4. Declaration of Conflict of Interest:

None Noted.

5. Matters arising from Previous Minutes:

(a) Update on Spotts Terminal Upgrades: - Members were apprised of the progress of the work being carried out to upgrade the Spotts Landing facility. Mr. Owens of Office of Architecture and Design (OA&D) submitted the cost estimate for Phase II of the upgrades which is budgeted to cost CI\$110,000. There is CI\$65,000 remaining from Phase I and an additional CI\$75,000 was budgeted in the 2015/16 financial year for miscellaneous upgrades. The 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, rehabilitation to the existing wooden benches and construction of a 3' high garden wall on the southern boundary.

We have received two quotes for the installation of CCTV. The quotes range from CI\$18,263.00 to CI\$21,092.38. It is anticipated that the annual operating cost will be CI\$6,000.00. It was Agreed to proceed with the lowest quote and install the equipment.

The owners of the derelict carts were contacted and informed to remove the carts no later than the end of October 30th. Signs were also placed on the carts stating the same. The Director of Agriculture Department was contacted to ascertain if his department would be able to provide tents and plants during days of cruise operations at this terminal. He indicated they have limited resources and would not be in a position to facilitate this request.

(b) Rental to West Indian Marine (WIM): - The License Agreement was amended and sent to WIM for their execution of signature. It was Agreed to remind WIM of the urgency to conclude the execution of this Agreement in its current form as PACI has assumed all the risk of having the fenders stored on the cargo dock without an agreement in place. Failure to execute the Agreement within two weeks will result in PACI issuing an eviction notice to WIM.

(c) IT Audit: - KPMG are nearing completion of the IT Audit Assessment minus reviewing the website which is being redeveloped by NetClues. It is anticipated that the website will go live in a few weeks at which time KPMG would be in a position to complete their audit. A Select



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Committee which comprises senior management of PACI has been formed to develop a Disaster Recovery Manual for the IT Division.

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. A policy to deal with the movement of crew from cargo and military vessels during hours of cargo operations is being developed to prevent injuries or fatalities. It was Agreed that in the interim to restrict the movement of crew to the scheduled break times that occur three times per night.
- (c) **Security and Cruise Report:** - Cruise arrivals also decreased by 4% from 313,598 passengers for the three months of the fiscal year 2015 to 302,116 for the first three months of fiscal year 2016. Income from cruise passengers declined from \$771k to \$743k, or 4%. However the future outlook seems positive based on the bookings reported by the cruise lines. There were two tripping accidents that resulted in head and facial injuries to guest. In both instances the guest refused medical treatment and boarded their ship. The full report forms part of these minutes.
- (d) **Annual Financial Statements:** - The Port Authority's financial performance for the three months ended September 30, 2015 shows an improved result over 2014. The PACI recorded a profit of \$1.08M for the three month period in comparison with \$678k for the period July to September 2014, and the three month budgeted profit of \$729K. This is an improvement over 2014 of \$405K or 60%. This was mainly due to the result of increased cargo activity over the previous financial year. This is consistent with cargo income increase of 12% for the comparative period, with overall gross income increasing by 8%.

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7. Update on Cruise Berthing Project: - Deferred to next meeting.

8. Update on various areas:

- (a) Tower Building Site Agreement with L & S:** – The Agreement has been fully executed between PACI and CIG effective October 21, 2015. The Agreement is valid for one year. A policy for the use of this property is currently being drafted by the Manager of Cruise Operations. The proposed George Town Revitalization project has earmarked this site as Green Space. No timeline has been put in place when the site will be converted to Green Space but will have an impact for future use as a parking lot and dispatching site for ground transportation.
- (b) CDC Pavement Refurbishment:** - APEC Consulting Engineers are producing the Master Plan for the Cargo Distribution Centre. The Master Plan will have the project divided in phases for construction with Phase I being the paving of the area commonly referred to as “the pit” and the installation of storm water drainage, CCTV and lighting.
- (c) HD Cargo Dock Refurbishment:** - APEC Consulting Engineers will be placing the advertisement for this project in the local media this month. The project will have to be approved by the Central Tenders Committee (CTC) because it exceeds the CI\$250,000 threshold. It is estimated that project will take 2 months to be completed.
- (d) Patrol Boats Engine Refurbishment:** - Harbour House Marina is nearing completion of the refurbishment of the boat #1 but is experiencing problems with the high voltage on the generator. Further diagnostic testing is required before PACI can take possession of the boat.
- (e) Publication of Annual Report:** - This project continues as a work in progress.
- (f) Auction of Abandoned Cargo:** - The auction date has been set for Saturday, November 28th, 2015 at CDC. GIS has been engaged to handle the advertisement and gazette of the auction.

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9. Other Business:

- (a) **Signage Upgrade at RWCT:** - A meeting 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 or wrapping the kiosk in the existing location with directional signage for the Shops at Royal Watler has been organized with the Acting Port Director. A shopping directory sign will be placed in the courtyard.
- (b) The annual American Association of Port Authorities (AAPA) Convention is being held in Miami, FL from November 2-4, 2015. PACI will be represented at this event by Mr. Errol Bush, Mr. Gerald Kirkconnell, Mr. Woodward DaCosta, Mr. Michael Nixon, Mr. Clement Reid and Mr. James Parsons.
- (c) The annual Christmas Staff Party is tentatively being planned for December 4th, 2015. This year the party will be held at a private venue to be determined after reviewing proposals from several proprietors.

Adjournment:

There being no further business the meeting was adjourned at 1410 hours until the next regular meeting.

Gerald Kirkconnell - Chairman

Clement Reid – Secretary