



# CAYMAN PORT

**BOARD OF DIRECTORS MEETING  
Port Authority of the Cayman Islands  
45A Harbour Drive  
14<sup>th</sup> December, 2017  
Meeting No. 419**

A meeting of the Port Authority of the Cayman Islands Board of Directors was held on Thursday, 14<sup>th</sup> December, 2017 at the Port Administration Building, 45A Harbour Drive, Grand Cayman, Cayman Islands.

**1. Welcome and Call to Order**

Chairman Errol Bush welcomed attendees and called the meeting to order at 10:13am.

**2. Attendance and Apologies**

**Members Present**

Mr. Errol Bush, MBE – Chairman  
Mr. Arek Joseph, OBE – Deputy Chairman  
Mr. Ashton Bodden, JP  
Mr. Robert Foster  
Mrs. Jacqueline Scott-Rankine  
Mr. Jonathan Jackson (Ministry of DAT&T)  
Mr. Michael Nixon (Ministry of Finance)  
Mr. Charles Clifford – (HM Customs)  
Mr. Richard Parchment  
Mr. Ken Thompson  
Mr. Clement Reid – Port Director

**Apologies for Absence(s):**

Mr. Stran Bodden (Ministry of DAT&T)

**Other Attendees**

Ms. Robynette Hera – Recording Secretary

A handwritten signature in black ink, appearing to be the name of the recording secretary, Ms. Robynette Hera.

### 3. Quorum

**IT WAS RESOLVED** that in accordance with Section 17 (1) (g) of the Public Authorities Law 2017, a quorum of the simple majority of the Members who are entitled to vote were present and that the business would proceed.

### 4. Review and Approval of Minutes

**IT WAS NOTED** that the Minutes of Meeting #418 held on 30<sup>th</sup> November, 2017 were approved by the Board; moved by Mr. Richard Parchment and seconded by Mrs. Jacqueline Scott-Rankine.

Mr. Reid to do minutes for meeting with POCS Ms. Mary Rodrigues as an extraordinary meeting and include the presentation by Ms. Rodrigues.

### 5. Updates from Previous Minutes

#### a) Cargo Distribution Centre Yard Redevelopment

Bids were received from McAlpine Ltd. and Island Builders Co Ltd. APEC and its Senior Project Manager recommended that PACI approach the Central Tenders Committee (CTC) to seek their approval to negotiate the preferred bidder's cost of the project. CTC gave their approval and PACI negotiated with the preferred bidder, McAlpine. The first negotiation meeting took place on Monday, 11<sup>th</sup> December, 2017. The PD referred to document 5a that outlined the scope of works and items that were removed from the contract to reduce the cost. The proposed cost was \$3.8 million and after the first round of negotiation the cost is now at \$3.2 million. Another negotiation meeting is scheduled for today, 14<sup>th</sup> December, 2017. The PD informed the Board that the \$3.2 million that had already been negotiated would see minimal to no movement downward following the second round of negotiations. Because the project was publically tendered the profit margins included in the bid was already competitive. The PD mentioned that the cost of the project exceeds the \$2 million that was budgeted in the 2017/18 budget, highlighting that PACI has committed to the purchase of the equipment and therefore the yard has to be modified in order to handle the equipment. The PD stated that approximately \$700,000 from other planned projects will be reallocated to the yard redevelopment. This comprised of postponing 3 CAPEX projects and reallocating funds that were initially earmarked for the purchase of new trucks in 2018/19. The Chairman instructed the PD to continue to look into the budget, other areas in the organisation and ways to cut expenses to make up the difference to avoid using PACI's savings.

The PD sought and received a unanimous approval to enter into contract with McAlpine Ltd. for the Cargo Distribution Centre (CDC) yard redevelopment.

### 6. Port Director's Monthly Report

The PD's Report for November encompasses all other reports for the purpose of this meeting and covers November – to date, 2017. The PD presented updates on the financial performance and cash flow projection for the next six months, strategic plan implementation, and risk and compliance management. There is a positive outlook for the performance of the Port given the anticipated cruise visitors and planned construction in 2018.

The PD highlighted the increased use of technological innovation for Port operations, in line with the strategic plan. The CDC warehouse currently uses barcodes to automatically locate cargo. This technology is now being implemented in the container yard and will allow efficient location of the correct container(s) and retrieval of cargo, which will tie in with the new RTGs that the Port is purchasing, streamlining and automating the processes.

The PD mentioned that hydrographic maps are being updated for the GT Harbour and Cayman Brac, by a UK hydrographic team working alongside our Senior Project Manager and Harbour Patrol Officers. Funding for this project is covered by the UK.

#### **Matters for approval**

The PD sought and received approval from the Board for / to:

- a) The PD to attend the AAPA in Tampa, Florida at the end of January, 2018.
- b) To enter into contract with McAlpine Ltd. for the Cargo Distribution Centre (CDC) yard redevelopment at the conclusion of the second round of negotiations.

#### **Matters for noting**

- a) An advisory was circulated via various media channels to advise the public about the timely collection of cargo during peak season and extended office hours.
- b) The Chairman requested that a Safety Report by the Safety and Crisis Management Manager be added to the monthly reports for the Board.
- c) Ms. Melissa Watler, IT Systems Analyst, will be retiring at the end of December, 2017. An appreciation lunch was held for her 23 years of service.
- d) It was noted that the RCIPS has now formed a 'harbour front unit', headed by Chief Inspector Courtney Myles, during peak cruise ship days. PACI has attempted to set up meetings with Mr. Myles in order to coordinate efforts. However, the attempts have been unsuccessful.

### **7. Other Business**

#### **a) Island Restaurants Lease Agreement Proposal**

The PD contacted Mr. Kevin Doyle by telephone and advised him of the Board's non-agreement to his proposal. The PD sent a draft response to Ritch & Connolly and expects to receive advice by next week.

#### **b) Condition of old tower building parking lot**

A discussion ensued regarding the sidewalk and entrance continually being blocked by taxis and buses. The PD was instructed to write to the Police Commissioner and Chairman of the Transportation Board for assistance. Mr. Arek Joseph suggested placing traffic barriers along the sidewalk to prevent the parking of busses in front of the facility.

### **8. Adjournment and Date of Next Meeting**

The Chairman adjourned the meeting at 11:34am. It was noted that the next meeting will be held on 25<sup>th</sup> January, 2018.

  
Mr. Errol Bush - Chairman

  
Ms. Robynette Hera - Recording Secretary

