



# CAYMAN PORT

**BOARD OF DIRECTORS MEETING  
Port Authority of the Cayman Islands  
45A Harbour Drive  
29<sup>th</sup> March 2018  
Meeting No. 423**

A meeting of the Port Authority of the Cayman Islands Board of Directors was held on Thursday, 29<sup>th</sup> March 2018 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 1:32 pm.

**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. 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)  
Mr. Michael Nixon (Ministry of Finance)

**Other Attendees**

None

### 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 #421 held on 21<sup>st</sup> February 2018 were approved by the Board; moved by Mr. Richard Parchment and seconded by Mr. Arek Joseph.

**IT WAS NOTED** that the Minutes of Meeting #422 held on 22<sup>nd</sup> March 2018 were approved by the Board; moved by Mr. Aston Bodden and seconded by Mr. Ken Thompson.

### 5. Matters Arising from Previous Minutes

#### a) Cruise Berthing Project

- The bidding process continues with the Invitation to Submit Online Solutions (ISOS). The deadline for submissions was 16 March 2018. Of the 9 prequalified applicants, 5 have participated in the ISOS.
- The ISOS phase weighs heavily (65% of total score) on the ability to finance.
- Appleby and Pinset Masons continue to develop contract agreements including:
  - Berthing agreement
  - Operations agreement
  - Payment structure
  - Tender documents
  - Responsibilities of CIG, Port, Cruise Lines, ProjectCo. Contractor and Funders to ProjectCo.
  - Concession agreements

#### b) Cargo Distribution Yard Redevelopment

##### Update Cargo Yard Development

Saturday, 24 March 2018 marked the completion of all major concrete pours.

McAlpine is approximately 1-week ahead of the overall schedule and site clean-up has commenced.

Original Project completion was scheduled for 20 April 2018.

Punch list items include:

- Setting and finish concrete for the crane tie-downs
- Deliver and place the balance of Cayman rock.
- Completion of the seven (7) storm drains on the East side of the yard
- Demolition of the pavement on the East side in the footprint of the ramp that will tie the new elevation to the existing elevation

- Completion of the new electrical service
- Completion of North retaining wall
- Completion of the balance of final grade of crusher run and pavement  
KONE is scheduled to mobilize 03 April 2018.

**Brief timeline of major completed activities:**

- Award to APEC to design cargo yard improvements July 2017
- Design process August to November 2017 during this time frame the Port in collaboration with APEC reviewed 6 options in an effort to decide on the best and most cost-effective design for the given site conditions.
- Award was made to Mc Alpine in December 2017 under a competitive bidding process with CTC. Value engineering was again performed with APEC and Mc Alpine to reduce cost.
- Mc Alpine mobilized 02 January 2018
- Project complete in April 2018 this represents ten (10) months from engineering to construction completion. This is a significant success for the PACI.

**c) KPMG Business Continuity (BC) Plan and Disaster Recovery (DR) Plan**

The draft documents are scheduled to be delivered to PACI on Thursday, 29 March 2018.

**d) Cayman Winter Carnival Outstanding Invoice**

Mr. Matthew Leslie, promoter of Cayman Winter Carnival, was notified that the outstanding PACI fees are due and will accrue 1.5% monthly interest if not paid within the 30 day grace period. Mr. Leslie was notified by email of the outstanding fees.

**e) Investigation into Boat Engines**

The CHRO will be the lead investigator for the boat engines that went missing from Harbour House Marina. The CHRO will report directly to the HR Oversight Committee on progress and results of the investigation.

**f) Meeting with NRA on Traffic Management at Spotts Terminal**

The PD had a meeting with the Managing Director of NRA, RCIPS and PTU to review options for traffic management at Spotts Terminal on days of cruise operations on 26 February 2018. NRA has developed a traffic management plan that has been adopted by the RCIPS and given an estimate to procure 2 VMS signs that would be used on days of cruise operations. The VMS signs are to be purchased and owned by PACI.

**6. Port Director's Monthly Report**

The PD's Report for March 2018 encompasses all other reports for the purpose of this meeting and covers February 2018. The reports include, Cargo Logistics, Security, Safety and Crisis Management. The PD presented updates on the 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.

February was a month of mixed results for the maritime sector.

There was a total of 15 cargo ships trading and making 33 port calls. Cargo tonnage decreased by 0.4% compared to the same period in 2017.

During the period, Feb 1, to Feb 28, 2018, we received 80 cruise calls. We handled 220,603 passengers, which was 16% more than the 189,704 in February 2017. No calls were lost in February due to weather.

#### **Matters for approval**

The PD sought approval from the Board for / to:

- a) Currently PACI have contracts with two landscaping companies that provide services for all facilities in GCM. The contracts have expired and will need to be retendered. Permission is being sought to produce tender documents for advertisement in the local media for Landscaping Services which will include, Cargo Dock, CDC, Spotts Terminal, Safehaven Marina, Taxi Dispatch site, Old Tower Building site and West Bay property. Electronic Auction Services will be contracted to produce the tender package.

**Members unanimously agreed to grant the Port Director permission to tender the landscaping services through Electronic Auction Services Ltd.**

- b) Annual Ministry of DAT&T Global Meeting in Denver, Colorado. The PD has been requested to attend to give a presentation on the PACI. The DOT will cover the cost of the hotel and meals, PACI will be responsible for airfare and per diem. The estimated cost is USD\$1,500 – 2,000. The dates of travel are April 8-12, 2018.

**Members unanimously agreed to grant the Port Director permission to attend the Global Meeting in Denver, Colorado.**

- c) A request has been received from a local promotion company, FWD Promotion, to host a music and food festival at the RWCT on December 7<sup>th</sup>, 2018. Expected capacity is 1,000 people.

**Members unanimously denied the request from FWD Promotion.**

- d) Permission is being sought to execute a Change Order on the CDC Redevelopment Project with McAlpine for the installation of electrical services. The total amount is CI\$31,113.29.

**Members unanimously agreed to grant the Port Director permission to execute the Change Order with McAlpine.**

- e) Permission is being sought to enter into contract with Florida Barge Corp for the rental of their 200-ton crane which is currently on island on lease to DECCO. The contract covers the month of April 2018 and amounts to US\$80,000.00 plus per diem. The crane is required to assemble the Boxhunter RTG's that are due to arrive on island in the next two weeks.

**Members unanimously Agreed to grant the Port Director permission to enter into**

**contract with Florida Barge Corp to lease the 200-ton crane for the erection of the Boxhunter RTG Cranes.**

- f) Permission is being sought to procure 2 large VMS signs from the National Roads Authority for CI\$14,280.00 each. The VMS forms part of the new Traffic Management Plan for use of Spotts Terminal and will alert east/west bound motorist via digital display of the lane closures prior to entering the terminal area.

**Members unanimously agreed to grant the Port Director permission to procure 2 large VMS through the National Roads Authority.**

- g) Permission is being sought to enter into contract with Konecranes for 2-year Service Agreement for the 2 Boxhunter RTG cranes. The contract sum is US\$80,000.00.

**Members unanimously Agreed to grant the Port Director permission to enter into contract with Konecranes for a 2- year Service Agreement on the Boxhunter RTG Cranes.**

- h) Permission is being sought by the Port Director for annual vacation leave from April 16-20, 2018.

**Members unanimously Agreed to grant the Port Director permission for vacation during these dates.**

#### **Audit and Risk Subcommittee Meeting Minutes**

This was deferred to the next Board meeting.

#### **7. Other Business**

**a) Circulation of Signed Minutes: 29 January 2018**

Members were furnished with copies of the signed minutes from the 31 January 2018 meeting.


**b) Indemnification for Board Members**

Members instructed the Port Director to write the Chief Officer in the Ministry of DAT&T and request indemnity for the entire Board similar to what was granted to the Cayman Islands Monetary Authority Board.

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

The Chairman adjourned the meeting at 3:45 pm. It was noted that the next meeting will be held on 5<sup>th</sup> April 2018.

  
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Mr. Errol Bush - Chairman

  
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Mr. Clement Reid – Recording Secretary

