

PACI BOARD OF DIRECTORS MEETING

LOCATION: PACI Boardroom
DATE: October 21, 2021
TIME: 12:30PM

MINUTES – MEETING # 482

AGENDA ITEMS

A meeting of the Board of Directors for The Port Authority of the Cayman Islands, was held in the PACI Administration Building in the Boardroom, 113 Seafarer's Way, Grand Cayman, Cayman Islands on October 21st, 2021 at 12:30PM.

1. ATTENDANCE AND APOLOGIES

Members Present:

- i. Mr. Cline Glidden – Chairman
- ii. Mr. Richard Parchment – Deputy Chairman
- iii. Mr. Stran Bodden – Ministry of Tourism
- iv. Mr. Charles Clifford – Cayman Islands Customs and Border Control
- v. Mr. Ashton Bodden, JP
- vi. Mrs. Jacqueline Scott-Rankine
- vii. Mrs. Carilee Bolen
- viii. Mr. Matthew Adam
- ix. Ms. Irma Arch
- x. Ms. Beth McField – APD/Recording Secretary

Zoom:

- i. Mrs. Carilee Bolen

Apologies

- i. Mr. Michael Nixon – Ministry of Finance

Chairman Initials Ch

Recording Secretary Initials EM



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2. QUORUM

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

3. REVIEW AND APPROVAL OF MINUTES

The Minutes for Meeting 481 were reviewed and 7 corrections were made to be amended and provided for the next meeting.

MATTERS ARISING FROM PREVIOUS MINUTES

- a. The Deputy Chairman informed that he had meet with Mr. Woods, who provided a good analysis on our readiness. Mr. Woods stated that his team is ready. He stated that Mr. Woods would provide an update on umbrella's/canopy's (new covering), tents and that the Royal Watler Terminal was ready to go.
- b. The Deputy Chairman confirmed that he had spoken to Will from the Chamber of Commerce would will take the need for umbrella's/canopies to his Council this week and Mr. Joey Woods will provide the Deputy Chairman with costing.
- c. The APD confirmed that the Port Authority did not have any work permits and was not affected by the recent WORC Transition Law changes with regards to vaccines.
- d. The APD confirmed that she had reviewed the current Covid-19 plan and there was insufficient staff to create a secondary operational team to stand-by in the event of widespread Covid-19 positives within the Day and Night Shifts. She confirmed that she was working on a Covid-19 policy that would allow for a contingency plan.
- e. The APD confirmed that the FCCA had been advised about the extension of the cruise tourism ban. She confirmed that an email was sent, though there had been no confirmation of receipt up until the time of the meeting.

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4. NEW BUSINESS

- a. The Chairman summarized meetings with the Minister and Premier held the prior week regarding Cruise line re-entry into the Cayman Islands. He explained that the FCCA was present as a representative and spokesperson for the cruise lines. He noted that the cruise lines, through the FCCA, lobbied together as a group quite effectively. He noted that the telephone call with the FCCA was productive and the FCCA was excited about the borders of the Cayman Islands potentially opening to Cruise lines soon.
- b. Mr. Adam pointed out that early re-entry of cruise lines doesn't provide a lot of time to negotiate rates and hold discussions with stakeholders e.g. Land and Sea Co-op.
- c. The APD requested that any amendment to the re-opening plan must include a negotiation/discussion phase. She further suggested that negotiations should market the Cayman Islands as a Covid-19 low positive jurisdiction. She further reiterated the critical need for sufficient lead time to re-open, which she would discuss with Mr. Joseph Woods.
- d. The Chairman pondered on what we could increase and having an explanation for what those funds would be used for. He stressed the importance of being prepared operationally. For example: Organizing cargo and cruise, bathrooms etc.
- e. Mrs. Jackie Scott emphasized the need to design how the re-furbishing would look. She further opined that the Port Authority would need lead time of about 2-3 months. The APD agreed, especially if the refurbishing expected was to be properly executed.
- f. The Chairman responded that we would have no more than a month lead time. He further cautioned that the re-opening of air travel will cause cruise tourism workers to start questioning when cruise tourism would open.
- g. Mrs. Jackie Scott added that offering a good service while protecting the health and well-being of our people, as well as protecting the Port Authority staff, should be the main concern.

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- h. Ms. Irma Arch cautioned the importance of engaging the Land and Sea Co-op very early to ensure that the cruise ship industry is prepared, as she knew of persons whose boats and other equipment were not ready for immediate operation and they would need time to prepare for cruise re-entry as well.
- i. Mrs. Jackie Scott emphasized exercising care with our plans as it cannot be profit before people.
- j. Mr. Stran Bodden emphasized that people management is key.
- k. The Chairman advised a sub-committee to look at enhancements and operational readiness. Liaising with the Minister to prepare the Port Authority for reintroduction to cruise berthing.
- l. Mrs. Jackie Scott moved for a cruise re-opening committee and Mr. Richard Parchment seconded. It was agreed that the members would be Ms. Irma Arch, Mr. Richard Parchment and Mr. Matthew Adam, Mr. Cline Glidden.
- m. It was stated that the first meeting of the sub-committee would decide if additional members would be required.
- n. The Chairman turned the meeting over to the APD who praised the Harbour Patrol for finding the most recent missing person at sea. She informed that the section was created by Mr. Joseph Woods and over the years they had done a lot of rescues and she wished to highlight the section to the Board.
- o. There was a discussion on the review of the rental properties, extending the term to the previous 5-year contract and reviewing the liability insurance.
- p. The APD advised that a new contract had just been awarded for a bar and restaurant, however, the process was still ongoing and the awardees had not yet been contacted.
- q. The Chairman tabled the discussion for the next meeting when Mr. Michael Nixon would be present and could provide insight on the liability insurance.

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- r. The Deputy Chairman brought a motion to appoint a recording secretary due to the scope of work the APD was undertaking. Mrs. Jackie Scott seconded the motion, all agreed.
- s. The Chairman moved to have item G carried over to the next meeting, all agreed.
- t. The Deputy Chairman brought forward a motion under Section 22 of the Public Authority Act (2020 revision) PAA to create an Audit/Credit Risk Committee, Mr. Ashton seconded the motion, all agreed.
- u. Ms. Irma Arch asked how the Auditor general would even get into a matter of \$500 with a query and cautioned against the Board and others micro-managing the APD.
- v. The recruitment for the Port Director was discussed and the Deputy Chairman established that the process is for the Board to review the applicants and advise the Ministry of the short-listed candidates. He stated that the Ministry would then provide a time-line. the APD offered to excuse herself from those discussions and exited the meeting.

There being no further business to discuss the meeting was adjourned after 3:30PM (approximately) and the date for the next meeting was agreed for **October 28th, 2021 at 12:30PM** in the PACI Administration Building in the Boardroom, 113 Seafarer's Way, Grand Cayman, Cayman Islands.


Mr. Cline Glidden – Chairman

Date: November 30, 2021 ^{ch}


Ms. Beth McField – Recording Secretary

Date: November 30, 2021 ^{EM}



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