

PACI BOARD OF DIRECTORS MEETING

LOCATION: PACI Boardroom
DATE: November 18th, 2021
TIME: 1:30 PM

MINUTES – MEETING # 485

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 November 18th, 2021 at 1:30PM.

1. ATTENDANCE AND APOLOGIES

Members Present:

- i. Mr. Cline Glidden – Chairman
- ii. Mr. Richard Parchment – Deputy Chairman
- iii. Mr. Ashton Bodden, JP
- iv. Ms. Beth McField – APD
- v. Ms. Joanna Shaw – Recording Secretary

Zoom:

- i. Mrs. Carilee Bolen
- ii. Mrs. Jacqueline Scott-Rankine
- iii. Mr. Matthew Adam

Apologies:

- i. Mr. Michael Nixon – Ministry of Finance
- ii. Mr. Charles Clifford – Cayman Islands Customs and Border Control
- iii. Ms. Irma Arch – Board Member
- iv. Stran Bodden – Ministry of Finance

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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 #482 were reviewed and minor amendments were made. Mr. Ashton Bodden moved that Minutes #482 be accepted and Mrs. Jacqueline Scott – Rankine seconded.

The Minutes for meeting #484 were reviewed and Mr. Matthew Adam moved that Minutes #484 be accepted and Mr. Richard Parchment seconded.

There were no objections and the Minutes for both #482 and #484 were accepted by all Board Members.

MATTERS ARISING FROM PREVIOUS MINUTES

- a. The Deputy Chairman brought forward a matter arising from Meeting Minutes #482, section D. If the APD can confirm if she has commenced the interim Covid-19 policy.
- b. The Acting Port Director confirmed that she had commenced the interim Covid-19 policy and that the Port was currently utilizing an interim Emergency policy that she had provided. The APD expressed that The Government is requesting a detailed plan for PACI and that she has a deadline for November 23rd, 2021.
- c. The Chairman expressed to the Board members that he receives detailed information regarding PACI staff members and their families who are indisposed due to dealing with Covid-19. He commended the Acting Port Director on a job well done and that he appreciates her hard work ensuring that she monitors all the employees who are out due to Covid-19 and providing the support that is required for these types of situations.
- d. Mrs. Jackie Scott queried the number of employees who were out due to Covid-19.



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- e. The Acting Port Director responded that for the last ten days of testing, PACI had no new case amongst the staff. The APD provided a detailed report on PACI measures to combat Covid-19 spreading amongst staff.
- f. The Deputy Chairman enquired if the FCCA gave an update.
- g. The APD confirmed that there were no new updates from the FCCA and that she would reach out to them once again.
- h. The Chairman reiterated that the cruise lines were operating at about 60% capacity, was normal, prior to the Covid-19 pandemic was approximately 90% capacity from an FCCA standpoint. He reminded the Board that the cruise line's acceptance for passengers is 100% to be vaccinated.

4. NEW BUSINESS

- a. The Chairman informed the Board that the Cruise Reopen sub-committee met on November 16, 2021. He informed the Board members that he invited the current Cruise Operation and Safety Manager to brief the Board on the Cruise Lines process.
- b. Mr. Joseph Woods gave a detailed presentation on the scheduling of the cruise lines and their booking process. Mr. Joseph Woods discussed the cruise line tendering system and the straight-line method. He spoke about the booking, cancellation, and fee system.
- c. Mr. Joseph Woods further explained to the Board that most of the ships that come to the Cayman Islands either depart from the Port of Miami or Fort Lauderdale; not many Cruise lines disembark out of Galveston or New Orleans. He further reiterated that during normal operations, the Port took the first four cruise liners that booked, basically a first come, first serve method.
- d. Mrs. Jackie Scott asked Mr. Joseph Woods if the Carnival Cruise lines brought a lot of business to the islands.
- e. Mr. Joseph Woods confirmed that Carnival Cruise lines brought the Cayman Islands a lot of business.

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- f. The Chairman queried from Mr. Joseph Woods if he was comfortable in the way we accommodate the ships that come to the islands.
- g. Mr. Joseph Woods confirmed that he was ok in the way that the Port accommodated the ships. Mr. Joseph Woods noted that he had concerns regarding the Pandemic and the Taxi Operators hustling fares. Mr. Joseph Woods made a few suggestions regarding remedying this issue, and the Board agreed with the suggested approach.
- h. The Chairman Invited Mr. Joseph Woods to the next Reopening Sub-Committee scheduled for December 6th, 2021, and to review any changes that can assist with enhancing the Port Authority Facilities, Infrastructure, and Safety.
- i. Mr. Joseph Woods suggested looking into the possibility of using the North Terminal (Atlantis area) for queuing and dispatching as it would give the Port more space.
- j. The Chairman thanked Mr. Joseph Woods for his logical explanation of the re-rebirthing of the Port look forward to Mr. Joseph Woods recommendation.
- k. Mrs. Jackie Scott reminded the Board that there was a CAPEX report completed for the costing of all the machines on the Port that should be replaced.
- l. The APD summarized the meeting with The Minister Mr. Kenneth Bryan and The Deputy Premier Mr. Chris Saunders on The Port Authority Financials. The Deputy Director of Finance, Mr. Donovan Hutchinson, accompanied her and provided a summary of the revenue and budgets for the 2022/2023 budgets. The APD commended Mr. Hutchinson on an excellent presentation.
- m. The APD pointed out that the Port was growing and outgrowing the space located at CDC on Portland road.
- n. Mr. Richard Parchment added that there were discussions for purchasing property for an expansion. The property that was on the market, a deposit was offered and was denied, and the Port decided to go in another direction.

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- o. The APD clarified with Mr. Stran Bodden that there was an announcement regarding the honorarium and queried if PACI would be included as the staff were looking forward to it, and the Minister Mr. Kenneth Bryan advised for the funding to be deducted from PACI's surplus.
- p. The APD added that she was also looking into Christmas bonuses for the staff.
- q. Mr. Stan Bodden advised that bonuses would have to go through the cabinet for approval.
- r. The Chairman moved to have item D on the #485 agenda carried over to the next meeting, all agreed.
- s. The APD informed the Board that Party Surfers would like to request to lease Royal Watler for a New Year's event.
- t. Mrs. Jackie Scott advised that there would have to be liability insurance in place and that Party Surfers would need to have ample security coverage.
- u. Mr. Richard Parchment agreed that there should be a liability insurance in place and queried what would be the cost.
- v. Mrs. Jackie Scott recommends that the APD speak with the Deputy Director of Finance for charges for rental.
- w. The Chairman asked the Board if they approved the event; all members agreed.
- x. The APD pointed out that she conducted a Port Facility walk-through that week and that there was a lot to be done. The APD explained that a business case was created by the Facilities Manager, Mr. Courtney Wisdom, and the Deputy Director of Finance. The APD offered to set another with the Board for November 26, 2021.

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There being no further business to discuss the meeting was adjourned and the date for the next meeting was agreed for **November 18th, 2021 adjourned at 4:00PM** in the PACI Administration Building in the Boardroom, 113 Seafarer's Way, Grand Cayman, Cayman Islands.



Mr. Cline Glidden – Chairman

Date: November 19, 2021



Ms. Joanna Shaw – Recording Secretary

Date: November 18 2021



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