

# PACI BOARD OF DIRECTORS MEETING

## MINUTES – MEETING # 493

### AGENDA ITEMS

A meeting of the Board members of Directors for The Port Authority of the Cayman Islands, was held in the Alexander Board room, Gerrard Smith Avenue, West End Cayman Brac Cayman Islands on March 12<sup>th</sup>, 2022 at 1:20 PM.

#### 1. ATTENDANCE AND APOLOGIES

##### Members Present:

- i. Mr. Cline Glidden – Chairman
- ii. Mr. Richard Parchment – Deputy Chairman
- iii. Mr. Ashton Bodden, JP – Board Member
- iv. Mrs. Jacqueline Scott-Rankine – Board Member
- v. Mr. Matthew Adam – Board Member
- vi. Mrs. Carilee Bolen – Board Member
- vii. Mr. Michael Nixon – Ministry of Finance
- i. Stran Bodden – Ministry of Tourism

##### Apologies

- i. Ms. Irma Arch, JP – Board Member
- ii. Ms. Beth McField – APD
- iii. Mr. Charles Clifford – Cayman Islands Customs and Border Control



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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.

## MATTERS ARISING FROM PREVIOUS MINUTES

- a. Nil.

## 3. NEW BUSINESS

- a) The Board reconvened the meeting after conducting a walkthrough of Little Cayman Port. The Chairman offered thanks to Facilities Manager and his staff for the job completed on Little Cayman dock, and for the maintenance of the Little Cayman Port and the ongoing projects that were taking place.
- b) Mr. Richard Parchment informed the members that a Cruise Facility Enhancement Committee had been formed, which would meet to discuss upcoming port enhancement projects. He explained that Disney Cruise Lines was willing to help PACI with how passengers are currently disembarking at the Port. Mr. Parchment explained that he would like to continue providing the cruise liners with a great guest experience.
- c) The Facilities Manager gave a detailed analysis of outstanding facilities projects that were put on hold during covid. He expressed that a few projects had become critical and would need immediate attention. He spoke about the Royal Watler roofing issues and the repairs that needed to be completed. He explained that he would compile the scope of work, seek estimates from vendors, and send the quotes to the APD for a decision.
- d) The Facilities Manager gave an update on property enhancement items that are in progress for the upcoming cruise season. He explained that looking at the upcoming cruise schedule, and the projected increase in cruise calls, it would not be feasible to proceed on the Royal Watler roofing project, until later in the year.
- e) Mr. Nixon queried the numbers the government was anticipating with cruise arrivals and if the port would be utilizing Royal Watler.



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- f) The Chairman clarified that the Minister stated that it would be two (2) to three (3) ships for the first phase as the Government is conducting a test.
- g) The Acting Deputy Director of Finance gave a brief overview of the CAPEX financial, including the dock repair projects and port equipment. He explained that the Port received three contracts' bids, but due to unforeseen circumstances, the Port was doing some of the work in stages since 2020 and could not purchase the equipment needed. The Acting Deputy of Finance clarified that the cruise enhancement is classified as an operational expense.
- h) The Board members agreed for the Facility Manager have the involvement of the respective managers and to get quotations through the procurement process to continue the repairs to the Cayman Brac Dock and for quotes on the types of equipment needed for the port facility on Little Cayman.
- i) The Chairman queried if there were any statistics or information on the potential import growth of cargo for both Cayman Brac and Little Cayman and what is the projected growth moving forward.
- j) Mrs. Scott-Rankine agreed that projections are essential, and the port should contact Planning to get the numbers that would assist with the discussion of port expansion.
- k) Mr. Adam informed the Board that he had concerns about the Cayman Brac Administration Offices and suggested consideration of upgrading the Cayman Brac offices.

The Chairman agreed and advised the members that there is a responsibility to the workers for a safe environment as the office needs significant revamping and the equipment's are well past their typical usage age.

- l) The Board members unanimously agreed that an assessment is to be completed on the Cayman Brac offices.
- m) The Acting Deputy Director of Finance advised the Board that various operational projects were not completed. He spoke on the reefer project and the need for an additional Harbor Patrol boat and a vehicle for Cayman Brac. The Acting Deputy of Finance spoke on the repairs or rebuilding of the Grand Cayman mechanical shop. The Acting Deputy of Finance suggests that the procurement procedures are used to purchase the Port vehicles moving forward. There was

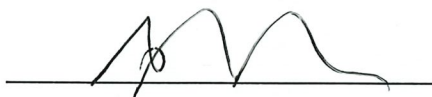


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ensuing discussions from board members recommending that this process be inclusive, to allow port staff in the respective departments to have their input in the process.

- n) Mr. Nixon agreed and suggested that a policy be made for business cases. Mr. Nixon pointed out that the ownership agreement should be amended and resend to Cabinet for approval.
- o) All Board members unanimously agreed for the Acting Deputy of Finance to create a policy for business cases.

There being no further business to discuss the meeting was adjourned at 3:00pm.



Mr. Cline Glidden – Chairman



Ms. Joanna Shaw – Recording Secretary

Date: 13.05.2022

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