

## MINUTES – MEETING # 512

### 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 December 20, 2022 at 12:30 PM.

#### 1. WELCOME AND CALL TO ORDER

The Chairman, Mr. Cline Glidden welcomed attendees and called the meeting to order at 1:15pm. Mr. M. Adam opened the meeting with a word of prayer.

#### 2. ATTENDANCE AND APOLOGIES

##### Members Present:

- i. Mr. Cline Glidden - Chairman
- ii. Mr. Richard Parchment - Deputy Chairman
- iii. Mrs. Jackie Scott-Rankine - Board Member
- iv. Mrs. Carilee Bolen - Board Member
- v. Mr. Michael Nixon - Ministry of Finance
- vi. Mr. Paul Hurlston - Port Director ("PD")
- vii. Mr. Matthew Adam - Board Member
- viii. Mr. Stran Bodden - Ministry of Tourism and Transport
- ix. Mr. Ashton Bodden, JP - Board Member
- x. Ms. Irma Arch, JP, - Board Member

#### 3. APOLOGIES FOR ABSENCE:

Mr. Charles Clifford - Cayman Islands Custom and Border Control

##### 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.

#### 4. REVIEW AND APPROVAL OF MINUTES

Nil



## 5. MATTERS ARISING FROM PREVIOUS MINUTES

Nil.

## 6. NEW BUSINESS

### Period of Election Sensitivity

- a) The Chairman informed the members of the Period of Election Sensitivity Guidance. He explained that the Deputy Governor and the head of the Civil Service, Mr. F. Manderson, have issued an administrative circular to all public servants to guide their activities and decision makings during the period of Election Sensitivity (PoES). The CO gave updates and explained that the circular would be gazette and be extended to Statutory Authorities and Government-Owned Companies (SAGCs). The members discussed the POES guidelines and recommendations regarding Statutory bodies' participation in the electoral process.

### The Authority's Process for Selecting Service

- b) The Chairman advised that he received a query regarding how the Port selected their services. A discussion ensued and the Audit and Risk chairwoman explained that there is a procurement process in place but, the service in question, was selected by the past Acting Port Director and due to this established relationship, the Port continued to use their services. The members revisited the fuel agreement and the purchasing of fuel for the Port. The P.D. reminded the members that the fuel agreement was expired and the Port is currently working into putting this service out for tender. After discussion the members agreed that the Audit and Risk Committee and the P.D. will review the Port's current procurement process and bring their recommendations to the Board for a review.

### Cruise and Port Revitalization Update

- c) The Deputy Chairman provided an update informing the members that the Port had scheduled a zoom meeting with Disney Cruise Line and their engineers. He explained that that the meeting went very well. He advised the members that Disney was requesting information from the Port, which would be forward to the Port Director. The Deputy Chairman explained that a recommendation was put forward, for Disney Cruise Line to schedule a visit to the Port on a cruise day in 2023. This visit will enable Disney to conduct an evaluation of the Port cruise operations for the enhancements project. The Deputy Chairman explained that a meeting with the cruise line would be set for next year. The Chairman requested that the Chamber of Commerce be invited to the Cruise and Port revitalization next meeting. **All members agreed.**

## 7. OTHER BUSINESS

### Christmas Function

- a) The Chairman thanked the social committee for a great Christmas Staff function. He was happy to see the staff attendance. The Chairman also gave a special thanks to the Cayman Brac staff for the planning of their Christmas function.





## Evergreen Contracts

- b) The Port Director informed the members that the contracts were in progress.

## Lease renewals

- c) The P.D. discussed the drafted lease that was received from the Port Lawyers. The members reviewed and discussed the lease. The Audit and Risk Chairwoman advised that the Lawyers should attend an upcoming Board meeting to give a presentation of the new lease. The Port Director advised that a meeting was set with the tenants in which they would be notified of the lease delay. Port is to offer the option of an addendum for a lease extension in the interim period. It was agreed upon by all members that the Audit and Risk Committee would review the lease and make recommendations.

## KoneCranes

- d) The Port Director advised the members that they were in the process of having a KoneCrane representative visit the Port to train the staff. The Port Director stated that he is very happy with the direction the Port is now heading. The Chairman agreed and gave a brief example of the Port staff members going over and beyond to get the job done. The Chairman thanked the Port Director and staff for their hard work.
- e) The Chairman thanked the members for their contribution and wished the members a Happy Holiday and a prosperous New Year.

**There being no further business, the meeting concluded and was adjourned at 4:00pm.**



Mr. Cline Glidden – Chairman



Ms. Joanna Shaw – Recording Secretary

Date: February 16, 2023

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