

## MINUTES – MEETING # 515

### 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 March 23, 2023 at 12:30 PM.

#### 1. WELCOME AND CALL TO ORDER

The Chairman, Mr. Cline Glidden welcomed attendees and called the meeting to order at 1:00pm. The Deputy Chairman opened the meeting with a word of prayer.

#### 2. ATTENDANCE AND APOLOGIES

##### Members Present:

- a) Mr. Cline Glidden - Chairman
- b) Mr. Richard Parchment - Deputy Chairman
- c) Mr. Stran Bodden - Ministry of Tourism and Transport
- d) Mr. Paul Hurlston - Port Director ("PD")
- e) Mrs. Jackie Scott-Rankine - Board Member
- f) Mrs. Carilee Bolen - Board Member
- g) Mr. Michael Nixon - Ministry of Finance
- h) Mr. Matthew Adam - Board Member
- i) Mr. Ashton Bodden, JP - Board Member
- j) Mr. Charles Clifford - Cayman Islands Custom and Border Control (zoom)

##### Apologies for Absence:

Ms. Irma Arch, JP, - Board Member

##### Invited Guest:

The ADDFF – Mr. Donovan Hutchinson

##### QUORUM

**IT WAS RESOLVED** that in accordance with Section 17(1)(g) of the Public Authorities Act (2020 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 #514 were reviewed and minor amendments were made. Mrs. C. Bolen moved that Minutes be accepted and Mr. A Bodden seconded. All Board members.

## 4. MATTERS ARISING FROM PREVIOUS MINUTES

### Lease Renewals Update

- a) The Audit and Risk Chairwoman gave an update on the lease renewals to the members. She informed the members that seventy (75) % of the leases were signed by the tenants, and the remainder of the leases are in process. The members discussed a policy to be added to the lease. The Chairman thanked all who were involved with the assignment.

### Project Manager

- b) The CO gave an update on the appointment of a project manager for the Port. He explained that he and the P.D. met with Public Works Department (PWD) and have identified a Project Manager and that work is in progress.

## 5. NEW BUSINESS

### Cruise and Port Revitalization Update

- a) The Deputy Chairman informed the members that the P.D. selected board members and Managers of the Port met with the Disney Cruise representatives who were on Island March 19-22, 2023. He explained that the meeting went well and that the Disney representatives were able to view the port operations on a busy day at the Harbour drive and the Spotts location. The Deputy Chairman pointed out that the Disney representatives will complete a detailed report which will be sent to the Port for review.

### Budget Retreat

- b) The Acting Deputy Director of Finance and Facilities informed the members that the tentative date for the retreat would be scheduled for Friday, April 21<sup>st</sup>, 2023.  
The ADDFF gave a brief presentation on the proposed CAPEX report to the members. He explained that there are areas that are required to be reviewed especially in Cayman Brac and Little Cayman. The A/R Chairwoman pointed out that in the CAPEX report was identified that there is the need for more land space for CDC and container storage that is needed to continue the effective operations and this due to the Islands growth.

### Audit and Risk Committee Meeting Review Update

- c) The A/R Chairwoman provided the members with the Audit and Risk meeting minutes. She updated the members on the status of the projects that the A/R Committee was tasked with. The A/R Chairwoman briefed the members on the various policies that the A/R Committee had in progress. She advised that the Evergreen contracts are almost completed and their updates will be given at the next meeting. The CO inquired about the status of the salary scale. The A/R Chairwoman and the P.D. explained that it was in progress and is being reviewed by PoCS. She pointed out that with the





Port Director's assistance, the committee is accomplishing the goals that were set in place and further updates will be given.

### 6. OTHER BUSINESS

#### Travel Policy Changes

- a) The ADDFF discussed with the members that there was a need to update the port travel policy. He explained that based on cost increase worldwide, it has gotten challenging for the Port officers to travel with the current policy that is now in place. A discussion ensued, and the ADDFF explained to the members that an evaluation was conducted, and it was found that the Port's travel allowance was relatively below standard. He submitted the new cost amounts to the members for approval. **After discussion, Mr. M. Adam moved a motion for the travel allowance to be increase, and Mrs. J Scott- Rankin seconded. All members agreed, and the motion was passed.**

#### Update on Security Recruitment

- b) The CO inquired about the status of the recruitment of security hirings. The P.D. advised that the positions were being reviewed and that in the next couple of months he would provide an update.

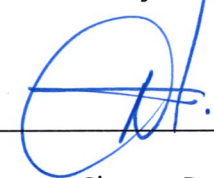
#### UK Security Visit

- c) The Chairman advised the members that he received notification from Government that a visit was arranged for the UK Security Board to visit the Port.

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



Mr. Cline Glidden – Chairman



Ms. Joanna Shaw – Recording Secretary

Date: March 30, 2023

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