

MINUTES – MEETING # 523

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 Seafarers Way, Grand Cayman, Cayman Islands on October 5th 2023 at 1:15PM.

1. WELCOME AND CALL TO ORDER

The Chairman, Mr. Cline Glidden welcomed the attendees and called the meeting to order at 1:36PM. Ms. I. Arch gave 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 (zoom)
- iv. Mrs. Carilee Bolen – Board Member
- v. Mr. Stran Bodden – Ministry of Tourism and Ports (zoom)
- vi. Mr. Ashton Bodden, JP - Board Member
- vii. Mr. Charles Clifford - Cayman Islands Custom and Border Control (zoom)
- viii. Mr. Paul Hurlston - Port Director (“PD”)
- ix. Mr. Matthew Adam – Board Member (zoom)
- x. Mr. Michael Nixon – Ministry of Finance

Apologies for Absence:

Mr. Matthew Adam – Board Member (zoom)

Invited Guest:

Mr. Donovan Hutchinson – ADDFF

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 #522 were reviewed and there were no amendments made. Mr. R. Parchment moved that the minutes be accepted, and Mrs. C Bolen seconded. All Board members approved the minutes.

MATTERS ARISING FROM PREVIOUS MINUTES

PACI Salary Scale

Update Legal Advice

- a) The Chairman informed the members that he had request for the Port Director and the Acting Deputy Director of Finance and Facilities to seek written confirmation from PACI's legal representative as to whether the Board was able to authorize change the paygrades as according to **(Section 42.7)**. PACI's legal team responded and advised that the Board could not make the adjustments and would have to seek permission from the Cabinet.

The Chairman advised that a full re-assessment of the PACI's Job Descriptions for each area at the Port, should be carried out. The Board then authorized the Port Director and his team to carry out the reassessment of the PACI Job Descriptions, utilizing an internal company where necessary.

ISA 260 and 265 Report

- b) The matter of the ISA 260 and 265 presentation was differed for the next scheduled board meeting.

NEW BUSINESS

Safety Report and Equipment

- c) The Port Director gave an update to the members and presented the members with the safety reports. He explained that there are a lot of repairs being conducted on the equipment and parts are being ordered for all equipment that is being repaired. The Port Director gave a presentation on the current state of the RTG's and moving forward a discussion ensued. The Port Director expressed his gratitude to the Port Authority staff for their hard work and dedication to the Port. **The Port Director informed the members that he will continue to send the safety and equipment reports to the Board and give updates.**

The Audit Risk Sub-Committee

- d) The Audit and Risk Chairwoman Mrs. J. Scott-Rankine briefed the members on the distributed Audit and Risk Sub-Committee minutes. She explained that the committee had agreed on fees for the Safe Haven location in their last minutes. She explained that all members agreed that fees recommendations made by the committee should be given to the Board for considerations and approval. The members reviewed the Safe Haven rental fees provide by the Audit and Risk Sub-Committee Chairwoman. They agreed that provisions were to be made for janitorial and security cost for all events, as the Port would be responsible for the maintenance and security of all rental areas. **After further review, the Board approved that the staff rental fee for Safe Haven Greens to host private events would cost CI\$250.00 for an event hosting under 50 patrons.**



The members agreed for non-PACI employee costs of CI\$750.00 for more than 50 but less than 100 patrons CI\$1,200.00 and CI\$2,500.00 for over 150 patrons, CI\$1,500.00 for Government entities. The additional cost for more than 150 patrons would also extended to PACI staff members.

The Audit and Risk Sub-Committee Minutes for April 12, 2023, and September 12, 2023, were reviewed, and Mr. R. Parchment moved that the minutes be accepted, and Mr. A. Bodden seconded. All Board members approved the minutes presented by The Audit and Risk Sub-Committee Chairwoman. Mrs. J. Scott Rankine is to meet with the Audit and Risk Sub-committee on the recommendations made by the board for the Safe Haven rental fee changes and approving the fees. The members will adopt minutes and the recommendations at the next board meeting.

ANY OTHER BUSINESS

Proposed Fee Increases

- a) The Chairman advised the members that he had a meeting with the CO and explained that the Minister had approved the CO and PACI to increase the port fees except for two areas that would need to be reviewed.

South Terminal Lease

- b) The Port Director advised the members that the lease for South Terminal had expired. A discussion ensued. The Chairman requested that the Port Director work with the Acting Deputy of Finance and Facilities to review the lease and make recommendations to move forward.

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



Mr. Cline Glidden – Chairman



Ms. Joanna Shaw -Board Secretary

Date: 16.11.2023

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