

## MINUTES – MEETING # 524

### 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 November 11<sup>th</sup> 2023 at 12:30 PM.

#### 1. WELCOME AND CALL TO ORDER

The Chairman, Mr. Cline Glidden welcomed the attendees and called the meeting to order at 1:40PM. The Chairman 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
- iv. Mrs. Carilee Bolen – Board Member (zoom)
- v. Mr. Stran Bodden – Ministry of Tourism and Ports
- 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. Michael Nixon – Ministry of Finance (zoom)
- x. Mr. Matthew Adam – Board Member

##### Apologies for Absence:

Ms. Irma Arch, JP – Board Member

##### 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 #523 were reviewed and minor adjustments were 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

### Safe Haven Rental Update

- a) The Audit and Risk Sub-Committee Chairwoman informed the members that rentals at the Safe Haven locations were doing significantly well. She briefed the members on the progress of the rentals for the Safe Haven location. She informed the members of the upcoming events for the remainder of 2023 for both locations and explained that Safe Haven was already booked for 2024. The Chairwoman reported to the members the Audit and Risk Sub-Committee meeting was on November 8th, 2023, and it was discussed that an adjustment is to be made to the lease agreement for Safe Haven to include provisions for security charges of CI\$200.00 for small events and CI\$400.00 for large events within the lease. The Deputy Chairman requested that the Audit and Risk Sub-Committee consider that as a part of the lease, the promoters are to notify Safe Haven's neighbors of their events as a courtesy. **The Audit and Risk Sub-Committee Chairwoman recommended the members revisit the rates in six (6) months. All members unanimously agreed.**

### Royal Watler Update

- b) The Audit and Risk Sub-Committee Chairwoman brought up the matter of a rental area at the Royal Watler location and explained that there were issues with the lease holder signing the lease and making payments. She explained that this has been an ongoing process with the lease holder, and the lease holder requesting a discount for the rental. A discussion ensued, and the members agreed that the location would return to the procurement process if the lease holder did not sign the original rental lease agreement. **The Chairman requested the Port Director to seek advice from PACI's legal team on moving forward.**

### Tower Parking Lot

- c) The CO brought forward the matter of the Tower Parking Lot area. He explained that a decision was made regarding the Tower Property parking lot and that there will be some renovations, and the Ministry will be in charge. The Chairman explained that the Minister enquired about who was allowed to utilize the Tower Parking lot as it was unclear. A discussion ensued, and it was agreed that the Port Director would respond to the Minister about the potential list of individuals approved to utilize the space.

### PACI Salary Scale Project

- d) The Chairman informed the members that the Port Director and his team met with Deloitte to start reassessing PACI's job descriptions. He pointed out that there was a comparison and review done with the other SAGC's, and it was discovered that some SAGC's have adopted the recommendation and some have not. Those SAGC's that have accepted the scales have provided significant benefits to their staff members; this was considered as there were some discrepancies with the scales. He reminded the members that it was agreed by a unanimous vote and that PACI would adopt the salary scales to be compliant with **(section 42.7)** but would use the resources to reassess and regrade those positions. He explained that the goal is to have all of PACI's employees treated fairly





in the process. The Audit and Risk Sub-Committee Chairwoman updated the members that Deloitte have begun the revision process.

### PACI Social Event

- e) The Chairman explained that PACI had received criticism in the AG report regarding the event spending. The Chairman explained that the Events Committee explained that this year's event was geared towards honoring PACI **(Long Service Awards and Staff Appreciation)** staff members who have dedicated their time at the Port. The Chairman explained that one of the Board's fundamental duties is to recognize the value of the employees and ensure that they feel motivated and appreciated, especially at this time of year. A discussion ensued, and the proposals sent from the Social Committee were reviewed. The Board unanimously reconfirmed (agreed) that the Port Authority staff fulfills a critical role in keeping the economy of the Cayman Islands operational. Without this role, there would be no economy. The staff has experienced some trying times over recent years, dealing with several senior management turnovers. However, it is recognized that the work of the Port has continued, and this is because of the dedication of the port staff. The Board appreciates this, and with limited avenues of thanking the staff, it is proposed to provide a thank you again this year through a combined staff appreciation, long service award, and Christmas dinner. **A motion was moved by Mr. R. Parchment and seconded by Mr. A. Bodden, allocating CI\$48,000.00 for this function. The motion was passed unanimously.**

### Cruise FEES

- f) CO informed the members that the Government had agreed with the fee proposal in principle for the Port. He explained that an adjustment was made to the initial revenue amount. CO explained that he had requested that The Ministry of Finance review the proposal. The Chairman updated the members on the Port revenue fees proposal. He reminded the members that Port has kept the fees the same for several years. He advised the members to note that the cruise fees will increase annually. He explained that the proposal is moving on to Cabinet for approval.

### NEW BUSINESS

#### Safety Report and Equipment

The Port Director gave an update to the members and presented the members with the safety reports. He explained that equipment parts were received and the work is ongoing. The Chairman pointed out that a review was being conducted on the equipment. The Chairman suggested that the Port Director and the Fleet Manager review the equipment needed for future purchasing. The Deputy Chairman requested an update on the Port Safety Manual and asked if the Safety Manager could complete the document. He questioned why more PACI staff members were absent at the HMCI training. The Deputy Chairman pointed out that he noticed the flow for the tour bus was changed from what was proposed from the consultation suggested by the cruise lines. He wondered who authorized the changes as a study was completed, and it needs to be followed. The Deputy Director explained that he would like to see the cruise lines recommendation process be followed



for at least six (6) months. The Port Director explained that tour operators met with the Acting Security Manager, where they made several complaints. As such, the Acting Security Manager made the changes. He explained that he would follow up and give a full report of the queries the Deputy Chairman posed.

## CAPEX/Cayman Brac

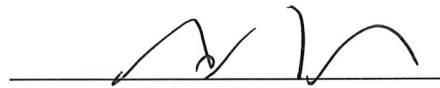
- g) The Chairman requested that the Port Director prepare to update the members on the CAPEX report on December 8<sup>th</sup>, 2023. He advised that he would like the Board's full support in attending the Cayman Brac's event scheduled for December 9<sup>th</sup>, 2023.

## ANY OTHER BUSINESS

## Tour Operators

- a) The Chairman advised the members that the Minister would like to schedule a meeting with the Board and the Tour Operators.

**There being no further business, the meeting concluded and was adjourned at 3:45pm.**



Mr. Cline Glidden – Chairman



Ms. Joanna Shaw -Board Secretary

Date: 19.1.24

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