

MINUTES – MEETING # 539

AGENDA ITEMS

A meeting of the Board of Directors for the Port Authority of the Cayman Islands was held on February 28th, 2025, at 12:30 p.m., in the PACI Administration Building Boardroom, 113 Seafarers Way, George Town, Cayman Islands.

1. WELCOME AND CALL TO ORDER

The Chairman, Mr. Cline Glidden, welcomed the attendees and called the meeting to order at 1:52 PM.

2. 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 was present, and business could proceed.

3. PRAYER: Mr. D. Hutchinson gave a word of prayer.

4. ATTENDANCE AND APOLOGIES

Members Present:

- i. Mr. Cline Glidden - Chairman
- ii. Mr. Richard Parchment - Deputy Chairman
- iii. Mr. Donovan Hutchinson for Paul Hurlston – Port Director
- iv. Mrs. Jacqueline Scott-Rankine - Board Member
- v. Mrs. Carilee Bolen - Board Member (zoom)
- vi. Ms. Irma Arch, JP - Board Member (zoom)
- vii. Mr. Stran Bodden – Ministry of Tourism and Ports
- viii. Mr. Ashton Bodden, JP - Board Member
- ix. Mr. Matthew Adam - Board Member

Apologies:

Mr. Michael Nixon - Ministry of Finance
Mr. Bruce Smith - Cayman Islands Custom and Border Control

5. REVIEW AND APPROVAL OF MINUTES

Meeting Minutes #538 were reviewed, Mr. R. Parchment moved the motion to accept the minutes, and Mrs. J. Scott-Rankine seconded. **The motion passed unanimously.**

6. MATTERS ARISING FROM PREVIOUS MINUTES

Update on Cranes and Equipment Purchase

- a) The Deputy Port Director Finance (DDF) advised that the Public Procurement meeting on Thursday 27th 2025 went well. He gave a detailed update of the status of purchasing of the container crane. He



explained that the Port received approval and is waiting for the formal letter from the Public Procurement Offices to move forward. A discussion ensued. **A further update will be given at the next upcoming meeting.**

The DDF gave an update on the procurement process for the Headhandler. He explained that their bidding process was closed. The DDF expressed that the Port was seeking to once again go back out for bids in April. A discussion ensued. **A further update will be given at the next upcoming meeting.**

The DDF updated the board on the repair of the 4100 Manitowoc crane, advising that the technical team was still working on the repairs as of February 28th, 2025. **An update on this matter will be given at an upcoming meeting.**

Update on NA Proposed CDC Run Connector

- b) The Deputy Chairman advised the Members that he had a discussion with the NRA Managing Director and informed him of the decision taken by the Port Director and the Board on the project. The Deputy Chairman noted that revisions were now included into the NRA plans or the connector. **An update will be given at an upcoming meeting.**

New Port Authority Welcome Sign

- c) The Deputy Chairman advised the Members that he had a discussion with the NRA Managing Director and advised him of the decision taken by the Port Director and the Board on the project. The Deputy Chairman pointed out that revisions were now included into the NRA plans for the road connector. **An update will be given at an upcoming meeting.**

7. NEW BUSINESS

Update on Safety Manual

- a) The Deputy Chairman advised the Members that he had a discussion with the NRA Managing Director and advised him of the decision taken by the Port Director and the Board on the project. The Deputy Chairman pointed out that revisions were now included into the NRA plans for the road connector.

Audit and Risk Sub-Committee Meeting (A/R Committee)

- b) The Audit and Risk Sub – Committee Chair advised of the meeting held on February 25th 2025. She explained to the members that the update for the external audits was going well. The DDF advised that the Port was in the process of providing the annual report to the Auditors.

Royal Watler Fees Increase:

The Audit and Risk committee chair pointed out that the board had initially voted unanimously for the fees to be increased at Royal Watler in stages. The Audit and Risk Committee Chair advised that after review and discussion on the current climate with inflation and cruise numbers, the Port Director decided on delaying the CAM fees increase for the tenants until further notice. The Audit and Risk Committee Chair advised that ratification is required from the members. After review and discussion, **a motion was moved by Mr. R. Parchment for the CAMS fees for the Royal Walter tenants to remain as is and will be reviewed at a later date. The motion was seconded by Mr. A. Bodden. All members agreed.**



Annual Budget Meeting

The Audit and Risk committee chair reminded the members of the upcoming meeting on March 28-29 2025.

Policy Consultant

The Audit and Risk Committee Chair advised the members that the Management of the Port is currently working on recruitment of a Policy Consultant. A discussion ensued. She advised that **an update will be given at an upcoming meeting by the Port Director.**

Amendment to Staff Advances

The Audit and Risk Committee Chair advised the members that the committee was reviewing staff policy advances. She reviewed with the members the current policy and advised the members of the changes discussed in the Audit and Risk Sub-committee meeting.

Internal Transfer

The Audit and Risk Committee Chair advised the members of the internal transfer policy. She gave a detailed review of the policy and discussed the changes the committee discussed. She discussed with the members on section 47.3. A discussion ensued. **an update will be given at an upcoming meeting.**

Briefing on Current Rotation System at Royal Watler Items Differed.

Port Cayman Flag Responsibility

The Deputy Chairman pointed out that on his walk he noticed that the flag for the Royal Walter terminal was not raised and requested that the flag be raised and lowered at the Royal Walter terminal. He explained that the flag should only be removed if there is inclement weather approaching at the Port. **The Deputy Port Director – Finance will take action on this request.**

Lease for Old Tower Site

The DDF advised that the lease has expired. He explained that there is a request for the Port to make some adjustments at the facilities. He explained that he is requesting a motion to extend the lease. A discussion ensued. **A motion was moved by Mr. R. Parchment to extend the tower lease for a year. The motion was seconded by Mr. M. Adam. All members agreed.**

Transfer of Snapper Lease Items Differed

8. ANY OTHER BUSINESS

The Audit and Risk Committee Chair requested that the Board Secretary reach out to Inclusion Cayman to have a few sessions at the Port Authority for the staff. **A motion was moved by Mr. R. Parchment for the Board Secretary to move forward with the coordination. The motion was seconded by Mr. A. Adam. All members agreed.**

There being no further business, the meeting concluded and was adjourned at 4:45 pm.



PACI BOARD OF DIRECTORS MEETING

Cline Glidden

Mr. Cline Glidden – Chairman

Date: 28 April 2025



Ms. Joanna Shaw - Board Secretary

Date: 28. April, 2025



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