

MINUTES – MEETING # 540

AGENDA ITEMS

A meeting of the Board of Directors for the Port Authority of the Cayman Islands was held on March 28th, 2025, at 10:30 A.M., in the Alexander Board Room, 403 Gerrard Ave, Cayman Brac, Cayman Islands.

1. WELCOME AND CALL TO ORDER

The Chairman, Mr. Cline Glidden, welcomed the attendees and called the meeting to order at 10:15 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. Joel Francis gave a word of prayer.

4. ATTENDANCE AND APOLOGIES

Members Present:

- 1) Mr. Cline Glidden - Chairman
- 2) Mr. Richard Parchment - Deputy Chairman
- 3) Paul Hurlston – Port Director
- 4) Mrs. Jacqueline Scott-Rankine - Board Member
- 5) Mrs. Carilee Bolen - Board Member
- 6) Mr. Joel Francis for Mr. Stran Bodden – Ministry of Tourism and Ports
- 7) Mr. Ashton Bodden, JP - Board Member
- 8) Mr. Matthew Adam - Board Member (zoom)

Invited Guest:

Mr. Donovan Hutchinson - Deputy Director of Finance

Mr. Brevan Elliott – Deputy Director of Operations

Ms. Isidora Eden – Human Resources Manager

Mrs. Myra Ryan-Ebanks – Manager Cayman Brac

Mrs. Allison Christian – Assistant Manager Cayman Brac

Apologies:

Mr. Michael Nixon - Ministry of Finance

Mr. Bruce Smith - Cayman Islands Custom and Border Control

Ms. Irma Arch, JP - Board Member



5. REVIEW AND APPROVAL OF MINUTES

Meeting Minutes #539 were reviewed, Mrs. J. Scott-Rankine moved the motion to accept the minutes, and Mrs. C. Bolen seconded. **The motion passed unanimously.**

6. MATTERS ARISING FROM PREVIOUS MINUTES

Update on Cranes and Equipment Purchase

- a) The Port Director gave a detailed update on the status of purchasing the container crane. He advised that the Port had received approval from the CPO and explained that the Port had advised the successful bidder and PACI had their first meeting with the company.

The Port Director explained that the Port received the contract and had directed it to the Port's legal team for their input. Once received, the Port will update the Board at an upcoming meeting. The expected delivery date was about eight months.

The Chairman requested an update from the Port Director regarding the press release, which was to inform the country about this outstanding achievement of the Port purchasing this critical piece of equipment. The Port Director advised that he, the Deputy Port Directors, and the Board Secretary will work in the coming week to move forward with the press release, as the Port has now reached the final stages of acquiring the crane.

The Port Director discussed the needs of the Cayman Brac location, giving a detailed update on the equipment repairs. The Port Director noted that Cayman Brac can obtain a crane under the current procurement activity. Still, the existing crane can last for a while longer, until the first crane is delivered and commissioned. The board agreed that the crane strategy would be to acquire two new cranes for Grand Cayman and, in the short term, transfer the refurbished 4100 crane to Cayman Brac, pending the availability of funds to purchase a crane for Cayman Brac. In addition, as the Grand Cayman fleet and equipment, such as Head Handlers and Forklifts, are upgraded, the refurbished equipment can be used as spares for Cayman Brac when needed.

The Deputy Chairman wanted to ensure that the new cranes could be used elsewhere if the port were relocated. This was confirmed. A discussion ensued. **An update will be given at an upcoming meeting.**

Update on RTG

The Deputy Port Director-Operations advised that the representatives were hired to complete preventative maintenance on the RTG in Cayman. He suggested that the Fleet Department was working hard with the selected contractors, and that they were conducting the necessary repairs and refurbishment of the RTG. He explained that the RTG should return to operations in a week or two. **An update will be given at an upcoming meeting on the equipment repairs.**

Update on the 4100 Manitowoc Crane

The Deputy Port Director – Operations advised that during the repairs of the 4100 Manitowoc crane, the technical team who worked on the repairs in February 2025 had found some other issues that needed to be repaired, and which Manitowoc is addressing. He explained that the company was repairing another part, and once that part is addressed, the 4100 Manitowoc cranes will be fully operational. A discussion ensued. The Port Director noted that once the repairs are completed and the new crane is commissioned in Grand Cayman, the 4100 could be sent to Cayman Brac until the other crane is procured. **An update on this matter will be given at an upcoming meeting.**



b) New Port Authority Welcome Sign

The Deputy Chairman advised the Members that the Facility manager and the Board Secretary had worked on acquiring bids from several local designers. He advised that a designer had been selected and provided an overview of the chosen design and its associated costs, as determined by the Port Enhancement Team. The Deputy Chairman pointed out that a specific location had been identified on the Royal Water terminal for the sign, and that the Facility Manager and his team had begun remodeling the selected area to accommodate it. The Port Director requested approval for two other signs to be commissioned: a welcome sign over the gates as passengers enter the facility, and a farewell sign over the gates as passengers exit the terminal. **Mrs. C. Bolen moved a motion to proceed with the design concepts for the signs and the commissioning of the two new welcome and farewell signs. Mr. A. Bodden seconded the motion. The motion passed unanimously.**

c) Rotation system at Royal Watler Cruise Terminal.

This matter was discussed by the members. The Port Director advised that the discussions are on going with the parties. The Deputy Chairman requested that the matter be revisited at the next meeting. **This was unanimously agreed.**

d) 2025-2027 Budget Examination - Assumptions

The Deputy Director of Finance (DDF) delivered the financial projections. He advised that the members would be reviewing the assumptions versus the actuals for 2025 to 2027 and how the Port has performed to date. He noted that the budget, which was approved in 2023, did not account of the projected increases, as they would have changed due to the Port's need to factor in global changes. He pointed out that the total income for Quarter 1 (January – March 2025) was ten million dollars (\$10,000,000.) or three million three hundred thousand (\$3,300,000) per month. The total expense for the period was seven million three hundred thousand dollars (\$7,300,000). The profit for Quarter 1 was two million seven hundred thousand (\$2,700,000).

Cargo Handling

The DDF advised the Members of the projected reduction in the port's cargo income based on the Economics and Statistics Office (ESO) forecasts for 2025-2026, as well as the actual figures for 2023-2024.

A detailed explanation was provided to the Members. The DDF further advised that if everything continues on the budget trajectory, the Port budgetary projection would be on target for the end of the year and was in line with the (ESO) predictions.

Cruise Passengers

The DDF reviewed the projected numbers of cruise passengers through to 2026 with the members. The members discussed the concerns and the impact that declining numbers in the cruise business would have on the islands, particularly on the Port Authority revenue. The members discussed the potential for an increase in cruise traffic due to the climate between the United States and certain countries. **An update will be given at an upcoming meeting.**

Staffing Cost

The DDF informed the Members of the components of the Port's staff cost. He provided a breakdown of the projected increase with relevant explanations. The DDF noted that provisions were made in the budget for hiring additional staff, COLA, a discretionary bonus in line with previous years, and an increase in the Port's medical premiums, which is adjusted annually based on several factors.



Repairs and Maintenance

The DDF informed the Members that the Port experienced a higher-than-normal increase in this area as it had to tackle priority rehabilitation of several aging operating assets and projects, as well as storm damage repairs to both Grand Cayman and Cayman Brac. As such, repairs and Maintenance increased substantially in 2024 over 2023. Hopefully, the Cayman Islands will be spared from bad weather in 2025. The DDF provided a brief update on the insurance claim and its current status. **A discussion ensued.**

CAPEX Projection

The DDF reviewed the numbers for the CAPEX for 2025 through to 2027. He explained that some of the work had already been completed at the Port. He also reviewed the draft 2025-2027 financials and their impact on CAPEX projections, as well as the defined benefit liability and annual cost with the Members. The DDF advised on the various upcoming projects for the Port, including the two guardhouses for Grand Cayman and Cayman Brac, the Royal Watler cruise terminal, the proposed Cayman Brac office, and Spotts Dock. A discussion ensued. **After the discussion, it was decided that, given the extensive review of the budget and the significant changes resulting from the new revenue measures, expenditures, and capital forecasts, a motion was made to accept the budget as amended. This was moved by the Deputy Chairman and seconded by the Chairwoman of the Audit and Risk Sub-Committee, who recommended holding off on finalizing the CAPEX projection until after the Island's election process. All Members agreed.**

Cayman Brac

The Chairman welcomed and congratulated the Cayman Brac Manager and the Assistant Cayman Brac Manager on their appointments to these respective posts. The Chairman reviewed the budget projection with the Brac Members. The Brac Manager gave a presentation about the staff and the various projects for the Cayman Brac port office. The Port Director explained that most of the requests from the Cayman Brac Manager are either in progress or will be addressed by scheduled projects.

The Chairman requested that the Brac Manager justify the Port fees for Little Cayman. The Brac Manager gave a detailed breakdown of how the fees are collected in the Brac and Little Cayman. A discussion ensued. **A motion was moved by Mr. R. Parchment, authorizing the DDF to review how the sister islands' Port fees are determined and to recommend improvements or increases. The motion was seconded by Mrs. J. Scott-Rankin. The motion passed unanimously.**

7. ANY OTHER BUSINESS

Edna M. Moyle Primary School Sponsorship Proposal

The Port Director advised that a sponsorship request had been received from the Edna M. Moyle Primary School. The Members discussed the request. The Chairman requested that the Audit and Risk Sub-Committee coordinate with the Port Director and his team to create a sponsorship policy. A discussion ensued regarding the procurement of assistance with creating a policy and procedures manual and other policy templates. It was determined that once the policy is completed, the proposal will be revisited. **The motion passed unanimously.**

Port Policy Update

The Chairman noted that between 90 and 100 policies at the port needed review, redrafting, or updating. An unquantifiable number of policies are also required, and more are being identified. These include a marijuana policy and a Pilotage policy. The chairman noted and reiterated the importance of the policies at the Port and gave his support for these to be updated. It was acknowledged that the Port does not currently have the necessary resources to conduct this work. The Port Director was informed of the Board's support for acquiring the skills needed to achieve the goal, provided adequate steps are taken to comply with the procurement process.



Port Cayman Flag Responsibility

The Port Director updated the Members that the Port flag at the Royal Walter terminal is completed. The Port Director advised that the responsibility issue of the flag being raised and lowered has been addressed. The Deputy Chairman thanked the Port Director for addressing the issue.

Tower Building Lease

The Port Director pointed out that the Tower building lease was up and enquired if the Port should renew the lease. A discussion ensued. **It was unanimously agreed that the Tower building lease would be extended for another year. The Port Director has forwarded the request to the CO, who will forward the extension to the relevant Ministry.**

Human Resources Manager Presentation.

The Chairman welcomed the Human Resources Manager, who gave a video presentation about the activities at the Port. The Chairman suggested that a shortened version could be included in the Port's Public Relations campaign.

Several matters were also discussed, including the ongoing recruitment of critical staff and other relevant issues. The Chairman thanked the Human Resources Manager for her presentation.

The Chairman noted and agreed with the Port Director's recommendation to discuss these matters at a later date.

China / USA Shipping Matters

The Chairman discussed the matter and updated members on the steps taken by the stakeholders in the Caribbean region to lobby the Trump Administration. A detailed discussion ensued. **It was resolved that the Chairman and other members continue to participate in relevant conversations and meetings to represent the Ports' interests. All members agreed.**



PACI BOARD OF DIRECTORS MEETING

There being no further business, the meeting concluded and was adjourned at 5:45 pm.

Mr. Cline Glidden – Chairman

Ms. Joanna Shaw -Board Secretary

Date: _____

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