

MINUTES – MEETING # 541

AGENDA ITEMS

A meeting of the Board of Directors for the Port Authority of the Cayman Islands was held on April 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 1:25 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. A. Bodden gave a word of prayer.

4. ATTENDANCE AND APOLOGIES

Members Present:

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

Invited Guest:

Mr. Donovan Hutchinson - Deputy Director of Finance

Mr. Brevan Elliott - Deputy Director of Operations

Mr. Courtney Wisdom – Facilities Manager

Apologies:

Mr. Michael Nixon - Ministry of Finance

Mr. Bruce Smith - Cayman Islands Custom and Border Control

Paul Hurlston – Port Director



5. REVIEW AND APPROVAL OF MINUTES

Meeting Minutes #540 was differed.

6. MATTERS ARISING FROM PREVIOUS MINUTES

Update on Cranes and Equipment Purchase

- a) The Port Director gave a detailed update on purchasing the container crane. He advised that the contract between the Port and the vendor was signed, and the Port is to make the first payment to the vendor. A discussion ensued. The Deputy Director of Finance advised that he was in contact with the Port's banking entity regarding payments being made to acquire the equipment, but there were some delays in the process. The Deputy Chairman provided the lead contact for the Port's banking institution to expedite the transaction. The DDF advised that the equipment should arrive on the island within eight to nine (8-9) months once the payment is made. A discussion ensued. **An update will be given at an upcoming meeting.**

Update on Head handler

- b) The DDF advised that there were some amendments made to the RFP to resend to the Central Procurement Office. As soon as the process is completed the Port will move forward with the process.

New Port Authority Welcome Sign

- c) The Board Secretary advised that payment was made and the sign is being commissioned. She reminded the Members of the completion time of two to three weeks. **An update will be given at an upcoming meeting.**

Briefing on Current Rotation System at Royal Watler

- d) This item was deferred.

7. NEW BUSINESS

Update on Safety Manual

- a) The Deputy Port Director - Finance (DDF) advised us of the progress of the rollout of the Safety Manual to staff. He advised that the manuals have been distributed with a brief orientation. He explained that the other departments should be completed by the end of April. The Deputy Chairman requested that all employees complete a signed acknowledgment of receipt form. A discussion ensued. The DDF provided the necessary updates to the Members of the rollout progress. **An update will be given at an upcoming meeting.**

Update on the effect of the USA Tariffs/Increased fees

- b) The Chairman gave a detailed overview of the webinar presented by CSA Caribbean Shipping. He pointed out that the meeting was on "Implications for 50% - 60% increases in shipping costs to and from the Caribbean" from the "Measures Proposed Under USTR Section 301: Investigation of China's Targeting of the Maritime, Logistics, and Shipbuilding. The Chairman explained that most ships that service the Caribbean are Chinese-built and specialty-designed for the Caribbean. This issue has caused concerns within the region. He closed by adding that a decision was made by the Caribbean Consortium for a representative from the Port Management of the Caribbean Association to lobby for efforts of an exemption and a resolution for the initiatives not to impact the region negatively. A discussion ensued. **An update will be given at an upcoming meeting of any further decisions posed.**

LCM Salt Rock Dock Upgrade

- c) The Facilities Managers gave a detailed update on damages sustained to the dock on April 16th, 2025. He gave a detailed description of the concerns on various areas on the dock that had sustained the damages and the repairs it would entail. He expressed concerns that the Port is constantly maintaining the dock after such events. A discussion ensued. **An update will be given at an upcoming meeting.**



Little Cayman Operations Improvements

- d) The Facility Manager updated the Members on the current situation in Little Cayman and the concerns. The Chairman reviewed the Members the current operations of the Little Cayman were structured and pointed out the findings from the Board Retreat walk-through conducted on March 29th 2025. He advised of the citizens' concerns regarding the operations, causing consideration towards revamping the system. The Facility Manager gave a detailed update on the work to be completed for the improvements. He expressed that a suggested area required new ramps for the project. He advised that he communicated with planning for approval to move forward on the project and is waiting for approvals. A discussion ensued. The Members agreed that the Facility Manager is to meet with Mr. A. Bodden to discuss the project and the progress. The Facility Manager requested approval to move forward with the budget for the renovations. **A motion was moved by Mr. R. Parchment for the budget to facilitate the LCM dock upgrade and operations. The motion was seconded by Mr. M Adam. All Members agreed.**

Update on Policies and Procedures

- e) The Chairwoman of the Audit and Risk Sub-Committee informed the Members that the project is progressing well. The Members reviewed the draft policies presented, and following a discussion, agreed to adopt the policies contingent upon the proposed amendments. **The Audit and Risk Sub-Committee will schedule a meeting with the Board specifically to review the policy development in greater detail.**

Audit and Risk Sub-Committee

- f) The Audit and Risk Sub-Committee Chairwoman informed the Members that Audit and Risk Sub-Committee had their meeting April 23rd 2025. She advised that the committee discussed the information that was sent to one of the large exporters and that situation was dealt and completed. She advised that the external Audit was near completion. The Chairwoman pointed out that there was a query that was sent by the Auditor General regarding a decision that was made by the Board in January 2025. The Chairwoman expressed that a response was sent to the Auditor General regarding the discretionary decision taken by the Board. A discussion ensued. **The Chairwoman is to provide the minutes of the last meeting to the Board Secretary to update in the system.**

Port Authority Employee Lawsuit

- g) The Deputy Port Director – Finance updated the Members on the current status of the matter, noting that a letter had been sent to the Port's legal team for review. He advised that the issue is now with the Port Authority's legal team and is being actively addressed. An update will be provided at an upcoming meeting.

Request for reduction for Royal Watler Tenants

- h) The Deputy Port Director – Finance presented a request for a rent reduction on behalf of the Royal Watler tenants. The Members reviewed and discussed the request in detail. It was noted that the projected cruise passenger numbers for the upcoming slow season are approximately 17% lower than last year. **As this represents a decline of less than 25%, and does not meet the threshold previously established by the Board, it was decided that the request for a rent waiver should be denied at this time.**



PACI BOARD OF DIRECTORS MEETING

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

Cline Glidden

Mr. Cline Glidden – Chairman

Joanna Shaw

Ms. Joanna Shaw -Board Secretary

Date: 17 June 2025

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