

MINUTES – MEETING # 544
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 July 24th 2025 at 12:30 PM.

1. WELCOME AND CALL TO ORDER

The Chairman, Mr. Cline Glidden, welcomed the Members and called the meeting to order at 1:10 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. R. Parchment 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) Mr. Ashton Bodden, JP - Board Member
- 6) Mr. Matthew Adam - Board Member
- 7) Mrs. Carilee Bolen - Board Member (zoom)
- 8) Ms. Irma Arch, JP - Board Member (zoom)

Invited Guest:

Mr. Brevan Elliot – Deputy Port Director of Operations

Apologies:

Mr. Michael Nixon - Ministry of Finance

Mr. Bruce Smith - Cayman Islands Custom and Border Control

5. REVIEW AND APPROVAL OF MINUTES

The Meeting Minutes #543 were reviewed, Mr. R. Parchment moved the motion to accept the minutes and Mrs. C. Bolen seconded. **The motion was passed unanimously.**

6. MATTERS ARISING FROM PREVIOUS MINUTES

Update on Cranes and Equipment Purchase



PACI BOARD OF DIRECTORS MEETING

- a) The Port Director provided a comprehensive update on the procurement of the container crane, noting that the process is progressing, with the crane currently in the production phase. He briefly outlined the payment terms and informed the Board of payments that have been made in lieu of a letter of credit.

The Chairman informed the Members of a discussion concerning an issue with the banking institution with which the Port has maintained a long-standing relationship. He provided a detailed account of the matter and advised that, following discussions and consideration it was agreed that the Port would reach out to other banking institution to investigate other options and that we would formally communicate our intentions to our current bank. **Mr. R. Parchment moved a motion which was seconded by Mr. Matthew Adam to ratify the previous round robin decision made to proceed with the payment to Konecranes. All Members agreed. An update will be given at an upcoming meeting.**

Update on Head handler

The Port Director advised that a payment had been made to Taylor, the company from which the Port will be purchasing the head handlers. He advised that this project was moving along great and that it was production. **A discussion ensued, and a further update will be given at an upcoming meeting.**

The Port Director also briefed Members on the ongoing procurement process for trucks and chassis, outlining the progress of the business case and its current status. In addition, he provided a brief update on the acquisition of six additional chassis, indicating that the necessary steps would be taken to facilitate their procurement. **A further update will be presented at an upcoming meeting.**

Minister Walk Through Update

- b) The Chairman updated the Members on the recent walk-through with the Minister, Deputy C.O., and the Parliamentary Secretary of the Port. He briefed the Members on the details of the tour and noted that he had informed the Minister and his delegation about the status of the Port's ongoing projects. Additionally, he advised that during the discussions, he raised the challenges the Port is currently facing with the procurement process. He further advised that there was a discussion regarding engaging the Minister of Finance to review the current procurement legislation, with the aim of increasing the efficiency of the procurement process. **A discussion ensued.**

The Director advised that the crane, which had previously been out of commission, is now operational. The Chairman expressed his appreciation to the Port Director and his team for their efforts in successfully resolving the issue and keeping the operational successfully going especially with one crane up and running.

New Port Authority Welcome Sign

- c) The Deputy Chairman advised that the sign had been completed and installed. He noted that the design was visually impressive and is currently being utilized by cruise passengers. He pointed out that the Minister was impressed with the sign on his visit. However, he expressed disappointment that the contractors did not meet expectations regarding the size of the sign. He further advised that the Facilities Manager and the designer will be working on commissioning the additional signage requested by the Port Director and will also revisit the possibility of recommissioning the "I Love Cayman" sign. The Chairman expressed that he was advised by the Ministry that the understanding was that the sign would have been on a grander size so that it would perhaps take up the entire wall which would allow the cruise passengers to see the sign from the sea. A discussion ensued. **The Port Director will liaise with the Facilities Manager to determine the way forward. An update will be provided at a future meeting.**

7. NEW BUSINESS

- a) **Presentation of Sun Sail and Railings Project**

The Deputy Director of Operations (DDO) gave a detailed video presentation on the sun sail and railings projects. He advised of the various designs and benefits of the various examples presented. **A motion was moved by Mr. R. Parchment to select design option #1 and to move forward with completing a business case for the sun sail and**



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PACI BOARD OF DIRECTORS MEETING

railings project. The motion was seconded by Mr. M. Adam. All Members agreed. An update will be given at an upcoming meeting.

The Chair

b) Audit and Risk Sub-Committee Update

The Audit and Risk Sub-Committee Chair provided an update on the meeting held on July 9th, 2025. The Audit and Risk Sub-Committee Chair gave a detailed briefing on the procurement of equipment currently being ordered and its status. She also reviewed the banking processes and provided an overview of upcoming projects.

The Audit and Risk Sub-Committee Chair briefed the Members on ongoing projects and noted that the Port is still undergoing external audits, which are progressing well. A discussion followed. She further advised that the next scheduled meeting is set for August 2025.

RWT Tenant Reduction Request Update

- c) The Chair of the Audit and Risk Sub-Committee advised that the Members that the Committee is still in the process of conducting its review. She noted that while there have been some delays, efforts are underway to gather the necessary cruise passenger data to be submitted to the Members and the Minister. This data will be reviewed at an upcoming Audit and Risk Committee meeting. She further advised that, once this portion of the review is completed, discussions regarding the related request can proceed. A discussion ensued. **The Port Director was tasked with reviewing the feasibility of a 30% cost reduction for the tenants. An update will be given at an upcoming meeting.**

Update on Port Employee Lawsuit

- d) The Port Director gave an update legal case against the Port Authority. He advised the Port's legal counsel received a request for all employees records from 2015-2024 and the Port is working on providing the requested documents. A discussion ensued. **An update will be given at an upcoming meeting.**

ANY OTHER BUSINESS

Licenses and Agreement Procedure at the Port

The Chairman informed the Members that he wished to review an issue that has arisen concerning the terms and conditions of an agreement and the issuance of a license that was purported to be transferred by a tenant of PACI. A discussion followed. The Port Director was tasked with liaising with the Port's legal counsel to discuss the matter and determine an appropriate course of action.

ISA 260 Report

The Chairman reviewed the report with the Members and advised that congratulations were in order, as the Port had received an unqualified audit report. He noted, however, that there were several areas requiring attention and reviewed these in detail with the Members. He also discussed the governance and policy project, expressing his satisfaction that the Port had the foresight to proactively initiate this initiative. A discussion ensued. The Board Secretary was tasked with liaising with the DDF to schedule a workshop to review the governance and updated policy project.

There being no further business, the meeting concluded and was adjourned at 3:15 pm.



Mr. Cline Glidden - Chairman



Ms. Joanna Shaw - Board Secretary

Date: 09 September 2025

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