

## SUMMARY OUTCOMES DOCUMENT PORTS AUTHORITY BOARD OF DIRECTORS MEETING #3-25

The TCI Ports Authority Sponsorship Letter 2024/25 includes key transparency requirements for the operations of the Board. As outlined in the Letter, the Board is required to make public, summary information of its meetings and decisions, following each meeting.

The Chairman, Directors, Management, and Staff of the Ports Authority are committed to maintaining this level of transparency and hereby present a summary of the last meeting.

**INTRODUCTION** - The Board of Directors met virtually on February 27<sup>th</sup>, 2025.

Directors present at this meeting were: *Appointed Directors*: Tueton Williams, (Chairman), Dennis Swann (Deputy Chairman, Crosley Bain, Tracy Parker, and Shawonda Gardiner: *Ex-officio Directors*: ): Bridgett Newman (PS/Ministry of Physical Planning and Infrastructure Development, Lakiea Lewis ( Deputy Budget Director/ PS/Ministry of Finance Representative), Mark McAulay (Acting Director PWD), Delton Jones; (Director of Ports); and Paula Myers (Board Secretary).

Directors absent from the meeting: Linda Malcolm, Collector of Customs.

The Financial Controller, Ms. Sharea Rigby participated in the meeting by invitation from the Chairman.

The Chairman welcomed new attendees Mrs. Bridgett Newman and Ms. Lakiea Lewis to their first meeting, stating he looked forward to their contributions to the Ports Authority's ongoing work plans.

### SUMMARY OF MEETING OUTCOMES

The Ports' Operations Report covered the period January 30<sup>th</sup>, 2025 to February 26<sup>th</sup>, 2025

Highlights of the period:

- Following the appointment of new a TCI Cabinet, Ministerial responsibility for the Ports Authority (PATCI) has been transferred to the Ministry of Physical Planning and Infrastructure Development (PPID). Hon. Arlington Musgrove remains the Minister with responsibility for the Ports Authority.

### **DETAILED PORT OPERATIONS REPORT**

1. **Relocation of PATCI:** Management assured the Directors that the transfer of PATCI to the Ministry of Physical Planning and Infrastructure Development (PPID) would not disrupt current work plans.
  - Responsibility for government-supported projects will remain with the Ministry of Immigration and Border Services until the start of the new fiscal year.
2. **Port Operations:** Management reported that all port operations are stable, with no significant issues.
3. **South Caicos Shipping Service Launch:** The Chairman and Director of Ports reported on their participation in the community launch of King Ocean Lines' bi-weekly shipping service in South Caicos on February 24th.



4. **South Caicos Port Infrastructure:** The Directors engaged in detailed discussions regarding South Caicos' port infrastructure needs and prioritized the acquisition of land to support future port development.
5. **2025/26 Budget:** Management confirmed the submission of the draft 2025/26 budget to the Budget Office on February 17th, 2025. The budget will be finalized following the Budget Challenge Meeting.
6. **Financial Audit (2021/22 - 2023/24):** The financial audit for the period 2021/22 to 2023/24 is in progress. Directors will be updated on the audit's progress at future meetings.
7. **Resumption of Delayed Work Plans:** Management confirmed the resumption of work on previously delayed plans, including:
  - a. Citizen engagement in PATCI capital projects.
  - b. Land acquisition for port development.
  - c. Long-term stevedoring contract.
8. **III Code Audit and Related Activities:** Management provided a report on the III Code Audit work plans, including:
  - a. Ongoing Dangerous Goods training.
  - b. Level 1 Oil Spill training, fund by the MCA.
  - c. Installation of Aids to Navigation.
  - d. Finalization of a Memorandum of Understanding (MOU) with the Police Marine Operations Center.
9. **Port Management Association of the Caribbean (PMAC) AGM:** The Directors approved PATCI's delegation to the 2025 PMAC Annual General Meeting in Curaçao in June 2025.
10. **Policy on Introduction of New Shipping Services:** Following presentations and discussions, the Directors approved the Policy on the Introduction of New Shipping Services.
11. **Opening of New Port Office Complex, Provo:** The Directors deferred approval of the opening date for the new port office complex in Provo, pending consultations with the Minister of Physical Planning and Infrastructure Development.
12. **ISPS Code MOU:** Management informed the directors that the Memorandum of Understanding on the International Ship and Port Facility Security (ISPS) Code between the TCI and the UK/Department of Transport has been finalized and will be submitted to Cabinet shortly.

## HR MATTERS

Following management presentations and extensive discussion, the Directors approved the following Human Resources (HR) initiatives:

- Staff Training and Development Plan (2025-2028); and
- Policy for Assisting Staff Affected by Natural Disasters

## FINANCIAL REPORTS

1. The Financial Controller presented that financial report for January 2025; highlighters were as follows:
  - I. PATCI recorded Revenue totaled \$697,131 compared with a budget of \$905,030 result in a negative variance of -\$207,899 or -23%, due a reduction in imported material by barges.
  - II. Year to date, revenue was \$9,933,674, exceeding estimates by 20% or \$1,665,034.



- III. Expenditure for the period in review was \$511,459 against a budget of \$494,382, reflecting a variance of -\$17,007 or -3% due to an increase in operation expenses.
- IV. Year to date expenditure was \$4,738,824; 12% or \$643,472 below estimates.
- V. Net Operating Income was \$185,672, which was -\$224,976 or -55% below estimate due shortfall in estimated revenue.
- VI. Year To date net income was \$2,310,513 or 598% higher than estimate
- VII. The Balance Sheet was \$41,704, 411 compared with \$42,472,493 compared with the previous month;

## CAPITAL PROJECTS REPORT

Management presented a summary of ongoing capital projects as follows:

1. **Procurement Waivers:** Management is working with the Procurement office to obtain waivers for several Requests for Quotations (RFQs) that received fewer than three quotes. These include:
  - a. Condition survey of the main berth in Grand Turk.
  - b. Rehabilitation of the South Caicos Port Office.
  - c. Installation of Aids to Navigation.
2. **Tenders:** The following projects are currently out to tender, closing on February 26, 2025:
  - a. Cedar Park, South Caicos project.
  - b. Bellefield Landing Pavement project.
3. **Ongoing Construction:** Construction is underway for:
  - a. Gazebo.
  - b. Water sports building.
4. **Upcoming Tenders (FY 2025/26):** The appraisal of the boat ramps and boardwalk and Grand Turk Port office are being finalized to allow tendering early in FY 2025/26.
5. **Approved Projects:** Cabinet has noted the contract for Phase 2 of the Gatehouse at South Dock.
6. **Completed Projects:**
  - a. The port office project is effectively complete.
  - b. A contract has been awarded for new port office furniture, with installation expected by mid-March.
7. **South Dock Redevelopment (Phase 1):** Significant progress is being made. Bollards and fenders have been installed, drainage works are underway, as well as electrical works and phased concrete pouring of the dock and container yard.
8. **South Dock Redevelopment (Phases 3 & 4):** Designs, concepts, and costings are being finalized.
9. **Fuel Mooring:** Designs, concepts, and costing are being finalized.
10. **Future Redevelopment Projects:** Other associated projects currently under appraisal include:
  - a. Demolition of the existing office building.



- b. Construction of a Wi-Fi zone to improve ICT reliability as port functions are digitized.

**DATE OF NEXT MEETING** – The next Board Meeting would be held on March 27<sup>th</sup>, 2025

**Delton Jones**  
**Director of Ports,**  
**March 2, 2025**

