

SUMMARY OUTCOMES DOCUMENT PORTS AUTHORITY BOARD OF DIRECTORS MEETING #5-25

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 May 29th, 2025.

Directors present at this meeting were: *Appointed Directors*: Tueton Williams, (Chairman), Dennis Swann (Deputy Chairman), Cosley Bain, Tracy Parker, and: *Ex-officio Directors*:

Bridgette Newman (PS/Ministry of Physical Planning and Infrastructure Development), Mark

McAulay (Acting Director PWD), Delton Jones; (Director of Ports); and Paula Myers (Board Secretary).

Directors absent from the meeting: Shawonda Gardiner, Nordia Campbell (Budget Director/ PS/Ministry of Finance Representative) Linda Malcolm (Collector of Customs).

The Financial Controller and HR Manager participated in the meeting by invitation from the Chairman.

SUMMARY OF MEETING OUTCOMES

The Ports' Operations Report covered the period April 24th to May 28th, 2025. Highlights of the period were:

- Approval of 2025/26 Budget
- Completion of Bellefield Landing Pavement
- Completion of concrete works on phase 1 dock
- The transfer of Parcel 60605/117 has been completed; arrangements entrained for this and other parcels to be vested to PATCI.

DETAILED OPERATIONS REPORT

1. Port Operations & Management

Management updated the Director on key operational priorities, including the preparation of the 2024/25 Annual Report and the ongoing transition of operations to the Clinton Wilson Port Complex, with necessary adjustments to dockside coordination.



Discussions focused on managing shipping berthing times and alleviating congestion at South Dock, Provo. Directors emphasized the importance of proactively communicating berthing times to vessels in advance to improve efficiency.

2. Upcoming Public Events

Directors reviewed and approved the following dates for upcoming public events:

- Friday, July 4th: Inauguration of the Gazebo, Water Sports Building, and Pavement at Bellefield Landing.
- Thursday, July 24th: Inauguration of the New Dock, Phase 1, at the South Dock Redevelopment Project.
- Friday, July 24th: Annual General Meeting.

3. 2025/26 Budget Preparation

Management presented the approved 2025/26 Budget parameters, which will be reflected in the upcoming Sponsorship Letter from the Minister of Physical Planning and Infrastructure Development.

Extensive discussions were held regarding the financial arrangements for PATCI's major capital projects. Subsequently, Directors mandated the Chairman and Director of Ports to seek a meeting with government representatives to discuss progressing these critical projects.

Management also outlined internal efforts to enhance budget execution, including a post-budget approval managers' meeting, advance appraisal of capital projects, and preparation of an Annual Procurement Plan.

4. III Code Audit Progress

Directors were informed of significant progress on the III Code work plan, including:

- Commencement of Aids to Navigation installation and completion of a bathymetric survey of the Bellefield Landing channel by Coastal Marine Design Build.
- Publication of a Request for Quotation for consultation to establish a safe navigation route and place Aids to Navigation (AtoN) between Heaven Down Rock and Bellefield Landing.

HR REPORTS

1. As part of the ongoing "Meet the Team" initiative, the HR Manager delivered a comprehensive report to the Board. This report detailed the HR division's strategic work plans, highlighting their crucial role in achieving several key organizational objectives. These objectives include:
 - Enhancing staff accountability and productivity.
 - Ensuring strict adherence to national legal frameworks and contemporary HR best practices.
 - Cultivating high-performing and cohesive teams.
 - Ultimately elevating overall employee job satisfaction as the Ports Authority continues to develop a state-of-the-art port system.
2. Following the resignation of the IT Manager, the Director engaged in discussions and provided advice on developing an appropriate and robust IT management framework for the Ports Authority.

FINANCE REPORTS



1. The Financial Controller presented that financial report for April 2025, highlighters were as follows:
 - I. PATCI recorded Revenue totaled \$845,480 compared with a budget of \$1,093,527 result in a negative variance of 247,777 or -23% due to lower imports of building materials by barges %, fuel
 - II. Expenditure for the period in review was \$315,575 against a budget of \$589,225, reflecting a variance of \$273,660 or 46%. This was due to reduced actives awaiting passage of the 2025/26 Budget.
 - III. The Balance Sheet was \$43,116,544 compared with \$42,821,558 in the previous month;

CAPITAL PROJECTS REPORT

Management presented a summary of ongoing capital projects as follows:

1. Ongoing Construction: Construction is underway for:
 - a. Gazebo.
 - b. Water sports building.
 - c. Phase 2 of the Gatehouse at South Dock
 - d. Bellefield Landing Pavement Project
2. Upcoming Tenders (FY 2025/26): The appraisal of the South Caicos Port Office Building, Bellefield Landing, boat ramps and boardwalk, Grand Turk Port Office Building, are completed to allow tendering in FY 2025/26
3. South Dock Redevelopment (Phase 1): The contractor estimates completion of this phase by end July 2025.
4. South Dock Redevelopment (Phases 3 & 4) and Fuel Mooring: Final Report for these consultancies are under review

DATE OF NEXT MEETING – The next Board Meeting would be held in Provo on June 26th, 2025

Delton Jones
Director of Ports,
May 31, 2025

