



The TCI Ports Authority Sponsorship Letter 2023/24, include key transparency requirements for the operation 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 our last meeting.

PORTS AUTHORITY BOARD OF DIRECTORS MEETING # 12-23

INTRODUCTION - The Board of Directors met at the Ports Authority Office, South Dock, Grand Turk and virtually on December 15th, 2023.

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:** Athenee Harvey (PS/Ministry of Finance), Mark McAulay (Acting Director of Public Works), Linda Malcolm (Collector of Customs). Delton Jones; (Director of Ports); and Paula Myers (Board Secretary).

The following Directors was absent: Althea Been (PS/Ministry of Immigration & Border Services)

Dr. Christopher Burgess (Consultant, CEAC Solutions Limiter), Shawna Lewis, (Deputy Director of Port) and Sarhea Rigby (Financial Controller) participated in the meeting by invitation from the Chairman.

SUMMARY OF MEETING OUTCOMES

PORTS' OPERATIONS REPORT (this report covered the period November 16, 2023 to December 14th, 2023)

Highlights of the reporting period:

- **The Finance sub-committee met on December 4th, and considered the draft 2024/25 budget, which was accepted; subjects to suggested revisions.**
- **Pre-construction work for phase 1 of the redevelopment project gained pace during the month.**
- **Suggestions to alleviate congestion at South Dock, Provo are being implemented.**
- **The draft Inception Report for phase 3 and 4 and fuel discharge mooring consultancies were received from CEAC Solutions Company LTD.**
- **The ITT for the Water Sports Building, Bellefield Landing was published with a revised opening date of December 12, 2023.**
- **The scope of works for construction of the pavements at Bellefield Landing was revised and the project is ongoing.**
- **The Several components of Change Initiative: 'Manager On Duty', publication of Month In Review bulletin, and preparation of 2024 Calendar commenced.**

Presentation on consultancies for phase 3 and 4 and the fuel mooring

Directors received a presentation from Dr. Christopher Burgess, Team Leader, CEAC Solutions focusing on the salient points (particularly the cost benefit analysis sections) of the Inception Reports for the consultancies to design and cost phases 3 and 4 and the fuel discharge mooring components of the redevelopment of South Dock, Provo. Directors discussed the presentations. It was noted that adequate justification to acquire properties to support the long-term development of South Dock was made in the Report. It was further noted that Infrastructure Committee would need to give consideration on the fuel mooring options, to select a

preferred option. Directors accepted the Inception Reports as a basis for proceeding to the conceptual stage of the consultancies, which would be very interactive.

Summary of Director's report

1. The Financial Controller presented the draft 2024/25 Budget. This was followed by discussions on the priorities contained in the draft Budget. Subsequently, Director approved the draft 2024/23 Budget was approved for onward transmission to the Budget/Office in accordance with the Budget Time Table.
2. As part of the Budget discussions, Directors received a report on funding of capital budget within the context of Sector 12(3) of the Ports Authority Ordinance. It was noted that Capital projects are fund from periodic moratorium on net-revenue transmission to TCIG, which if not in place result in uncertainty concerning availability of funding to support implementation of capital project. Directors were concerned about the uncertainty of funding for capital projects. Management presented options to address these concerns. The Board resolved that Management should prepare a Cabinet Paper on this topic which seek to bring certainty to funding of capital projects.
3. Directors welcomed an updated from Management which indicated that agreed measure to alleviate congestion at South Dock during the implementation of the redevelopment project were proceeding as planned.
4. Directors were pleased that several Cabinet Papers of interest to the Ports Authority were recently approved.
5. Directors were pleased that the Cabinet had granted conditional approval to Detail Development Plan and Building Permit for the Phase 1 and 2 of the redevelopment project.
6. Deputy Director of Ports Shawna Lewis provided an update on the Organizational Rebranding work plan.
7. The Deputy Director of Ports also provided an update on team building work plans; associated with the Change Management Initiative viz: Manager on Duty, preparation of 2024 calendar featuring recently promoted staff, port Christmas tree contest, Communication Skills Assessment Survey, etc.
8. Directors were advised of the proposed dates for several project public events as follows:
 - Commissioning of Bellefield Landing Boat Slip - January 11th
 - Opening of South Caicos Port and launch of Cedar Park Master Plan - February 1
9. Management advised Director that successful candidates for Harbor Master and Project Manager positions would assume office in January 2024.

FINANCIAL REPORTS

The Financial Controller presented the Financial Reports for November 2023. The highlights were as follows:

1. Gross Profit was \$719,447 compared with a budget of \$826,483; reflecting a -13 % variance due to delay in commencement of sand sales from the Bellefield Landing Dredging Project.
2. Recurrent expenditure was \$364,906, basically in line the estimated budget of \$366,208
3. Net operating income was \$104,541, compared with a budget estimate of \$210,277, reflecting the delay in commencement of sand sales from the Bellefield Landing Dredging Project.
4. Total assets and matching Total Liabilities and Equity were \$17,233,486.
5. Year to Date (end August) results were as follows:
 - Gross profit: \$6,119,382 compared with a budget of \$6,708,717 a variance of -9%
 - Total Expenditure: \$3,082,664, compared with a budget of \$4,159,476, a variance of 26% ,
 - Net operating Income: \$1,036,718; compared with a budget of \$549,241

CAPITAL PROJECTS REPORT

Management presented an update on active capital projects, since the November meeting, as follows:

1. Arrangements to sell sand generated by the Bellefield Landing dredging project are being finalized with support from government agencies.
2. The pavements on the Bellefield Land Breakwater are under construction.
3. Tender documents for the water sports building were published, and Closed December 12th, 2023.
4. The Cabinet granted Conditional Approval of the application for Detailed Planning Permission/ Building Permit for the Phase 1 and 2.
5. Container Yard # 1 was closed to be used as a laydown and de-watering area; pre-construction work commenced on November 8th 2023 and are ongoing.
6. The consultant (CEAC Solutions) undertaking consultancies for Phases 3 and 4 and the fuel mooring designs and costing presented the Inceptions Reports.

2023 END OF YEAR REVIEW

The Director of Ports circulated the 2023 End of Year Review, which was requested by the Ministry of Immigration & Border Services, for the information of Directors.

DATE OF NEXT MEETING

Directors agreed to meet on January 25th, 2024.

Delton Jones
Director of Port
December 18, 2023