



The TCI Ports Authority Sponsorship Letter 2022/23, 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 #10-22

INTRODUCTION - The Board of Directors met at the Atrium, Providenciales

Directors present at this meeting were: **Appointed Directors:** Urban Jason Francis (Chairman), Artavia Bassett (Deputy Chair), Correy Forbes, Derek Rolle and E Lavardo Ewing; **Ex-officio Directors** Chawa Williams, Collector of Customs, Delton Jones; (Director of Ports); and Paula Myers (Board Secretary).

The following Directors were absent: Athenee Harvey-Basden (PS/Finance), Althea Been (PS/Ministry of Immigration & Border Services); and Garvin Thomas, (Director of Public Works).

The Financial Controller Sarhea Rigby participated in the meeting invitation from the Chairman.

SUMMARY OF MEETING OUTCOMES

DIRECTOR OF PORTS' OPERATIONS REPORT

1. The Director of Ports reported on operationalization of the Ports Authority's Business Continuity and Disaster Preparedness Plan during Hurricane Fiona (September 19-22, 2022). It was noted that none of the ports sustained any noteworthy damages; and all ports reopened on September 22nd, for daylight operations only. The Director thanked all staff who are responsible for operationalization of the Disaster Plans.
2. Directors were pleased to hear of the successful demonstration of the Port Logistics and Data Intelligence (Statistics) Platform, being piloted in the TCI, at Port Management Association of the Caribbean (PMAC) Annual General Meeting, during September 14-15th, 2022. Management informed Directors that a workplan (including staff training, and stakeholders' awareness and training) would be developed to roll-out the platform in the TCI by December 2022.
3. Directors were informed of several work plans being progressed with support from the Ministry of Immigration and Border Services, including:
 - Proposed visit to ports in Barbados and Bahamas, during October
 - Progressing several Cabinet Papers, and
 - Progressing a request for Supplementary Expenditure
4. Directors approved several general HR Management proposals made by management.
5. Management briefed Directors on going work plans with Premier's Delivery Unit (DU) related to developing Charters and KPIs for the redevelopment of South Dock, Provo.

6. Management distributed and provided a brief overview of a document which summarized all arrangements made for the opening of the Bellefield Landing Welcome Center.

CAPITAL PROJECTS REPORT

1. A Summary of Capital projects was presented at the meeting, as follows:

Island/ Project	Status
Grand Turk	
1. Refurbishment to Ro/Ro Ramp	This project is included in 2022/23 Budget, and is listed for tendering in the Annual Procurement Plan (APP) during the first quarter (April to June).
2. Refurbishment of Port Office	The draft Invitation to Tender (ITT) was submitted to Procurement Office.
3. Main Berth Repair	This project is included in 2022/23 Budget, and is listed for tendering in the Annual Procurement Plan (APP) during the third quarter (October- December).
South Caicos	
1. Port Rehabilitation Contract	The project is under implementation. Due to 'supply chain' challenges which affected delivery of materials, the project duration is being extended to the end of August.
2. Container Yard Pavement Project	The project delayed until completion of several road projects involving the contractor on North Caicos.. Interim, land was secured for the erection of the project asphalt plant. This project duration will be extended as the asphalt plant is engaged with other projects on North Caicos.
3. Dredging Project	This project is included in 2022/23 Budget, it is at an advanced state of appraisal and is listed for tendering in the Annual Procurement Plan (APP) during the first quarter (April to June). The draft Invitation To Tender (ITT) was submitted to Procurement Office.
North Caicos	
1. Bellefield Landing Dredging Project	This port is ongoing; according to schedule. An extension due to work stoppage during Hurricane Fiona is likely.
2. Construction of Office Block/ Welcome Center	The project is nearing completion, the duration was extended to the end August - a further extension is likely.
3. Civilian Safety (Boat Slips) Project	Project contracting is completed, a kick-off meet was held with the contractor on August 15 th , 2022. The project is under implementation.
4. Master Plan, phase 2	An REQ to procure consultancy services to appraise phase 2 of the Masterplan has been published. Insufficient bids were received. An application of a tender waiver is being progressed. Funding for phase 2 projects is included in the 2022/23 Budget. The project is included in the APP with tendering planned for the third quarter (October – December).
Providenciales	
1. Phases 1 and 2 Redevelopment	Cabinet approved the awarder of this contract at a meeting on August 3 rd , 2022; contracting is ongoing.
2. Design of Fuel Mooring System	The project was deferred during 2021/23 and is to be funded from funds approved by the Government in its Development Fund for the redevelopment project. This project included in the APP with tendering planned for the second quarter (July to September)
3. Construction of Port Office Building	Cabinet approved the awarder of this contract at a meeting on August 3 rd , 2022; contracting is ongoing.
4. Phases 3&4 Redevelopment (appraisal)	This project is to be funded from funds approved by the Government in its Development Fund for the redevelopment project. This project included in the APP with tendering planned for the third quarter (October - December)
5. Redevelopment Project Technical Support	The project is to be funded from funds approved by the Government in its Development Fund for the redevelopment project. This project included in the APP with tendering planned for the second quarter (July to September)

6. Container Yard Maintenance	The Project is completed; a request for Single Source Procurement to pave the container was sent to Procurement Office on September 27 th , 2022.
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FINANCIAL REPORTS

The financial report for August 2022, include Year to Date (YTD) results were presented by the Financial Controller. The financial highlights for August 2022 were as follows.

1. Income was \$743,338¹ (compared with a budget of \$653,583) and expenditure was \$446,921 (compared with an estimate of \$386,532).
2. Net operating income was \$46,417 (compared with a budget estimate of \$267,057).
3. Total assets and matching Total Liabilities and Equity were \$14,475,010.

The YTD financial highlights for 2022/23 were as follows:

1. Actual income was \$2,358,459², compared with an estimate of \$3,578,198,
2. Actual Expenditure was \$1,436,259, compared with an estimate of \$2,440,364: a variance of 41%
3. Net operating income of \$898,200 was reported, compared with an estimate of \$1,137,824: a variance of -21%
4. Total transfer to TCIG was \$1,250,000, in line with the estimate

DATE NEXT MEETING - Whereas this was the last meeting of the current Board a date for the next meeting was not set

The Board Meeting was followed by Staff Appreciation Luncheon for the outgoing Directors.

**Delton Jones
Director of Ports
September 29, 2022**

¹ The income outturn reflects delayed receipt from the sale sand as dredging projects are delayed. This also has implication for net operating income.

² YTD income also reflects delayed receipt from the sale of sand