

SUMMARY OUTCOMES DOCUMENT PORTS AUTHORITY BOARD OF DIRECTORS MEETING #6-25

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 at Clinton Wilson Port Complex on June 26th, 2025.

Directors present at this meeting were: *Appointed Directors*: Dennis Swann (Deputy Chairman), Cosley Bain, Shawonda Gardiner, and: *Ex-officio Directors*: Nordia Campbell (Budget Director/ PS/Ministry of Finance Representative), Delton Jones; (Director of Ports); and Paula Myers (Board Secretary).

Directors joining virtually: Tueton Williams (Chairman) and Tracy Parker,

Directors absent from the meeting: Bridgette Newman (PS/Ministry of Physical Planning and Infrastructure Development), Mark McAulay (Acting Director PWD) Linda Malcolm (Collector of Customs).

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

SUMMARY OF MEETING OUTCOMES

This report summarizes key operational highlights for the period of May 28th to June 24th, 2025:

- **Leadership Re-election:** Director Parker and the Director of Ports attended the 28th Annual General Meeting of the Port Management Association of the Caribbean (PMAC) in Curacao, where the Director of Ports was successfully re-elected as PMAC Vice Chairman.
- **Fiscal Year Kick-off:** Significant efforts were made to ensure a strong and rapid start to the 2025/26 fiscal year.
- **Land Vesting Progress:** Substantial progress was achieved in the process of officially transferring several land parcels to the Ports Authority.

DETAILED OPERATIONS REPORT

1. Port Operations and Strategic Initiatives

Management provided an update on several key operational and strategic initiatives:

- **Annual Reporting and Upcoming Meetings:** The 2024/25 Annual Report is being finalized in preparation for the Annual General Meeting on July 25th.



- **Bellefield Landing Openings:** Deputy Director Lewis is leading arrangements for the opening of the Bellefield Landing Gazebo and Water Sport Building on July 4th, followed by the new dock on July 24th.
- **South Dock Congestion Management:** Efforts to alleviate congestion at South Dock, Provo, continue through strong collaboration with stakeholders, emphasizing pre-clearance and advanced booking procedures for container deliveries.
- **Stakeholder Engagements:**
 - Meetings are underway with Provo Stevedoring LTD (PSL) to review their operations and make plans to transition to the new dock.
 - A joint stakeholder meeting, chaired by the PATCI Chairman, will be held in July to discuss the new dock transition.
 - Discussions were held with Antillean Line focused on their operations, future plans, and their interest in developing trade links with the Dominican Republic, leveraging the new port infrastructure in conjunction with the TCI-DR Trade Alliance and PATCI.

2. Preparations for Fiscal Year 2025/26

To ensure a strong start to the new fiscal year and timely delivery of key work plans, Management informed Directors of measures that are being implemented:

- **Budget Review and Procurement:** A post-budget managers' meeting was held on June 26th, where the Financial Controller presented the 2025/26 Budget and reviewed procurement rules with staff.
- **Divisional Planning:** Divisional budget implementation plans and an Implementation Matrix have been prepared to monitor performance throughout the year.
- **3Ps (People, Performance and Productivity) Initiative** will be introduced to ensure divisional staff are involved with all work plans and improve communications and job satisfaction
- **Procurement Plan Publication:** The 2025/26 Annual Procurement Plan (APP) has been completed and approved for publication by the Procurement Office.
- **Strategic Cabinet Papers:** Work is progressing with the Ministry of PPID on several Cabinet Papers that will inform PATCI's work plan for 2025/26.
- **Infrastructure Financing:** A Board Meeting was agreed for June 30th with the Hon. Premier and Minister of PPID to discuss financing for critical port infrastructure projects.

3. Industry Engagement and Code Audit Progress

- **Port Management Association of the Caribbean (PMAC) Meeting:** Director Tracy Parker and the Director Ports presented oral reports on their attendance at the 28th Annual General Meeting of the PMAC, held in Curacao from June 4th-6th, 2025.
- **III Code Audit: Significant progress has been made on the III Code work plan, including:**
 - Commencement of Aids to Navigation installation in the Bellefield Landing channel by Coastal Marine Design Build LTD.

- 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.
- The Harbor Master and colleagues from the Maritime Administration attended the annual Coastal State Forum in Guernsey during the week of June 23rd.
- Continued progress on the signing of the Memorandum of Understanding (MOU) with the Police Marine Operations Center.

HR REPORTS

1. The Board approved a formal assessment to determine the future structure of PATCI's IT staffing arrangements.
2. Extensive discussion was held regarding staff medical insurance and the provision of affordable housing in the Turks and Caicos Islands. The Board approved PATCI exploring options for voluntary staff medical insurance and strongly encouraged staff participation in the public sector's current survey on medical insurance and housing.
3. Management also informed the Board that staff appraisals are scheduled for July, after which several staff positions will be adjusted.

FINANCE REPORTS

1. The Financial Controller presented that financial report for May 2025, highlighters were as follows:
 - I. Revenue totaled \$1,020,519 for the period ending May 2025. The outturn resulted in a negative variance of \$360,260 or -26% compared to budget.
 - II. Expenditure for May 2025 totaled \$508,335 against a budget of \$874,005. The outturn resulted in operating expenses 42% or \$365,669 lower than estimates
 - III. Operating Income was \$512,183 against a budget of \$506,774. The outturn was on par with estimates (1%), a result of the underspend in expenditure.
 - IV. Year to date Net Income is \$1,024,099, 35% higher than estimates.
 - V. Balance Sheet was \$43,655,272 compared with \$43,116,544 in the previous month.

CAPITAL PROJECTS REPORT

1. **South Dock Redevelopment (Phase 1):** Progress includes the installation of mask lights and the ongoing installation of the transformer. The new weigh scale has been calibrated, and test berthing of vessels has commenced, which will continue over the next few weeks to inform the ongoing final dredging (which is also ongoing). Asphalt works have been completed.
2. **South Dock Redevelopment (Phases 3 & 4) and Fuel Mooring;** The Consultants have presented the Final Reports for these consultancies. The Board accepted these reports as basis to proceed with the projects, noting that there may be delays as funding is arranged and planning approval is sought.

DATE OF NEXT MEETING – The Board would next meeting at the Annual General Meeting on July 25th, 2025.

Delton Jones
Director of Ports,
June 29, 2025

