



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 # 2 -24**

**INTRODUCTION** - The Board of Directors met virtually on February 29<sup>th</sup>, 2024. This meeting was chaired by Dennis Swann, Deputy Board Chairman

Directors present at this meeting were: **Appointed Directors:** Dennis Swann (Deputy Chairman), Crosley Bain and Tracy Parker **Ex-officio Directors:** Athenee Harvey (PS/Ministry of Finance, Delton Jones; (Director of Ports); and Paula Myers (Board Secretary).

The following Directors were absent: Tueton Williams (Chairman), and Shawonda Gardiner, Althea Been (PS/Ministry of Immigration & Border Services), Mark McAulay (Acting Director of Public Works and Linda Malcolm (Collector of Customs).

Mr. Richard Gibbs, who represented the Collector of Customs, Ms. Sarhea Rigby (Financial Controller), Ms. Shawna Lewis (Deputy Director of Ports) and representatives of the re-branding Consultant (Beyond Limitless Creativity): Ms. Takar Bain and Mr. Oneil Wright) participated in the meeting by invitation from the Chairman.

### **SUMMARY OF MEETING OUTCOMES**

#### **PORTS' OPERATIONS REPORT (this report covers the period January 24<sup>th</sup>,2024 to February 28<sup>th</sup> )**

##### **Highlights of the period:**

- **The Ground breaking Ceremony for Phase 1 of the South Dock, Redevelopment Project took place on January 25<sup>th</sup>;**
- **The Bellefield Landing Boat Slips were commissioned on January 26<sup>th</sup>;**
- **Both the Ground Breaking Ceremony and Boat Slips were given front page coverage in local newspapers;**
- **Dredging and installation of 'king piles' for phase 1 of the redevelopment project commenced;**
- **Works progressed on the port extension project at South Dock, Provo to alleviate port congestion;**
- **The removal of abandoned boats and chassis from South Dock was completed;**
- **The Ports Authority Budget Challenge Meeting took place on February, 1<sup>st</sup>**
- **The second gate at South Dock, Provo was opened on February 18<sup>th</sup>;**
- **The work of the Ports Authority was recognized by the Hon. Premier during the State of the State Address on February 19<sup>th</sup>.**

**Presentation on the re-branding consultancy:** Directors received a presentation on the results of the re-branding consultancy from the consultant (Beyond Limitless Creativity). The consultant presented a 'Brand Book' containing proposed revisions to social media platforms and collateral materials in the new color palate for the Ports Authority. A

social medial plan was also presented, along with proposed changes the website. The Acting Chairman congratulated the Consultant on the results of the re-branding consultancy.

### **SUMMARY OF DIRECTOR'S OPERATIONS REPORT**

1. Directors were: informed that the Ports Authority's 2024/25 Budget Challenge Meeting was held on February 1<sup>st</sup> and, advised of the next steps in the budget approval process. Management was requested to keep Directors informed of the progress of the 2024/25 Budget.
2. Directors were pleased to receive a report from Management advising that the work plans<sup>1</sup> to alleviate congestion at South Dock during the implementation of the redevelopment projects were fully implemented with the opening of the second (2<sup>nd</sup>) port entry gate on January 18<sup>th</sup>. Management also advised there were still some teething issues with implementation of these work plans; but that for more part, with yard operational coordination by the Supply Chain Optimization Office and the cooperation of stakeholders the measures were proving to be effective.
3. Management informed Directors of two (2) upcoming audits of the ports and the maritime sector of the Turks and Caicos Islands: International Ship and Port Facility (ISPS) Code audit in April 2024 and International Maritime Organization Instruments Implementation (III Code) audit in October 2024. Directors were advised that the staff are prioritizing work plans related to preparation for these audits.
4. Directors were advised of the status of several work plans being progressed with the assistance of the Ministry of Immigration and Border Services.
5. Management advised Directors of ongoing support of the DECR on matters related to complying with regulatory requirements during implementation of phase 1 of the redevelopment project.
6. Directors received an update on the work plan to acquire lands for further port developments at South Dock. In further discussion on this matter, Directors expressed the need for this to be addressed proactively.
7. Directors noted results of a recent staff recruitment exercise which resulted in the offer being made to fill the vacant Office Manager position.
8. Directors discussed and approved, subject to some minor adjustments, a proposal for introduction of electronic advertisements at Bellefield Landing.

### **FINANCIAL REPORT**

The Financial Controller presented the January 2024 Financial Report. The highlights of this report were:

- I. Recurrent revenues of \$950,911, which is 29% higher than the estimate of \$737,133 due to increased imports of building materials.
- II. Total expenditure of \$508,282, which is 35% higher than estimate of \$376,953 during several staff position being filled and several public events taking place during the month.
- III. Net Operating Income of \$192,629, which is 75% over the estimate of \$110,184 higher revenue during the month.
- IV. Total liabilities and equity: \$17,777,581.

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<sup>1</sup> Customs pre-clearing of cargo from major importers, pre-booking container collection; limiting port access to truckers with cleared containers; allowing container release after normal hours once an international vessel is off-loading; maximizing containers exports, in line with imported ones

*Other financial matters:*

- a. Directors approved introduction of virements, subject to adherence to relevant clauses for the Public Financial Management Ordinance.
- b. Directors approved introduction of credit cards for payment of expenditure, subject to adapting TCIG Credit Card policy to suit the needs of the Ports Authority.
- c. Directors deferred consideration of the introduction of credit card payments machines, to allow further research on this matter to take place.

**CAPITAL PROJECTS REPORT**

Management presented an update on active capital projects, as follows:

1. The evaluation panel for the sale of sand resulting from the Bellefield Landing dredging project convened and the process is ongoing.
2. The evaluation for the Bellefield Landing Gazebo and water sports building were completed.
3. A site meeting was held with the contractor for the Boat Slips to consider a safer design for the gangways at the ferry dock and limited scope dredging of the turning basin.
4. The RFQ to remove a sunk vessel from the Bellefield Landing turning basis was re-issued.
5. The contractor for the redevelopment project facilitated a meeting with the Infrastructure Committee on February 8<sup>th</sup>, where a 3 months' work plan was outlined, including: simultaneous dredging and installation of the combi wall.
6. The consultants are preparing civil and building designs for phases 3 and 4 of the redevelopment project; and advised these should be delivered within 2 months.
7. The consultants are also finalizing project design for the fuel mooring component of the redevelopment project, with a delivery time of 2 months.

**DATE OF NEXT MEETING**

Directors agreed to meet on virtually on Wednesday 27th March.

**Delton Jones**  
**Director of Port**  
**March 4, 2024**