



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 # 3 -24**

**INTRODUCTION** - The Board of Directors met virtually on March 27<sup>th</sup>, 2024.

Directors present at this meeting were: **Appointed Directors:** Tueton Williams, (Chairman) Dennis Swann (Deputy Chairman), Crosley Bain, Shawonda Gardiner, and Tracy Parker **Ex-officio Directors:** Mark McAulay (Acting Director of Public Works), Delton Jones; (Director of Ports); and Paula Myers (Board Secretary).

The following Directors were absent: Athenee Harvey (PS/Ministry of Finance, Althea Been (PS/Ministry of Immigration & Border Services) and Linda Malcolm (Collector of Customs).

Mr. Ohelus Higgs, who represented the Collector of Customs, Ms. Sarhea Rigby (Financial Controller and representatives of South Dock Redevelopment, Phase 3 and 4 and Fuel Mooring design Consultant (CEAC Solutions, LTD): [Messrs.: Odain Perry, Clayton Dookie and Lucan Robinson] participated in the meeting by invitation from the Chairman.

### **SUMMARY OF MEETING OUTCOMES**

#### **PORTS' OPERATIONS REPORT (this report covers the period February 28<sup>th</sup> to March 27<sup>th</sup>, 2024**

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

- **Commencement of dredging and installation of 'king piles' for phase 1 of the redevelopment project c**
- **Approval of Draft 2024/25**

##### **Presentation from South Dock Redevelopment, Phase 3 and 4 and Fuel Mooring design Consultant (CEAC**

**Solutions:** Directors received a presentation on the March 2024 Interim Report from the consultant's representatives. This presentation provided information on the progress of the consultancy, upcoming activities and the timeline to complete the consultancy.

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

1. Directors were informed that the Ports Authority's 2024/25 Budget was approved and that an appearance before the Appropriations Committee was the need step in the Budget approval process. Directors also engaged in extensive discussion on the draft budget related to sustainable funding arrangements for capital projects.
2. Directors were pleased to be informed that the port extension project to provide a storage area for imported vehicles at South Dock, Provo was completed. Management advised Directors that this was final measure that was implemented to alleviate congestion at South Dock, during the implementation of the redevelopment project.

Management also advised that the effectiveness of the congestion alleviation measures would be monitored and adjustments would be made as needed.

3. Directors were advised that the Port Logistics and Data Intelligence Project should be rolled out at the start of new financial year, and a staff presentation would be made at a future meeting
4. Management informed Directors that staff work plans were prioritizing preparation for 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.
5. Directors were advised of the status of several work plans being progressed with the assistance of the Ministry of Immigration and Border Services.
6. 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.
7. 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.
8. Directors noted the results of a Management Report on a proposed port development project for Grand Turk involving the Ports Authority and a developer.
9. Directors considered and approved travels by Directors and staff to regional ports and port and shipping conferences.
10. Directors approved for the Annual General Meeting to be held on June 20<sup>th</sup>, 2024.
11. Management made a presentation and Directors approved a new staff annual award to be called the Minister's Award which would recognize the staff person who best exemplify the 'I'm PATCI' Culture<sup>1</sup>.
12. Directors received an update on efforts to recruit an IT Manager, which should conclude following the Easter holidays.

## **FINANCIAL REPORT**

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

- I. Recurrent revenues of \$790,629, which is 20% higher than the estimate of \$660,883 due to increased imports of building materials.

---

<sup>1</sup> Nominees to be nominated by their colleagues should demonstrate and best meet the following criteria:

- A Port Professional
- Well-informed about port operational procedures
- Fully committed to self-development
- Fully aware of the need to practice and ensure safe work habits
- Fully committed to ensuring compliance with international codes
- Part of a bigger team offering essential services to the Turks and Caicos Islands
- Fully committed to the realization of PATCI's mission, vision and strategic goals

- II. Total expenditure of \$434,380, which is 17% higher than estimate of \$290,497 due to staff related costs several staff positions were recently filled.
- III. Net Operating Income of \$106,248, which is 64% over the estimate of \$40,497 due higher revenue during the month.
- IV. Total liabilities and equity: \$17,984,853.

*Year to date performance:*

1. Revenues totaled \$8,803,262 against a budget of \$8,830,820. This outturn is on par with budget despite the shortfall in receipts from the sale of sand and rental income. Recurrent revenues have outperformed estimates by 12% or \$972,442.
2. Total expenditure totaled \$4,412,514 against a budget of \$5,279,295, 16% or \$866,982 positive variance. The variance is comprised of \$671,231 and \$195,751 of savings in Personnel Costs and Operating Costs respectively.
3. Net operating income totaled \$1,640,948, exceeding budgeted net operating income by \$839,423 or 90%.

## **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. South Dock Redevelopment:
  - Phase 1 implementation:
    - Simultaneous dredging and installation of the combi walls is taking place. The contractor has received the sheet piles.
    - A business case to dispose of the sand resulting from the project was prepared to allow tendering the sell the sand.
  - Phase 3 and 4 design consultancy - The consultants are preparing civil and building designs which should be delivered within 2-3 months.
  - Fuel discharge mooring design consultancy - The consultants are finalizing project with designers with a delivery time of 2 months. Subsequently, the Infrastructure Committee approved a request from the consultant to amend the scope of the consultancy to include the design and costing of a pipeline to extend to the premises of the main fuel importers in the vicinity of South Dock. Management is working with the CMPMD to finalize the contract amendment.
  - Procurement of Port Container Scanner - Management has developed an RFQ to seek technical support on procurement of a container scanner.
  - Project funding - the full project allocation of \$54 million would be included in the 2024/25 budget. This will allow timely commencement of phases 3 and 4 (and the fuel mooring components of the project) depending on cost estimates.

## **DATE OF NEXT MEETING**

Directors agreed to meet on virtually on Thursday, 25<sup>th</sup> April, 2024.

**Delton Jones**  
**Director of Port**  
**April 7, 2024**