



**CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING MINUTES
HELD AT OWEN ROBERTS INTERNATIONAL AIRPORT CONFERENCE ROOM
ON 16th SEPTEMBER, 2019**

BOARD MEMBERS

Present:

Chairman: Mr. Thom Guyton
Deputy Chairman: Mr. Joel Jefferson
Director: Mr. George Hunter
Director: Mr. Charles Clifford
Director: Mr. Stran Bodden
Director: Mr. Roy Grant
Director: Mr. John Meghoo

Apologies:

Director: Mr. Nathaniel Tibbetts
Director: Mrs. Vanessa Godfrey-Banks

Others Present

CEO/Secretary: Mr. Albert Anderson
Recording Secretary: Mrs. Carlene Logan

1. WELCOME

1.1. A quorum being present, the Chairman called the meeting to order at 12:15p.m.

2. CONFIRMATION OF MINUTES

2.1. The minutes of the meeting held on 28th August, 2019 were approved.

3. MATTERS ARISING FROM PREVIOUS MINUTES

3.1. **RFFS LOA:** Addendum to the Agreement now with Ministry.

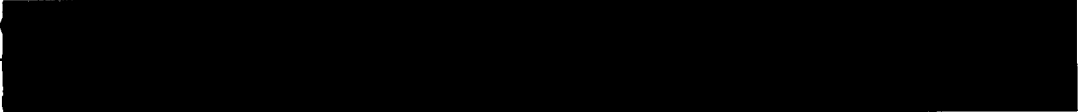
3.2. **Rubis/Sol:** The issue here is the Joint Venture Agreement not yet being signed. Currently awaiting an update from Sol/Rubis.

3.3. **IT Audit Recommendations by PwC:** An Action Log is being put together, to be completed by end of September. Some of the security issues have already been addressed. The Job Description has been completed for the post of Chief Technology Officer and the post is now being evaluated for grading. Advertisement of the post should be out before the end of September.

3.4. **Funding for Additional Airside Works:** Approval from Cabinet has been received. RFP now being prepared to go out to banks.

3.5. **Luggage Carts:** Expected end of September.

3.6.



S11(2)(c)

3.7. **RCIPS at CIAA:** Nothing further since meeting with Commissioner.

3.8. **FADS' Query Re Meet & Greet:** Will circulate a paper on this prior to October's Board Meeting.

3.9. **Landing Space Obstruction:** Survey scheduled for November. Scope to include future landing path.

3.10. **Little Cayman Airport Development:** Chief Officer Stran Bodden has advised to proceed with the Environmental Impact Assessment. An RFP will be done.

4. MONTHLY FINANCIAL REPORT – CFO Ms. Sheila Thomas

- Revenue 15% ahead of YTD Budget
- Revenues 14% better than 2018
- Expenses 1% above YTD budget but 11% more than 2018
- Pax activity up 9% while aircraft activity up 4%
- KPI's
 - Cost Per Pax \$32.32 vs \$31.45 in 2018
 - Total revenue per Pax \$53.20 vs \$53.82 in 2018
 - Pax Activity up 9% Y/Y – 76K vs 68 K in 2018
 - Aeronautical \$24.5M (89%)
 - Non-Aeronautical \$2.9M (11%)

5. AIRPORT REDEVELOPMENT– Snr. Project Manager – Mr. Roy Williams

Terminal Project Construction Update

- Punch List items ongoing
New Arrivals Exit is complete – issues from CBP
Punch list ongoing
- Additional Work:
Concessions – Kirk/Cayman Airways/Island Taste – no progress
Cistern Protection – materials on island
Final Landscaping end of September

Remaining Major Issues

- Project Closeout Ongoing
 - Financial closeout cost
 - Training completion
 - Manuals distribution
 - As Built Drawing completion
 - Occupancy Certificate
 - Punch list completion
 - Demobilization

- Public Accounts Committee preparation
- Auditor Meeting Update
- [REDACTED] S11(2)(c)
- A/C issues in Departures/Immigration
- New Arrivals Exit Issues
- Departures Hold room Seating Capacities

Current Project Status

- Contract Negotiations continue
95 % agreed content – Clause 11
 - [REDACTED] S21(1)(b)
 - Contact with Willis Towers Watson – Negotiator skills - \$20K
- Critical to have a signed contract as soon as possible
 - Possibility to procure weather-related items PRIOR to contract signing
- Imported Stone Issue – IDL stating they only bid on 20% imported Aggregate
 - Potential major issue
- Code E Taxiway :
 - Design 95% complete
 - PPC meeting Update –
 - Return to PPC on the 20.09.2019 – ESTAR required
 - Code E include in scope – Direct Award
 - Option 1 additional apron expansion
- VE items on hold until contract signing
- Planning Permission Approval in process
- Permitting to follow:
 - Structural Permit
 - Electrical Permit

6. DECISION ON 2nd LEVEL DEPARTURE HALL

6.1. The Board agreed on Option 2 (Build and fit out the existing 2nd floor only, to make it a permanent additional departure lounge) as presented at last month's Board Meeting. Design work to be undertaken, to include arrival and departure areas. The possibility of moving the Protocol office to also be pursued.

6.2. In response to questions from the last Board Meeting, Snr. PM provided the following:

Description		
Number of Seats Existing	1052	
Peak Hour Passengers	1806	
Seat Ratio	58%	Passengers
	42%	Seats
Industry Standard	60%	Passengers
	40%	Seats

7. AOB

- 7.1. Christmas Party** - The Board did not approve CIAA covering the cost of alcoholic beverages at this year's Christmas party.
- 7.2. Drone Proposal** – CEO and CO, Stran Bodden, met with Daggaro Strategic Solutions, Myles Newlove. The interest here is wanting to secure space at ORIA for a ramp as well as space to erect a hangar and an office. The idea is to bring in materials, assembling and testing drones. The hangar, office and ramp will all be 'portable' and can be taken down with 2 months' notice. After some discussion, the Board agreed to consider CKIA but not ORIA.
- 7.3. Vehicle for CEO** - \$60K was approved by the Board for the purchase of a Dodge Ram 1500 truck from Car City.
- 7.4. Ground Handling Charging** – It was decided to go with a 'per aircraft' fee.
- 7.5. Hungry Horse/Island Taste** - The Board advised that notification should be sent to Ken Thompson (Island Taste) advising of no further renewal beyond 30th November, 2019, on the temporary airside and landside spaces.

8. ADJOURNMENT

There being no further business, the meeting adjourned at 3:27pm.



Thom Guyton - Chairman



Albert Anderson-Board Secretary