

CIAA Board of Directors Meeting

CONFIDENTIAL

Minutes

Board of Directors Meeting

Date: 30th October 2014

Time: 12:30pm

Place:

Owen Roberts International Airport George Town, Grand Cayman

Participants:

Chairman:

Mr. Kirkland Nixon

Deputy Chairman:

Mr. Thom Guyton

Director:

Mr. John Meghoo

Director:

Mr. Nathaniel Tibbetts

Director:

Mr. Stran Bodden

Director:

Ms. Vanessa Banks

CEO:

Mr. Albert Anderson

Apologies:

Director:

Mr. Bruce Smith

Director:

Mr. Joel Jefferson

1. Call to Order / Welcome

A quorum being present, the meeting was called to order at 12:40pm.

The Chairman extended a warm welcome to the Directors.

The Chairman moved to appoint the CEO Albert Anderson as Secretary for this meeting. This was unanimously approved.

2. Confirmation of Minutes / Matters Arising	Actioned By	Due Date
The minutes of the meeting of 25th September 2014 were reviewed and confirmed.		
Matters Arising from September 2014 Minutes		
FI .	CEO	
Cayman Airways Hangar Area – CEO has discussed the cleanup of CAL equipment around the hangar with CAL CEO Fabian Whoms. This is now	CEO	
 being addressed as a safety issue. Farmers Market – Remaining containers have been removed and the old 	CEO	

lawyers incorpora	has been demolished. Lease document being prepared by (Ritch & Connolly). Currently awaiting a copy of the site plan to be ated into the lease. **Policy and Procedures Manual – In progress. CEO plans to	CEO		
develop	an Orientation Manual for Board members but is lacking all support at the moment.			
	Authorisation Levels – CEO and CFO have submitted a proposa udit Committee for review and feedback.	Audit Committee	27 th Nov. 2014	
address	Audit Report – CEO to provide the Board with an action plan to the issues raised in the Internal Audit report and recommend and ry resource plan if such be required.		27 th Nov. 2014	
• Finance	· · · · · · · · · · · · · · · · · · ·	CEO	31st Dec. 2014	
				5.21
		CEO	31st Dec. 2014	
renovatio proposed revenue followed opportuni	rcial Concession Leases – CEO has contacted all onaires and offered them a one-year lease renewal while the ons are going on. He has also advised concessionaires of the concession model going forward based on a percentage of with a minimum annual guarantee. This was done in writing by a face-to-face meeting where concessionaires had the ity to ask questions. There was also a press release in the local garding this.			
		CEO	31st Dec. 2014	5.21
happy wit had been	Plans, Congestion - The CEO advised the Board that planning was th the technical specifications of the temporary structure, the order placed and a submission for planning permission had been made	CEO	31st Dec. 2014	
and simp	patch - CEO to review dispatch process for taxis and tour buses lify it as much as possible for revenue assurance purposes.	9E0	31st Dec. 2014	-
with unso	luled Operations – CEO to seek to recover all costs associated the check the desired that the costs associated the costs as a cost	CEO	31st Dec. 2014	
• Fuel Ope	erators - 1	CEO	31st Dec. 2014	5.21
	intenance - CEO to issue a RFP for fleet maintenance. This is in the works but delayed by airport development RFP.	CEO	31st Jan. 2015	
case of e	Phones – CEO confirmed that no satellite phones are available in mergency. This is being addressed.	020	31st Dec. 2014	
planned for TYMCO S	ance Management – Training for Board members currently being or November Board meeting. Sweeper Truck – CEO advised the board that the truck has arrived	CEO	31 st Nov. 2014	
	but had sustained some damage in transit, which will be fixed by and covered by insurance.	CEO	31st Dec. 2014	

 Cayman Brac Works – Now moving ahead and expected to be completed by 30th November, with departure lounge seating installed in December. 	CEO	31st Nov. 2014
Finance - CFO advised that a cash handling policy had been sent to the	CEO	31st Dec. 2014
Audit Committee for review and comment. Meanwhile the main cause for	Audit Committee	27th Nov. 2014
concern – the proliferation of receipt books - had been addressed and the		27 1100. 2014
team are working to close all the remaining gaps.		
Einance - CEO advised that CIG Internal Audit department had advised her	CEO	31st Dec. 2014
Finance - CFO advised that CIG Internal Audit department had advised her that they did not beautiful and advised here.	CEO	31% Dec. 2014
that they did not have the resources currently to review the structure of the		
Finance Department and qualifications for staff. CEO will see if Deloitte can		
assist.	1	
 Finance - CO Stran Bodden to send a copy of the Ministry DATT 	Stran Bodden	27th Nov. 2014
procurement policy to CFO.		
		i
	CEO	31st Dec. 2014
	020	01° Dec. 2014
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3. Financial Report	Actioned By	Due Date
CFO Sheila Thomas presented the September YTD management accounts report to		
ne Board. This is attached as Appendix A.		
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5.23

S.21 & S.17

New Business	Actioned By	Due Date
Board Policy Manual – Will be completed as soon as CEO acquires secretarial support (expected to be in place by December).	CEO	31st Dec. 2014
Strategic Plan – CEO working through as time permits, but secretarial support will help.	CEO	31st Dec. 2014
Internal Audit Findings – CFO has produced an action list and several actions have been completed. Will be developed with action owners and timelines and presented to The Board.	CEO	27 th Nov. 2014
	Board Policy Manual – Will be completed as soon as CEO acquires secretarial support (expected to be in place by December). Strategic Plan – CEO working through as time permits, but secretarial support will help. Internal Audit Findings – CFO has produced an action list and several actions have been completed. Will be developed with action owners and	Board Policy Manual – Will be completed as soon as CEO acquires secretarial support (expected to be in place by December). Strategic Plan – CEO working through as time permits, but secretarial support will help. Internal Audit Findings – CFO has produced an action list and several actions have been completed. Will be developed with action owners and

5. Closing of Meeting

There being no further business, the Chairman thanked the Board and closed the meeting at 5:45pm.

Mr. Kirkland Nixon, Chairman CIAA Board

Mr. Albert Anderson, CEO (Secretary)