

CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING MINUTES HELD AT OWEN ROBERTS INTERNATIONAL AIRPORT, CIAA CONFERENCE ROOM, 28 MARCH 2018

BOARD MEMBERS

Present were:

Chairman:	Mr. Kirkland Nixon
Deputy Chairman:	Mr. Thom Guyton
Dep. Chief Officer:	Mr. Perry Powell
Director:	Mr. Joel Jefferson
Director:	Ms. Vanessa Banks
Director:	Mr. Nathaniel Tibbetts
Director:	Mr. Charles Clifford
Director:	Mr. George Hunter

Apologies

Director:	Mr. John Meghoo
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Others Present

CEO:	Mr. Albert Anderson
Secretary:	Miss Isidora Eden

1. WELCOME & APOLOGIES

- 1.1. A quorum being present, the Chairman called the meeting to order at 11:50 am. The Chairman welcomed everyone to the meeting and thanked all Directors for attending.
- 1.2. Apologies received from Mr. John Meghoo who was unable to attend the meeting and also from Mr. Joel Jefferson and Mr. Perry Powell who would be arriving late.

2. CONFIRMATION OF MINUTES

The minutes of the meeting on 07 March 2018 were reviewed and approved, with one change to be made.

Directors discussed the airside construction and congestion concerns with air traffic. It was suggested that implementing the parallel taxiway sooner rather than later would perhaps alleviate the air traffic concern. The Board was advised that the winning bidders, Stantec, for the airside construction have just signed a contract with CIAA and are now starting the design phase. It was also advised, in relation to implementing the parallel taxiway sooner, that there were costs to be considered and continued projects should be aligned with the Airport Master Plan.

3. MATTERS ARISING FROM PREVIOUS MINUTES

- 3.1. ATC Staffing Concerns** – A suggestion from the Board was made that the Marketing department should take this an opportunity to highlight this as a part of “Careers in Aviation” piece.
- 3.2. Concessions Report** – Letters are now being prepared to go out to winning bidders. There was some units that no one bid on, therefore as per the RFP’s terms, CIAA can negotiate directly with other companies. The board urged the CEO to look at upstairs as a primary option for the CAL Sir Turtle lounge instead of trying to outfit this on the main floor thus potentially losing departure hall seating square footage. [REDACTED] S21(1)
[REDACTED]
[REDACTED] (a)(ii)
[REDACTED]
- 3.3. Customs Exit** – A new location has been identified for the Customs cashiers in order to alleviate congestion and improve traffic flow.

Mr. Joel Jefferson arrived at 12:40 pm.

4. MONTHLY FINANCIAL REPORT – SHEILA THOMAS, CFO

Ms. Thomas presented the figures from January to February 2018 to the Board. The CFO discussed the Executive Summary, KPI’s, Statement of Performance on major expense items, monthly department spend and the Statement of Financial position. Ms. Thomas gave a high level overview of the accounts receivables and payables and the Statement of Cash Flows. [REDACTED]
[REDACTED]

[REDACTED] S21(1)(a)(ii)

Mr. Perry Powell arrived at 1:20 pm.

5. OPERATIONAL UPDATE – ALBERT ANDERSON, CEO

- 5.1. PARKING REVENUE** – The CEO reported a downward turn in the parking revenue since the 15-minute grace period had been implemented. The Board was curious if the general public have been made aware of this; and also where the payment machines were located. The board suggested that a covered payment machine be placed in the parking lot for convenience.
- 5.2. CLEAR CHANNEL** – New exhibit A agreed and signed off. Some required changes to be addressed in the Customs and Sir Turtle areas. Work has begun on transferring existing clients in the arrivals area. Discussions with Clear Channel continue on some of their concerns surrounding revenue loss due to the airport construction.
- 5.3. MIAMI FAST-TRACK PROGRAM** – The CEO advised the Board that this will be on Friday April 6th and it is anticipated that the fast-track program will provide some relief to the long waits at Immigration upon entry to Cayman.
- 5.4. AIR TRAFFIC CONTROL** – Discussion have been had with the ATC Training Centres in Dominican Republic and Jamaica to provide ATC training for CIAA trainees and refresher training for CIAA ATC Officers. The CAACI are involved as they would have to certify the

training centres. A RFP is being prepared for the training aspect and both are expected to bid.

5.5. RFFS LOA – A meeting was held with the Ministry of Home Affairs regarding the RFFS Agreement. They have agreed, in principle, to the draft agreement presented and now awaiting agreement of Fire Chief. The CEO to follow up in the first week of April.

5.6. PROCUREMENT – CIAA have signed an agreement with EasiBuy, which is a procurement agency, also being used by central government. CIAA will have a three-month trial with Easibuy and it is expected to begin on 01 April 2018.

6. AOB

6.1. SIR TURTLE LOUNGE – Discussions were held between the Board and the CEO and it was noted that the preference of the Board would be for a smaller restaurant with a lounge area upstairs, as opposed to finding new space on the ground level to accommodate CAL.

6.2. OFFICE MANAGER – The Chairman along with the CEO advised the Board that Isidora had put in her resignation. Her last day with the CIAA would be on Friday 27 April 2018.

6.3. LITTLE CAYMAN – The Board was advised that that, as per a meeting with the CEO and the Deputy Premier/Minister for DATT, they want to start the process of developing the airport on the existing site in Little Cayman. There were discussions around the concerns of funding and also the bird population at the existing site. The Deputy Chairman agreed to discuss this further with the Deputy Premier for the Board to determine the way forward.

6.4. [REDACTED]
[REDACTED]
[REDACTED] S21(1)(a)(ii)

6.5. [REDACTED]
[REDACTED]
[REDACTED] S21(1)(a)(ii)

6.6. AIRSIDE DRAINAGE/CULVERTS – One of the Directors inquired on this and it was explained that this is a part of what Stantec will be doing for CIAA during the Airside Works Project.

6.7. PASSENGER SCREENING – The Chief Security Officer has received information from Perry Powell regarding some work he did on outsourcing vs insourcing passenger security screening some years ago. He is now working on a comparison of the winning bid vs insourcing and will discuss with Mr. Powell when complete.

7. ADJOURNMENT

There being no further business, the meeting was adjourned at 2:45 pm.


Mr. Kirkland Nixon, Chairman


Miss Isidora Eden, Secretary