

CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING MINUTES HELD AT OWEN ROBERTS INTERNATIONAL AIRPORT, CIAA CONFERENCE ROOM, 07 MARCH 2018

BOARD MEMBERS

Present were:

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

Apologies

None

Others Present

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| 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 11:35 am. The Chairman welcomed everyone to the meeting and thanked all Directors for attending.
- 1.2. There were no apologies to note as all directors were present.

2. CONFIRMATION OF MINUTES

The minutes of the meeting on 24 January 2017 were reviewed and approved, minor grammatical changes to be made.

3. MATTERS ARISING FROM PREVIOUS MINUTES

- 3.1. **FUEL CONCESSION** – The board discussed and directed that they require CIAA to record the meter readings for all RUBIS/SOL trucks both inbound and outbound of the airside for each vehicle with the driver signature and date. The Board directed that this shall be implemented no later than Monday 12 March, 2018. The Board would also like confirmation that there are no safety concerns with parking the gas trucks on the airside overnight.
- 3.2. **RFFS LOA** – DCO Powell to follow up and progress a meeting with the relevant parties.

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- 3.3. ATC STAFFING CONCERNS** – A meeting was held with the CEO in January 2018 in regards to this finding. CIAA are presently actively looking at a solution and has hopes of resolving this in a few months' time.
- 3.4. CLEAR CHANNEL** – Working on placing existing customers in the new space. There have been no discussions on additional space at this time. CIAA still awaiting CC's response on the revenue share proposal.
- 3.5. Concessions Report** – Evaluation Report completed. Will be presented to the non-conflicted Board members for review and approval.

4. PUBLIC AUTHORITIES LAW PRESENTATION – MR. PETER GOUGH

Mr. Peter Gough was invited to give the Board a presentation on the Public Authorities Law; development and objectives of the Law, purpose of the Law and specifically sections of the Law that deal with Statutory Authorities and their Boards.

Mr. Joel Jefferson was excused at 2:30 pm and returned at 4:10 pm.

5. ORIA REDEVELOPMENT PROJECT UPDATE – Mr. ROY WILLIAMS

Mr. Williams presented an update on the redevelopment project to the board highlighting areas below:

Construction Update

East End Work - Baggage Arrivals - 3 carousels operational

West End Work - Ticket Office buildout under conveyors ongoing - 2 weeks out. Phase 2 South - fast tracked and handover will occur in mid-April. HBS room improvements ongoing.

Phase 2 North (Old ticketing area) - Behind old ticketing demolition ongoing. 1st Phase of the SSCP 90% - handed over in two weeks. Remaining old conveyor systems demolition complete – installation of new Construction of IT workshop and ticketing office ongoing.

Level 2 - Finishes on hold until branding approved – Interior Designer. Re-location of Airlines ongoing

Phase 4 North - Steel Foundations ongoing. Demolition of old customs/immigration and baggage claim complete.

Schedule Overview

SSCP move in mid-March.

All Airlines are now on CUPPS.

BHS scheduled to be closed out at the end of March.

Phase 2 South scheduled to be handed over mid-April 2018.

Phase 4 South to commence at the beginning of May 2018.

Partial Phase 5 scheduled to commence in May.

Phase 4 North scheduled to be handed over in December 2018.

Remainder of Phase 5 scheduled to commence in October 2018.

Phase 4 south no scheduled handover date as yet – in progress.

Banner Design – Mr. Williams showed the Board two banner designs for the banners to be placed on the roof; one with holes and one without holes. The board chose the design with holes.

Interior Design Presentation – Lori McRae

Ms. McRae presented two concepts for the interior design of the reception area, offices and conference rooms for CIAA that would be implemented throughout the completion of the redevelopment to ORIA. The Board approved the Calm + Collected Mood Board option that was presented. The Chairman also requested that Ms. McRae sit in as a contributor on the Art Committee that is in place. The Board requested that a proposal be presented for replacement of the counter-tops throughout the terminal. They also requested a layout plan of the meet and greet area at arrivals so they can have an idea of how it will be set up and what will be placed in what areas.

6. MONTHLY FINANCIAL REPORT – SHEILA THOMAS, CFO

Ms. Thomas presented the 2016-2017 Financial Review to the Board. [REDACTED]

S21(1)(A)(ii)

[REDACTED] It was noted that one of the new Directors gave kudos to the Board and CEO and his team for doing a great job to keep CIAA liquid and transparent.

7. AOB

- 7.1. CAL COVERED RAMPS** – The Board wanted to know if CIAA owns any of these ramps. It was discussed that CAL owns most and Delta may own some. CAL had indicated that their ramps would be available to the other airlines for lease.
- 7.2. PORTERS** – The Board, through the Chairman, expressed its displeasure of the porters sitting on the wall outside of the ticketing hall and scuffing the wall with their shoes. on the CEO advised that passengers do this as well and a solution is being researched on this issue.
- 7.3. Sir Turtle Lounge** – Protocol wants both sides of the Protocol Lounge, therefore CIAA is currently identifying a new space for the Sir Turtle Lounge. The option available would cause a 40-50 passenger seating loss in the departure hall. The Board would like to see some other options for spaces that could be used.
- 7.4. Rental Car Companies** – The CEO reported that he had met with the two major car rental companies and they were not keen on kiosks in the meet & greet area. They noted that this would cause large crowds to gather in that area and that they would need spaces to park their cars. They had agreed that it was not a viable option.
- 7.5. Board Finance Committee** – Mrs. Vanessa Godfrey-Banks, who chairs the BFC requested that the date be changed from 16th to 22nd May as she will be off-island. The committee members accepted this date and the meeting will be moved.
- 7.6. Customs Exit** – There is a concern about passenger flow in this areas. Several options were discussed however the CEO and Mr. Clifford would discuss in more detail. The Board

directed the CEO to satisfy the needs of Customs (Border Control and Security) as a priority.

- 7.7. Taxi Dispatch** – There needs to be quicker flow in this area. The CEO advised the main issue is that on a busy cruise ship day, taxis are unavailable. The CEO also advised that he met with the Public Transport board two (2) weeks prior and discussions to a solution were ongoing.

8. ADJOURNMENT

There being no further business, the meeting was adjourned at 5:15 pm.



Mr. Thom Guyton, Deputy Chairman



Miss Isidora Eden, Secretary