

**CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING MINUTES HELD AT OWEN  
ROBERTS INTERNATIONAL AIRPORT, CIAA CONFERENCE ROOM, 25 APRIL 2018**

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**BOARD MEMBERS**

**Present were:**

Deputy Chairman: Mr. Thom Guyton  
Chief Officer: Mr. Stran Bodden  
Director: Mr. John Meghoo  
Director: Ms. Vanessa Godfrey-Banks  
Director: Mr. Nathaniel Tibbetts

**Apologies**

Chairman: Mr. Kirkland Nixon  
Director: Mr. Joel Jefferson  
Director: Mr. Charles Clifford  
Director: Mr. George Hunter

**Others Present**

CEO: Mr. Albert Anderson  
Secretary: Miss Isidora Eden

**1. WELCOME & APOLOGIES**

- 1.1.** A quorum being present, the Deputy Chairman called the meeting to order at 12:10 pm. The Deputy Chairman welcomed everyone to the meeting and thanked all Directors for attending.
- 1.2.** Apologies received from Mr. Kirkland Nixon, Mr. Joel Jefferson, Mr. Charles Clifford and Mr. George Hunter who were not able to attend this meeting.

**2. CONFIRMATION OF MINUTES**

The minutes of the meeting held on 28 March 2018 were reviewed and approved, with minor grammatical changes to be made.

**3. MATTERS ARISING FROM PREVIOUS MINUTES**

- 3.1. ATC Staffing Concerns** – The CEO would provide more details in his Operation Update.
- 3.2. Customs Exit** – Additional walls to be installed to create the configuration required by customs.
- 3.3. Parking Revenue** – Revenues still down and seems to be due to the same grace period implementation. The Debit/credit card issue is still a work in progress.

- 3.4. **RFFS LOA** – An agreement has been made. Awaiting signed letter. CIAA will purchase any new equipment required, the Fire Department will maintain and replace existing equipment.
- 3.5. **Little Cayman** – The Directors discussed land options: Eastern site now protected and is no longer an option for the airport. The existing site and the original site designated for this purpose are the only options available. Chief Officer Bodden suggested that perhaps a separate session to discuss LYB along with the CAA would be beneficial. The Deputy Chair asked for the Board Planning and Development Committee to meet in May to review the Airport Master Plan.
- 3.6. [REDACTED]  
[REDACTED]  
[REDACTED] S21(1)(a)(ii)

#### 4. **ORIA REDEVELOPMENT UPDATE – MR. ROY WILLIAMS**

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

##### Construction Update

- 4.1. **East End Work** - BHS Punch List items and close out. Additional follow up on stakeholder requests.
- 4.2. **West End Work** - Ticket Office buildout under conveyors complete and occupied. Service and Egress Corridor – elevator # 2 - critical access – two weeks out. West Expansion of Airside Canopy – civil complete – structural and electrical on going. Second backup generator now in position but not on line.
- 4.3. **Phase 2 North B (old ticketing area)** - Conveyors are now installed but not commissioned – one in operation behind Cayman Airways. Bulkhead/ceiling tile and flooring ongoing – handover in approximately two weeks. IT Workshop and Ticketing offices in 2 weeks.
- 4.4. **Level 2** - All stakeholders now moved. Design layout plans are now complete. Working in the center core. Interior Design coordination ongoing. Intermediary arches complete.
- 4.5. **Phase 4 North** - On schedule. Foundations ongoing. Expanded Customs/ Immigration offices/ halls ongoing. External Arch on the landside has commenced.
- 4.6. **Phase 2 South and Phase 4 South** - 95% complete – handover on 01.05.2018. Departure Temporary Building to be removed on 30 May. Critical to moving two outlier airlines. Phase 4 south - east side – pilings complete.

Mr. Williams further discussed with the Board and showed a visual concept of much work had been completed to date and he also discussed the projected schedule overview, some major issues that would be up for consideration throughout to the end of the project. Of specific note was the board's decision to reject the Caymanite tile layouts in the design for the Great Hall and continue with the standard flooring design throughout the facility. Also, the Board decided not to pursue replacing the millwork changes and go ahead with what has already been installed i.e. faux marble tops and blue wooden cabinets. The Landscaping RFP was discussed and the CEO advised that it was approved by the DTC and CTC. Mr. Williams will review prior to advertisement.

Mr. Williams went on to discuss options for the upper level lounge and showed a visual concept to the board that included a VIP upper deck and a VIP lower deck. However, the Board has asked for some additional options on how this space can be best utilized.

Mr. Williams completed his presentation with an update on the Airside Projects; discussing with the board that the kick off meeting had been held on 28 March 2018 and that surveying was ongoing. He advised that he would be working closely with three members of CIAA who would make up the CIAA Core Team. He advised the Board the estimated deadline for completion of the design works would be October 2018.

#### **5. AMS (Island Air) LEASE EXECUTION**

The CEO discussed with the Board and was advised that a resolution should be prepared to have any two directors to sign in place of Chairman and Deputy Chairman (who may be possibly conflicted). The AMS lease was ready for signature. As the Chairman was unavailable and the Deputy Chairman conflicted, the Board resolved that any two Directors could sign the lease.

#### **6. FADs MEET AND GREET**

There is a possibility of an RFP being prepared to open the service up to bidders; however, it is vital to maintain a certain quality of service and operating standards, regardless of who is operating the service. There is also a need for wheelchair service so this was also discussed. The Board agreed collectively that the CEO should schedule a series of meetings with major stakeholders. The Board would like to be accessible and hear major concerns affecting partners, especially during the final stages of the redevelopment project. During this process, the Board will discuss the meet and greet issues with FADS.

*The Board took a short ten-minute break.*

#### **7. OPERATIONAL UPDATE – ALBERT ANDERSON, CEO**

- 7.1. RUBIS/ SOL CONCESSION AGREEMENT** – Negotiations are ongoing regarding a joint concession agreement. OfReg is involved in the negotiations and CIAA is now awaiting feedback from Rubis/SOL.
- 7.2. AIRCRAFT FEES** – Initial discussions had with American Airlines about the possibility of an additional RON (Remain Overnight) flight to service another destination gateway other than the existing Miami RON.
- 7.3. BRAND REFRESH** – Market research/ Brand Refresh to be done by Massive Media. Initial meeting has been held to provide Massive Media with objectives and guidelines. The question arose – CIAA logo versus ORIA/ CKIA. The Board agreed they should be marketing the airport rather than the authority. The CEO advised the brand refresh project would be a six-month process.
- 7.4. ATC STAFFING CONCERNS** – Business cases and RFP in progress. CIAA is now fully engaged with CAACI on this issue. Once completed Board approval will be sought.

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**7.5. AIRPORT EMERGENCY EXERCISES** – are set for May timeframe at both airports (ORIA & CKIA). This year's emergency exercises will include elements of terrorism to develop and test airport response to terrorist actions. This is now a requirement from ASSI.

**8. AOB**

**8.1. RATIFY ROOF MEMBRANE DECISION BY ROUND ROBIN** – Approved by Board.

**8.2. BOARD POLICY MANUAL** – Approved by Board.

**8.3. MASTER PLAN UPDATE** – The Deputy Chairman asked to calendar a Board Planning and Development Committee meeting.

**8.4. OFFICE MANAGER** – The Deputy Chairman thanked Isidora for her work, dedication and professionalism to the Board and CEO. He wished her well in her future endeavors and career and let her know they would all miss her.

**9. ADJOURNMENT**

There being no further business, the meeting was adjourned at 5:20 pm.



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Mr. Thom Gayton, Deputy Chairman



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Miss Isidora Eden, Secretary