

**CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING MINUTES HELD AT OWEN  
ROBERTS INTERNATIONAL AIRPORT, CIAA CONFERENCE ROOM, 27 JUNE 2018**

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**BOARD MEMBERS**

**Present were:**

Chairman:	Mr. Thom Guyton
Chief Officer:	Mr. Stran Bodden
Director:	Mr. Charles Clifford
Director:	Ms. Vanessa Godfrey-Banks
Director:	Mr. Joel Jefferson
Director:	Mr. George Hunter
Director:	Mr. John Meghoo
Director:	Mr. Nathaniel Tibbetts

**Apologies**

None

**Others Present**

CEO:	Mr. Albert Anderson
Secretary:	Ms. Nadine Ramsay

**1. WELCOME & APOLOGIES**

- 1.1. A quorum being present, the Deputy Chairman called the meeting to order at 11:30 am. The Deputy Chairman welcomed everyone to the meeting and thanked all Directors for attending.
- 1.2. Apologies received from Mr. Charles Clifford who was not able to attend this meeting.

**2. CONFIRMATION OF MINUTES**

The minutes of the meeting held on 23 May 2018 were reviewed and approved.

**3. MATTERS ARISING FROM PREVIOUS MINUTES**

- 3.1. **Change Orders.** Change order requests from external entities should be approved at the leadership level in the organisation requesting the change. Invoices are being prepared and will be sent to everyone requesting change orders.
- 3.2. **RFFS LOA.** This is now signed. The CAA has not yet commented on this agreement.
- 3.3. **Little Cayman.** The Board Planning and Development Committee will meet in July to review the Airport Master Plan.

- 3.4. Temporary Departure Tent.** CEO is currently in discussion with a local business. If this tent is still not sold, the CIAA will engage the Education Ministry to see if it can be used for school purposes.
- 3.5. CIAA Brand Refresh.** This is ongoing, currently doing a focus group survey.
- 3.6. Lost Revenue Streams for CIAA.** This will be discussed at the Planning and Development Meetings
- 3.7. Rubis/Sol-** No resolutions as yet, however after the recent meeting, all parties now understand better each other's concerns, which is to protect their investment and to ensure that any new third party entering the market does not have better contract terms than theirs. The CEO expects that this issue will be resolved in due course.
- 3.8. Airline SLOT Management** – The airlines previously advised the CIAA of the times they were arriving. The CIAA is in the process of changing this to require them to 'ask' if they can arrive at a particular time. This new procedure is expected to morph into a Slot Management process as far as possible, considering the constraints of dealing with the large hubs that feed traffic into ORIA. In CIAA's ongoing discussion with the airlines, Jet Blue has agreed verbally to an 11am arrival time, which will alleviate the peak time overcrowding issue. The CIAA is also looking at incentives for moving traffic to off peak times.
- 3.9. Department of Tourism Advertising.** The DOT is aware that there is designated space in ORIA for them to advertise.

#### **4. AIRPORT REDEVELOPMENT UPDATE – Project Manager – Mr. Roy Williams**

The following were highlights of the Project Manager's presentation:-

- 4.1. Phase 1.** This is now closed; however, final payment is outstanding and is pending verification by the Project Manager.
- 4.2. Phase 2 Construction Update.** The next handovers, SSCP, Customs Admin, and Immigration Restrooms will be completed by the end of July 2018.
- 4.3. Hurricane Protection Upgrade** – The airside doors in the departure hall currently have 15lb glass in 9lb frame. It was recommended that the doorframes be upgraded to 15lb to ensure the integrity of the entire door. Estimated cost to cover this update is CI\$100k. The Board approved the replacement of the doors.
- 4.4. Customs Cashier/Admin changes.** The relocation of Customs Cashier needs Board approval and confirmation as to who is funding this change order request. The PM will meet with the CEO, the Collector of Customs and other key decision makers to discuss and come up with proposals for the Board to review. They will also look at the Domestic Carousel belt and the Domestic Corridors. The CEO will discuss with ASSI any security concerns relating to the mixing of domestic and international passengers.
- 4.5. CIAA FFE procurement.** This is becoming critical, the admin furniture, departure hall seating, SSP screening machine choices, need to be look at ASAP, as well as the Play area and Nursing Station. It was noted that the Nursing station was sponsored and is on island.
- 4.6.** A budget is needed for the Topping-Out Ceremony and the Art Project. The CEO is discussing details of the ceremony with Government via the Chief Officer, while Natalie Urquhart, will supply a breakdown of past budgets for art projects of similar scale. Some

of the next steps will include finalizing the ORIA Art Program Strategy, developing timelines and an RFP.

- 4.7. Baggage Arrivals East End Canopy.** Wind driven rains are affecting the carousel. [REDACTED] S21(1)  
[REDACTED] (a)(ii)  
[REDACTED]

- 4.8. Baggage carousel Customs Hall.** The Board agreed with the proposal to incorporate of the domestic baggage carousel belt into the main customs hall, final approval will be given once the rough order of magnitude are presented for review.

- 4.9.** [REDACTED] S21(1)  
[REDACTED]

- 4.10. CAL/VIP Lounge.** The proposed designs should allow all parties to access the 'verandah'. This should be fast tracked and sent to the Board for approval by round robin. (a)(ii)

## 5. MONTHLY FINANCIAL REPORT –CFO

- 5.1. CIAA Financial and KPI's.** Strong 1<sup>st</sup> Quarter Financial and Year on Year Performance

- 5.2.** [REDACTED] S21(1)  
[REDACTED] (a)(ii)  
[REDACTED]

- 5.3. Energy Management System (Handover).** This in place, but is not able to work efficiently due to the current state of the terminal building. Once in operation the CIAA anticipates significant energy cost savings.

- 5.4. Flight Movements -** Mr. Bodden explained that the incremental overall growth of the Tourism/Air Arrivals would be minimal, although it is still looking healthy. Due to the impact of the Hurricanes on the Caribbean, Cayman has benefitted this year as those islands are still recovering, and perhaps will still be in that position at the start of the next high season. It is hoped some of these visitors will choose the Cayman Islands as their alternate choice going forward.

## 6. OPERATIONAL UPDATE – ALBERT ANDERSON, CEO

- 6.1. Parking.** The Amano team visited from July 11-15<sup>th</sup>. The finance team was introduced to new features and went through the reconciliation process using reports to detect irregularities. Several features of the system were introduced and are being implemented.

- 6.2. Business Case-ATC Staffing Concerns.** There has been no changes to this since the last report, however the finance and operations team are working on the source of funding.

- 6.3. 2018 AVSEC Audit.** The CEO kept in touch with the Chief Security Officer during the audit and does not expect anywhere near the significant level of issues that were found in the previous audit.

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

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[REDACTED]

Ms. Vanessa Godfrey-Banks was excused from the meeting at 4:30

**7. AOB**

**7.1. RFP for Legal Services.** The RFP should be done after the end of the airport redevelopment project.

**8. ADJOURNMENT**

There being no further business, the meeting was adjourned at 4:45 pm.

  
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Mr. Thom Guyton, Chairman

  
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Ms. Nadine Ramsay, Secretary