



**MINUTES OF CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING
HELD AT OWEN ROBERTS INTERNATIONAL AIRPORT, CONFERENCE ROOM
ON 22nd JANUARY, 2020**

BOARD MEMBERS

Present:

Chairman:	Mr. Thom Guyton
Deputy Chairman:	Mr. Joel Jefferson
Director:	Mr. George Hunter
Director:	Mr. Stran Bodden
Director:	Mr. Roy Grant
Director:	Mr. John Meghoo
Director:	Mrs. Vanessa Godfrey-Banks
Director:	Mr. Charles Clifford

Apologies:

Director:	Mr. Nathaniel Tibbetts
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Others Present

CEO/Secretary:	Mr. Albert Anderson
Recording Secretary:	Mrs. Carlene Logan

1. WELCOME

1.1. A quorum being present, the Chairman called the meeting to order at 11:45a.m.

2. CONFIRMATION OF MINUTES

2.1. The minutes of the meeting held on 18th December, 2019, were approved.

3. MATTERS ARISING FROM PREVIOUS MINUTES

3.1. **Rubis/Sol:** The Joint Operating Agreement between Rubis and Sol has been signed and CIAA have signed the Concession Agreement with them. Rubis/Sol now have 18 months to have a facility up and running.

3.2. **IT Audit Recommendations by PwC:** Interviews for CIO have been completed. Scoring now being done.

3.3. **Funding for Additional Airside Works:** RFP has gone out.

3.4. [REDACTED] S11(2)(c)

3.5. **RCIPS at CIAA:** Nothing further.

- 3.6. **Drone Proposal** – once the MOU has been reviewed by the Legal Department, it will be sent to the Board.
- 3.7. **Ground Handling Agreement** – A meeting with Ground Handlers to discuss terms and conditions will soon be taking place.
- 3.8. **Data Protection Law Update** – Ongoing.
- 3.9. **GA RFP** – now being done in-house.

4. OPERATIONAL UPDATE

ATC Manning Plan Status:

- 2 of 5 contract ATCOs successfully checked out by CAACI.
- One contract ATCO to be checked out 25 Jan.
- [REDACTED] S23(1)
- Second cohort of ATCTs to be interviewed. 2 of 14 passed the aptitude test.

CAACI Audit – CAPs work in progress to address. Next report February.

ORIA West Apron Paving:

- Phases 1 to 3 completed
- Phase 4 – The GSE area is now 80% complete. Taxiway 'A' and 'B' is pending.

Projects

- GA Consultancy – RFP End of February
- ORIA West Apron Paving:
 - Phase's 1 to 3 completed.
 - Phase 4 – The GSE area is now 80% complete.
 - Taxiway 'A' and 'B' is pending – asphalt plant was closed temporarily for renovations – re-opened in January
- Arrival Carousel Covering – Awaiting Board approval.
- GA Apron Expansion – Business case under review by EPC
- Surveillance (CNS) – One RFP response - under review.
- Janitorial RFP – PPC to review in January 2020
- Revamping area for CAL Express operations
 - An area between Stand 1 and the GSE parking area
 - New stands will be called S1 and S2
 - Used exclusively for CAL Express
 - CAA final approval pending but conditional approval granted

5. AIRPORT REDEVELOPMENT– Snr. Project Manager – Mr. Roy Williams

Terminal Project Update

Remaining Major Issues

- Project Closeout Ongoing
- Public Accounts Committee rescheduled

- 2nd Floor Departure Hall Design
- Concessions ongoing

Airside Project Update

- Test Strip is now to be on the runway (1st night)
- Estimated start date on Airfield 03.02.2020
- 1 shipment of stone left to be delivered
- 1st load of Rip Rap delivered to site today
- Preloading ponds is scheduled to begin week of 3rd Feb.
- Pond wildlife relocation still ongoing – will continue during pumping of ponds
- Fire Department involvement – meeting held in early January
- ASSI/CIAA updates continuous to reach approval status

Director, Mr. John Meghoo joined the meeting at 1:47p.m.

Critical Items

- Finalizing Security Protocols
 - CAA deliverables and approvals – update meeting in January
 - ASSI approvals
- Hard Stops begin 3rd February, 2020 – 10pm through 7am
- CIAA determinations on:
 - on apron management
 - TXWY Delta shutdown – discussion on how and when (May?)
- MEDEVAC flights procedure – determination on procedures
- Passenger Processing on East End - Resolution
- Airfield handover procedures
- Electrical Permit
- ASSI resolution on the south fence addition

6. RFP – Little Cayman Airport EIA

- Chief Airport Operating Officer, Mr. Wayne DaCosta gave an overview power point presentation of a draft copy of the RFP.

Secretary, Mr. Albert Anderson, left the meeting at 3:15p.m.

7. MONTHLY FINANCIAL REPORT (NOVEMBER 2019) – CFO Ms. Sheila Thomas

- Total revenue was 9.8% better than 2018 and 9.4% better than YTD budget
- Non-aeronautical revenue up 29.2% YoY and 1.5% better than YTD budget
- Passenger activity up 8% YoY, aircraft activity up 4% YoY
- Overall revenues 3% ahead of FY revenue budget. 9% better than expected.
- Expenses 12.8% more than 2018.
- 86% of budget was spent. 5.6% better than what was budgeted.
- Cost per passenger \$42.66; 3% < 2019
- YTD Passenger Activity 8% Y/Y

- Total revenue per passenger \$57.04; 2% > 2018
- Aircraft activity holding steady 4% growth

8. ANY OTHER BUSINESS

- Cost of Living Adjustment (COLA) of 5% approved by the Board. A copy of the Resolution to be sent to CO Stran Bodden for submission to Cabinet, requesting final approval.
- East Canopy – \$500,000 was approved by the Board for a canopy on the east side of the terminal for covering the arrival baggage carousels during inclement weather. This project was not in the 2020/2021 budget but can be managed within the projected cash flow for the Authority.

9. ADJOURNMENT

There being no further business, the meeting adjourned at 4:10pm.



Thom Guyton - Chairman



Albert Anderson-Board Secretary