



**MINUTES OF CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING
HELD VIA ZOOM
ON 27th MAY, 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:	Mrs. Vanessa Godfrey-Banks
Director:	Mr. Charles Clifford
Director:	Mr. John Meghoo
Director:	Mr. Nathaniel Tibbetts

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 11:10a.m.

2. CONFIRMATION OF MINUTES

- 2.1. The minutes of the meetings held on 27th February, 9th April and 11th May were approved.
2.2. The attached Resolutions initially approved by email were approved.

3. MATTERS ARISING FROM THE ABOVE MINUTES

- 3.1. **IT Audit Recommendations by PwC:** The position of Chief Information Officer has been filled. Mr. Mark Whiteside will take up his post on Monday, 1st June, 2020.
- 3.2. **Funding for Additional Airside Works:** ESTAR report from the RFP evaluators now ready to go to PPC.
- 3.3. [REDACTED] S11(2)(c)
[REDACTED]
- 3.4. **RCIPS at CIAA:** CEO has been in recent discussion with the RCIPS Commissioner regarding CIAA Security officers' powers of arrest at the airports. The Commissioner has offered assistance wherever needed as CIAA Security Officers move to providing this service at ORIA and CKIA.
- 3.5. **Drone Proposal** – Discussions continue with the Ministry.
- 3.6. **Data Protection Law Update** – Action Log/Roadmap awaited from PwC.

3.7. GA RFP – In progress. Currently assessing a claim from WSP.

3.8. RFP – Little Cayman Airport EIA – 95% completed. This has now been pulled from this year's budget and moved to 2021 budget

3.9. Car Park – Moved to 2021 budget.

4. OPERATIONAL UPDATE

ATC Manning Plan Status:

No further check outs by CAACI of the contracted ATCOs, due to current low traffic as a result of the travel restrictions.

The remaining ATCT is now back from Trinidad, having successfully completed his training.

Second cohort of ATCTs on hold.

CAACI Audit – CAPs work in progress to meet the submission date of 15th June, 2020.

Projects

- GA Consultancy – RFP in progress
- Arrival Carousel Covering – in progress
- GA Apron Expansion – on hold due to budget constraints, not yet released by review committee
- Surveillance (CNS) – on hold
- Janitorial RFP – valuation now completed and sent to PPC

[REDACTED]

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S11(2)(c)

OPERATIONAL UPDATE DURING COVID-19

- Private charters and repatriation flights continue to operate
- Working alongside NEOC regarding repatriation flights
- Maintenance upkeep continues on the terminal
- Ground Handlers assisting Maintenance
- Plans in hand to restart – social distancing markers, mandating wearing of masks this week, reviewing quotes on splash guards at check in counters and gates
- Hiring freeze for the remainder of 2020, except for 3 positions – Chief Information Officer, Airport Operations Manager (offer already made), ATC (former employee)
- Staff Engagement Survey ends 31st May. 75% response to date.
- ASSI has issued changes to protect staff while doing manual searches.
- In possession of a large amount of PPE

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

Terminal Project Update

Remaining Major Issues

- Final Occupancy Certificate received
- Final As Built Drawings received
- Final Account not received

- No progress on Concessions – restart of construction to begin soon
- 2nd floor lounge – tender drawing 75% completed, hold at 100%

Airside Project Update

- Runway strengthening 3rd and final lift now complete
- Runway extension final grading is in process
- Code E taxiway final grading in process
- Pond work for the pond behind the Fire Station on hold
- Electrical permit for airfield electrical work approved

Critical Items

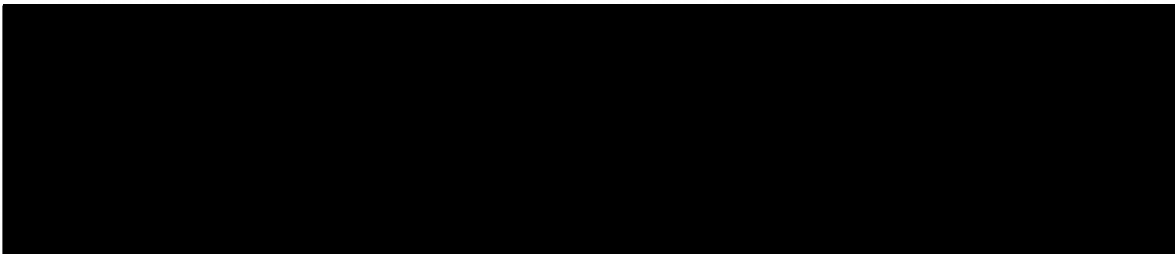
- Taxiway Delta still shut down
- Pond fill at the Fire Station
- Deteriorated culverts at taxiways Alpha and Bravo
- Passenger processing on new apron

6. MONTHLY FINANCIAL REPORT (For March 2020) – CFO Ms. Sheila Thomas

- YTD Revenue was 9.2% behind 2019 on account of:
 - ❖ Immediate impact of Covid-19 on travel (border closure)
 - ❖ Subsequent revenue relief given to concessionaires
 - ❖ Expenses grew by 0.8% year on year
 - ❖ Staff costs increased by 3.3%
 - ❖ Contracted services increased by 2.5%
 - ❖ Legal fees grew by 52.2%
- YTD Flight activity 91% of PY level
- YTD PAX Stats 86% of PY level
- Projected \$13.7M deficit to Dec 2020
- Aggregate Cash balances was \$26.2M

The Board requested a timeline from the CFO/CEO showing cash flow vs Loan funding availability, to allow appropriate follow up with Ministry on financial support.

7.



S11(2)(c)

8. ADJOURNMENT

There being no further business, the meeting adjourned at 2:37pm.


Thom Guyton - Chairman


Albert Anderson-Board Secretary