



**MINUTES OF CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING  
HELD VIA ZOOM  
ON 24<sup>th</sup> June, 2020**

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**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 meeting held on 27<sup>th</sup> May were approved.

**3. MATTERS ARISING FROM THE ABOVE MINUTES**

3.1. **Funding for Additional Airside Works:** Central Procurement today confirmed that PPC has approved the loan proposal and formal notification will be sent this week.

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

3.3. **Drone Proposal** – Mr. Myles Newlove of Daggaro Strategic Solutions will make a presentation to Caucus in July.

3.4. **Data Protection Law Update** – Action Log/Roadmap has been received from PwC. Management to now update timelines and make decisions on the way forward re policies, etc.

3.5. **GA RFP** – The Board requested obtaining a quote from WSP with a specific deadline of having this completed.

**4. MONTHLY FINANCIAL REPORT – CFO Ms. Sheila Thomas**

- YTD Revenue was 43.7% behind 2019 on account of:
  - ❖ Immediate impact of Covid-19 on travel (border closure)
  - ❖ Loss of concession related incomes
  - ❖ Expenses declined by 7.6% year on year
  - ❖ Staff costs increased by 1.2%
  - ❖ All other categories recorded significant savings over 2019
  - ❖ Legal fees grew by 58.3%
- YTD Flight activity 63% of PY level
- YTD PAX Stats 54% of PY level
- Projected \$16.4M deficit to Dec 2020
- Aggregate Cash balances was \$15.4M as at May 2020

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

**Terminal Project Update**

**Remaining Major Issues**

- Final Account not received
- [REDACTED] S11(2)(c)
- Kirk Freeport and Cayman Airways Lounge ready to start
- 2nd floor lounge – tender drawing set ongoing. Additional scope to include design of AC for departure hall 1<sup>st</sup> Floor

**Airside Project Update**

- Marking and grooving still to be done – estimated start date mid-July
- Code E taxiway final grading is complete
- Swale work ongoing
- Pond work for the pond behind the Fire Station on hold
- Continued electrical work on edge lighting

**Critical Items**

- Taxiway Delta still shut down
- Pond fill at the Fire Station
- Decision to return main runway to regular service times
- Processing personnel from the UK to install final paint markings and grooving

[REDACTED] S11(2)(c)

[REDACTED] S11(2)(c)

[REDACTED] S11(2)(c)

[REDACTED] S11(2)(c)

[REDACTED] S11(2)(c)

[REDACTED] S11(2)(c)

[REDACTED] S11(2)(c)

**6. OPERATIONAL UPDATE**

## Projects

- GA Consultancy – RFP in progress
- Arrival Carousel Covering – should have construction drawings in hand sometime in July to put out an RFP
- GA Apron Expansion – still with Safety Procurement Committee
- Janitorial RFP – a response should be forthcoming from PPC this week

CEO gave a presentation on Returning to Operations covering the following plans in hand to restart:

- Social distancing markers, mandatory wearing of masks, installation of splash guards at check in counters and gates, installation of multiple standing and sanitizing stations throughout
- Changes in line with ASSI on protecting staff while doing manual searches and body scans
- Increased frequency of cleaning and disinfecting of terminal and equipment
- Shoe sole disinfection carpet
- Health screening
- Working with airline partners to implement contact free web check in, baggage drop off, mobile boarding pass, automated border control

**7. GROUND HANDLING POLICY**

CEO presented a draft policy laying out the grounds on which Ground Handlers would operate, and by which the Agreement would be driven. The Board gave its feedback and the CEO will update as received, and circulate to the Board by email, with a view to having this in place before meeting with the Ground Handlers.

**8. ANY OTHER BUSINESS**

- Fire Stations ORIA and CKIA Changes: CEO apprised the Board on an upcoming meeting with the Fire Chief and others to discuss extension of the building at ORIA, delay in filling the pond alongside it, as well as an expansion at CKIA to include creation of a car park.
- Proposal for Solar Panel Coverings for Car Parks – CEO advised the Board of having received a proposal from an investor to cover the car parks with solar panels. The proposal would be circulated to the Board.
- Honorarium for COVID-19 essential services staff – a circular from the Deputy Governor of Cabinet approving a one-off Honorarium to all essential Public servants during the COVID-19 pandemic has been received by the CEO. CEO requested the approval of the Board to honor this for the CIAA staff. The Board requested evidence of funding prior to approval.

- [REDACTED] S11(2)(c)
- [REDACTED]
- [REDACTED]



S11(2)(c)

**9. ADJOURNMENT**

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

Thom Guyton - Chairman

Albert Anderson-Board Secretary