

**MINUTES OF CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING
HELD VIA ZOOM
ON 29th July 2020**

BOARD MEMBERS

Present:

Chairman:	Mr. Thom Guyton
Deputy Chairman:	Mr. Joel Jefferson
Director:	Mr. Stran Bodden
Director:	Mrs. Vanessa Godfrey-Banks
Director:	Mr. Charles Clifford
Director:	Mr. John Meghoo
Director:	Mr. Nathaniel Tibbetts

Apologies:

Director:	Mr. George Hunter
Director:	Mr. Roy Grant

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 11:16a.m.

2. CONFIRMATION OF MINUTES

2.1. The minutes of the meeting held on 24th June were approved.

3. MATTERS ARISING FROM THE ABOVE MINUTES

3.1. Funding for Additional Airside Works: This is progressing. Now awaiting a response from the Financial Secretary.

3.2.

[REDACTED]

S11(2)(c)

3.3. Drone Proposal – No further update.

3.4. Data Protection Law Update – CEO has determined that further progress will not be possible with our resources. PwC is being contacted to provide a quote on carrying out the required work to be in compliance of the law.

3.5. GA RFP – This will be presented to the Board for review by the end of August. A geo technical survey of the area may be necessary.

3.6. Fire Stations ORIA and CKIA Changes: CEO advised the Board on attending a meeting with the Fire Chief and others, where the extension of the building at ORIA was discussed, as well as an expansion at CKIA to include creation of a car park. The Board agreed to the expansions at both fire stations.

3.7. Request to Increase Signing Authority Limits for Chiefs and Managers – The Board requested historical information on transactions in order to facilitate a decision.

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

4. PRESENTATION ON DECLARATION FORMS FOR PERSONS IN PUBLIC LIFE - this was given by Ms. Deborah Boddin, Manager, Commission Secretariat to assist Board Members and Chiefs in having these completed for submission no later than 30th July, 2020.

5. MONTHLY FINANCIAL REPORT – CFO Ms. Sheila Thomas

- YTD Revenue was 51.8% behind 2019 and 52.4% below budget
 - ❖ April-June concentration on repatriation flights
 - ❖ YTD PAX Activity at 45% of PY level
- Expenses reduced by 3.4% year on year with a 9.6% saving on YTD budget.
 - ❖ Staff costs down 10.6% on budget. Staff count down to 198 vs 210 in PY
 - ❖ Utilities & Maintenance costs down 21.7% & 23.5% respectively on budget
 - ❖ Professional fees & consultancy fees down 64.6% on budget
- Projected operating deficit to Dec 2020 of \$17.1M
- Aggregate Cash balances was \$11.3M as at June 2020 with a projected cash deficit of \$7.2M

6. IATA Presentation – A presentation from IATA on its process of collecting fees from airlines, success rate and costs for the service was made to the Board for consideration. The Board requested that the CEO produce a comprehensive proposal for their review.

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

Terminal Project Update

Remaining Major Issues

- [REDACTED] S11(2)(c)
- [REDACTED] S11(2)(c)
- 2nd floor lounge – tender drawing set ongoing. Currently at 90%. Stairwell light added.
- Design of supplemental AC for east departure hall in progress

Airside Project Update

- Runway paving is complete
- Paint marking in progress – runway grooving to follow
- Code E Taxiways paving is complete, final grading in process, installation of edge lighting continues
- Runway extension and taxi turnaround paving complete, swale #1 completion ongoing, installation of edge lighting continues, retention pond now complete

- East End Apron – grading of south apron ongoing, trench drain work ongoing, concrete apron works in process, final paving of asphalt scheduled for early September, existing apron/new apron tie in work in process (stand 8)
- Blast deflector foundation ongoing – deflector assembly in process – 3-week install
- Perimeter Road – grading ongoing, no applied millings to date
- Pond work – filling of the Fire Department pond scheduled for August

Critical Items

- Return taxiway Delta to service – on hold for paint markings for light
- Airfield electrical vault work completion – complicated transfer
- Canopy RFP outstanding
- Stantec additional construction admin fees required to complete the project
- Maintaining completion in September

The following requests were made to the Board by Senior Project Manager, Roy Williams:

- An additional \$180k to extend construction administration services to complete the project. It was explained to the Board that the previous extension of services in May 2020 was a projection only out to mid-July due, to the uncertain nature of the COVID 19 issue and the unpredictability of the project completion date. The request amount will cover all aspects of construction administration to project close. This was unanimously approved by the Board.
- \$176K to add additional guard lights on all taxiways. The Board were notified that the CIAA had approved the additional scope to add runway guard lights on all existing taxiways. It was explained that the project scope included runway guard lights on the two new taxiways but not the existing. During a meeting with the CAA, it was agreed that for safety it was a requirement to add the additional guard lights on all taxiways. This was unanimously approved by the Board.
- \$1.5m cap to enter into negotiations with the Contractor regarding their escalation in costs for shipping. It was explained to the Board that the PWD performed a detailed study of the claim and this was then in turn reviewed by legal counsel for a legal opinion. Both documents were presented to the Board and it was determined and unanimously agreed that the best course of action was to follow counsel's opinion and settle the claim with a \$1.5m cap.

Board papers will be prepared to support these requests and approvals.

8. OPERATIONAL UPDATE - CEO**Projects**

- GA Consultancy – RFP in progress
- Arrival Carousel Covering – awaiting drawings to put out an RFP
- GA Apron Expansion – Business Case now signed off, work to commence on receipt of loan
- Janitorial RFP – ABM Cleaning Services has won the bid. They will commence in October.

CEO advised re-opening plans are well in hand. These include:

- 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
- Wipes for baggage as traffic increases

9. ANY OTHER BUSINESS

- Ground Handling Policy – Revisions as discussed at the last Board Meeting were made and the policy circulated to the Board. Approval will be done by round robin.
- Honorarium for COVID-19 essential services staff – a figure of \$154,000 was determined to be the amount required to make this payment and a recommendation made that, given the CIAA's current financial position, a request be made to Cabinet to fund this payment. This course of action was agreed by the Board and the CEO will engage the Ministry of DATT on the issue.

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S23(1)

10. ADJOURNMENT

There being no further business, the meeting adjourned at 4:11pm.



Thom Guyton - Chairman



Albert Anderson-Board Secretary