



**MINUTES OF CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING
HELD AT ORIA, CONFERENCE ROOM B & VIA ZOOM
ON 25th November 2020**

BOARD MEMBERS

Present:

Chairman:	Mr. Thom Guyton
Deputy Chairman:	Mr. Joel Jefferson
Director:	Mr. Stran Bodden
Director:	Mr. John Meghoo
Director:	Mr. Nathaniel Tibbetts
Director:	Mr. Roy Grant
Director:	Mr. Ernest Bodden

Apologies:

Director:	Mrs. Vanessa Godfrey-Banks
Director:	Mr. Charles Clifford

Others Present

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

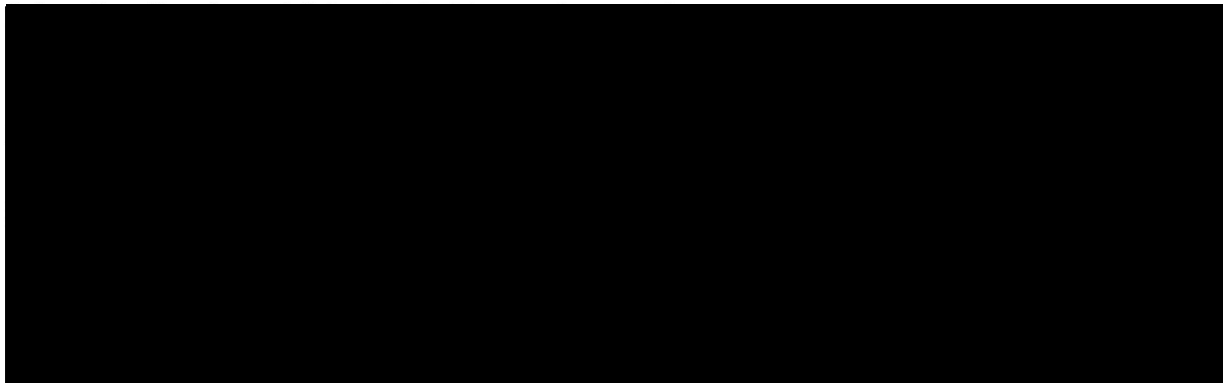
1. WELCOME

1.1. A quorum being present, the Chairman called the meeting to order at 11:13a.m.


2. CONFIRMATION OF MINUTES

2.1. The minutes of the meeting held on 28th October were approved.


3. MATTERS ARISING FROM THE ABOVE MINUTES



S11(2)(c)

 S11(2)(c)**4. AIRPORT DEVELOPMENT UPDATE – Senior Project Manager****Current Project Status**

- The east apron work is now complete
- The Main Runway Rehabilitation is complete.
- The Code E taxiway and Taxiway Delta are complete.
- The Runway extension and Taxiway Turnaround are both complete.
- The Blast Deflector is complete.
- The Fire Station pond is filled
- The perimeter road is now considered substantially complete however, due to saturated areas, specifically around the south east corner, these works will be completed in January 2021.
- To summarize, the weather has been a major influence in the completion of this project. However, Final Completion is scheduled for Thursday, 26th November 2020, with conditions:
 - Perimeter Road shouldering and Airfield rehabilitations in wet areas (Jan 2021)
 - Installation of one gate by CP 1 (currently in manufacture – Dec 2020)
 - Replacement of two temporary Solar Lights (damaged during construction) (Jan 2021)
 - Fire pond final grading

 S99(2)(c) S21

- The Core Group agreed that the draft OBC, generated by WSP, is 90% complete
- The OBC needs to be updated to include MPO/CIAA comments, a preferred delivery option and add in review points from the recently received Geotech survey report.
- The OBC must determine if the project has validity which requires an analysis of whether there is enough potential revenue to be generated to justify the project.
- The report must outline a preferred option to deliver the best solution for the CIAA.
- The total fees to complete is \$17,750.
- Recommendation to the Board is engage WSP to complete the OBC.

Approval was given by the Board to proceed with WSP at a cost of \$17,750.

5. MONTHLY FINANCIAL REPORT – CFO Ms. Sheila Thomas

- YTD Revenue was 66.7% behind 2019 while
 - Expenses were 11.3% better than 2019
- YTD Flight activity 52% of PY levels (27k vs 14k)
- YTD PAX Stats 32% of PY levels (633k v 206k)
- Aggregate Cash balances was \$2.8 M
- Projected deficit to Dec 2020 of \$17.1 M (w/o PFC)
- Projected cash balances to December of \$4.7 M

Following the Financial Update, Director Roy Grant left the meeting at 2pm

6. OPERATIONAL UPDATE – CEO

ACI Airport Health Accreditation – ongoing. Once payment has been made, CIAA will receive accreditation.

Aerodrome Re-Certification – subject to completion of the following:

- CNS Spares Management process – accepted by CAA and in use
- CNS Staff Competency – closure recommended by auditor. Awaiting formal closure from CAACI.
- Manual of Air Traffic Services (ORIA & CKIA MATS) – Awaiting CAACI interim review on both documents since August 2020
- ATC Training Program and Competency Scheme – both plans accepted by CAACI
- ATC Local Contingency plans – LOP submitted to CAACI October 2020, to eventually be incorporated in MATS
- ATC SMS – Draft manual sent to CAACI – awaiting response
- Compliance with Airside Project APDP – pending project completion

CAPS Progress for CAACI Audit Findings & Observations:

- 10 CAPS were closed from the October 2020 submission. Further submissions will be made at the end of November 2020 and are expected to be closed.

ORIA OLS survey work – to start January 2021. Earliest date for CAA to approve – April 2021. Meanwhile BA authorized to use 08 Turnaround. A safety case is being developed to submit to CAACI for all aircraft to use 08 turnaround and all aircraft to use the parallel taxiway

AVSEC Equipment Plan & External Checkpoint Plan – under development.

Landside Security Plan, Equipment Plan & External Checkpoint Plan – final submission due 30 November.

Security Contingency Plans – now accepted by ASSI.

Security QMS – now approved by ASSI.

CKIA HBS X-Ray Machine – due to quarantine restrictions, technicians cannot come before January. Working on an alternative solution

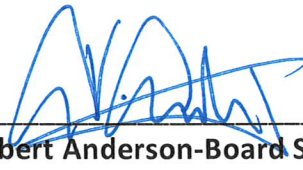
ORIA main stand by generator – working with Travel Cayman to get technicians in. Target mid December.

7. ADJOURNMENT

There being no further business, the meeting adjourned at 3:55pm.



Thom Guyton – Chairman



Albert Anderson-Board Secretary