

**MINUTES OF CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING  
HELD AT THE BOARDROOM, ORIA, ON 24 FEBRUARY 2022**

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**BOARD MEMBERS**

**Present:**

Chairman:	Mr. Johann Moxam
Deputy Chairman:	Mrs. Marva Reid
Director:	Mr. Jonathan Edie
Director:	Mr. Roy Grant
Director:	Mr. Nathaniel Tibbetts
Director:	Ms. Jacqueline Haynes
Director:	Mr. Charles Clifford

**Apologies:**

Director:	Mr. Alfred Thompson, Jr.
Director:	Mr. Stran Bodden

**Others Present**

Deputy Chief Officer	Mr. Jonathan Jackson
CEO/Secretary:	Mr. Albert Anderson
Recording Secretary:	Mrs. Carlene Logan

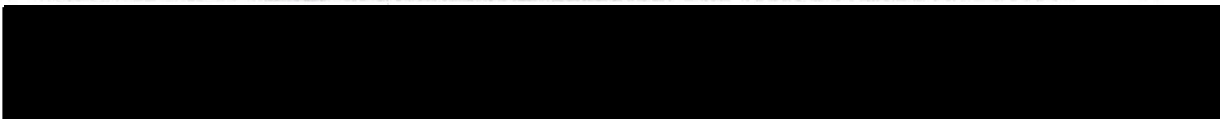
**1. WELCOME & OPENING REMARKS**

1.1. The Chairman called the meeting to order at 1:20 p.m. and welcomed everyone.

**2. APPROVAL OF LAST MINUTES**

2.1. The Minutes of 27 January 2022 were approved.

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



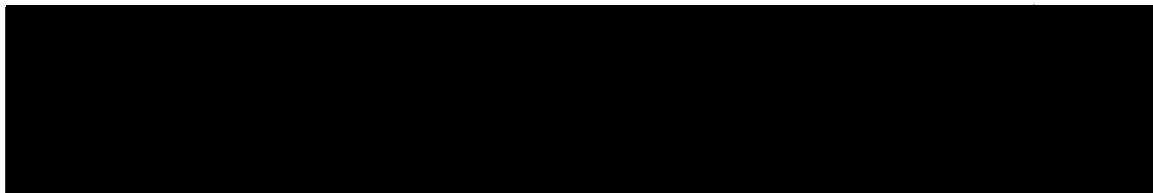
S11(2)(c)

3.2. Ground Handling Policy – this will be sent to all Ground Handlers during the week of 28<sup>th</sup> February.

**4. PROJECT UPDATES – SENIOR PROJECT MANAGER, ROY WILLIAMS**

4.1. The Strategic Outline Case was approved by Cabinet on 8<sup>th</sup> February and the RFP for consultancy services to produce an Airports Development Outline Business Case was published on 10<sup>th</sup> February.

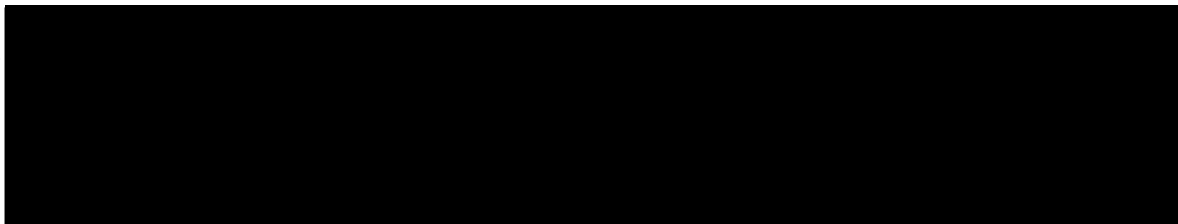
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## 5. OPERATIONAL UPDATE – CEO, Mr. Albert Anderson

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S11(2)(c)

- A Terminal Management team is standard at airports but has never been in place at ORIA. With expected passenger throughput, it is deemed necessary going forward for such a team to be in place under the Chief Commercial Officer. Work is now ongoing to develop the functional architecture of that team, which will likely require additional staff.
- Aerodrome certificates for ORIA and CKIA expire end February 2022. Awaiting feedback from CAACI.
- CNS Audit – carried out in January. The CAACI engineering auditor was very impressed with this aspect of the business. The result was 6 findings and 2 observations, which can be fully addressed over the next 6 months.
- CKIA RFFS access road nearing completion.
- Audits so far in 2022 – Transport Canada and ASSI in January, TSA in February.
- CIAA currently looking at options for post-retirement health insurance for all staff, either at 100% coverage by CIAA or with a contribution by CIAA.

## 6. FINANCIAL REPORT - CFO

### Year on Year

Revenue increased by 193% when compared to January 2021.

- Passenger movements increased by \$285,812 or 273%
- Passenger Facility Charges also increased, by \$119,916 or 766%
- Aircraft movements revenue up by \$71,044 or 241%
- In comparison to 2019, total revenue is down by \$2,882,638 or 78%

Expenses also increased, by \$42,402 or 2% compared to January 2021.

- Audit & Oversight expenses increased by \$83,333
- Repairs & Maintenance increased by \$44,673 or 132%
- Professional / Consultancy was down by \$14,003 or 18.6%
- Contracted services decreased by \$37,806 or 15.4%
- In comparison to 2019, total expenses are down by \$208,559 or 9%

The deficit as at January 2022 was \$1.4M versus \$1.8M last year (Jan 2021).

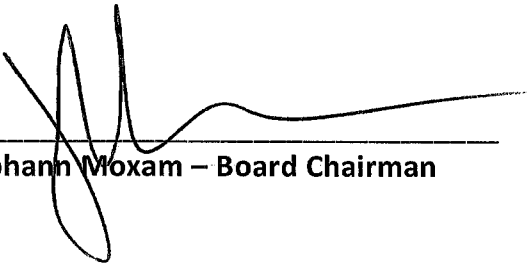
Compared to budget, we are behind budget by \$2.1M or 60% for the month of January 2022.

**7. AOB**


In response to purported changes to fees and operating procedures into the Cayman Islands that are being promulgated by Caribbean Flying Adventures, the CEO was contacted by representatives of the Aircraft Owners and Pilots Association (AOPA). AOPA is prepared to accept from CIAA a letter stating the facts which they will put on their website. This letter is now being drafted.

**8. ADJOURNMENT**

There being no further business, the meeting adjourned at 3:31 p.m.

  
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**Johann Moxam – Board Chairman**

  
A handwritten signature in black ink, featuring several sharp peaks and a horizontal base, positioned above a horizontal line.

**Albert Anderson - Board Secretary**