

**MINUTES OF CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING
HELD AT THE BOARDROOM, ORIA, ON 25 AUGUST 2022**

BOARD MEMBERS

Present:

| | |
|-----------|--------------------------|
| Chairman: | Mr. Johann Moxam |
| Director: | Mr. Roy Grant |
| Director: | Mr. Nathaniel Tibbetts |
| Director: | Ms. Jacqueline Haynes |
| Director: | Mr. Stran Bodden |
| Director: | Mrs. Marva Bodden-Reid |
| Director: | Mr. Jonathan Edie |
| Director: | Mr. Alfred Thompson, Jr. |
| Director: | Mr. Charles Clifford |

Others Present

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

1. WELCOME & OPENING REMARKS

1.1. The Chairman called the meeting to order at 1:10 p.m. and welcomed everyone.

2. REVIEW & CONFIRMATION OF MINUTES

2.1. Minutes of 30 June were approved.

3. MATTERS ARISING FROM ABOVE MINUTES

3.1. Ground Handling Agreement – All five Ground Handling providers have signed the Agreement.

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

3.3. Honorarium/COLA – this should be presented to Cabinet week of 29 August.

4. FINANCIAL REPORT – CFO, MS. KAREN BAPTISTE

Year on Year

Revenue increased by 606% or \$11.5m when compared to July 2021

- Passenger movements increased by \$6,272,424 or 763%
- Passenger facility charges also increased by \$2,373,341
- Aircraft movements revenue up by \$1,194,424 or 414%
- In comparison to 2019, total revenue is down by \$12,422,991 or is now 52% of 2019 revenues

Expenses increased by \$1,478,077 or 10% when compared to July 2021

- Contracted services increased by \$621,464
- Salaries and other staff costs increased by \$297,656
- Repairs and maintenance increased by \$103,990
- Utilities increased by \$225,315
- In comparison to 2019, total expenses are on par, up by \$64,070 or 0.39%

The deficit as at July 2022 was \$5.6m versus \$13.2m last year (July 2021)

[REDACTED]

S11(2)(c)

5. HUMAN RESOURCES PRESENTATION – CHRO, Mrs. DAWN McLEAN-BRADY

This report detailed objectives targeted around the KPMG Employee Satisfaction Engagement Survey conducted in July 2020. These objectives included employee relations and engagement programs, evaluating job descriptions, and reviewing compensation, recognizing, and awarding employees and ways in which these would be addressed. [REDACTED]

[REDACTED]

S11(2)(c)

6. UPDATE ON OUTLINE BUSINESS CASE/MASTER PLAN – CEO, MR. ALBERT ANDERSON

The key themes from the Community Outreach Survey were discussed in detail.

The next steps include meeting with CIAA team on 26 August, a consultant presentation to the Board in September, and holding further public outreach sessions in October. A draft executive outline business case will be available for the Board's review at the end of October, then on to the ministry by early November to reach Cabinet prior to late November.

7. OPERATIONAL UPDATE – CEO, MR. ALBERT ANDERSON

- Airports Operation Manager

This post is now vacant due to the demise of our former AOM. Recruitment is in progress for an AOM designate. Our Quality & Compliance Manager will be appointed as acting AOM until one is recruited for a 2-year period, who will mentor and guide the AOM designate.

- [REDACTED]

S21(1)(b)

- Staff Long-Service Awards Ceremonies

Tuesday, 30 August (ORIA) and Thursday, 1 September (CKIA).

- Schedule Facilitation

Winter schedule is very busy with high demand – some slots still being adjusted with finalized schedule expected end August 2022.

- CNS/ATM

Maintenance contract signed with Avcom 4 August 2022. Very successful flight inspection with minimal equipment adjustments required.

- Aeronautical Information Services
Due to staff shortage AIS officers from CKIA are rotating to provide coverage of shifts at ORIA.
- Air Traffic Control – ATC refresher training in Atlanta begins end August. Group 1 will be 26 August – 3 September and Group 2 will be 9 – 17 September.
- [REDACTED]

S11(2)(c)

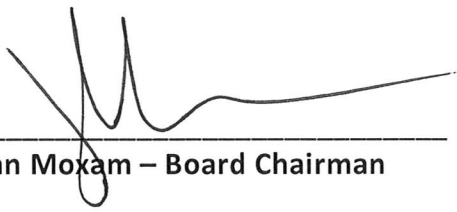
- Projects
CNS/ATM Surveillance – consultant selected and data gathering in progress
ATC Elevator Repairs – work started. Target completion 19 September
Immigration/Arrivals Roof – architectural design in progress
Tour Operators Staging Area – architectural design in progress
Musician Band Stand – architectural design in progress
CKIA New Generator – RFQ submissions under review
Fire Alarm Systems – Beacon House, GAT & Maintenance – RFQ pending
CIAA Photometric Tester – RFQ pending
RFQ Courier Building Roof – RFQ pending

8. AOB

- Policy Change – Per Diem for international and inter-island travel
A per diem of CI\$80 daily and CI\$40 for same day travel was approved for inter-island travel and CI\$140 approved for international travel.
- Board Meeting in Brac
The Board agreed this would take place on 28 October.
- The Board requested a report from Air Traffic Control at September's meeting.

9. ADJOURNMENT

There being no further business, the meeting adjourned at 4:57 p.m.



Johann Moxam – Board Chairman

Albert Anderson - Board Secretary