

**MINUTES OF CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING  
HELD AT BOARDROOM, ORIA, ON 30 NOVEMBER 2023**

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**BOARD MEMBERS**

**Present:**

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

**Apologies:**

Director:	Mr. Charles Clifford
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**Others Present**

CEO/Secretary:	Mr. Albert Anderson
Recording Secretary:	Mrs. Carlene Logan
Deputy Chief Officer:	Mr. Joel Francis

**1. WELCOME & OPENING REMARKS**

1.1. The Chairman called the meeting to order at 1:36 p.m. and welcomed everyone.

**2. REVIEW & CONFIRMATION OF MINUTES**

2.1. Minutes of 26 October were approved.

**3. MATTERS ARISING FROM ABOVE MINUTES**

[REDACTED]

S11(2)(c)

3.3. CDS have paid all outstanding fees owed to the Authority and have now signed a contract to conduct General Aviation Handling Services.

3.4. Terminal Fees – IATA has agreed to the new fees being in effect from 1 January 2024 whereby tickets bought from 1 January for travel taking place on 1 April and thereafter will contain the new terminal fee increase. Tickets bought 1 January for travel prior to 1 April 2024 will not contain the increase.

**4. FINANCIAL REPORT – CHIEF FINANCIAL OFFICER (CFO), MRS. KAREN BAPTISTE (presentation done by Financial Analyst, Ms. Kimberly Dawson in CFO's absence)**

Total revenue YTD for the month ending October 2023 was \$30.7M compared to \$20.4M in October 2022. This is a 46% increase in aeronautical income and a 71% increase in non-aeronautical income.

Total Expenses of \$29.8M in October 2023 was up by 22% when compared to \$24.5M in October 2022.

- Staff costs have increased by \$2.2M or 17%
- Other operating costs up by 54% or \$3M
- Utilities up by \$160K year on year

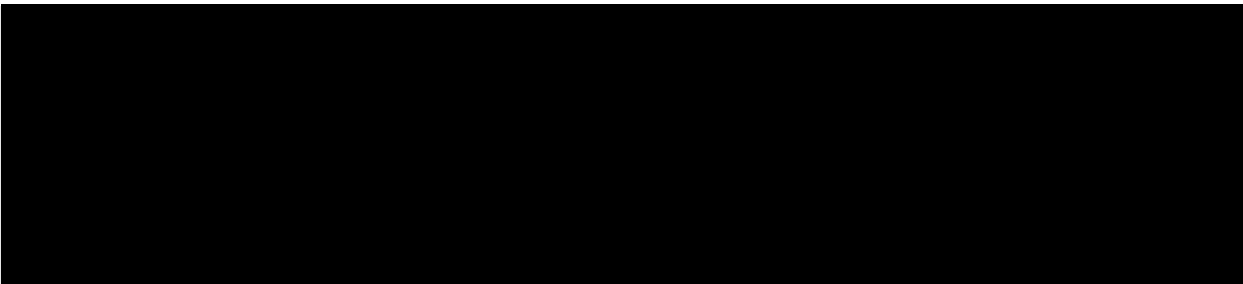
October 2023 closed with a Net Operating Loss (after adjusting for PFC fees) of \$5.3M vs \$8.1M loss at the same time last year.

Total revenue YTD in October 2023 was \$30.7M compared to 2019 of \$33.9M. This is 91% of 2019 total revenue

Total expenses at the end of October 2023 were \$29.8M which is 21% above October 2019 expenses.

(Note: Passenger Facility Charges (PFC) are 84% of 2019 PFC)

Just about all areas of expenses are exceeding budget, except staff costs, under by 20% or \$3.7M



S11(2)(c)

**5. PRESENTATION BY CHIEF HUMAN RESOURCES OFFICER (CHRO) – MRS. DAWN McLEAN-BRADY**

The presentation included the following:

- Manning levels
- New staff
- Succession planning

The Board thanked the CHRO for the presentation. A request was made to the CHRO to provide an update on progress at CKIA in terms of replacing the FADS personnel with Caymanians.

**6. OPERATIONAL REPORT – CEO, Mr. Albert Anderson**

**CKIA AWOS Runway 09/27** – all peripheral equipment issues are resolved. Both AWOS sites now have dual solar panels and batteries with more efficient charge controllers installed.

**ORIA Extended DME outage** – equipment from Jamaica received, returned to service on 10 November.

**CAACI Audit CAPs** – submitted to CAACI 15 November.

**ORIA Security Check Point (CP2)** - New check points are operational and critical items have been ordered. Contractor is currently working on foundations. No safety issues to report.

**ORIA Airside Poles** - Contractor has poured 4 of 8 foundations. No safety issues to report.

**ORIA Landside Poles & Fixtures** - Poles and light fixtures delivered onsite. Container will be relocated to long term car park for the contractor to begin works next week.

**ORIA East Roof** - Arrivals Baggage Conveyor Canopy shop drawings completed by Benson Steel and approved by AMR. Production of structure steel has begun.

**Flashing Crosswalk and Speed radar signs** - All parts are on Island, awaiting facilities assistance in selecting contractor to make hurricane compliant base for poles.

**Update of Faded Landside Road Safety Signs** - Various speed limit signs on order with NRA and expected to be in place 1 Dec 2023

**CUPPS** – RFP being worked on to replace this system with a touchless solution.

**Online Meet & Greet** – mobile app will be part of the upgraded solution and tablets will be purchased for the Meet & Greet staff. Final meeting taking place next week. Delivery is 12 weeks.

Demo completed and quote being sought for software that works with Occularis and uses the CCTV to count passengers in the various areas.

The RFP for GA Apron design is in progress, and it is expected to be published in early December 2023

Tentative award date for design would be in March 2024.

## 7. ANY OTHER BUSINESS

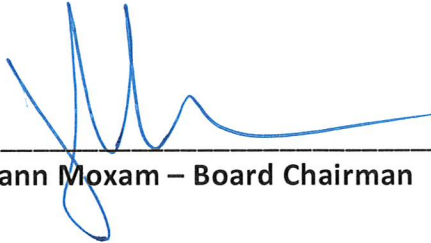
- Disposal of all derelict equipment on west side of CKIA – this was raised by Director Thompson. It was confirmed by the CEO that the equipment had since been moved.
- Land Acquisition – raised by Director Thompson. CEO confirmed this was in the Master Plan but that 3 properties were not approved. However, it could be looked at further.
- Cost of parking cards for ORIA partners – all were in favor of the following increases –
  - \$365 for 2 airline managers (being allowed to park in designated short time parking during working hours, with the ability to park in employee lot if traveling for short periods)
  - \$250 for all other partners.
- Honorarium of \$1500 to all CIAA staff – this was approved by the Board subject to the Authority receiving timely, official correspondence from the CO advising this would be extended to SAGC's, provided their current cash flow can accommodate same.
- Christmas Parties – costs presented to the Board were as follows:
  - ORIA - \$20K – employee and 1 guest
  - CKIA - \$5550 – employee and 1 guestApproval was given by the Board for the above costs. Each attendee to receive 2 free alcoholic drink tickets.

## 8. NEXT MEETING

This will take place on Thursday, 14 December, 12:30 p.m.


**9. ADJOURNMENT**

The meeting adjourned at 4:21 p.m.



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**Johann Moxam – Board Chairman**



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**Albert Anderson - Board Secretary**