CAYMAN ISLANDS AIRPORTS AUTHORITY
Publication Scheme 2013-14
Produced in accordance with the Deputy Governor's Code of Practice

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1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a Publication Scheme.

The purpose of a Publication Scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The Publication Scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This Publication Scheme commits the **CAYMAN ISLANDS AIRPORTS AUTHORITY** to making information available to the public as part of its normal business activities.

The **CAYMAN ISLANDS AIRPORTS AUTHORITY** will:
- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;

- list any fees charged for access to information described in this Scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this Scheme;
- make this Publication Scheme available to the public;
- regularly review and update the information made available under this Scheme.

2. Information which may be withheld

The **CAYMAN ISLANDS AIRPORTS AUTHORITY** will generally <u>not</u> publish:

- information in draft form;
- information which is not held by the **CAYMAN ISLANDS AIRPORTS AUTHORITY** or which has been disposed of in accordance with a legally authorised disposal schedule;
- information which is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted[1] form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this Publication Scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the **CAYMAN ISLANDS AIRPORTS AUTHORITY's** (or another organisation's) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our Publication Scheme will usually be accessible through the methods described below:

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[1] A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on our website: http://www.caymanairports.com and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If you experience difficulty locating information listed under our Scheme, kindly contact:

The Information Manager
Cayman Islands Airports Authority
298 Owen Roberts Drive
P.O. Box 10098
Grand Cayman KY1-1001
CAYMAN ISLANDS
Email: foi@caymanairports.com |Website: http://www.caymanairports.com
Telephone: +1345.943.7070 |**Facsimile:** +1345.943.7071

Email

If information is listed in our Publication Scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi@caymanairports.com to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the Publication Scheme can also be requested by telephone. Please call +1345.943.7070 to request information.

Post

All information listed in the Publication Scheme will usually be available in hard copy. Requests may be addressed to:

The Information Manager
Cayman Islands Airports Authority
298 Owen Roberts Drive
P.O. Box 10098
Grand Cayman KY1-1001
CAYMAN ISLANDS

In your request, kindly provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the Publication Scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you wish to access, please contact:

The Information Manager
Cayman Islands Airports Authority
298 Owen Roberts Drive
P.O. Box 10098
Grand Cayman KY1-1001
CAYMAN ISLANDS
Email: foi@caymanairports.com
Telephone: +1345.943.7070 |**Facsimile:** +1345. 943.7071

The **CAYMAN ISLANDS AIRPORTS AUTHORITY** will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this Publication Scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the **CAYMAN ISLANDS AIRPORTS AUTHORITY** is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this Scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The **CAYMAN ISLANDS AIRPORTS AUTHORITY** strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of $1.00 per page (black and white; any size) and $1.50 per page (colour; any size).

Computer discs will be charged at a rate of $2 per disc.

Postage costs

The **CAYMAN ISLANDS AIRPORTS AUTHORITY** will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the **CAYMAN ISLANDS AIRPORTS AUTHORITY** has received your payment.

5. Requests for information outside the Publication Scheme

Information held by the **CAYMAN ISLANDS AIRPORTS AUTHORITY** that is not published under this Scheme can be requested in writing or via email to foi@caymanairports.com . Your request will be considered in accordance with the provisions of the FOI Law.

To Make a Request, an application form may be downloaded from our website at: http://www.caymanairports.ky/userfiles/file/FOI%20Application%20Form.pdf

6. Complaints

The **CAYMAN ISLANDS AIRPORTS AUTHORITY** aims to make our Publication Scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this Publication Scheme, please contact the **CAYMAN ISLANDS AIRPORTS AUTHORITY** at +1345.943.7070 or via email to ciaa@caymanairports.com or fax at +1345.943.7071 and we will try to resolve your complaint as quickly as possible.

You have legal rights to access information under this Scheme, and a right to complain to the **Information Commissioner** if you are dissatisfied with our response. The contact details are as follows:

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town
P.O. Box 10727
Grand Cayman KY1-1007
CAYMAN ISLANDS

Email: appeals@ico.gov.ky
Telephone: +1345.747.5402

7. Categories of information

ABOUT US

Name of public authority:

CAYMAN ISLANDS AIRPORTS AUTHORITY as shown in the list of public authorities at www.cina.gov.ky

Ministry

Ministry of District Administration, Tourism & Transport

Key Staff:

For a comprehensive listing with photographs of the Management Team of the **CAYMAN ISLANDS AIRPORTS AUTHORITY,** kindly visit our website**:**
http://www.caymanairports.ky/ContentDisplay.aspx/about-us/our-team

Chief Executive Officer:	Albert Anderson

Senior Managers:

Vacant	Chief Human Resources Officer
Bianca Moore-Downey	Chief of Customer & Commercial Services (Acting)
Erick Bodden	Chief of Airport Operations (Acting)
Wayne DaCosta	Information & Communication Services
Walter Ebanks	Air Navigation Services
Rohendis Britton	Airport Operations *(Charles Kirkconnell International Airport)*
Melantha Wright	Financial Controller
Andrew McLaughlin	Safety Management Systems
Shane Bothwell	Airport Security

Managers:

Sheron Ebanks	Human Resources Manager
Vacant	Business Development & Marketing Manager
Julian Watler	Information Systems Manager
Tania Bodden	Accounting Manager
Chad Yates	Manager Airport Security
Eimer Powery	Manager Engineering & Projects
Nicholas Johnson	Project Manager
Craig Smith	Air Traffic Control Manager (Acting)
Vacant	Operations Manager

Information Manager:	Shane Bothwell
Designate:	Donnette Goddard

As listed on the Freedom of information website: www.foi.gov.ky

Organisation and Functions

The **CAYMAN ISLANDS AIRPORTS AUTHORITY** (CIAA) is a statutory authority which owns and operates Cayman's airport facilities comprising two international aerodromes, Owen Roberts International Airport on Grand Cayman and Charles Kirkconnell International Airport on Cayman Brac, as well at off-site navigational aids on both islands.

The CIAA was created in June 2004 and is governed by a Board of Directors who oversees its operations in accordance with the Airports Authority Law (2005 Revision).

A Chief Executive Officer (CEO) is appointed by the Board and is responsible for the day to day management, including financial, commercial and operational matters as well as the overall safety and security of airport operations and human resource development. The Management Team consists of the CEO and eight senior managers and seven managers.

Contact Details:
> **CAYMAN ISLANDS AIRPORTS AUTHORITY**
> 298 Owen Roberts Drive
> 2nd Floor – Main Terminal Building
> P.O. Box 10098
> Grand Cayman KY1-1001
> CAYMAN ISLANDS
> **Email: ciaa@caymanairports.com |Website: http://www.caymanairports.com**
> **Telephone:** +1345.943.7070 | **Facsimile:** +1345.943.7071

Locations and hours	Matters handled
Cayman Islands Airports Authority **Owen Roberts International Airport (ORIA)** Administrative Offices 298 Owen Roberts Drive 2ND Floor, Terminal Building Grand Cayman 8:30am -5:00pm Monday – Friday Terminal Overview: http://www.caymanairports.ky/ContentDisplay.aspx/overview-of-owen-roberts-international-airport	Commercial & Private Aircraft Terminals Air Traffic Services & Support Functions Security Access Passes (Vehicles & Personnel) Airline Offices & Passenger Processing Facilities Dispatch Functions for Ground Transportation Commercial Facilities (Concessions/Restaurants) Revenue Parking Facilities (Short & Long Term)
Cayman Islands Airports Authority Charles Kirkconnell International Airport (CKIA) Administrative Offices 2nd Floor, Terminal Building West End, Cayman Brac 8:30am - 5:00pm Monday – Friday Terminal overview: http://www.caymanairports.ky/ContentDisplay.aspx/overview-of-charles-kirkconnell-international-airport	As outlined above.

Boards and Committees:

Name	Meetings	Minutes
Board of Directors: Chairman: Mr. Kirkland Nixon, MBE, QFSM, JP Deputy Chairman: Mr. Thomas L. Guyton Directors: Mr. Stran Bodden, JP Mr. John Meghoo Mrs. Vanessa Godfrey-Banks Mr. Nathaniel S. Tibbetts, Sr. JP Mr. Joel Jefferson Mr. Bruce Smith *Ex-Officio Member: Mr. Andrew McLaughlin, Acting Chief Executive Officer* This information is also available at our website: http://www.caymanairports.ky/ContentDisplay.aspx/about-us/our-team	Meets Monthly Not open to the public	Hard copies of these Minutes may be requested in writing from the Information Manager at foi@caymanairports.com *Please refer to section 3: Methods of Access*
Aerodrome Safety Committee Provides advice to airport management on airside and apron safety matters and provides a forum for airport management to work with its users and staff to consider and address safety related issues.	Meets Monthly	Hard copies of these Minutes may be requested in writing from the Information Manager at foi@caymanairports.com *Please refer to section 3: Methods of Access*
Wildlife Hazards Working Group Addresses wildlife problems at the aerodrome. The group considers hazards and techniques for wildlife mitigation, future anticipated hazards such as migratory patterns, and impact of local projects that will have an effect on the wildlife present on the airport.	Meets Annually or as needed	Hard copies of these Minutes may be requested in writing from the Information Manager at foi@caymanairports.com *Please refer to section 3: Methods of Access*
Apron Management Sub-Committee Discusses and develops policies and procedures for airside operations.	Meets as needed	Hard copies of these Minutes may be requested in writing from the Information Manager at foi@caymanairports.com *Please refer to section 3: Methods of Access*
Airport Security Committee Provides a forum for airport partners for the coordination of policies and procedures for aviation security.	Meets Quarterly	Hard copies of these Minutes may be requested in writing from the Information Manager at foi@caymanairports.com subject to FOI Exemptions. *Please refer to section 3: Methods of Access*
Airport Facilitation Committee Provides a forum for CIAA Management and airport partners to address matters relating to passenger servicing; aircraft handling and associated fees as well as other relevant airport matters.	Meets Monthly	Hard copies of these Minutes may be requested in writing from the Information Manager at foi@caymanairports.com *Please refer to section 3: Methods of Access*

Frequently Asked Questions:

Q: What are the functions of the CIAA (Cayman Islands Airports Authority) versus the CAACI (Civil Aviation Authority Cayman Islands)?

A: The CIAA owns and operates the two commercial terminals: Owen Roberts International Airport on Grand Cayman and Charles Kirkconnell International Airport on Cayman Brac, whereas, the CAACI is the statutory authority responsible for providing technical and economic regulatory oversight for the Cayman Islands' aviation industry.

For a list of other frequently-asked questions, kindly refer to:
http://www.caymanairports.ky/ContentDisplay.aspx/customer-service/faq

STRATEGIC MANAGEMENT

The **CAYMAN ISLANDS AIRPORTS AUTHORITY** (CIAA) is a statutory authority which owns and operates Cayman's airport facilities comprising of two international aerodromes, Owen Roberts International Airport on Grand Cayman and Gerrard-Smith International Airport on Cayman Brac, as well at off-site navigational aids on both islands.

The CIAA was created in June 2004 and is governed by a Board of Directors who oversees its operations in accordance with the Airports Authority Law (2005 Revision).

A Chief Executive Officer is appointed by the Board and is responsible for the day to day management, including financial, commercial and operational matters as well as the overall safety and security of airport operations and human resource development. The Management Team consists of the CEO and eight senior managers and six managers.

Our Vision: To Bring Excellence to All Levels of Your Airport Experience

Our Mission: To provide our customers with professional, innovative airport services and facilities in a safe efficient manner.

Our Core Values:
        Safety: We are dedicated to a strong safety culture.
        Excellence: We are committed to ensuring excellence in all we do.
        Innovation: We embrace innovative solutions and are always ready for change.
        Integrity: We are dedicated to honest and ethical practices.
        Accountability: We accept responsibility for our actions.

The strategic goals of the **CAYMAN ISLANDS AIRPORTS AUTHORITY** are as follows**:**

- Plan, develop and administer airports, and any other vested property;
- Provide and maintain runways, taxiways, aprons, terminals and other services and facilities, including associated lighting fixtures, necessary or desirable for the efficient operation of airports;

- To provide and control air navigation services;
- Make adequate arrangements for the provision of rescue and fire fighting equipment and services;
- Formulate, test and implement measures to comply with international requirements for airport emergency planning;
- Administer prescribed or approved commercial levies, including rent, aeronautical fees, parking revenues and other charges;
- Ensure that airports conform to the standards and recommended practices of the International Civil Aviation Organization; and to
- Provide and maintain airport facilities to meet the requirements of the travelling public, service providers, border control authorities, employees and other airport users.

Governance

The **CAYMAN ISLANDS AIRPORTS AUTHORITY** is governed by the following Laws, which can be accessed at: (http://www.caymanairports.ky/ContentDisplay.aspx/laws

- Airports Authority Law (2005 Revision)
- Departure Tax and Environment Protection Fee Law (2003 Revision)
- Civil Aviation Law (1997 Revision) Airports (Security Tax) Regulations (2003 Revision)
- Aircraft (Landing and Parking Fees Regulations) Regulation (1995 Revision)
- The Air Navigation (Fees) (Amendment) Regulations, 1991
- Airport Regulations (2005 Revision)

Note: Copies of the above Laws are available at cost from the Cayman Islands Legislative Assembly.

Corporate management

FINANCE & ADMINISTRATION
This category applies to internal support functions relating to the Authority's finance, personnel and business administration.

Financial management

Copies of financial records can be obtained by requesting in writing from the Information Manager. *Please refer to Methods of Access in Section 3.*

Administration

- Our Team:
  http://www.caymanairports.ky/ContentDisplay.aspx/about-us/our-team

- Vision Mission & Core Values:
  http://www.caymanairports.ky/ContentDisplay.aspx/about-us/overview-vision-mission-strategic-objectives

- Press Releases:
  http://www.caymanairports.ky/ContentDisplay.aspx/DisplayNewsSection/news-room/1

- Employment Opportunities:
  http://www.caymanairports.ky/ContentDisplay.aspx/at-the-airports/employment-opportunities

POLICIES & PROCEDURES

Information or documents may be accessed on the Authority's website at the links provided below in respect of the procedures and/or policies which govern our operations:

Airport Advertising Procedures:

http://www.caymanairports.ky/ContentDisplay.aspx/business-information/airport-advertising

Banner Placement Application Forms (Grand Cayman and Cayman Brac airports):
http://www.caymanairports.ky/userfiles/file/CIAA%20Banner%20Placement%20Form%202010(1).pdf
http://www.caymanairports.ky/userfiles/file/Miscellaneous/CIAA%20Banner%20Placement%20Form%20CKIA.pdf

Concessions & Service Policy:
http://www.caymanairports.ky/ContentDisplay.aspx/business-information/contracts-concessions

Ground Transportation Overview:
http://www.caymanairports.ky/ContentDisplay.aspx/ground-transportation

Taxi Rates & Conditions:
http://www.caymanairports.ky/userfiles/file/Taxi%20Rates%20and%20Conditions.pdf

Complaints Procedure:
http://www.caymanairports.ky/ContentDisplay.aspx/customer-service/complaints-policy

Requests for Proposals:
http://www.caymanairports.ky/ContentDisplay.aspx/business-information/requests-for-proposals

Overview of Airport Identification Requirements:
http://www.caymanairports.ky/ContentDisplay.aspx/airport-security-services

Access to the Restricted Zone & Controlled Zone:

http://www.caymanairports.ky/ContentDisplay.aspx/airport-security-services/granting-access-to-the-rz-and-cz

Identification & Security Access Control Cards Application & Fees
http://www.caymanairports.ky/userfiles/file/Access%20Pass%20Application%20(2009-10-15%20Revision).pdf

Overview of Aerodrome Vehicle Operators Permit:
http://www.caymanairports.ky/ContentDisplay.aspx/airport-security-services/aerodrome-operator-vehicle-permit

Aerodrome Vehicle Operators Manual:
http://www.caymanairports.ky/userfiles/file/CIAA%20AVOM%20Manual%202009.pdf

Aerodrome Vehicle Operator Permit Application Form:
http://www.caymanairports.ky/userfiles/file/CIAA%20Aerodrome%20Vehicle%20Operator%20Permit%20Application%20Form.pdf

Safety Management Systems:
http://www.caymanairports.ky/ContentDisplay.aspx/safety-services

Safety Management Systems Manual:
http://www.caymanairports.ky/userfiles/file/CIAA%20SAFETY%20MANAGEMENT%20MANUAL.pdf

Cargo & Courier Services:
http://www.caymanairports.ky/ContentDisplay.aspx/at-the-airports/cargo-facilities

Lost & Found Services:
http://www.caymanairports.ky/ContentDisplay.aspx/lost-and-found

LISTS & REGISTERS

A list of the Airlines which currently serve the Cayman Islands may be obtained at the following link:
http://www.caymanairports.ky/ContentDisplay.aspx/passenger-information/airlines

Contact information in relation to Border Control Authorities may be obtained at:
http://www.caymanairports.ky/ContentDisplay.aspx/passenger-information/border-control-and-tourism-authorities

A list of companies who operates Concessions & Dining facilities at Owen Roberts International Airport may be accessed at: http://www.caymanairports.ky/ContentDisplay.aspx/passenger-information/shopping-and-dining

A list of companies who operate car rental agencies across from the airport terminals on Grand Cayman and Cayman Brac may be accessed at: http://www.caymanairports.ky/ContentDisplay.aspx/ground-transportation/car-rental-agencies

A list of companies who provide pre-booked limousine service at the Owen Roberts International Airport on Grand Cayman may be accessed at: http://www.caymanairports.ky/ContentDisplay.aspx/ground-transportation/limousine-services

A list of companies who operate taxi services at both airports may be accessed at: http://www.caymanairports.ky/ContentDisplay.aspx/ground-transportation/taxi

A list of companies who provide pre-booked bus service may be accessed at: http://www.caymanairports.ky/ContentDisplay.aspx/ground-transportation/tour-operators

DECISIONS & RECOMMENDATIONS

Hard copies of the Minutes of the Meetings of the **CAYMAN ISLANDS AIRPORTS AUTHORITY**'s Board of Directors may be requested in writing from the Information Manager. *Please refer to Methods of Access in Section 3.*

OUR SERVICES

This category provides links to other documents which may be accessed on our website:

Airport Master Plan: Note: 40MB document which may be downloaded. http://www.caymanairports.ky/userfiles/file/GCM%20Master%20Plan%202007.pdf

Overview of Owen Roberts International Airport: http://www.caymanairports.ky/ContentDisplay.aspx/overview-of-owen-roberts-international-airport

Overview of Charles Kirkconnell International Airport: http://www.caymanairports.ky/ContentDisplay.aspx/overview-of-charles-kirkconnell-international-airport

Overview of Air Navigation Services: http://www.caymanairports.ky/ContentDisplay.aspx/air-navigation-services/overview

Air Traffic Services:
http://www.caymanairports.ky/ContentDisplay.aspx/air-navigation-services/air-traffic-services

Aeronautical Information Publication:
http://www.caymanairports.ky/userfiles/file/AIP%20Document.pdf

Aerodrome Charges & Payment Policy:
http://www.caymanairports.ky/ContentDisplay.aspx/air-navigation-services/aircraft-fees

Aircraft Information & Licensing:
http://www.caymanairports.ky/ContentDisplay.aspx/air-navigation-services/aircraft-information-and-licensing

Air Navigation Services:

Cuban Over-Flight Form: *Temporarily unavailable.*
http://www.caymanairports.ky/userfiles/file/Cuban%20Overflight.pdf

Flight Plan Form:
http://www.caymanairports.ky/userfiles/file/Flight%20Plan(4).pdf

Operating Slot Times Application:
http://www.caymanairports.ky/userfiles/file/Operating%20Slot%20Times.pdf

Pre Flight Information Request Form:
http://www.caymanairports.ky/userfiles/file/Pre%20Flight%20Information%20Request.pdf

Please visit our website at www.caymanairports.com for further information. In the event that the information you require is not available on the site, kindly contact us for further assistance:

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P.O. Box 10098
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