



**CAYMAN ISLANDS AIRPORTS AUTHORITY BOARD MEETING MINUTES HELD AT BRAC REEF RESORT
CONFERENCE ROOM-CAYMAN BRAC, ON 29th DAY OF JANUARY, 2015**

BOARD MEMBERS

The following Board Members were present

Chairman: Mr. Kirkland Nixon
Deputy Chairman: Mr. Thom Guyton
Director: Mr. John Meghoo
Director: Ms. Vanessa Banks
Director: Mr. Joel Jefferson
Director: Mr. Bruce Smith
Director: Mr. Nathaniel Tibbetts
Director: Mr. Stran Bodden

The following Board Members were absent with apologies

There were no members absent

Others Present

CEO: Mr. Albert Anderson
CFO: Ms. Sheila Thomas (Presenter via phone)
Secretary: Ms. Nadine Ramsay

1. WELCOME & APOLOGIES

- 1.1. A quorum being present, the meeting was called to order at 09:45am by the Chairman, Mr. Kirkland Nixon.
- 1.2. The Chairman extended a warm welcome to the Directors and thanked them for making the extra effort to travel to the Brac.

2. CONFIRMATION OF MINUTES

The minutes of the meeting of 18th December 2014 were approved.

2.1. MATTERS ARISING FROM MINUTES.

The CEO confirmed that the following matters/actions were closed. This is attached as Appendix A

2.2. Incident at ORIA on January 27, 2015

[REDACTED] S.21(b)
[REDACTED]. The aircraft ran off the side of the runway during its final landing roll due to hydraulic problems. The Board discussed the incident and queried the cost impact to the affected airlines, CIAA Insurance and Liability impact (if any). The CEO was asked to investigate and revert.

2.3. [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] s.

S. 2(i)(b)

The following action(s) arose:-

Matter/Actions	Actioned By	Due Date
[REDACTED] s.	CEO	ASAP

S. 2(i)(b)

2.4. [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

S. 2(i)(b)

The following actions arose:-

Matter/Actions	Actioned By	Due Date
[REDACTED]	CEO	28 Feb 2014

S. 2(i)(b)

3. FINANCIAL REPORT

The CFO presented the December YTD management accounts report and Budget Review 1st Draft to the Board. This is attached as Appendix B. . Highlights of the presentation were:-

- a) Overall improvements in CIAA financial performance
- b) Improvements in the aging profiles
- c) j
- d) ‘
- e)

S. 2(i)

• **Rent payments received from Tenants:-**

- f) [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

S. 2(i)(b)

3.1. New Product at ORIA - The Board was pleased to hear of the new customer experience product at ORIA known as the Airport Meet and Greet Service. The CIAA works closely with Immigration, Customs and the airlines to provide passengers with fast track service through both the arrival and departure process. This initiative was launched in October 2014 and has received positive responses from both client companies who book through the CIAA and from the passengers themselves. The service fee is C\$30.00 per person (kids 3 and under are free). An overall recommendation was that CIAA ensures this amount reflects a realistic charge for the services. The CIAA will look into using volunteers, university students and senior citizens where possible to reduce overtime costs.

3.2. [REDACTED]

S. 21(cc)
S. 15.

3.3. Budget Parameters - While reviewing the Budget Parameters which are based on the Broad Government Strategic guidelines, The Board sought clarification as to what was meant by 'No new revenue measures' as this could affect future considerations of possible fee re-alignment initiatives etc. The Chairman ask that this matter be placed on the Board Audit Committee's (BAC) agenda.

The following actions arose:-

Matter/Actions	Actioned By	Due Date
a. Split out Non-aeronautical Revenues - Gov and Private - go back at least 1 year	CFO	27 Feb 2015
b. Stran Bodden to meet with CEO-CIAA, The Minister and Mr. Bush with a view to arriving at an amicable solution re the Immigration outstanding rent payments	CEO	27 Feb 2015
c. [REDACTED]	CEO	27 Feb 2015
d. Budget Parameters - Clarification/definition needed on "new revenue measure" BAC to action	BAC/CFO	27 Feb 2015
e. Airport Meet and Greet – Ensure that amount charged for the service is realistic. Look at using volunteers to reduce possible overtime costs.	CEO	23 April 2015

S. 15
S. 21(cc)

The CFO was thanked by the Chairman for her presentation before ending the call.

4. CEO REPORT

The CEO presented his report on the Airports Operations including ORIA Redevelopment and related Conflict Briefing note. This is attached as Appendix C.

4.1. CAA has extended ORIA and CKIA certification to June 30, 2015. The CKIA and ORIA Aerodrome Manuals were due to be submitted by the end of February. The absence of a document management system is directly impacting the management of these manuals with regards to updates and revisions. There were no provisions in 2014/2015 budget for this management system, however associated cost will be submitted for consideration in the 2015/16 budget.

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- 4.2. The MRCU hanger is scheduled to be removed on February 6, however a Board Member asked the CEO to get an engineer to see if the Hangar is useable and explore the options of using it to generate revenue.
- 4.3. **ORIA Redevelopment** – The CEO provided an overview of the progress to date. The Chairman stated that the Board should see all the concepts and own the project. The building design concepts were discussed with the main focus being the “A Frames”. The Airport has been and should still be viewed as a national symbol and as such the design should include the Caymanian feel. It was agreed that RS&H would meet with the Board to review designs with and without the “A Frames”. Any final decision on the design concepts should have the Minister and Premier’s input.

4.4.

n 5.21

4.5.

(S.21(4))

The following actions arose:-

Matter/Actions	Actioned By	Due Date
Overtime paid to CIAA staff - look at 2012/13 to present	CEO	29 Jan 2015
MRCU Hangar - Get Engineer to look at building to see if it's useable. Building could be used to generate revenue	CEO	27 Feb 2015
	CEO	ASAP

5.21

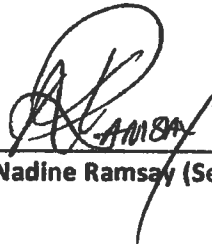
5. NEW BUSINESS

There were no new business

6. ADJOURNMENT

There being no further business, the Chairman thanked everyone for their participation; the meeting was adjourned at 12:50pm. The Board departed to attend the CKIA grand opening ceremony.


Mr. Kirkland Nixon, Chairman CIAA Board


Ms. Nadine Ramsay (Secretary)