

**CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING MINUTES HELD AT OWEN ROBERTS
INTERNATIONAL AIRPORT, CIAA CONFERENCE ROOM, ON 23rd APRIL 2015**

BOARD MEMBERS

Present were:

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

Apologies

Director	Mr. Bruce Smith
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Others Present

CEO	Mr. Albert Anderson
Secretary	Ms. Nadine Ramsay

Presenters

CFO:	Ms. Sheila Thomas
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1. WELCOME & APOLOGIES

- 1.1. A quorum being present, the Chairman, Mr. Kirkland Nixon, called the meeting to order at 12:15pm.
- 1.2. The Chairman extended a warm welcome to the Directors.

2. CONFIRMATION OF MINUTES

The minutes of meeting of 30TH March 2015 were approved. (Joel and Vanessa)

2.1. MATTERS ARISING FROM MINUTES

- a. **Understanding Pension Entitlements.** The Chief Officer confirms that he has no objections with using his payslip for the comparison.
- b. **CKIA departure Lounge** was closed on Saturday, March 28 .15 due to security issues. These issues were explained and discussed in detail with the Board.
- c. **OTAR 178 coming into Effect 1 April 2015.** The Board is not appraised of any policies being decided at the National Security Meetings as the CEO was not included. An update from the Governor's office advised that there is no reason why the CEO is not invited to attend the National Security Meetings. The CIAA's Chief of Security arranges these meetings, records and keeps the minutes.

[REDACTED]

S.21 (aii)

[REDACTED]

S.21 (aii)

- e. Island Air Aviation Management Lease for Agreement was discussed with the final decision being supported by the Board.
- f. Draft Board Policy Manual was approved in principle with minor revisions. The Board was reminded that the Boards' evaluation of the CEO and Self-Assessment were outstanding.
- g. Board actions from previous meetings were updated and is outlined in Appendix A

The following actions arose:-

Matter/Actions	Actioned By	Due Date
[REDACTED]	CEO & Chief Officer	ASAP
RFP for the provision of fuel to CIAA	CEO	Aug 2015
The Board Secretary will maintain a register of all the legal instruments and outstanding issues required of the Board.	Board Secretary	ASAP
Board's Evaluation of the CEO and Self-Assessment should be completed	BOARD	ASAP

S.21 (aii)

3. CEO OPERATIONAL UPDATE

The CEO went through his presentation and discussed with the Board some key issues. Discussions were centered around the following:-

- a. MRCU Hangar demolition final date is set for May 31.15.
- b. CAPS - Quite a number of the CAPS for the CNS department were being cleared just by updates with new documents.
- c. There were numerous press enquiries regarding the recent '*March 22nd Occurrence*'. The related Issue with ATC's Facebook message was addressed however a contingency plan was needed.
- d. Security Overtime Issue. Security officers will move to 8hr shift ASAP.
- e. TSA inspection for CKIA. A full team will be sent from ORIA to CKIA to ensure that they are prepared for this inspection.
- f. CHRO recruitment update provided with the number of applicants and the progress thus far. An offer was now being made.

3.2. The Board discussed the need for a Risk Management process and register that was active. Areas of concern were identifying the major incidents such as hurricane and airport disasters, etc., that would

severely/cripple impact CIAA. The Chairman asked what the liabilities in the event of mass casualties were as this was unclear. The Directors agreed that this should be looked at further.

3.3. The Strategic Plan was discussed and the Board members agreed that they should only be concerned with the overall plan and not the executable details. With this agreement, the Board voted to accept the strategic plan.

3.4. [REDACTED]

3.5. Ground Handling – It was confirmed that there is a Licensing process in place for Ground Handling services.

3.6. A Deadline to move the dilapidated buildings and equipment was given to [REDACTED]. They were advised that the CIAA would be adjusting the perimeter fence. The Directors discussed that each item of equipment on CIAA's property should be properly stickered/registered and renewed annually by CIAA to ensure that this situation of having dilapidated equipment is addressed and not repeated in the future.

3.7. HR was currently reviewing the staff Appeals Process. A clear policy will be developed and included in the staff policy handbook. The Chairman reiterated that the Board should not be involved in the Staff Appeals Process.

3.8. The CEO provided an update on the Airport Development. The main focus was on the Landside Canopy Options that were presented. It was agreed that the Canopy coverage will allow the airport to operate efficiently. The objective is to have a first class airport and allowing passengers to get wet to enter the terminal would ruin that experience. The Minister and Councillor should have an input and the Chief Officer agreed to discuss this with them with a view to soliciting their help in getting a solution. Questions were raised as to the estimated canopy costs provided by RS&H and how they arrived at these figures. Details of these cost will be provided to the Board.

3.9. The Board reviewed the proposed revised Travel and Media Policies. It was highlighted that the proposed travel policy reflected the current policy being used by Government. The Chief Officer advised that the Government was now reviewing its existing policy and would forward the final version for the CEO's review. The Board then voted and approved the both policies.

3.10. The Draft Public Authorities Bill ("PAB") was discussed by the Board. A Consequential Bill was needed so that Draft PAB can be compatible with the Airport's Authority Law and other Authorities. CIAA cannot opt out of the bill.

The following actions arose:-

Matter/Actions	Actioned By	Due Date
Board Secretary – to provide to do list for the board.	Board Secretary	ASAP
Discuss Landside Canopy Options with the Minister and Councillor	Chief Officer	ASAP

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The CFO joins the meeting and is welcomed by the Chairman.

4. FINANCIAL REPORT

The CFO presented her report of the March YTD management accounts to the Board. Highlights of the presentation were:-

- a. Overall Performance and Volumes continues to be positive
- b. Increase in Passenger Movements
- c. 10% Increase year on year in Aircraft movements
- d. Parking lot revenue was trending below comparative year

[REDACTED]

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During the CFO's presentation, the Board was presented with the opportunity to formally meet Mr. Dale Davis who joined the CIAA in February 2015 as the Chief Airport Operations Officer. He was invited in and after the formal introductions were concluded, he exited and the CFO resumed her presentation.

- 4.2. Continuing with the presentation concerns were raised regarding the 2014/15 Capital-spending plan as to whether this would be exhausted by the end of the financial year.

[REDACTED] The Significant adjustments arising from the Audit were highlighted. The 2006-2009 terminal costs to be written off in 2013/2014 and the [REDACTED]

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- 4.4. Plans were now in place to reduce overtime costs. No overtime can be done without prior approval from the CEO. Contractors were hired to provide the same services at half the comparative cost for CIAA employees.

The Chairman thanked Ms. Thomas on behalf of the Board for her presentation after which she exited the meeting.

5. NEW BUSINESS

- 5.1. The BAC Chairman raised the question regarding related parties and declaration of interests form. A discussion ensued and the Board agreed that given the two versions of the form in use they would use the current version being used by the CIAA. It was decided that this version should be included/updated in the Board Policy Manual.

- 5.2. The Board revisited the discussion on the need for strengthening the runway. Given [REDACTED] percentage of contribution to CIAA's revenue it would appear from a business sense it would not be a prudent business decision to embark on the runway strengthening project at this stage. However, considering other factors, it was a decision that the CIAA would have to follow through with.

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The following actions arose:-

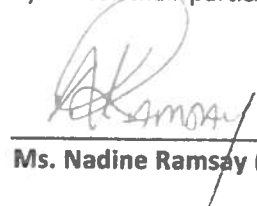
Matter/Actions	Actioned By	Due Date
Send updated Master Development Plan and Timelines to Director	CEO	ASAP
Update the Board Policy Manual with the agreed Declaration of Interests forms	Board Secretary	ASAP

6. ADJOURNMENT

There being no further business, the Chairman thanked everyone for their participation; the meeting was adjourned at 5:45pm. .



Mr. Kirkland Nixon, Chairman CIAA Board



Ms. Nadine Ramsay (Secretary)