



CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING MINUTES HELD AT OWEN ROBERTS INTERNATIONAL AIRPORT, CIAA CONFERENCE ROOM, ON 17th DAY OF DECEMBER 2015

BOARD MEMBERS

Present were:

- Chairman: Mr. Kirkland Nixon
- Deputy Chairman: Mr. Thom Guyton
- Director: Mr. Stran Bodden
- Director: Ms. Vanessa Banks
- Director: Mr. Nathaniel Tibbetts

Apologies

- Director: Mr. Bruce Smith
- Director: Mr. John Meghoo
- Director: Mr. Joel Jefferson
- Secretary: Ms. Nadine Ramsay

Others Present

- CEO: Mr. Albert Anderson

Presenters

- CFO: Ms. Sheila Thomas

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. Apologies were noted for Mr. Bodden, Mr Smith and the Secretary. The Board confirmed that the CEO would record the Minutes.

2. REVIEW & CONFIRMATION OF MINUTES

The minutes of meeting of November 27, 2015 were approved.

3. MATTERS ARISING FROM MINUTES

- a) [Redacted]
- b) [Redacted]
- c) **Farmers Market Lease** – Is in the process of being updated to allow additional space to accommodate a mobile building, which will be used as an Agricultural Hall of Fame. The CIAA will re-define the boundaries and update the lease.

S.21(aii)
S.23/
S.17
S.21(aii)

[Redacted]

4. CEO's OPERATIONAL UPDATE

The CEO presented his operational update which is attached as Appendix A. Highlights of the presentation are below:-

- i. **Parking System** – The enabling works at the gate and fiber installation were completed. The Board requested a written process for the Cash Management aspect of the parking system.
- ii. **Rental Car Kiosks** – The Board requested that car rental kiosks be installed in the arrivals section of the new terminal building. The CEO will review with project architects.

- [REDACTED]
- iv. **Governance Sub Committee** – The Board request that a meeting for this Committee to be confirmed in January 2016.

- [REDACTED]
- vi. **Aeronautical Revenues** –Revenues from Delta, United, and Jet Blue is trending down. CEO will investigate and revert.

The Chairman complimented Staff advising that the Director General of the CAA said he was impressed with the CEO, the Staff and the New Board with regards to the progress being made at CIAA.

5. FINANCIAL REPORT

The CFO presented her report of the November 2015 YTD management accounts to the Board, which is attached as Appendix B. Highlights of the presentation and discussions were:-

- i. **Performance & Results Summary** – In comparison to 2014, there were improvements in cash holdings, growth in receivables and a 2.4% and 8.7% increase in passenger departures and aircraft activity respectively.
- ii. **Key Performance Indicators** - The KPI's and the July to November Operating Performance for 2015-16 shows that CIAA's financial performance continues to be on target and within budget.
- iii. **Non-Aeronautical Revenue**- Increase in revenue is driven by growth in the concierge and x-ray services.
- iv. **Passenger Movement by carrier** – Passenger volumes were consistent with the exception of [REDACTED] which showed and 15%, 2% and 9% ytd decline respectively over 2014 figures.

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

6. NEW BUSINESS

- [REDACTED]
- ii. **CAA Recertification (RESA)**–The CIAA has committed to and is expected to provide RESA to Runway 08 by March 31, 2016. Following a meeting with the CIAA, the CAA Director General, the Ministry and other key persons on December 10th, the CEO outlined the impact of the proposed RESA discussions for ORIA. . The agreement reached was that CIAA would issue an RFP for the design of the RESA, Runway Strengthening, Apron Expansion, Filling of the ponds/site drainage by the end of January 2016. Once the estimates are received for these projects, a decision will be made as to the order of priority. The proposed solutions was outlined and discussed in detail to ensure that that the Board was fully apprised of the developments.

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- iii. **Confirmation of 2016 Board Meetings** –Board Meeting dates for 2016 were confirmed and Members will be polled to confirm the date and time for Board Meeting to be held in Cayman Brac, early 2016.

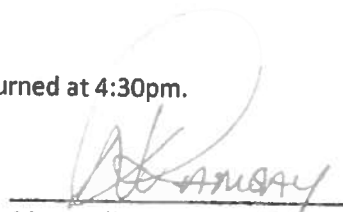
The CEO thanked the Board for their support.

7. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:30pm.



Mr. Kirkland Nixon, Chairman CIAA Board



Ms. Nadine Ramsay (Secretary)



Mr. Albert Anderson - CEO