



**CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING MINTES HELD AT OWEN ROBERTS INTERNATIONAL AIRPORT, CIAA CONFERENCE ROOM, ON 28<sup>th</sup> DAY OF JANUARY 2016**

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**BOARD MEMBERS**

**Present were:**

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

**Apologies**

NONE

**Others Present**

- CEO Mr. Albert Anderson
- Secretary Ms. Nadine Ramsay

**Presenters**

- CFO: Ms. Sheila Thomas
- Snr. Project Manager: Ms. Denise Stabler (Airport Development)


**1. WELCOME & APOLOGIES**

1.1. A quorum being present, the Chairman called the meeting to order at 12:30pm and extended a warm welcome to the Directors.

**2. REVIEW & CONFIRMATION OF MINUTES**

The minutes of meeting of December 17, 2015 were approved.

**3. MATTERS ARISING FROM MINUTES**

- a)  5.21
- b) **Governance Sub Committee.** Date for this meeting tentatively set for February 4<sup>th</sup> at 10am. All members are invited.

Prior to the arrival of the Project Manager, there was a general discussion on the Parking System and the rates charged per hour.

**4. PROJECT MANAGER'S UPDATE.**

- a) Phase 1 update. Two issues were affecting the progress of the Phase 1 project. The geothermal wells cost was currently over budget and the current location of Flow's fibre optic cables were

affecting the drilling of one of the geothermal wells, the geothermal building and septic tank. Despite several discussions with Flow, the cables had not been moved. The original study relating to the geothermal wells' cost, assumed certain conditions. The actual depth required for the wells will not be known until the first one is drilled. Other developments in the area that drilled similar wells, had done so at varying depths, which makes it more difficult to ascertain a reliable estimate.

- b) Phase2 update. A review of the Phasing timeline was discussed with the Board. The Project Manager confirmed to the Board that overall she was happy with the status of the project.

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

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**5. CEO's OPERATIONAL UPDATE**

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

a)

- b) **Parking Revenue** – The fluctuation in parking revenues correlated to the land along the new Red Gate road being used as parking. Working with the rental agency who owned the land, boulders were placed along with road to prevent illegal parking.
- c) **CAA Recertification (RESA)** – The recent reports in the media were misleading and did not give an accurate account of this issue. This cast CIAA and ultimately the Board in a bad light. The CIAA will however continue with its current course of action which includes preparing a RFP for the engineering design of all of the pavement works and having further discussions with the CAA regarding a potential new date for RESA implementation.

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[REDACTED]

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e)

[REDACTED]

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- f) **CIFS Letter of Agreement**- The signed agreement has been rejected by the CAA. The CEO is working with relevant parties to address the CAA's concerns.
- g) **Island Air Contract** – The CEO will be meeting with Island Air to continue with the discussions on the contract terms.

- h) **C-Suite Support-** In response to a question from the Chairman, the CEO confirmed that he was satisfied with the performance, thus far of the recent joiners to his team.

**THE BOARD BREAKS FOR FIVE MINUTES**

**6. FINANCIAL REPORT**

The CFO presented her 6-month (July to December 2015) financials update that is attached as Appendix B. Highlights of the presentation are below:-

- a) **Key Performance Indicators** – The financial and commercial indicators were positive with an overall increase in productivity.
- b) **Revenue vs Expenditure trends** - The revenues reflected the season's trends while expenses remained flat.
- c) **Revenue Trends by Category-** Passenger Movements accounted for 55% of the revenue and PFC's 23%. Aircraft movement and non-aeronautical revenues account for 11% each.

[REDACTED]

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**6.1. 2015/16 Revised & 2016/17 CAPEX BUDGETS**

- a) The capex lists were submitted for the Board's review and approval.

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The Board approved the 2015/16 revised budget and the 2016/17 capex budget with the condition that the [REDACTED] They reiterated that they felt that the CEO has the necessary controls in place to ensure each capex expenditure was justified.

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**6.2. 2016/17 PRELIMINARY BUDGET (18-Month Budget).**

[REDACTED] Projected revenues, accumulated funds and Cabinet/Government support will finance this. The following issues highlighted:-

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- b) **18-month Budget Reporting** – The vendor who supports CIAA's accounting software have indicated that they are working with another SAGC to revise the budget reporting system to accommodate the 18-month reporting cycle. They are of the view that the CIAA could benefit from this fix.

[REDACTED]

d)

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**7. Board Audit Committee (BAC) UPDATE**

- a) The BAC Chairman stated that the BAC reviewed the 2016/17 Budget including the Capital Projects List. Areas of concerns were the IT, training costs, and Project Manager's budget, which needed fine-tuning. He was confident that the CEO's background in Telecoms, would enable him to vet the IT Budget and the along with the support of the CFO, the proper spending controls were in place for all expenditures.
- b) The CEO advised the Board that the CAO was providing the necessary guidance to the Project Coordinator. The Project Coordinator along with other employees would receive the proper training as necessary.
- c) The BAC Chairman confirmed the BAC's recommendation for the 2016/17 Budget to be approved by the Board with the understanding that all expenditures relating to [redacted] was deferred. S.21
- d) The Chairman thanked the BAC Chairman and Audit Committee Members along with the CIAA Management team for their hard work.

The Board approved the 2016 /17 Budget.

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

**8. NEW BUSINESS**

- a) [redacted]
- b) [redacted] S.21
- c) **Board Meetings.** Board Meeting for March is reschedule to the 17<sup>th</sup> and April's Board meeting will be held in Little Cayman.

**9. ADJOURNMENT**

There being no further business, the meeting was adjourned at 5:45pm.

  
Mr. Kirkland Nixon, Chairman CIAA Board

  
Ms. Nadine Ramsay (Secretary)