



CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING MINUTES HELD AT OWEN ROBERTS INTERNATIONAL AIRPORT, CIAA CONFERENCE ROOM, ON 25th DAY OF FEBRUARY 2016

BOARD MEMBERS

Present were:

Chairman: Mr. Kirkland Nixon
Deputy Chairman: Mr. Thom Guyton
Director: Ms. Vanessa Banks
Director: Mr. John Meghoo
Director: Mr. Nathaniel Tibbetts

Apologies

Director Mr. Stran Bodden
Director: Mr. Joel Jefferson
Director: Mr. Bruce Smith

Others Present

CEO Mr. Albert Anderson
Secretary Ms. Nadine Ramsay

Presenters

CFO: Ms. Sheila Thomas
POCS Mr. Graeme Jackson

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 January 28, 2016 were approved.

3. MATTERS ARISING FROM MINUTES

[REDACTED] 5.21

3.2. Governance Sub Committee. Further discussions were deferred until the minutes are formally circulated.

3.3. Parking System. System will be up and running by February 29, 2016. The credit/debit components of the parking system will be delayed; however, this system has a separate cash point of sale unit located near the taxi area.

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- 3.4. CIFS Letter of Agreement. This agreement is with the new Chief of the CIFS for his review. The Board noted that a guarantee is needed from Government regarding the funding for CIFS and the cost for the services provided to CIAA.
 - 3.5. Island Air Contract. A meeting with Island Air is confirmed for the 1st week of March 2016.
 - 3.6. Purchasing Manager for CIAA. In responding to a question, the CEO advised that this position was not yet filled as the CIAA was working with the new government procurement officer. Both entities had a great working relationship and CIAA intends to see what benefits can be derived.
 - 3.7. CAA Lease. The lease has been sent to the CAA for their signature. They are waiting on their Board to approve.

The Chairman welcomed Ms. Thomas and Mr. Jackson to the meeting.

4. PRESENTATION FROM MR. GRAEME JACKSON FROM POCS

- 4.1. Mr. Jackson, introduced himself to the Board stating that his overall objective was Improving Public Sector capability to the benefit those who live in or visit the Cayman Islands. After completing his presentation, there was a general discussion on the overall perception of the Government. Mr. Jackson explained his view of the CIAA Finance Team and what was being done to address the issues. He was invited by the Board to return at a later date to provide an update on his progress.

The Board thanked Mr. Jackson for his presentation

5. FINANCIAL REPORT

The CFO presented her 7-month (July to January 2016) financials update that is attached as Appendix B. Highlights of the presentation are below:-

- 5.1. **Key Performance Indicators** – Financial and Commercial Indicators remains positive. Data showing total revenues per passengers will be included in the next report.
- 5.2.

5.3.

5.4.



[REDACTED]

S.21
S.190(a)

[REDACTED]

S.21

5.6. Finance Headcount- The current salary band is hindering the recruitment of qualified personnel. The CFO see some issues with the current job descriptions and will be working with Mr. Jackson to re-evaluate and updated them.

6. CEO's OPERATIONAL UPDATE

6.1. RESA – A letter received from the regulator was discussed with the Board. The Board agreed that ultimately they had overall responsibility for the Airport and would therefore do what is necessary to support the RESA implementation. The RESA issue has existed since 2008 and the CIAA has now embarked on a \$55m airport redevelopment. To mitigate the negative impact and incorrect information in the public domain regarding this, it was recommend that this be presented in a manner that can be easily understood by all stakeholders, especially the public. To explain the legal requirement for RESA, reference will be made to the North/Central America, and Caribbean Directors of Civil Aviation, Port of Spain Declaration which mandates the RESA requirement.

- a) The CIAA is looking at some time in May 2016 for RESA implementation. In the CIAA's response letter to the CAA it will be clearly outlined that 400ft of pavement will be added. Cost for the design works for the 400ft pavement extension is included in this year's budget while the physical works is included in next year's budget. Notices will be sent to the airlines to show that steps are now being taken to start the process of RESA implementation

7. NEW BUSINESS

- 7.1. Staff Meetings.** The next round of staff meeting are scheduled for the 1st week in March and will be centred on the CIAA Mission, Vison and Core Values Statement.
- 7.2. RFP's.** The CNS Maintenance RFP is currently open

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- a) The Janitorial RFP was awarded to Reliable and the CKIA Janitorial RFP is closed and responses are being reviewed.
 - b) The Elevator contract was awarded to Andro Group. This is only for the existing elevators. Contracts for the elevators in the new terminal building will have a separate contract.

7.3.

5.21

The CEO offered his apologies to the Board for not having his usual PowerPoint presentation. This was due to a hard drive failure which prevented access to the document drives. The IT department was working around the clock to restore connectivity.

8. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:35pm.



Mr. Kirkland Nixon, Chairman CIAA Board



Ms. Nadine Ramsay (Secretary)