



<p>building has been demolished. Lease document being prepared by lawyers (Ritch &amp; Connolly). Currently awaiting a copy of the site plan to be incorporated into the lease.</p>		
<ul style="list-style-type: none"> <li>• <b>Board Policy and Procedures Manual</b> – In progress. CEO plans to develop an Orientation Manual for Board members but is lacking secretarial support at the moment.</li> </ul>	CEO	
<ul style="list-style-type: none"> <li>• <b>Internal Authorisation Levels</b> – CEO and CFO have submitted a proposal to the Audit Committee for review and feedback.</li> </ul>	Audit Committee	27 <sup>th</sup> Nov. 2014
<ul style="list-style-type: none"> <li>• <b>Internal Audit Report</b> – CEO to provide the Board with an action plan to address the issues raised in the Internal Audit report and recommend a temporary resource plan if such be required.</li> </ul>	CEO	27 <sup>th</sup> Nov. 2014
<ul style="list-style-type: none"> <li>• <b>Finance</b> –</li> </ul>	CEO	31 <sup>st</sup> Dec. 2014
	CEO	31 <sup>st</sup> Dec. 2014
<ul style="list-style-type: none"> <li>• <b>Commercial Concession Leases</b> – CEO has contacted all concessionaires and offered them a one-year lease renewal while the renovations are going on. He has also advised concessionaires of the proposed concession model going forward based on a percentage of revenue with a minimum annual guarantee. This was done in writing followed by a face-to-face meeting where concessionaires had the opportunity to ask questions. There was also a press release in the local media regarding this.</li> </ul>	CEO	31 <sup>st</sup> Dec. 2014
<ul style="list-style-type: none"> <li>• <b>Interim Plans, Congestion</b> - The CEO advised the Board that planning was happy with the technical specifications of the temporary structure, the order had been placed and a submission for planning permission had been made.</li> </ul>	CEO	31 <sup>st</sup> Dec. 2014
<ul style="list-style-type: none"> <li>• <b>Taxi Dispatch</b> - CEO to review dispatch process for taxis and tour buses and simplify it as much as possible for revenue assurance purposes.</li> </ul>	CEO	31 <sup>st</sup> Dec. 2014
<ul style="list-style-type: none"> <li>• <b>Unscheduled Operations</b> – CEO to seek to recover all costs associated with unscheduled flight operations from the airlines.</li> </ul>	CEO	31 <sup>st</sup> Dec. 2014
<ul style="list-style-type: none"> <li>• <b>Fuel Operators</b> -</li> </ul>	CEO	31 <sup>st</sup> Dec. 2014
<ul style="list-style-type: none"> <li>• <b>Fleet Maintenance</b> - CEO to issue a RFP for fleet maintenance. This is currently in the works but delayed by airport development RFP.</li> </ul>	CEO	31 <sup>st</sup> Jan. 2015
<ul style="list-style-type: none"> <li>• <b>Satellite Phones</b> – CEO confirmed that no satellite phones are available in case of emergency. This is being addressed.</li> </ul>	CEO	31 <sup>st</sup> Dec. 2014
<ul style="list-style-type: none"> <li>• <b>Performance Management</b> – Training for Board members currently being planned for November Board meeting.</li> </ul>	CEO	31 <sup>st</sup> Nov. 2014
<ul style="list-style-type: none"> <li>• <b>TYMCO Sweeper Truck</b> – CEO advised the board that the truck has arrived on island but had sustained some damage in transit, which will be fixed by TYMCO and covered by insurance.</li> </ul>	CEO	31 <sup>st</sup> Dec. 2014

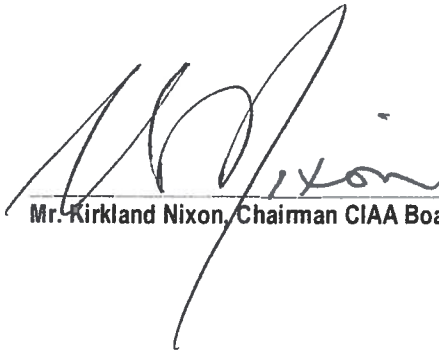
S.21

S.21

S.21

<ul style="list-style-type: none"> <li>• <b>Cayman Brac Works</b> – Now moving ahead and expected to be completed by 30<sup>th</sup> November, with departure lounge seating installed in December.</li> <li>• <b>Finance</b> - CFO advised that a cash handling policy had been sent to the Audit Committee for review and comment. Meanwhile the main cause for concern – the proliferation of receipt books - had been addressed and the team are working to close all the remaining gaps.</li> <li>• <b>Finance</b> - CFO advised that CIG Internal Audit department had advised her that they did not have the resources currently to review the structure of the Finance Department and qualifications for staff. CEO will see if Deloitte can assist.</li> <li>• <b>Finance</b> - CO Stran Bodden to send a copy of the Ministry DATT procurement policy to CFO.</li> </ul>	<p>CEO</p> <p>CEO Audit Committee</p> <p>CEO</p> <p>Stran Bodden</p> <p>CEO</p>	<p>31<sup>st</sup> Nov. 2014</p> <p>31<sup>st</sup> Dec. 2014 27<sup>th</sup> Nov. 2014</p> <p>31<sup>st</sup> Dec. 2014</p> <p>27<sup>th</sup> Nov. 2014</p> <p>31<sup>st</sup> Dec. 2014</p>	<p>S.21 &amp; S.17</p>
<p><b>3. Financial Report</b></p> <p>CFO Sheila Thomas presented the September YTD management accounts report to the Board. This is attached as Appendix A.</p> <p>As part of this presentation, the following was discussed:</p> <ul style="list-style-type: none"> <li>• CFO to add % variance to financials and include explanatory notes.</li> <li>• The apparent discrepancy with aircraft movement revenue compared to last year from the August report had been resolved.</li> <li>• Last OAG audit was for 2011/12. CEO to look into the cost of seeking external audits versus OAG in order to catch up and get audits up to date.</li> <li>• Pension liability has increased by approximately \$2M, apparently due to a revised methodology used by new actuaries. The Board instructed the CEO to look into engaging actuaries directly rather than through PSPB.</li> <li>• A Board Member reported that he had seen a member of the public who had been parked in the long term car park walk up to the ticket dispenser and get a new ticket which they then used to validate at the cash machine and exit the car park at no cost. CEO to investigate and fix.</li> <li>• The board requested the CEO to look once again at investing money currently held in the bank in CNB money marketing fund.</li> </ul>	<p><b>Actioned By</b></p> <p>CEO</p> <p>CEO</p> <p>CEO</p> <p>CEO</p> <p>CEO</p> <p>CEO</p>	<p><b>Due Date</b></p> <p>27<sup>th</sup> Nov. 2014</p> <p>31<sup>st</sup> Dec. 2014</p> <p>31<sup>st</sup> Jan. 2015</p> <p>27<sup>th</sup> Nov. 2014</p> <p>31<sup>st</sup> Dec. 2014</p>	
<p><b>4. CEO Report</b></p> <p>The CEO presented his report (attached as Appendix B). As part of this presentation, the following was discussed:</p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>Actioned By</b></p> <p>CEO</p>	<p><b>Due Date</b></p> <p>27<sup>th</sup> Nov. 2014</p>	

<ul style="list-style-type: none"> <li>• <b>New Business</b></li> <li>• Board Policy Manual – Will be completed as soon as CEO acquires secretarial support (expected to be in place by December).</li> <li>• Strategic Plan – CEO working through as time permits, but secretarial support will help.</li> <li>• Internal Audit Findings – CFO has produced an action list and several actions have been completed. Will be developed with action owners and timelines and presented to The Board.</li> </ul>	<p><b>Actioned By</b></p> <p>CEO</p> <p>CEO</p> <p>CEO</p>	<p><b>Due Date</b></p> <p>31<sup>st</sup> Dec. 2014</p> <p>31<sup>st</sup> Dec. 2014</p> <p>27<sup>th</sup> Nov. 2014</p>
<p><b>5. Closing of Meeting</b></p> <p>There being no further business, the Chairman thanked the Board and closed the meeting at 5:45pm.</p>		



Mr. Kirkland Nixon, Chairman CIAA Board



Mr. Albert Anderson, CEO (Secretary)