



**CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING MINUTES HELD AT OWEN ROBERTS INTERNATIONAL AIRPORT, CIAA CONFERENCE ROOM, 24 JANUARY 2018**

---

**BOARD MEMBERS**

**Present were:**

Deputy Chairman: Mr. Thom Guyton (as Chairman)  
Dep. Chief Officer: Mr. Perry Powell  
Director: Mr. John Meghoo  
Director: Ms. Vanessa Banks  
Director: Mr. Nathaniel Tibbetts  
Director: Mr. George Hunter  
Director: Mr. Charles Clifford

**Apologies**

Chairman: Mr. Kirkland Nixon  
Director: Mr. Joel Jefferson

**Others Present**

CEO: Mr. Albert Anderson

**1. WELCOME & APOLOGIES**

- 1.1. A quorum being present, the Chairman called the meeting to order at 11:35 am. The Chairman welcomed everyone to the meeting and thanked all Directors for attending.
- 1.2. Apologies were received from the Chairman Mr. Nixon and Director Mr. Jefferson. The CEO gave the board members an update on Mr. Nixon who was ill.

**2. CONFIRMATION OF MINUTES**

The minutes of the meeting on 20 December 2017 were reviewed and approved.

**3. MATTERS ARISING FROM PREVIOUS MINUTES**

- 3.1. **CAL SIR TURTLE LOUNGE** – The CEO explained that he had communicated with CAL CEO on this issue and that the architects were looking into possible alternatives for a Sir Turtle Lounge.
- 3.2. **BOARD AVSEC COMMITTEE** – Director Clifford, Chairman of the board AVSEC sub-committee, advised the Board that he had arranged a meeting with the Governor at which the formation of the committee and its terms of reference would be presented.
- 3.3. **RECRUITMENT SELECTION POLICY** – The Board ratified the Recruitment selection policy.

- 3.4. **RUBIS/SOL CONCESSION AGREEMENT** – The CEO is still awaiting feedback from Rubis/SOL.
- 3.5. **ATC STAFFING CONCERNS** – Looking at several options to resolve this including support from other overseas entities, either providing on-site resources or remote support. Work in progress.
- 3.6. **RFFS LOA** – CO Bodden is still trying to arrange a discussion with CO Basdeo on the issue.

#### 4. **BOARD FINANCE COMMITTEE UPDATE – MRS. VANESSA GODFREY-BANKS**

Mrs. Vanessa Banks, who chairs the Board Finance Committee (BFC), gave a summarized update of the meeting that took place on 17 January 2018. Discussions at the BFC meeting included spacing and revenue share as a part of the terms and conditions with Clear Channel, the engagement of Amano in a consulting capacity to develop business processes around the operation of the car park revenue system, the January financials, and finalising the Finance Org chart. The minutes of the Board Finance Committee meeting and details therein can be made available upon request. The Board has also requested that the CFO return to the monthly Board meetings in order to give a high level update to the Directors as they need to see the actual numbers.

#### 5. **OPERATIONAL UPDATE – MR. ALBERT ANDERSON, CEO**

- 5.1. **SECURITY UPDATE** – All findings from security audit now closed as of 12 January 2018. Newly recruited Security officers are in training. A monthly internal audit program has been initiated to ensure the quality of the airport security service is being maintained.
- 5.2. [REDACTED] S21(1)(b)
- 5.3. **CLEAR CHANNEL** – Has been advised in writing that they can proceed to transfer existing clients to the new areas of the building, or new clients who are replacing current clients, based on the plan they had presented, minus the areas the board identified that they could not have in Baggage Claim and Customs. A new revenue share proposal has also been made to them.
- 5.4. **SAFETY** - Agreement signed with NRA for remediation of all crosswalks around ORIA. Delineators installed to prevent unnecessary stopping of vehicles on back road
- 5.5. **CNS CERTIFICATION** - DG CAACI has accepted the CIAA plan for achieving CNS certification and the process has begun to recruit consultants to carry out the work
- 5.6. **AIRSIDE PROJECT** – Contract negotiations ongoing. Sticking point is limitation of liability.
- 5.7. **HEALTH INSURANCE** - Premiums show a net decrease of 2% for 2018.
- 5.8. **CONCESSIONS RFP** – Evaluation complete. Report being prepared. Board requested to be informed how revenue will be accounted for.

#### 6. **AOB**

- 6.1. **AIRPORT DEVELOPMENT** – The Board requested that a portable restroom unit be installed at arrivals meet and greet area and the signage regarding restrooms be improved.

**7. ADJOURNMENT**

There being no further business, the meeting was adjourned at 4:00 pm.

  
\_\_\_\_\_  
Mr. Thom Guyton, Deputy Chairman

  
\_\_\_\_\_  
Mr. Albert Anderson, CEO