



**CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING MINUTES
HELD AT OWEN ROBERTS INTERNATIONAL AIRPORT CONFERENCE ROOM
ON 30th January, 2019**

BOARD MEMBERS

Present:

Chairman: Mr. Thom Guyton
Deputy Chairman: Mr. Joel Jefferson
Director: Mrs. Vanessa Godfrey-Banks
Director: Mr. Nathaniel Tibbetts
Director: Mr. John Meghoo
Director: Mr. Roy Grant
Director: Mr. George Hunter

Apologies:

Director: Mr. Charles Clifford

Others Present

Chief Executive Officer/Secretary: Mr. Albert Anderson
Recording Secretary: Mrs. Carlene Logan

1. WELCOME

1.1. A quorum being present, the Chairman called the meeting to order at 11:56am and thanked all Directors for attending.

2. CONFIRMATION OF MINUTES

2.1. The minutes of the meeting held on 19 December 2018 were approved.

3. MATTERS ARISING FROM PREVIOUS MINUTES

- 3.1. **RFFS LOA:** Revised document was sent to CAA- no reply received to date. CEO will be preparing an addendum to the Agreement and writing back to the Ministry, copying CAA.
- 3.2. **Little Cayman:** Documents relating to Master Plan sent to Ministry.
- 3.3. **Temporary Departure Tent:** CEO has given instructions for this to be re-advertised.
- 3.4. **Rubis/Sol:** Response from Rubis/Sol reiterated request for 10 years. Board voted in favour of granting a 10-year lease. This was sent to Rubis/Sol – no response to date. CEO to check on level of fuel through-put fees that CIAA receives and to review annually.
- 3.5. **New Employee Policies Handbook:** Now being properly formatted.
- 3.6. **IATA Collection Framework:** Discussion with IATA still pending – not a big issue now.
- 3.7. **CUSS (Common User Self Service Kiosk):** Still working through issues with some airlines.

3.8

S21(1)(a)(ii)

4. REVENUE GROWTH PROGRAM

4.1. CEO met with Taron Jackman of Deloitte, outcome being to focus on collecting revenue that CIAA should be collecting.

Director Roy Grant was excused at 1:30pm

5. MONTHLY FINANCIAL REPORT – CFO Ms. Sheila Thomas

Due to the recent GP Upgrade, CFO was unable to provide the report

6. AIRPORT REDEVELOPMENT– Snr. Project Manager – Mr. Roy Williams

6.1. Construction Update:

Phase 4 North – Landside:

- Glass complete
- Alucobond approx. 90% complete – minor electrical work
- Flooring complete
- Stairs and mezzanine handrail/flooring 80% complete – handrail to be installed
- Projected handover February 5th

Phase 4 South – Airside:

- Lower window system 50% complete
- Window system/floor membrane/handrail on 2nd level ongoing
- Gates paths and canopies ongoing

Phase 5 – Duty Free Mall/Gates 6 and 7:

- Flooring complete
- Ceilings 90 % complete – electrical lighting 80% complete
- Duty Free Mall Windows priority
- Elevator complete
- Gate Millwork still to be installed – waiting on window system

2nd Level offices:

- Large Conference room 50% complete
- Minor electrical and A/C work ongoing – focus on 1st level

Additional Work:

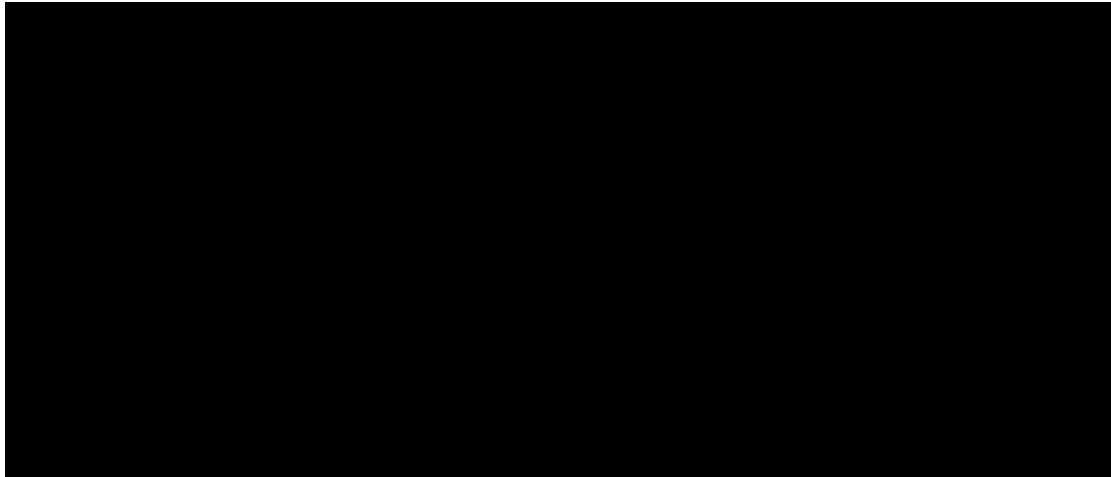
- Phase 3 new arrivals exit and airline bag room ongoing

6.2. Current Issues:

- a. Financial – working on final account
- b. Maintaining Schedule

- c. RSH – Next Steps
- d. Landscaping – staying on track
- e. Concessions build out ongoing day to day issues
- f. CIAA FFE procurement:
 - CIAA Administration Furniture
 - SSCP furniture
 - Bandstand
 - Play Area
- g. East End - Baggage Arrivals Canopy
- h. 2nd level Airline Lounge Design Concept
- i. Dedication Ceremony Preparation

6.3.



S21(1)(b)

6.4. Concession Update:

- a)* Jacques Scott scheduled to open end of February
- b)* Tortuga Rum pending
- c)* Last Chance Souvenirs – end of February
- d)* Brew Hut anticipated opening mid-February
- e)* Wendy's – end of March
- f)* Subway - scheduled opening first week in February
- g)* Churchill Cigars 33% design submitted and under review

6.5. Airside Projects Update:

- a) 100% design drawing under review
- b) Assembling Documentations for Tender
- c) Estimations have been received
- d) Cabinet Decision to be made regarding funding for code C and code E taxiways
- e) PWC to quote to draft an FBC
- f) The option to close the runway to go to cabinet for approval
- g) Schedule for Tender and Award is aggressive.

- h) Establishing an accepted medevac procedure during construction – paper now with Ministry, awaiting medevac procedure

*The Board thanked the Senior Project Manager for his report
Director John Meghoo left the meeting at 2:53 p.m.*

7. OPERATIONAL UPDATE – CEO ALBERT ANDERSON

7.1. ATC Manning: Nine applicants have now been interviewed from the Caribbean. Applicants from other countries are now being interviewed. Dominican Republic has indicated its willingness to work with us. Interviews have taken place and we are now in the process of making offers. Board Chairman expressed having more details in the job advertisements in hopes of attracting locals.

8. Airport Redevelopment Project:

8.1. Runway Project: CEO presented a Board Paper that will be submitted to the Ministry. This includes increasing ramp space at the existing General Aviation ramp by adding - more paving; one Code E taxiway; increasing runway length for an additional 463ft and including a modified aircraft turnaround pad; as well as increasing the planned easterly ramp expansion an additional 256ft to add 2 additional Code C aircraft stands or one Code E; and adding one Code C taxiway.

Director John Meghoo returned at 3:30 p.m.

9. AOB

9.1 Carts: Not yet ordered. CEO to look into carts not being collected in a timely manner from the outside.

9.2 Landing and Parking 30 Days' Plan: CEO, CAL is putting a paper together which will be included with the Minutes of recent CAL/CIAA meeting received from Chief Officer, Stran Bodden. These will be sent to the Minister for signature.

9.3 RCIPS at CIAA: CEO to follow up re CIAA having its own RCIPS.

10. ADJOURNMENT

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



Thom Guyton-Chairman



Albert Anderson-Board Secretary