



**CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING MINUTES
HELD AT OWEN ROBERTS INTERNATIONAL AIRPORT CONFERENCE ROOM
ON 27th February, 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
Director: Mr. Charles Clifford

Apologies:

Director: Mr. Roy Grant

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 11:50am and thanked all Directors for attending.

2. CONFIRMATION OF MINUTES

2.1. The minutes of the meeting held on 30th January, 2019 were approved.

3. MATTERS ARISING FROM PREVIOUS MINUTES

- 3.1. **RFFS LOA:** Revised document 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. **Temporary Departure Tent:** CEO has given instructions for this to be re-advertised.
- 3.3. **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.
- 3.4. **New Employee Policies Handbook:** Now with Tower Marketing.
- 3.5. **IATA Collection Framework:** IATA charges a fee for these collections. CEO to analyse IATA fees vs the fees we are not collecting.

3.6. **CUSS (Common User Self Service Kiosk):** CAL, Air Canada and WestJet to be working through these units.

3.7

S21(1)(b)

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. A further meeting is scheduled for Friday, 1st March.

5. MONTHLY FINANCIAL REPORT – CFO Ms. Sheila Thomas

Revenues

Overall 8% growth in revenue over 2017 (\$38.1 m vs \$35.2M).
PFC was \$0.7m better than 2017.

Expenses

Staff cost was \$13.6m inclusive of provisions for Past service liabilities (health and pension). Overall, this was 1% better than 2017 when the total charges was \$13.7 million. Savings resulted from unfilled vacancies offset by payments for COLA , pay stagnation and off scale realignment.

Utilities \$0.5M in line with the increased facility size and passenger activity levels. Increase in Repairs and maintenance charges result from additional maintenance work as the larger facility comes into operation coupled with the increased cost of doing business.

Passenger costs up in line with growth in Pax activity. Pax levels 56k.

Legal & Professional fees up \$0.5M due to external IT and procurement support services.

Overall surplus excluding PFC \$3.4 million which was \$1.1m better than the comparable period in 2017.

Financial Position

Cash holdings amount to \$26.7 m down \$3.9M compared to 2017 while Accounts Receivable was \$4.6 m better than 2017. There has been greater emphasis on the management of CAL receivable over the period.

Property Plant & Equipment grew by \$22.4m primarily due to significant work done on the ORIA redevelopment project. Outflows on the other lifecycle projects continue to be low while the ORIA airside upgrade begins in 2019.

Accounts payable and accruals have grown by \$1m with McAlpine being the primary driver with a \$1.5m stage payment outstanding as at December 2018.

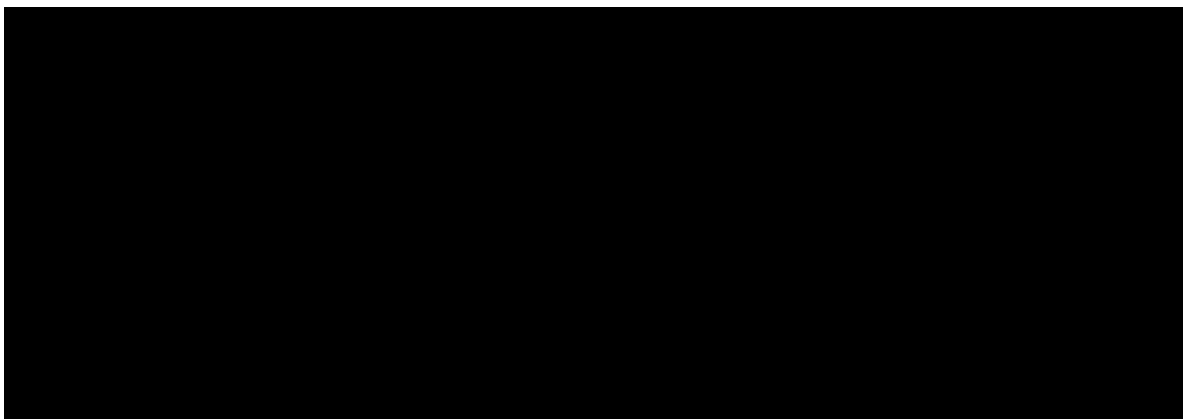
The long-term debts (EU loans) were settled in 2017.

Unfunded Pension and Health care liabilities have increased by \$2M over 2017. The employee pool and actuarial assumptions remain unchanged; however, the cost is driven by projected life expectancy, increase in health care costs and the performance of the respective funds. Both plans are managed through the PSPB and annual valuations conducted by Mercer.

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

Current Major Issues

- Financial – establishing a firm final cost
 - Third Party Quantity Surveyor – approved by Steering Committee to move forward
- RSH/sub consultants low performance
- Structural Peer Review
- Concessions build out ongoing day to day issues
- Failure of Existing Roof membrane – decision to replace
- CIAA FFE procurement:
 - CIAA Administration Furniture – with DTC
 - SSCP furniture
- East End - Baggage Arrivals Canopy - redesign
- Play Area Equipment not procured
- 2nd level Airline Lounge Design Concept – no progress
- Maintaining Schedule for end of March dignitary visit
- Metal Cladding not on island – no date given



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Airside Projects Update

- 100% design complete
- Cabinet decision still not made on 8 day closures
- Cabinet decision not made on additional works
- FBC - PWC scope under review
 - Auditor consultation
- Tender Docs in place

- Waiting for DTC and PPC approval
- Schedule to publish Tender now set for March 4th 2019

7. OPERATIONAL UPDATE – CEO ALBERT ANDERSON

7.1. ATC Manning: Nine applicants have now been interviewed from the Caribbean. Additionally, applicants from other countries 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.

7.2 Parking Project Punch List

- System offline – after the latest FUJI 1.0 upgrade there have been very few problems
- Pay Station not taking newest CI\$ bills – Finance to send sample bills to Amano for analysis and updating the system
- Staff Car Park Gate Arm – intermittently in the up position – Awaiting camera view to see what is causing the issue.
- Lane Counts not configured – Clive will review with support and advise solution
- CC Function – CNB and Cayman Gateway working on a solution. Hardware may need to be changed. Further update by end of week.
- POS Shift Close out error – this will be resolved once CCs are functional
- Roving Cashier not working – issue resolved. Once CC readers were re-inserted the system worked. Now working on process
- East Staff Car Park gates to be installed – fans installed, fibre pending.
- Signage – PO issued
- AVI System for Taxi Lane – test unsuccessful. Discussions ongoing with Amano

7.3 Brand Refresh – all were in favor of Option 2 – to end the project here and not pursue further with Massive Media.

7.4 ORIA/CKIA Aerodrome Certification – Manuals – both Aerodrome Manuals still under review by CAACI.

8. Airport Redevelopment Project:

8.1. Runway Project: Board Paper now with Chief Officer Stran Bodden.

9. AOB

9.1 Carts: Now awaiting information from the suppliers to finalize the Business Case for these. In the interim, CEO will look to having another 20/30 ordered.

9.2 CAL Landing and Parking 30 Days' Plan: CEO to follow up with a letter to Fabian Whorms.

9.3 RCIPS at CIAA: CEO to follow up with Commissioner Byrne on 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

