



**CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING MINUTES
HELD AT OWEN ROBERTS INTERNATIONAL AIRPORT CONFERENCE ROOM
ON 24th April, 2019**

BOARD MEMBERS

Present:

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
Director:	Mr. Stran Bodden

Apologies: Chairman, Mr. Thom Guyton

Others Present

CEO/Secretary:	Mr. Albert Anderson
Recording Secretary:	Mrs. Carlene Logan

1. WELCOME

1.1. A quorum being present, the Deputy Chairman called the meeting to order at 12:20pm and thanked all Directors for attending.

2. CONFIRMATION OF MINUTES

2.1. The minutes of the meeting held on 20th March, 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. **Rubis/Sol:** CEO to meet with Rubis on 25th April to finalize all concerns.
- 3.3. **New Employee Policies Handbook:** Awareness sessions for Chiefs and Managers on the new handbook kick off on 25th April.
- 3.4. **IATA Collection Framework:** IATA charges a fee for these collections. CEO to analyze IATA fees vs the fees we are not collecting.

4. MONTHLY FINANCIAL REPORT – CFO Ms. Sheila Thomas

4.1. YOY Financial Results YTD

Net outturn \$0.2m ahead of YTD Budget

Revenues 9% ahead, Expenses down 21%

4.2. Steady increase in Flight Activity

YTD Passenger Activity Growth for Jan. – Feb. moving from 100,000 in 2013-14, to 130,000 for the same period in 2019

4.3. KPI's

Cost per passenger \$33.45

Cost per movement \$704.23

Revenue per Passenger \$55.77

Revenue per movement \$1,174.06

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

Current Major Issues

- Financial –
Close Out of PMIs/VIRs – 140 in contention
Third party QS – Steering Committee Approval to source
Schedule
- Public Accounts Committee Preparation – Variation Overview
- [REDACTED] S11(2)(c)
- CIAA FFE procurement:
- East End - Baggage Arrivals Canopy
- Art Mural in Bag Claim
- Fill Removal from Site – under investigation
- 2nd level Airline Lounge Design Concept
- Closing out Project:
Manuals/As Built Drawings/Punch List/Training
- McAlpine Delays - Sub Contractor (Dolphin) :
materials are still not on island
Will hold up exterior works and 2nd level works

Construction Update

- Phase 4 North – Landside:
- Punch list
- Decision on remaining plaques
- Phase 4 South – Airside:
- Upper glazing regular panels complete - Cut panels in transit

- Metal Panels still not on island
- External canopies on hold while work above is complete – pathways in construction
- Interior electrical 90% complete
- Finished interior ceiling complete
- Remaining handrail and veranda floor seal
- Phase 5 – Duty Free Mall:
 - Handed over and opened on the 26.03.2019
 - Final Gates 6 and 7 opening on hold until all exterior high work is complete
- Additional Work:
 - New arrivals exit and airline bag room waiting on door delivery
 - Sir Turtle Lounge – in design – end May projected
 - Final landscaping on hold until exterior work complete
- 2nd Level offices:
 - Ongoing – Phase 1 (Finance/Conference Rooms/Admin Offices end of April)
 - Opening of main stairwell and elevator tomorrow
 - Partial Phase 2 renovations area handed over 23.04.2019

6. OPERATIONAL UPDATE – CEO ALBERT ANDERSON

- 6.1. ORIA traffic has increased significantly since 2013 when the Development was conceptualized up to Dec. 2018
- 6.2. Aircraft Movements up 10%
- 6.3. Passenger throughput up 43%
- 6.4. Passenger experience has improved significantly due to the increased space, Saturdays still a challenge
- 6.5. Customer Service Ambassadors - Commenced 15 April 2019 with 10 Ambassadors on board. 2 pending. Seeking 8 more.

7. AIRPORT REDEVELOPMENT PROJECT:

- 7.1. **Runway Project:** Feedback has been received from Caucus for permission to carry out this work on 8 Tuesdays commencing in September 2019. Airlines will now be advised.

8. BUSINESS CASE – AIRPORT LOUNGE

- 8.1 This will be regenerated with a lot more detail, to be available for next BoD meeting.

Director John Meghoo left the meeting at 3PM

9. AOB

- 9.1. **Luggage Carts:** Carts with tracking device not feasible. Will look into getting additional carts.

9.2.

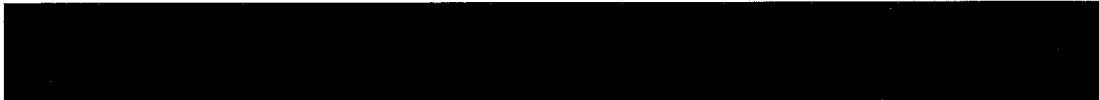


S21(1)(b)

9.3. RCIPS at CIAA: CEO to follow up with Commissioner Byrne on ORIA having its own airport police. No progress to date in getting through to the Commissioner, A Risk Register meeting next week to include an RCIPS delegate could bring some discussion on the subject.

9.4. Purchase Enquiry: CEO received an enquiry on whether CIAA would be interested in purchasing land north of ORIA which had initially been purchased from Andy's. CEO has requested a valuation.

9.5.



S11(2)(c)

9.6. Budget Kick Off Meeting: Scheduled for Friday, 26th April.

9.7. COCESNA: Board approved offering them the original site of the fuel farm.

9.8. IT Audit Update: To be presented at next BoD Meeting.

11. ADJOURNMENT

There being no further business, the meeting adjourned at 3:45 pm.

Handwritten signature of Joel Jefferson in black ink.

Joel Jefferson – Deputy Chairman

Handwritten signature of Albert Anderson in black ink.

Albert Anderson-Board Secretary