



**CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING MINUTES  
HELD AT OWEN ROBERTS INTERNATIONAL AIRPORT CONFERENCE ROOM  
ON 29<sup>th</sup> May, 2019**

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**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. Stran Bodden

**Apologies:** Director: Mr. Charles Clifford

**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 12:05pm and thanked all Directors for attending.

**2. CONFIRMATION OF MINUTES**

2.1. The minutes of the meeting held on 24<sup>th</sup> April, 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 met with Rubis/Sol. A final agreement regarding the fuel depot has been reached and is now being prepared for signature. Access points and roads to be used when bringing fuel to the airport fuel depot and to the Apron is being produced and will be included in the Agreement.
- 3.3. **New Employee Policies Handbook:** This has been released. Awareness sessions have taken place with all Managers and C-Suite staff, who will now do the same with their staff.

- 3.4. IATA Collection Framework:** IATA charges a fee for these collections. CEO to analyze IATA fees vs the fees we are not collecting.

*Director John Meghoo left the meeting @ 2:30p.m.*

**4. MONTHLY FINANCIAL REPORT – CFO Ms. Sheila Thomas**

- 4.1.** Net outturn \$2.2 m ahead of YTD Budget  
Revenues 12% ahead of budget and 13% better than 2018  
Expenses down 11% behind budget but 6% higher than 2018
- 4.2.** Steady increase in Flight Activity  
YTD Passenger Activity Growth (January – April) moving from 100,000, in 2013/14 to 130,000 in 2019
- 4.3.** KPI's  
Cost per passenger \$31.83  
Cost per movement \$751.27  
Revenue per Passenger \$53.63  
Revenue per movement \$1,265.87

*Director John Meghoo returned @ 3:22 p.m.*

**5. AIRPORT REDEVELOPMENT– Snr. Project Manager – Mr. Roy Williams**  
Construction Update

Phase 4 North – Landside:

- New Delayed Bag Room Complete
- New Arrivals Exit in progress

Phase 4 South – Airside:

- Upper glazing cut panels – 2 weeks out
- All Metal Panels now on island - progressing
- External canopies on hold –
- Protocol Patio complete
- Veranda flooring complete – handrail to follow

2nd Level offices:

Ongoing

- Finance substantially complete
- All areas for refurbishment have now been handed over
- Various offices and Conference rooms substantially complete

Additional Work:

- Concessions ongoing

Closing out Project:

- Manuals/As Built Drawings/Punch List/Training
- Concessions Progress

Current Major Issues

- Financial Close Out
- Third party QS
- Maintaining Schedule
- [REDACTED] S11(2)(c)
- Baggage Arrivals Canopy – The steering committee asked me to approach the Board to reconsider putting the canopy under the main project because in their opinion this would be a cheaper and faster turnaround.
- PA System resolutions

Completion of the tender and award

- Scoring Completed
- Technical Evaluation Completed
- Financial Evaluation ongoing
- Establishing a Final Project Budget
- Executive Session to determine Project Parameters

Schedule

- Sign Contracts by end of June
- Making the 8-day closures

Funding for variations and will they be under this contract:

- Code E taxiway
- GA Ramp
- Extension to the Ramp

The DOE involvement – Pond Removal

- Identified a semi rare mosquito fish – waiting for DoE report
- The Final Business Case
- Draft Complete and under review – to be completed by 06.06.19

**The Board were in favor of giving the baggage arrivals canopy work to a private entity.**

**6. OPERATIONAL UPDATE – CEO ALBERT ANDERSON**

There was no Operational update.

**7. AIRPORT REDEVELOPMENT PROJECT:**

**7.1. Additional Airside Works:** Cabinet paper being completed.

**8. BUSINESS CASE – AIRPORT LOUNGE**

**8.1** A recommendation was made to put this out to RFP. This was agreed by the Board.

**9. Luggage Carts:** Needed to be re-quoted. Now awaiting quote.

**10.**

[REDACTED]

S21(1)(b)

**11. RCIPS at CIAA:** CEO was previously in a separate meeting with Brad Ebanks of the RCIPS. Mr. Ebanks expressed his willingness in setting up a meeting with the Commissioner to discuss this.

**12. Land Purchase Options:** CEO to put together a high level costs analysis of constructing a parking garage versus purchasing land.

**13.**

[REDACTED]

S11(2)(c)

**14. Ground Handling Concession Agreements:** At the recent ACI meeting in Florida, the CEO was directed to a contact who can assist in putting these agreements together.

**15. WSP/RFP for a New GA facility:** Schedule to completion of Business Case and RFP has been received. Draft Business Case also received for review before finalizing.

**16. Mitigation of Curb Side Rain Cover Issues:** During rainy weather, the taxis will be re-routed to the curb side.

**17. AOB**

**17.1. Ground Handling Equipment:** This has become an eyesore and needs to be more organized. CEO advised that the CSMO is abreast, with a view to having this addressed.


**17.2. RESA to the East:** Discussion arose on looking into the possibility of filling to the edge of the North Sound. CEO to confirm if this has been included in next year's budget.

**17.3. Landing Space Obstruction:** CEO to review and advise what it will take to maximize the touch-down point and increase runway landing distance.

**18. ADJOURNMENT**

There being no further business, the meeting adjourned at 4:25 pm.

  
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Thomas Guyton – Chairman

  
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Albert Anderson-Board Secretary