



**CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING MINUTES  
HELD AT OWEN ROBERTS INTERNATIONAL AIRPORT CONFERENCE ROOM  
ON 28<sup>th</sup> AUGUST, 2019**

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**BOARD MEMBERS**

**Present:**

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

**Apologies:**

Chairman: Mr. Thom Guyton  
Director: Mr. George Hunter  
Director: Mr. Charles Clifford  
Director: Mr. Stran Bodden

**Others Present**

CEO/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 11:46am.

**2. CONFIRMATION OF MINUTES**

2.1. The minutes of the meeting held on 31<sup>st</sup> July, 2019 were approved.

**3. MATTERS ARISING FROM PREVIOUS MINUTES**

- 3.1. **RFFS LOA:** Addendum to the Agreement now with Ministry.
- 3.2. **Rubis/Sol:** The issue here is the Joint Venture Agreement not yet being signed. Currently awaiting an update from Sol/Rubis.
- 3.3. **IT Audit Recommendations by PwC:** An Action Log is being put together, to be completed by end of September. Some of the security issues have already been addressed. The Job Description has been completed for the post of Chief Technology Officer and the post is now being evaluated for grading. Advertisement of the post should be out before the end of September.
- 3.4. **Funding for Additional Airside Works:** Approval from Cabinet has been received. RFP now being prepared to go out to banks.
- 3.5. **Luggage Carts:** Expected end of September.

3.6.



S11(2)(c)

3.7. **RCIPS at CIAA:** No further update on this. The objective is to have a police unit in place run by the RCIPS.

3.8.



S11(2)(c)

3.9. **Landing Space Obstruction:** Survey scheduled for November. Scope to include future landing path.

3.10. **Little Cayman Airport Development:** Chief Officer Stran Bodden has advised to proceed with the Environmental Impact Assessment.

4. **MONTHLY FINANCIAL REPORT – CFO Ms. Sheila Thomas**  
This will be given at September's meeting, reporting for the month of July.

*The CEO gave the Board a tour of ORIA*

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

**Terminal Project Construction Update**

- Punch List items ongoing
- New Arrivals Exit – opening scheduled for 10<sup>th</sup> Sept.

**2<sup>nd</sup> Level offices:**

- punch list ongoing

**Additional Work:**


- Concessions – Kirk Freeport and Cayman Airways
- Cistern Protection ongoing – end September
- Final Landscaping - first week in September
- 2<sup>nd</sup> Level Lounge determination

**Remaining Major Issues**

- Project Closeout Ongoing
  - Financial closeout cost
  - Training completion
  - Manuals distribution
  - As Built Drawing completion
  - Punch list completion
  - Demobilization
- A/C issues in Departures/Immigration
- Chiller/Elevator cutoff issue
- Subway - Bread smell in hall
- A determination on action against RSH

**Airside Projects Update**

Contract Negotiations ongoing

- 95% agreed content – 2 outliers
-  S11(2)(c)
- Advanced Payment issue – 10%
- Key Issue to have a signed contract as soon as possible
- Liquid Asphalt to be ordered soon – Plants shut down in Nov.

***The Board approved the advance payment of \$3.3M to the Contractor, within 10 days of the Contract being signed.***

Code E Taxiway 100% design variation to be approved (\$43,508)

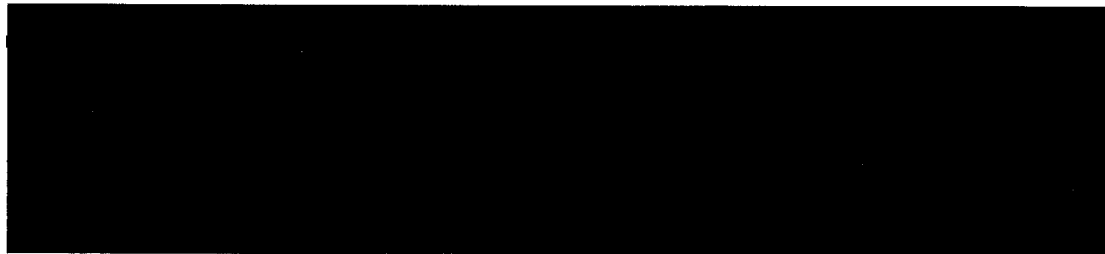
- Design completion scheduled for 10<sup>th</sup> September
- Sole Source with IDL? Meeting with PPC 5<sup>th</sup> September. If approved will include in IDL contract.
- Working through VE items
- Ramp Expansion Option – PPC Approved
- Permitting BCU in process:
  - Structural Permit
  - Electrical Permit

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

### **6.1. New Airline Routes/Service**

- In discussions with American Airlines on a new gateway (Boston) starting Jan 2020. AA requested 1:35pm local. CIAA responded with ‘suggested times’; 11am or 4pm local arrival time.
- Caribbean Airlines has been granted slot approval to commence operations into ORIA in October 2019, for 2 days a week (Tuesday and Saturday) until November 2020
- United Airlines proposed a late evening flight, 9pm local arrival, with a remain-overnight, departing the following morning at 8:30am local. The effective date is yet to be finalized.

6.2.



S11(2)(c)

### **6.3. Projects**

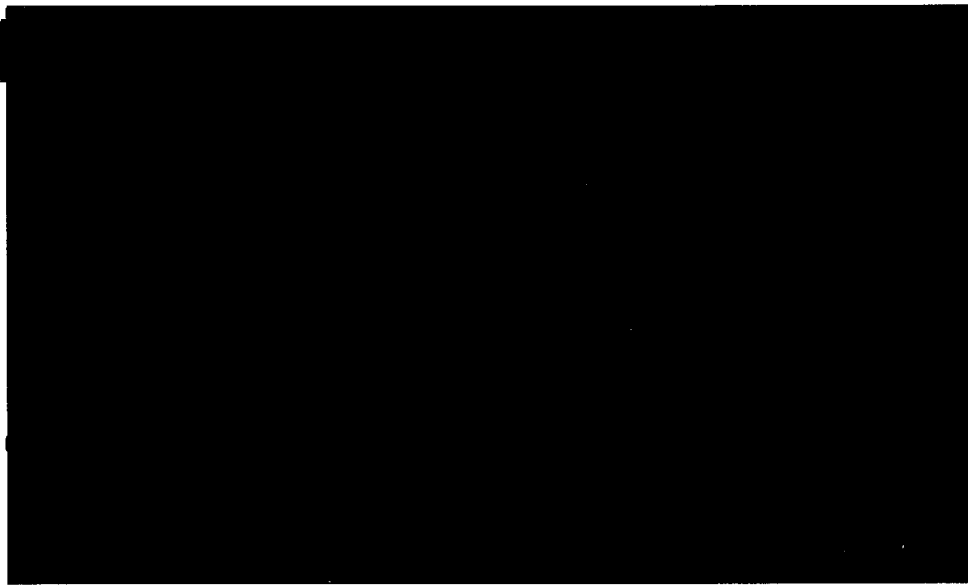
- GA Consultancy – WSP has delivered DRAFT Business Case & RFP for CIAA’s review. A number of discussions have been had with WSP since and some revenue information requested has now been sent to WSP. Awaiting draft for final review.
- ORIA West Apron (GSE area) Paving – Work in progress.

- ORIA Landscaping - Approx. 95% complete. Airside arch pending.
- ORIA Landscaping Maintenance Contract – Under evaluation by EPC.
- Janitorial RFP issued. Deadline for submission extended. Insufficient responses.
- NRA roadworks and crash barrier installation in progress.
- Arrival Carousel Covering – EPC reviewing business case.
- CKIA Rwy. 27 AWOS – Seeking quotes for construction of plinth.
- Office Furniture – Selection in progress with Interior Designer.
- Surveillance (CNS) – RFP issued for consultancy.

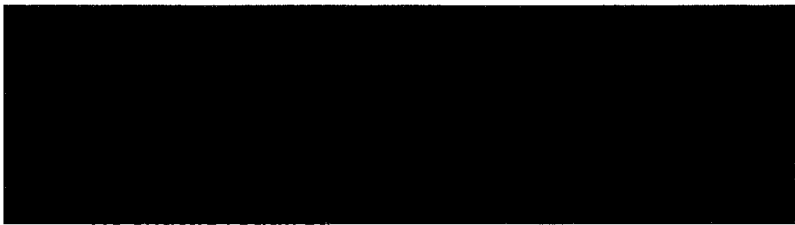
#### 6.4. Safety Audit

- CAACI Audit Completed. Still awaiting CAACI Audit Report. Work has started based on preliminary report.
- Certification extended to 30<sup>th</sup> September, 2019  
**ATC Manning Plan Status:**
  - 2 of 5 contract ATCOs successfully checked out by CAACI.
  - Another 2 ready for checkout on approach. Yet to be scheduled by CAACI.
  - ATCTs continue on shift work with OJTIs
  - Online training starts in September 2019
  - Classroom Training starts in October 2019
- **CNS Certification**
  - Feedback from CAACI Audit will determine if CNS Certification will be awarded. 12 CAPs accepted, 6 submitted and pending acceptance and two remain to be submitted.
- **ATC Certification**
  - ATS Competency Scheme document and ATS Training Plans submitted to CAA for acceptance.
  - ORIA & CKIA MATS update in progress.
- **Operations**
  - Aerodrome Manual annexes review and update in progress.

6.5.



S21(1)(b)



S21(1)(b)

CEO was asked to look into developing a more detailed plan on making a temporary overflow parking lot to the east of the staff car park, using 'chip and spray' as the finish.

#### **7. BEST USE OF 2<sup>nd</sup> LEVEL DEPARTURE HALL**

Chief Commercial Officer gave a presentation on Options that could be considered by the Board for use of the 2<sup>nd</sup> level space.

##### **Option 1**

Expand existing ground floor Departure lounge to the south, using the garden area to the walkway. (5000 sq. ft.)

Build and fit out the 2<sup>nd</sup> floor space to use as temporary overflow departure area until construction of ground floor is complete

Once 2<sup>nd</sup> floor is no longer required for temporary overflow, issue RFP to offer 2<sup>nd</sup> floor as an executive airline lounge to be fitted out by tenant upon handover of space.

##### **Option 2**

Build and fit out the existing 2<sup>nd</sup> floor only, to make it a permanent additional departure lounge.

##### **Option 3**

Expand existing ground floor Departure lounge to the south using the garden area to the walkway (5000 sq. ft.)

Issue RFP to offer 2<sup>nd</sup> floor as an executive lounge to be fitted out by tenant upon handover of space. Do not provide temporary overflow.

##### **Option 4**

Do not increase departure capacity

Issue RFP to offer 2<sup>nd</sup> floor as an executive lounge

Much discussion followed, with the Board agreeing to have the CEO respond to the following questions at September's Board Meeting, allowing them to make a decision at that meeting:

*What is the ratio of people in the departure hall to current number of seats?*

*How many more seats can be safely squeezed into the hall?*

A decision on the Airport Lounge RFP will be made at September's meeting. RFP should continue to be prepared.

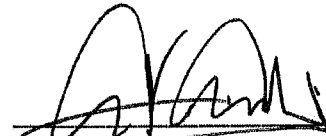
**8. ADJOURNMENT**

There being no further business, the meeting adjourned at 4:30pm.



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Joel Jefferson - Deputy Chairman



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Albert Anderson-Board Secretary