



**CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING MINUTES
HELD AT OWEN ROBERTS INTERNATIONAL AIRPORT CONFERENCE ROOM
ON 31st JULY, 2019**

BOARD MEMBERS

Present:

Chairman: Mr. Thom Guyton
Director: Mrs. Vanessa Godfrey-Banks
Director: Mr. Nathaniel Tibbetts
Director: Mr. Charles Clifford
Director: Mr. Roy Grant
Director: Mr. George Hunter
Director: Mr. Stran Bodden

Apologies:

Director: Mr. John Meghoo
Deputy Chairman: Mr. Joel Jefferson

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 11:52am.

2. CONFIRMATION OF MINUTES

2.1. The minutes of the meeting held on 26th June, 2019 were approved.

3. MATTERS ARISING FROM PREVIOUS MINUTES

- 3.1. **RFFS LOA:** Revised document sent to CAA - no reply received to date. CEO now has a 'final draft' addendum to the Agreement. This will be sent to the Ministry, copying CAA.
- 3.2. **Rubis/Sol:** Rubis requested a change to their commencement date which was refused. There has been nothing further from them. CEO to follow up.

4. MONTHLY FINANCIAL REPORT – CFO Ms. Sheila Thomas

4.1. Revenues 15% ahead of YTD budget; up 11% YOY

4.2. Expenses 4% lower than YTD budget; 7% > PY

4.3. Steady increase in Flight Activity

YTD Passenger Activity Growth (January – June) moving from 373,504 in 2013/14 to 407,000 in 2019

4.4. KPI's

- Cost per passenger \$33.89
- Cost per movement \$871.97
- Revenue per Passenger \$53.95
- Revenue per movement \$1,387.92
- Non-aeronautical revenue \$2.4M (11%)
- Aeronautical revenue \$20.6M (89%)

The Board expressed concern about the accounts payables number and requested the CEO to deal with the issue of outstanding payables, in particular the number of small vendors that are owed relatively small amounts. The CFO advised that the deployment of the purchase order module on the MS Dynamics system will go a long way to resolving this problem. This is expected to be in place by 30th September 2019.

5. IT Audit Recommendations by PwC

- Network upgrades now being planned that will align with the Audit. Hiring process of Chief Technology Officer has begun.

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

Construction Update – Terminal Renovation & Expansion Project

Project Officially Closes today

Punch List items ongoing

- New Arrivals Exit – waiting on doors
- 50% complete membrane on veranda ongoing
- Gates 6 and 7 “go live” tomorrow morning (01.08.2019)

2nd Level offices:

- Substantially Completed – punch list ongoing

Additional Work:

- Concessions ongoing
- Cistern Protection ongoing
- A/C design issues in Departures/Immigration
- Final Landscaping
- Last Security Fencing

Remaining Major Issues

- Project Closeout (official date 31.07.2019)
- Financial closeout cost
- Training completion
- Manuals distribution
- As Built Drawing completion
- Punch list completion

- A/C issues in Departures/Immigration and 2nd Level
- A determination on action against RSH

Air Side Projects Update

Contract Negotiations ongoing

- Numerous revisions to the Contract by IDL
- [REDACTED] S11(2)(c)
- Meeting with IDL
- Projected 9th August Signing – will include base schedule
- Moving ahead with pre-con/materials investigation/VE analysis

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

- Under IDL Contract
- Procurement stating must go out to tender

Ramp Expansion Option – Needs PPC Approval

Permitting BCU; Builders Risk Insurance;

Schedule to start end of August

8-Tuesday Closures

- Due to late signing it may not be possible for runway rehabilitation to occur within the 8 Tuesday closures in September and October.
- Short lead time for materials
- Other works can take advantage:
 - Runway shoulder work if approved by Stantec (potential VE)
 - Pond fill
 - Access road
 - Ramp work
 - Conduit cuts across runway

A discussion ensued regarding the use of the area designated for a lounge and using it for departure hall seating instead of a lounge. SPM Roy Williams was asked to produce a conceptual plan for this and determine the number of seats that could be provided in that space.

7. OPERATIONAL UPDATE – CEO ALBERT ANDERSON

7.1. Meet & Greet

No. Guests Jul 17 – Jun 18 = 12,151

No. Guests Jul 18 – Jun 19 = 7,789

Down 36%

Note – Significant decrease in group bookings.

7.2. Safety Audit

- CAACI Audit Completed. Awaiting CAACI Report.

ATC Manning Plan Status:

- 2 of 5 contract ATCOs completed OJT and ready for checkout. Still awaiting CAACI to conduct check out.

ATC Certification

- ORIA and CKIA MATS update in progress.

7.3. 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 has begun.
- GAT Improvement Works – Completed and working well.
- ORIA Landscaping - Approx. 95% complete. Airside arch pending. Tree on north side of building removed to allow a clear view of pedestrians. RFP for maintenance issued.
- Janitorial RFP issued. Deadline for bidders is Monday, 5th August.

7.4. 2019 Security Audit

- **11 Findings. All but 2 closed.**
 - WTMD equipment test pieces out of date – Extension granted to 30 Aug. 2019
 - Procure and implement Computer Based Training for X-ray screeners - Extension granted to 30 Aug. 2019
 - In both cases mitigating measures have been approved by ASSI to be in effect until the findings can be closed.

8. AIRPORT REDEVELOPMENT PROJECT:

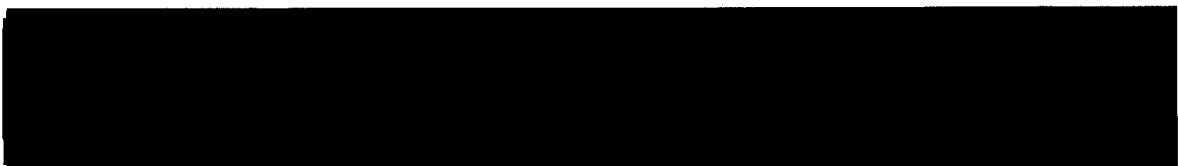
- **8.1. Additional Airside Works:** Approval from Cabinet has been received. RFP now being prepared to go out to banks.

9. BUSINESS CASE – AIRPORT LOUNGE

- **9.1.** RFP almost complete. A Pre-RFP meeting is being held on 8th August.
- **9.2.** The Board requested that the CEO look at what could be done to improve the management of passengers in the departure hall.
- **9.3.** The Board asked the CEO to investigate possible improvements to the building to increase departure hall capacity.

- **10. Luggage Carts:** These have been ordered. CEO to look into expected date of arrival.

11.



S11(2)c

- **12. RCIPS at CIAA:** CEO had a meeting with RCIPS Commissioner. The Commissioner's recommendation is for CIAA to create a police unit. The Chairman requested CO Stran Bodden speak with Deputy Premier re seeking approval of funding for RCIPS coverage.

13. Land Purchase Options: CEO is awaiting a response from BCQS on putting together a high-level costs analysis of constructing a parking garage, versus purchasing land.

14.

S11(2)(c)

15. 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. The Ground Handling Agreement is now with the lawyer, who has received all our feedback to his questions.

16. WSP/RFP for a New GA facility: Now gone through Draft Business Case with WSP. Changes were noted and further information sent. A timeframe for completion now being requested.

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

18. AOB

18.1. BoD Meeting in Brac: This will take place in November.

18.2. As a result of discussion regarding the length of the procurement process, the Board advised the CEO that if the Procurement Policy is causing too much delay in the process, he should provide justification and seek approval from the Board to override the policy on a case-by case basis.

18.3. In response to a question from the CEO, Chief officer Stran Bodden committed to advise the Board of the Ministry's position on Little Cayman airport development.

19. ADJOURNMENT

There being no further business, the meeting adjourned at 3:25pm.



Thomas Guyton – Chairman



Albert Anderson-Board Secretary