

**CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING MINUTES  
HELD AT OWEN ROBERTS INTERNATIONAL AIRPORT CONFERENCE ROOM  
ON 30<sup>th</sup> OCTOBER, 2019**

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**BOARD MEMBERS**

**Present:**

Chairman:	Mr. Thom Guyton
Deputy Chairman:	Mr. Joel Jefferson
Director:	Mr. George Hunter
Director:	Mr. Charles Clifford
Director:	Mr. Stran Bodden
Director:	Mr. Roy Grant
Director:	Mr. John Meghoo
Director:	Mrs. Vanessa Godfrey-Banks

**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 11:50a.m.

**2. CONFIRMATION OF MINUTES**

**2.1.** The minutes of the meeting held on 16<sup>th</sup> September, 2019 were approved.

**3. MATTERS ARISING FROM PREVIOUS MINUTES**

**3.1. RFFS LOA:** CEO received confirmation from the Chief Fire Officer that this has now been signed but it has not yet been received.

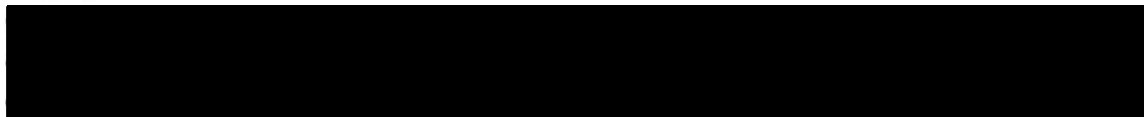
**3.2. Rubis/Sol:** CEO received confirmation of SOL being very close to signing the Joint Venture Agreement. He will follow up.

**3.3. IT Audit Recommendations by PwC:** The position of Chief Information Officer was advertised and candidates are now being short listed for interviews.

**3.4. Funding for Additional Airside Works:** RFP being prepared to go out to banks.

**3.5. Luggage Carts:** These have arrived and are in use.

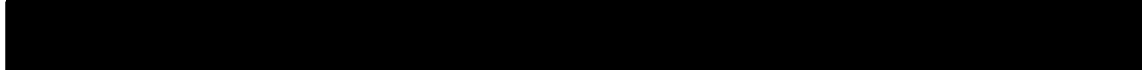
**3.6.**



S11(2)(c)

**3.7. RCIPS at CIAA:** No further discussion. CEO to discuss with ASSI the possibility of developing CIAA staff to cover policing.

3.8.



S11(2)(c)

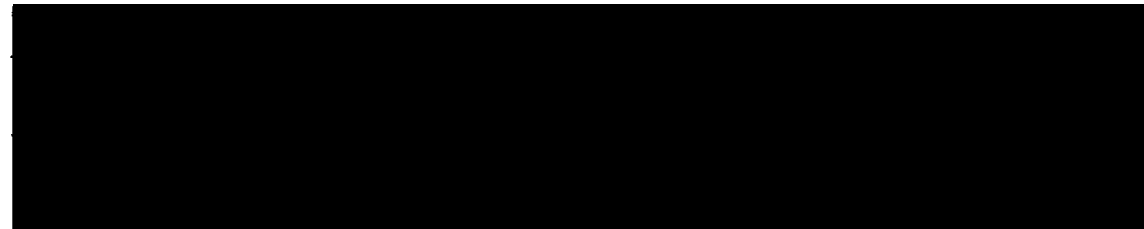
**3.9. Landing Space Obstruction:** CAA has now requested that the survey scheduled for November takes place after the airside project is completed. A local surveyor will be engaged to carry out the necessary work to identify properties and obstacles to the west of the cricket field.

**3.10. Little Cayman Airport Development:** RFP for EIA being done. The Board has requested this be presented to the Board for approval.

**3.11. Drone Proposal** – CEO advised Daggaro Strategic Solutions, Myles Newlove, of this proposal not being accepted. There has been no further dialogue.

**3.12. Vehicle for CEO** – Business case now being done.

3.13.



S23(1)

#### 4. OPERATIONAL UPDATE



S11(2)(c)

##### 4.2. Safety Audit

- CAACI Audit finally received 2<sup>nd</sup> October 2019. CAPS being developed

##### 4.3. Certification extended from 30<sup>th</sup> September, 2019 to 31<sup>st</sup> March, 2020. Projects

GA Consultancy – WSP has delivered a FINAL DRAFT Business Case.

ORIA West Apron Paving – Phase 1 area filled, compacted and paved; Phase 2 earth works complete, paving in progress.

ORIA Landscaping Maintenance Contract – awaiting PPC decision.

Janitorial RFP – PPC directed that it must be re-issued due to an error in the time allowed for submission.

Arrival Carousel Covering – Design contract awarded to AMR. 50% complete. Three options to be submitted for review by CIAA.

GA Apron expansion – Business case complete. Under review by EPC.

Surveillance (CNS) – RFP responses under review.

##### 4.4. 2019 Security Audit No. 2

Findings from April 2019 Audit closed.

November 2019 Audit to start week commencing 18<sup>th</sup> November.

##### 4.5. Security – HBS Search Process

CIAA is seeking to change the Hold Baggage Screening Manual bag search process to make it more efficient. A deviation request for this procedure has been submitted to ASSI with partial approval.

**4.6. Safety**

Work continues on updating the Safety Manuals for 2018:

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

- Revenues 14.1% better than 2018 and 15.1% better than budget
- Non aeronautical revenue up 21.2% YoY and 15.1 better than YTD budget
- Expenses were 2.4% below YTD budget but 14% more than 2018
- Pax activity up 9% YoY while aircraft activity up 5% YoY
- Cash holdings \$29.7M down \$5.5M compared to 2018
- Overdue 3<sup>rd</sup> party receivables >30 days \$2.4M
- Overdue 3<sup>rd</sup> party payables \$0.4M
- KPI's
  - Cost Per Pax \$33.34 vs \$27.58 in 2018
  - Total revenue per Pax \$52.64 vs \$44.39 in 2018
  - Pax Activity holding steady 9% Y/Y; 591K vs 541K in 2018
  - Aeronautical \$27.7M (89%) of YTD earnings
  - Non-Aeronautical \$3.4M (11%) of YTD earnings

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

- Punch List items closing out
  - AOCC Plenum Rated Cable
  - Cistern overflow protection complete – tie into BMS
  - Final Landscaping completed

**Remaining Major Issues**

- Project Closeout Ongoing

**Airside Project Update**

Contract signed on 10<sup>th</sup> October, 2019

Pre-construction meeting week held on 21<sup>st</sup> October

ASSI approval required – meeting 18<sup>th</sup> November, 2019

Planning permission approval in process, public objections now closed; one objection

Planning Authority presentation 6<sup>th</sup> November, 2019

RUBIS and Water Authority have been notified

Alternate Bid #1 approved by PPC

Code E Taxiway approved as Direct Award to IDL - \$7.48M

Meaningful work commences third week in November

Schedule reflects 9/10 months

**7. AOB**

**7.1. November's Board Meeting in Cayman Brac** – the Board agreed to hold this on 22<sup>nd</sup> November.

**7.2. Data Protection Law Update** – PwC has been engaged to assess our compliance with the DPL. Kick-off workshops with staff processing personal data to begin next week.

**7.3. GA RFP** – this is anticipated during the first quarter of 2020.

**7.4. Notification of Airside Works** – the Gun Club and COCESNA should be included.

**8. MASTER PLAN** – Internal meetings have commenced on this with persons now dealing with their respective areas of concern. CEO expressed the possibility of bringing the results to the Board at December's meeting. For next month's meeting, the Board requested the CEO to go through the existing Master Plan and give an update.

**9. ADJOURNMENT**

There being no further business, the meeting adjourned at 3:40pm.

  
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Thom Guyton - Chairman

  
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Albert Anderson-Board Secretary