

**CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING MINUTES
HELD AT BRAC REEF HOTEL CONFERENCE ROOM
ON 25th NOVEMBER, 2019**

BOARD MEMBERS

Present:

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

Apologies:

Deputy Chairman:	Mr. Joel Jefferson
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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 9:50a.m.

2. CONFIRMATION OF MINUTES

2.1. The minutes of the meeting held on 30th October, 2019, were approved.

3. MATTERS ARISING FROM PREVIOUS MINUTES

3.1. **RFFS LOA:** This has now been signed by the CIAA and CIFS and both parties are in receipt of a signed copy.

3.2. **Rubis/Sol:** CEO has had a discussion with SOL who by now should have signed the Joint Venture Agreement with Rubis and now be able to sign ours. CEO to follow up.

3.3. **IT Audit Recommendations by PwC:** Interviews are now being arranged for the position of Chief Information Officer.

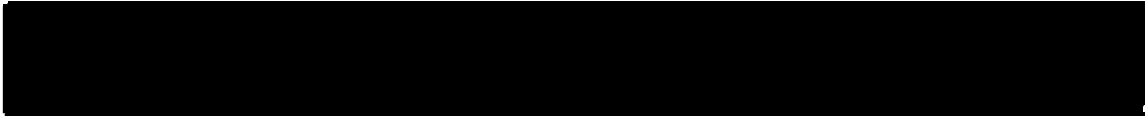

3.4. **Funding for Additional Airside Works:** RFP to go out to banks. CFO working with Central Procurement to finalise RFP.

3.5.

[REDACTED]

S11(2)(c)

3.6. **RCIPS at CIAA:** CEO has been in discussion with the auditor from ASSI. There has been no feedback to date from him.

- 3.7. 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.
- 3.8. Little Cayman Airport Development:** RFP for EIA is still in progress. The aim is to have this for the Board's review prior to January's Board Meeting.
- 3.9. Drone Proposal** – Daggaro Strategic Solutions, Myles Newlove, visited the Brac. He is now aware of not being able to set up around ORIA; however, still interested in having the use of property on the Brac. CO, Stran Bodden, has sent him previous lease proposals to give him an idea of the lease requirements and property outline.
- 3.10. Vehicle for CEO** – This is still in the Business Case approval process.
- 3.11.**  S11(2)(c)
- 3.12.**  S11(2)(c)
- 3.13. Safety Audit** – Friday, 29th November is the deadline to have corrective action plans sent to CAACI.
- 3.14. Data Protection Law Update** – Workshops continue with PwC and staff processing personal data. Once completed, gaps will be identified and will need to be corrected.
- 3.15. GA RFP** – Business case completed to final draft stage. It is envisaged to close our relationship with WSP, complete the business case and do the RFP ourselves.

4. OPERATIONAL UPDATE

There was no Operational Update for this meeting

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

Terminal Project Update

Remaining Major Issues

- Project Closeout Ongoing
- Public Accounts Committee preparation
- Final Certificate of Occupancy

Airside Project Update

- Planning permission approved
- Electrical permit – meeting held with BCU/Stantec
- Final cost for Code E taxiway to be finalized
- IDL Project Manager now on site with Electrical Superintendent
- Activity will begin the week of 25th November – east ramp only

- First shipment of stone on the water – docking on 2nd Dec. 2019
- Second shipment of stone leaves on 2nd December and docks on 9th December
- New approved duty-free waiver and process negotiated with Customs

6.

7.

S11(2)(c)

The meeting adjourned for lunch at 1p.m with Board Chairman leaving the meeting and appointing Director John Meghoo as temporary Chairman.

Temporary Chairman, Director John Meghoo reconvened the meeting at 1:50pm.

8. MONTHLY FINANCIAL REPORT – CFO Ms. Sheila Thomas

- Total revenue was 13.7% better than 2018 and 14.3% better than YTD budget
- Non-aeronautical revenue up 23.7% YoY and 12.9% better than YTD budget
- Passenger activity up 8% YoY, aircraft activity up 4% YoY
- Overall 88% of FY revenue budget achieved. 11% better than expected.
- Expenses were 2.4% below YTD budget but 14% more than 2018.
- 70% of spend plan achieved. 2% better than budget plan
- Cash holdings \$31.8M down \$1.5M compared to 2018
- Overdue 3rd party receivables (>30 days) was \$1.6M
- Overdue (<30days) 3rd Party payables \$0.4M

The CFO presented a proposal to adjust the current procurement policy pending finalization of a new policy that is more aligned with the Procurement Law and the Ministry of DATT procurement policy. The proposed adjustments would help to address current issues which result in delays in procurement approvals. The proposal was (in summary):

- Any operational or capital spend above CI\$5,000 and below CI\$100,000 would be accompanied by a scope and justification document and could be approved by the CEO.

- Any operational or capital spend above CI\$100,000 and below CI\$250,000 would be subject to public tender and require a business case to be submitted for approval by the Entity Procurement Committee.
- Any operational or capital spend above CI\$250,000 would be subject to public tender and require a business case to be submitted for approval by the Public Procurement Committee.
- The above is in line with the Procurement Law and the Ministry of DATT procurement policy.

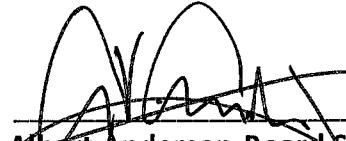
The proposal was approved by the Board.

9. ADJOURNMENT

There being no further business, the meeting adjourned at 2:26pm.



Thom Guyton - Chairman



Albert Anderson-Board Secretary