



**MINUTES OF CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING
HELD AT OWEN ROBERTS INTERNATIONAL AIRPORT, CONFERENCE ROOM
ON 24th FEBRUARY, 2020**

BOARD MEMBERS

Present:

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

Apologies:

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

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 11:40a.m.

2. CONFIRMATION OF MINUTES

2.1. The minutes of the meeting held on 22nd January, 2020, were approved.

3. MATTERS ARISING FROM PREVIOUS MINUTES

3.1. **IT Audit Recommendations by PwC:** Interviews for the position of Chief Information Officer have been completed. Candidates will make their presentations during the week of 2nd March.

3.2. **Funding for Additional Airside Works:** RFP closed, with 4 responses received. These are now being evaluated.

3.3. [REDACTED] [REDACTED] S11(2)(c)
[REDACTED]

3.4. **RCIPS at CIAA:** In a recent review of the Regulations, it was noted that CIAA Security Officers have full power to arrest. CIAA can now look further into developing this with a view to removing the need for RCIPS to provide this service at the airport.

- 3.5. **Drone Proposal** – Discussions are still ongoing while awaiting legal advice. Once this has been received, it will be brought to the Board.
- 3.6. **Data Protection Law Update** – Ongoing.
- 3.7. **GA RFP** – In progress. Target date end of March.
- 3.8. **RFP – Little Cayman Airport EIA** - CEO now doing a final review of this document and will circulate to the Board prior to sending out.

4. OPERATIONAL UPDATE

ATC Manning Plan Status:

The following contracted ATCOs have been checked out by CAACI:

- 2 on Aerodrome control
- 1 on Approach
- 1 on Aerodrome and Approach

[REDACTED] S23(1)

Second cohort of ATCTs interviews in progress

CAACI Audit – CAPs work in progress to address. Last submission 15th February.

ORIA West Apron Paving:

- Phases 1 to 3 completed
- Phase 4 – The GSE area is now 80% complete. Taxiway ‘A’ and ‘B’ is pending.

Projects

- GA Consultancy – RFP in progress.
- ORIA West Apron Paving – 80% complete
- Arrival Carousel Covering – Tender drawings being done
- GA Apron Expansion – Business case revised and re-submitted to EPC
- Surveillance (CNS) – One RFP response – under review
- Janitorial RFP – Tenders under evaluation

[REDACTED] S11(2)(c)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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

Terminal Project Update

Remaining Major Issues

- Project Closeout Ongoing
- Public Accounts Committee rescheduled
- 2nd Floor Departure Hall Design
- Concessions ongoing

Airside Project Update

- Test Strip has been completed – passed with excellent results
- Currently completed over 4500 ft. of runway – 1st lift
- Work has commenced on the east end perimeter road – grade issues
- East end Apron base grade now at 85% complete
- Pumping and preloading of ponds ongoing – 2 ¾ ponds now filled
- Pond wildlife relocation still ongoing – will continue during pumping of ponds
- Fire Department involvement – meeting held in early January
- ASSI/CIAA updates continuous to reach approval status

Critical Items

- New Apron management
- Passenger Processing on East End
- Taxiway Delta shutdown – tentative in May
- Resolution on the south fence addition

6. MONTHLY FINANCIAL REPORT (For 2019 Year) – CFO Ms. Sheila Thomas

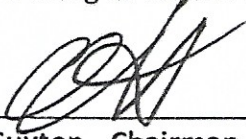
- Total revenue was 8.4% better than 2018 and 9.6% better than FY budget
- Non-aeronautical revenue up 33.7% YoY and 6.7% better than FY budget
- Passenger activity up 8% >2018, aircraft activity 3% > 2018
- Expenses 12% > 2018 but 2% better than FY budget
- Cost per passenger \$38.25; 14% < 2018
- YTD Passenger Activity 8% Y/Y
- Total revenue per passenger \$58.45; 2% > 2018
- Aircraft activity realized a 3% YoY growth

7. ANY OTHER BUSINESS

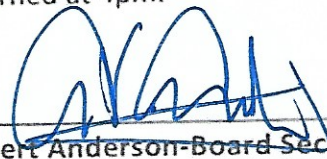
- Holding Space on Arrival – With the steady influx of arriving passengers, to avoid long lines on the outside, the Board requested the CEO to obtain concepts for designs to have a holding place on arrival.
- Board Sub Committees – With a view to dropping some of these or changing the frequencies, the Board requested the CEO to do a review of these committees for next meeting.
- Buses – the Board requested the CEO to circulate a recommendation to the entire Board on getting passengers back and forth from the Apron.
- Car Park – CEO submitted a proposal to the Board for building a staff car park east of the current staff parking. A figure of \$900,000 was estimated to include fencing and gate access. This would be an out-of-budget expense. The Board approved this project subject to available funds from the cash flow.

8. ADJOURNMENT

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



Thom Guyton - Chairman



Albert Anderson - Board Secretary