



**MINUTES OF CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING  
HELD AT OWEN ROBERTS INTERNATIONAL AIRPORT, CONFERENCE ROOM  
ON 18<sup>th</sup> DECEMBER, 2019**

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**BOARD MEMBERS**

**Present:**

Chairman:	Mr. Thom Guyton
Deputy Chairman:	Mr. Joel Jefferson
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

**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 12:05p.m.

**2. CONFIRMATION OF MINUTES**

2.1. The minutes of the meeting held on 25<sup>th</sup> November, 2019, were approved.

**3. MATTERS ARISING FROM PREVIOUS MINUTES**

3.1. **Rubis/Sol:** The Joint Venture Agreement has not yet been signed. CEO has asked for a weekly update from them. CEO to advise Rubis that parking overnight on the airside by the CIFS should cease as the grassy area is being uprooted.

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

3.3. **Funding for Additional Airside Works:** RFP to go out to banks. Feedback is awaited from Central Procurement to finalize RFP.

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

3.5. **RCIPS at CIAA:** Feedback from ASSI supports establishing our own RCIPS or the RCIPS having a unit here. CEO plans to request a further meeting with the Commissioner to discuss a way forward.

- 3.6. 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.
- 3.7. 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.
- 3.8. Drone Proposal** – Daggaro Strategic Solutions, Myles Newlove, now looking at a MOU for use of the property on the Brac.
- 3.9.** [REDACTED] S11(2)(c)  
[REDACTED]  
[REDACTED]
- 3.10. Safety Audit** – Corrective Action Plans developed and submitted to CAACI. Some were rejected and are being re-submitted. The 60-day reporting cycle started 15<sup>th</sup> December with the next report being 15<sup>th</sup> February 2020.
- 3.11. 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.
- 3.12. GA RFP** – Business case completed to final draft stage. WSP is requesting additional funds to complete on the basis that the scope changed from what was in the RFP. Details provided to CIAA. CIAA is reviewing the request; however, the current view is to sever the relationship with WSP and complete the business case and RFP in-house. Target completion end Feb 2020.

#### 4. OPERATIONAL UPDATE

##### ATC Manning Plan Status:

- On-the-Job-Training (OJT) progressing for 5 new overseas ATCOs
- 2 licenced for TWR/ADM; concurrently on OJT for APP
- 3 APP ATCOs are about ready for check out by CAA – 1 person confirmed for check out by CAA
- Local ATCTs overseas training began on 27<sup>th</sup> September in Trinidad. [REDACTED] S23(1)  
[REDACTED]
- 2<sup>nd</sup> phase of ATCTs: 18 applicants took aptitude test. 2 passed. Interviews pending.

##### 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

- ORIA Landscaping Maintenance Contract – awarded to Vigoro – the only company to bid – 12 enquired.
- Janitorial RFP – Second round of bids received. EPC evaluating.
- Arrival Carousel Covering – Report received with 2 design options with ROM costings – currently under review by CIAA. Designs approximately 70% complete.
- GA Apron Expansion – Business Case completed and now under review by EPC.

- Surveillance (CNS) – Several responses received for 2<sup>nd</sup> round of RFP on Bonfire. Proposals under evaluation.

## 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
- 2<sup>nd</sup> Floor Departure Hall Design
- Concessions ongoing

### Airside Project Update

- Planning permission approved
- Electrical permit submission now in process
- Work activity has commenced on the east end Apron addition – now fenced off
- Work has begun on the security requirement to clear the north fence line
- IDL Compound currently being installed by Check Point 2
- Check Point 2 throughway nearing completion
- First shipment of stone has arrived from Canada – stored on Sparky Way
- Second shipment in this week – final shipment on 4<sup>th</sup> January 2020
- Schedule reflects airside works beginning week of 20<sup>th</sup> January, 2020
- Lavatory Cart dump zone relocation in process – change management – “go live” early January
- Pond wildlife relocation – in 2 phases
- Resolution on the south fence addition
- Potential cavities in east apron area

### Critical Items

- Finalizing Security Protocols
  - CAA deliverables and approvals – update meeting in January
  - ASSI approvals
- Hard Stops begin in early January – 10pm through 7am
- Operations meeting scheduled for January
  - On apron management
  - Taxiway Delta shutdown

### Stakeholder Meeting in January

- Brainstorming session on how new apron passengers are processed

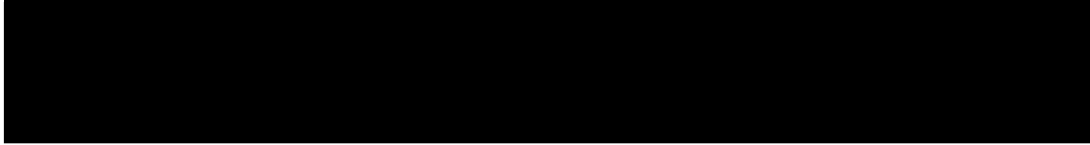
**6. MONTHLY FINANCIAL REPORT – CFO Ms. Sheila Thomas**

- Total revenue was 13.2% better than 2018 and 15.4% better than YTD budget
- Non-aeronautical revenue up 26.3% YoY and 26.4% better than YTD budget
- Passenger activity up 8% YoY, aircraft activity up 4% YoY
- Overall 95% of FY revenue budget achieved. 13% better than expected.
- Expenses continue to trend at 2% below YTD budget, but was 13% more than 2018.
- 78% of spend plan exhausted. 2% better than budget.

Cost of Living Allowance (COLA) was discussed. This was approved by the Board, subject to availability of funds. This evidence of funds should be circulated to the Board, and voting will be by Round Robin where 100% response will be needed from members.

**7. ANY OTHER BUSINESS**

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S11(2)(c)

- Terminal East Canopy – The Board agreed to this, subject to availability/evidence of funds.

**8. ADJOURNMENT**

There being no further business, the meeting adjourned at 4:20pm.

  
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Thom Guyton - Chairman

  
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Albert Anderson-Board Secretary