



**MINUTES OF CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING
HELD VIA ZOOM
ON 26th August 2020**

BOARD MEMBERS

Present:

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

Others Present

CEO/Secretary:	Mr. Albert Anderson
Recording Secretary:	Mrs. Carlene Logan

1. WELCOME

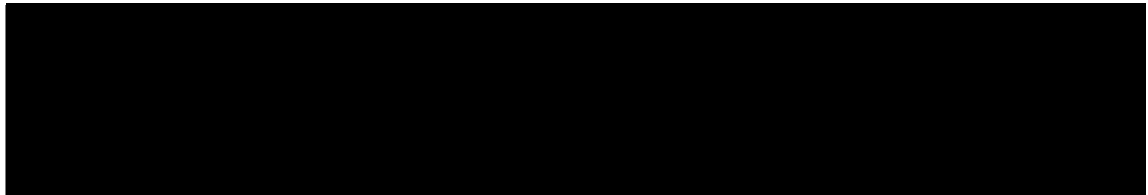
1.1. A quorum being present, the Chairman called the meeting to order at 11:40a.m.

2. CONFIRMATION OF MINUTES

2.1. The minutes of the meeting held on 29th July were approved.

3. MATTERS ARISING FROM THE ABOVE MINUTES

3.1.



S11(2)(c)

3.2. Drone Proposal – No further update.

3.3.



S11(2)(c)

3.4. GA RFP – In progress. GEO technical survey and environmental impact screening to be completed. Business case and RFP are both required and will require approval by PPC. Target for issuance of RFP is 31 December 2020

- 3.5. Request to Increase Signing Authority Limits for Chiefs and Managers** – The Board has requested historical information on transactions to facilitate a decision. This will be provided at September's meeting.

4. [REDACTED]

S11(2)(c)

5. MONTHLY FINANCIAL REPORT – CFO Ms. Sheila Thomas

- YTD Revenue was \$10.9m, while YTD expenses was \$18.2M.
- Admin costs reduced by circa 50% however staff costs have remained constant.
- Averaging monthly deficit of \$1M

Assumptions

- Revenue will slowly begin an upward trajectory achieving a minimum of 7% of pre-COVID levels by the end of Q4
- Staff costs - Freeze on staff recruitment until Jan 2021 and current staff levels maintained. Excess staff capacity utilized to undertake some in-house projects. Freeze on temp staffing and overtime while Extra Duty Allowance revisited for some groups.
- Utilities - Reduction in CUC charges by a minimum 30%
- Contracted staff – Projected cost savings of \$3M expected offset by COVID response of up to \$1M
- Repairs & maintenance – Reduced costs due to utilization of some in-house resources
- Professional /Consultancy Fees - Some deferred, others eliminated by use of spare in-house capacity.
- Material & supplies – assume reduced cost due to remote working and primary use of online resources.
- Assume capex contained to agreed priority list. Potential Airside works change orders \$2.8m to be dealt with in September.
- Loan funds will become available

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

Terminal Project Update

Remaining Major Issues

- [REDACTED] S11(2)(c)
- [REDACTED] S11(2)(c)
- Final McAlpine payment due by 31st August
- 2nd floor lounge – tender drawing set ongoing.
- Design of supplemental AC for west departure hall in progress

Airside Project Update

- Runway grooving is now over 50% complete
- Final paint continues behind grooving with reflective beads
- Existing turn pad remaining to be removed
- Code E Taxiway – final grading and clean up in process, painting and installation of edge lighting continues

- Runway extension and taxi turnaround – installation of edge lighting continues, drainage and retention system is complete and final grading/topsoil/seeding in progress
- East End Apron – grading of south apron/stand B ongoing, trench drain work now on section #4, concrete apron works progressing 6 panels left to pour, asphalt scheduled for early September
- Blast deflector foundation ongoing – 80% complete, deflector assembly 70% complete
- Perimeter Road – grading on hold other than 08 end works, no applied millings to date
- Pond work – filling of the Fire Department pond scheduled for September
- Electrical Vault Switchover – work now scheduled to commence in mid September

Critical Items

- Delay to concrete apron caused by concrete and material shortages on island
- Grooving may be impacted by driver leaving island
- Blast Deflector Turbulence issue
- Perimeter Road -08 end – blast disturbance issue
- ASSI approval of the finished security fence line
- Return taxiway Delta to service – scheduled for mid September
- Airfield Electrical Vault work completion – scheduled mid September
- Removal of existing turn pad – approval to use new taxi turnaround (A&B)
- Handover process coordination development
- Drafting of the apron canopy RFP

7. OPERATIONAL UPDATE – CEO

ACI Airport Health Accreditation – currently looking into having ORIA included in this program that provides airports with an assessment of how aligned their health measures are with the ACI Aviation Business Restart and Recovery guidelines and ICAO Council Aviation Recovery Task Force (CART) Recommendations along with industry best practices.

CAACI Audit – CAPS work in progress to address. Last submission 15 Aug. Certification expires 31 Dec 2020

ATC Manning Plan Status – on hold due to low traffic. ATC refresher training in Miami was not possible so ATCM designed in house training, approved by CAACI and now in final week of delivery.

GA Apron Expansion – ready for final design and construction. Q1 2021 due to funding.

Surveillance (CNS) – on hold.

Janitorial RFP – contract with ABM signed. Start date of 1st October 2020

HVAC – contract with OTIS signed. Start date of 1st October.

CKIA Runway Camera – Tower arrived in Cayman Brac. Installation schedule to be finalized.

CKIA AWOS Runway 27 – Contractor to be engaged to build plinth.

RFFS Access Road – Funding to be identified. Cost being requested from Public Works.

Will require funding. Will propose in 2022/23 budget if ASSI will accept that.

Inadequate security contingency plans – to be completed and submitted to ASSI by 30th September.

Fire Station – upgrade completed. Photo evidence accepted by ASSI but will do physical inspection on next visit.

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SRA boundary changes – plans submitted and conditionally accepted pending submission of dates for completion. Funding is a challenge as the south inner fence was mandated by ASSI to be completed by 30 November 2020.

CKIA HBS X-Ray Machine – machine has been out of order since May. Parts on island to repair, but difficulty getting engineers on island. Discussion ongoing with Travel Time and CBC.

KPMG Employee Engagement Survey – completed. Final report submitted to HR for review.

McConnel HR Consulting – Market Compensation Study & Pay Policy nearing completion. Draft report under review by consultants.

“Return to Work” – protocols and strategies are drafted, being fine-tuned, and some are being tested and piloted by some CIAA departments.

8. CAL Landing & Parking Write Offs



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9. Ground Handling Policy

This was approved by the Board.

10. ADJOURNMENT

There being no further business, the meeting adjourned at 3:15pm.



Thom Guyton - Chairman

Albert Anderson-Board Secretary