



**MINUTES OF CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING
HELD AT ORIA, CONFERENCE ROOM B & VIA ZOOM
ON 28th October 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 |
| Director: | Mr. Ernest Bodden |

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 11:15a.m., welcoming Mr. Ernest Bodden as a Director, replacing Mr. George Hunter.

2. CONFIRMATION OF MINUTES

2.1. The minutes of the meeting held on 30th September were approved.

3. MATTERS ARISING FROM THE ABOVE MINUTES

- 3.1. [REDACTED] S11(2)(c)
- 3.2. **Drone Proposal** – Discussions on this are taking place with the Ministry.
- 3.3. [REDACTED] S21
- 3.4. **GA RFP** – In progress. Business Case has been completed.
- 3.5. [REDACTED] S11(2)(c)
- 3.6. [REDACTED] S11(2)(c)

4. COMPENSATION SURVEY & PAY POLICY PRESENTATION

This survey was carried out by McConnell HR Consulting, the results of which were presented to the Board.

5. EMPLOYEE ENGAGEMENT SURVEY PRESENTATION

This survey was carried out by KPMG, the results of which were presented to the Board.

6. MONTHLY FINANCIAL REPORT – CFO Ms. Sheila Thomas

- YTD Revenue was 64.9% behind 2019
 - YTD Expenses were 10.9% below 2019
- YTD Flight activity 53% of PY levels (24k vs 13k)
- YTD PAX Stats 34% of PY levels (591k v 199k)
- Capital projects slowed priority on completion of airfield works.
 - Approx. \$8 M outstanding to primary contracting
- Aggregate Cash balances was \$8.4 M
- Projected deficit to Dec 2020 of \$17.1 M (w/o PFC)
- Projected cash balances to December of \$4.7 M

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

Airside Project Update

- Main Runway and Runway extension
 - Substantially Complete
 - Punch list ongoing
- Code E Taxiways/Taxiway Delta
 - Substantially Complete
 - Punch list ongoing
- Taxi Turnaround
 - Substantially Complete
 - Punch list ongoing
 - Blast Deflector – Complete
 - Blast Pad - Complete
 - Airfield Electrical Vault Work – Complete
 - ADB Lighting Controls Graphic Transition in ATC T - Complete
 - Fire Station Pond Work - Complete
- East End Apron
 - Asphalt complete
 - Mast Lighting - complete
 - Paint markings ongoing
 - Security Fence in progress
 - Passenger Walkway in progress
- Perimeter Road
 - Millings application in process
 - Slow progress due to excessive rain and saturated ground

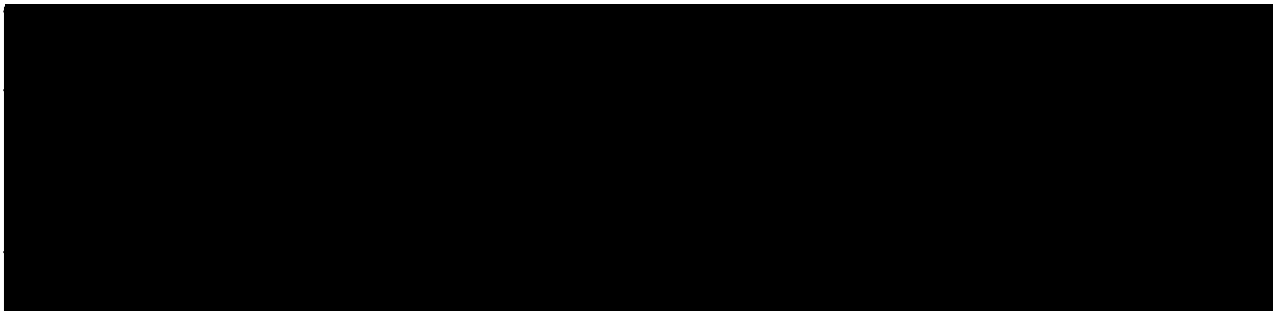
Critical Items

- [REDACTED] S11(2)(c)
- Turn pad to remain – who, when and how removal will take place
- [REDACTED] S11(2)(c)
- Delay to Perimeter Road construction
 - unstable sub base due to water saturation
 - Flooding of neighborhood property
- Painting delays due to wet weather
- Canopy RFP

The following Board Papers (change orders) were approved by the Board:

- Airfield Electrical 032 - \$83,700
- Additional Grandular 042 - \$133,250
- Airfield Vault Electrical Changes 043 - \$146,220
- Added Blast Pad 053 - \$75,635

All change orders can be covered within budget from the contingency allowance.



S23

8. OPERATIONAL UPDATE – CEO

ACI Airport Health Accreditation – ongoing. Once payment has been made, CIAA will receive accreditation.

Aerodrome Re-Certification – subject to completion of the following:

- CNS Spares Management process – accepted by CAA and in use
- CNS Staff Competency – submitted request for closure to CAA August 2020 – response pending
- Manual of Air Traffic Services (ORIA & CKIA MATS) – Awaiting CAACI interim review on both documents since August 2020
- ATC Training Program and Competency Scheme – both plans accepted by CAACI
- ATC Local Contingency plans – LOP submitted to CAACI October 2020, to eventually be incorporated in MATS
- ATC SMS – Draft manual sent to CAACI – awaiting response
- Compliance with Airside Project APDP – pending project completion

CAPS Progress for CAACI Audit Findings & Observations:

- an operational readiness and transfer change management plan is under development to ensure project changes made to existing ORIA aerodrome airside infrastructure is introduced safely and efficiently

GA Apron Expansion – RFQ for design in progress. New flooring installed at GAT.

CKIA Runway Camera – awaiting design and planning approval of foundation and electrical before installation.

RFFS Access Road – Awaiting design and costing from Public Works. Procurement of Airtrak Rescue Path for CKIA RFFS underway.

Equipment Plan & External Checkpoint Plan – under development.

[REDACTED]

S11(2)(c)

Security Contingency Plans – completed and submitted to ASSI 30 September. Further action requested by ASSI.


SRA boundary changes – plans submitted and accepted. Business case and RFP prepared. Regarding the south inner fence being in place by 31 January 2021, the final deadline set by ASSI, the Board requested the CEO also includes this project when communicating on the landside security plan.

CKIA HBS X-Ray Machine – ongoing difficulties continue in getting service technicians on island.

9. ADJOURNMENT

There being no further business, the meeting adjourned at 3:55pm.



Thom Guyton – Chairman

Albert Anderson-Board Secretary