

**MINUTES OF CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING
HELD AT ORIA, CONFERENCE ROOM B & VIA ZOOM
ON 30th September 2020**

BOARD MEMBERS

Present:

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

Apologies: Chairman, Mr. Thom Guyton

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 11:23a.m.

2. CONFIRMATION OF MINUTES

2.1. The minutes of the meeting held on 26th August were approved.

3. MATTERS ARISING FROM THE ABOVE MINUTES

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

3.2. Drone Proposal – No further update.

3.3. [REDACTED] S21

3.4. GA RFP – In progress. Business Case has been completed.

3.5. Request to Increase Signing Authority Limits for Chiefs and Managers – The request is withdrawn for the time being. At first glance, transactions exceeding \$3K are not significant; however, CFO to confirm further.

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

S11(2)(c)

5. MONTHLY FINANCIAL REPORT – CFO Ms. Sheila Thomas

- August 2020 produced a net operating deficit of \$1.8M, while a deficit of \$8.7 M was recorded for the 8 months to August 2020.
- The YTD operating performance was 12M behind YTD budget
- Capital projects (except the airside upgrade), has slowed significantly in line with budgetary constraints
- Aggregate cash balances stood at \$7.7M as at August 2020. This was 73% lower than August 2019
- August 2020 YTD passenger departures amounted to 193,656 vs 550,143 (65% decline) YTD August 2019
- Operating deficit projected to Dec 2020 is at \$20.5M, which is \$3.3 below our initial \$16.6M (March 2020). The initial forecast assumed a 7% recovery beginning Q4. Also assumed no waivers (domestic or repatriation flights).

6. AIRPORT REDEVELOPMENT– Snr. Project Manager – Mr. Roy Williams**Airside Project Update**

- Main Runway and Runway extension:
 - Paint marking and runway grooving ongoing – currently at 65% complete
- Code E Taxiways/Taxiway. Delta:
 - Paint marking in process – 95% complete
 - Installation of edge lighting complete
- Taxi Turnaround:
 - Paint Marking 95% complete – only heavy/max span
 - Installation of signage lighting and Wig Wags
 - Approach lights and inset lights ongoing
 - Seeding
- East End Apron:
 - Trench drainage system complete
 - Concrete apron works complete
 - Light Pole foundations complete
 - Grading of south apron ongoing
 - Security Fence installation in progress
 - Paving of asphalt ongoing
 - Blast Deflector complete
- Perimeter Road:
 - Grading ongoing 90% complete – north west side only left for grading
 - Millings application in process on south side
- Pond Work:
 - Filling off the Fire Department pond preparation ongoing
- Project Scheduled Completion Date – week of the 18th October.

Critical Items

- [REDACTED] S11(2)(c)
- Proposal to install an asphalt blast pad
- Final ASSI Approval of the Finished Security Fence Line – Approved in Principle
- Airfield Electrical Vault Work Transition – work has begun
- Timing of the removal of the existing Turn pad
- Damage to 026 caused by the BA 777 – under review
- Canopy RFP – in process

7. OPERATIONAL UPDATE – CEO

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

CAACI Audit – CAPS work in progress to address. Next submission 15 October. 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 which was applauded by CAACI. Will also be done at CKIA. ATCOs in CKIA down by one. A plan to support CKIA is in progress.

GA/FBO – RFP in progress. Geo tech survey and environmental impact screening to be completed. Business case and RFP will need to be approved by PPC.

Arrival Carousel Covering – drawings with Planning. On completion, RFP for construction.

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

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

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

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 – to be completed and submitted to ASSI by 30th September. Ready to be sent today.

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

SRA boundary changes – plans submitted and conditionally accepted pending submission of dates for completion. South inner fence to be in place by 31 January 2021, final deadline set by ASSI. Business Case and RFQ to be prepared.

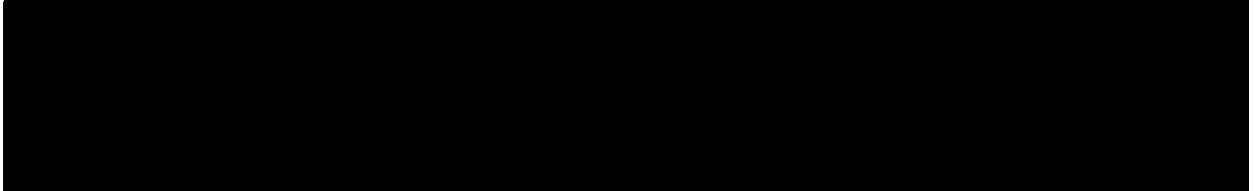
CKIA HBS X-Ray Machine – still awaiting engineers from Barbados.

KPMG Employee Engagement Survey – completed. Key points – response rate 76.73%; medium level of engagement.

McConnel HR Consulting – Market Compensation Study & Pay Policy completed. Key points – CIAA currently paying on average 5.3% below market for administrative posts and 7.7% above the overall external market for airport specific and administrative positions.

“Return to Office” – protocols and strategies circulated and implementation ongoing.

8.



S21

9. ANY OTHER BUSINESS

Board Sub Committees - During February's Board Meeting the CEO was tasked with reviewing the sub committees with a view to dropping some of these or changing the frequencies. As such, the CEO has recommended the following:

Planning & Development Committee – hold bi-annually – January and July.

AVSEC – hold bi-annually – following ASSI audits which are normally held in April and December.

These recommendations were accepted by the Board.

Ground Handling Agreement – “Replacing Ground Handling equipment every 6 years” has not been met favorably by some of the ground handling operators. CEO will circulate the agreement to the Board for any final feedback.

10. ADJOURNMENT

There being no further business, the meeting adjourned at 3:25pm.

Joel Jefferson – Deputy Chairman

Albert Anderson-Board Secretary