



**MINUTES OF CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING
HELD AT ORIA, CONFERENCE ROOM B & VIA ZOOM
ON 3 February, 2021**

BOARD MEMBERS

Present:

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

Others Present

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

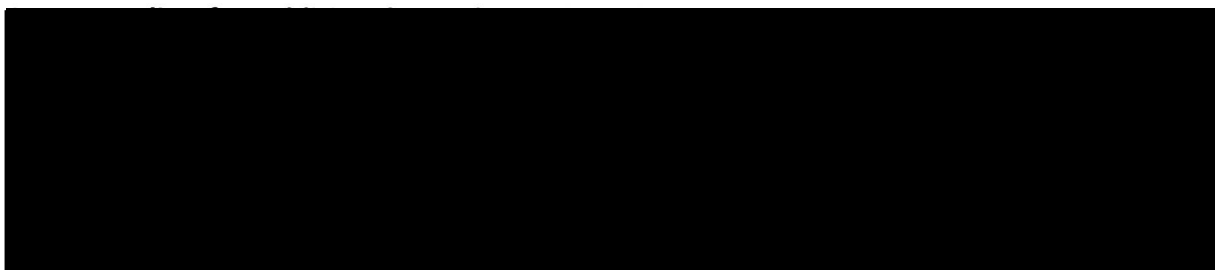
1. WELCOME

1.1. A quorum being present, the Chairman called the meeting to order at 11:52a.m.

2. CONFIRMATION OF MINUTES

2.1. The minutes of the meeting held on 16 December 2020 were approved.

3. MATTERS ARISING FROM THE ABOVE MINUTES



S11(2)(c)

4. MONTHLY FINANCIAL REPORT – CFO Ms. Sheila Thomas

- Revenues were 71.4% below 2019
Expenses returned a positive variance (10.9% below 2019)
- Flight activity 54% below 2019
- Passenger movements were 71% below 2019

- Life cycle capital projects slowed due to priority on completion of airfield works.
 - Approx. \$2.1 M outstanding on airside upgrade
- Aggregate Cash balances were \$22.7 M below 2019
- Prelim deficit was \$16.6 M (w/o PFC)

5. AIRPORT DEVELOPMENT UPDATE – SENIOR PROJECT MANAGER

Current Project Status

- Status is substantially complete
- Outstanding punch list items are being addressed
- Expectation to complete by mid-February
- Final Completion Certificate to follow

General Aviation Terminal Update

- Request for Interest (RFI) published 2 February 2021

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6. OPERATIONAL UPDATE – CEO

- CIAA has now fully taken over the management of the transportation aspect of passenger arrivals. Work continues to reduce the cost of the plan to CIG. This plan will be submitted to the Programme Board by 12 February. The requirement grew to include all the quarantine transportation requirements, not just airport transfers.

ACI Airport Health Accreditation – invoices have been paid and questionnaires received now being completed.

Aerodrome Re-Certification – CAACI extended certification for 1 year. CNS certification (OTAR 171) achieved. ATC certification (OTAR 172) pending completion of MATS, SMS and 2021 refresher training.

Landside Security Plan, Equipment Plan & External Checkpoint Plan – in discussions with ASSI to finalize.

Virtual Security Audit Findings – New WTMD installed at CKIA to meet compliance and CAP closed. QMS data review in progress. CAP remains open.

CAPS Progress for CAACI Audit Findings & Observations – December CAP submissions made on time. 13 CAPs closed, next submission 15 February. Audit planned for April 2021.

CKIA Update – Contractors provided quote for clearance of pond at end of Runway 27 RESA. Work to commence this month. RFFS Access Road on hold due to funding. Airtrack Walkway System for the ARFFS has been ordered. Aeronautical Survey will take place this month. HBS X-Ray Machine – repair completed.

ORIA main stand by generator – awaiting engineer's report.

7. PRESENTATION OF 2021-2023 STRATEGIC PLAN

This was presented by the CEO and will be sent to the Board by email for further review and finalization at the next meeting of the Board.

8. ANY OTHER BUSINESS

- **Donation of Tower (CKIA) to ICCI** – The Board approved this request, subject to the Met office having no interest.
- **CAACI's Regulatory Fees** – Fees for quarters 2 -4 of 2020 were deferred. CAACI now requesting to know if these as well as fees for 2021 will be paid. The Board requested the CEO to contact CAACI requesting forgiveness of debt and the Authority's inability to pay in 2021.
- **Opening Ceremony – Airside Project** – The Board suggested the Authority's Marketing Manager works with the Manager, Public Relations for the Ministry to have this coordinated.
- **Status of Boardroom, ORIA** – awaiting the table, which is being made from the cedar wood of the A-frames from the old waving gallery.
- **External Sign for ORIA** – It was suggested that a competition could be done through the schools in search of a design/artwork for this. However, with no current funding, it was agreed to keep this on the agenda and revisit as air traffic returns.

9. ADJOURNMENT

There being no further business, the meeting adjourned at 2:50 p.m.



Thom Guyton – Chairman



Albert Anderson-Board Secretary