



**MINUTES OF CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING
HELD AT ORIA, CONFERENCE ROOM B & VIA ZOOM
ON 24 February, 2021**

BOARD MEMBERS

Present:

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

Apologies:

Director:	Mr. Stran Bodden
Director:	Mr. Charles Clifford

Others Present

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

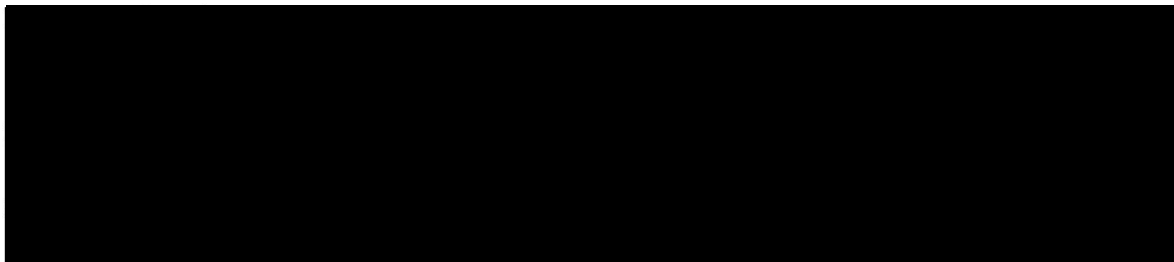
1. WELCOME

1.1. A quorum being present, the Chairman called the meeting to order at 12:22 p.m.

2. CONFIRMATION OF MINUTES

2.1. The minutes of the meeting held on 3 February 2021 were approved.

3. MATTERS ARISING FROM THE ABOVE MINUTES



S11(2)(c)

3.4. **Donation of Tower (CKIA) to ICCL** – The CEO is awaiting responses from a few CIG entities as to their interests – if none, this will be donated to ICCL.

- 3.5. **CAACI's Regulatory Fees** – CAACI have issued the Authority with a credit note of \$750,000 for the Authority's Fees for Qs2-4 of 2020. Discussions continue around these fees being waived until the borders are reopened.
 - 3.6. **Opening Ceremony – Airside Project** – The Minister is in discussions with his colleagues on a suitable date.
 - 3.7. **Status of Boardroom Table, ORIA** – the decision was made to go with the second supplier, Martlet Design. Now awaiting the return of the deposit made to the first supplier to proceed.
 - 3.8. **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.
4. **MONTHLY FINANCIAL REPORT – CFO Ms. Sheila Thomas**
- Revenues were 71.4% below 2019
 - Expenses returned a positive variance (13.4% 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
 - Full Year deficit approx. \$15.9 M (w/o PFC)

5. AIRPORT DEVELOPMENT UPDATE – SENIOR PROJECT MANAGER

Terminal Project Status

Critical Items Remaining

- [REDACTED] S11(2)(c)
- Passenger Canopy RFP – Board instruction to not proceed now
 - Will proceed with Design and get BCU approvals in place
- [REDACTED] S11(2)(c)

Deputy Chairman, Mr. Joel Jefferson, left the meeting at 2:13 p.m.

- Blast Deflector Test – scheduled this Friday 26.02.2021
- Project's Final Financial Settlement and closeout - The Board requested Senior Project Manager circulate supporting documents to them by email showing the breakdown of the final financial settlement.

General Aviation Terminal Update

- Request for Interest (RFI) published 2 February 2021 and closes on 5 March 2021
- Working towards a projected RFP Release in 2nd Quarter 2021
- Preliminary overall project schedule – early projections show an end of Q1 2023 completion

6. Aerodrome Access Policy

The CEO presented a draft Aerodrome Access Policy, focusing on the associated charges. These were accepted by the Board. The Board requested legal advice, as well as input from CBC being sought on the document.

7. OPERATIONAL UPDATE – CEO

Transportation Management - CIAA has now fully taken over the management of the transportation aspect of passenger arrivals. The requirement grew to include all the quarantine transportation requirements, not just airport transfers. Efforts continue to reduce the cost of the plan to CIG. This plan was submitted to the Programme Board; however, it was requested for it to be resubmitted using CIG template.

ACI Airport Health Accreditation – forms will be completed this week for submission to ACI, following which it is expected that accreditation will be granted.

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.

[REDACTED]

S11(2)(c)

CAPS Progress for CAACI Audit Findings & Observations – Updates submitted on 15th February – return pending. Audit scheduled for 8th – 22nd March 2021.

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

Operational Readiness & Transfer (ORAT) change management plan in progress – Third test conducted (A400 aircraft) of new turn-around loop and blast deflector on western end of runway – currently in use for BA777 only, assisted by a "follow-me" vehicle. ORAT documents such as an AIC, AOI, ATC LOP recently accepted by CAACI to facilitate opening of first phase of new airside features: renamed taxiways, starter extension and new apron – new target – 24 Feb 2021.

8. PRESENTATION OF 2021-2023 STRATEGIC PLAN

This was presented by the CEO and approved by the Board.

9.

[REDACTED]

S11(2)(c)

10. ANY OTHER BUSINESS

- **Proposed Change to Organizational Chart** – The post of Quality & Compliance Manager (QCM) is more of an audit and compliance role, with the post holder currently reporting to Chief Airport Operations Manager. It is proposed to move this post under Chief Safety Management Officer (CSMO) as QCM's audits are more in line with those of CSMO's. This proposal was accepted by the Board.

11. ADJOURNMENT

There being no further business, the meeting adjourned at 4:55 p.m.



Thom Guyton – Chairman

Albert Anderson-Board Secretary