



**MINUTES OF CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING
HELD AT THE BOARDROOM, ORIA, ON 28 OCTOBER, 2021**

BOARD MEMBERS

Present:

Chairman:	Mr. Johann Moxam
Deputy Chairman:	Mrs. Marva Reid
Director:	Mr. Alfred Thompson, Jr.
Director:	Ms. Jacqueline Haynes
Director:	Mr. Jonathan Edie
Director:	Mr. Charles Clifford
Director:	Mr. Stran Bodden

Apologies:

Director:	Mr. Nathaniel Tibbetts
Director:	Mr. Roy Grant

Others Present

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

1. WELCOME & OPENING REMARKS

1.1. The Chairman called the meeting to order at 12:55 p.m. and welcomed everyone.

2. CONFIRMATION OF MINUTES

2.1. Minutes of the meeting held on 28th September were approved.

3. MATTERS ARISING FROM THE ABOVE MINUTES

3.1. The Chairman will be working with the Chief Information Officer during the week of 1st November to have his CIAA email address effected.

3.2. At November's meeting, Chief Commercial Officer hopes to have some information as it relates to other revenue streams from other airports.

4. MONTHLY FINANCIAL REPORT – CFO, Ms. Karen Baptiste

Revenue decreased by 75% compared to the same period last year.

- Passenger movements down by \$4,697,973 or 79%
- Passenger Facility Charges decreased by \$1,922,401 or 87%

Expenses have also decreased - down by \$545,013 or 3% compared to September 2020.

- Personnel costs decreased by \$137,281 or 1%
- Professional / Consultancy fees were down by \$219,669 or 24%

The deficit as at September 2021 was \$16.2M versus \$8.4M last year – this is primarily due to 2021 being a year in full lock down versus 2020 when lockdown began in March 2020.

CFO spoke to the hardship in receiving debt owed to the Authority by several stakeholders. As such, the Board agreed to a letter being sent to all non-governmental entities stating their accounts should be brought up to date prior to conducting further business at ORIA. CFO and CEO to pen this letter.

[REDACTED]

S11(2)(c)

5. OPERATIONAL UPDATE – CEO

Aerodrome Re-certification Action – ATC Approval

ATC Local Contingency plans: currently reviewing CAACI's comments

- Manual of Air Traffic Services (ORIA&CKIA MATS): iterations continue with CAACI
- Approval of JDs for all ATS personnel positions at both CKIA and ORIA
- Definitive progress towards providing full supervision at both CKIA and ORIA

Compliance with Airside Project APDP

- Produce new ATC Flight Procedures and aeronautical charts based on new aerodrome survey and new aircraft routes: tendering in progress – target deadline Q1-2022.
- Approval of the CIAA management team as identified in the Aerodrome Manual.

Restart of Operations

- 20 November, removal of quarantine requirements
- CART document produced in collaboration with Airport Partners. Now with Public Health for final review
- Slow ramp up to December. ACL assume control of Airport Schedule Facilitation 31st October 2021

- [REDACTED]
- [REDACTED]
- [REDACTED]

S11(2)(c)

- CNS/ATM Surveillance project: development of concept and scope continue.

West perimeter Fence Relocation at the west end of the runway – Revised Business Case approved by EPC; RFQ is being reviewed by EPC. Arrangements are to be made for NRA to proceed with the guard rail installation parallel to the fence at the same location.

- **CKIA Airfield Signs and Lighting** – materials on order

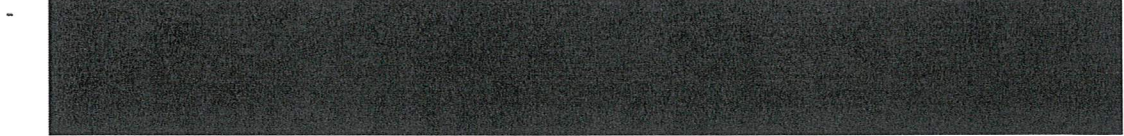
- [REDACTED]

S11(2)(c)

- **ORIA replacement generator** scheduled for delivery 28th October 2021 – planned installation by 15th November 2021.

6. ANY OTHER BUSINESS

- Domestic Landing & Parking Fees – the Board requested this be dealt with at November’s Board Meeting.



S21(1)(b)

- Selection of members to Board Committees – all members will serve on the Planning & Development Committee as well as the Executive Committee. The AVSEC Committee will not be in place at this time and can be resumed if necessary. Currently, issues falling under this committee is being addressed at ongoing meetings with ASSI. Additionally, Finance and Audit will be covered in the monthly Board meetings, removing those committee meetings at this time.
- Dates/Times of Committee Meetings – 2 p.m. on Wednesdays, 2 weeks prior to monthly Board meetings were agreed by all.

7. ADJOURNMENT

There being no further business, the meeting adjourned at 4:43 p.m.

A blue ink signature of Johann Moxam, consisting of a stylized 'J' and 'M' followed by a horizontal line.

Johann Moxam – Board Chairman

A blue ink signature of Albert Anderson, consisting of a stylized 'A' and 'A' followed by a horizontal line.

Albert Anderson - Board Secretary