



**MINUTES OF CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING  
HELD AT BOARDROOM, ORIA, ON 29 JUNE 2023**

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**BOARD MEMBERS**

**Present:**

Chairman:	Mr. Johann Moxam
Deputy Chairman:	Mrs. Marva Bodden-Reid
Director:	Mr. Nathaniel Tibbetts
Director:	Ms. Jacqueline Haynes
Director:	Mr. Roy Grant
Director:	Mr. Jonathan Edie
Director:	Mr. Alfred Thompson, Jr.

**Apologies:**

Director:	Mr. Charles Clifford
Director:	Mr. Stran Bodden
Recording Secretary:	Mrs. Carlene Logan

**Others Present**

CEO/Secretary:	Mr. Albert Anderson
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**1. WELCOME & OPENING REMARKS**

1.1. The Chairman called the meeting to order at 1:50 p.m. and welcomed everyone. [REDACTED]

S23(1)

**2. REVIEW & CONFIRMATION OF MINUTES**

2.1. Minutes of 25 May 2023 were approved.

**3. MATTERS ARISING FROM ABOVE MINUTES**

S11(2)(c)

**4. FINANCIAL REPORT – CFO, MS. KAREN BAPTISTE**

- Revenue increased by 64% or \$5.5M when compared to May 2022.
  - Passenger movements increased by \$2.8M or 62%
  - Passenger Facility Charges increased, by \$978,537 or 60%
  - Aircraft movements revenue up by \$226,022 or 23%
  - And Non-aeronautical revenue increased by \$1.5M or 105%
  - Total Revenue YTD in May 2023 was \$14.1M compared to 2019 of \$18.1M. This is 78% of 2019.
- Expenses increased, by \$2.66M or 23% when compared to May 2022.
  - Contracted services up by \$694K or 37%
  - CAA certification up by \$ 542K
  - Utilities up by \$195K year on year.
  - Repairs and Maintenance has increased by \$166K or 42%
  - Total Expenses at the end of May 2023 was just over \$14.2M which is 116% of May 2019 expenses.
- As at May 2023, a Net Loss (before PFC exclusion) of \$97,476 was realized versus \$3.0M last year (May 2022). A Net Loss net of PFC of \$2.70M was realized.

S11(2)(c)

**5. HUMAN RESOURCES REPORT – CHRO, MS. DAWN McLEAN-BRADY**

- Recruitment is currently in progress for some 38 posts which are primarily replacements with some new positions. The process is at differing stages ranging from jobs being advertised to offers having been accepted.
- Headcount is currently at 196, and in the last 12 months 23 have left and 33 have joined.
- A survey through the HR system “Bamboo” to which 66% of colleagues responded has indicated that the majority of colleagues are scoring themselves at the high end of engagement and mid to high end of feeling valued.
- A significant amount of training has been facilitated this year, costing some \$287K. With all of the new recruits, it is expected that more will be spent on training through the end of the year.
- There was a discussion about the potential impact of Gen Z employees on the workforce and how companies are now flexing to accommodate this new generation of workers.

**6. OPERATIONAL UPDATE – CEO, MR. ALBERT ANDERSON**

The CEO noted some key successes in year-to-date non-aeronautical revenue reported by the Commercial team including:

- Rent up 31% vs 2019
- Fuel within 3% of 2019
- Car park up 21% vs 2019
- Meet & Greet up 31% vs 2019
- Concessions up 52% vs 2019

S21(1)(a)(ii)

[REDACTED]

S11(2)(c)

- **Advertising** - the advertising programme was re-started in May after the Covid-19 shut down [REDACTED]

S11(2)(c)

- **Safety Audit (CAACI)** – completed 12 – 15 April 2023. 21 new findings and 2 new observations. A well conducted audit in a very collaborative manner. Corrective action plans to be submitted to CAACI by 1 July 2023 and 60-day reporting after that.
- **Airport Security Audit (ASSI)** – completed in May 2023. 3 findings for which corrective action plans have been submitted. 90 days to resolve.
- **Airport Development Project (Master Plan)** - Cabinet approved the Outline Business Case (OBC) for the Airports Development Project on 23 May 2023
  - the draft Outline Business Case for the Airport Development Project, subject to Government Funding availability
  - proceeding with the procurement of Scenario 4 as presented in the Cabinet Paper and Draft Outline Business Case; and
  - proceeding with the Public Consultation stage of the Outline Business Case process.
  - Work has begun on the next steps including submission of requests for screening and scoping for environmental impact assessments (EIAs), which are delayed due to the National Conservation Council (NCC) being inquorate.
  - The CEO was asked to put together a presentation to highlight all new CIAA revenue created since 2021.
- **Staff Meetings** were held at ORIA and CKIA in June and were well received by our colleagues.

## 7. ANY OTHER BUSINESS

- The Board agreed to cancel the August 2023 Board meeting due to the Chairman and the CEO both being away between mid-August and mid-September.
- It was noted that members are nearing the end of their appointment period and the Chairman undertook to address the renewal of the appointments of all members.

[REDACTED]

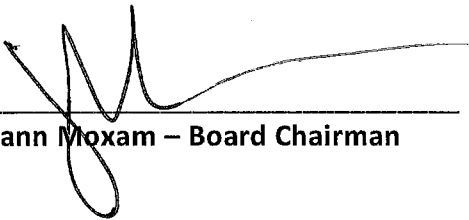
S11(2)(C)

**8. NEXT MEETING**

This will take place on Thursday, 27 July, 12:30 p.m.

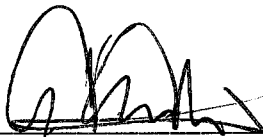
**9. ADJOURNMENT**

There being no further business, the meeting adjourned at 4:30 p.m.



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Johann Moxam – Board Chairman



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Albert Anderson - Board Secretary