



**MINUTES OF CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING
HELD AT BOARDROOM, ORIA, ON 25 JANUARY 2024**

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.
Director:	Mr. Stran Bodden

Apologies:

Director:	Mr. Charles Clifford
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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 12:57 p.m. and welcomed everyone.

2. REVIEW & CONFIRMATION OF MINUTES

2.1. Minutes of 30 November were approved.

3. MATTERS ARISING FROM ABOVE MINUTES

3.1. Brac and Forth – Awaiting their response.

3.2. CEO to provide the Board with a schedule/timeframe of CCO's projects. CO Bodden to send CEO a document outlining projects being completed within a certain timeframe of the 2025 General Elections.

4. CAYMAN AIRWAYS

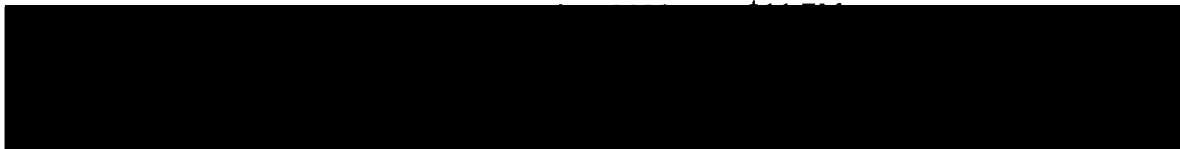
4.1. **Car park land transfer request** – CEO to locate Board Minutes of 2007/2012 prior to responding to this request. Nevertheless, this Board is not minded to accept the transfer of land to CAL.

4.2. **Letter to CAL** – a draft letter to the Chairman of CAL's Board of Directors was shared with the Board for review and any further input. These amendments and updates, agreed by the Board, will be made and sent by email for final approval by the Board, with the final

draft being sent to MOTP. A meeting will then be arranged with CAL to bring this matter to a close.

5. FINANCIAL REPORT – CHIEF FINANCIAL OFFICER (CFO), MRS. KAREN BAPTISTE

- Total Revenue YTD for the month ending December 2023 was \$37.2M compared to \$27M in December 2022. This is a 38% increase year on year.
 - A 34% increase in aeronautical income
 - A 57% increase in non-aeronautical income.
- Total Expenses of \$36.6M in December 2023 was up by 21% when compared to \$30.1M in December 2022.
 - Staff costs have increased by \$3M or 19%
 - Contracted services increased by \$2.2M or 52%
 - Other operating costs is up by \$1.1M or 35%.
 - Utilities up by \$220K year on year
- December 2023 closed with a Net Operating Loss (after adjusting for PFC fees) of \$6.8M vs \$8.4M loss at the same time last year.



S11(2)(c)

6. OPERATIONAL UPDATE – CHIEF EXECUTIVE OFFICER (CEO), MR. ALBERT ANDERSON

- Airport Certification extended to 30 June 2024. There are some conditions that must be met to receive unconditional certification.
- ORIA DVOR/DME – Used equipment purchased from Jamaica CAA installed and working well. Operated at 100% availability for the month of December.
- Virtual ICAO AIS Training began 1st August and completed in November.
 - 7 of 7 participants (CKIA & ORIA) passed the theoretical course successfully! This 100% success rate is a FIRST in the history of CIAA.
 - GCM students now move to OJT.
 - CKIA students will attend a MET course in the UK before OJT.
- CAACI Audit CAPs – submitted to CAACI 15 January 2024.
- Arrangements made to loan some temporary runway edge lighting to Sangster International Airport (Mo Bay) for a couple of months.
- ORIA Security Check Point (CP2): Building footings poured, and inspection passed by Planning Department. Electrical and plumbing being installed to pour slab.
- ORIA Airside Poles: Contractor is working on the last two of eight foundations.
- ORIA Landside Poles & Fixtures: Poles and light fixtures being assembled onsite. Installation of poles commenced on the 23 January 2024.
- ORIA Membrane Roof: Four containers with materials on site. Works scheduled to commence second week of February 2024.
- ORIA East Canopy: Final shop drawings under review by AMR. Once approved, Benson Steel (Canada) will begin manufacture of the steel. All permits are in hand.

- [REDACTED] S11(2)(c)
- [REDACTED] S11(2)(c)
- ORIA Immigration Arrivals Roof / Tour Operators Staging Area / Band Stand: Pending BCU approval. Next Steps: Draft RFQ for construction (pending SOW).
- Maintenance Warehouse: Pending BCU approval. BCU fees paid in full. Next Steps: Draft RFQ for construction (pending SOW).
- Air Traffic Management Surveillance System Project Update – Consultants in Cayman this week. The procurement process for a contractor to build the Approach Control Module is ongoing.
- GA Terminal Project Phase 1 – RFP for design published 14 December 2023, submission date is 5 February 2024. Tentative award date is 1 March 2024.
- Concession spaces RFP – awaiting cost estimate of relocating restaurant and final decision before RFP can be issued. CEO to confirm whether the RFP can be split to proceed with the other concession spaces.

7. ANY OTHER BUSINESS

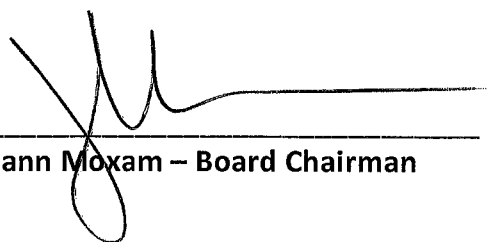
- CAACI Invoices – the Board agreed, by a unanimous decision, to pay \$250K in the first quarter of 2024, as previously committed.
- [REDACTED] S11(2)(c)
- Office Manager as a 'B' signatory on bank accounts – this was unanimously approved by the Board.
- [REDACTED] S23(1)

8. NEXT MEETING

This will take place on Thursday, 29 February 2024, 12:30 p.m.

9. ADJOURNMENT

The meeting adjourned at 4:45 p.m.



Johann Moxam – Board Chairman



Albert Anderson - Board Secretary