

**MINUTES OF CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING
HELD AT BOARDROOM, ORIA, ON 27 MARCH 2024**

BOARD MEMBERS

Present:

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

Apologies:

Director:	Mr. Nathaniel Tibbetts
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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 1:25 p.m. and welcomed everyone.

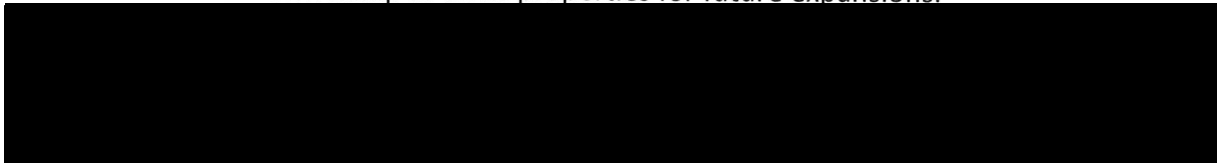
2. REVIEW & CONFIRMATION OF MINUTES

2.1. Minutes of 25 January were approved.

3. MATTERS ARISING FROM ABOVE MINUTES

3.1. Brac and Forth – no further update. Awaiting their response.

3.2. Car park land transfer request from CAL – CEO to respond to CAL advising the Board's position that the property should not be transferred to Cayman Airways as the airport needs to retain ownership of all its properties for future expansions.



S21(1)(b)

Director, Mr. Charles Clifford joined the meeting at 2:35 p.m.

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

Total Revenue YTD for the month ending February 2024 was \$6.33M compared to \$6.27M in February 2023. This is a 1% increase year on year as a result of:

- A 7% decrease across all aeronautical income
- A 4% decrease in property rental & concession management.
- Offset by a 108% increase in fees and charges from advertising, car parking, ground handling and ID/Access cards revenue.

Total Expenses of \$6.2M in February 2024 was up by 3% when compared to \$6.0M in February 2023.

- Staff costs have increased by 4% or \$115K
- Other Operating expenses increased by 2% or \$40K
- Utilities up by \$23K year on year

2023 draft Financials along with various reports and templates submitted to Treasury and OAG on Feb 28th 2024

- 2023 Annual report submitted on Feb 29th 2024
- 2019 Audit – now coming to an end
- Legal confirmation has been mailed

5. COMMERCIAL PROJECTS UPDATE – CCO, Mrs. Bianca Moore-Downey**Concessions RFP**

RFP will be published on Bonfire April 2024 to fill 7 spaces (previously 5)

Landside restaurant and second-floor bar/restaurant have been added.

Delays experienced because of decision to relocate the security queue and approval for the second-floor additional departure hall project.

New shopping and dining spaces estimated to open Feb 2025.

S21 (1)(b)

S21(1)(b)

Director, Mrs. Marva Bodden-Reid left the meeting

Advertising Contract Renewal

Contract renewal with RG Media for an additional year in progress

Digital Platform for Meet & Greet

Currently under development with Netclues.

Digitizing the airport's concierge service will result in an online booking platform, a secure payment portal, and an improved customer experience overall.

This will expand the user base and volume of annual business.

Timeline for completion: June 2024 for going "live"

New Parking Lot

Earmarked to be constructed east of existing car parking lots at ORIA, in the mangrove area.

An estimated 300 vehicle spaces to be provided.

Timeline for completion: January 2025

Airports Brand (ORIA & CKIA)

An RFP was published in Feb 2024 to engage a full-service marketing and brand company to design two Airport sub-brands for ORIA and CKIA. The final selection to take place on 4 April.

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

- **ORIA Security Check Point (CP2)**

- The ICF walls are in progress, the septic tank is installed and connected. The steel for the Generator pad is already inspected and approved by AMR and Building Control Unit. Estimated completion Nov. 2024.

ORIA Second Floor

- Obtained EPC approval on Business Case. RFQ being drafted, estimated release by mid-April.

- **ORIA East Staff Parking**

- CIAA submitted a request to Planning Department to clear the land. Adjacent landowners notified. Next Steps: 1) Obtain quotes to clear the land; 2) Obtain quotes for parking lot design once land is cleared.

Security Audit

- ASSI in Cayman Islands 7 – 12 April for first of two audits this year.
- ORIA 7 – 9 and 12 Apr.
- CKIA 10 Apr.
- CAL 11 Apr.

New CKIA Airport Manager

- The new CKIA Airport Manager appointed through a competitive recruitment process is Joshua Burke

Air Traffic Control Trainees

- We currently have eight trainees for ATC who have been awaiting training for some time.
- Usual training centre in Trinidad could not accommodate all in a timeframe suitable to the CIAA.
- Tender for conducting the training in Cayman was won by Advanced ATC in Atlanta, who we have been using for refresher training. Total cost US\$380,760, which is just about half the cost of sending the trainees overseas for this training.
- AATC is an approved training centre by the CAACI.
- Training starts on 29 April 2024 for a period of 7 months.

Director, Ms. Jacqueline Haynes, left the meeting at 4 p.m.

Air Traffic Management Surveillance System

Pre-Bid on the 3rd April

Evaluation performed in 2 stages

Anticipated Award in July

[REDACTED]

S21(1)(b)

Approach Module Building Update

The procurement process for a contractor to build the Approach Control Module continues.

GA Terminal Project

Bids have been evaluated [REDACTED]

S21(1)(b)

Gun Club was reminded of its imminent relocation – RCIPS have been advised they can stay to end of July due to the Governor's office intervention

Apron/Heliport and Dock scheduled to be in operation by end of first QTR. 2025

7. ANY OTHER BUSINESS

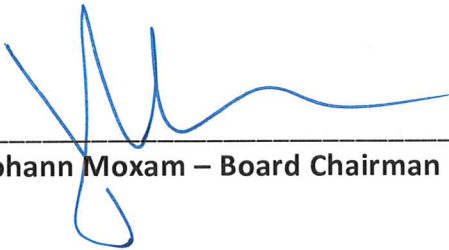
- Business Case – Training & Development Officer – this was approved by the Board.

8. NEXT MEETING

This will take place on Thursday, 25 April 2024, 12:30 p.m.

9. ADJOURNMENT

The meeting adjourned at 4:11 p.m.



Johann Moxam – Board Chairman



Albert Anderson - Board Secretary