



**MINUTES OF CAYMAN ISLANDS AIRPORTS AUTHORITY (CIAA) BOARD MEETING
HELD AT BOARDROOM, ORIA, ON 24 APRIL 2024**

BOARD MEMBERS

Present:

Chairman: Mr. Johann Moxam
Director: Mr. Roy Grant
Director: Mr. Jonathan Edie
Director: Mr. Stran Bodden
Director: Mr. Nathaniel Tibbetts

Apologies:

Deputy Chairman: Mrs. Marva Bodden-Reid
Director: Ms. Jacqueline Haynes
Director: Mr. Alfred Thompson, Jr.
Director: Mr. Charles Clifford

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 1:16 p.m. and welcomed everyone.

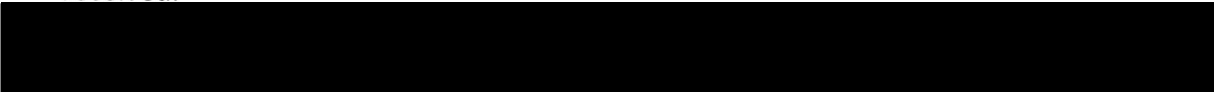
2. REVIEW & CONFIRMATION OF MINUTES

2.1. Minutes of 27 March 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 has responded, nothing further has been received.



S21(1)(b)

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

Total Revenue YTD for the month ending March 2024 was \$11.3M compared to \$11.7M in March 2023. This is a 3% decrease year on year as a result of:

- A 10% decrease across aeronautical income
- Offset by a 9% increase in property rental & concession management.

- an 83% increase in fees and charges from advertising, car parking, ground handling and ID/Access cards revenue.

Total Expenses of \$9.4M in March 2024 was down by 8% when compared to \$10.2M in March 2023.

- Staff costs have increased by 1% or \$52K
- Other Operating expenses decreased by 26% or \$886K

Summarized tables showing long outstanding debt were presented to the Board. A threshold of \$45K was approved by the Board to be written off.

5. UPDATE ON MASTER PLAN – SENIOR PROJECT MANAGER, MR. ROY WILLIAMS

Air Traffic Management Surveillance Systems Update – Pre-bid meeting was held on 10 April. It is likely there will only be 2 bids for this system.

GA Terminal Project – currently in the process of contract signing. Design period expected for completion in September.

Terms of Reference RFP – re-bid required; estimated award date now set for July 2024

Advanced Screening Technology Update – CEMOSA has been engaged as the Technical Advisor during procurement/delivery/installation and commissioning, RFP scheduled date for publication is now 29 April, following the review period.

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

- Security Check Point (CP2) – progressing on schedule. Estimated completion Nov 2024
- ORIA Second Floor – RFQ drafted. Estimated release of RFQ mid May
- ORIA East Staff Parking – application going to CPA on 24 April
- ORIA South Side Secondary Fence – Final materials shipped. Revised completion date 31 July 2024
- CKIA North Residential Fence – project completed 18 April 2024
- Security Audit – ASSI audit completed 12 April
- Airports Branding Project – evaluation of proposals and selection of vendor completed
- Porter agreements – signed by CDS. Training conducted
- Concessions RFP – to be published on Bonfire 30 April
- Meet & Greet booking portal – all parties to meet internally to review feature set. Target date of public launch 30 June 2024

7. ANY OTHER BUSINESS

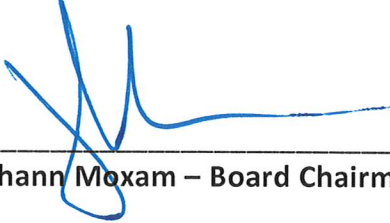
- Employees' Performance Compensation – proposed incentives for performance ratings of Outstanding, High, and Good performers were shared with the Board. Input from the Board will be incorporated into a proposal for approval.
- Gym membership to staff – the Board made an inquiry of whether this is offered by other SAGC's. CEO will follow up and present at next month's meeting.

8. NEXT MEETING

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

9. ADJOURNMENT

The meeting adjourned at 3:35 p.m.



Johann Moxam – Board Chairman



Albert Anderson - Board Secretary