



Airport Industria 2, 7545
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**CHAIRPERSON’S REPORT /
 MINUTES OF MEETING
 11T^H CID ANNUAL GENERAL MEETING
 30 November 2015, 12H00
 De Beers, Madrid Street, Airport Industria 2**

1. **Registration**
 Derek Morillion opened the meeting and asked if all the attendees had signed the attendance register.

2. **WELCOME AND APOLOGIES**
 Derek Morillion welcomed all present according to the signed Attendance Register.

Attendees

AVEDIAGAS	Ncedile Mpikashe
BAKE IT EASY	Helene Stolze
BIG FOOT EXPRESS	Katherine Ampo
BRENT OIL	Mark Blight
BYERS SECURITY	Niel Rossouw
CONTAINER DOMESTIC SERVICES	Derek Morillion
DE BEERS	Marius Coetser
DE MOOI EXPORT	Alexandra de Mooi
DE MOOI EXPORT	Grant Magee
ESSENTIAL	Trevor Prins
GAFFLEYS	Noel Gaffley
GROWTHPOINT PROPERTIES	At Sondag
GROWTHPOINT PROPERTIES	Rene Theunissen
H & M REMOVALS	Anthony Healey
HAZMAT LOGISTICS	Jonathan Van Breda
IC STEEL&TRYRE	Willem Schoeman
INTERCAPE	Pedrie Grobler
INTERWASTE	Alison Norton
INTERWASTE	Nico Groenewald

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LINDE	Shelldon Uys
LSG SKY CHEFS	Clayton de Bruin
MARINE CIVIL	John Jackson
MASSLIFT AFRICA	Dean Lategan
MAVERICK ENGINEERING	Andrew Slater
MEGAMIX	Hansie Kriel
MINUS 40	Neil Mc Murray
MINUS 40	Steve Davids
MINUS 40	Elriza
MIT AUTO SPARES	Jimmy Chang
NAC BAKERY	Jan Tischendorf
POPULAR CANVAS	Aiden Du Plessis
QUENET CORPORATE PROPERTY	Peter Gibson
REX DIFF & GEARBOX	André Botha
R O TOWING SERVICES	Mr Oliver
ROYAL INTERNATTIONAL	Mr. Robinson
ROYAL INTERNATTIONAL	Mrs. Guild
SANITECH	Tracey Roos
SANITECH	Dillan
SERVEST	Redewaan Isaacs
SHELDON HARRIS PROPERTIES	Rodd Harris
SHELDON HARRIS PROPERTIES	Ross Sheldon
STEFANUTTI STOCKS	Johan Fourie
STOREWELL	Rupert Durie
THE CITY	David-John Steyn
THE CITY	Nomnikelo Halana
THE CITY	Runan Rossouw
THE CITY	Rosemary Rau
TIREPOINT	Dean Walmsley
TIREPOINT	Gerald Grobelaar
W F CHEMICALS	Anthony Davis

Apologies

BELLFORM	Hannes Bellingan
BIDVEST DATA	Vossie Ehlers
FREIGHT LOGISTICS	Shahied Ismail
J & D COACHWORKS	Dawn Moore
J & D COACHWORKS	Jonathan Moore

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3. Quorum to constitute meeting

Mr. Derek Morillion agreed that the attendees at the 11th Annual General Meeting and Proxy forms received from Property Owners constitute a quorum to proceed with the meeting.

4. Approval of previous Annual General Meeting

Minutes of the 10th Annual General Meeting held on 4 December 2014 were accepted and approved by Mr. Derek Morillion and Mr. Neil Mc Murray.

5. CHAIRPERSON'S REPORT 2014/2015

Mr. Derek Morillion reported that the activities and projects outlined in the approved business plan for the period 2014/2015 are adhered to and discussed at the bi-monthly Committee meetings.

The Board of Directors decided and agreed to present the City Improvement District Implementation Plan at the 11th Annual General Meeting as part of the Chairpersons report.

Each aspect discussed at this meeting was followed by pictures of the events attended to during 2014/2015 and what the City Improvement District will be attending to during 2016.

Attendees will be given the opportunity to comment or raise questions after every Portfolio being discussed.

CID Management Meeting

The CID management committee meets every second Wednesday of every alternate month, and attends to issues brought to our attention by the Businesses, City of Cape Town and Law Enforcement agencies.

The CID Committee comprises of the following people.

D Morillion	Director - Chairperson
N Mc Murray	Director
E. Laurenson	Director
J Jackson	Director
H De Vries	Committee Member
M Coetser	Committee Member

The Sub Committees / Portfolio Managers look after specific portfolios

Derek Morillion (Chairperson)	CID Manager & CID Office
Eldrid Laurenson / Marius Coetser	Security
Derek Morillion / Neil Mc Murray	Capital Projects
Herschel De Vries	Social Responsibility & Cleansing & Environment
Derek Morillion	Marketing & Signage
Neil Mc Murray	Finances
John Jackson / Eldrid Laurenson	Roads & Fences

We welcome suggestions and ideas which will enhance and uplift our working environment

The Committee welcomes owners and tenants to join the Committee Meetings as and when available. Contact Rhonda Lewis for further information.

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City Improvement Districts (CID) / Self Rating Areas (SRA)

We are required to submit Annual Implementation Plans. (Section 10.2 of SRA Policy) and Budgets to The City for acceptance and approval.

CID Services Offered

- Crime and Security
- Cleaning and Maintenance
- Safety Hazards and Maintenance
- Marketing Promotions
- Business Relations
- Social Services
- Projects and Capital Improvements
- PROJECTS FUNDED – ongoing and new

Mr. Derek Morillion discussed the following projects funded by The CID and The City.

- CID Street Sweepers - ongoing
- CID Verge Cutting - ongoing
- CID Garden Competition - ongoing
- CITY Painting of Road markings – February
- CID Erecting new bus Stop signs
- CITY General maintenance & repairs - daily
- CID Security Officer to manage Mobile Security Unit
- CID Website
- CID Tree Planting March 2016
- CID Repainting yellow concrete road names
- CITY Erecting new street lights
- CID Landscaping maintenance -ongoing

Listed below are Items attended to during 2014 - 2015 and the Implementation Plan for 2016 / 2017

IMPLEMENTATION PLAN 2016 / 2017

MANAGEMENT AND OPERATIONS				
ACTION STEPS	RESPONSIBLE	FREQUENCY PER YEAR	PERFORMANCE INDICATOR	COMMENT
Effective and Efficient Management and Office Administration	CID Manager	Ongoing	Monthly feedback to CID Board. Bi-Monthly Board Meetings Communication via telephone, facsimile and E-Mail	
Progress Reports to the CID Board	CID Manager	Bi-Monthly s	Report back on CID related functions. Board Approval required	
Property Valuations Update of Membership List	CID Manager	Annually	Assess Annual Property Valuations by The City	
Input to City of		Annually	Annual	Monthly Financial

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Cape Town on Capital Budgets			submissions to Sub-Council Manager	Progressive Income and Expenditure Report to The City to be presented at Board Meetings. Arrear listing received from The City to be presented at the Board meetings.
Input to City of Cape Town on Integrated Development Plan	CID Manager	Annually	Annual submissions to Sub-Council Manager	
Interact with property owners and business tenants	CID Manager and Council Authorities	Ongoing	Provide assistance where possible	
Relationships with Sub-Council Management and The City	CID Manager	Ongoing	Good established working relationships with all Council Departments	
Ward Councillor Forum	CID Manager	Bi-Monthly	Applications / Suggestions to the Ward Allocation Budget Annually	
Accounting and Management of Finances	CID Board Director appointed as Financial Head	Ongoing	Ensuring budget is allocated to improvement services and monitoring monthly expenses	
Updating Membership List, Data Base and visits to members	CID Manager	Ongoing	Daily, as and when changes occur	
Annual Audit and feedback to Members at Annual General Meeting	CID Board Director appointed as Financial Head and Low and Schreiber Chartered Accountants (SA)	Annually	Audited financial statements distributed to members at Annual General Meeting and posted on website	
Promote and encourage Membership to CID	CID Manager	Ongoing	Annual General Meetings, visits to companies, website updates and links	

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SECURITY / LAW ENFORCEMENT INITIATIVES				
On-site inspection of Security Officials	Security Contractor and Security Operations Manager	Daily visits by patrol officers to AICID office	Daily feedback to CID Manager. Bi-Monthly feedback to Board at Directors Meeting	
Weekly Security Reports from Security Contractor	Security Contractor and Security Operations Manager	Ongoing	Weekly written reports to CID Manager with Incident and crime statistics Communicated to Members and Business Tenants by CID	
Weekly Security Crime Statistics from Security Contractor	Security Contractor and Security Operations Manager	Quarterly reports to CID	Due every week detailing incidents from the previous week and health & safety issues	
SAPS Bishop Lavis Sector 4 Sector Policing Meeting and Crime Prevention Forum (CPF)	CID Manager and Security Operations Manager	Ongoing	Every Monday at Bishop Lavis Police Station	
Promote relationships with SAPS and Law Enforcement Agencies	CID Manager	Ongoing	Establish good working relationships by attending meetings regularly and promoting assisting where possible	
Liaise with relevant role players of the local SAPS	CID Manager	Ongoing	Report back to Board	
Monitor SAPS Sector Visibility	SAPS Sector Captain and Security Operations Manager	Ongoing	Daily feedback to CID Manager. Reporting at CPF Meeting	
Joint operations with Security and SAP, Traffic and Law Enforcement Agencies: <ul style="list-style-type: none"> • High Profile Policing and Patrolling • Traffic Road blocks • Speed Analysis • Profiling suspects/loiterers • Informal Traders 	CID Manager and Security Operations Manager	Ongoing	Report back at CPF Meeting Vagrant control	
Maintain a Crime free working environment	CID Manager and Security Operations Manager	Ongoing	Patrolling area to summarise situation	

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CLEANSING INITIATIVES				
Monitoring Cleansing Contractor sweeping streets in AI CID boundary	CID Manager	Daily	Bi-Monthly feedback to CID Board at Directors Meeting	
Monitoring collection and emptying of The City's Black Wheelie bins / waste collection	CID Manager and Business Tenants	Weekly	Bi-Monthly feedback to CID Board at Directors Meeting	
Greening Campaigns	CID Manager	Quarterly	Bi-Monthly feedback to CID Board at Directors Meeting	
Identifying Health and Safety issues	CID Manager and Security Operations Manager	Ongoing	Daily reports to CID Manager Reporting problems to The City	
Identifying infrastructure issues	CID Manager	Weekly	Weekly notifications to The City	
Verge Cutting and Maintenance	CID Manager and Contractor	Weekly	Bi-Monthly feedback to CID Board at Directors Meeting	
Watering and general maintenance of trees: <ul style="list-style-type: none"> • Replacing dead trees • Illegal tree felling • Companies to 'adopt a tree' to help watering of trees 	CID Manager	Ongoing	Bi-Monthly feedback to CID Board at Directors Meeting. Liaising with Parks Department when services are required.	
Garden Competition	CID Manager	Quarterly	Promote quarterly garden competition. Quarterly Floating Plaque given to winner	
Bush Clearing initiatives	CID Manage	Ongoing	Contact Property Owners to take responsibility and clean vacant property and Parks Department	
Disordered Tenants / littering	CID Manager Business Tenants	Daily as incidents occur	Contact offender and report to The City or Law Enforcement Agencies, report to CID Manager	
Air Pollution	CID Manager	Ongoing	Daily monitoring and reporting to The City	
Maintain a Grime free	CID Manager	Ongoing	Patrolling area to	

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working environment			summarise situation	
URBAN MANAGEMENT INITIATIVES				
Identify shortcoming of services from The City and Local Authorities	CID Manager	Ongoing	Weekly reports to The City and Local Authorities when required	
Identify and report defects on Council's existing Services: <ul style="list-style-type: none"> • Defective and insufficient street lighting • Lamp Poles damaged • Sewer • Storm Water drainage and maintenance • Dumping • Damaged fences • Storm Water and Blocked drains • Road Repairs • Fencing • Kerb damages • Traffic road markings and traffic road signs • Illegal Sign boards • Fire Hydrant maintenance and leakages • Water Canal cleaning • Refuse Removal • Waterworks • Traffic signals • Truck holding areas • Pedestrian Safety initiatives 	CID Manager	Daily, weekly and monthly reports to The City	Liaise with City Officials	
Compile priority list of essential needs to enhance the objectives of the CID / SRA	CID Manager	Ongoing	Bi-Monthly feedback to Board of Directors. Reports /Requests channelled to The City	
Speed Reduction Measures	CID Manager	Ongoing	Documented need for additional STOP streets to The City / Traffic Department	
CCTV Camera Monitoring	CID Manager	Ongoing	Identify need as Crime Preventative Measure	

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			Discussion and Approval required by Board and Members	
Landscaping of three entrances to Airport Industria	CID Manager	Ongoing	Irrigation and maintenance of landscaping areas - planting of hardy shrubs/trees	
Stray dogs / animals	CID Manager	As and when required	Call local authority to assist with removal of debris and animals wondering	

SOCIAL INTERVENTION INITIATIVES

Winter Project	CID Manager	Annually	Liaise with members to donate unwanted goods to the needy during the winter months	
Blood Donor Clinic Area	CID Manager	Every 56 days	Liaise with members to support this worthy cause and help save a life	
Distribution of Condoms	CID Manager	Monthly when required	Assisting The City's Health division with distribution of	
Heart for Children Project	CID Manager	Annually	Requesting our business community to donate Christmas gifts and hampers to underprivileged children. The CID gives this to orphanages and hospitals.	
Waste Minimisation Project	CID Manager	Ongoing	Encourage businesses to make use of the City's dumping sites to disperse of their company waste. Encourage businesses to be responsible in terms of waste management / encourage recycling.	

MARKETING INITIATIVES

Newsletters / Newsflashes <ul style="list-style-type: none"> Promoting the services of the 	CID Manager	Quarterly	Regular meetings with Board, Role Players at The	
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<p>CID</p> <ul style="list-style-type: none"> Promoting Business prospects of the area Promoting local projects Promoting Social issues and projects Emergency Numbers 			City, Members and Business Tenants	
<p>Media Coverage in local Newspapers covering:</p> <ul style="list-style-type: none"> CID Annual General Meetings Local Development Property Development issues 	CID Manager	Monthly / when needed	Bi-Monthly feedback to CID Board at Directors Meeting	
<p>Liaising with business tenants and property owners via email, telephonically and visit</p>	CID Manager	Ongoing	At least one official visit to each member in a 12 month period	
<p>Promoting business prospects for the area</p>	CID Manager	Ongoing	Bi-Annually feedback to CID Board at Directors Meeting	
<p>CID Signage and illegal signage</p>	CID Manager	Ongoing maintenance when needed	Signage at the 3 entrances to Airport Industria Interact with The City on Bi-Laws and business tenants	
<p>Website updates and link to businesses directory</p>	CID Manager	Monthly	Partnership with web developer, promote service amongst members. Regular updates.	
<p>Management and Administration of Surveys:</p> <ul style="list-style-type: none"> Emergency Evacuation Procedures Hazardous chemicals Community involvement Polluted Water Ways 	CID Manager and City Officials	Ongoing	Quarterly updates to members via e-mail and during visits to members	
<p>Memo Desk Cube Incentive with CID Contact numbers and Emergency Numbers</p>	CID Manager	Ongoing	Provide businesses with Memo Desk Cube	
<p>Promote business</p>	CID Manager	Ongoing	Regular contact	

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prospects for AICID area			with property developers and estate agents	
Encourage maintenance of buildings, landscaping and quarterly verge competitions	CID Manager	Ongoing	Assessments / Bi-Monthly feedback to CID Board at Directors Meeting	
AI CID entrance signage	CID Manager	Ongoing	Assessments / Bi-Monthly feedback to CID Board at Directors Meeting	

6. BYERS SECURITY REPORT BACK

Mr. Niel Rossouw, Director of Byers Security discussed the daily management, duties and tasks of the CID Officers and presented the members with the Crime Statistics for the period 2015.

7. FINANCIAL REPORT

Mr. Neil Mc Murray, Director of the City Improvement District Airport Industria discussed the Annual Financial Statement 2014/2015.

Financial Report 2014/2015 activities in line with approved business plan and budget.

Members in attendance approved the Financial Report 2014/2015.

8. APPROVAL OF BUDGET AND USAGE OF SURPLUS FUNDS 2016/2017

Mr. Neil Mc Murray discussed the approved budget and Implementation plan 2016/2017 and the Utilisation of accumulated surplus funds.

Members in attendance approved the budget 2016/2017.

9. APPROVAL OF IMPLEMENTATION PLAN 2016/2017

Mr. Neil Mc Murray referred to the Implementation Plan for the period 2016/2017 discussed during the Chairperson's report and asked the attendees for the approval of the Implementation Plan.

Members in attendance approved the Implementation plan 2016/2017.

10. APPOINTMENT OF AUDITORS

Mr. Neil Mc Murray indicated that Low and Schreiber Chartered Accountants (S A) had been appointed as Auditors.

Members in attendance approved the appointment of Low and Schreiber Chartered Accountants (S A) as Auditors.

11. CONFIRMATION AND ELECTION OF DIRECTORS

Ms Rhonda Lewis mentioned the members serving as Directors of Airport Industria City Improvement District

D Morillion	Director - Chairperson
N Mc Murray	Director
E. Laurenson	Director
J Jackson	Director

The attendees approved the re-appointment of Directors of Airport Industria City Improvement District.

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12. GENERAL

Mr. Derek Morillion welcomed the attendees to discuss matters of concern.

Members in attendance discussed the viability of Airport CID providing a service to property and Business Owners in Airport City.

The possible inclusion of Airport City in the CID area was discussed, but it was decided that as Airport City was a private development it would not be feasible to include it in the CID.

Business owner discussed the uninformed power outages in Airport CID Manager will discuss the matter with Eskom.

13. CHAIRPERSON'S WORD OF THANKS

De Beers Group for hosting the CID's 2015 Annual General Meeting for hosting the CID Committee meetings every second month.

Rosemary Rau, Runan Rossouw, Eddie Scott, Joepie Joubert, David John Steyn and Nomnikelo Halana from City Council for their dedication to AI CID during 2015

SAPS Bishop Lavis and Local Authorities for their support and assistance to AI CID.

City Council Officials for assisting with the upgrading and maintenance in Airport Industria.

Byers Security for their support and assistance over the past year in fighting crime in Airport Industria.

Gateway Park, Mr. Chris Hart for currently providing office space for the CID Manager and CID Security

Property Owners and Tenants for supporting the CID initiative and assisting the CID to make our area the best sought after Industrial area in the Western Cape.

CID SECURITY OFFICIALS

A warm Thank you to all the CID Security Officials for their unsurpassed dedication and commitment towards their work in Airport Industria.

No duty is too big or too small for them

Thank you for taking care of the CID manager at all times and escorting her when she is on the road

Thank you for keeping our area safe and secure.

Thank you to our CID Manager for her hard work during the year.

14. Adjournment and Serving of refreshments

There being no further business the meeting was adjourned.