



MEETING OF THE CRAA BOARD OF DIRECTORS | MINUTES OF Mar. 25, 2020

Present: William R. Heifner, Chair – via teleconference
Jordan A. Miller Jr., Vice Chair – via teleconference
Frederic Bertley – via teleconference
Don M. Casto, III – via teleconference
Paul Chodak, III – via teleconference
Ramon Jones – via teleconference
Elizabeth P. Kessler – via teleconference
Karen J. Morrison – via teleconference
Terrance Williams – via teleconference

Absent: None

CRAA Executive Staff: Joseph R. Nardone, C.M., President & Chief Executive Officer
Amanda Wickline, General Counsel & Chief Administrative Officer
Randy Bush, Chief Financial Officer
Tom McCarthy, Chief Planning & Engineering Officer – via teleconference
Jodie Bare, Chief Innovation Officer – via teleconference
Casey Denny, Chief Asset Officer – via teleconference

CRAA Staff: K. Easterday – via teleconference
S. Fitzpatrick – via teleconference
J. Gardner
C. Goodwin – via teleconference
S. McQuaide – via teleconference
P. Streitenberger – via teleconference

Others Present: Jeff Hobson, a representative of My Chauffeur – via teleconference

CALL TO ORDER

Chair Heifner called the meeting of the Columbus Regional Airport Authority Board of Directors to order at 4:00 p.m., Tuesday, Mar. 31, 2020. A roll call was completed to confirm board member, staff and guest attendance. It was also confirmed that all attendees could hear and had access to the meeting materials.

Chair Heifner stated that the meeting was rescheduled from March 24, 2020 and that the meeting was being conducted by telephone in accordance with a recent change in the law, which permitted full telephonic participation by all members. In recognition of the fact that everyone was participating by phone, Chair Heifner stated that all votes taken during the meeting would be conducted by roll call votes to ensure a clear record and accurate record.

MINUTES

Board Member Jones noted a correction to the spelling of his first name to the minutes of the Feb. 25, 2020 meeting. Chair Heifner asked if there were any additional corrections to the minutes of the minutes. Hearing no other corrections, K. Morrison moved for approval; P. Chodak seconded. Roll call of members present. Motion passed.

Member Present	YEA (yes)	NAY (no)	Abstain
Mr. Heifner	X		
Mr. Miller	X		
Mr. Casto	X		
Mr. Williams	X		
Dr. Bertley	X		
Ms. Morrison	X		
Ms. Kessler	X		
Mr. Chodak	X		
Mr. Jones	X		

COVID19 Update

Denny addressed the Board on the Authority's response to the COVID19 pandemic. Denny discussed current passenger and traffic activity and Authority staffing issues including essential minimum staffing procedures and the fact that the majority of the administrative staff had already been transitioned to work from home.

COMMITTEE REPORTS

Air Service and Customer Experience Committee:

Bertley reported the committee had not met since the last Board meeting and that the committee's next meeting is scheduled for May 20, 2020

Business Development and Logistics Committee:

Kessler reported the committee had not met since the last Board meeting and that the committee's next meeting is scheduled for April 22, 2020.

Facilities and Services Committee:

Chodak reported the committee met on Mar. 18, 2020, and discussed the following:

- Review of safety metrics, which remain very positive. Discussion on the deep cleaning protocols related to the pandemic, which contribute to the safety of staff.
- Updates to major capital projects report. All projects are tracking well. Terminal projects are suspended to limit terminal traffic. CONRAC and hotel projects continue with no interruptions.
- Review of two resolutions: 12-20, 17-20.
- The committee's next meeting is April 22, 2020.

Finance and Audit Committee:

Miller reported the committee met on Mar. 18, 2020, and discussed the following:

- Review of the Kroll Rating report affirming the Authority's current revenue bond rating at AA-. Kroll also updated their rating of our Customer Facility Charge bonds and affirmed our current rating of A+.
- Bush provided an overview of the February financial statements and current financial impacts related to the COVID19 pandemic.
- Review of one resolution: 18-20.
- The committee's next meeting is April 22, 2020.

There was also a robust discussion of the Coronavirus Aid, Relief, and Economic Security (CARES) Act and its impact on the Authority. Bush answered Board Members' questions related to the Authority's cash position, carrier and tenant commitments, and revised budgets.

Human Resources Committee:

Morrison reported the committee met on Mar. 18, 2020, and discussed the following:

- Review of the Authority’s 2019 pay-for-performance programs, review and approval of the 2019 performance results, corresponding bonus payouts under the plans and the 2020 plan documents for both the EIP and PRP pay-for-performance plans.
- Review of the 2020 performance targets is postponed as the targets are to be re-forecasted due to the COVID-19 pandemic’s impact on operations.
- The committee’s next meeting is June 17, 2020.

President & CEO Report:

Nardone provided brief remarks regarding the March President’s Report, which may be obtained online:

<https://columbusairports.com/about-us/leadership-team/craa-board-of-directors/craa-board-meetings-and-minutes>

Nardone shared that the Columbus City Council had changed the Columbus City Code to declare that if a person attempts to bring a weapon through the Transportation Security Administration (“TSA”) security checkpoint, it would now be considered reckless trespass, which is a second-degree misdemeanor.

Nardone shared that the TSA was tentatively planning to close the Concourse A and C security checkpoints due to decreased passenger levels at CMH. Under this plan, passengers would be screened at the Concourse B checkpoint and transported to other concourses for their departing flight.

Nardone welcomed CRAA’s new manager of Communications and Media Relations, Sarah McQuaide and extended congratulations to Randy Bush and Amanda Wickline on the completion of the new Airline Use and Lease Agreement.

Chair Heifner thanked Nardone and Authority staff on their response and adaption to operations during the uncharted territory presented by the COVID19 pandemic.

RESOLUTIONS VOTE

RESOLUTION #12-20 of the Columbus Regional Airport Authority authorizing an increase in the amount of \$301,152.43 to the Master Services Agreement with Moody Nolan LLC for on-call architectural services for project 9911B – CONRAC Garage Reclamation at John Glenn Columbus International Airport.

MOVED: F. Bertley; SECONDED: P. Chodak III

YEA: 7 NAY: _____ ABSTAIN: W. Heifner, J. Miller

Member Present	YEA (yes)	NAY (no)	Abstain
Mr. Heifner			X
Mr. Miller			X
Mr. Casto	X		
Mr. Williams	X		
Dr. Bertley	X		
Ms. Morrison	X		
Ms. Kessler	X		
Mr. Chodak	X		
Mr. Jones	X		

RESOLUTION #17-20 of the Columbus Regional Airport Authority authorizing an increase in the amount of \$557,382 to the Master Services Agreement ENG-2019-090 with HDR Engineering Inc. for the professional engineering services associated with Task Order #1 Amendment #2 for project #20041, Runway 5R-23L Rehabilitation and Modification of Standards (MOS) Improvements Phase 2B at Rickenbacker International Airport.

MOVED: D. Casto; SECONDED: E. Kessler

YEA: 9 NAY: _____ ABSTAIN: _____

Member Present	YEA (yes)	NAY (no)	Abstain
Mr. Heifner	X		
Mr. Miller	X		
Mr. Casto	X		
Mr. Williams	X		
Dr. Bertley	X		
Ms. Morrison	X		
Ms. Kessler	X		
Mr. Chodak	X		
Mr. Jones	X		

RESOLUTION #18-20 of the Columbus Regional Airport Authority authorizing an amendment to the Schedule of Fees, Rates and Charges for Calendar/Fiscal year 2020.

MOVED: J. Miller;

SECONDED: P. Chodak III

YEA: 9 NAY: _____

ABSTAIN: _____

Member Present	YEA (yes)	NAY (no)	Abstain
Mr. Heifner	X		
Mr. Miller	X		
Mr. Casto	X		
Mr. Williams	X		
Dr. Bertley	X		
Ms. Morrison	X		
Ms. Kessler	X		
Mr. Chodak	X		
Mr. Jones	X		

OTHER BUSINESS

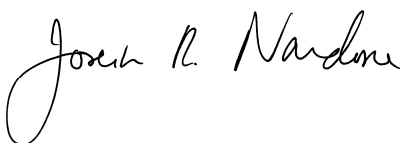
Chair Heifner asked Board Member Bertley, who holds a Ph.D. in Immunology, to share his view of the current situation. Bertley shared his observations and expertise.

Board Members Morrison and Jones exited the meeting at 4:59 p.m. due to another commitment.

Nardone thanked the Board of Directors for their continued support of the organization.

With no further business brought before the Board, Casto motioned to adjourn; Miller seconded; Chair Heifner adjourned the meeting at 5:07 p.m. Tuesday, Mar. 31, 2020.

Respectfully submitted,



Joseph R. Nardone, C.M.
Secretary
JRN | jdj