



MEETING OF THE CRAA BOARD OF DIRECTORS | MINUTES OF Apr. 28, 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
Jodie Bare, Chief Innovation Officer – via teleconference
Randy Bush, Chief Financial Officer
Casey Denny, Chief Operations Officer – via teleconference
Tom McCarthy, Chief Planning & Engineering Officer – via teleconference
Amanda Wickline, General Counsel & Chief Administrative Officer

CRAA Staff: J. Gardner

CRAA Staff via teleconference: T. Carter, K. Easterday, S. Fitzpatrick, C. Goodwin, R. Gray, S. McQuaide, S. Salisbury, B. Sarkis, B. Schreiber, P. Streitenberger, B. Taylor

Others Present via teleconference: Lauren Drinkwine – Messer Construction Co.
John Montgomery – Central Ohio Severe Weather Network
Meghan Rankey – Schaefer
Paul Strack – Woolpert

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, Apr. 28, 2020. A roll call was completed to confirm board member, staff, and guest attendance. Gardner confirmed that all attendees were able to hear the meeting and had access to the meeting materials.

Chair Heifner stated that the meeting was being conducted by telephone. In recognition of the fact that all members were participating by phone, Chair Heifner asked each attendee to identify themselves when they speak and stated that all votes taken during the meeting would be conducted by roll call votes to ensure a clear and accurate record.

Chair Heifner thanked President & CEO Nardone and the Authority team for their unwavering efforts to stay operational during the COVID-19 pandemic.

MINUTES

Chair Heifner asked if there were any corrections to the minutes. Hearing none, Casto moved for approval; Miller seconded. Chair Heifner conducted a roll call vote. Motion to approve the minutes passed.

Member Present	In Favor	Opposed	Abstain
Mr. Heifner	X		
Mr. Miller	X		
Dr. Bertley	X		
Mr. Casto	X		
Mr. Chodak	X		
Mr. Jones	X		
Ms. Kessler	X		
Ms. Morrison	X		
Mr. Williams	X		

COVID-19 Update

Denny addressed the Board on the Authority’s current response status to the COVID-19 pandemic. Denny discussed Governor DeWine’s Responsible RestartOhio plan, which recommends reinforcing actions around social distancing, wearing masks, conducting daily health assessments, maintaining good hygiene, and cleaning and sanitizing areas regularly—all of which are activities the Authority is currently practicing. The plan also promotes limitations on facility capacity. The Authority is reviewing the applicability of Governor DeWine’s protocols to our business spaces such as shops and restaurants in anticipation of those businesses serving passengers. Denny discussed CRAA’s Safe Work Playbook, a comprehensive document cataloging our response plans and actions. The Safe Work Playbook is an evolving document that will be updated as necessary. Denny discussed current activity with passengers down 95% and cargo activity at Rickenbacker down approximately 20%. Denny thanked the entire Authority team for its efforts during the COVID-19 pandemic.

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 May 20, 2020.

Business Development and Logistics Committee:

Kessler reported the committee met on Apr. 22, 2020, and discussed the following:

- Received an update on the Authority’s COVID-19 pandemic response.
- Staff provided a comprehensive update on the impacts of the COVID-19 pandemic on air cargo, passenger, real estate and concessions activity at both CMH and LCK.
- The committee’s next meeting is July 22, 2020.

Facilities and Services Committee:

Chodak reported the committee met on Apr. 22, 2020, and discussed the following:

- Review of safety metrics, which remain positive. The review provided an update regarding how additional measures taken in response to the COVID-19 pandemic have been successful in protecting staff and passengers.
- Review of updates to major capital projects report. Projects are being monitored for schedule impacts related to material delays due to the pandemic.
- Review of five resolutions: 21-20, 22-20, 23-20, 24-20, 25-20.
- The committee’s next meeting is May 20, 2020.

Finance and Audit Committee:

Miller reported the committee met on Apr. 22, 2020, and discussed the following:

- Received an update on the Authority’s COVID-19 pandemic response.
- Bush provided an overview of the March financial statements and current financial impacts related to the COVID-19 pandemic.
- Review of the 2019 Audited Financial Statements.

- Review of two resolution: 19-20, 20-20.
- The committee’s next meeting is May 20, 2020.

There was a detailed discussion of the forecasted financial impact on the COVID-19 pandemic and the Coronavirus Aid, Relief, and Economic Security (CARES) Act and associated requirements for receipt of funds under the CARES Act. Bush answered Board Members’ questions related to revenue and cost reductions, incorporation of the staffing conditions into the forecast, and adjustment of the Airline Rates & Charges. Board Members complimented the Authority team on their leadership and financial stewardship.

Human Resources Committee:

Morrison reported the committee had not met since the last Board meeting and that the committee’s next meeting is June 17, 2020.

President & CEO Report:

Nardone provided brief remarks regarding the April 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 Authority continues to be vigilant in its efforts to limit the spread of the coronavirus while still remaining operational. Looking towards the future, staff has developed the Safe Work Playbook, which outlines health and safety protocols for employees. Nardone expressed his gratitude to the COVID-19 Response team and all frontline employees for keeping CRAA operational.

Nardone also shared that John Glenn Columbus International Airport had been officially accredited by the Airport Customer Experience Program of Airports Council International – North America. Nardone extended his congratulations to Kristen Easterday and Angie Tabor on this significant milestone.

RESOLUTIONS VOTE

RESOLUTION #19-20 of the Columbus Regional Airport Authority providing an estimate of the Authority’s inactive monies for the five-year period commencing June 1, 2020, through May 31, 2025.

MOVED: D. Casto; SECONDED: J. Miller

YEA: 9 NAY: _____ ABSTAIN: _____

Member Present	In Favor	Opposed	Abstain
Mr. Heifner	X		
Mr. Miller	X		
Dr. Bertley	X		
Mr. Casto	X		
Mr. Chodak	X		
Mr. Jones	X		
Ms. Kessler	X		
Ms. Morrison	X		
Mr. Williams	X		

RESOLUTION #20-20 of the Columbus Regional Airport Authority to designate the banking institutions that may provide banking services for the Columbus Regional Airport Authority for the five-year period commencing June 1, 2020 through May 31, 2025.

MOVED: K. Morrison; SECONDED: P. Chodak III

YEA: 8 NAY: _____ ABSTAIN: J. Miller

Member Present	In Favor	Opposed	Abstain
Mr. Heifner	X		
Mr. Miller			X
Dr. Bertley	X		
Mr. Casto	X		
Mr. Chodak	X		
Mr. Jones	X		
Ms. Kessler	X		
Ms. Morrison	X		
Mr. Williams	X		

RESOLUTION #21-20 of the Columbus Regional Airport Authority authorizing a construction contract with Kokosing Construction Company in the amount of \$15,932,980.84 for project #15026, Runway 5R-23L Rehabilitation and Modification of Standards (MOS) Improvements Phase 2A at Rickenbacker International Airport.

MOVED: J. Miller; SECONDED: P. Chodak III
 YEA: 9 NAY: _____ ABSTAIN: _____

Member Present	In Favor	Opposed	Abstain
Mr. Heifner	X		
Mr. Miller	X		
Dr. Bertley	X		
Mr. Casto	X		
Mr. Chodak	X		
Mr. Jones	X		
Ms. Kessler	X		
Ms. Morrison	X		
Mr. Williams	X		

RESOLUTION #22-20 of the Columbus Regional Airport Authority authorizing an increase in the amount of \$888,704 to the contract with RS&H Ohio Inc., for construction administration services related to project #15026, Runway 5R-23L Rehabilitation and Modification of Standards (MOS) Improvements Phase 2A at Rickenbacker International Airport.

MOVED: P. Chodak III; SECONDED: J. Miller
 YEA: 9 NAY: _____ ABSTAIN: _____

Member Present	In Favor	Opposed	Abstain
Mr. Heifner	X		
Mr. Miller	X		
Dr. Bertley	X		
Mr. Casto	X		
Mr. Chodak	X		
Mr. Jones	X		
Ms. Kessler	X		
Ms. Morrison	X		
Mr. Williams	X		

RESOLUTION #23-20 of the Columbus Regional Airport Authority authorizing a contract in the amount of \$498,586 with TLD America for the purchase of two (2) pieces of electric ground support equipment, project #20039, for use at Rickenbacker International Airport.

MOVED: T. Williams; SECONDED: D. Casto

YEA: 9 NAY: _____ ABSTAIN: _____

Member Present	In Favor	Opposed	Abstain
Mr. Heifner	X		
Mr. Miller	X		
Dr. Bertley	X		
Mr. Casto	X		
Mr. Chodak	X		
Mr. Jones	X		
Ms. Kessler	X		
Ms. Morrison	X		
Mr. Williams	X		

RESOLUTION #24-20 of the Columbus Regional Airport Authority rescinding prior resolution 53-19 and authorizing a contract in the amount of \$1,954,986 with M-B Companies Inc., for the purchase of three (3) new high-speed 7500 tons per hour snow blowers, project #15023, for use at John Glenn Columbus International Airport.

MOVED: J. Miller; SECONDED: E. Kessler

YEA: 9 NAY: _____ ABSTAIN: _____

Member Present	In Favor	Opposed	Abstain
Mr. Heifner	X		
Mr. Miller	X		
Dr. Bertley	X		
Mr. Casto	X		
Mr. Chodak	X		
Mr. Jones	X		
Ms. Kessler	X		
Ms. Morrison	X		
Mr. Williams	X		

RESOLUTION #25-20 of the Columbus Regional Airport Authority authorizing an increase in the amount of \$339,320 to the rental car industry tenant representative services agreement with Jacobsen/Daniels Associates LLC, to provide representation for the various rental car companies during the remaining phases of design and construction, and the initial operation of the Consolidated Rental Car Facility at John Glenn Columbus International Airport.

MOVED: P. Chodak III; SECONDED: R. Jones

YEA: 9 NAY: _____ ABSTAIN: _____

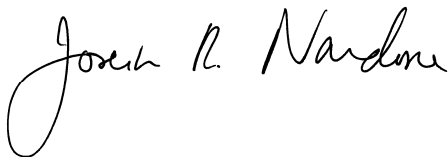
Member Present	In Favor	Opposed	Abstain
Mr. Heifner	X		
Mr. Miller	X		
Dr. Bertley	X		
Mr. Casto	X		
Mr. Chodak	X		
Mr. Jones	X		
Ms. Kessler	X		
Ms. Morrison	X		
Mr. Williams	X		

OTHER BUSINESS

Chair Heifner thanked Authority team for their additional efforts during this time.

With no further business brought before the Board, Casto motioned to adjourn; Kessler seconded; Chair Heifner adjourned the meeting at 5:05 p.m. Tuesday, Apr. 28, 2020.

Respectfully submitted,



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