



## MEETING OF THE CRAA BOARD OF DIRECTORS | MINUTES OF DECEMBER 1, 2020

Present: William R. Heifner, Chair  
Elizabeth P. Kessler, Vice Chair - via video conference  
Frederic Bertley – via video conference  
Paul Chodak III – via video conference  
Ramon Jones – via video conference  
Kenny McDonald – via video conference  
Jordan A. Miller – via video conference  
Terrance Williams – via video conference

Absent: Karen J. Morrison

CRAA Executive Staff: Joseph R. Nardone, C.M., President & Chief Executive Officer  
Jodie Bare, Chief Innovation Officer – via telephone  
Casey Denny, Chief Operations Officer – via telephone  
Jeff Evans, Chief Financial Officer – via video conference  
Shannon Fitzpatrick, Chief People Officer – via telephone  
Tom McCarthy, Chief Planning & Engineering Officer – via telephone  
Amanda Wickline, General Counsel & Chief Administrative Officer

CRAA Staff: J. Gardner

CRAA Staff via telephone: S. Bell, K. Easterday, C Goodwin, R. Gray, S. McQuaide, C. Price, P. Streitenberger

Others present via telephone: Colleen Todd – Messer Construction Co.

### CALL TO ORDER

Chair Heifner called the meeting of the Columbus Regional Airport Authority Board of Directors to order at 4:03 p.m., Tuesday, Dec. 1, 2020. Board member, staff and guest attendance was confirmed through visual or electronic means. 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 video and telephone conference. Chair Heifner asked each attendee to identify themselves when they spoke and stated that all votes taken during the meeting would be conducted by roll call to ensure a clear and accurate record.

Chair Heifner congratulated Miller regarding his reappointment to the Board of Directors. Chair Heifner also noted that Kessler's term as Vice Chair has commenced.

Chair Heifner polled Board members on continuing virtual meetings in the beginning of the year. The Board decided to continue meeting virtually for the first quarter of 2021.



## MINUTES

Chair Heifner asked if there were any corrections to the minutes for Oct. 27, 2020. Hearing none, Kessler moved for approval; Chodak seconded. Chair Heifner conducted a roll call vote. Motion to approve the minutes passed. Due to connection issue, a vote was unable to be recorded for Board member Bertley.

Board Member	In Favor	Opposed	Abstain
Mr. Heifner	X		
Ms. Kessler	X		
Dr. Bertley	See note above		
Mr. Chodak	X		
Mr. Jones	X		
Mr. McDonald	X		
Mr. Miller	X		
Ms. Morrison	Absent		
Mr. Williams	X		

## COMMITTEE REPORTS

### *Air Service and Customer Experience Committee:*

Bertley reported the committee was unable to meet as planned on Nov. 18, 2020, but received a high-level update via email on the following items:

- Current air service including passenger traffic and strategy moving forward.
- Customer Experience including the team's work during 2020, current efforts and planning for 2021 and beyond.

The committee's next meeting will be scheduled soon for February 2021.

### *Business Development & Logistics Committee:*

Kessler reported the committee has not met since the last Board meeting but does have an update. The committee members each had the opportunity to preview resolutions 38-20, 39-20 and 40-20 relating to real estate transactions via email. Following such preview, the committee recommends approval.

The committee's next meeting will occur in January 2021.

### *Facilities & Services Committee:*

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

- The current safety metrics and the impact of COVID19.
- The major capital report. It was noted that seven of the 13 capital projects underway in 2020 have reached substantial completion. The CONRAC is on schedule to open to the public in August 2021. The Residence Inn reached substantial completion and received a full Certificate of Occupancy on Nov. 13, 2020. The hotel opened to the public on Nov. 19, 2020.
- CRAA's capital spend, which is \$83 million of a projected \$110.6 million budget.
- A review of resolutions 35-20 and 36-20. The committee recommends their approval.

The committee's next meeting will occur in January 2021.



#### *Finance & Audit Committee:*

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

- The October financial statements which showed the following:
  - The continued focus on expense management throughout CRAA.
  - YTD revenue of \$87.9 million ahead of a budget of \$86.8 million. YTD revenue includes approximately \$15 million in CARES Act funding. YTD expenses are \$58.6 million against a budget of \$64.3 million. Operating income for October is \$4.8 million.
  - With \$229 million in total cash and 600 days of unrestricted cash on hand, CRAA is close to the Moody's Average benchmark of 695 days of cash. GARB Debt per enplaned passenger is \$23.81.
  - The October 2020 cash report, current investment holdings, and parking report.
- A review of the resolution 37-20 for the 2021 operating and capital budgets. The committee recommends approval of resolution 37-20.

Evans and Streitenberger discussed adjustments made to the 2021 budget forecast in the Parking & Ground Transportation operation as compared to the 2020 adjusted budget.

The committee's next meeting will occur in January 2021.

#### *Human Resources Committee:*

Heifner provided the Human Resources Committee's update in Morrison's absence. Although the committee had not met since the last Board meeting, Heifner did reiterate that the committee had previously reviewed the personnel budget, which is included as part of the operating budget before the Board for approval. The committee recommends approval of the personnel budget as part of the overall operating budget.

The committee's next meeting is scheduled for December 9, 2020.

## **PRESIDENT & CEO REPORT**

Nardone provided brief remarks regarding the December 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 the following top takeaways:

- Air Service: In October, our combined passenger activity from CMH and LCK was down 63% compared to the previous year. Although passenger traffic is down compared to 2019, October saw approximately 900 more passengers each day compared to September. The CMH daily passenger count peaked at 5,550 on the day before Thanksgiving. Although cargo is down slightly, activity at LCK remains steady.
- CRAA remains focused on safety and the travel experience. From a cargo perspective, CRAA is seeing a traditional retail peak season with apparel, electronics and other consumer goods flowing through LCK.
- DEI Blueprint: CRAA's new diversity, equity and inclusion strategy incorporates our DEI priorities – Leadership Commitment, Employee Involvement and Communication. We are 100% committed to DEI, not as an initiative, but as part of our culture transformation.
- Residence Inn: Opening to the public on Nov. 19, 2020 and located adjacent to our passenger terminal on International Gateway, the hotel's design has an aviation theme and features historical photos from the Ohio History Connection.



## Resolutions

**RESOLUTION #35-20** of the Columbus Regional Airport Authority authorizing an increase in an amount not to exceed \$472,181.50 to the Master Services Agreement ENG-2018-024.2 with Johnson, Mirmiran & Thompson Inc. for professional engineering services associated with Task Order #2, project #20016, Ramp #1 Rehabilitation at Rickenbacker International Airport.

MOVED: P. Chodak III;

SECONDED: T. Williams

YEA: 8 NAY: 0

ABSTAIN: \_\_\_\_\_

Board Member	In Favor	Opposed	Abstain
Mr. Heifner	X		
Ms. Kessler	X		
Dr. Bertley	X		
Mr. Chodak	X		
Mr. Jones	X		
Mr. McDonald	X		
Mr. Miller	X		
Ms. Morrison	Absent		
Mr. Williams	X		

**RESOLUTION #36-20** of the Columbus Regional Airport Authority authorizing a contract in the amount of \$508,147.00 with South Central Power Company for the relocation of powerlines, poles and infrastructure for project #09020, Rickenbacker Parkway Phase 3A at Rickenbacker International Airport.

MOVED: F. Bertley;

SECONDED: T. Williams

YEA: 8 NAY: 0

ABSTAIN: \_\_\_\_\_

Board Member	In Favor	Opposed	Abstain
Mr. Heifner	X		
Ms. Kessler	X		
Dr. Bertley	X		
Mr. Chodak	X		
Mr. Jones	X		
Mr. McDonald	X		
Mr. Miller	X		
Ms. Morrison	Absent		
Mr. Williams	X		

**RESOLUTION #37-20** of the Columbus Regional Airport Authority adopting the Operating Budget for 2021; the Capital Budgets for 2021 and 2022; the schedule of Fees, Rates and Charges for the calendar/fiscal year 2021; and authorizing the annual appropriations for the calendar/fiscal year 2021.

MOVED: J. Miller;

SECONDED: P. Chodak III

YEA: 8 NAY: 0

ABSTAIN: \_\_\_\_\_



Board Member	In Favor	Opposed	Abstain
Mr. Heifner	X		
Ms. Kessler	X		
Dr. Bertley	X		
Mr. Chodak	X		
Mr. Jones	X		
Mr. McDonald	X		
Mr. Miller	X		
Ms. Morrison	Absent		
Mr. Williams	X		

**RESOLUTION #38-20** of the Columbus Regional Airport Authority authorizing the execution of a lease agreement with Apex Logistics International Inc. for suites E, F, G, H and I in Air Cargo 2 building located at 7280 Alum Creek Drive at Rickenbacker International Airport.

MOVED: E. Kessler;

SECONDED: P. Chodak III

YEA: 8 NAY: 0

ABSTAIN: \_\_\_\_\_

Board Member	In Favor	Opposed	Abstain
Mr. Heifner	X		
Ms. Kessler	X		
Dr. Bertley	X		
Mr. Chodak	X		
Mr. Jones	X		
Mr. McDonald	X		
Mr. Miller	X		
Ms. Morrison	Absent		
Mr. Williams	X		

**RESOLUTION #39-20** of the Columbus Regional Airport Authority authorizing the execution by the President & CEO of a contingent real estate agreement for the long-term ground lease of approximately 49.6 acres of land located at Bolton Field Airport.

MOVED: J. Miller;

SECONDED: P. Chodak III

YEA: 8 NAY: 8

ABSTAIN: \_\_\_\_\_

Board Member	In Favor	Opposed	Abstain
Mr. Heifner	X		
Ms. Kessler	X		
Dr. Bertley	X		
Mr. Chodak	X		
Mr. Jones	X		
Mr. McDonald	X		
Mr. Miller	X		
Ms. Morrison	Absent		
Mr. Williams	X		



**RESOLUTION #40-20** of the Columbus Regional Airport Authority authorizing the execution by the President & CEO of a contingent real estate agreement for the sale of approximately 87.07 acres of land located at Bolton Field Airport.

MOVED: E. Kessler;

SECONDED: R. Jones

YEA: 8 NAY: 0

ABSTAIN: \_\_\_\_\_

Board Member	In Favor	Opposed	Abstain
Mr. Heifner	X		
Ms. Kessler	X		
Dr. Bertley	X		
Mr. Chodak	X		
Mr. Jones	X		
Mr. McDonald	X		
Mr. Miller	X		
Ms. Morrison	Absent		
Mr. Williams	X		

**RESOLUTION #41-20** of the Columbus Regional Airport Authority repealing and replacing the Bylaws of the Columbus Regional Airport Authority.

MOVED: T. Williams;

SECONDED: P. Chodak III

YEA: 8 NAY: 0

ABSTAIN: \_\_\_\_\_

Board Member	In Favor	Opposed	Abstain
Mr. Heifner	X		
Ms. Kessler	X		
Dr. Bertley	X		
Mr. Chodak	X		
Mr. Jones	X		
Mr. McDonald	X		
Mr. Miller	X		
Ms. Morrison	Absent		
Mr. Williams	X		

## MOTION TO ADJOURN

With no further business brought before the Board, Bertley moved to adjourn; Chodak seconded. Chair Heifner adjourned the meeting at 4:49 p.m. on Tuesday, Dec. 1, 2020.

Respectfully submitted,

Joseph R. Nardone  
Secretary  
JRN | cp/jdg