



MEETING OF THE CRAA BOARD OF DIRECTORS | MINUTES OF APRIL 27, 2021

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

Absent:
 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
 Shannon Fitzpatrick, Chief People Officer – via telephone
 Tom McCarthy, Chief Planning & Engineering Officer – via telephone
 Paul Streitenberger, Interim Chief Financial Officer – via video conference
 Amanda Wickline, General Counsel & Chief Administrative Officer

CRAA Staff: J. Gardner

CRAA Staff via telephone: K. Easterday, C Goodwin, R. Gray, S. McQuaide, C. Price, B. Sarkis, B. Taylor, C. Wing

Others present via telephone: Kyle Sellers – Gilbane Building Systems
 Kristen Studabaker – Carpenter Marty Transportation
 Sandra Kukla – DWL Architects

CALL TO ORDER

Chair Heifner called the meeting of the Columbus Regional Airport Authority Board of Directors to order at 4:05 p.m., Tuesday, April 27, 2021. 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.

MINUTES

Chair Heifner asked if there were any corrections to the minutes for March 23, 2021. Hearing none, Bertley moved for approval; Kessler seconded. Chair Heifner conducted a roll call vote. Motion to approve the minutes passed.

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	X
Mr. Williams	X

COMMITTEE REPORTS

Air Service and Customer Experience Committee:

Bertley reported the committee has not met since the last Board meeting.

The committee's next meeting is scheduled for May 19, 2021.

Business Development & Logistics Committee:

Kessler reported the committee met on April 21, 2021, and discussed:

- First quarter air cargo activity, including a discussion of 2021 outlook and Foreign Trade Zone 138.
- Current leasing activity for CRAA properties and the surrounding logistics park, including a summary of the different leases and upcoming expected activity.
- Passenger freighter use, which was up considerably in the first quarter and is expected to dominate landings for the foreseeable future.
- FTZ 138 growth, now at 24 operators, up from 19 in 2019, and supporting 8,066 local jobs.
- Briefing on potential development of a common-use airport passenger lounge to enhance the customer experience.
- Review of resolution 20-21. The committee recommends approval of the resolution.

The committee's next meeting is scheduled for July 21, 2021.

Facilities, Services & Innovation Committee:

Chodak reported the committee met on April 21, 2021, and discussed:

- March safety metrics, which met or exceeded the goals for the month.
- The major capital projects report. CRAA's 2021 capital spend was discussed with all projects on track.
 - The CONRAC is progressing on schedule. Final landscape installation is underway, and the bus wash facility is nearing completion. The three propane shuttle buses have been delivered and the first of three electric shuttle buses is scheduled to be delivered on April 30. Two additional electric buses are scheduled for delivery by the end of May. The facility is on target to open to the public on September 1, 2021.
 - Runway 5R-23L MOS Phase 2B at Rickenbacker began construction with an anticipated completion in late 2021.
 - Air Cargo Terminal #1 Cold Transfer Facility project and associated resolution was presented to the committee. This project will convert approximately 10,000 square feet of an existing vacant warehouse into an air cargo cold transfer facility. Design and bidding have been completed and construction is scheduled to begin in May.
- Innovation & Technology
 - The Cyber Security team, including CRAA cyber security partner, Covail, presented an overview of the CRAA Cyber Roadmap and an update regarding the 2021 CRAA cyber security program assessment. The assessment resulted in an overall score of 2.00 based on NIST cybersecurity framework best practices with a recommended score of 3.0.
 - The team will continue to advance initiatives on the Cyber Roadmap which will result in continued improvement of the Capability Maturity Model (CMM) score and improve our overall security stance.
 - Cyber Security will be a quarterly update for the committee throughout the year.
- Review of three resolutions 21-21, 22-21 and 23-21. The committee recommends approval of the resolutions.



The committee's next meeting is scheduled for May 19, 2021.

Finance & Audit Committee:

Miller reported the committee met on April 21, 2021, and discussed:

- March financial statements which showed the following:
 - Total revenue through March was \$21 million on a budget of \$19.7 million. Strong performance was noted in operations at Rickenbacker due to FBO activity, fuel fees, and aircraft turns.
 - Total expenses through February were \$17.8 million compared to a budget of \$19.6 million.
 - CMH broke even for the month of February and had a strong month in March. March financials reported \$3.2 million in net operating income before depreciation and CARES and \$6.4 million before depreciation on a budget of \$3.3 million.
 - Total operating income for the month of March was \$3.7 million. Total enplanement activity is aligning to forecasted enplanement targets.
 - Both CMH hotels were profitable in March. Rental car transactions are trending at 35% of the prior year with a goal of reaching 55% of prior year activity
 - With 772 days of unrestricted cash on hand, CRAA surpassed the Moody's Average benchmark of 695 days of cash.
 - GARB debt per enplaned passenger remains low at \$15.89; the first series of debt is planned for full payment in May.
- The report from the Kroll Bond Rating Agency for the Customer Facility Charge Revenue Bonds was presented; the Authority's rating was affirmed at A+.
- The independent auditors, Plante Moran, provided an update on the comprehensive financial report for December 31, 2020, reporting that there were no findings, adjustments or material weaknesses reported in our financial statements, and that internal controls and compliance of federal grant and PFC expenditures are in line. The report has been submitted to the GFOA and CRAA is hopeful that it will once again receive the Excellence in Financial Reporting recognition as in past years.
- Review of resolution 24-21. The committee recommends approval of the resolution.

The committee's next meeting is scheduled for May 19, 2021.

Human Resources Committee:

Morrison reported that although the committee had not met since the last Board meeting, the committee had one resolution for the Board's consideration. The committee members each had the opportunity to preview the resolution. Resolution 19-21 authorizes the Authority to enter into a one-year collective bargaining agreement with AFSCME union. The committee recommends approval of the resolution.

The committee's next meeting is scheduled for July 21, 2021.

PRESIDENT & CEO REPORT

Nardone provided brief remarks regarding the April President's Report, which may be obtained in full 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: March passenger traffic is at 51% of 2020 enplanement numbers. March 27 saw the highest number of departing passengers since the pandemic with 10,000 departing passengers.
- New messaging campaign: Health and safety continues to remain our number one priority. A new messaging campaign titled "Beyond Ready" has been launched to reach and engage our travelers and connect them as they navigate and prepare for travel.



- Vaccination clinic: A vaccination clinic was hosted by CRAA on March 24, 2021. As part of the on-site vaccination point of distribution, over 400 vaccinations were administered for law enforcement officers, fire/EMS personnel, and TSA agents. Remaining doses were made available to CRAA employees, partners, and members of the public.
- ACI-NA CEO Forum: Nardone provided an update regarding topics at the recent Airports Council International of North America’s CEO Forum held in April, including future of airports, return of air service, PFC increase efforts, and concessionaires. Nardone has been meeting with CMH concessionaires, conferring regarding challenges related to staffing, and discussing opportunities to increase the concessionaire portfolio with ACDBE vendors.

Resolutions

RESOLUTION #19-21 of the Columbus Regional Airport Authority authorizing the President & CEO to enter into a one-year, negotiated collective bargaining agreement with the America Federation of State, County and Municipal Employees, beginning April 1, 2021, and continuing through March 31, 2022.

MOVED: E. Kessler;

SECONDED: F. Bertley

YEA: 9 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	X		
Mr. Williams	X		

RESOLUTION #20-21 of the Columbus Regional Airport Authority authorizing the President & CEO to negotiate and enter into a concessions agreement with MAG US Lounge Management, LLC for a common-use lounge in concourse B at John Glenn Columbus International Airport for a term of up to eight years.

MOVED: R. Jones;

SECONDED: J. Miller

YEA: 9 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	X		
Mr. Williams	X		



RESOLUTION #21-21 of the Columbus Regional Airport Authority rescinding resolution 09-21 and authorizing a professional services agreement with Critical Business Analysis, Inc. in the amount of \$312,000 for professional services for project #21037, PMWeb Implementation.

MOVED: P. Chodak III;
YEA: 9 NAY: 0

SECONDED: E. Kessler
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	X		
Mr. Williams	X		

RESOLUTION #22-21 of the Columbus Regional Airport Authority authorizing a construction contract with 2K General Company, Inc. in the amount of \$1,514,000.00 for project #21035, Air Cargo Terminal #1 Cold Transfer Facility at Rickenbacker International Airport.

MOVED: J. Miller;
YEA: 9 NAY: 0

SECONDED: F. Bertley
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	X		
Mr. Williams	X		

RESOLUTION #23-21 of the Columbus Regional Airport Authority authorizing the grant of an easement of real property to Columbus Stelzer Johnstown LLC for a sanitary sewer utility easement at John Glenn Columbus International Airport.

MOVED: T. Williams;
YEA: 9 NAY: 0

SECONDED: E. Kessler
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	X
Mr. Williams	X

RESOLUTION #24-21 of the Columbus Regional Airport Authority authorizing a revision to the Investment Policy for the management and investment activities of monies under the control of the Columbus Regional Airport Authority.

MOVED: J. Miller;

SECONDED: P. Chodak III

YEA: 9 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	X		
Mr. Williams	X		

OTHER BUSINESS

Chair Heifner announced that with Paul Streitenberger filling the role of interim Chief Financial Officer, the Board needed to elect a new Treasurer of the Board as required by CRAA's bylaws.

With that in mind, Heifner nominated Paul Streitenberger, interim Chief Financial Officer, to be Treasurer of the Board, and motioned that, effective immediately and retroactive to February 27, 2021, Paul Streitenberger to be the Treasurer.

McDonald seconded. Motion carried.

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

Chair Heifner stated that the next meeting is scheduled for May 25, 2021 and reminded the group that there is no Board meeting scheduled in June. Chair Heifner also commented that in July, it is likely that Board Members will have the option of attending the Board meeting in person.



MOTION TO ADJOURN

With no further business brought before the Board, Miller moved to adjourn; Williams seconded. Chair Heifner adjourned the meeting at 4:47 p.m. on Tuesday, April 27, 2021.

Respectfully submitted,

A handwritten signature in black ink that reads "Joseph R. Nardone". The signature is written in a cursive style with a large, looping initial "J".

Joseph R. Nardone
Secretary
JRN | cp/jdg