



MEETING OF THE CRAA BOARD OF DIRECTORS | MINUTES OF AUGUST 24, 2021

Present:	William R. Heifner, Chair Elizabeth P. Kessler, Vice Chair Frederic Bertley Paul Chodak, III – via video conference Ramon Jones – via telephone 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, President & Chief Executive Officer Jodie Bare, Chief Innovation Officer Casey Denny, Chief Operations Officer Shannon Fitzpatrick, Chief People Officer – via telephone Tom McCarthy, Chief Planning & Engineering Officer Paul Streitenberger, Interim Chief Financial Officer Amanda Wickline, General Counsel & Chief Administrative Officer
CRAA Staff:	K. Easterday, C Goodwin, R. Gray, K. Hopcroft. C. Knisley
CRAA Staff via telephone:	M. Allen, A. Bailey, K. Bailey, T. Carter, J. Gardner, S. McQuaide, K. Shirer, F. Washington, C. Wing
Others present via telephone:	Elwin Dobson – HKS, Inc. Shannon Simon – HKS, Inc. Kristin Studabaker - Carpenter Marty Transportation

CALL TO ORDER

Chair Heifner called the meeting of the Columbus Regional Airport Authority Board of Directors to order at 4:01 p.m., Tuesday, August 24, 2021. Board member, staff and guest attendance was confirmed through visual or electronic means, and passwords were provided where required. Knisley 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 welcomed Nardone's new Executive Administrator, Christy Knisley.

MINUTES

Chair Heifner asked if there were any corrections to the minutes for July 27, 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	See note below		
Mr. McDonald	X		
Mr. Miller	X		
Ms. Morrison	Absent		
Mr. Williams	See note below		

Board member Williams unable to vote due to a connection issue while joining the meeting.

Board member Jones joined the meeting in progress at 4:25 p.m., following the approval of the July minutes.

COMMITTEE REPORTS

Air Service and Customer Experience Committee:

Bertley reported the committee met on August 18, 2021, and discussed:

- Current state of passenger air traffic and disruptions to activity caused by the COVID-19 pandemic.
- The second quarter Airport Service Quality (ASQ) score. Board members expressed their appreciation for the incredible effort made by the CRAA team to maintain the score.
- Organization-wide educational effort regarding improving the passenger experience.
- Preparations to launch a new pet therapy program titled "Paw Force One" to ease travel anxiety and entertain passengers.

The committee's next meeting is scheduled for November 17, 2021.

Business Development & Logistics Committee:

Kessler 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 46-21 relates to a contingent agreement for the sale of approximately 1.599 acres of land located at Rickenbacker International Airport. Following such preview, the committee recommended approval of the resolution.

The committee's next meeting is scheduled for September 22, 2021.

Facilities, Services & Innovation Committee:

Chodak reported the committee met August 18, 2021, and discussed:

- July safety metrics, all of which are meeting goals indicating a proactive approach to safety however, three relatively minor recordable incidents occurred over the last two months which will be included in the next quarterly report.
- The major capital projects report. CRAA's 2021 capital spend was discussed and all projects are on track.
 - The CONRAC is progressing on schedule and anticipated to open on September 1, 2021. Tenant improvement construction is nearing completion and final inspections and life safety inspections are being schedule by the individual rental car companies.
 - The Taxiway Foxtrot/Hotel Rehabilitation construction project is progressing on schedule with planned completion by end of September. All asphalt paving is complete. Final striping and pavement markings to occur in September.
 - Runway 5R-23L MOS Phase 2B is progressing as planned. Asphalt paving commenced in early August and the south 40' shoulder is completely paved. The project is anticipated to be completed in late September 2021.

- The Rickenbacker Ramp 1 Rehabilitation construction contract was approved by the Board last month and waiting on the grant from the FAA. Construction is scheduled to begin in Spring of 2022.
- Intermodal 24" Sanitary Sewer project achieved substantial completion and all final inspections are complete.
- Air Cargo Terminal #1 Cold Transfer Facility preparation for cooler installation in the warehouse continues with electrical conduit and cabinets in addition to HVAC duct work and roof top unit preparations. Construction is on schedule to be completed in the Fall of 2021.
- Overall, 2021 capital spend is estimated to be \$62.8 million against a budget \$65.2 million representing 96.2% of initial projections.
- Innovation & Technology project report:
 - Enterprise Backup System is fully implemented and running parallel with the legacy system to ensure thorough and complete back-ups. The cut over to the new system will occur on August 27, 2021.
- Review of two resolutions: 46-21 and 47-21. The committee recommends their approval.

The committee's next meeting is scheduled for September 22, 2021.

Finance & Audit Committee:

Miller reported the committee met on August 18, 2021, and discussed:

- July financial statements which showed the following:
 - Total revenue through July was \$60.7 million on a budget of \$52.9 million. Parking revenue due to longer leisure travel stays and Rickenbacker's continued performance were noted as contributing factors. Total revenue represents 80% of 2019 levels.
 - Total expenses through July were \$42.8 million compared to a budget of \$45.6 million. Total expenses represent 90% of 2019 levels.
 - Total operating income for the month of July was \$17.9 million before depreciation and CARES and \$25.2 million before depreciation on a budget of \$14.7 million.
 - Enplanement activity is 60% of 2019 levels against a projection of 55%.
 - With 845 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 \$14.30.
- Briefing on the Government Accounting Standards Board (GASB) pronouncement that will impact the Authority.
- Update of the recent credit analysis regarding the Customer Facility Charge Revenue Bonds from Moody's Investors Service.

Chair Heifner inquired if the Authority should begin reserving cash for future development. CRAA staff responded, with the project being in the early planning stage, no funds have been set aside yet. However, additional discussion of this topic will be included in a future Finance & Audit committee meeting.

The committee's next meeting is scheduled for September 22, 2021.

Human Resources Committee:

McDonald reported the committee had not met since the last Board meeting.

The committee's next meeting is scheduled for October 20, 2021.

PRESIDENT & CEO REPORT

Nardone provided brief remarks regarding the August 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:

- Recognition of Dr. Frederic Bertley on being named one of the Columbus Business First’s most admired executives for 2021.
- Height of summer travel winds down: The height of summer travel comes to an end as we begin to see a normal seasonal softening of passenger activity. Passenger activity represents 82% of pre-pandemic levels. American Airline launched nonstop service to Boston with one daily flight from CMH.
- Rickenbacker’s cargo volume breaks monthly record: Cargo volume was up 47% in July and up nearly 21% year-over-year resulting in Rickenbacker’s best July on record. The continued heightened activity is due to global supply chain shortages and bottleneck of ocean shipments. CRAA Operations and Business Development teams are working closely with our airline partners, freight forwarders, and warehouse to ensure we are maximizing our resources; thereby increasing our revenue. It is anticipated that this level of activity will continue for the balance of 2021 and will continue to closely monitor business trends in cargo. The team at LCK is stretched but doing an amazing job.
- New car rental center opens September 1, 2021: The opening of the new car rental center is a celebration and testament to years of careful planning, thoughtful design, and skillful construction. The new car rental center represents an improved experience for our passengers; an estimated \$140 million economic impact in our community; and another step toward our vision of opening a new terminal. Thank you to our Board for their continued support of this project; our nine rental car companies and our building partners – TranSystems Corporation and Turner Construction Company; and our CRAA team led by Senior Manager Matt Allen, Chief Planning & Engineering Officer Tom McCarthy, Project Implementation Director Brian Sarkis, our business liaisons senior specialist Aubrey Bailey and Senior Manager of Concessions and Revenue Development Todd Carter. The car rental center is one of the largest projects in airport history and features the first electric buses in use in the City of Columbus.
- Floria Washington, Program Manager for Learning & Development and D&I was recently featured in a Columbus Dispatch article on DEI and spoke at a conference this week on the subject.
- Hangar 815: Construction/demolition is underway in the space occupied by the former Max & Erma’s location. Anticipated opening of the new concept in the fall.

Resolutions

RESOLUTION #45-21 of the Columbus Regional Airport Authority authorizing the execution by the President & CEO of a contingent real estate agreement for the sale of approximately 1.599 acres of land located at the Northeast corner of Shook and John Glenn Avenue near Rickenbacker International Airport.

MOVED: F. Bertley;

SECONDED: E. Kessler

YEA: 8 NAY: _____

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 #46-21 of the Columbus Regional Airport Authority authorizing an increase in the amount of \$870,000 to the master services agreement #ENG-2018-024.1 with HDR Engineering, Inc. for on-call airside civil engineering services task orders to support execution of the capital improvement plan including airfield pavements and related infrastructure.

MOVED: J. Miller;

SECONDED: F. Bertley

YEA: 8 NAY: _____

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 #47-21 of the Columbus Regional Airport Authority authorizing a construction contract with Shelly & Sands Inc. in the amount of \$293,050 for project #20021, TZR T-Hangar G, H, I Taxilanes rehabilitation at Bolton Field Airport.

MOVED: T. Williams;

SECONDED: P. Chodak III

YEA: 8 NAY: _____

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		

OTHER BUSINESS

Chair Heifner requested a motion to nominate Christy Knisley as the primary Assistant Secretary to the Board and propose that Jenny Gardner be designated as the secondary Assistant Secretary to the Board; Kessler moved for approval, Miller seconded. Motion 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	Absent
Mr. Williams	X

Chair Heifner announced that with the increase in COVID-19 cases, Board members will have the option to attend virtually or in-person through year end.

The Board discussed the continuation of the TSA security directive regarding masks and the impact on staff members along with vaccination percentages among the staff.

MOTION TO ADJOURN

With no further business brought before the Board, Bertley moved to adjourn; Miller seconded. Chair Heifner adjourned the meeting at 4:51 p.m. on Tuesday, August 24, 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 | ck