



MEETING OF THE CRAA BOARD OF DIRECTORS | MINUTES OF FEBRUARY 22, 2022

Present:	William R. Heifner, Chair - in person Elizabeth P. Kessler, Vice Chair – via WebEx Frederic Bertley - in person Ramon Jones – via WebEx Kenny McDonald - in person Jordan A. Miller - in person
Absent:	Paul Chodak, III Karen J. Morrison Terrance Williams
CRAA Executive Staff - in person:	Joseph R. Nardone, President & Chief Executive Officer Casey Denny, Chief Operations Officer Shannon Fitzpatrick, Chief People Officer Tom McCarthy, Chief Planning & Engineering Officer Amanda Wickline, General Counsel & Chief Administrative Officer Mario Wong, Jr., Chief Financial Officer
CRAA Staff – in person:	K. Easterday, J. Gardner, C Goodwin, R. Jones, C. Knisley
CRAA Staff – via telephone:	K. Bailey, R. Banghoff, S. Bell, R. Gray, M. Joeright, N. Loucks, S. McQuaide, B. Sarkis, M. Sethna, K. Shirer, C. Wing
Members of the Public present – in person:	John Gallagher, CHA Companies

CALL TO ORDER

Chair Heifner called the meeting of the Columbus Regional Airport Authority Board of Directors to order at 4:02 p.m., Tuesday, February 22, 2022. 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 using a hybrid model with both in person and video/ telephone conference attendance. 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 January 25, 2021. Hearing none, Miller moved for approval; Bertley seconded. Motion to approve the minutes passed.

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

COMMITTEE REPORTS

Air Service and Customer Experience Committee:

Bertley reported the committee met February 16, 2022, and discussed:

Air Service

The committee received a comprehensive update on air service. The update provided an overview of the latest trends in passenger activity as well as the airline pilot shortage.

Customer Experience

The committee reviewed the fourth quarter Airport Service Quality (ASQ) scores, which showed an increase over third quarter scores, which staff attributed to more consistent availability of services. The annual score was finalized at 4.25, falling slightly below the annual goal of 4.27.

Concessions

The committee received an update on enhancements in food, retail, and amenities including the opening of Hangar 815 and the addition of the CLEAR program. In 2022, there will be the addition of a new lounge in concourse B, renovations to several restaurants and modernization of the news and gift stores.

The committee's next meeting is scheduled for May 18, 2022.

Business Development & Logistics Committee:

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

The committee's next meeting is scheduled for April 20, 2022.

Facilities, Services & Innovation Committee:

McDonald reported the committee met February 16, 2022, and discussed:

Safety

All leading safety indicators were met for the month of January.

- Based upon the increase in the number of recordable incidents measured in 2021, a coaching program for supervisors about having critical conversations when unsafe acts are witnessed will be implemented. In addition, monthly inspections will include specific observations of staff behaviors to help identify acts that can lead to potential incidents.



- Winter Storm Landon snow event February 10-12 – The airlines proactively canceled most flights the day of the event making snow removal activities more effective. Crews were activated for 56 continuous hours clearing a total of 4.7” of snow/ice/sleet.

CMH – John Glenn International

Construction continues with the Garage Reclamation with plans to have Level 1 opened for revenue parking spaces by Spring of 2022. All existing underground fueling facilities were successfully removed with limited environmental remediation necessary.

The construction of the rehabilitation of the Hold Pad for Runway 28L is scheduled to begin in the Spring of 2022.

Taxiway C Relocation design services are underway. 30% design documents were received in January and are being reviewed by staff and stakeholders. Construction is planned for the 2023 season. This project will be funded primarily by an FAA AIP grant.

Responses to the RFQ for design services for a new terminal were received January 20, 2022. Eleven responses were received, and staff is currently evaluating them. The team anticipates presenting a resolution to the Board in the April/May timeframe.

LCK – Rickenbacker

Phase III of the Rickenbacker Parkway construction services contract was approved at the January Board meeting. The project is estimated to be completed in Fall of 2022.

Parking Lot #4 60% Design documents have been received and are being reviewed by staff. Construction is anticipated to commence later this year with project completion scheduled for December of 2022.

Bids were received for construction of the LCK Vehicle Service Road, and a resolution has been presented for the Board's consideration this month. The project is estimated to be completed in Fall of 2022.

TZR – Bolton Field

30% design documents were received for the T-Hangar expansion project at Bolton Field. The drawings are currently under review by staff and stakeholders. The construction schedule is still to be determined and will be reported on in an upcoming committee meeting.

2021 Capital Improvement Plan (CIP)

The current projected spend is \$39M vs a budgeted \$39M. The spend to date was reported as \$894K.

Innovation & Technology Update

January concluded with the signing of the \$6.7M contract with Workday, the software provider for the Enterprise Resource Planning (ERP) system.

Avaap was selected by the ERP evaluation committee as the ERP implementation partner and a resolution seeking authorization for a \$3.3M contract with Avaap has been included for the Board's consideration this month.

Technology Services proposed to provide quarterly updates to the committee on four areas: Cyber Security, ERP Progress, Projects and Delivery, and Department Maturity. The committee agreed with this cadence.

Resolutions

Review of five resolutions: 10-22, 11-22, 12-22, 13-22, and 14-22. The committee recommends their approval.

The committee's next meeting is scheduled for March 16, 2022.

Finance & Audit Committee:

Miller reported the committee met on February 16, 2022, and discussed:

- January financial results which showed the following:
 - Net operating income for the month of January was \$3.8M. The increase in non-airline revenues and cost discipline is driving profitability.



- Enplanements were 219K which is approximately 76% of 2019 levels.
- Increase in enplanements is driving a lower CPE at \$10.58 but still higher than 2019 levels.
- With continued focus on building cash reserves, CRAA currently has \$199M unrestricted cash on hand.
- Revenues were \$10.5M, favorable \$1.2M to budget.
 - Airlines: 5% decrease in CMH landed weight to budget, offset by increased use of non-leased gates.
 - Parking: Returning holiday travel driving increase in parking.
 - Concessions: Stronger sales than anticipated.
 - Cargo: Strong demand expected as supply chain challenges continue in 2022.
 - Hotels: Bookings are low as we await the return of business travel.
- Expenses were \$8.2M, favorable \$856K to budget.
 - Winter Storm Impact: January storm cost \$589K.
 - Staffing: Strategic decision making on timing of hires and continued difficulty in recruiting and staff resulted in favorable variance.
 - Services: Slow to spend due to focus on snow events.
- Balance Sheet
 - 964 days of cash on hand compared to Moody's average of 723
 - \$123M saved which may be used for the Midfield Development Program

The committee was also provided an overview on our investments and a status of the hotel operations for both the Fairfield and Residence Inn.

The committee's next meeting is scheduled for March 16, 2022.

Human Resources Committee:

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

The committee's next meeting is scheduled for March 16, 2022.

PRESIDENT & CEO REPORT

Nardone provided brief remarks regarding the February 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:

- Winter Storm Landon: The main challenge was the accumulated freezing rain on pavements, cars, shuttles, jet bridges and parked airplanes. In a unique move, passenger airlines preemptively canceled nearly all flights Thursday and the majority of flights Friday morning due to the multi-state impact. Even with cancellations, the snow removal teams were ready before the storm arrived and worked continuously for three days to minimize the buildup of snow and ice, ensuring safe operations and efficient clean-up after the storm.
- CRAA's Black History Month: The CRAA committee helped us celebrate this month with employees and airport partners and the community under the theme of Black Health and Wellness. Activities included:
 - Virtual educational webinars around health and wellness
 - A fitness demonstration
 - NNEMAP Food Pantry collection
 - Promoting our minority-owned concessionaires (Charley's and Donatos)
 - Recognizing important Black aviators including the Tuskegee Airmen

RESOLUTIONS

Resolution #10-22 of the Columbus Regional Airport Authority authorizing a construction contract in the amount of \$201,330.00 with Comfortrol Inc. for the removal and replacement of two (2) 40-ton rooftop HVAC units at Rickenbacker International Airport.



MOVED: F. Bertley;

SECONDED: K. McDonald

YEA: 5 NAY: _____

ABSTAIN: W. Heifner

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

Resolution #11-22 of the Columbus Regional Airport Authority authorizing a contract in the amount of \$499,610 with Bus Service Inc. for the purchase of five new propane/gas hybrid shuttles, project 21001, for use in the remote shuttle parking lots at John Glenn Columbus International Airport.

MOVED: K. McDonald;

SECONDED: E. Kessler

YEA: 6 NAY: _____

ABSTAIN: _____

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

Resolution #12-22 of the Columbus Regional Airport Authority authorizing a second contract in the amount of \$1,731,975 with M-B Companies Inc. for the purchase of two (2) new high-speed multitasking snow removal units, project 22007, for use at John Glenn Columbus International Airport.

MOVED: J. Miller;

SECONDED: F. Bertley

YEA: 6 NAY: _____

ABSTAIN: _____

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



Mr. McDonald	X
Mr. Miller	X
Ms. Morrison	Absent
Mr. Williams	Absent

Resolution #13-22 of the Columbus Regional Airport Authority authorizing a construction contract with Decker Construction Company in the amount of \$720,939.57 for project #21025, LCK Vehicle Service Road Rehabilitation at Rickenbacker International Airport.

MOVED: J. Miller;

SECONDED: R. Jones

YEA: 5 NAY: _____

ABSTAIN: W. Heifner

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

Resolution #14-22 of the Columbus Regional Airport Authority authorizing a contract with Avaap USA LLC. in an amount of \$3,300,000 for the design, configuration, training, and implementation of the Workday Enterprise Resource Planning Application.

MOVED: F. Bertley;

SECONDED: J. Miller

YEA: 6 NAY: _____

ABSTAIN: _____

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

OTHER BUSINESS

Chair Heifner asked Board member Bertley his thoughts on the ongoing COVID pandemic. Bertley commented that until there is a higher vaccination rate, the virus will continue to exist and mutate.



Chair Heifner asked Board member McDonald to expand on the Intel announcement. McDonald stated that the airports assets will be put to greater use between passengers into John Glenn Columbus and cargo into Rickenbacker. He expects to see the need for additional flights to cities that we currently do not have and anticipates the economic impact to our region will be significant.

MOTION TO ADJOURN

With no further business brought before the Board, Bertley moved to adjourn; McDonald seconded. Chair Heifner adjourned the meeting at 4:50 p.m. on Tuesday, February 22, 2022.

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