

**ERIE REGIONAL AIRPORT AUTHORITY  
MEETING  
Wednesday, October 28, 2015**

Minutes of a Meeting of the Erie Regional Airport Authority duly posted and advertised, held at the International Trade Center, 3837 West 20<sup>th</sup> Street in Millcreek Township, Erie County, Pennsylvania.

**Attendees:**

Frank Stefano	Christopher Rodgers	Dawn Spence, Michael Baker
Charles Augustine	Michelle Magee	Ken Olup, Hill International
Namon McWilliams	Sheilah Bruno	
Christopher Parker	Irene Seyler	
Daniel Giannelli	Kim Scharrer	
Jennifer Gornall	Ian Bogle	

Participated by Phone: David Hallman, Jr.

Board President, Frank Stefano opened the meeting at 3:05 pm with the Pledge of Allegiance.

**Approval of Agenda:**

Mr. Stefano asked for a motion to approve the agenda as presented.

Christopher Parker moved and Lou Bizzarro seconded.

The agenda was approved by Yeas: Frank Stefano, Charles Augustine, Christopher Parker, Lou Bizzarro, Namon McWilliams, Daniel Giannelli, and David Hallman, Jr.

**Approval of Minutes:**

Board Meeting- September 23, 2015

Charles Augustine moved and Namon McWilliams seconded. The minutes were approved by Yeas: Frank Stefano, Charles Augustine, Christopher Parker, Lou Bizzarro, Namon McWilliams, Daniel Giannelli, and David Hallman, Jr.

**Public Comments:**

There were no public comments.

**Committee Reports:**

Finance Committee- Committee Chair Chris Parker reported that the Finance Committee held a meeting on Tuesday, October 27, 2015. The cash forecast, finance report, capital fund transactions, bills to be paid, and expense reports were reviewed. During the expense report discussion, the Committee suggested that all Board Members be polled regarding his/her interest in attending next year's board conference. Sending staff to the Boyd Conference with Chris Rodgers rather than Board Members at the Boyd Conference was also discussed. This is something the Committee will look at during budget review. The committee recommends to the Board the approval of the bills to be paid. Namon McWilliams moved and

Lou Bizzarro seconded. Approved by Yeas: Frank Stefano, Charles Augustine, Christopher Parker, Lou Bizzarro, Namon McWilliams, Daniel Giannelli, and David Hallman, Jr.

Mr. Parker stated that the Finance Committee also met in an Executive Session to discuss a legal matter.

Sheilah Bruno reported a net surplus after debt service of \$13,241 for the month of September bringing us to a year to date surplus of \$240,448. We are favorable to budget \$87,099 year to date.

Community Relations Committee- Committee Chair Charley Augustine reported that the Committee held a meeting on Tuesday, October 27, 2015 to discuss 2016 sponsorship commitments and non-aeronautical revenue opportunities. Mr. Augustine reported that the proposed list of sponsorships for 2016 is the same as last year expect for the addition of a \$6,000 pledge to the Porreco Promise. Also, new for 2016 is sponsorship of our local sports teams/advertising at Jerry Uht, the Erie Insurance Arena, and the Bayfront Convention Center. The Committee directed Chris Rodgers to proceed with exploring advertising/sponsorship opportunities at the venues mentioned above. In response to a question from Mr. Giannelli regarding who produces ads for the airport, Mr. Rodgers explained that we use MGC, Erie and/or their sub-contractors. Mr. Rodgers further explained that moving forward, we may contract a local firm as an agency of record for our advertising needs. This will be explored during budget prep. In response to a question from Mr. Parker regarding the Porreco Promise, Mr. Rodgers explained that this is an annual pledge and represents the cost to put one student through the 2 year pilot's program.

Capital Improvements Committee- Committee Chair Frank Stefano reported that the Committee held a meeting on Tuesday, October 27, 2015 to discuss Resolutions 2015-16 pertaining to the release of excess runway project funds back to the County and 2015-17 pertaining to the sale of unused equipment. Mr. Rodgers will explain both resolutions in more detail later in the meeting. Mr. Stefano stated that the Committee recommends to the Board approval of both resolutions.

*The Regular Meeting was suspended at 3:37 pm to allow the Board to meet in Executive Session to discuss a legal matter.*

*The Regular Meeting resumed at 4:09 pm.*

### **Resolutions:**

Resolution 2015-15 Approval of Erie Aviation Second Amendment to the Lease  
Mr. Rodgers explained that the first amendment to the lease agreement with Erie Aviation, Inc. (EAI) will expire November 30, 2015. EAI has asked for another one year extension on the lease while they continue to explore options for a new lease on airport property.

Charles Augustine moved and Lou Bizzarro seconded. Approved by Yeas: Frank Stefano, Charles Augustine, Christopher Parker, Lou Bizzarro, Namon McWilliams, Daniel Giannelli, and David Hallman, Jr.

Resolution 2015-16 Release of Excess Project Funds

Mr. Rodger explained that this resolution officially declares the final costs for the RW 6/24 improvement program and outlines the process to release the excess funds due back to the County per the MOU. Ms. Bruno has instructions to follow pending approval of this resolution. Mr. Stefano noted that the release of the funds to the County may take place tomorrow morning depending on the bank cut off time for wire transfers.

Christopher Parker moved and Charles Augustine seconded. Approved by Yeas: Charles Augustine, Christopher Parker, Lou Bizzarro, Namon McWilliams, Daniel Giannelli, David Hallman, Jr., and Frank Stefano.

Resolution 2015-17 Sale of Personal Property and/or Equipment

Mr. Rodgers explained with the vehicle/equipment replacement activity we have realized, there are several old/unused items (vehicles and equipment) that ERAA wishes to dispose of.

Daniel Giannelli moved and Christopher Parker seconded. Approved by Yeas: Christopher Parker, Lou Bizzarro, Namon McWilliams, Daniel Giannelli, David Hallman, Jr., Frank Stefano, and Charles Augustine.

**New Business:**

Board President Frank Stefano appointed Charles Augustine, Namon McWilliams, and Lou Bizzarro to the Nominating Committee for 2016 Board Officers.

**Board Member Comments**

Mr. Parker announced that budget review meetings will begin on Wednesday, November 4, 2015 in the Conference Room located in the back of the ERI Café. He directed Michelle Magee to send out notice to all Board Members.

Mr. Augustine asked that Board Members interested in holding office in 2016 should contact one of the Nominating Committee members to state his/her interest. He added that Lou Bizzarro's second term on the Board will expire on December 31, 2015 so the Secretary seat he has held on this Board will be open.

**Executive Director's Report**

Mr. Rodgers recently asked the Boyd Group to do an analysis of departing seat capacity from ERI for a 6 month period from October 1, 2015 to March 31, 2016. To summarize, the total number of seats for sale in this period of time are the same as those for sale in the prior year during the same period. This means that our capacity will remain flat for the next 6 months. Airline flight schedules are not final beyond April 1, 2016. We will work with the Boyd Group during the 4<sup>th</sup> quarter of this year on a number of capacity

opportunities for quarters 2 and 3 of next year. Mr. Rodgers added that our continued high load factors may help with capacity additions in 2016.

Mr. Rodgers announced that the local United Airlines station at ERI has hired a new manager. Mr. Rodgers will be meeting with the new manager next week.

Mr. Rodgers reported that he just received the draft strategic plan for ERI as prepared by the consultant team for PennDot. He will provide an update to the Board on the draft, as well as, a date for a follow up meeting with the consultant team as the process plays out.

Mr. Rodgers shared information on Logistics Plus and the FTZ program launched by and managed by Logistics. The ribbon cutting event hosted by Logistics was very well attended. We look forward to working with our new tenant and welcome others to explore the same opportunity. Mr. Rodgers thanked Board Member David Hallman, Jr. for his attendance.

Mr. Stefano asked for a motion to adjourn the meeting. Namon McWilliams moved and Lou Bizzarro seconded.

Approved by Yeas: Frank Stefano, Charles Augustine, Christopher Parker, Lou Bizzarro, Namon McWilliams, Daniel Giannelli, and David Hallman, Jr.

**Adjournment: 4:34 PM**

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Lou Bizzarro, Secretary