

**ERIE REGIONAL AIRPORT AUTHORITY  
MEETING  
Wednesday, January 24, 2018**

Minutes of a Meeting of the Erie Regional Airport Authority duly posted and advertised, held in the Board Room in the terminal of the Erie International Airport, Tom Ridge Field, 4411 West 12<sup>th</sup> Street in Millcreek Township, Erie County, Pennsylvania.

**Attendees:**

Christopher Parker	George Doughty	Ed Kissell
Namon McWilliams	Michelle Magee	Cas Kwitowski
Andrea Zdaniewski	Sheilah Bruno	
Patrick Cappabianca	William Banister	
Daniel Giannelli	Irene Seyler	
Jennifer Gornall	Crystal Nye	

Participated by Phone: Charles Augustine                      William Jerin

Opened: 3:04 pm

Current Board President Christopher Parker opened the meeting with the Pledge of Allegiance to the Flag of the United States of America.

**Approval of Agenda:**

Mr. Parker asked for a motion to approve the agenda as presented. Namon McWilliams moved and Patrick Cappabianca seconded. Approved by Yeas: Christopher Parker, Charles Augustine, Daniel Giannelli, Namon McWilliams, Patrick Cappabianca, and Andrea Zdaniewski.

**Board Reorganization:**

Mr. Augustine presented the 2018 Slate of Officers as prepared by the Nominating Committee:

- Christopher Parker for Board President
- Daniel Giannelli for Vice President
- Charles Augustine for President Pro-Tem
- David Hallman, Jr. for Treasurer
- Namon McWilliams for Secretary

Hearing no nominations from the floor, Namon McWilliams moved for approval of the slate for 2018 Officers for the Erie Regional Airport Authority as presented and Andrea Zdaniewski seconded. Approved by Yeas: Christopher Parker, Charles Augustine, Daniel Giannelli, Namon McWilliams, Patrick Cappabianca, and Andrea Zdaniewski.

**Approval of Minutes:**

Board Meeting- December 20, 2017

Namon McWilliams moved to approve the minutes and Patrick Cappabianca seconded. Approved by Yeas: Christopher Parker, Charles Augustine, Daniel Giannelli, Namon McWilliams, Patrick Cappabianca, and Andrea Zdaniewski.

**Public Comments:**

There were no members of the public present.

**Committee Reports:**

Finance Committee- Finance Committee Member Andrea Zdaniewski reported that the Finance Committee held a meeting on Tuesday, January 23, 2018. During the meeting, the committee reviewed the Cash Forecast, the Finance Report, Bills to be Paid, Business Expense Reports, and Resolutions 2018-01 and 2018-02. *(William Jerin joined the meeting via phone at 3:09 pm)*

Ms. Zdaniewski stated that the Committee recommends approval of the bills to be paid. Patrick Cappabianca moved and Daniel Giannelli seconded. Approved by Yeas: Charles Augustine, Daniel Giannelli, Namon McWilliams, Patrick Cappabianca, William Jerin, Andrea Zdaniewski, and Christopher Parker.

Ms. Zdaniewski stated that the Committee recommends the approval of Resolutions 2018-01 and 2018-02 to the full Board.

Sheilah Bruno reported a net deficit for the month of December of \$63,936 bringing our year to date surplus to \$334,722. We are favorable to budget \$306,394 year to date. In response to a question from Mr. Cappabianca, Ms. Bruno explained that we incurred heaving overtime at year end due to the snow storm over Christmas. Also, year-end purchasing are reflected in this report. Mr. Doughty added that 99% of the snow removal and control duties were performed by Authority staff. We did bring in on contractor and Pittsburgh International Airport lent a blower with a crew to assist when our main blower went down.

**Resolutions****Resolution 2018-01 Airline Operating Agreements- Extension of Previous Terms and Approval of Rates and Charges 2018-2021-**

Mr. Doughty explained that this resolution extends the terms of the previous Airline Operating Agreement (AOA) while we finalize the terms of the new operating agreement with the air carriers. Jennifer Gornall continues to work with the airlines to finalize the language of the agreement. The rates and charges reflect a 4% escalator per year. The airlines have already agreed to the rates and charges. Mr. Doughty stated that the final Airline Operating Agreement will come before the Board for approval.

Daniel Giannelli moved and Andrea Zdaniewski seconded. Approved by Yeas: Christopher Parker, Charles Augustine, Daniel Giannelli, Namon McWilliams, Patrick Cappabianca, William Jerin, and Andrea Zdaniewski.

**Resolution 2018-02 Approval of Amendment No. 6 to the LeighFisher Agreement-**

Ms. Bruno explained that Sheri Ernico of LeighFisher is our financial advisor. She has assisted us on the Runway 6/24 Improvement Project Plan of Finance, our agreements with the car rental agencies, and most recently our Airline Operating Agreement. Approval of this amendment will extend our agreement with LeighFisher for two (2) years under the same rates as the previous agreement.

Namon McWilliams moved and Patrick Cappabianca seconded. Approved by Yeas: Daniel Giannelli, Charles Augustine, Namon McWilliams, Patrick Cappabianca, William Jerin, Andrea Zdaniewski, and Christopher Parker.

Resolution 2018-03 Recognition of Erie Regional Airport Authority Staff for Exemplary Efforts During and After the December 25, 2017 Snow Storm-

Mr. Doughty explained that approval of this resolution will recognize staff for their efforts during the record snow fall that started Christmas Eve Day.

Patrick Cappabianca moved and Andrea Zdaniewski seconded. Approved by Yeas: Daniel Giannelli, Namon McWilliams, Patrick Cappabianca, William Jerin, Andrea Zdaniewski, Christopher Parker, and Charles Augustine.

Director of Operations & Maintenance Bill Banister accepted the recognition on behalf of the Airfield, Terminal Maintenance, and Public Safety Departments.

**New Business**

Mr. Doughty explained that we currently have 2 snow blowers. One is very old (1990) and small for the area it needs to cover and not very dependable; the other is newer, much larger, and is used as our main blower. During the snow storm over Christmas, we lost use of the main blower. As mentioned earlier during the Finance Report, Pittsburgh International Airport let us borrow a snow blower. They generously brought the blower to us on their lowboy trailer plus sent three of their staff to assist our snow/ice control efforts. Mr. Doughty reported that a new blower is part of our 2019 federal program, but we are proposing to modify our Capital Improvement Program (CIP) to acquire a new blower in 2018 so we have it for the next winter season. We have spoken to the FAA about this and they are on board. Mr. Doughty stated that if there are no objections, staff will proceed with modifying our CIP.

Mr. Parker added that a letter of appreciation should be sent to Pittsburgh International Airport and directed Michelle Magee to draft a letter on behalf of the Authority.

Mr. Parker stated that he will notify the Board Member of 2018 Committee assignments soon. As Board Treasurer, David Hallman, Jr. will continue to chair the Finance Committee. Mr. Parker directed Ms. Magee to confirm the schedule for 2018 Finance Committee Meetings with Mr. Hallman. Mr. Parker proposed keeping Board Meetings for 2018 on the fourth Wednesday of each month (with November and December meetings being a week earlier), but changing the time from 3:00 pm to Noon; approved by all Board Members present. Ed Kissell pointed out that Port Authority meetings are also the fourth Wednesday of each month at Noon. Ms. Magee will advertise notice of the 2018 meeting schedule and send notice to the appropriate parties.

### **Liaison Comments**

City Council Liaison Cas Kwitowski thanked the airport for their efforts during the snow storm at Christmas. Mr. Kwitowski reiterated that Erie City Council appreciates airport staff and supports air service efforts.

### **Board Member Comments**

After an inquiry from Mr. Cappabianca, Mr. Doughty provided information on the recent incident of passengers trying to take a live cat to Florida in their checked bag.

Mr. Cappabianca congratulated the Board Officers for 2018.

### **Executive Director's Report**

George Doughty reported the following regarding the snow storm:

- Record snow fall was a challenge for the airport, but overall we handled it well and learned a lot too.
- Closure of the airport resulted in 12 cancelled departures which will have an impact on our December enplanement numbers.
- This will also have a small impact on our overall revenue for 2017 as we saw an increase in expenses due to unexpected overtime and the need for additional support from one local contractor. Overall, we estimate the impact of the storm to be about \$34,800.
- In response to a question from Mr. Giannelli, Mr. Doughty explained that we did incur some damage during the storm. As previously discussed, our main blower broke down. A section of fence was damaged. We lost three (3) airfield lights and one airfield sign panel.
- In response to a question from Mr. Cappabianca, Mr. Doughty explained that our Airfield employees and Police Officers are trained first responders.
- Mr. Doughty reported that we have been working with Piedmont to resolved ongoing issues the Runway Condition Assessment Matrix (RCAM).

Ms. Gornall shared information with the Board on Knox's 2018 Law Symposium scheduled for April 30, 2018; more information to follow.

Patrick Cappabianca made a motion to adjourn and Andrea Zdaniewski seconded. Approved by Yeas: Christopher Parker, Charles Augustine, Daniel Giannelli, Namon McWilliams, Patrick Cappabianca, William Jerin, and Andrea Zdaniewski.

**Adjournment: 3:57 PM**

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Namon McWilliams, Secretary