

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, November 16, 2016**

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

Attendees:

Christopher Parker	George Doughty	Jim Martin, Erie Times News
Charles Augustine	Michelle Magee	Dawn Spence, Michael Baker
Namon McWilliams	Sheilah Bruno	
Patrick Cappabianca	Ian Bogle	
Daniel Giannelli	Irene Seyler	
Jennifer Gornall	Crystal Nye	
	Kim Scharrer	

Participated by Phone: William Jerin Andrea Zdaniewski

Opened: 3:02 pm

Board President Christopher Parker opened the meeting with the Pledge of Allegiance to the Flag of the United States of America. He then led the group in a moment of silence to honor the recent passing of Executive Director Chris Rodgers.

Approval of Agenda:

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

*** Andrea Zdaniewski joined the meeting via phone just after roll call for the approval of the agenda.

Approval of Minutes:

Board Meeting- October 26, 2016

Namon McWilliams moved and Charles Augustine seconded. The meeting minutes were approved by Yeas: Christopher Parker, Charles Augustine, Daniel Giannelli, Namon McWilliams, Patrick Cappabianca, William Jerin, and Andrea Zdaniewski.

Public Comments:

There were no public comments.

Committee Reports:

Finance Committee- Finance Committee Member Dan Giannelli reported that the Finance Committee held a meeting on Tuesday, November 15, 2016. The committee reviewed the Cash Forecast, Capital Fund Transactions, Bills to be

Paid, and the Resolutions associated with the approval of both the General Operating and Capital Budgets.

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

Sheilah Bruno reported that we are better than budget through October. Due to the early meeting, the final October Financial Report will be available in December.

Resolutions

Resolution 2016-18- Adoption of 2017 General Operating Budget

Namon McWilliams made a motion for approval and Daniel Giannelli seconded.

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

Resolution 2016-19- Adoption of 2017 Capital Budget

Daniel Giannelli made a motion for approval and Charles Augustine seconded.

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

Resolution 2016-20- Approval of Amendment No. 5 to the Leigh Fisher Agreement

Ms. Bruno explained that this resolution approves a 1 year extension for professional services provided by Leigh Fisher under the current contract terms. Leigh Fisher assists the airport with our bonds, rental car agency agreements, and led the plan of finance for the runway improvement project. In response to a question from Mr. McWilliams, Ms. Bruno explained that the cost is in the budget under professional services.

Charles Augustine made a motion for approval and Patrick Cappabianca seconded.

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

Resolution 2016-21- Accept and Ratify the Award of Bid for Replacement Boiler

Ms. Bruno explained that this resolution accepts and ratifies the award of the contract for the replacement boiler for the terminal building to the lowest responsible bidder- Wm. T. Spaeder Co. in the amount \$59,389.00.

Daniel Giannelli made a motion for approval and Namon McWilliams seconded.

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

New Business

Mr. Parker appointed the Nominating Committee: Mr. Augustine, Mr. McWilliams, and Ms. Zdaniewski will present a Slate of Officers to be considered for 2017 Board officer positions at the December Board Meeting. Mr. Augustine asked those Board Members interested in an officer position to contact a Nominating Committee Member.

Mr. Augustine asked the Board to approval something (like a plaque) to acknowledge/recognize what Chris Rodgers did for the airport. Mr. Augustine suggested a bronze plaque to hang with his portrait somewhere in the terminal. He proposed a \$2,500 not to exceed amount for the project. Charles Augustine moved and Namon McWilliams seconded. Approved by Yeas: Daniel Giannelli, Namon McWilliams, Charles Augustine, Christopher Parker, William Jerin, Andrea Zdaniewski, and Patrick Cappabianca.

Board Member Comments

Mr. Parker thanked Board Members and staff for their budget prep and review efforts. Ms. Zdaniewski added that as a new Board Member, this was her first budget review. She was impressed with the process and thanked Sheilah Bruno for her time and effort.

Executive Director's Report

Mr. Doughty reported that he has asked the Boyd Group to update air service study they prepared in 2012 for ERI. Load factors at ERI are excellent; the airlines continue to make money here and are in fact losing customers because load factors are so high. Mr. Doughty explained that this makes a good case to existing carriers to add more flights. Mr. Doughty explained that new hubs are harder to add for existing carriers, but it is something that we are still looking at for the future. He further explained that adding a low cost carrier such as Spirit or Allegiant for flights between Erie and Orlando is something we are pursuing. Mr. Doughty has asked Boyd to prepare a proposal for a low cost carrier as well as proposals to our existing carriers to increase frequency. Mr. Doughty explained that ERI initially had contact with a low cost carrier, but there was no real follow up and nothing recent.

Mr. McWilliams brought up the recent letter to the editor in the Erie Times News that talked about the money being spent to replace the boiler at the airport not being worth it, the high price of airfare out of ERI, and the need to bring in a low cost carrier. The Board agreed that the airport would not respond to the letter.

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

Adjournment: 3:29 PM

The Board met in an Executive Session to discuss a legal matter after Adjournment.

Namon McWilliams, Secretary