

**ERIE REGIONAL AIRPORT AUTHORITY  
MEETING  
Wednesday, November 18, 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
Christopher Parker	Michelle Magee
Patrick Cappabianca	Sheilah Bruno
Christopher Parker	Irene Seyler
Daniel Giannelli	Kim Scharrer
David Hallman, Jr.	Ian Bogle
Lou Bizzarro	Jennifer Gornall

Board President, Frank Stefano opened the meeting at 3:00 pm with the Pledge of Allegiance.

**Approval of Agenda:**

Mr. Stefano requested an Executive Session after adjournment to discuss a personnel and legal matter. He asked for a motion to approve the agenda as amended. Christopher Parker moved and Patrick Cappabianca seconded. The agenda as amended was approved by Yeas: Frank Stefano, Christopher Parker, Lou Bizzarro, Patrick Cappabianca, Daniel Giannelli, and David Hallman, Jr.

**Approval of Minutes:**

Board Meeting- October 27, 2015

Daniel Giannelli moved and Lou Bizzarro seconded. The minutes were approved by Yeas: Frank Stefano, Christopher Parker, Lou Bizzarro, Patrick Cappabianca, 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, and bills to be paid were reviewed. The committee recommends to the Board the approval of the bills to be paid. The bills were presented to the Board for approval minus the J.J Agnello bill as Mr. Cappabianca's son in law is the owner of J.J. Agnello. Christopher Parker moved and Lou Bizzarro seconded. Approved by Yeas: Frank Stefano, Christopher Parker, Lou Bizzarro, Patrick Cappabianca, Daniel Giannelli, and David Hallman, Jr. Christopher Parker then moved to approve the payment of the J.J Agnello bill

and David Hallman, Jr. seconded. Approved by Yeas: Frank Stefano, Christopher Parker, Lou Bizzarro, Daniel Giannelli, and David Hallman, Jr. Abstained: Patrick Cappabianca.

Mr. Parker thanked the Board and staff members who participated in the budget review sessions. He reported that the Finance Committee recommends to the full Board the adoption of the 2016 General Operating Budget.

Personnel Committee- Committee Member Dan Giannelli reported that the Personnel Committee held an Executive Session on November 4, 2015.

Capital Improvements Committee- Committee Chair Frank Stefano reported that the Committee held a meeting on Tuesday, October 27, 2015 to discuss Resolutions 2015-19 Adoption of the 2016 Capital Budget. Mr. Stefano stated that the committee recommends adoption of the 2016 Capital Budget to the full Board. The committee also held a brief Executive Session to discuss a legal matter.

**Resolutions:**

Resolution 2015-18 Adoption of 2016 General Operating Budget

Mr. Rodgers explained that for the first time, the 2016 budget has no debt service covenant requirement, no debt service payments, and no need to make regular deposits into our reserve as we will have met our 6 month reserve goal by the end of this year. He added that staff is pleased with the very financially sound budget being presented for 2016. Mr. Stefano asked for a motion for approval for the adoption of the 2016 General Operating Budget.

Daniel Giannelli moved and David Hallman, Jr. seconded. Approved by Yeas: Christopher Parker, Daniel Giannelli, David Hallman, Jr., Frank Stefano, and Lou Bizzarro. Patrick Cappabianca abstained because he was unable to attend the budget review meetings.

Resolution 2015-19 Adoption of 2016 Capital Budget

Mr. Rodger explained that the 2016 Capital Budget includes these projects in the Federal grant program: Master Plan- Phase 2; Construct Maintenance/ARFF Building-Design Phase; Realign/Rehab TW A- Environmental Assessment and Preliminary Design; Replace Snow Removal Equipment (SRE); and Rehab RW 2-20/TW A and D Intersections Design. Other projects included in the proposed Capital Budget include: Terminal Improvements; Accounting Software Upgrade; Parking Lot Signage Upgrade; Terminal Area Fencing Replacement; Gate 6 Roadway Improvement; Airport Emergency Plan (EAP) Revision; and the ERAA 5-Year Market Positioning and Media Plan.

David Hallman, Jr. moved and Lou Bizzarro seconded. Approved by Yeas: Christopher Parker, Lou Bizzarro, Daniel Giannelli, David Hallman, Jr., and Frank Stefano. Patrick Cappabianca abstained because he was unable to attend the budget review meetings.

Resolution 2015-20 Authorization to Dispose of Surplus Equipment and Rescind Resolution 2015-17

Mr. Rodgers explained that while he appreciates the efforts associated with the preparation of Resolution 2015-17 presented and approved last month, the staff who worked on the equipment list was a bit overzealous. Approval of this resolution will halt the public bid process and gives the Executive Director authorization to dispose of this equipment. There will be no public auction. In response to a question from Mr. Hallman, Mr. Rodgers explained that the items will be disposed of through a municipal bids website. Ian Bogle is currently working on the process with our Solicitor. We will scrap whatever cannot be sold. Mr. Cappabianca asked if we are able to donate items to another airport that might need something we have. Mr. Rodgers explained that we are also looking into the possibility of donation.

David Hallman, Jr. moved and Lou Bizzarro seconded. Approved by Yeas: Christopher Parker, Lou Bizzarro, Patrick Cappabianca, Daniel Giannelli, David Hallman, Jr., and Frank Stefano.

**Executive Director's Report**

Mr. Rodgers reminded everyone that the December meeting will also be a week early due to Christmas. The meeting will be held on Wednesday, December 16, 2015 at 3:00 pm. The Nominating Committee appointed at last month's meeting will present the 2016 Slate of Officers at the December meeting. Mr. Rodgers also announced that our Reorganization Meeting will be held at noon on January 4, 2016 at the Knox Law Firm. A follow up meeting pertaining to the state strategic plan will be held prior to the December Board Meeting from 1:30 pm until 3:00 pm on Wednesday, December 16<sup>th</sup> at the ITC. Invitation with additional information to follow.

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

Approved by Yeas: Frank Stefano, Christopher Parker, Lou Bizzarro, Patrick Cappabianca, Daniel Giannelli, and David Hallman, Jr.

**Adjournment: 3:41 PM**

*The Board moved into an Executive Session to discuss personnel and legal matters immediately following adjournment of the Regular Meeting.*

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Lou Bizzarro, Secretary