

**ERIE REGIONAL AIRPORT AUTHORITY**  
**MEETING**  
**Wednesday, December 16, 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	Casimir Kwitowski
Christopher Parker	Michelle Magee	Dawn Spence
Patrick Cappabianca	Sheilah Bruno	Ed Kissell
Namon McWilliams	Irene Seyler	
Daniel Giannelli	Kim Scharrer	
Charles Augustine	Ian Bogle	
Lou Bizzarro	Bill Nichols	
Jennifer Gornall		

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

**Approval of Minutes:**

Board Meeting- November 18, 2015

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

**Public Comments:**

Ed Kissell wished everyone a Happy Holiday.

**Committee Reports:**

Finance Committee- Committee Chair Chris Parker reported that the Finance Committee held a meeting on Tuesday, December 15, 2015. The cash forecast, October finance report, capital fund transactions, bills to be paid, and expense reports 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. Patrick Cappabianca moved and Namon McWilliams seconded. Approved by Yeas: Frank Stefano, Charles

Augustine, Christopher Parker, Lou Bizzarro, Namon McWilliams, Patrick Cappabianca, Daniel Giannelli, and David Hallman, Jr.

Sheilah Bruno reported a net loss of \$11,161 through October 31, 2015 due to year end supply top off ordering. Year to date, we are favorable to budget \$85,566. Ms. Bruno added that we are only \$5,000 away from our goal of a 6 month operational reserve!

**Resolutions:**

Resolution 2015-21 Appointment of BKD LLP CPAs & Advisors for the Audit of the 2015 Financial Records

Mr. Rodgers explained that BKD (formally Malin Bergquist) has been performing the Authority's audits for the past 15 years and we have been very happy with their work. Christopher Parker moved and Patrick Cappabianca seconded. Approved by Yeas: Christopher Parker, Daniel Giannelli, David Hallman, Jr., Frank Stefano, Lou Bizzarro, Namon McWilliams, Charles Augustine, and Patrick Cappabianca.

Resolution 2015-22 Appointment of the Knox Law Firm as Solicitor for FY2016

Mr. Rodger explained that approval of this resolution will retain Knox as Board Solicitor for 2016.

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

**New Business**

Mr. Stefano explained that his schedule is very busy so he has declined the nomination for 2016 ERAA Board President.

Nominating Committee Chair, Charles Augustine presented the following Slate of Officers for 2016:

**PRESIDENT.....CHRISTOPHER PARKER**  
**VICE PRESIDENT.....CHARLES AUGUSTINE**  
**PRESIDENT PRO-TEM.....DANIEL GIANNELLI**  
**TREASURER.....FRANK STEFANO**  
**SECRETARY.....NAMON MCWILLIAMS**

Mr. Augustine stated that the Board will vote on the Slate of Officers at the Reorganization Meeting on January 4, 2016 at the Knox Firm.

Mr. Cappabianca suggested that a commemorative gavel be presented to the outgoing ERAA Board President at the January 4, 2016 Reorganization Meeting. On a motion from Mr. Cappabianca and a second by Mr. McWilliams, the Board unanimously approved the purchase of a commemorative gavel for the current outgoing Board President as well as future outgoing Board Presidents.

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

The Board observed a moment of silence to honor the recent passing of Phil Fatica, our Erie County Council Liaison to the Board. Mr. Rodgers shared a nice story about presenting Mr. Fatica's Airport Liaison portrait to Kathy Fatica at the funeral home.

Mr. Rodgers reported a small improvement in year to date performance and is expected to continue through the end of 2015. Mr. Rodgers noted that US Airways flew their last flight October 16, 2015 and is now flying under American Airlines.

Mr. Rodgers reported that new Airport Police cruisers are in operation. Staff is very pleased with the new cruisers. Mr. Rodgers reported that staff has been working hard to prepare for winter operations.

Mr. Rodgers acknowledged Lou Bizzarro's years of service on the ERAA Board and thanked him for his dedication. Mr. Bizzarro was presented with a commemorative plaque and model DC 3 aircraft.

Mr. Stefano asked for a motion to adjourn the meeting. Patrick Cappabianca moved and Charles Augustine seconded.

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

**Adjournment: 3:30 PM**

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Namon McWilliams, Secretary