

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, December 19, 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 12th Street in Millcreek Township, Erie County, Pennsylvania.

Attendees:	Christopher Parker	Derek Martin	Joe Ceresa, NCA
	Namon McWilliams	Michelle Magee	Sheilah Bruno
	Charles Augustine	Ian Bogle	Ernie Bruno
	Patrick Cappabianca	Bill Banister	Aaron Susmarski
	Gregory Hayes	James Pacansky	Don Chase, Hangar 20
	Marybeth Smialek	Kim Scharrer	Kathy Fatica, County Council
	Tim Sennett	Crystal Nye	Bill Patterson, NCA
			Jack Bendig, Hangar 20
			Cas Kwitowski, City Council

Opened: 12:02 PM

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. Namon McWilliams moved and Gregory Hayes seconded; Approved by Yeas: Christopher Parker, Charles Augustine, Namon McWilliams, Gregory Hayes, Patrick Cappabianca, and Marybeth Smialek.

Approval of Minutes:

Board Meeting- November 28, 2018

Mr. Parker asked for a motion to approve the minutes as presented. Gregory Hayes moved, and Marybeth Smialek seconded. Approved by Yeas: Christopher Parker, Charles Augustine, Namon McWilliams, Gregory Hayes, Patrick Cappabianca, and Marybeth Smialek.

Mr. Parker announced that the Board held an Executive Session on December 5, 2018 to discuss legal matters and receive privileged legal advice from our attorneys.

Public Comments

There were no public comments.

Committee Reports:

Finance Committee- The Finance Committee did not hold a meeting. December reports will be part of January reports due to the early meeting this month.
Approval of the Bills to be Paid- Namon McWilliams moved and Charles

Augustine seconded. Approved by Yeas: Charles Augustine, Namon McWilliams, Gregory Hayes, Patrick Cappabianca, Marybeth Smialek, and Christopher Parker.

Ad-Hoc Committee- Committee Chair Christopher Parker, reported that the Ad-Hoc Committee held a meeting on December 3rd for the purpose of continuing the review the current K9 program to make recommendations for possible policy changes. Mr. Hayes thanked Mr. Parker and the other committee members for their work on this committee.

Resolutions

Resolution 2018-32 Appointment of BKD as Auditor

Mr. Martin reported that BKD has been our audit firm for many years. There is a slight increase in cost for the audit. Marybeth Smialek moved and Namon McWilliams seconded. Approved by Yeas: Christopher Parker, Charles Augustine, Namon McWilliams, Gregory Hayes, Patrick Cappabianca, and Marybeth Smialek.

Resolution 2018-33 Appointment of Knox Law Firm as Solicitor

Patrick Cappabianca moved, and Charles Augustine seconded. Approved by Yeas: Charles Augustine, Namon McWilliams, Gregory Hayes, Patrick Cappabianca, Marybeth Smialek, and Christopher Parker.

Resolution 2018-34 Award of Airport Terminal Indoor Advertising Concessionaire Proposal

Mr. Martin reviewed the status of the current program with Clear Channel/Interspace and reviewed the proposal from FastSigns of Erie. He added that Knox has reviewed the proposal from FastSigns of Erie.

Gregory Hayes moved, and Marybeth Smialek seconded. Approved by Yeas: Namon McWilliams, Gregory Hayes, Patrick Cappabianca, Marybeth Smialek, Christopher Parker, and Charles Augustine.

Resolution 2018-35 North Coast Air Guaranty

Mr. Martin explained that North Coast Air is the only tenant on airport with a personal guaranty by the owner. No one else has this in this lease agreement. Approval of this resolution will take away the personal guaranty so the lease agreement with North Coast Air is consistent with all of our other lease agreements. There is no risk to the airport.

Mr. Sennett has reviewed and has no concerns.

Namon McWilliams moved and Marybeth Smialek seconded. Approved by Yeas: Namon McWilliams, Gregory Hayes, Patrick Cappabianca, Marybeth Smialek, Christopher Parker, and Charles Augustine.

New Business

Nominating Committee Report

Mr. Augustine reported that the Nominating Committee held a meeting this morning to prepare the Slate of Officers for 2019. With the retirement of he and Mr. McWilliams, two Board office positions will be open. The Committee presented the following slate:

- President---Christopher Parker
- Vice President---Daniel Giannelli

- President Pro-Tem---Andrea Zdaniewski
- Treasurer---David Hallman, Jr.
- Secretary---Marybeth Smialek

The Board will vote for officers at the beginning of the January Board Meeting. Nominations from the floor can be made at that time.

Mr. Parker announced that Mr. Augustine and Mr. McWilliams each served 10 years on this Board. He thanked them for their dedication, knowledge, and hard work. The Board presented Mr. Augustine and Mr. McWilliams with a plaque commemorating their years of service.

Liaison Comments

Erie County Council Liaison Kathy Fatica thanked Mr. Augustine and Mr. McWilliams for their service to the Airport Authority. Ms. Fatica introduced Aaron Susmarski. Mr. Susmarski is her appointment to take the seat left vacate with Mr. Augustine's retirement. Erie City Council Liaison Cas Kwitowski also thanked Mr. Augustine and Mr. McWilliams for their years of service. Mr. Kwitowski also thanked Executive Director Derek Martin for his work on bringing American's new Charlotte and Chicago service to ERI. Mr. Kwitowski stated that he does not agree with the information in the leakage study.

Board Member Comments

Mr. McWilliams thanked his fellow Board Members for the tremendous experience on this Board. He wished Mr. Martin and airport staff good luck. There are many great things to come to this airport.

Mr. Augustine echoed Mr. McWilliams comments. He added that he has enjoyed working with the Board and staff.

Mr. Cappabianca stated that he is sorry to see Mr. Augustine and Mr. McWilliams go. He has known both for years both professionally and personally and respects them both immensely.

Mr. Parker shared a letter of appreciation he received regarding a recent presentation Mr. Martin gave at Kent State University. The Board encouraged Mr. Martin to continue getting out in the community to share the airport's story and successes.

Executive Director's Report

Mr. Martin reported that a meeting with our tenants was held December 11th for the purpose of reviewing the Airport Rules and Regulations. The next review meeting will be held January 8th.

Mr. Martin reported that Delta has signed the Airline Operating Agreement (AOA). We are waiting for signed agreements from United and American. We continue to negotiate the FAA lease.

Mr. Martin reported that there is a company looking at developing the property at West 12th Street and Asbury Road. More information to follow.

Mr. Martin reported that our campaign to promote the new American service to Charlotte and Chicago that begins in early May has begun. We ran a 2-week radio campaign that started December 3rd. We will have three billboards up around town beginning in mid-January. We will run radio ads again in February and March. We are also planning a direct mail piece to reach areas such as Ashtabula, Meadville, and Jamestown. Michelle Magee has been assisting with this effort.

Mr. Martin reported that he has been working with two senior thesis classes in the marketing department at Mercyhurst University. The students will be asked to create a marketing campaign for our legacy airlines as well as a low-cost carrier. More information to follow as the semester progresses.

Mr. Martin reported that the effort to renew our Articles of Incorporation continues. The renewal has been sent to both the City and County for their approval. After City and County approval, the renewal application will be sent to the State.

Charles Augustine made a motion to adjourn and Namon McWilliams seconded. Approved by Yeas: Christopher Parker, Charles Augustine, Namon McWilliams, Gregory Hayes, Patrick Cappabianca, and Marybeth Smialek.

Adjournment: 12:28 PM

Marybeth Smialek, Secretary