

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, December 20, 2017**

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:

Charles Augustine	George Doughty
Namon McWilliams	Michelle Magee
William Jerin	Sheilah Bruno
Patrick Cappabianca	Kim Scharrer
David Hallman, Jr.	Ian Bogle
Daniel Giannelli	Bill Banister
Jennifer Gornall	Crystal Nye

Participated by Phone: Christopher Parker Andrea Zdaniewski

Opened: 2:59 pm

Board Vice President Charles Augustine opened the meeting with the Pledge of Allegiance to the Flag of the United States of America.

Approval of Agenda:

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

Approval of Minutes:

Board Meeting- November 15, 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, David Hallman, Jr., William Jerin, and Andrea Zdaniewski.

Public Comments:

There were no members of the public present.

Committee Reports:

Finance Committee- Finance Committee Chair David Hallman, Jr. reported that the Finance Committee held a meeting on Tuesday, December 19, 2017. During the meeting, the committee reviewed the Cash Forecast, the October and November Finance Reports, Capital Fund Transactions, Bills to be Paid, Business Expense Reports, and Resolutions 2017-19, 2017-20, and 2017-21..

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

Mr. Hallman stated that the Committee recommends approval to the full Board of the three (3) resolutions being presented today.

Sheilah Bruno reported a net surplus for the month of October of \$61,692 and for November of \$35,100. Our year to date surplus through November is \$398,657. We are favorable to budget \$380,820 year to date.

Nominating Committee- Charles Augustine read the 2018 Slate of Officers as prepared by Nominating Committee. The Slate will be considered at the January 24, 2018 Board Meeting as the first order of business. Nominations will also be accepted from the floor at the meeting.

Resolutions

Resolution 2017-19 Appointment of BKD LLP CPAs & Advisors for the Audit of the 2017 Financial Records- Daniel Giannelli moved and David Hallman, Jr. seconded. Approved by Yeas: Charles Augustine, Daniel Giannelli, Namon McWilliams, Patrick Cappabianca, David Hallman, Jr., William Jerin, Andrea Zdaniewski, and Christopher Parker.

Resolution 2017-20 Appointment of the Knox Law Firm as Solicitor for FY2018- William Jerin moved and Daniel Giannelli seconded. Approved by Yeas: Charles Augustine, Daniel Giannelli, Namon McWilliams, Patrick Cappabianca, David Hallman, Jr., William Jerin, Andrea Zdaniewski, and Christopher Parker.

Resolution 2017-21 Adoption of Permit Fee Schedule- Mr. Doughty explained that the fee schedule pertains to the fee assessed to commercial operators in order to conduct business at the airport.

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

Resolution 2017-22 Acceptance of Addendum to Employment Agreement with George F. Doughty- William Jerin moved and David Hallman, Jr. seconded. Approved by Yeas: Namon McWilliams, Patrick Cappabianca, David Hallman, Jr., William Jerin, Andrea Zdaniewski, Christopher Parker, Charles Augustine, and Daniel Giannelli.

Liaison Comments

There were no liaisons present.

Board Member Comments

Mr. Augustine praised Mr. Doughty for how he handled recent media interviews. Mr. Cappabianca thanked Mr. Doughty for keeping the Board and the public informed of airport issues and progress.

Executive Director's Report

George Doughty reported the following:

- Kudos to Irene Seyler and Michelle Magee for heading up this year's holiday decorating effort. Many staff members lent a hand in this effort.
- We have applied for a \$320,000 Small Community Air Service Development Grant. This will help market the additional seats expected for 2018. We should know this spring. In response to a question from Mr. Giannelli, Mr. Doughty explained that we would have to go through a selection process for a marketing firm. Mr. Augustine added that he would like to see someone local in this effort. Mr. Doughty further explained the difference between a marketing firm and the interior advertising program.
- In response to an inquiry from Mr. Giannelli, Mr. Doughty explained that the state strategic plan is finalized. The Board needs to decide whether or not to adopt the plan.
- Mr. Doughty reviewed the power point on airport projects that he presented to our local elected officials yesterday.
- Enplanements are down for the year, but November numbers were up from last November's numbers.

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

Adjournment: 3:41 PM

Namon McWilliams, Secretary