

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, December 21, 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
Charles Augustine	Michelle Magee
Namon McWilliams	Sheilah Bruno
Patrick Cappabianca	Ian Bogle
Daniel Giannelli	Irene Seyler
William Jerin	Crystal Nye
Andrea Zdaniewski	Jennifer Gornall
David Hallman, Jr.	

Opened: 3:00 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:

Namon McWilliams 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 16, 2016

Charles Augustine moved and Namon McWilliams seconded. The meeting minutes were 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 public comments.

Committee Reports:

Finance Committee- Finance Committee Member Bill Jerin reported that the Finance Committee held a meeting on Tuesday, December 20, 2016. The committee reviewed the Cash Forecast, Finance Report, Capital Fund Transactions, Bills to be Paid, and all five Resolutions being presented for approval this month.

Mr. Giannelli stated that the Committee recommends to the Board the approval of the bills to be paid and the five resolutions. Andrea Zdaniewski 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.

Sheilah Bruno reported a net surplus of \$34,529 through November. Our net surplus year to date is \$267,717 making us favorable to budget \$256,053.

Unfinished Business

Charles Augustine presented to the Board a design and cost for a bronze memorial plaque to honor Chris Rodgers to be displayed in the airport terminal. The Board unanimously approved the plaque as presented.

Resolutions

Resolution 2016-22- Appointment of BKD LLC CPAs & Advisors for the Audit of the 2016 Financial Records

As a result of discussion at yesterday's Finance Committee meeting, Mr. Parker stated that ERAA has made an inquiry to BKD regarding the increase in the cost for both audits. Mr. Cappabianca and Mr. McWilliams both stated that BKD should provide an answer to this question before the Board approves the appointment of BKD for the audit.

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

Approved by Yeas: Christopher Parker, Charles Augustine, Daniel Giannelli, David Hallman, Jr., William Jerin, and Andrea Zdaniewski.

Nays: Namon McWilliams and Patrick Cappabianca

Resolution 2016-23- Appointment of the Knox Law Firm as Solicitor for FY2017

Ms. Gornall and Ms. Zdaniewski explained retainer verses billable items outside of the retainer.

Patrick Cappabianca made a motion for approval and Namon McWilliams seconded.

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

Resolution 2016-24- Appointments to Erie County MPO

Mr. Doughty explained that the passing of Chris Rodgers has left the airport's seat on the Erie County MPO open. The resolution appoints George Doughty to the Coordinating Committee of the MPO and Bill Nichols to the Technical Advisory Committee of the MPO.

Charles Augustine made a motion for approval 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 2016-25- Approval of Parking Rate Increase

Mr. Doughty explained this resolution will approve an increase of \$1.00 for the daily max rate only in both the long term and short term parking lots.

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

Resolution 2016-26- Erie Aviation Lease Extension

Mr. Doughty explained that Erie Aviation approached the Airport for a long term lease on the buildings they currently occupy. With the Master Plan Update incomplete, the Airport negotiated a 2.5 year lease extension with Erie Aviation. Some of the language from the existing/original lease agreement from 1984 was updated specifically pertaining to the termination terms of the lease. Mr. Doughty explained that this lease does not have the option to extend. Mr. Parker added that the issue of building ownership upon termination of the lease was raised during negotiations, but was not resolved. This issue will be resolved at the lease expiration.

David Hallman, Jr. made a motion for approval and Daniel Giannelli seconded.

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

New Business

Mr. Parker explained that the Board typically holds a Reorganization Meeting during the first week of January to elect Board officers and set the meeting schedule for the year. It has been proposed that these functions can be handled at the beginning of the Regular Board Meeting on January 25, 2017. Ms. Gornall confirmed that a separate Reorganization Meeting is not required under the Municipal Authorities Act. The Board unanimously agreed that a separate Reorganization Meeting is not necessary. This business will be held at the beginning of the Regular Meeting on January 25th.

Mr. Parker thanked Ian Bogle for attending the last Erie County Council meeting to represent the Airport Authority on the issue of moving the TRACON out of Erie to Buffalo.

Board Member Comments

Mr. Cappabianca commended Mr. Parker on a job well done as Authority President in 2016.

Ms. Gornall invited Board Members and administrative staff to an Erie Otters game in the Knox Suite on January 28th; invitation to follow.

Ms. Zdaniewski thanked the Board and staff for a great first year. She has enjoyed her time on the Board thus far.

Executive Director's Report

Mr. Doughty reported that both United and Delta have agreed to sit down and talk to us regarding air service. Larger aircraft is a possibility, but adding flights and/or destinations

is probably not being considered at this time. Mr. Doughty stated that we are still looking for a lost cost carrier with service from ERI to Florida.

On the TRACON matter mentioned earlier by Mr. Parker, Mr. Doughty reported that the airport has sent letters to Senators Toomey and Casey's offices, as well as, Congressman Kelly's office asking them to oppose the move. Mr. Doughty added that he has already spoken to Toomey's office about the issue and has meetings planned with Casey and Kelly's offices in early January.

Mr. Doughty reported that staff is exploring options to make some low cost upgrades to some of the methods used by passengers. Upgrades to the phone system, FIDS for flight monitoring, and website are planned.

Mr. Doughty shared that he has enjoyed his first two months at ERI. Staff has been extremely helpful and is very capable in their roles.

Mr. Hallman stated for the record that losing radar functions to Buffalo is a very bad idea when it comes to safety. This is something that really needs considered. Mr. Doughty agreed. He added that this move that was supposed to reduce costs won't even do that. Both of these issues are among the issues addressed in the support letters sent to Casey, Toomey, and Kelly. We have done what we can. The FAA has sent the consolidation proposal to Congress and they have so many days to act.

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

Adjournment: 3:43 PM

The Nominating Committee met after the Regular Meeting to prepare the 2017 Slate of Officer to be considered at the January 25, 2017 Board Meeting. Michelle Magee was asked to release the Slate to the full Board in early January.

Namon McWilliams, Secretary