

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, February 22, 2017**

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	Kathy Fatica, County Council
Namon McWilliams	Michelle Magee	Valerie Myers, Time-News
Patrick Cappabianca	Sheilah Bruno	Gary Jasper, Hangar 20
David Hallman, Jr.	Ian Bogle	Jack Bendig, Hangar 20
Daniel Giannelli	Kim Scharrer	Don Chase, Hangar 20
Jennifer Gornall		Greg Hayes, NCFS

Participated by Phone: Charles Augustine

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:

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

Approval of Minutes:

Board Meeting- January 25, 2017

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

Public Comments:

Gary Jasper of the Hangar 20 tenant group addressed the Board. He stated that Hangar 20 is concerned about the limited access to the hangar during inclement weather when the snow is piled up. This is a safety concern. Representatives from Hangar 20 would like to sit down to discuss their proposal for a hard surface from the hangar to TW C. George Doughty asked the group to contact Michelle Magee to schedule a meeting for next week to discuss.

Greg Hayes of the North Coast Flight School provided an update to the Board. His business plan for the school is underway and includes aircraft maintenance and avionics. He reported that business continues to grow. The number of aircraft for the school is increasing to 10 and students taking lessons has increased to 40. Mr. Hayes reported that

he has started planning his spring open house, but he needs money and help to host it. Mr. Doughty reminded Mr. Hayes to forward to him his “needs” list.

Committee Reports:

Finance Committee- Finance Committee Chair David Hallman, Jr. reported that the Finance Committee held a meeting on Tuesday, February 21, 2017. The committee reviewed the Cash Forecast, Finance Report, Capital Fund Transactions, Expense Reports, and Bills to be Paid with no issues.

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

Mr. Hallman reported that the Finance Committee also reviewed Resolution 2017-01 Approval of Contract with Pepsi Beverages Company.

Sheilah Bruno reported a loss of \$2,217 for the month of January. We are still favorable to budget \$21,986 year to date. Revenue is down primarily due to reduced parking activating and reduced FBO gas sales. Expenses were also down due to some Administration and Airfield expenses being less than budget.

Community Relations Committee- Mr. Augustine announced that a Community Relations Committee Meeting will be held on April 4, 2017 at 11:00 am in the Director’s office at the airport. Notice will be sent to all committee members in March. The purpose of the meeting is to select the Famous Erie Aviators Wall of Fame honoree(s) for 2017.

Capital Improvements Committee- Capital Improvements Committee Chair Chris Parker reported that the Capital Improvements Committee held a meeting on Tuesday, February 21, 2017. Mr. Doughty provided an update on his recent meeting in Harrisburg with the FAA-ADO to discuss the Airport Capital Improvement Plan (ACIP). The committee also discussed the issue of taxiway width. The committee briefly discussed options for the future of the Penn Brass Building.

Responding to a question from Mr. McWilliams, Mr. Doughty explained some of the items on the ACIP including a building to store snow removal equipment (SRE). Mr. Doughty also explained the process with the FAA to justify 75 foot wide taxiways rather than the 50 foot wide as established by the FAA in the Advisory Circular. Fifty foot wide taxiways can limit operations at ERI including possible future cargo operations.

Responding to a question from Mr. Giannelli regarding the future of the Penn Brass Building, Mr. Doughty explained that the state of the building is being evaluated for safety and efficiency.

In response to a comment by Mr. McWilliams regarding the possibility of the airport installing solar panel to save the airport money and/or to generate revenue, Mr. Doughty explained that McFarland Johnson and Michael Baker are looking into the possibility.

Resolutions

Resolution 2017-01 Approval of Contract with Pepsi Beverages Company- Michelle Magee explained that the current contract with Pepsi expired at the end of the year. We did reach out to two other companies to secure three quotes. One was unresponsive and the other declined to provide a quote. This contract is for beverages only and will expire December 31, 2021.

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

Resolution 2017-02 Ratification of Collective Bargaining Agreement- Mr. Doughty reported that negotiations with the collective bargaining unit went well overall. An agreement was reached that is well within what was budgeted. Wages will increase 1% for 2017, 1.5% for 2018, and 2% for 2019. Also, there will be a \$10 increase to the employee Cafeteria Plan each year.

Namon McWilliams moved and Patrick Cappabianca seconded; Approved by Yeas: Charles Augustine, Daniel Giannelli, Namon McWilliams, Patrick Cappabianca, and David Hallman, Jr.

Abstained from Voting: Christopher Parker

Liaison Comments

Erie County Council Liaison Kathy Fatica shared a letter that Council received from Brad Moore of Congressman Mike Kelly's office in response to the letter Council sent to the Congressman regarding the issue of relocating the FAA radar operations to Buffalo. Ms. Fatica asked if Council needs to send a letter pertaining to the taxiway width. Mr. Doughty thanked Ms. Fatica for Council's support and will let her know if political involvement is needed.

Board Member Comments

Mr. Cappabianca and Mr. McWilliams commended Mr. Doughty on his efforts to keep the board informed of all airport matters.

Executive Director's Report

Mr. Doughty reported that the January 26, 2017 meeting with United in Chicago went well. We believe United can add additional capacity and still maintain their high load factor. United indicated that they are willing to look at adding capacity to Chicago, as well as, Newark service.

Mr. Doughty reported that Skywest has taken over Delta operations at ERI. Skywest is looking at the possibility of adding a fourth daily flight to the schedule.

Mr. Doughty reported that American Airlines is still in the process of transitioning from the Dash 8 to CRJs.

Mr. Doughty added that efforts to bring on a low cost carrier continue.

Mr. Cappabianca commented that Delta's customer service is superb. He recently flew back from Florida on Delta and was very pleased with the customer service.

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

Adjournment: 3:38 PM

Namon McWilliams, Secretary