

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, February 25, 2015**

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:

Frank Stefano	Chris Rodgers	Ken Olup, Hill International
Lou Bizzarro	Michelle Magee	Kevin Graham, Hill International
Patrick Cappabianca	Ian Bogle	Cas Kwitowski, Erie City Council
David Hallman	Irene Seyler	Ed Kissell
Daniel Giannelli	Kim Scharrer	Renee Coates-Smith, RFLSC
Namon McWilliams	Crystal Nye	Isaiah, RFLSC
Jennifer Gornall	Bill Nichols	Jeremiah, RFLSC
		Amiricole, RFLSC
		Coryne, RFLSC

Participated by phone: Charles Augustine

Board President, Frank Stefano opened the meeting at 3:00 pm with the Pledge of Allegiance.

Approval of Agenda:

Frank Stefano asked for a motion to approve the agenda as presented.

Patrick Cappabianca moved and Lou Bizzarro seconded.

The agenda was approved by Yeas: Frank Stefano, Charles Augustine, Lou Bizzarro, Patrick Cappabianca, and David Hallman.

Approval of Minutes:

Board Meeting- January 22, 2015

Patrick Cappabianca moved and Lou Bizzarro seconded. The minutes were approved by Yeas: Frank Stefano, Charles Augustine, Lou Bizzarro, Patrick Cappabianca, and David Hallman.

Namon McWilliams and Daniel Giannelli arrived to the meeting just after the vote for the Approval of the January 22, 2015 Board Meeting Minutes.

Public Comments:

Ed Kissell asked if the adverse weather conditions in other parts of the country resulted in any planes being diverted to ERI. Chris Rodgers stated that he is not aware of any such diversions. Mr. Kissell inquired about how much money ERI loses when flights are cancelled. Mr. Rodgers explained that the airport loses \$4.11 per person in PFCs plus the landing fee for the plane that did not land at ERI. Mr. Kissell asked if airport officials are involved in aircraft inspections including inspections of maintenance records, etc. Mr.

Rodgers explained that the FAA conducts such safety inspections and the process is independent of airport operations.

Mr. Rodgers explained that we have borrowed a piece of runway snow removal equipment from Cleveland Airport at no cost/rental fee; shipping fees only.

Mr. Rodgers welcomed the group from Ready for Life Scholastic Center (RFLSC), Director Renee Coates- Smith and students, Isaiah, Jeremiah, Amiricole, and Coryne.

The Regular Board Meetings was suspended at 3:09 pm and the Board held an Executive Session to discuss a legal matter. The Regular Meeting resumed at 3:30 pm.

Committee Reports:

Finance Committee- Committee Member Pat Cappabianca reported that the Finance Committee held a meeting on Tuesday, February 24, 2015. The cash forecast, finance report, capital fund transactions, bills to be paid, and expense reports were reviewed. Mr. Cappabianca stated that his son-in-law owns JJ Agnello and Agnello appears on the bills to be paid. Mr. Rodgers also pointed out that Hallman Chevrolet appears on the bills to be paid this month. Jennifer Gornall ruled that the bills can be presented to the full board for approval with the Agnello and Hallman Chevrolet bills excluded. A vote to approve the 2 bills in question would be done separately. Namon McWilliams moved for the approval of the bills to be paid minus the Agnello and Hallman bills and Lou Bizzarro seconded. Approved by Yeas: Frank Stefano, Charles Augustine, Daniel Giannelli, Lou Bizzarro, Namon McWilliams, Patrick Cappabianca, and David Hallman. Approval to pay the JJ Agnello bill was moved by Namon McWilliams and seconded by Lou Bizzarro. Approved by Yeas: Frank Stefano, Charles Augustine, Daniel Giannelli, Lou Bizzarro, Namon McWilliams, and David Hallman. Abstained: Patrick Cappabianca. Approval to pay the Hallman Chevrolet bill was moved by Patrick Cappabianca and seconded by Namon McWilliams. Approved by Yeas: Frank Stefano, Charles Augustine, Daniel Giannelli, Lou Bizzarro, Namon McWilliams, and Patrick Cappabianca. Abstained: David Hallman.

Mr. Rodgers reported a net surplus after debit service of \$22,442 for the month of January. Year to date we are favorable to budget \$3,419.

Mr. Rodgers explained that next month's financials will reflected shipping bills for a broom we had to borrow from CLE.

Community Relations Committee- Mr. Augustine reported that although his committee did not hold a meeting, based on previous discussions with committee members; the committee unanimously recommends Robert Kelley for our 2015 Wall of Fame honoree. Mr. Augustine made a motion to accept Robert Kelley for the 2015 honoree and Namon McWilliams seconded. Approved by Yeas: Frank

Stefano, Charles Augustine, Lou Bizzarro, Daniel Giannelli, Namon McWilliams, Patrick Cappabianca, and David Hallman.

Resolutions:

Resolution 2015-01 Revision of Bylaws

Mr. Cappabianca explained that he asked the Solicitor to prepare a resolution asking the Board to revise the Bylaws to include a 3 year term for Board officers. He believes that officer positions should be rotated and each Board Member should have an opportunity to serve in a Board officer position. Ms. Gornall explained the resolution being presented today as well as the procedure to actually revise the Bylaws. Mr. Stefano explained why he does not believe in term limits. He added that every Board member has an opportunity to run for Board office. There is a Nominating Committee that meets every fall to prepare a slate of officers to be presented at the Reorganization Meeting in January. Mr. Cappabianca commented that the Nominating Committee is made up of Board members appointed by Mr. Stefano and this Board is very “cliquey” and shouldn’t be. Mr. Stefano said that maybe the Nominating Committee is something that can be looked at and changed. Because there was still some confusion surrounding the resolution being presented today, Ms. Gornall further explained that approving today’s resolution only allows a vote on the proposed Bylaw revision; it does not approve the actual revision. Approval to accept the proposed revision to the Bylaws will be presented at the March meeting with a copy of the proposed revision being distributed to the Board 7 days in advance per the Bylaws.

Patrick Cappabianca made a motion to approve the resolution presented to allow a vote on his proposed Bylaw revision and that it be distributed to the full Board for consideration and Namon McWilliams seconded. Approved by Yeas: Daniel Giannelli, Lou Bizzarro, Namon McWilliams, Patrick Cappabianca, David Hallman, and Frank Stefano. Nays: Charles Augustine.

Resolution 2015-02 Approval of Lease Agreement

Mr. Rodgers explained the terms of this proposed 4 year lease agreement. Patrick Cappabianca moved and Lou Bizzarro seconded. Approved by Yeas: Daniel Giannelli, Lou Bizzarro, Namon McWilliams, Patrick Cappabianca, David Hallman, Frank Stefano, and Charles Augustine.

New Business:

Mr. Stefano distributed the ERAA Board Committee assignments. The information was read into the record by Mr. Stefano:

Finance Committee (Standing) - Chris Parker (Committee Chair), Pat Cappabianca, Dan Giannelli, Luvennise Gamble, Chris Rodgers, and Sheilah Bruno.

Personnel Committee (Standing) - Namon McWilliams (Committee Chair), Dan Giannelli, Lou Bizzarro, and Chris Rodgers.

Capital Improvements (Standing) - Frank Stefano (Committee Chair), Dave Hallman, Chris Parker, and Chris Rodgers.

Facilities & Operations (Standing) – Frank Stefano (Committee Chair), Charley Augustine, Pat Cappabianca, and Chris Rodgers.

By-Laws (Ad Hoc) – the Committee will include Board Members appointed by the Board President as needed and Chris Rodgers.

Community Relations (Ad Hoc) – Charley Augustine (Committee Chair), Lou Bizzarro, Namon McWilliams, Dave Hallman, Luvennise Gamble, and Chris Rodgers.

Mr. Rodgers invited Mr. Hallman and Mr. Giannelli to the airport for a brief introduction meeting/tour. Mr. Rodgers directed Michelle Magee to schedule each meeting before the March board meeting.

Mr. Cappabianca inquired about the schedule change for monthly board meetings. Mr. Stefano stated that the 4th Thursday of each month at 2:00 pm does not work for his schedule. Mr. Cappabianca stated that he does not believe that Mr. Stefano as the Board President has the authority to make this change without the consent of the full Board. He reminded Mr. Stefano that he is a facilitator for the meetings and being Board President does not mean he can make decisions unilaterally. Ms. Gornall said that Boards usually set their schedule for the year at the first meeting each year. She reviewed the Sunshine Law, Municipal Authorities Act, and ERAA Bylaws and confirmed that there is nothing that says the Board President cannot call meetings. Also, it does not have to be voted on by the Board. The Board set the March meeting for Wednesday March 25, 2015. The schedule for the remainder of 2015 will be set at the next meeting. Ms. Magee will add this item to the March meeting agenda.

Mr. Cappabianca expressed concern over the number of attendees for this year's Boyd Conference. Two Board Members plus the Executive Director are budgeted, but 3 three Board Members plus the Executive Director plan to attend. Mr. Cappabianca stated that he does not feel it is necessary for 3 Board Members to attend especially since all 3 have attended previous Boyd Conferences. He feels we should save the money instead of sending a third Board Member. Mr. Stefano feels that the Boyd conference for all interested Board members is a solid investment for this Board. Mr. Stefano asked for a motion to bring the issue to a vote: Patrick Cappabianca moved and Namon McWilliams seconded. The Board approved sending 3 Board Members plus the Executive Director with a vote of 6-1. Approved by Yeas: Frank Stefano, Charles Augustine, Lou Bizzarro, Daniel Giannelli, David Hallman, and Namon McWilliams. Nays: Patrick Cappabianca.

Executive Director's Report:

Mr. Rodgers reported that weather plus reduced capacity at US Airways and United continued to have a negative impact on enplanements. Despite the enplanement numbers, load factors remain strong. Delta is the leader with 45% of the market at ERI. United's market share at ERI is 34.1% and US Airways has 20.9% of the market share. Mr. Rodgers added that weather continues to impact air traffic across much of the country so similar performance is expected in the near term. In response to a question about air service expansion possibilities, Mr. Rodgers shared a recent letter from Senator Casey and other information concerning United's service.

Liaison Comments:

Cas Kwitowski commented that he is the alternate City Council liaison to the Authority Board and plans to attend meetings on behalf of liaison Curtis Jones.

Mr. Cappabianca suggested a resolution/letter from City Council endorsing increased United service at ERI. Patrick Cappabianca moved and Lou Bizzarro seconded. Approved by Yeas: Frank Stefano, Charles Augustine, Lou Bizzarro, Daniel Giannelli, Namon McWilliams, David Hallman, and Patrick Cappabianca. Mr. Kwitowski stated that he will work through Curtis Jones to present a resolution to City Council.

Mr. Rodgers reported that we recently received the letter from Destination Erie requesting financial support. As previously discussed, the airport will contribute \$5,000. The other local Authorities are likewise committed.

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

Adjournment: 4:34 PM

Lou Bizzarro, Secretary