

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, March 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 Steafno	Chris Rodgers	Brian Harsh
Chris Parker	Michelle Magee	
Patrick Cappabianca	Sheilah Bruno	
Luvennise Gamble	Ian Bogle	
Namon McWilliams	Irene Seyler	
Dan Giannelli	Bill Nichols	
Jennifer Gornall	Crystal Nye	
	Kim Scharrer	

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.

Christopher Parker moved and Patrick Cappabianca seconded.

The agenda was approved by Yeas: Frank Stefano, Charles Augustine, Christopher Parker, Namon McWilliams, Patrick Cappabianca, Luvennise Gamble, and Daniel Giannelli.

Approval of Minutes:

Board Meeting- February 25, 2015

Namon McWilliams moved and Patrick Cappabianca seconded. The minutes were approved by Yeas: Frank Stefano, Charles Augustine, Christopher Parker, Namon McWilliams, Patrick Cappabianca, Luvennise Gamble, and Daniel Giannelli.

Committee Reports:

Finance Committee- Committee Chair Chris Parker reported that the Finance Committee held a meeting on Tuesday, March 24, 2015. The cash forecast, finance report, capital fund transactions, bills to be paid, and expense reports were reviewed. Patrick Cappabianca moved for the approval of the bills to be paid and Christopher Parker seconded. Approved by Yeas: Frank Stefano, Charles Augustine, Christopher Parker, Namon McWilliams, Patrick Cappabianca, Luvennise Gamble, and Daniel Giannelli.

Mr. Rodgers explained that the February financials will be available next month.

Unfinished Business:

After receiving feedback from Board Members and a brief discussion, regular Board Meetings for the remainder of 2015 will be held on the fourth Wednesday of each month beginning at 3:00 pm. Mr. McWilliams suggested that the meeting schedule be included in the By-laws. Attorney Jennifer Gornall does not recommend this because the By-laws would have to be revised following the proper protocol should the Board want to change the regular meeting schedule which could take up to 2 months to make the change. Mr. McWilliams asked how other Boards handle setting a meeting schedule. Ms. Gornall explained that most Boards set their meeting schedule at their Reorganization Meeting held at the beginning of each year.

Resolutions:**Resolution 2015-03 Revision of Bylaws Regarding Officer Term Limits**

Mr. Rodgers explained that approving the resolution today would revise the current By-laws by reducing the 5 year term limit for Board officers to 3 years. He added that the resolution needs 6 “yes” votes to pass.

Patrick Cappabianca made a motion to approve the resolution presented. There was no second. The motions fails due to lack of support.

Board Member Comments:

Mr. Stefano asked the group for a moment of silence to honor the passing of Attorney Don Wright’s mother and Board Member Lou Bizzarro’s niece.

Executive Director’s Report:

Mr. Rodgers reported that the combination of a very bad winter in the east and reduced capacity lowered boarding totals. Load factors out of ERI remain high at 89% for the month of February.

Mr. Rodgers reported that American and US Airways are now operating under a single operating certificate issued by the FAA. We look forward to an assumption/assignment agreement with American in the near future. A representative from American in Dallas will be at ERI on Friday to discuss changes at the current ticket counter. Mr. Rodgers explained that we do not know yet what American will do with the turbo prop fleet. We anxiously await an announcement from American.

Mr. Rodgers reported that high winds blew down an exterior wall at the west end of the terminal building earlier today. Chief Bogle has already started working on an insurance claim for the damage and repair. He reported that an insurance claim has also been filed for damage to our fence on the west side of Asbury Road. The fence was bent during the winter due to the weight of excess snow.

Activities Report:

Mr. Rodgers shared that heavy snow combined with ice and freezing snow/rain in January and February was very demanding for our crews, as well as, very expensive. March has been much kinder.

Mr. Rodgers reported that staff is currently preparing RFQs for an on-call engineering firm and our Master Plan effort. Contracts for both are expected to be settled by July 1, 2015. In response to a question by Mr. Cappabianca, Mr. Rodgers explained that the Master Plan is paid for by FAA entitlement monies and an IFE must be completed. A committee made up of senior staff and Capital Improvement Committee Members will make the selection for both contracts with the agreements with the selected firms being approved by the full Board.

Mr. Rodgers reminded the group of our April 9th event- the movie premiere/VIP reception for *Living in the Age of Airplanes* at the Tom Ridge Environmental Center. Invitations were distributed last week.

Patrick Cappabianca moved for adjournment and Namon McWilliams seconded. Approved by Yeas: Frank Stefano, Charles Augustine, Christopher Parker, Namon McWilliams, Patrick Cappabianca, Luvennise Gamble, and Daniel Giannelli.

Adjournment: 3:28 PM

Lou Bizzarro, Secretary