

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, March 28, 2018**

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: Christopher Parker	George Doughty	Greg Hayes, NCFS
Namon McWilliams	Michelle Magee	Joe Ceresa, NCA
Patrick Cappabianca	Sheilah Bruno	Cindy Saurwein, NCA
Daniel Giannelli	Ian Bogle	Kathy Fatica, County Council
Andrea Zdaniewski	Bill Banister	Keith Bator, United Airlines
Timothy Sennett	Irene Seyler	Joel Marz, Roth Marz
	Crystal Nye	Bob Marz, Roth Marz

Participated by Phone: Charles Augustine David Hallman, Jr. (joined at 12:02 pm)

Opened: Noon

Board President Christopher Parker opened the meeting with the Pledge of Allegiance to the Flag of the United States of America. After the Pledge of Allegiance, a moment of silence was observed in remembrance of Board Member Bill Jerin who passed away unexpectedly on March 16, 2018.

Approval of Agenda:

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

Approval of Minutes:

Board Meeting- February 28, 2018

Daniel Giannelli moved to approve the minutes and Andrea Zdaniewski seconded. Approved by Yeas: Christopher Parker, Charles Augustine, Daniel Giannelli, Namon McWilliams, Patrick Cappabianca, and Andrea Zdaniewski.

Public Comments:

There were no Public Comments

Committee Reports:

Finance Committee- Finance Committee Member Andrea Zdaniewski reported that the Finance Committee held a meeting on Tuesday, March 27, 2018. During the meeting, the committee reviewed the Cash Forecast, the Finance Report, Bills to be Paid, and Business Expense Reports with no questions. Ms. Zdaniewski reported that the Committee also reviewed two resolutions. One for the purchase

of snow removal equipment (SRE) and one for the purchase of materials spreader. She stated that the Committee recommends approval of both resolutions to the Board.

David Hallman, Jr. joined the meeting at 12:02 pm prior to the approval of the bills to be paid.

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

Sheilah Bruno reported a net deficit for the month of February of \$27,956 bringing our year to date net deficit to \$39,321. Ms. Bruno added that we are unfavorable to budget \$53,322 year to date.

Capital Improvements Committee- Capital Improvements Committee Chair Chris Parker reported that the Committee held a meeting on March 27, 2018 to review the two resolutions being considered by the Board today. Mr. Parker stated that like the Finance Committee, the Capital Improvements Committee recommends approval of both resolutions.

Mr. Parker also reported that the Capital Improvements Committee heard ideas for a remodel of the current restaurant to service customers airside rather than landside. In response to a question from Mr. Cappabianca, Mr. Doughty explained that we do not have the traffic to engage the interest of a chain like Applebee's. The Board agreed that the restaurant is never going to be a moneymaker here, but we need to have an adequate facility for our customers. Mr. Doughty further explained that we need more information on construction costs, upgrade costs, architect costs, etc.

Resolutions

Resolution 2018-04 Authorize Purchase of Snow Removal Equipment (SRE)- Mr. Doughty explained that our main blower failed during our major snow event this winter. Fortunately we were able to borrow a piece of equipment from Pittsburgh Airport. We planned to purchase a blower in Federal Fiscal Year 2019 using FAA funds, but we have moved the purchase up due to need. OSHKOSH has one available now through COSTARS that meets our specifications. After a question from Mr. Cappabianca, Mr. Doughty explained that COSTARS is a group of suppliers pre-approved by the FAA so we don't have to go out for bid. Tim Sennett added that all municipalities use COSTARS. Mr. Doughty explained that we would pay for the equipment and be reimbursed 90% from the FAA and 5% from the State. We would be responsible for the remaining 5%.

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

Resolution 2018-05 Authorize Purchase of Liquid Materials Spreader- Mr. Doughty explained that the current system for dispensing de-icer on the runway is wasteful. A new materials spreader would meter out the liquids used for runway clearing and ice prevention with very little to no waste. This too would be purchased now with our funds through COSTARS. We would be reimbursed 90% from the FAA and 5% from the State. We would be responsible for the remaining 5% of the cost.

After a question from Mr. McWilliams, Ms. Bruno reported that we have about \$918,000 in our capital reserve. After Mr. McWilliams asked if we are sure we will be reimbursed, Mr. Doughty said that the FAA is aware of our plan and we are expecting \$1,000,000 in this grant.

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

New Business

Greg Hayes of the North Coast Flight School and Joel and Bob Marz of Roth Marz presented their plan for a new, larger flight school complete with a restaurant that overlooks the airfield. Mr. Hayes encouraged the Board Members to visit the flight school. He added that it is pretty sad that so few Board Members have taken an interest in the flight school's operation considering it is 75% of their job. Ms. Zdaniewski asked for clarification on what Mr. Hayes is asking the Board to do. She stated that the Board needs him to define his request. Mr. Giannelli agreed with Ms. Zdaniewski. The Board has no idea what you are asking for. Mr. Giannelli asked for a business plan. He added that he has been to visit the flight school and still does not know what you are asking of the Board. Mr. Doughty stated that the concept for the flight school is doable, but the airport does not have the money to build it. We may be able to assist with securing grants if there are any available. Mr. Hayes feels the facility would take 2 years to complete and would be an asset to Erie; the flight school is Erie's equivalent of Embry Riddle. Mr. Hayes added that he is working on the business plan.

Liaison Comments

In response to a comment made by Greg Hayes during his presentation, Erie County Councilwoman Kathy Fatica stated that the Erie Bank dome project is vetted to bring visitors to Erie. Ms. Fatica expressed her condolences for the loss of Bill Jerin. She was out of town when he passed, but Erie County Council plans to do something for his wife. Mr. Cappabianca reminded Ms. Fatica that this Board is still awaiting an appointment from Council to fill the seat left by Frank Stefano second term expiration. He asked that she check with her colleague on the status of the appointment.

Board Member Comments

There were no Board Member Comments.

Executive Director's Report

- Mr. Doughty reported that traffic numbers have been affected by Erie's weather as well as weather elsewhere. With the 5% increase in available seats with all three carriers operating regional jets now, we should see some uptick in traffic soon.
- Mr. Doughty reported that Erie Aviation has asked for a one year lease extension on their current lease that expires June 30, 2019. The FAA will support a one year extension, but nothing long term.
- Mr. Doughty provided updates on the following projects:
 - ✓ HVAC units replacement; 17 rooftop units are scheduled to be replaced with a goal of one unit per day
 - ✓ Intersection of Taxiway D and Runway 2/20 construction is expected to begin in late April/early May weather dependent. This work will affect flight school operations; more information to come
 - ✓ Roof replacement rebid is currently out for bid

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

Adjournment: 12:58 PM

Namon McWilliams, Secretary