

ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, April 25, 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
Charles Augustine Michelle Magee Joe Ceresa, NCA
Namon McWilliams Sheilah Bruno Dawn Spence, Baker
Marybeth Smialek Irene Seyler Nicole Weaver, Baker
Patrick Cappabianca Ian Bogle Cas Kwitowski, City Council
Daniel Giannelli Bill Banister Mitch Kalkof, BKD
David Hallman, Jr. Crystal Nye Sean Vanderhoof, BKD
Andrea Zdaniewski

Opened: 12:02 PM

Board President Christopher Parker opened the meeting with the Pledge of Allegiance to the Flag of the United States of America. Mr. Parker congratulated and welcomed new Board Member Marybeth Smialek.

Approval of Agenda:

Mr. Parker suggested that the audit presentation be moved to after the approval of the Board Meeting Minutes. He asked for a motion to approve the agenda as amended. Charles Augustine moved and Namon McWilliams seconded. Approved by Yeas: Christopher Parker, Charles Augustine, Daniel Giannelli, Namon McWilliams, Patrick Cappabianca, David Hallman, Jr., Marybeth Smialek, and Andrea Zdaniewski.

Approval of Minutes:

Board Meeting- March 28, 2018

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

Audit Presentation- BKD:

Mitch Kalkhof of BKD presented the results of the audit of the 2017 financials. BKD reports no findings. The following was reviewed:

- Independent Auditor's Report on Financial Statements and Supplementary Information
- Report on Internal Control over Financial Reporting and on Compliance and other Government Auditing Standards
- Report on compliance for each major federal program and report on internal control over compliance

- Report on compliance for the Passenger Facility Charge (PFC) Program and report on internal control over compliance
- Total operating revenues
- Total unrestricted net position
- Total restricted net position
- Net investment in capital assets

Mr. Kahlkof thanked Sheilah Bruno and the team for their efforts.

Public Comments:

Greg Hayes of the North Coast Flight School stated that he will have a business plan to the board for review very soon.

Committee Reports:

Finance Committee- Finance Committee Chair David Hallman, Jr. reported that the Committee held a meeting on Tuesday, April 24, 2018. The Committee reviewed the audit with BKD, cash forecast, Finance Report, Capital Fund Transactions, and Bill to be Paid with no concerns.

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

Sheilah Bruno reported a net deficit for the month of March of \$4,734 bringing our year to date net deficit to \$44,055. Ms. Bruno added that we are unfavorable to budget \$24,307 year to date.

Resolutions

Resolution 2018-06 Authorize Executive Director to Enter Into Agreement with Hill International, Inc. for Design and Construction Services Related to the Wetland Mitigation Project at Pennsylvania State Game Lands No. 314- Mr. Doughty explained that

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 2018-07 Acceptance of Proposals of Development FY2019-2021 DBE Program Goals- Ken Weeden & Associates, Inc.- Mr. Doughty explained that

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

There was no New Business brought forth.

Liaison Comments

City Council Liaison Cas Kwitowski thanked Marybeth Smialek for accepting Council's appointment to the Board. Mr. Kwitowski thanked the Board and staff for their ongoing efforts, but wanted to mention that he gets regular requests from the community regarding more service and destinations out of Erie. He reiterated that Erie City Council is willing to assist in any way possible. Mr. Kwitowski stated that TSA needs to be better and more efficient in Erie. There have been reports of long lines in the early morning.

Board Member Comments

Mr. Cappabianca welcomed Marybeth Smialek to the Board.

Executive Director's Report

- Mr. Doughty reported that enplanements are up 2% through March over last year during the same period. With American now operating regional jets like the other carriers, ERI will have 15,000 more available seats in 2018 compared to 2017.
- Mr. Doughty reminded the Board that the Chamber will be hosting an Air Service update to include a presentation by William Swelbar of Delta Airport Consultants. Board Members are invited to attend this presentation from 8 am to 9:30 am at the Intermodal Center. A second presentation will be held for Board Members unable to attend the Chamber presentation at Noon in our conference room at the airport. The Chamber has invited local business leaders and local elected officials including City and County Councils.
- Mr. Doughty provided updates on the following projects:
 - ✓ HVAC units replacement; of the 17 rooftop units to be replaced, 3 installs are complete.
 - ✓ The Wetlands work is expected to be completed by the end of July.
 - ✓ Intersection of Taxiway D and Runway 2/20 construction is expected to begin by the end of the month; weather dependent.
 - ✓ There was an error in the roof bid documents so we rejected the bids and then put it back out for rebid. Mr. Doughty explained that a third of the roof is expected to be replaced with this project. The rest is planned later, but it is based on funds availability. Kim Scharrer further explained that we have requested additional funds from the State, but have not heard anything yet. We are hoping for an answer by the end of August.
 - ✓ Our phone system upgrade is nearly complete. The last part of the upgrade includes the capability for incoming calls to the airport to be able to connect directly to the airlines by selecting a choice from our menu. Mr. Cappabianca asked how nervous first time

travelers get assistance with no one at the Information Desk. Mr. Doughty explained that there is a courtesy phone on the counter that reaches Michelle Magee. She is always willing to meet with customers when needed. In addition to Michelle, Airport Police is available to assist. Passengers may also get assistance from airline and TSA personnel.

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

Adjournment: 12:49 PM

Namon McWilliams, Secretary