

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, May 23, 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 Sheilah Bruno Keith Bator, UA
Charles Augustine Michelle Magee Joe Ceresa, NCA
Namon McWilliams Kim Scharrer Dawn Spence, Baker
Marybeth Smialek Irene Seyler Carol Snyder, TSA
Patrick Cappabianca Ian Bogle Bill Patterson, NCA
Daniel Giannelli Bill Banister Ellen Patterson, NCA
Gregory Hayes Crystal Nye Kathy Fatica, County Council
Andrea Zdaniewski Chris Karotko Deng Rag, UECD
James Pacansky Val Myers, Erie Times
Gary N. Horton, UECD

Opened: NOON

Board President Christopher Parker opened the meeting with the Pledge of Allegiance to the Flag of the United States of America. Mr. Parker welcomed new Board Member Greg Hayes.

Approval of Agenda:

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

Approval of Minutes:

Board Meeting- April 25, 2018 and Special Board Meeting- May 14, 2018

Marybeth Smialek moved to approve the minutes and Gregory Hayes seconded.

Approved by Yeas: Christopher Parker, Charles Augustine, Daniel Giannelli, Namon McWilliams, Patrick Cappabianca, Marybeth Smialek, and Gregory Hayes.

Public Comments:

There were no Public Comments.

Committee Reports:

Finance Committee- Finance Committee Member Daniel Giannelli reported that the Committee held a meeting on Tuesday, May 22, 2018. The Committee reviewed the Cash Forecast, Finance Report, Capital Fund Transactions, Bill to be Paid, and Expense Reports with no concerns.

Andrea Zdaniewski arrived at 12:03 pm during the Finance Committee report.

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

Sheilah Bruno introduced new Chief Financial Officer James Pacansky. Mr. Pacansky reported a net surplus for the month of April of \$42,223 bringing our year to date net deficit to \$1,832. Mr. Pacansky added that we are favorable to budget \$32,726 year to date.

Resolutions

Resolution 2018-11 Award of Terminal Roof Replacement Bid- Kim Scharrer explained that this is our third attempt to award the bid for terminal roof replacement. She further explained that bids were opened on Monday, May 21, 2018. Two bids were received and A.W Farrell & Son is the lowest responsible and responsive bidder. The bids have been reviewed by both Knox, our solicitor and Baker, our engineer for legal and technical review. After a question from Namon McWilliams, Jennifer Gornall explained that it is not necessary to include the contract award amount in the resolution.

Daniel Giannelli made a motion to approve the resolution as presented and Marybeth Smialek seconded. Approved by Yeas: Christopher Parker, Charles Augustine, Daniel Giannelli, Namon McWilliams, Gregory Hayes, Patrick Cappabianca, Marybeth Smialek, and Andrea Zdaniewski.

New Business

There was no New Business brought forth.

Liaison Comments

County Council Liaison Kathy Fatica said hello and thank you to all of the new faces on the Airport Board and Staff.

Board Member Comments

After a request for an update on the wetlands work by Mr. Cappabianca, Ms. Scharrer reported that the contract is currently out for an Independent Fee Estimate (IFE). Once this is complete and reviewed by the FAA, an agreement can be executed for the design work. Work on the wetlands is expected this summer. Ms. Bruno explained that the money for the wetlands work was set aside before we closed out the grant and returned the extra funds to the County (October 2016) from the Runway 6/24 improvement project. Ms. Bruno further explained, that if we do not spend all of the money set aside for the wetlands, then the excess money can be used for other projects per the bond. After an inquiry from Mr. Augustine, Ms. Bruno explained that work on our Master Plan Update continues. Our Airport Layout Plan (ALP) needs to be finalized then will be sent to the FAA for review. Ms. Scharrer stated that this is expected within the next few months.

Executive Director's Report

- Ms. Bruno reported that for the first time in four years the number of passenger flying out of ERI has increased! Ms. Bruno reported that through April enplanements are up 6.2% 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.
- Ms. Bruno reported that she recently spoke to Michael Boyd regarding air service development opportunities for ERI. According to Boyd, United is “intrigued” by Erie and Delta is very happy with their load factors here. Additional flights to Chicago are a possibility. United service to Newark may not work for us. Ms. Bruno explained that there have been ongoing on time issues with flights in and out of Newark resulting in several airlines pulling Newark from their schedule so it is likely that United no longer wants to explore an Erie to Newark route. Mr. Hayes commented that Republic Airlines will be at his flight school in the near future. He would like to talk to Michael Boyd about Republic adding flights from Erie. Ms. Bruno asked Mr. Hayes to contact her on this matter. Ms. Bruno explained that even though this community wants Allegiant, Allegiant may not be the best option for us. Allegiant has a history of pulling out of airports as quickly as they came in if a more profitable route opens. Ms. Bruno added that Erie is very fortunate to be serviced by three major airlines.
- Ms. Bruno announced that we will not be hosting Aviation Day events this August; we did not last year either. Mr. Hayes added that he has events planned for August at the flight school; more information to follow at a later date.
- Ms. Bruno reported that she and Mr. Parker met with the Mayor on May 22 to provide him with an update on airport projects and air service. Ms. Bruno added that Mayor Schember is aware that the Articles of Incorporation are due to be renewed next year.

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

Adjournment: 12:22 PM

Namon McWilliams, Secretary