

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, May 24, 2017**

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:

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|---------------------|------------------|--------------|
| Christopher Parker | George Doughty | Irene Seyler |
| Patrick Cappabianca | Michelle Magee | Ed Kissell |
| Namon McWilliams | Sheilah Bruno | |
| David Hallman, Jr. | Ian Bogle | |
| Daniel Giannelli | Kim Scharrer | |
| Frank Stefano | Jennifer Gornall | |

Andrea Zdaniewski *(arrived at 3:02 pm just after the approval of the agenda)*

William Jerin *(arrived at 3:33 pm)*

Opened: 3:00 pm

Board President Christopher Parker opened the meeting with the Pledge of Allegiance to the Flag of the United States of America.

Approval of Agenda:

Frank Stefano moved and Daniel Giannelli seconded. Approved by Yeas: Christopher Parker, Daniel Giannelli, Namon McWilliams, Frank Stefano, Patrick Cappabianca and David Hallman, Jr.

Approval of Minutes:

Board Meeting- April 26, 2017

Namon McWilliams moved and Patrick Cappabianca seconded. The meeting minutes were approved by Yeas: Christopher Parker, Daniel Giannelli, Namon McWilliams, Frank Stefano, Patrick Cappabianca, David Hallman, Jr., and Andrea Zdaniewski.

Public Comments:

Ed Kissell asked for an update on the remaining wetland mitigation work. George Doughty reported that it is something we are working on now.

Committee Reports:

Finance Committee- Finance Committee Chair David Hallman, Jr. reported that the Finance Committee held a meeting on Tuesday, May 23, 2017. The committee reviewed the Cash Forecast, Finance Report, Capital Fund Transactions, Expense Reports, and Bills to be Paid with no issues.

Mr. Hallman stated that the Committee recommends to the Board the approval of the May bills to be paid. Frank Stefano moved and Daniel Giannelli seconded.

Approved by Yeas: Christopher Parker, Daniel Giannelli, Namon McWilliams, Frank Stefano, Patrick Cappabianca, David Hallman, Jr., and Andrea Zdaniewski. Mr. Hallman further reported that the Finance Committee reviewed the proposed Erie Regional Airport Authority corporate seal that was designed by Michelle Magee and Lt. Jason Morell. The Board complimented the final design. David Hallman, Jr. moved to adopt the seal for the Erie Regional Airport Authority and Frank Stefano seconded. Approved by Yeas: Christopher Parker, Daniel Giannelli, Namon McWilliams, Frank Stefano, Patrick Cappabianca, David Hallman, Jr., and Andrea Zdaniewski.

Sheilah Bruno reported a net surplus after debt service of \$9,725 through April bringing our year to date surplus to \$117,485. We are favorable to budget \$202,102 year to date.

Resolutions

Resolution 2017-03 Acceptance of Executive Director Employment Contract with George F. Doughty- Mr. Parker explained that this resolution will appoint Mr. Doughty as Executive Director through December 31, 2018. Jennifer Gornall answered Board questions pertaining to the employment agreement and job description. After the discussion which included the role of the Personnel Committee and some minor language and/or spelling revisions to the agreement, Andrea Zdaniewski made a motion to approve the resolution as amended and David Hallman, Jr. seconded. Approved by Yeas: Christopher Parker, Daniel Giannelli, Namon McWilliams, Frank Stefano, Patrick Cappabianca, David Hallman, Jr., and Andrea Zdaniewski.

Executive Director's Report

Mr. Doughty reviewed what staff believes to be the final Airport Capital Improvement Plan (ACIP) as agreed upon by the FAA and ERAA. Mr. Doughty reported that the issue of taxiway width (50 feet verses 75 feet) has not yet been resolved. In response to a question from Mr. Hallman, Mr. Doughty and Chief Bogle explained what is planned for the wildlife deterrent fence.

Mr. Doughty explained that the information on our runway strength was never updated in the Airport's Master Record after the Runway Improvement Project was completed. It has been now!

In response to a question regarding fiber for the terminal from Mr. Giannelli, Chief Bogle explained that the fiber that Velocity Net will be running to the terminal will be for the use of the general public.

At the request of Ms. Zdaniewski, Mr. Doughty provided an update on the issue of the cell tower.

Mr. Doughty reported that he hosted a meeting with Southern Airways Express and Barb Chaffee and Jake Rouch of the Erie Chamber on May 9, 2017 at the Airport. The

Chamber will host a CEO Roundtable on June 19, 2017 with Mark Cestari, EVP Business Development at Southern Airways Express.

Mr. Cappabianca shared a recent experience his daughter had at TSA screening- the odor of her quick tan product set off TSA's detection equipment!

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

Adjournment: 3:49 PM

Namon McWilliams, Secretary