

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, June 24, 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 Stefano	Sheilah Bruno	Dawn Spence, Michael Baker
Daniel Giannelli	Michelle Magee	Brad Homan, Michael Baker
Charles Augustine	Ian Bogle	Ed Kissell
Namon McWilliams	Irene Seyler	
Patrick Cappabianca	Crystal Nye	
David Hallman, Jr.	Jennifer Gornall	
Luvennise Gamble		

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.

Namon McWilliams moved and Charles Augustine seconded.

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

Approval of Minutes:

Board Meeting- May 27, 2015

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

Public Comments:

Ed Kissell inquired about the newspaper article regarding the airport's new piece of snow removal equipment (SRE). Mr. Stefano advised Mr. Kissell that the SRE will be discussed in detail later in the meeting (Resolution 2015-06).

The Board met in Executive Session to discuss a legal matter from 3:03 pm until 3:19 pm.

Committee Reports:

Finance Committee- In the absence of Committee Chair Chris Parker, Pat Cappabianca provided this report. Mr. Cappabianca reported that the Finance Committee held a meeting on Tuesday, June 23, 2015. The cash forecast, finance report, capital fund transactions, bills to be paid, and expense reports were reviewed. The committee recommends to the Board the approval of the bills to be

paid. Patrick Cappabianca moved and Luvennise Gamble seconded. Approved by Yeas: Frank Stefano, Charles Augustine, Namon McWilliams, Patrick Cappabianca, Luvennise Gamble, Daniel Giannelli, and David Hallman, Jr. Mr. Cappabiaca reported that the committee also discussed the Master Plan Update and On-Call Design Services efforts currently underway.

Mr. Cappabianca reported that the Finance Committee also reviewed the resolutions for the new full service rental car concession and lease agreement and non-exclusive off-airport rental car operating agreements being presented to the board this month. Mr. Cappabianca stated that the Committee recommends approval of both resolutions.

Sheilah Bruno reported a net surplus after debt service of \$57,011 for the month of May. We are favorable to budget \$60,281 year to date.

Capital Improvements Committee- Committee Chair Frank Stefano reported that the Capital Improvements Committee held a meeting on Tuesday, June 23, 2015 to discuss the resolutions to award contracts for a new piece of snow removal equipment, our sustainable master plan update, and our on-call engineering services. Mr. Stefano stated that the Capital Improvements Committee recommends approval of all 3 resolutions.

Resolutions:

Resolution 2015-04 Acceptance of Full Service Rental Car Concession and Lease Agreements- Sheilah Bruno explained that the new contract is for 5 years and solidifies our 5 year budget.

Frank Stefano asked for a motion to approval. Charles Augustine moved and Namon McWilliams seconded. Approved by Yeas: Frank Stefano, Charles Augustine, Namon McWilliams, Patrick Cappabianca, Luvennise Gamble, Daniel Giannelli, and David Hallman, Jr.

Resolution 2015-05 Acceptance of a Non-Exclusive Off-Airport Rental Car Operating Agreement. Ms. Bruno explained that is also for a 5 year term and covers agencies that wish to conduct business off airport.

Frank Stefano asked for a motion to approval. Charles Augustine moved and Patrick Cappabianca seconded. Approved by Yeas: Charles Augustine, Namon McWilliams, Patrick Cappabianca, Luvennise Gamble, Daniel Giannelli, David Hallman, Jr., and Frank Stefano.

Resolution 2015-06 Award of Snow Removal Equipment (SRE) Contract. Ms. Bruno explained that this was part of last year's Capital Budget and replaces an out-of-service vehicle. Two bids were received and the lowest bidder was rejected for not meeting the bid specifications. It was specified in the bid that we were seeking a new vehicle; the lowest bidder offered a used vehicle. The bid included necessary length and turning radius; the lowest bidder did not meet these specifications. Ms. Bruno and Jennifer Gornall explained that both the Knox

Firm and our Equipment Specialist reviewed the bids and recommend the contract be awarded to M&B Companies as stated in the resolution. Ms. Bruno added that this piece of SRE is a multifunctioning unit with a blower, broom, and plow. A 50% improvement in efficiency/man hours is anticipated.

Frank Stefano asked for a motion to approval. David Hallman, Jr. moved and Patrick Cappabianca seconded. Approved by Yeas: Namon McWilliams, Patrick Cappabianca, Luvennise Gamble, Daniel Giannelli, David Hallman, Jr., Frank Stefano, and Charles Augustine.

Resolution 2015-07 Award of Contract for Sustainable Master Plan Update. Ms. Bruno explained the selection process (a selection committee, scoring standards, and FAA Advisory Circular) used for both the sustainable master plan update and the on-call engineering services contracts. The grant application for this effort will be submitted to the FAA by July 2, 2015. We have already received the successful IFE and scope of work contract from McFarland Johnson.

Frank Stefano asked for a motion to approval. Daniel Giannelli moved and Namon McWilliams seconded. Approved by Yeas: Namon McWilliams, Patrick Cappabianca, Luvennise Gamble, Daniel Giannelli, David Hallman, Jr., Frank Stefano, and Charles Augustine.

Resolution 2015-08 Award of Contract for On-Call Engineering Services. Ms. Bruno reported that Ms. Gornall is currently working on a draft agreement with Michael Baker for this 5 year contract. In response to a question from Ed Kissell, Ms. Gornall explained that there is no contract amount; a fee schedule is accepted and Baker is paid for tasks performed.

Frank Stefano asked for a motion to approval. Charles Augustine moved and David Hallman, Jr. seconded. Approved by Yeas: Namon McWilliams, Patrick Cappabianca, Luvennise Gamble, Daniel Giannelli, David Hallman, Jr., Frank Stefano, and Charles Augustine.

Resolution 2015-09 Agreement with Millcreek Township for a Dog Exercise Area. Ms. Bruno explained that Millcreek Township Supervisors approached Chris with this idea for a dog exercise area. Ms. Gornall reviewed the agreement submitted by Millcreek. The agreement with our revisions will be returned to Millcreek for next steps (completion of Form 7460 by Millcreek, ERAA's signature as sponsor on the form, and ERAA's submittal to the FAA ADO)

Frank Stefano asked for a motion to approval. Daniel Giannelli moved and Namon McWilliams seconded. Approved by Yeas: Patrick Cappabianca, Luvennise Gamble, Daniel Giannelli, David Hallman, Jr., Frank Stefano, Charles Augustine, and Namon McWilliams.

Resolution 2015-10 To Honor Donald E. Wright, Jr. Ms. Gornall read the resolution to recognize and honor recently retired ERAA Solicitor Don Wright's service to the Airport Authority. Patrick Cappabianca moved and Luvennise Gamble, Daniel Giannelli, David Hallman, Jr., Frank Stefano, Charles Augustine, Namon McWilliams, and Patrick Cappabianca all seconded. Approved by Yeas:

Luvennise Gamble, Daniel Giannelli, David Hallman, Jr., Frank Stefano, Charles Augustine, Namon McWilliams, and Patrick Cappabianca.

Mr. Cappabianca shared a personal story about his relationship with Don Wright. Mr. Cappabianca was Don's teacher in 7th grade and even from that young age, Don knew he wanted to be a lawyer. Mr. Cappabianca told how he encouraged Don to run for student council president while at Gridley and then tried to talk him into running for Congress years later. Mr. Cappabianca remember the wonderful family Don came from and the relationship he had with Don's father. Mr. Cappabianca ended with stating how proud he is of Don Wright. He is truly a humanitarian and a really great guy.

New Business:

Ms. Bruno shared information on the Historical Society of Erie County display cases to be dedicated in the airport terminal on July 1st during a 2:00 pm ceremony in the baggage claim area. Three glass cases will be set around the airport displaying pieces of Erie's history to encourage the public to visit the Hagen History Center which includes the Watson-Curtze Mansion.

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

Adjournment: 3:52 PM

Lou Bizzarro, Secretary