

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, June 26, 2019**

Minutes of a Meeting of the Erie Regional Airport Authority duly posted and advertised, held in the Board Room on the second floor of the Intermodal Center, 208 East Bayfront Parkway, Erie, Pennsylvania.

Attendees:

Christopher Parker	Derek Martin	Joe Ceresa, NCA
Patrick Cappabianca	Michelle Magee	Fred Veith, Hangar 20
Richard Wagner	Timothy Sennett	Valerie Myers, Times-News
Andrea Zdaniewski	James Pacansky	Keith Walach
Gregory Hayes	Kim Scharrer	
Marybeth Smialek		
David Hallman, Jr.		

Opened: 12:01 PM

Board President Christopher Parker opened the meeting with the Pledge of Allegiance to the Flag of the United States of America. Mr. Parker announced that the Board met in an Executive Session prior to today's Board Meeting to discuss real estate matters.

Approval of Agenda:

Mr. Parker asked for a motion to approve the agenda as presented. Patrick Cappabianca moved to approve the agenda and Marybeth Smialek seconded. Approved by Yeas: Christopher Parker, Richard Wagner, Gregory Hayes, Patrick Cappabianca, David Hallman, Jr., Marybeth Smialek, and Andrea Zdaniewski.

Approval of Minutes:

Board Meeting- May 22, 2019

Mr. Parker asked for a motion to approve the minutes as presented. Patrick Cappabianca moved to approve the agenda and Richard Wagner seconded. Approved by Yeas: Christopher Parker, Richard Wagner, Gregory Hayes, Patrick Cappabianca, David Hallman, Jr., Marybeth Smialek, and Andrea Zdaniewski.

Public Comments

There were no Public Comments.

Committee Reports:

Finance Committee- Finance Committee Chair David Hallman stated that the Finance Committee held a meeting on June 25, 2019. The Committee reviewed the employee pension plan with Don Boetger, the cash forecast, A/R summary, bills to be paid, finance report, capital fund transactions, and expense reports were reviewed with no questions or concerns. Approval of the Bills to be Paid-

Gregory Hayes moved and Patrick Cappabianca seconded. Approved by Yeas: Christopher Parker, Richard Wagner, Gregory Hayes, Patrick Cappabianca, David Hallman, Jr., Marybeth Smialek, and Andrea Zdaniewski.

James Pacansky reviewed the Finance Report. We had a net surplus of \$111,329 for the month of May. Year to date we are favorable to budget \$269,774 with revenue favorable to budget \$63,750 and expenses are less than budget (favorable) to budget \$206,025.

Unfinished Business

There was no Unfinished Business.

Resolutions

Resolution 2019-18 Award of Contract for Food Concession

Mr. Martin explained that an RFP for food concessions went out in May. Two companies bid on the contract. After staff and legal review, Tailwind Patrick Cappabianca moved for approval and Marybeth Smialek seconded. Approved by Yeas: Christopher Parker, Richard Wager, Gregory Hayes, Patrick Cappabianca, David Hallman, Jr., Marybeth Smialek, and Andrea Zdaniewski.

Resolution 2019-19 Ratification of Airline Operating Agreement

Mr. Martin explained that the Board previously approved the extension of the terms of the Airline Operating Agreement as well as the rates and charges for 2018-2021. Now that all three airlines have executed the agreements, the Board needs to ratify them via resolution.

Richard Wagner moved for approval and David Hallman, Jr. seconded. Approved by Yeas: Richard Wagner, Gregory Hayes, Patrick Cappabianca, David Hallman, Jr., Marybeth Smialek, Andrea Zdaniewski, and Christopher Parker.

New Business

There was no New Business.

Liaison Comments

There were no Liaisons present.

Board Member Comments

There were no Board Member Comments.

Executive Director's Report

Mr. Martin reported the following:

- The Airport Authority helped honor World War II vet Joseph Morettini as he departed ERI on a Delta flight to attend the 75th anniversary of Normandy. With help from the McDowell ROTC Color Guard and FastSigns, we have Pvt. Morettini the sendoff he deserved!
- The flooring replacement project is complete. Some of the new seating is expected to be installed July 1st with the remainder of the seating expected to be

in place by the end of July. FastSigns will begin installing pieces of the new advertising program in July. The restaurant renovations are nearing completion. The sally port has been manufactured with install to be determined. We are working on the TSA approval required for the sally port.

- Year to date passenger traffic is up 10.5% over last year! This trend is expected to continue through year end.
- The November/December issue of Airport Improvement magazine will include an article featuring ERI's terminal improvements.
- We are currently working on a Small Community Air Service Development (SCASD) grant application. This grant will assist in our efforts to secure United ERI to Dulles service. We are working with United and the community. The service would be two flights daily to Washington, D.C. and would add 32,000 passengers to the market. We will also use the Air Service Incentive Program previously approved the Board in our grant application.

Ms. Smialek commended Mr. Martin for the great progress the airport continues to make!

Marybeth Smialek made a motion to adjourn and Patrick Cappabianca seconded.
Approved by Yeas: Christopher Parker, Richard Wagner, Gregory Hayes, Patrick Cappabianca, David Hallman, Jr., Marybeth Smialek, and Andrea Zdaniewski.

Adjournment: 12:15 PM

Marybeth Smialek, Secretary