

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, June 27, 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 Joe Ceresa, NCA
Charles Augustine Michelle Magee Cas Kwitowski, NCA
Namon McWilliams James Pacansky Dawn Spence, Baker
Patrick Cappabianca Kim Scharrer Brad Homan, Baker
Gregory Hayes Ian Bogle Ndayisaba Sesile, UECD
David Hallman, Jr. Bill Banister Deng Rag, UECD
Daniel Giannelli Irene Seyler Keith Bator, UA
Andrea Zdaniewski Crystal Nye
Marybeth Smialek
Robert Zaruta

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.

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, Gregory Hayes, Patrick Cappabianca, David Hallman, Jr., Marybeth Smialek, and Andrea Zdaniewski.

Public Comments

Deng Rag of the Quality of Life Learning Center/UECD presented information on UECD's planned RISE ABOVE event to be held August 28-September 2, 2018 at North Coast Flight School.

The ERAA Board met in Executive Session from 12:15 pm until 12:57 pm

Approval of Minutes:

Board Meeting- May 23, 2018

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

Board Member Gregory Hayes left during the Executive Session.

Committee Reports:

Finance Committee- Finance Committee Chair David Hallman, Jr. reported that the Committee held a meeting on Tuesday, June 26, 2018. The Committee reviewed the Cash Forecast, Finance Report, Capital Fund Transactions, Bill to be Paid, Expense Reports and Resolutions 2018-12 and 2018-15 with no concerns. Mr. Hallman stated that the Finance Committee recommends approval of Resolution 2018-12 and 2018-15 by the full Board.

Mr. Hallman stated that the Committee also recommends approval of the Bills to be Paid. 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.

Chief Financial Officer James Pacansky reported a net surplus for the month of May of \$60,235 bringing our year to date net surplus to \$58,404. Mr. Pacansky added that we are favorable to budget \$82,829 year to date.

Community Relations Committee- Community Relations Committee Chair Charley Augustine reported that the Committee held a meeting on Tuesday, June 26, 2018 to review the RISE ABOVE information provided by Gary Horton of Urban Erie Community Development Corporation (UECDC). The Committee also reviewed and discussed the guidelines for contributions as stated in the Pennsylvania Municipal Authorities Act (PMAA) and our own Articles of Incorporation. Mr. Augustine stated that the Committee recommends support of the RISE ABOVE event in the amount of \$1,000.00 contingent upon the event taking place. Charles Augustine moved and Patrick Cappabianca seconded. Approved by Yeas: Charles Augustine, Daniel Giannelli, Namon McWilliams, Patrick Cappabianca, David Hallman, Jr., Marybeth Smialek, Andrea Zdaniewski, and Christopher Parker.

Resolutions

Resolution 2018-12 Approval of Work Order #25- Design Services with Hill International, Inc. at State Game Lands 314-Wetland Mitigation- Ms. Bruno explained that this work order will approve the design work by Hill International for the wetland mitigation which is the last remaining project under the Runway 6/24 improvement project and has a not to exceed cost of \$24,932.

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

Resolution 2018-13 Ratification of Employment Agreement with Acting Executive Director- Mr. Parker explained that this ratifies the employment agreement with Acting Executive Director Sheilah Bruno that was previously agreed upon.

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

Resolution 2018-14 Approval of Independent Contractor Agreement with Sheilah Bruno- Mr. Parker explained that this approves a contractor agreement with Sheilah Bruno to work in a consultant capacity as needed once a new Executive Director is in place.

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

Resolution 2018-15 Authorize Acting Executive Director to Accept and Execute State Grant Offer- Ms. Bruno explained that approval of this resolution will allow her to accept and execute an offer from the State once received. This offer relates to the additional monies released by Gov. Wolf for terminal improvements. Ms. Bruno further explained that the grant will allow us to complete Phase 2 of our roof replacement project, security upgrades and LED lighting.

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

New Business

There was no New Business brought forth.

Liaison Comments

City Council Liaison Cas Kwitowski reminded the Board that Erie City Council is willing to work with the Board on any and all issues. Mr. Kwitowski talked about ticket prices and shared that he will be flying in a few weeks. Mr. Parker directed Michelle Magee to forward the air service presentation that Bill Swelbar gave at the Chamber to City and County Councils so members who were not able to attend the Chamber presentation can benefit from it.

Board Member Comments

There were no Board Member Comments

Executive Director's Report

- Ms. Bruno reported that enplanement numbers are slowly increasing. With additional seats available this year, continued increases are expected throughout the remainder of the year.
- Ms. Bruno announced that our annual FAA Part 139 inspection is scheduled to begin the evening of July 9, 2018. Staff has been busy preparing for the inspection.
- In response to a question from Mr. McWilliams, Ms. Bruno explained that negotiations with the Teamsters for the Police Department Union are expected to be wrapped up within the next few weeks.
- In response to an inquiry from Mr. Giannelli regarding tracking additional seats available out of ERI verses ticket prices, Ms. Bruno explained that there is no way to really track that specific information.

Marybeth Smialek made a motion to adjourn 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.

Adjournment: 1:11 PM

Namon McWilliams, Secretary