

**ERIE REGIONAL AIRPORT AUTHORITY  
MEETING  
Wednesday, June 28, 2017**

Minutes of a Meeting of the Erie Regional Airport Authority duly posted and advertised, held at the International Trade Center, 3837 West 20<sup>th</sup> Street in Millcreek Township, Erie County, Pennsylvania.

**Attendees:**

Christopher Parker	George Doughty	Cas Kwitowski, City Council
Patrick Cappabianca	Michelle Magee	Kathy Fatica, County Council
Namon McWilliams	Sheilah Bruno	Joe Ceresa, North Coast Air
David Hallman, Jr.	Ian Bogle	Gary Jasper, Hangar 20
Daniel Giannelli	Kim Scharrer	Jack Bendig, Hangar 20
Charles Augustine	Tim Sennett	Fred Veith, Hangar 20
William Jerin		Dawn Spence, Michael Baker
Andrea Zdaniewski <i>(arrived at 3:02 pm/after approval of minutes)</i>		Laura Canham, McFarland Johnson
		Matthew Egge, McFarland Johnson
		Alex Michaels, McFarland Johnson
		Greg Hayes, NC Flight School

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:**

Mr. Parker suggested that the agenda be amended to move the presentation on the Master Plan Update from McFarland Johnson be moved to after the Approval of Minutes from the May 24, 2017 Board Meeting. Patrick Cappabianca moved to approve the agenda as amended and Namon McWilliams seconded. Approved by Yeas: Christopher Parker, Charles Augustine, Daniel Giannelli, Namon McWilliams, Patrick Cappabianca, David Hallman, Jr., and William Jerin.

**Approval of Minutes:**

Board Meeting- May 24, 2017

Daniel Giannelli moved and Namon McWilliams seconded. Approved by Yeas: Christopher Parker, Charles Augustine, Daniel Giannelli, Namon McWilliams, Patrick Cappabianca, David Hallman, Jr., and William Jerin.

**Master Plan Update with McFarland Johnson:**

The Board received an update from McFarland Johnson on the Master Plan. The review and discussion with the Board included an explanation of the process and a status report, a summary of the completed tasks, an explanation of the alternatives, and next steps. McFarland Johnson announced that the airport will be hosting Public Meeting for the Airport Master Plan Update this evening from 5:30 pm until 7:00 pm in the lobby of the Millcreek Township Building.

### **Public Comments:**

Greg Hayes of the North Coast Flight School thanked the Airport for supporting his Open House.

### **Committee Reports:**

Finance Committee- Finance Committee Chair David Hallman, Jr. reported that the Finance Committee held a meeting on Tuesday, June 27, 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 June bills to be paid. Daniel Giannelli moved and Patrick Cappabianca seconded. Approved by Yeas: Christopher Parker, Charles Augustine, Daniel Giannelli, Namon McWilliams, Patrick Cappabianca, David Hallman, Jr., William Jerin, and Andrea Zdaniewski.

Sheilah Bruno reported a net surplus after debt service of \$69,134 through May bringing our year to date surplus to \$186,618. We are favorable to budget \$303,700 year to date.

Community Relations Committee- There was no meeting held this month, but Committee Chair Charley Augustine reminded everyone that a ceremony to unveil 5 new portraits on our Famous Erie Aviators Wall of Fame will be held on Friday, June 30<sup>th</sup> at 10:00 am in the baggage claim area.

### **Liaison Comments**

After a question from County Council Liaison Kathy Fatica, Mr. Doughty explained that discussions with Southern Airways Express are ongoing and the Chamber is assisting with this effort. Ms. Fatica stated that Council sent notice to Southern Airways Express in support of service between ERI and PIT. City Council Liaison Casimir Kwitowski stated that City Council is prepared to do the same. After another question from Ms. Fatica, Mr. Doughty explained that we plan to have a conversation with Delta regarding keeping the 4<sup>th</sup> daily flight that was on the schedule in May.

### **Board Member Comments**

Mr. Parker commented that the new website looks great! Mr. Cappabianca agreed. Mr. Cappabianca also thanked Mr. Doughty for his efforts to meet with each Board Member. He added that he is very pleased with the recent publicity the airport has received, i.e. the possible addition of PIT service on Southern Airways Express. Regarding the new website, Mr. Giannelli stated he was pleased to see that the new website is compatible with smart phones, tablets, etc. Mr. Doughty praised Michelle Magee for her efforts on the Airport website redesign project. We now have an updated, user friendly website.

### **Executive Director's Report**

Ms. Magee shared information on the Airport's new tour program geared towards school groups, Scouts, etc. Mr. Doughty added that Ms. Magee did a great job establishing this program.

Ms. Scharrer provided an update on our current capital projects:

- Terminal roof HVAC replacement (bids have been open and are under engineer review). This is being funded by the State Multimodal Grant.
- The airfield wildlife deterrent fence (bids are being opened June 29, 2017). This project is being funded by the FAA.
- Runway 2/20 intersection with taxiway delta pavement rehab (bids are being opened June 29, 2017). This project is being funded by the FAA. Mr. Doughty added that the rehab documents had to be prepared around the issue of taxiway width since the FAA has not made a decision on the issue yet.

Ms. Scharrer further explained that the timing of the release of the funds by the FAA may delay construction until spring 2018. Both projects are 90% FAA funds, 5% State funds, with a 5% match from ERAA. Knox will review the bids for both projects immediately after opening as the grant application deadline in June 30, 2017. Mr. Doughty praised Ms. Scharrer on her efforts on these projects.

Mr. Doughty shared with the Board plans for a meeting room in the rear of the ERI Café for Board Meetings, Committee Meetings, etc.

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

**Adjournment: 4:26 PM**

*The Board met in an Executive Session to discuss a personnel matter immediately following adjournment.*

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Namon McWilliams, Secretary