

**ERIE REGIONAL AIRPORT AUTHORITY**  
**MEETING**  
**Wednesday, July 22, 2015**

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:**

Charles Augustine	Chris Rodgers	Dawn Spence, Michael Baker
Lou Bizzarro	Michelle Magee	Anna Frantz, Emerge 2040
Namon McWilliams	Sheilah Bruno	Ed Kissell
Patrick Cappabianca	Ian Bogle	
David Hallman, Jr.	Irene Seyler	
Daniel Giannelli	Kim Scharrer	
Jennifer Gornall	Crystal Nye	

Participated by phone: Christopher Parker

Board Vice President, Charles Augustine opened the meeting at 3:00 pm with the Pledge of Allegiance.

**Approval of Agenda:**

Charles Augustine asked for a motion to approve the agenda as presented.

Namon McWilliams moved and Lou Bizzarro seconded.

The agenda was approved by Yeas: Charles Augustine, Christopher Parker, Lou Bizzarro, Namon McWilliams, Patrick Cappabianca, Daniel Giannelli, and David Hallman, Jr.

**Approval of Minutes:**

Board Meeting- June 24, 2015

Daniel Giannelli moved and Patrick Cappabianca seconded. The minutes were approved by Yeas: Charles Augustine, Christopher Parker, Lou Bizzarro, Namon McWilliams, Patrick Cappabianca, Daniel Giannelli, and David Hallman, Jr.

**Public Comments:**

Ed Kissell inquired about how ERI's runways were named verses how they were laid out. Chris Rodgers explained that prevailing winds and compass headings determined this. Mr. Kissell also share archive information from 1992 regarding extending the runway.

**Committee Reports:**

Finance Committee- Committee Chair Chris Parker reported that the Finance Committee held a meeting on Tuesday, July 21, 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 Namon McWilliams seconded. Approved

by Yeas: Charles Augustine, Christopher Parker, Lou Bizzarro, Namon McWilliams, Patrick Cappabianca, Daniel Giannelli, and David Hallman, Jr.

Sheilah Bruno reported a net surplus after debt service of \$94,016 for the month of June. We are favorable to budget \$125,804 year to date.

**Unfinished Business:**

Mr. Rodgers provided a brief update on the possible property purchase discussed last month in Executive Session. The process is still underway with no final determination made as of yet.

**Resolutions:**

Resolution 2015-11 Approval of Appointment of Chris Rodgers to the Ex Officio Position on the VisitErie Board

Mr. Rodgers explained that he has been on the VisitErie board since 2008, first filling the seat left vacant when Kelly Fredericks resigned, then holding his own seat on the board. Mr. Rodgers explained that term limits ended his voting seat on the VisitErie board June 30, 2015. VisitErie believes it is important that Chris Rodgers stay involved with VisitErie to provide input, guidance, etc. as long as he is Airport Director. In the event someone else becomes Airport Director, that person would have the opportunity to hold his/her own voting position/term on the VisitErie board.

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

Resolution 2015-12 Acceptance of Transportation Network Companies Agreement

Mr. Rodgers explained Uber- the ride sharing service new to Erie and emerging at ERI. He also explained the airport's commercial service access program and the fees associated with that program. Mr. Rodgers explained that we have been working with AAAE to implement a software based tracking system that originated at San Francisco airport. There are no out of pocket expenses to implement this program.

Ms. Gornall noted that a revision was made to the agreement to reference the Pennsylvania rather than Virginia. Also, Right-to-Know language was inserted as the last article (10.15) of the agreement.

Mr. Augustine asked for a motion to approve the resolution with these revisions to the agreement. Patrick Cappabianca moved and Namon McWilliams seconded. Approved by Yeas: Charles Augustine, Christopher Parker, Lou Bizzarro, Namon McWilliams, Patrick Cappabianca, Daniel Giannelli, and David Hallman, Jr.

Resolution 2015-13 Approval of Digital Notice to Airmen System. Mr. Rodgers explained how our Airfield Operations personnel currently send out notices to the air carriers when we have a runway closing, curfew, field conditions notice, etc. He further explained the new digital system ERI will implement. Once the agreement to use digital NOTAMS is executed, we will enter into a Letter of Agreement (LOA) with the ERI FAA Air Traffic Manager. Training of all applicable staff on the digital system will be completed by the start of winter operations. There is no cost to implement the digital system.

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

**New Business:**

Anna Frantz of Emerge 2040 provided the Board with an introduction to the Emerge 2040 effort and explained how the airport fits into the plan.

Mr. Rodgers took a moment to acknowledge Dawn Spence of Michael Baker (our new On-Call Engineering firm). Ms. Spence shared her excitement about working with the Airport Authority.

**Executive Director's Report**

Air Service Update- Mr. Rodgers reported that the one year anniversary of United service to Chicago was celebrated in June 2015. Our year to date decline improved .8 points brining our year to date decline to -10.9 from -11.7. Moving forward, our year to date performance is expected to improve. Fleet and pilot training issues continue to impact service expansion opportunities.

Activities Report- Mr. Rodgers met with Sheila Sterrett of Senator Toomey's office yesterday as part of our ongoing efforts to work with our local delegation.

Mr. Rodgers reminded everyone of National Aviation Day events on Wednesday August 19<sup>th</sup>. Once again, the airport in conjunction with the Bureau of Aviation will be hosting the Boy Scouts for their opportunity to earn the Aviation Merit Badge. The airport family picnic will take place that same evening from 5 pm until 8 pm. Mr. Rodgers said he hoped all board members could attend the picnic; it's a great time!

Patrick Cappabianca moved for adjournment and Namon McWilliams seconded. Approved by Yeas: Charles Augustine, Christopher Parker, Lou Bizzarro, Namon McWilliams, Patrick Cappabianca, Daniel Giannelli, and David Hallman, Jr.

**Adjournment: 4:09 PM**

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Lou Bizzarro, Secretary