

ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, July 25, 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: Charles Augustine	Sheilah Bruno	Cindy Saurwein, NCA
Namon McWilliams	Michelle Magee	Lou Baxter, JET 24
Patrick Cappabianca	James Pacansky	Dawn Spence, Michael Baker
Marybeth Smialek	Ian Bogle	
Greg Hayes	Kim Scharrer	
Andrea Zdaniewski	Irene Seyler	
Jennifer Gornall	Crystal Nye	

Opened: Noon

Board President Pro-Tem Charles Augustine opened the meeting with the Pledge of Allegiance to the Flag of the United States of America.

Approval of Agenda:

Mr. Augustine asked for a motion to approve the agenda as presented. Namon McWilliams moved and Patrick Cappabianca seconded. Approved by Yeas: Charles Augustine, Namon McWilliams, Gregory Hayes, Patrick Cappabianca, and Marybeth Smialek.

Public Comments

None

Andrea Zdaniewski arrived at 12:02 pm.

Approval of Minutes:

Board Meeting- June 27, 2018

Marybeth Smialek moved to approve the minutes and Gregory Hayes seconded. Approved by Yeas: Charles Augustine, Namon McWilliams, Gregory Hayes, Patrick Cappabianca, Marybeth Smialek, and Andrea Zdaniewski.

Committee Reports:

Finance Committee- Finance Committee member Marybeth Smialek reported that the Committee held a meeting on Tuesday, July 24, 2018. The Committee reviewed the Cash Forecast, Finance Report, Capital Fund Transactions, Bill to be Paid, Expense Reports and Resolution 2018-17 with no concerns. Ms. Smialek stated that the Finance Committee recommends approval of Resolution 2018-17 by the full Board.

Ms. Smialek stated that the Committee also recommends approval of the Bills to be Paid. Patrick Cappabianca moved and Namon McWilliams seconded. Approved by Yeas: Charles Augustine, Namon McWilliams, Gregory Hayes, Patrick Cappabianca, Marybeth Smialek, and Andrea Zdaniewski.

Chief Financial Officer James Pacansky reported a net surplus for the month of June of \$89,732. Year to date, we are \$147,732 favorable to budget. Mr. Pacansky added that year to date revenue is \$19,418 favorable to budget and expenses are \$128,314 favorable to budget.

The Board met in Executive Session from 12:05 pm to 12:17 pm to discuss a personnel matter.

Resolutions

Resolution 2018-16 Approval of Collective Bargaining Agreement with Teamsters Local #397- approval of this resolution approves an employment agreement with the Airport Police Department union.

Marybeth Smialek made a motion to approve the resolution as presented and Patrick Cappabianca seconded. Approved by Yeas: Charles Augustine, Namon McWilliams, Gregory Hayes, Patrick Cappabianca, Marybeth Smialek, and Andrea Zdaniewski.

Resolution 2018-17 Authorize Purchase of SCBA Equipment- Ms. Bruno explained that approval of this resolution allows us to move forward with purchasing six new pieces Self Contained Breathing Apparatus (SCBA) equipment for our Aircraft Rescue and Firefighting (ARFF) department. The current SCBA cylinders will expire in November. Ms. Bruno further explained that we will purchase from KAZA Fire Equipment Company which is a COSTARS vendor. This expense is on our Capital Reserve list.

Andrea Zdaniewski made a motion to approve the resolution as presented and Gregory Hayes seconded. Approved by Yeas: Charles Augustine, Namon McWilliams, Gregory Hayes, Patrick Cappabianca, Marybeth Smialek, and Andrea Zdaniewski.

New Business

There was no New Business brought forth.

Liaison Comments

No Liaisons were present.

Board Member Comments

Greg Hayes announced that the North Coast Flight School will hold an open house August 18, 2018 and August 19, 2018. There will be aircraft on static display including the B-17. There will be a dance in the hangar Saturday night. Mr. Hayes expects a turnout of at least 6,000 people per day. He added that he hopes to see his fellow Board Members there.

Executive Director's Report

- Ms. Bruno reported that June enplanements are up 6.5% over June of last year. In response to a comment from Mr. Hayes, Ms. Bruno explained that this is enplanements/passengers on commercial flights not flight operations which is both commercial and general aviation.
- Ms. Bruno reported that our annual FAA Part 139 inspection went well. There were six findings, half of which were corrected while the inspector was still here. Two more of the six were completed by July 18, 2018. Michael Baker is currently working on the last remaining correction which entails revisions to our Signage and Markings Plan and updates to our declared distances/runway data.
- Ms. Bruno reported that after much effort we have successfully negotiated and executed a new Letter of Agreement (LOA) with the FAA regarding new reporting procedures for airport field condition reporting. The LOA was effective July 11, 2018.
- Ms. Bruno reported that the mid-section at T/W Delta is expected to be complete in mid-August. The FAA will support tying the crack repair into T/W 2-20 intersection project bringing the estimated cost to around \$13,000 from \$30,000.
- Ms. Bruno provided an update on the 1 year lease extension with Erie Aviation. Bill Conner, owner of Erie Aviation, is agreeable to the 1 year extension. The current agreement doesn't even expire until June 2019 so we have time before the terms of the 1 year extension will be negotiated. Mr. Hayes inquired as to why some airport tenants have 10+ year leases. Ms. Bruno explained that some tenants are grandfathered in under older, existing agreements. Moving forward, no tenant lease should be more than 10 years.
- Ms. Bruno stated that interviews with the Executive Director candidates will begin within the next week. Board members should send the questions he/she intends to ask to Jennifer Gornall prior to the interviews.

Patrick Cappabianca made a motion to adjourn and Andrea Zdaniewski seconded.

Approved by Yeas: Charles Augustine, Namon McWilliams, Gregory Hayes, Patrick Cappabianca, Marybeth Smialek, and Andrea Zdaniewski.

Adjournment: 12:29 PM

Namon McWilliams, Secretary