

**ERIE REGIONAL AIRPORT AUTHORITY  
MEETING  
Wednesday, July 27, 2016**

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	Christopher Rodgers	Laura Canham, McFarland
Frank Stefano	Michelle Magee	Brad Homan, Michael Baker
Namon McWilliams	Sheilah Bruno	Dawn Spence, Michael Baker
Daniel Giannelli	Ian Bogle	Joe Ceresa, NCA
David Hallman	Irene Seyler	Lisa Cappabianca
Patrick Cappabianca	Crystal Nye	Ed Kissell
Andrea Zdaniewski		
Jennifer Gornall		
Richard Perhacs		

Participated by Phone: Christopher Parker

Since he is participating by phone, Board President Chris Parker asked Vice President Charles Augustine to lead the meeting. Mr. Augustine opened the meeting at 3:01 pm with the Pledge of Allegiance. A moment of silence was observed to honor the passing of beloved ERAA employee Dolores Casale. Mr. Parker suggested that the Master Plan Update by Laura Canham be moved up on the agenda to follow the approval of the agenda. Mr. Augustine asked for a motion to approve the agenda as amended. Namon McWilliams moved and Frank Stefano seconded. The amended agenda was approved by Yeas: Christopher Parker, Charles Augustine, Daniel Giannelli, Namon McWilliams, Frank Stefano, Patrick Cappabianca, David Hallman, and Andrea Zdaniewski.

Laura Canham of McFarland Johnson provided a project and status update on the airport's Master Plan Update.

**Approval of Minutes:**

Board Meeting- June 22, 2016

Frank Stefano moved and Patrick Cappabianca seconded. The meeting minutes were approved by Yeas: Christopher Parker, Charles Augustine, Daniel Giannelli, Namon McWilliams, Frank Stefano, Patrick Cappabianca, David Hallman, and Andrea Zdaniewski.

**Committee Reports:**

Finance Committee- Finance Committee Member, Andrea Zdaniewski reported that the Finance Committee held a meeting on Tuesday, July 26, 2016. The cash forecast, finance report, capital fund transactions, bills to be paid, and expense reports were reviewed with no issues.

The committee recommends to the Board the approval of the bills to be paid. Frank Stefano moved and Patrick Cappabianca seconded. Approved by Yeas: Christopher Parker, Charles Augustine, Daniel Giannelli, Namon McWilliams, Frank Stefano, Patrick Cappabianca, David Hallman, and Andrea Zdaniewski.

Sheilah Bruno reported a surplus of \$44,825 for the month of June bringing our year to date surplus to \$111,521. Year to date we are favorable to budget \$168,823.

### **Resolutions**

Resolution 2016-08- Aviation Day Recognition- Mr. Rodgers explained that the purpose to this resolution is to recognize the 4 organizations that have supported our annual Aviation Day Celebration for all 5 years: ERIE Bank, North Coast Air, Burger King, and the North Coast Flight School.

Frank Stefano made a motion for approval and Daniel Giannelli seconded. Approved by Yeas: Christopher Parker, Charles Augustine, Daniel Giannelli, Namon McWilliams, Frank Stefano, Patrick Cappabianca, David Hallman, and Andrea Zdaniewski

### **Board Member Comments**

Mr. Giannelli recommended that Board Members be provided some talking points when out at community events like the Gala in the Orchard. He further explained that a summary of quarterly highlights from airport staff would be helpful. Mr. Augustine stated that what you bring back from the Boyd Conference will help. Mr. Stefano agreed and added that the Boyd Conference is such a valuable conference with so much information to help you have a better understanding on the industry and how airports operate. Mr. Rodgers encouraged each Board Member to email him with what he or she is interested in learning more about. Mr. Rodgers added that our ERI market positioning program with Boyd and Spring O'Brien will help build talking points also. Greg Hayes invited Board Members to stop by the Flight School for a behind the scenes tour- there's plenty going on at the school to talk about!

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

Mr. Rodgers reported that although load factors continue to be strong, ERI saw very little change in enplanements over last year with the first half of 2016 showing a slight decline of -1.5%.

Mr. Rodgers reminded the Board that United Ground Express (UGE) will be taking over for Air Wisconsin servicing United's operations effective August 4, 2016. ERI will see equipment upgrades, a new office, among other changes.

Ed Kissell asked when the sky cam was installed and what was the cost? Mr. Rodgers explained that the camera is in place at no cost to the airport- Jamestown Mattress sponsors the camera.

Mr. Rodgers reported that staff has been busy preparing for our annual FAA Part 139 inspection scheduled for early August.

Charles Augustine made a motion to adjourn and Frank Stefano seconded. Approved by Yeas: Christopher Parker, Charles Augustine, Daniel Giannelli, Namon McWilliams, Frank Stefano, William Jerin, and Andrea Zdaniewski.

**Adjournment: 3:58 PM**

*After adjournment the Board met in an Executive Session to discuss a personnel matter.*

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Namon McWilliams, Secretary