

**ERIE REGIONAL AIRPORT AUTHORITY**  
**MEETING**  
**Wednesday, August 23, 2017**

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 12<sup>th</sup> Street in Millcreek Township, Erie County, Pennsylvania.

**Attendees:**

Christopher Parker	George Doughty	Cas Kwitowski, City Council
Charles Augustine	Michelle Magee	Gary Jasper, Hangar 20
Namon McWilliams	Ian Bogle	Jack Bendig, Hangar 20
Patrick Cappabianca	Bill Banister	Fred Veith, Hangar 20
Andrea Zdaniewski	Sheilah Bruno	Tad Jakes, Erie Aviation
Jennifer Gornall	Kim Scharrer	Bill Conner, Erie Aviation
	Irene Seyler	Dawn Spence, Michael Baker
	Crystal Nye	Ron Hilliard, WJET-TV
		Kathy Fatica, County Council

Participated by Phone: David Hallman, Jr.

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 asked for a motion to approve the agenda as presented. Namon McWilliams moved and Charles Augustine seconded. Approved by Yeas: Christopher Parker, Charles Augustine, Namon McWilliams, Patrick Cappabianca, and David Hallman, Jr.

*Andrea Zdaniewski arrived after the approval of the agenda.*

**Approval of Minutes:**

Board Meeting- June 28, 2017 and Special Board Meeting July 31, 2017

Mr. Parker suggested that minutes from both meetings be considered for approval together. Charles Augustine moved to approve both sets of minutes and Namon McWilliams seconded; approved by Yeas: Christopher Parker, Charles Augustine, Namon McWilliams, Patrick Cappabianca, David Hallman, Jr., and Andrea Zdaniewski.

**Public Comments:**

Gary Jasper of the Hangar 20 group addressed the Board concerning the group's need and desire for a paved apron and taxiway. He cited the following concerns: emergency vehicle access to the hangar, member/hangar owner access to the hangar, and the fact that the group does not contribute to the overall operations of the airport during the winter months due to limited access to the hangar. Mr. Jasper shared the lowest of several

quotes the group obtained for the paving project- \$45,115. The group is asking for the airport to contract the work and fund the project. Mr. Jasper added that the group would like the paved apron and taxiway to be in place prior to this winter. Mr. Hallman expressed his support of the group's request. Mr. Parker stated that the airport will explore options and have an answer soon.

Tad Jakes and Bill Conner of Erie Aviation addressed the Board explaining their desire for a long term lease with the airport. Mr. Conner explained that previous discussions concerning moving Erie Aviation's manufacturing operations off of the airfield have not gone anywhere as the proposed building, Penn Brass, needs too much work to meet their needs. Mr. Jakes answered questions about Erie Aviation's business and operations.

### **Committee Reports:**

Finance Committee- Finance Committee Chair David Hallman, Jr. asked Sheilah Bruno to give the committee report on his behalf. Ms. Bruno reported that the Finance Committee held a meeting on Tuesday, August 22, 2017. During the meeting, the committee received same information just presented by Hangar 20. The committee also 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 ratification of the July bills and approval of the August bills to be paid. Mr. Cappabianca stated that his son-in-law's business, JJ Agnello, is on the list of vendors to be paid. Mr. Parker asked for a motion to ratify the July bills approve the current bills to be paid with the Agnello bill removed. Charles Augustine moved and Patrick Cappabianca seconded. Approved by Yeas: Christopher Parker, Charles Augustine, Namon McWilliams, Patrick Cappabianca, David Hallman, Jr., and Andrea Zdaniewski. Mr. Parker asked for a motion to pay the Agnello bill. Charles Augustine moved and Andrea Zdaniewski seconded. Approved by Yeas: Christopher Parker, Charles Augustine, Namon McWilliams, David Hallman, Jr., and Andrea Zdaniewski. Abstained: Patrick Cappabianca.

Sheilah Bruno reported a net surplus after debt service of \$34,673 through July bringing our year to date surplus to \$265,286. We are favorable to budget \$303,233 year to date.

Personnel Committee- There was no meeting held this month, but Mr. Parker asked Committee Chair Namon McWilliams to get his committee together before the next Board Meeting. Mr. Parker will give the Committee direction after today's meeting.

### **Resolutions**

Kim Scharrer explained Resolutions 2017-06, 2017-07, and 2017-08. All three resolutions are related to FAA grant offers expected for the following projects: to Rehab taxiway A- Design Phase 2, to Rehab RW 2/20 Intersection with Taxiway D- Construction, and install Wildlife Deterrent Fence. The FAA offer is for 90% of the total

cost for each project. Approving these resolutions authorizes the Executive Director to accept and execute the grant upon receipt and enter into agreements with project contractors. Ms. Scharrer further explained that once the grants offers are received, we will apply for the matching BOA funds. The local share has been secured for each project. Mr. Doughty explained that Resolution 2017-09 will reject the terminal rooftop HVAC replacement bid previously approved. Mr. Doughty further explained that after the bid was awarded to Rabe, it was determined that Rabe is unable to meet the efficiency standards required in the bid specifications. In response to a question from Mr. Cappabianca, Mr. Doughty explained that the specifications were written in house by Chief Bogle with input from Kim Scharrer and Michael Baker. In response to a question from Ms. Zdaniewski, Mr. Doughty explained that we are in the process of revising the specifications for the project and will go out for bid next week. He added that this process is not uncommon and the project is on expected to be pushed back a month.

**Resolution 2017-06 Rehabilitate Taxiway A (Design Phase 2 Final)- FAA Grant-**

Charles Augustine moved and Namon McWilliams seconded. Approved by Yeas: Christopher Parker, Charles Augustine, Namon McWilliams, Patrick Cappabianca, David Hallman, Jr., and Andrea Zdaniewski.

**Resolution 2017-07 Rehab Runway 2-20 Intersection with Taxiway D**

**(Construction)- FAA Grant-** Charles Augustine moved and Namon McWilliams seconded. Approved by Yeas: Charles Augustine, Namon McWilliams, Patrick Cappabianca, David Hallman, Jr., Andrea Zdaniewski, and Christopher Parker.

Resolution

**Resolution 2017-08 Wildlife Deterrent Fence- FAA Grant-** Patrick Cappabianca moved and Charles Augustine seconded. Approved by Yeas: Namon McWilliams, Patrick Cappabianca, David Hallman, Jr., Andrea Zdaniewski, Christopher Parker, and Charles Augustine.

**Resolution 2017-09 Rejection of Terminal Rooftop HVAC Replacement Bid-** Namon McWilliams moved and Andrea Zdaniewski seconded. Approved by Yeas: Namon McWilliams, David Hallman, Jr., Andrea Zdaniewski, Christopher Parker, and Charles Augustine. Nays: Patrick Cappabianca.

**New Business**

Mr. Parker asked for feedback on moving forward with the request from Hangar 20. Mr. Hallman stated that this should have been done when the hangars were built. He supports the project. Mr. Doughty added that the airport would have to maintain the surface and plow the area with the understanding that it is low priority during winter operations.

Jennifer Gornall recommends that the Board consider directing administration and the solicitor to explore financing options. Mr. Parker asked for a motion to authorize the recommended next steps pertaining to the Hangar 20 request. Charles Augustine moved and Namon McWilliams seconded. Approved by Yeas: David Hallman, Jr., Charles Augustine, Namon McWilliams, Patrick Cappabianca, Andrea Zdaniewski, and Christopher Parker.

**Liaison Comments**

County Council Liaison Kathy Fatica thanked the Board for considering the Hangar 20 proposal. She cited the fact that emergency services need to have access to the hangar as being of the utmost importance.

City Council Liaison Cas Kwitowski agreed that general aviation is very important to the future of ERI. He commended the Board for their willingness to explore options for this project.

### **Board Member Comments**

The Board is very pleased with the new airport meeting room.

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

Mr. Doughty shared upcoming schedule and/or aircraft changes:

- SkyWest was very pleased with May performance at ERI and has decided to add a fourth weekday departure to their schedule this fall.
- American Airlines (subject to change) has indicated that they will replace one of their Dash 8 props with a 50 seat regional jet in October and the second one in November.

Mr. Doughty added that with these changes, ERI will have jet service from all three of our carriers with a total of eight weekday departures with 400 seats available. Mr. Doughty reported that we are still working with Southern Airways Express to determine what they need to begin service here. He added that efforts to bring in a low cost carrier are ongoing.

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

**Adjournment: 3:57 PM**

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Namon McWilliams, Secretary