

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, September 23, 2015**

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

Attendees:

Frank Stefano	Sheilah Bruno	Dawn Spence, Michael Baker
Charles Augustine	Michelle Magee	Bob Spaulding, Sen. Wiley's Offc.
Namon McWilliams	Irene Seyler	Katie Gunter, NW Retirement Svcs.
Patrick Cappabianca	Chris Karotko	Greg Hayes, NCFS
Daniel Giannelli	Kim Scharrer	Cas Kwitowski, Erie City Council
Jennifer Gornall		

Board President, Frank Stefano opened the meeting at 3:02 pm with the Pledge of Allegiance.

Approval of Agenda:

Mr. Stefano added an Executive Session to the agenda prior to Adjournment.

Mr. Stefano asked for a motion to approve the agenda as modified.

Namon McWilliams moved and Daniel Giannelli seconded.

The agenda was approved by Yeas: Frank Stefano, Charles Augustine, Namon McWilliams, Patrick Cappabianca, and Daniel Giannelli.

Approval of Minutes:

Board Meeting- July 22, 2015

Charles Augustine moved and Patrick Cappabianca seconded. The minutes were approved by Yeas: Frank Stefano, Charles Augustine, Namon McWilliams, Patrick Cappabianca, and Daniel Giannelli.

Public Comments:

There were no public comments.

Committee Reports:

Finance Committee- Committee Member Pat Cappabianca reported that the Finance Committee held a meeting on Tuesday, September 22, 2015. The cash forecast, finance report, capital fund transactions, bills to be paid, and expense reports were reviewed. Mr. Rodgers also provided the MMO update that Katie Gunter will provide to the full board later in this meeting. The committee recommends to the Board the ratification of the August bills to be paid and the approval of the September bills to be paid. Charles Augustine moved and Patrick Cappabianca seconded. Approved by Yeas: Frank Stefano, Charles Augustine, Namon McWilliams, Patrick Cappabianca, and Daniel Giannelli.

Sheilah Bruno reported a net surplus after debt service of \$49,086 for the month of August bringing us to a year to date surplus of \$227,207. We are favorable to budget \$113,822 year to date.

Personnel Committee- Committee Chair Namon McWilliams reminded all Board Members to return his/her completed Executive Director Performance Evaluation to him as soon as possible as Chris' evaluation is due annually.

Community Relations Committee- Committee Chair Charley Augustine announced that the Community Relations Committee will hold a meeting on Tuesday, October 27th at 10:30 am. An email reminder will be sent to committee members next month.

Resolutions:

Resolution 2015-14 Approval of Amendment No. 1 to ERAA Employee's Pension Plan

Ms. Bruno briefly explained the amendment. This is something initiated by the union and negotiated by ERAA management and the union. There are 2 eligible employees. The deadline to accept this early retirement option is October 1, 2015. Ms. Bruno added that there is a small savings to ERAA if this offer is accepted.

Namon McWilliams moved and Daniel Giannelli seconded. Approved by Yeas: Frank Stefano, Charles Augustine, Namon McWilliams, Patrick Cappabianca, and Daniel Giannelli.

New Business:

Katie Gunter provided the annual MMO update to the Board.

ARFF Chief Chris Karotko introduced himself to the group. Chief Karotko talked briefly about our current ARFF policies and procedures. He explained that Pittsburgh Airport is assisting us with updating our standard operating procedures for ARFF response (ARFF SOP). We are also working with Michael Baker to update our Airport Emergency Plan (AEP). The ARFF SOP will be referenced in the AEP. The Board will have an opportunity to review and approve the final SOP. Mr. Stefano asked if ARFF responders will receive training on the SOP. Chief Karotko confirmed that SOP training will be included with staff's monthly ARFF training.

Mr. Cappabianca commented that the retirement party for Don Wright hosted by the Knox Firm was very nice and well attended by Don's friends and colleagues.

Mr. Augustine asked Greg Hayes of the North Coast Flight School how the FAA's position on drones will affect the drone business at the flight school. Mr. Hayes explained that he was on the phone all day yesterday with Washington and should have more information in the next few weeks. Mr. Stefano and Mr. Augustine said that there was some very interesting information presented on drones at this year's Boyd Conference.

Executive Director's Report

On behalf of the Executive Director, Sheilah Bruno provided a brief report to the Board. She reported that a meeting was held at the Knox firm earlier in the month with the County finance team to discuss the process to release the remaining unused funds back to the County.

Ms. Bruno explained that Chris Rodgers recently asked the Boyd Group to do an analysis of departing seat capacity from ERI for a 6 month period from October 1, 2015 to March 31, 2016. To summarize, the total number of seats for sale in this period of time are the same as those for sale in the prior year during the same period. This means that our capacity will remain flat for the next 6 months. Airline flight schedules are not final beyond April 1, 2016. We will work with the Boyd Group during the 4th quarter of this year on a number of capacity opportunities for quarters 2 and 3 of next year. Ms. Bruno added that our continued high load factors may help with capacity additions in 2016. Mr. Stefano added that nationwide pilot shortages continue to affect flights offered not just at ERI but across the country.

The Regular Meeting was suspended at 3:35 pm so the Board could meet in Executive Session to discuss a legal matter and a personnel matter.

The Regular Meeting resumed at 3:48 pm.

With no other business to conduct, Mr. Stefano asked for a motion to adjourn the meeting. Charles Augustine moved and Daniel Giannelli seconded.
Approved by Yeas: Frank Stefano, Charles Augustine, Namon McWilliams, Patrick Cappabianca, and Daniel Giannelli.

Adjournment: 3:49 PM

Lou Bizzarro, Secretary