

**ERIE REGIONAL AIRPORT AUTHORITY  
MEETING  
Wednesday, September 27, 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:**

Namon McWilliams	George Doughty	Jack Bendig, Hangar 20
Patrick Cappabianca	Michelle Magee	Fred Veith, Hangar 20
David Hallman, Jr.	Ian Bogle	Gary Jasper, Hangar 20
William Jerin	Sheilah Bruno	Don Boetger, Northwest
Daniel Giannelli	Kim Scharrer	
Andrea Zdaniewski	Irene Seyler	
Jennifer Gornall		

Participated by Phone: Christopher Parker

Opened: 3:10 pm (by President Pro Tem Daniel Giannelli per the request of Board President Christopher Parker. Since Mr. Parker participated by phone, he felt it would be easier for the Pro Tem to run the meeting in person)

Board President Pro Tem Daniel Giannelli opened the meeting with the Pledge of Allegiance to the Flag of the United States of America.

**Approval of Agenda:**

Sheilah Bruno requested that New Business- MMO Update from Don Boetger be moved up on the agenda to the first item of business after the Approval of the Agenda. Mr. Giannelli asked for a motion to approve the agenda as amended. Patrick Cappabianca moved and Namon McWilliams seconded. Approved by Yeas: Christopher Parker, Daniel Giannelli, Namon McWilliams, Patrick Cappabianca, David Hallman, Jr. William Jerin, and Andrea Zdaniewski.

**New Business**

Minimum Municipal Obligation (MMO) Update with Don Boetger of Northwest Investment Services. Mr. Boetger explained our pension position including what changed, what is considered with each review, and the updated mortality table.

**Approval of Minutes:**

Board Meeting- August 23, 2017

Namon McWilliams moved to approve the minutes and David Hallman, Jr. seconded. Approved by Yeas: Daniel Giannelli, Christopher Parker, Namon McWilliams, Patrick Cappabianca, David Hallman, Jr., William Jerin, and Andrea Zdaniewski.

**Public Comments:**

There were no Public Comments.

## **Committee Reports:**

Finance Committee- Finance Committee Chair David Hallman, Jr. reported that the Finance Committee held a meeting on Tuesday, September 26, 2017. During the meeting, the committee reviewed the Cash Forecast, Finance Report, Capital Fund Transactions, Bills to be Paid, and Expense Reports.

Mr. Hallman stated that the Committee recommends approval of the September bills to be paid. Patrick Cappabianca moved and William Jerin seconded.

Approved by Yeas: Daniel Giannelli, Christopher Parker, Namon McWilliams, Patrick Cappabianca, David Hallman, Jr., William Jerin, and Andrea Zdaniewski.

Mr. Hallman reported that the Committee also reviewed all of the Resolutions being presented this month. Mr. Hallman stated that the Committee recommends to the full Board approval of all Resolutions.

Sheilah Bruno reported a net surplus after debt service of \$1,516 through August bringing our year to date surplus to \$265,334. We are favorable to budget \$297,268 year to date.

Other items discussed at the Finance Committee Meeting included: our annual required review of our Minimum Municipal Obligation (MMO), our recently submitted capital grant request, information on upgrading our accounting system, the Hangar 20 proposal, the Erie Aviation proposal, and the Heating Ventilation and Air Conditioning (HVAC) replacement bids.

Personnel Committee- Personnel Committee Chair Namon McWilliams announced that the Personnel Committee held Executive Sessions on September 7, 2017 at 3:30 pm and September 18, 2017 at 10:00 am to discuss a personnel matter.

Community Relations Committee- In the absence of Community Relations Committee Chair Charles Augustine, Committee Member Namon McWilliams reported that the Committee held a meeting on September 26, 2017. The Committee recommend the following sponsorships/memberships for 2018: Erie Regional Chamber & Growth Partnership Bronze membership and Visit Erie in-kind (for ad space in the terminal, etc.). Mr. McWilliams added that this is the same level of support approved last year. Patrick Cappabianca moved Andrea Zdaniewski seconded. Approved by Yeas: Daniel Giannelli, Christopher Parker, Namon McWilliams, Patrick Cappabianca, David Hallman, Jr., William Jerin, and Andrea Zdaniewski.

## **Resolutions**

Mr. Doughty explained that in Resolution 2017-10 the purchasing policy has been revised to reflect threshold changes per the Municipal Authorities Act and to allow the Executive Director to determine the purchasing authority of individuals on staff.

### **Resolution 2017-10 Approval of Revision to the ERAA Purchasing Policy**

David Hallman, Jr. moved and William Jerin seconded. Approved by Yeas: Daniel Giannelli, Christopher Parker, Namon McWilliams, Patrick Cappabianca, David Hallman, Jr., William Jerin, and Andrea Zdaniewski.

Ms. Scharrer explained that Resolutions 2017-11, 2017-12, and 2017-13 pertain to the sate match from the Bureau of Aviation (BOA) to the FAA grants recently accepted for Taxiway A final design, Runway 2/20 Intersection, and the Wildlife Deterrent Fence.

**Resolution 2017-11 Rehabilitate Taxiway A (Design Phase 2 Final)- BOA Grant-**

Namon McWilliams moved and Patrick Cappabianca seconded. Approved by Yeas: Daniel Giannelli, Namon McWilliams, Patrick Cappabianca, David Hallman, Jr., William Jerin, Andrea Zdaniewski, and Christopher Parker.

**Resolution 2017-12 Rehab Runway 2-20 Intersection with Taxiway D**

**(Construction)- BOA Grant-** William Jerin moved and Andrea Zdaniewski seconded.

Approved by Yeas: Daniel Giannelli, Namon McWilliams, Patrick Cappabianca, David Hallman, Jr., William Jerin, Andrea Zdaniewski, and Christopher Parker.

**Resolution 2017-13 Wildlife Deterrent Fence- BOA Grant-** Patrick Cappabianca moved and Namon McWilliams seconded. Approved by Yeas: Namon McWilliams, Patrick Cappabianca, David Hallman, Jr., William Jerin, Andrea Zdaniewski, Christopher Parker, and Daniel Giannelli.

Ms. Bruno explained that Resolution 2017-14 approves a 5-year extension with the Transportation Security Administration (TSA).

**Resolution 2017-14 Approval to Execute Amendment No. 11 to TSA Lease-** David Hallman, Jr. moved and Patrick Cappabianca seconded. Approved by Yeas: Patrick Cappabianca, David Hallman, Jr., William Jerin, Andrea Zdaniewski, Christopher Parker, Daniel Giannelli, and Namon McWilliams.

Mr. Doughty explained that the HVAC replacement project had to be rebid and that the specifications were revised for the new bid. Mr. McWilliams suggested the resolution be amended to include the cost in the resolution. As amended: **Resolution 2017-15 Award of Terminal Rooftop HVAC Replacement Bid-** Namon McWilliams moved and William Jerin seconded. Approved by Yeas: David Hallman, Jr., William Jerin, Andrea Zdaniewski, Christopher Parker, Daniel Giannelli, and Namon McWilliams. Nays: Patrick Cappabianca.

Mr. Doughty explained the proposal with Hangar 20 for a paved apron and taxiways. The file copy of the agreement shall include the exhibit referenced in the resolution.

**Resolution 2017-16 Approval of Second Amendment to Hangar 20 Lease**

**Agreement-** David Hallman, Jr. moved and Namon McWilliams seconded. Approved by Yeas: David Hallman, Jr., William Jerin, Andrea Zdaniewski, Christopher Parker, Daniel Giannelli, Namon McWilliams, and Patrick Cappabianca.

**Liaison Comments**

There were no liaisons present.

## **Board Member Comments**

There were no Board Member Comments.

## **Executive Director's Report**

Air Service-

Mr. Doughty reported the following:

- American Airlines is phasing out the Dash 8 turboprops and replacing them this fall with two 50 seat regional jets. American will maintain two daily departures on weekdays.
- Due to changes in their maintenance schedule, Delta will be reducing flights to two per day beginning in December. Delta has indicated the desire to return to three flights per day and eventually four per day.

Pilot shortages and a limited number of available aircraft continue to effect air service across the country.

Activities Report-

Mr. Doughty explained that the Bureau of Aviation (BOA) has given airports the opportunity to request funds for terminal projects in public use spaces. The grant would be a 75% State share, 25% local share with our total project estimate being \$2.3 million. After much consideration by staff, the following was included in our request: access control and security checkpoint upgrades, upgrades to boarding area emergency doors, terminal building flooring, signage, our communications system, lighting upgrades to LED, and installation of an automated exit lane.

Gary Jasper thanked George, staff, and the Board their efforts in reaching the agreement with Hangar 20.

*Executive Session: 3:55 pm- 4:35 pm to discuss a personnel matter*

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

**Adjournment: 4:36 PM**

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Namon McWilliams, Secretary