

**ERIE REGIONAL AIRPORT AUTHORITY  
MEETING  
Wednesday, September 28, 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:**

Christopher Parker	Michelle Magee	Dana Young, FAA AT
Namon McWilliams	Sheilah Bruno	Cindy Saurwein, NCA
David Hallman, Jr.	Ian Bogle	Joe Ceresa, NCA
Daniel Giannelli	Kim Scharrer	Cas Kwitowski, Erie City Council
Andrea Zdaniewski	Irene Seyler	Dawn Spence, Michael Baker
Charles Augustine	Crystal Nye	Ed Kissell
Patrick Cappabianca	Jennifer Gornall	Don Boetger, NW Retire. Services
William Jerin		Kathy Fatica, Erie County Council
		Greg Hayes, NCFS

*\*\*\* The Board met in an Executive Session to discuss a personnel matter from 2:00 pm until the start of the Regular Board Meeting.*

Opened: 3:20 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:**

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

**Approval of Minutes:**

Board Meeting- July 27, 2016

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

**Committee Reports:**

Finance Committee- Finance Committee Chair, Daniel Giannelli reported that the Finance Committee held a meeting on Tuesday, September 27, 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 ratification of the August bills to be paid and the approval of the September bills to be paid. Patrick Cappabianca

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

Even with enplanements and rental car activity down, Sheilah Bruno reported a surplus of \$38,127 for the month of July and a surplus of \$51,248 for the month of August which brings our year to date surplus to \$200,897. Year to date we are favorable to budget \$167,475.

Charles Augustine asked Mr. Giannelli to give a report on his recent experience at the Boyd Conference. Mr. Giannelli stated that this conference was wonderful at providing industry insight. Many of the issues Chris Rodgers has been reporting on for the past year were reiterated at the conference primarily aircraft transition to larger aircraft and pilot shortages.

### **Resolutions**

Resolution 2016-09- Approval of Amendment No. 1 to Rental Car Agreements- Ms. Bruno explained that this amendment is a result of year end contract review; MAG will remain the same for year 2.

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

Ms. Bruno explained the following resolutions. All pertain to either federal or state grant offers received for equipment or capital projects:

Resolution 2016-10- Authorize Executive Director to Accept and Execute State Grant Offer- Master Plan Update Phase II

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

Resolution 2016-11- Authorize Executive Director to Accept and Execute FAA Grant Offer- Snow Removal Equipment (SRE)

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

Resolution 2016-12- Authorize Executive Director to Accept and Execute State Grant Offer- Snow Removal Equipment (SRE)

Charles Augustine made a motion for approval and Patrick Cappabianca seconded. Approved by Yeas: Namon McWilliams, Patrick Cappabianca, David Hallman, Jr.,

William Jerin, Andrea Zdaniewski, Christopher Parker, Charles Augustine, and Daniel Giannelli.

Resolution 2016-13- Authorize Executive Director to Accept and Execute FAA Grant Offer- Rehab RW 2/20, TW A, and Hold Bay

David Hallman, Jr., made a motion for approval and Charles Augustine seconded.

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

Resolution 2016-14- Authorize Executive Director to Accept and Execute State Grant Offer- Rehab RW 2/20, TW A, and Hold Bay

Charles Augustine made a motion for approval and Andrea Zdaniewski seconded.

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

### **New Business**

Don Boetger of Northwest Retirement Services provided the annual MMO update to the Board.

Greg Hayes of the North Coast Flight School addressed the Board with an update on flight school operations and recent successes with the Edinboro program. He invited Board Members to visit anytime.

### **Liaison Comments**

County Council Liaison Kathy Fatica asked for confirmation that ERI currently only has 6 flights per day? Is there any new service to report? Ms. Bruno reported 7-8 flights per day and stated that the airport is working on something that can't be shared at this time.

City Council Liaison Cas Kwitowski asked again why ERI does not have TSA pre-check. Michelle Magee pulled up the information on this issue as reported on by Chris Rodgers back in April 2016 and Ms. Bruno read the report.

Mr. Parker encouraged both City and County Councils to submit letters to TSA in support of TSA pre-check at ERI.

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

Ms. Bruno reported that enplaned passengers are down 2.9% year to date when compared to last year.

Ms. Bruno reported that United Ground Express (UGE) took over United's operations effective August 4, 2016.

Ms. Bruno reported that our annual FAA Part 139 inspection took place August 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>. FAA inspector Frank Loprano awarded a "perfect" inspection to ERI which is

the first in our airport's history. It is only the second "perfect" inspection he has awarded in his career. Ms. Bruno commended airport staff for their commitment, persistence, and dedication to the day to day operations of the airport to achieve this result. Ms. Bruno shared that Senator Casey held a press conference at the airport on August 17<sup>th</sup> and congratulated the airport for their excellent FAA Part 139 inspection. Ms. Bruno read a letter from Senator Casey in to the official record. Ms. Fatica and Mr. Kwitowski both asked for a copy of Senator Casey's letter.

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

**Adjournment: 3:58 PM**

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Namon McWilliams, Secretary