

**ERIE REGIONAL AIRPORT AUTHORITY  
MEETING  
Thursday, January 23, 2014**

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:**

Frank Stefano	Chris Rodgers	Kevin Graham, Hill International
Chris Parker	Sheilah Bruno	Tyrone Clark, MGC, Erie
Lou Bizzarro	Ian Bogle	Valerie Myers, Erie Times News
Mary Tseng	Michelle Magee	Curtis Jones, Jr., Erie City Council
Namon McWilliams	Irene Seyler	
Luvennise Gamble	Kim Scharrer	
Don Wright	Crystal Nye	

**Participated by phone:**

Charles Augustine

Board President, Frank Stefano opened the meeting at 3:00 pm with the Pledge of Allegiance.

**Approval of Agenda:**

Frank Stefano asked for a motion to approve the agenda as presented.

Christopher Parker moved and Namon McWilliams seconded.

The agenda was approved by Yeas: Frank Stefano, Luvennise Gamble, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Christopher Parker.

**Approval of Minutes:**

Board Meeting- December 19, 2013

Mary Tseng moved and Lou Bizzarro seconded. The minutes were approved by Yeas: Frank Stefano, Luvennise Gamble, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Christopher Parker.

Reorganization Meeting- January 2, 2014

Namon McWilliams moved and Christopher Parker seconded. The minutes were approved by Yeas: Frank Stefano, Luvennise Gamble, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Christopher Parker.

**Committee Reports:**

Finance Committee- Committee Chair Chris Parker reported that the Finance Committee held a meeting on Tuesday, January 21, 2014. The committee reviewed the cash forecast, financial report, capital fund transactions, expense reports, and bills to be paid.

Mr. Parker reported that the committee recommends the approval of the bills to be paid. Mary Tseng moved and Lou Bizzarro seconded. Approved by Yeas: Luvennise

Gamble, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker and Frank Stefano.

Sheilah Bruno reported a deficit of \$64,456 for the month of December. Year to date we are expecting a net surplus after debt service of \$227,336. This number reflects the pay off of our Erie Bank term loan. Ms. Bruno added that we are \$22,474 favorable to budget year to date. She thanked the entire airport staff for their efforts to remain on budget.

Community Relations Committee-Mr. Augustine announced that the Community Relations Committee would hold a meeting on Tuesday, February 25, 2014 at 10:30 am to discuss the 2014 Wall of Fame honoree selection.

### **Board Member Comments**

Mr. Rodgers announced that Councilman Phil Fatica has been appointed the County Council liaison to the Airport Authority by Erie County Council. He announced that Curtis Jones, Jr. has been appointed by Erie City Council the liaison for the City. Mr. Stefano stated that if no Board Member had a conflict, ERAA monthly Board Meetings would start at 2:00 pm rather than 3:00 pm starting in February. Our 3:00 pm start time conflicts with some County Council meetings.

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

- Air Service Report

Mr. Rodgers reported that ERI enplaned passengers were up .4% over last year in spite of some significant challenges including:

1. ERI was still designated a Special Winter Operations Airport (SWOA) in the first quarter of 2013.
2. Erie experienced some of the worst weather conditions possible in June of 2013 which was during our 30-day construction displacement period.
3. November and December of 2013 experienced significant snowfall totals that resulted in double the average season-to-date totals by the end of 2013.

Mr. Rodgers said that weather around the country has impacted many flights. ERI experienced no closing due to our field conditions.

- Activities Report

Mr. Rodgers reported that on January 3, 2014 that the Airfield Foreman voluntarily stepped down from the position citing health reasons. He will remain the Fire Chief. Bill Nichols has been assigned to the Acting Airfield Foreman position.

Mr. Rodgers reported that the Airport Police reporting system logged 1,334 incidents in 2013.

Mr. Rodgers reported that bi-weekly payroll was implemented January 6, 2014.

Mr. Rodgers announced that the airport will be running 30 second ads during the Olympics on NBC. We have a total of 23 spots.

Mr. Rodgers welcomed City Council Liaison Curtis Jones, Jr.  
Mr. Rodgers shared with Board Members the Perry 200 Commemoration  
Bicentennial Souvenir Book.

Christopher Parker moved for adjournment and Lou Bizzarro seconded.  
Approved by Yeas: Frank Stefano, Luvenise Gamble, Lou Bizzarro, Charles Augustine,  
Namon McWilliams, Mary Tseng, and Christopher Parker.

**Adjournment: 3:13 PM**

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Lou Bizzarro, Secretary