

**ERIE REGIONAL AIRPORT AUTHORITY  
MEETING  
Wednesday, January 27, 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	Sheilah Bruno	Crystal Nye
Charles Augustine	Michelle Magee	Kim Scharrer
Namon McWilliams	Ian Bogle	
William Jerin	Irene Seyler	
David Hallman, Jr.	William Banister	
Tim Zieziula		

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

**Approval of Agenda:**

Mr. Parker asked for a motion to approve the agenda as presented. Charles Augustine moved and Namon McWilliams seconded. The agenda was approved by Yeas: Christopher Parker, Charles Augustine, Namon McWilliams, David Hallman, Jr., and William Jerin.

**Approval of Minutes:**

Board Meeting- December 16, 2015 and Reorganization Meeting- January 4, 2016  
Namon McWilliams moved and David Hallman, Jr. seconded. Both sets of meeting minutes were approved by Yeas: Christopher Parker, Charles Augustine, Namon McWilliams, David Hallman, Jr., and William Jerin.

**Committee Reports:**

Finance Committee- In the absence of any Finance Committee members, Board President Chris Parker reported that the Finance Committee held a meeting on Tuesday, January 26, 2016. The cash forecast, finance report, capital fund transactions, bills to be paid, and expense reports were reviewed. The committee recommends to the Board the approval of the bills to be paid. The bills were presented to the Board for approval. Charles Augustine moved and Namon McWilliams seconded. Approved by Yeas: Christopher Parker, Charles Augustine, Namon McWilliams, David Hallman, Jr., and William Jerin.

Sheilah Bruno reported a net loss of \$63,713 through December 31, 2015 due to year end supply top off ordering/purchases. This was anticipated. Year to date, we are favorable to budget \$12,938.

## **Resolutions:**

### Resolution 2016-01 Approval of ERI Market Positioning Plan

Ms. Bruno explained that this is the marketing positioning plan in conjunction with the Boyd Group that we previously discussed. Tim Zieziula further explained that there will be language in the agreement to protect the Authority if we are not satisfied with the work year to year. Mr. Zieziula added that approval of this resolution today authorizes administration to negotiate with solicitor input and guidance an agreement with The Boyd Group. Mr. McWilliams asked where the money will come from. Ms. Bruno and Mr. Parker explained as discussed in detail at the budget review meetings that the money will come from our general reserve. The cost (\$75,000) for the work to be completed in 2016 is in the budget. The cost per year (\$62,500) for years 2-5 will also be budgeted in those years. In response to a question from Mr. Jerin, Ms. Bruno explained that this marketing plan is for ERI at both a local and national level drawing attention to things like our available FTZ, etc. Ms. Bruno and Mr. Parker explained that we can no longer rely on airline revenue only. We have to start looking for revenue opportunities related to our offsite assets.

Charles Augustine moved and David Hallman, Jr. seconded. Approved by Yeas: Christopher Parker, Charles Augustine, Namon McWilliams, David Hallman, Jr., and Williams Jerin.

## **Board Member Comments**

Mr. Parker thanked the Knox Firm for hosting a great night for the Authority at the Bayhawks game earlier this month. Mr. Parker welcomed new Board Member Bill Jerin. He explained to Mr. Jerin that his committee assignments will be announced soon.

## **Executive Director's Report**

Ms. Bruno reported that total year to date enplanements for 2015 were down 8.2% over year to date 2014. We continue to look for service expansion and new service opportunities.

Ms. Bruno reported that 1099's and W2's are out. Our newest piece of SRE has arrived. It is a multifunction vehicle with plowing, brushing, and blowing capabilities.

Ms. Bruno announced that our annual audit will begin next week with BKD here for 2 days gathering preliminary information. Beginning February 22, 2016, BKD will be here for an estimated 2 weeks while the audit is completed.

Ms. Bruno reported that winter operations is in full swing. Crews have been working hard to keep the airport open during the inclement weather. Ms. Bruno also reported that year-end financial efforts are nearly complete. We were able to capitalize \$6.6 million; \$6 million was for the runway.

Mr. Parker asked for a motion to adjourn the meeting. Namon McWilliams moved and Charles Augustine seconded.

Approved by Yeas: Christopher Parker, Charles Augustine, Namon McWilliams, David Hallman, Jr., and William Jerin.

**Adjournment: 3:13 PM**

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Namon McWilliams, Secretary