

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

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	Chris Rodgers	Jared Kolson, Velocity Net
Charles Augustine	Sheilah Bruno	Dawn Spence, Michael Baker Jr. Inc.
Mary Tseng	Michelle Magee	Paul Strack, Michael Baker Jr. Inc.
Namon McWilliams	Bill Nichols	
Lou Bizzarro	Crystal Nye	
Chris Parker	Kim Scharrer	
Pat Cappabianca	Irene Seyler	
Luvennise Gamble		
Don Wright		

Board President, Frank Stefano opened the meeting at 2:00 pm with the Pledge of Allegiance.

Approval of Agenda:

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

Namon McWilliams moved and Lou Bizzarro seconded.

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

Approval of Minutes:

Board Meeting- September 25, 2014

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

Public Comments:

Dawn Spence and Paul Strack of Michael Baker Jr. Inc. introduced themselves to the Board. Chris Rodgers added that Michael Baker is the firm that performed the wetland design for the runway improvement project. Ms. Spence and Mr. Strack stated that Michael Baker is very much interested in continuing a relationship with the airport.

Committee Reports:

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

Mr. Parker reported that the committee recommends the approval of the October bills to be paid. Charles Augustine moved and Namon McWilliams seconded. Approved

by Yeas: Charles Augustine, Christopher Parker, Mary Tseng, Lou Bizzarro, Namon McWilliams, Patrick Cappabianca, Luvennise Gamble, and Frank Stefano.

Sheilah Bruno reported a net surplus after debt service of \$15,176 for the month of September. Year to date we are favorable to budget \$138,297. Mr. Rodgers added that we are tracking very close to budget. We plan to top off supplies where we can before the end of the year (as we did last year).

Personnel Committee- Mary Tseng reported that the Personnel Committee met in an Executive Session to discuss personnel matters on October 21, 2014.

Community Relations Committee- Committee Chair Charles Augustine reported that the Community Relations Committee held a meeting on October 21, 2014 discuss 2015 sponsorships. The committee unanimously approved sponsorships for: Celebrate Erie, Erie Regional Chamber membership, United Way corporate contribution, the Manufacturer & Business Association's annual event, Knockout Homeless/Erie City Mission, Visit Erie membership, and the Charity Sports Banquet for 2015 at the same level as 2014. Mr. Augustine added that the committee continues to move forward with their efforts to explore non-aeronautical revenue sources for the Authority.

Unfinished Business

Mr. Rodgers provided a status update on bringing Aviation The Invisible Highway to the big green screen at TREC.

Ms. Gamble thanked the ERAA Board and Staff for the condolences sent for the loss of her nephew Hercules Reiger

New Business

Mr. Stefano appointed Mr. Augustine, Mr. McWilliams, and Mr. Bizzarro as the Nominating Committee. The Committee will present the 2015 slate of officers to the Board at the December Board Meeting.

Mr. Parker reminded Board members that budget review meetings will begin on Monday November 11th at 9:30 am in the conference room in the rear of the ERI Café. Meetings will continue all week if necessary.

Mr. Rodgers provided an update on Destination Erie. County Executive Kathy Dahlkemper is the head of the Destination Erie steering committee. Mr. Rodgers ran into her at a meeting earlier today and she mentioned that information on fundraising opportunities to help Destination Erie will be mailed to all the local Authorities including the Airport Authority. Mr. Cappabianca suggested that the Executive Director speak to the ERAA Board possibly at the next board meeting. Mr. Rodgers also provided an update on the County's radio upgrade plan and how it will effect/benefit the airport. Mr. Rodgers made the request to the County that the Airport be included in the upgrade program.

Mr. Rodgers reported that he was recently asked by the Alliance for Aviation Across America to join their group. There is no cost for membership. The purpose of the group is to help raise awareness about the value of general aviation and local airports. Members include individuals, businesses, airports, FBO's, and elected officials among others- the Erie Regional Airport Authority is now a member.

Mr. Rodgers provided additional information/explanation pertaining to the FAA's recent determination that the giant wind turbines planned to be built in North East Township will interfere with radar used by air traffic controllers at ERI.

In response to an inquiry from Mr. Cappabianca, Mr. Rodgers explained that the airport does have infectious disease protocol in place as well as the proper equipment.

Executive Director's Report:

- Air Service Report
Mr. Rodgers reported September 2014 were down significantly from September 2013 dropping the ERI YTD decline to -9%. Mr. Rodgers explained that the main reason for decline is reduced capacity due to flight changes and reductions at United and Delta during this period. Enplanements at both United and Delta are down as direct result of these changes. Capacity for US Airways has been very consistent. Aircraft availability remains the biggest hindrance to additional capacity right now. Mr. Rodgers explained that air service development efforts are underway with all three airlines. The Boyd Group is assisting with setting meetings with United and American for November/early December.
- Runway Report
Mr. Rodgers reported that work is coming to an end as we get ready to close out the project.
- Activities Report
Mr. Rodgers listed the items being focused on by staff over the next few weeks:
 - ✓ Budget finalization and then review meetings with Finance Committee/Board Members
 - ✓ Winter operations planning and communication to airport tenants and staff
 - ✓ Wrapping up landscaping efforts before winter weather hits. Mr. Rodgers shared a letter from Tom and Michelle Ridge commending the beautiful landscaping around the terminal.
 - ✓ Information Booth facelift.

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

Adjournment: 2:44 PM

Lou Bizzarro, Secretary