

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Thursday, October 24, 2013**

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.

Opened: 3:00 PM

Attendees:

Frank Stefano	Chris Rodgers	Kevin Graham, Hill International
Lou Bizzarro	Michelle Magee	Tyrone Clark, MGC, Erie
Charles Augustine	Ian Bogle	Ken Olup, Hill International
Namon McWilliams	Sheilah Bruno	Ed Kissell
Patrick Cappabianca	Irene Seyler	
Christopher Parker	Crystal Nye	
Luvennise Gamble	Kim Scharrer	
Jennifer Gornall	Rick Robie	

Participated by phone: Janet Anderson

Board President, Frank Stefano opened the meeting 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, Janet Anderson, Luvennise Gamble, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, and Christopher Parker.

Approval of Minutes:

Board Meeting- September 24, 2013

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

Public Comments:

Ed Kissell shared a story about his family's experience on a recent Cleveland to Boston flight.

Committee Reports:

Finance Committee- Committee Chair Chris Parker reported that the Finance Committee held a meeting on Tuesday, October 22, 2013. The committee

reviewed the cash forecast, financial report, capital fund transactions, expense reports, and bills to be paid.

Mr. Parker said that the committee recommends the approval of the bills to be paid. Christopher Parker moved and Charles Augustine seconded. Approved by Yeas: Janet Anderson, Luvennise Gamble, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Christopher Parker and Frank Stefano.

Community Relations Committee- Mr. Augustine reported that the committee held a meeting on Tuesday, October 22, 2013 to discuss 2014 sponsorships and criteria for civilian wall of fame nominees. The committee unanimously approved sponsorships for: Celebrate Erie, Erie Regional Chamber membership, United Way corporate contribution, Manufacturer & Business Association annual event, Knockout Homeless/Erie City Mission, Visit Erie membership, and the Charity Sports Banquet for 2014 at the same level as 2013.

Mr. Augustine reviewed the proposed Wall of Fame Civilian Criteria that the committee prepared. Namon McWilliams moved for approval of this criteria and Patrick Cappabianca seconded. Approved by Yeas: Frank Stefano, Janet Anderson, Luvennise Gamble, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, and Christopher Parker.

Mr. Augustine stated that the Community Relations Committee recommends that Luvennise Gamble attend the upcoming Boyd Conference in Baltimore. Mr. Stefano strongly encouraged a second Board Member to attend as two Board Members were budgeted for this year's Boyd Conference. Mr. Stefano added that even though we do not know when or where next year's conference will take place, Board Members interested in attending the 2014 Boyd Conference should let the Community Relations Committee know now so that the cost can be included in the 2014 budget.

New Business

Travel Request- Chris Rodgers- Sabre Airport Roundtable- Mr. Rodgers explained that this is an invitation only roundtable and includes a small group of small airport Executive Directors, airport advertising people, and airline people. This is the 10th consecutive year that Mr. Rodgers has been invited to this conference. He has attended all previous years. Charles Augustine moved to approve this travel request for Chris Rodgers and Lou Bizzarro seconded. Approved by Yeas: Frank Stefano, Janet Anderson, Luvennise Gamble, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, and Christopher Parker.

SWOA letter from Delta- Mr. Rodgers shared that he recently received a letter from Delta stating that ERI has been removed from their list of airports designated as a "Special Winter Operations Airport". Criteria including runway length is used in this evaluation.

Board Member Comments

Mr. Parker reminded the Board that budget review meetings will take place every morning as needed the week of November 11, 2013. The meetings will be held in the airport conference in the back of the ERI Café.

Executive Director's Report:

- **Air Service Report**
Mr. Rodgers provided an update on the status of the US Airways/American merger. Through September, ERI saw a small improvement of two tenths of a point YTD 2013 over YTD 2012, bringing the year to date decline to just 1.7 points.
- **Runway Report**
Ken Olup provided an update on runway work. He explained the work expected for the remainder of this year including drainage improvements, electrical work, and security fence upgrades. Paving work will start in the spring with a bulk of the work being completed in May and June of 2014. Mr. Olup stated that this schedule keeps us on track for a July/August 2014 completion date.
- **Activities Report**
Mr. Rodgers reported that budget preparation is winding down as we close in on the November 1, 2013 release date of the budget to the Board.
Mr. Rodgers provided an update on the very successful Aviation Council of PA annual conference held in Erie at the end of September. Charley Augustine was honored with the Aviation Council of PA Volunteer Service Award at the Thursday luncheon at the conference. The Board offered their congratulations to Charley for his leadership and dedication to the airport.

The Board suspended the Regular Meeting at 3:30 pm to meet in Executive Session to discuss a personnel matter. The Regular Meeting resumed at 4:00 pm. Patrick Cappabianca departed after the Executive Session.

Attorney Jennifer Gornall read into the record Resolution 2013-13 Appointment of Executive Director. Charles Augustine moved for approval of the resolution and Namon McWilliams seconded. Approved by Yeas: Frank Stefano, Janet Anderson, Luvennise Gamble, Lou Bizzarro, Charles Augustine, Namon McWilliams, and Christopher Parker.

Mr. Stefano appointed Charles Augustine, Namon McWilliams, and Lou Bizzarro to the Nominating Committee for the 2014 Slate of Officers. Mr. Augustine asked that Board Members interested in being included on the 2014 Slate of Officers contact one of the Nominating Committee Members.

Christopher Parker moved for adjournment and Lou Bizzarro seconded.
Approved by Yeas: Frank Stefano, Janet Anderson, Luvennise Gamble, Lou Bizzarro, Charles Augustine, Namon McWilliams, and Christopher Parker.

Adjournment: 4:07 PM

Lou Bizzarro, Secretary