

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Thursday, November 21, 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	Ken Olup, Hill International
Lou Bizzarro	Michelle Magee	Tyrone Clark, MGC, Erie
Charles Augustine	Ian Bogle	
Namon McWilliams	Sheilah Bruno	
Patrick Cappabianca	Irene Seyler	
Christopher Parker	Crystal Nye	
Luvennise Gamble	Kim Scharrer	
Mary Tseng	Don Wright	

Participated by phone (she joined the call at 3:02 pm): 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, Luvennise Gamble, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Christopher Parker.

Approval of Minutes:

Board Meeting- October 24, 2013

Charles Augustine moved and Namon McWilliams seconded. The minutes were approved by Yeas: Frank Stefano, Luvennise Gamble, Patrick Cappabianca, 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, November 19, 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. Charles Augustine moved and Lou Bizzarro seconded. Approved by Yeas: Janet Anderson, Luvennise Gamble, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker and Frank Stefano.

The Committee also reviewed Resolution 2013-15- Adoption of 2014 Capital Budget and Resolution 2013-16- Adoption of 2014 General Operations Budget. Mr. Parker reported that the Committee's questions were answered during the budget review session on November 11, 2013. The Committee recommends the adoption of both budgets.

Resolutions

Resolution 2013-14- Authorize Executive Director and/or CFO to Sign and Enter Into All Commonwealth of PA, Department of Transportation Agreements on Behalf of the Authority- Mr. Rodgers explained that the State asked that we update this agreement as it hasn't been since 2008.

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

Resolution 2013-15- Adoption of 2014 Capital Budget

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

Resolution 2013-16- Adoption of 2014 General Operations Budget

Mr. Rodgers highlighted that with the approval of this budget, the remaining amount owed on our Erie Bank loan will be paid off. The money that will no longer be paying this loan will be put in a maintenance reserve account.

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

Resolution 2013-17- Recognition for Dolores Casale

Mr. Rodgers shared that Dolores recently offered exceptional assistance to 3 World War II veterans traveling through ERI to visit the World War II memorial in Washington, D.C. with The American Legion Joint Family Honor Flight Support Project. On Saturday, November 9, 2013, representatives from The American Legion flew to ERI to present Dolores with a recognition plaque.

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

Board Member Comments

Mr. Parker thanked the staff, Board Members, and Finance Committee Members for their efforts during the budget process. Mr. Stefano offered his appreciation to both staff and the Finance Committee for their hard work.

Executive Director's Report:

- **Air Service Report**
Mr. Rodgers provided a brief report on the Boyd Conference he attended earlier this month. Growth will be slow but moving in a positive direction as airlines start deploying more fuel efficient aircraft. He reported that representatives of both Allegiant and Spirit participated in the conference. Both are possible candidates for new service to ERI, but it will take some time before either airline is able to expand into any new markets.

Mr. Rodgers reported that October 2013 enplanements were up 12.6% over October 2012 bringing our YTD 2013 total enplanements down just .3% compared to YTD 2012.

Mr. Rodgers provided an update on the status of the US Airways/American merger. At the request of Mr. McWilliams, Mr. Rodgers explained the positive impact this merger would have on ERI as the 3 largest airlines in the world would be operating out of our airport.

- **Runway Report**
Ken Olup provided an update on the runway improvement project. Outside work is just about done for the winter. Some renovation work will be completed this year in the Airfield Operations Building in the office areas to accommodate the new runway equipment.
- **Activities Report**
Mr. Rodgers shared a recent email from a private aircraft pilot. The email complimented the airport and new runway, the US Customs office, and North Coast Air.

Mr. Rodgers reported that preparation of the area outside of the baggage claim area to display the Louis J. Porreco dedication plaque and stone is complete and the stone has been placed on permanent display.

Mr. Rodgers reported that the set-up of the donated model airplanes is progressing. Chief Bogle plans to have all of the models labeled and on display by the end of the year.

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

Adjournment: 3:34 PM

Lou Bizzarro, Secretary