

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Thursday, February 27, 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	Kevin Graham, Hill International
Pat Cappabianca	Sheilah Bruno	Ken Olup, Hill International
Lou Bizzarro	Ian Bogle	Phil Fatica, Erie County Council
Mary Tseng	Michelle Magee	Ed Kissell
Namon McWilliams	Irene Seyler	
Luvennise Gamble	Kim Scharrer	
Jennifer Gornall	Crystal Nye	

Participated by phone:

Charles Augustine

Board President, Frank Stefano opened the meeting at 2:00 pm with the Pledge of Allegiance. He asked for a moment of silence in honor of Black History Month to pay tribute to all those whose sacrifices are still realized and appreciated today.

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, Mary Tseng, Lou Bizzarro, Namon McWilliams, Patrick Cappabianca, and Luvennise Gamble.

Approval of Minutes:

Board Meeting- January 23, 2014

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

Committee Reports:

Finance Committee- In the absence of Committee Chair Chris Parker, Committee Member Mary Tseng reported that the Finance Committee held a meeting on Tuesday, February 25, 2014. The committee reviewed the cash forecast, financial report, and bills to be paid.

Ms. Tseng reported that the committee recommends the approval of the bills to be paid.

Mary Tseng moved and Luvennise Gamble seconded. Approved by Yeas:

Charles Augustine, Mary Tseng, Lou Bizzarro, Namon McWilliams, Patrick Cappabianca, Luvennise Gamble, and Frank Stefano.

Sheilah Bruno reported a net surplus after debt service of \$11,876 for the month of January. Year to date we are favorable to budget \$7,043. Mr. Rodgers added that although airport winter operations started early between Thanksgiving and Christmas, we are on budget and “topped off” all of our supplies prior to the end of the year.

Community Relations Committee-Mr. Augustine announced that the Community Relations Committee held a meeting on Tuesday, February 25, 2014. The committee reviewed the Wall of Fame Military and Civilian criteria and made the following recommendations:

- Brigadier General Richard Ellsworth for the 2014 Military honoree.
- The Kudlak brothers (3) for the 2014 Civilian honoree: Michael, Andrew, and Joseph Kudlak.

Namon McWilliams moved and Lou Bizzarro seconded. The recommendation to honor both Brigadier General Richard Ellsworth and the Kudlak brothers was Approved by Yeas: Frank Stefano, Charles Augustine, Mary Tseng, Lou Bizzarro, Namon McWilliams, Patrick Cappabianca, and Luvenise Gamble.

Mr. Augustine reported that the committee also discussed the relocation of the Wall of Fame display from the car rental hallway to the baggage claim area. Mr. Augustine stated that there will be some cost involved in the display relocation effort and staff is currently preparing options. The committee will hold a meeting in April to discuss the options for the display. The committee suggested that the airport acknowledge the gentleman who donated the model aircraft and display cases at the portrait unveiling ceremony. The Board concurred.

Resolutions

Resolution 2014-01 Authorize Executive Director to Enter Into Cooperative Agreement With Northwest PA Regional Police Testing Consortium & Mercyhurst University Public Safety Institute- Mr. Rodgers explained that the Mercyhurst Public Safety Institute has created the Northwest Pennsylvania Regional Testing Consortium to establish a centralized testing program to benefit law enforcement agencies in northwest Pennsylvania. Mary Tseng moved to approve this resolution and Luvenise Gamble seconded. Approved by Yeas: Mary Tseng, Lou Bizzarro, Namon McWilliams, Patrick Cappabianca, Luvenise Gamble, Frank Stefano, and Charles Augustine.

Resolution 2014-02 Approval of Hangar 20 Lease Amendment- Mr. Rodgers explained that this amendment addresses the items that were left out of the original lease that was approved nine years ago. Thanks to the efforts of staff, Urban Engineers, and the Knox Firm, this lease now includes all the items that should have been included in the original. Notable issues addressed in this amendment include: ingress and egress routes, snow plowing responsibilities, and the turf taxiway. He added that there is no financial gain to either side with this amendment to the lease. Mr. Augustine asked if there has been any damage to the grass areas used by the hangar tenants. Mr. Rodgers explained that there has been no damage thus far and the hangar tenants hope to pave the taxiway in the future.

Liaison

Erie County Liaison Phil Fatcia congratulated the Airport Authority Board and staff for a job well done. United's announcement of Erie to Chicago service beginning in June is very exciting news for our region.

Board Member Comments

Mr. Cappabianca suggested that Liaison Comments be moved to after the Executive Director's report so liaisons have an opportunity to comment or ask questions based on information provided in the report. The Board concurred.

Executive Director's Report:

- **Air Service Report**

Mr. Rodgers reported that poor weather around the country there was a large spike in flight cancelations. United service ERI to CLE saw 25 cancelations for the month of January causing a decline of 17.5%. Despite the weather and thanks to the extended runway, Delta was up slightly at 2.1% and US Airways was only down slightly at 3.9%. Mr. Rodgers added that despite the awful weather conditions, our runway did not close. Kudos to airport staff for their tremendous efforts.

Mr. Rodgers reported that after a recent visit by corporate representatives, Delta is planning signage and branding upgrades at ERI.

- **Runway Report**

Mr. Stefano asked Ken Olup how the deep frost will affect our paving. Mr. Olup explained that he has asked Kirila to submit a plan pertaining to this issue to Hill by mid-March. Options will be evaluated. Doing the paving work in July/August may be the best option which has no financial or operational impacts.

- **Activities Report**

Mr. Rodgers reported that the audit of the 2013 financials has begun. BKD LLP expects to have a report to the Board at the April meeting.

Mr. Rodgers reported that the annual hot drill scheduled for May 6th, 7th, and 8th is in the planning stages. Also, our required Tri-annual disaster drill is scheduled for the evening of May 7th.

Mr. Rodgers announced that the NEC/AAAE International Aviation Snow Symposium in Buffalo is scheduled for the end of April. Our ERI crew is nominated for the Balchen/Post Award.

Mr. Rodgers reported on a recent marketing call held with representatives from United. We are currently working on plans to update our website, place banners in the terminal, create billboard and TV spots, and finally a press event on June 5th when service to ORD begins. United will also be moving their boarding operations to gate 1 from gate 3. Mr. Augustine suggested that a meeting with

GE executives and an Erie Chamber presentation be planned if United dignitaries visit ERI between now and the launch of service to ORD. Mr. Fatica asked if the airport is partnering with VisitErie to help promote the new Chicago service. Mr. Rodgers explained that there is an opportunity to work on something with its Chicago equivalent.

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

Adjournment: 2:33 PM

Lou Bizzarro, Secretary