

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, April 22, 2015**

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	Ed Kissell
Charles Augustine	Michelle Magee	Mitch Kalkhof, BKD
Lou Bizzarro	Ian Bogle	Derek Tabar, BKD
Namon McWilliams	Irene Seyler	Vinnie Halupczynski, BKD
Patrick Cappabianca	Bill Nichols	Kevin Graham, Hill
Daniel Giannelli	Crystal Nye	Cas Kwitowski, City Council
David Hallman Jr.	Sheilah Bruno	
Luvennise Gamble	Kim Scharrer	
Jennifer Gornall		

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

Approval of Agenda:

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

Namon McWillilams moved and Lou Bizzarro seconded.

The agenda was approved by Yeas: Frank Stefano, Charles Augustine, Lou Bizzarro, Namon McWilliams, Patrick Cappabianca, Luvennise Gamble, Daniel Giannelli, and David Hallman, Jr.

Approval of Minutes:

Board Meeting- March 25, 2015

Charles Augustine moved and Patrick Cappabianca seconded. The minutes were approved by Yeas: Frank Stefano, Charles Augustine, Lou Bizzarro, Namon McWilliams, Patrick Cappabianca, Luvennise Gamble, Daniel Giannelli, and David Hallman, Jr.

Committee Reports:

Finance Committee- In the absence of Committee Chair Chris Parker, Chris Rodgers provided this report. Mr. Rodgers reported that the Finance Committee held a meeting on Tuesday, April 21, 2015. Mitch Kalkhof, Vinnie Halupczynski, and Derek Tabar presented the audit of the 2014 financials to the group. The Board will hear the same presentation shortly. The cash forecast, finance report and bills to be paid were reviewed. The committee recommends to the Board the approval of the bills to be paid. Daniel Giannelli moved and Luvennise Gamble seconded. Approved by Yeas: Frank Stefano, Charles

Augustine, Lou Bizzarro, Namon McWilliams, Patrick Cappabianca, Luvennise Gamble, Daniel Giannelli, and David Hallman, Jr.

Sheilah Bruno reported a deficit after debt service of \$33,901 for the month of February. She reported a net surplus after debt service of \$21,568 for the month of March. We are favorable to budget \$11,470 year to date.

Community Relations Committee- Committee Chair Charley Augustine reported that the Community Relations Committee held a meeting on Tuesday April 21, 2015 to discuss non-aeronautical revenue opportunities. Mr. Augustine announced this year's Wall of Fame Famous Erie Aviators portrait unveiling is scheduled for Friday May 22, 2015 for 10:00 am in the baggage claim area.

Resolutions:

Resolution 2015-03 Acceptance of Proposal to Develop FY2016-2018 DBE Program Goals- Ken Weeden & Associates, Inc.

Mr. Rodgers explained that the Authority as a recipient of federal funds is required to set DBE program goals. We do this every 3 years and we have been working Ken Weeden & Associates for years. Mr. Rodgers added that Ken Weeden & Associates itself is a DBE. As stated in the resolution, the contract amount is \$6,692.

Namon McWilliams made a motion to approve the resolution presented and Charles Augustine seconded. Approved by Yeas: Frank Stefano, Charles Augustine, Lou Bizzarro, Namon McWilliams, Patrick Cappabianca, Luvennise Gamble, Daniel Giannelli, and David Hallman, Jr.

New Business:

Mitch Kalkhof, Derek Tabar, and Vinnie Halupczynski of BKD Auditors LLC presented the Audit Report for the 2014 financials to the Board. Mr. Kalkhof explained that a significant deficiency was found related to a series of invoices that were submitted late relating to services performed prior to the year-end but were miskeyed when entered into our accounting system. The person entering the information did not realize her mistake and our accounting software is not capable of flagging the error. Mr. Rodgers explained that the Authority has reviewed its internal control procedures related to accounts payable cutoff dates and has implemented an internal control procedure that will prevent this type of error in the future.

Mr. Rodgers thanked Sheilah and staff for their work associated with the annual audit as well as their diligence all year long.

Executive Director's Report:

Air Service- Mr. Rodgers reported that March was a solid month for United, a bit softer for Delta, and down significantly for US Airways with the elimination of their last arrival/first departure flight due to crew issues. This combination resulted in ERI being down 15.4% for the month when compared to March of last year. The future looks brighter with Delta upgrading to a 70 seat aircraft for their

last in/first out flight. US Airways has scheduled the return of their overnight aircraft for the summer.

Mr. Augustine asked why United took the second Saturday flight out of the schedule. Mr. Rodgers explained that United's schedule changed for the winter. Nothing has been set yet as far as what the summer schedule will be. After a question from Mr. Augustine, the group discussed the possibility of service to Atlanta. After a question from Mr. Giannelli, Mr. Rodgers explained how capacity increases could potentially drive ticket prices down.

Activities Report- Mr. Rodgers reported that the Airfield Operations department has begun planning its warm weather maintenance projects now that the drier weather and warmer temperatures are moving in. Mr. Rodgers provided a status update and timeline for the Master Plan Update and On-Call Design Services RFQs. Mr. Rodgers announced that our sponsorship for the Destination Erie effort as previously approved by the Board has been submitted. Mr. Rodgers reminded everyone that *Living in the Age of Airplanes* is now showing at TREC. The film will be shown three times per day through the summer.

Liaison Comments

Cas Kwitowski of Erie City Council expressed concern over capacity and ticket prices. He asked what City Council can do to aid the airport's efforts to expand air service out of ERI. Mr. Rodgers will discuss further with Mr. Kwitowski after the meeting.

Mr. Rodgers reported that the City of Erie has a newly formed committee similar to the County's Destination Erie effort. Mr. Rodgers is serving on the steering committee.

Charles Augustine moved for adjournment and Lou Bizzarro seconded.

Approved by Yeas: Frank Stefano, Charles Augustine, Lou Bizzarro, Namon McWilliams, Patrick Cappabianca, Luvennise Gamble, Daniel Giannelli, and David Hallman, Jr.

Adjournment: 3:35 PM

Lou Bizzarro, Secretary