

**ERIE REGIONAL AIRPORT AUTHORITY  
MEETING  
Thursday, April 24, 2014**

Minutes of a Meeting of the Erie Regional Airport Authority duly posted and advertised, held at the International Trade Center, 3837 West 20<sup>th</sup> Street in Millcreek Township, Erie County, Pennsylvania.

**Attendees:**

Frank Stefano	Chris Rodgers	Kevin Graham, Hill International
Chris Parker	Sheilah Bruno	Phil Fatica, County Council
Lou Bizzarro	Ian Bogle	Derek Tabar, BKD
Mary Tseng	Michelle Magee	Mitch Kalkhof, BKD
Namon McWilliams	Irene Seyler	Vinnie Halupczynski, BKD
Luvennise Gamble	Kim Scharrer	
Dale Roth	Bill Nichols	
Pat Cappabianca		

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, Luvennise Gamble, and Dale Roth.

**Approval of Minutes:**

Board Meeting- March 27, 2014

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

**Committee Reports:**

Finance Committee- Committee Chair Chris Parker reported that the Finance Committee held a meeting on Tuesday, April 22, 2014. The committee received the 2013 audit report from BKD. He committee then reviewed the cash forecast, financial report, bills to be paid, and expense reports.

Mr. Parker reported that the committee recommends the approval of the bills to be paid.

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

Sheilah Bruno reported a net surplus after debt service of \$17,582 for the month of March. Our year to date net surplus after debt service is \$59,547. Year to date we are favorable to budget \$38,253. Chris Rodgers added that revenue is tracking almost exactly to budget; Ms. Bruno confirmed that revenue is only \$205 off budget.

Facilities and Operations Committee- Committee Chair Frank Stefano reported that the committee held a meeting on April 22, 2014 to discuss Resolutions 2014-06, 2014-07, 2014-08, and 2014-09. Mr. Stefano stated that the committee recommends approval of these resolutions.

Community Relations Committee- Committee Chair Charles Augustine reported that the committee held a meeting on April 22, 2014 to discuss a date for the Wall of Fame portrait unveiling ceremony and options for the Wall of Fame display relocation project. At the request of Mr. Augustine, Mr. Rodgers explained the process to create the new display area. Mr. Rodgers added that the money for this project will come from the public relations other budget. Mr. Augustine moved for approval to proceed with this project and Lou Bizzarro seconded. Approved by Yeas: Frank Stefano, Charles Augustine, Christopher Parker, Mary Tseng, Lou Bizzarro, Namon McWilliams, Patrick Cappabianca, Luvennise Gamble, and Dale Roth.

Capital Improvements Committee- Committee Chair Frank Stefano reported that the committee held a meeting on April 22, 2014 to discuss Resolutions 2014-04, 2014-05, and 2014-10. Mr. Stefano stated that the committee recommends approval of these resolutions.

## **Resolutions**

Resolution 2014-04 Authorize Executive Director to Accept and Execute FFY14 AIP Grant Offer- Mr. Rodgers explained that this resolution authorizes the Executive Director to accept and execute an Airport Improvement Program (AIP) entitlement grant offer from the FAA for FFY 2014 in the amount \$1,347,762 for runway taxiway stubs.

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

Resolution 2014-05 Authorize Executive Director to Accept and Execute State Grant- Mr. Rodgers explained that this resolution authorizes the Executive Director to accept and execute the 5% State Match to the FFY14 AIP entitlement grant in the amount \$74,875 for runway taxiway stubs.

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

Resolution 2014-06 Authorize Executive Director to Accept and Execute State Grant-  
Mr. Rodgers explained that this resolution authorizes the Executive Director to accept and execute a 50%/50% State Capital Budget Grant in the amount \$100,000 for mowing equipment.

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

Resolution 2014-07 Authorize Executive Director to Accept and Execute State Grant-  
Mr. Rodgers explained that this resolution authorizes the Executive Director to accept and execute a 50%/50% Airport Development Program (ADP) grant offer from the Bureau of Aviation (BOA) in the amount \$29,750 to acquire mowing equipment.

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

Resolution 2014-08 Authorize Executive Director to Accept and Execute State Grant-  
Mr. Rodgers explained that this resolution authorizes the Executive Director to accept and execute a 75%/25% Airport Development Program (ADP) State Grant in the amount \$135,000 to acquire Snow Removal Equipment (SRE) (replacement of Mobile 12). He added that the local share for this project will be a future PFC reimbursement.

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

Resolution 2014-09 Authorize Executive Director to Accept and Execute State Grant-  
Mr. Rodgers explained that this resolution authorizes the Executive Director to accept and execute a 75%/75% Airport Development Program (ADP) State Grant in the amount \$112,500 to upgrade the access control at two (2) SIDA vehicle gates. Mr. Rodgers further explained that the local share for this project will be a future PFC reimbursement. He added that the airlines and FBO have been asking for this project for years.

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

Resolution 2014-10 Approval of Bid Package #2, Change Order #18 with Kirila Contractors, Inc.- Mr. Rodgers explained that this resolution approves the final bid package 2 charge order with Kirila Contractors, Inc. for additional work to properly install Airport Lighting Control and Monitoring System (ALCMS) at the maintenance building for the not to exceed amount of \$34,607.02. Mr. Rodgers added that this will close out this grant.

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

**New Business:**

Audit Review

Mitch Kalkhof, Vinnie Halupczynski, and Derek Tabar of BKD Auditors LLC presented the Audit Report for the 2013 financials to the Board. Mr. Kalkhof stated that BKD will not be issuing a management letter as there is no material weaknesses or significant deficiencies. After completing the audit, BKD has three recommendations: acquire a new accounting software system, explore investment strategies within the Municipal guidelines once the runway improvement program is completed, and familiarize accounting staff with new Federal grant policies. Mr. Stefano congratulated staff on another “clean” audit.

Jefferson Educational Society (JES) Survey

Mr. Rodgers shared a survey on the demographic makeup of Boards throughout the County being conducted by the Jefferson Educational Society. The survey is looking for name, Municipality of Residence, position on the Board, Occupation, and Ethnicity for each Board Member. Mr. Stefano added that participation in the survey is optional. He instructed interested Board Members to provide his/her information to Michelle Magee for inclusion in the survey.

**Board Member Comments:**

Mr. Stefano welcomed Dale Roth back to the Board. Mr. Augustine requested business casual attire for Board Meetings during the summer months. Mr. Stefano approved the request.

**Executive Director’s Report:**

- Air Service Report

Mr. Rodgers reported that our traffic numbers continue to be impacted by our record setting winter. This winter has impacted the numbers across the entire industry. We are optimistic that performance will be better in April.

Mr. Rodgers shared a recent compliment from a couple who recently traveled from ERI south for the winter. This couple had not flown out of ERI in many years due to unreliable service during winter weather. With the extension of the runway complete, this year the couple decided to try ERI and experienced no problems. They were very happy with the service out of ERI and impressed with the benefits of the extended runway.

Mr. Rodgers reminded the Board of the ribbon cutting ceremony scheduled for June 5<sup>th</sup> to commemorate United’s new jet service from Erie to Chicago. He talked about the terminal banners, the announcement and link on the airport website, and the planned billboards. United has provided feedback that they are very pleased with the early bookings for service to ORD beginning June 5<sup>th</sup>.

- **Runway Report**  
Mr. Rodgers reported that nighttime construction work on the runway is expected to begin in June. Millcreek Township has already approved the nighttime work. The airport will be operating under a curfew while the rehab work is being completed.
- **Activities Report**  
Mr. Rodgers reported that the airport's annual hot drill as required by the FAA is scheduled for May 6<sup>th</sup> and 8<sup>th</sup> with the tri-annual disaster exercise scheduled for the early evening of May 7<sup>th</sup>.

Mr. Rodgers reported that our Part 139 annual safety inspection is scheduled for July 14, 2014. As soon as the hot drill training is complete, we will shift our attention to this inspection.

Mr. Rodgers congratulated Sheilah Bruno and staff for another clean audit adding that clean audits are earned through hard work.

Mr. Rodgers shared the details of a recent press conference he attended at the Porreco College and the Porreco Promise. He reported that Edinboro plans to honor Lou and Debbie Porreco with a ceremony July 19<sup>th</sup>.

Per the request of Pat Cappabianca, Mr. Rodgers shared the list of sessions he attended at the 2014 Airports Conference in Hershey.

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

**Adjournment: 2:54 PM**

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Lou Bizzarro, Secretary