

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, April 26, 2017**

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:

Christopher Parker	George Doughty	Kathy Fatica, County Council
Charley Augustine	Michelle Magee	Chris Robertson
Namon McWilliams	Sheilah Bruno	Mitch Kalkhof, BKD
David Hallman, Jr.	Ian Bogle	Sean Vanderhoof, BKD
Daniel Giannelli	Kim Scharrer	Fred Veith, Hangar 20
Frank Stefano	Jennifer Gornall	Greg Hayes, NCFS

Andrea Zdaniewski (*arrived at 3:07 pm during the Capital Improvements Committee Meeting report*)

Opened: 3:00 pm

Board President Christopher Parker opened the meeting with the Pledge of Allegiance to the Flag of the United States of America.

Approval of Agenda:

Frank Stefano moved and Namon McWilliams seconded. Approved by Yeas: Christopher Parker, Charles Augustine, Daniel Giannelli, Namon McWilliams, Frank Stefano, and David Hallman, Jr.

Approval of Minutes:

Board Meeting- February 22, 2017

Charles Augustine moved and David Hallman, Jr. seconded. The meeting minutes were approved by Yeas: Christopher Parker, Charles Augustine, Daniel Giannelli, Namon McWilliams, and David Hallman, Jr. Abstained: Frank Stefano

Public Comments:

There were no public comments.

Committee Reports:

Finance Committee- Finance Committee Chair David Hallman, Jr. reported that the Finance Committee held a meeting on Tuesday, April 25, 2017. The committee received the audit report of the 2016 financials from BKD. Current assets, capital assets, current liabilities, long term debt, operating revenue, and operating expenses were reviewed. Mitch Kalkhof then reviewed the required communications with the committee. The committee also reviewed the Cash Forecast, Finance Report, Capital Fund Transactions, Expense Reports, and Bills to be Paid with no issues.

Mr. Hallman stated that the Committee recommends to the Board the ratification of the March bills to be paid and the approval of the April bills to be paid. To Ratify the March bills: David Hallman, Jr. moved and Frank Stefano seconded. Approved by Yeas: Christopher Parker, Charles Augustine, Daniel Giannelli, Namon McWilliams, Frank Stefano, and David Hallman, Jr. To Approve the April bills: Charles Augustine moved and Namon McWilliams seconded. Approved by Yeas: Christopher Parker, Charles Augustine, Daniel Giannelli, Namon McWilliams, and Frank Stefano. Abstained: David Hallman, Jr.

Per the request of the Board, Sheilah Bruno's report combined the February and March financials. Ms. Bruno reported a net surplus after debt service of \$42,778 through March bringing our year to date surplus to \$87,157. We are favorable to budget \$156,924 year to date. Ms. Bruno shared the Municibid auction results with the Board and commended Ian Bogle for his efforts managing the auction.

Community Relations Committee- Mr. Augustine reported that a Community Relations Committee Meeting held on April 4, 2017 to review the 2017 nominees for the Famous Erie Aviators Wall of Fame. The Committee unanimously recommends that all 5 nominees be honored: Lt. Col. Michael Mashyna, Col. Lee D. Carr, Capt. Melvin E. Caughlin, First Lt. Raymond Guerrein, and Capt. Brian Whitten. Charles Augustine made a motion to approve all 5 nominees for the 2017 Famous Erie Aviators Wall of Fame and Namon McWilliams seconded. Approved by Yeas: Daniel Giannelli, Namon McWilliams, Charles Augustine, Frank Stefano, Christopher Parker, and David Hallman, Jr. Mr. Augustine directed Michelle Magee to notify the families and assist them with next steps. The ceremony date is tentatively scheduled for Friday, June 30, 2017. Ms. Magee will announce the date and time once they have been confirmed.

In response to an inquiry from Mr. Giannelli, Mr. Doughty explained that the possibility of a solar farm on airport property is being evaluated.

Capital Improvements Committee- Capital Improvements Committee Chair Chris Parker reported that the Capital Improvements Committee held a meeting on April 5, 2017. During the meeting, the Committee reviewed the terminal building alternatives as per the Master Plan Update. The option to build on the existing terminal using current lots and roadways is the option recommended by staff. The Committee agreed. Mr. Doughty further explained that funding options are currently being considered. A public meeting will be held in the future. The Committee also reviewed our proposed Capital Improvements Plan.

New Business

Mitch Kalkhof and Sean Vanderhoof of BKD presented the audit to the Board. Current assets, capital assets, current liabilities, long term debt, operating revenue, and operating expenses. Mr. Kalkhof reported that BKD is stilling recommending that the airport change accounting software- Quickbooks is not a good program for airports. There are

better software packages that other airports use. BKD also recommends requiring an internal control report from our payroll service on a yearly basis.

Liaison Comments

Erie County Council Liaison Kathy Fatica asked for an update on air service.

Executive Director's Report

Mr. Doughty reported a slight downturn in enplanements for January and February due to some temporary schedule reductions. We are now back to our regular schedule. An additional daily flight from Delta/Skywest is scheduled for May. Skywest will consider making the fourth daily flight permanent if May proves to be successful.

Mr. Doughty reported that American Airlines is still in the process of transitioning from the 35 seat Dash 8 aircraft to 50 seat regional jets. American takes a weight penalty with the Dash 8 so their load factors are lower than the load factors of Delta and United. The Dash 8 can typically only sell 30 of the 35 seats per flight because of the fuel required to reach Philly (and the fuel required to hold for delays). This is not an issue with regional jets.

In response to an inquiry from Mr. Giannelli, Chief Bogle explained that Velocity Net will be running fiber optics into the terminal (the terminal currently runs on DSL). Fiber will increase the efficiency of the service to the public and terminal tenants.

Per the request of Mr. McWilliams, Mr. Doughty gave a brief summary of each meeting attended as listed on the Activities Report.

Mr. Doughty explained that we are working on refining our phone system and how we greet Authority visitors.

Frank Stefano made a motion to adjourn and Charles Augustine seconded. Approved by Yeas: Christopher Parker, Charles Augustine, Daniel Giannelli, Namon McWilliams, Frank Stefano, David Hallman, Jr., and Andrea Zdaniewski.

Adjournment: 3:38 PM

The Board met in an Executive Session to discuss an employee matter after adjournment

Namon McWilliams, Secretary