

ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Thursday, April 28, 2016

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	Chris Rodgers	Mitch Kalkhof, BKD
Charles Augustine	Michelle Magee	Vinnie Halupczynski, BKD
Namon McWilliams	Sheilah Bruno	Derek Tabar, BKD
Daniel Giannelli	Ian Bogle	Joe Ceresa, NCA
Patrick Cappabianca	Irene Seyler	Ed Kissell
David Hallman, Jr.	Kim Scharrer	Cas Kwitowski, Erie City Council
William Jerin		
Timothy Sennett		

Participated by Phone: Andrea Zdaniewski

Board President, Chris Parker opened the meeting at 3:03 pm with the Pledge of Allegiance.

Approval of Agenda:

Mr. Parker suggested that the agenda be amended to move the audit report from BKD up on the agenda to follow Public Comments. Charles Augustine made a motion to approve the agenda as amended and Namon McWilliams seconded. The agenda was approved by Yeas: Christopher Parker, Charles Augustine, Daniel Giannelli, Namon McWilliams, Patrick Cappabianca, David Hallman, Jr., and Andrea Zdaniewski.

Approval of Minutes:

Board Meeting- March 23, 2016

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

Board Member William Jerin arrived after the approval of the Agenda and March Board Meeting Minutes.

Public Comments:

There were no Public Comments.

New Business

Mitch Kalkhof, Vinnie Halupczynski, and Derek Tabar of BKD, LLP presented the audit of the 2015 financials to the Board. Mr. Kalkhof stated that it was a clean audit with no findings or deficiencies. The review by BKD included: current assets, capital assets, current liabilities, long term debt, operating revenue, and operating expenses. Mr.

Kalkhof also explained the impact of the implementation of GASB 68. He also explained that the Federal Data Collection Form still needs to be completed. The government gave an extension on this form due to issues with their site. Mr. Kalkhof explained that the form will be completed once the government gives the go ahead for submittal. Mr. Parker congratulated airport staff for another fantastic audit.

Committee Reports:

Finance Committee- Finance Committee Member, Dan Giannelli reported that the Finance Committee held a meeting on Tuesday, April 26, 2016. The cash forecast, finance report, capital fund transactions, bills to be paid, and expense reports were reviewed with no issues.

The committee recommends to the Board the approval of the bills to be paid. Charles Augustine moved and Namon McWilliams seconded. Approved by Yeas: Christopher Parker, Charles Augustine, Daniel Giannelli, Namon McWilliams, Patrick Cappabianca, David Hallman, Jr., William Jerin, and Andrea Zdaniewski.

Sheilah Bruno reported a deficit of \$30,429 for the month of March bringing our year to date deficit to \$13,704. Year to date we are favorable to budget \$40,011.

Chris Rodgers arrived at the meeting and explained the resolutions.

Resolutions:

Resolution 2016-05 Ratification of PA DOT BOA General Terms and Assurances

Mr. Rodgers explained that this is required in order to accept State grants. Daniel Giannelli moved and William Jerin seconded. Approved by Yeas: Christopher Parker, Charles Augustine, Daniel Giannelli, Namon McWilliams, Patrick Cappabianca, David Hallman, Jr., Williams Jerin, and Andrea Zdaniewski.

Resolution 2016-06 Implementation of ERAA Cell Phone Use Policy

Mr. Rodgers explained that we are required to implement a policy of this type because we have vehicles obtained with federal funds. The board discussed blue tooth use, whether or not law enforcement is exempt (they are not), the implications if ERAA is found out of compliance, and disciplinary action for individuals caught in violation.

Patrick Cappabianca moved and Namon McWilliams seconded. Approved by Yeas: Charles Augustine, Daniel Giannelli, Namon McWilliams, Patrick Cappabianca, David Hallman, Jr., Williams Jerin, Andrea Zdaniewski, and Christopher Parker.

Liaison Comments

Based on an inquiry from City Councilman Cas Kwitowski, the group discussed why ERI does not have TSA pre-check. Mr. Rodgers explained that TSA determines where pre-check is offered; it is not something the ERAA dictates. Mr. Kwitowski stated that 2 airports smaller than Erie- Hattiesburg and Meridian both offer TSA pre-check. Mr. Rodgers said that he will provide additional information on the subject.

Post meeting note- additional information that Mr. Rodgers compiled:

Less than 1/3 of all commercial service airports in the United States have TSA PreCheck. In PA, only 5 airports have TSA PreCheck and all 5 are bigger than ERI.

MEI has only three flights a day. Prior to each flight they open the checkpoint and ask PreCheck passengers to enter security first. TSA can't do that in ERI because we have 3 flights being screened at the same time, not just one. ERI remains on the list of airports that have requested PreCheck. I placed ERI on that list when PreCheck was first introduced.

The current lack of PreCheck adds significant justification for a new terminal in our ongoing master plan. Letters of support may be submitted to me and I will forward them to the appropriate people at TSA.

Executive Director's Report

Mr. Rodgers reported that Edinboro University the Porreco College in conjunction with the North Coast Flight School held a press conference on April 20, 2016 to announce the Pilot Certificate Program being offered beginning this fall at the Porreco College. Mr. Rodgers noted that Edinboro and the Flight School are exploring options for more offerings such as aircraft maintenance.

Mr. Rodgers shared that he has been asked to testify in front of the PA Senate in Harrisburg on May 11, 2016 as part of the Senate Aviation Caucus.

Mr. Rodgers announced that the North Coast Flight School would be holding its Spring Open House on Saturday, May 21, 2016 from 10 am until 6 pm. The event will feature five WWII airplanes. Admission is free and open to the public with airplane rides available for purchase.

Mr. Rodgers shared the wonderful article from the Erie Times-News featuring our own Dolores Casale!

Mr. Rodgers congratulated Sheilah and the finance team for another clean audit with no findings. He added that clean audits do not happen by accident; it takes hard work and dedication!

Mr. Rodgers reported that several staff members will be attending the annual Snow Symposium next week in Buffalo. The Symposium features state of the art snow removal machines, as well as a variety of other equipment, services, and solutions that the industry offers.

Charles Augustine made a motion to adjourn and William Jerin seconded. Approved by Yeas: Christopher Parker, Charles Augustine, Daniel Giannelli, Namon McWilliams, Patrick Cappabianca, David Hallman, Jr., Williams Jerin, and Andrea Zdaniewski.

Adjournment: 3:49 PM

After adjournment the Board met in an Executive Session to discuss an employee matter.

Namon McWilliams, Secretary