

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Thursday, May 22, 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
Namon McWilliams	Ian Bogle	Ken Olup, Hill International
Mary Tseng	Michelle Magee	Joe Ceresa, North Coast Air
Pat Cappabianca	Bill Nichols	Valerie Myers
Lou Bizzarro	Crystal Nye	
Luvennise Gamble	Kim Scharrer	

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

Approval of Minutes:

Board Meeting- April 24, 2014

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

Committee Reports:

Finance Committee- On behalf of Committee Chair Chris Parker, committee member Mary Tseng reported that the Finance Committee held a meeting on Tuesday, May 20, 2014. The committee reviewed the cash forecast, financial report, bills to be paid, and expense reports.

Ms. Tseng reported that the committee recommends the approval of the bills to be paid. Patrick Cappabianca moved and Lou Bizzarro seconded. Approved by Yeas: Mary Tseng, Lou Bizzarro, Namon McWilliams, Patrick Cappabianca, Luvennise Gamble, and Frank Stefano.

Sheilah Bruno reported a net surplus after debt service of \$77,366 for the month of April. Our year to date net surplus after debt service is \$136,913. Year to date we are favorable to budget \$114,982.

Capital Improvements Committee- Committee Chair Frank Stefano reported that the committee held a meeting on May 20, 2014 to discuss Resolution 2014-12-

Approval of Work Order #25, Supplemental #1 with Hill International. Ken Olup of Hill International attended the meeting to explain the supplemental to Work Order #25. Mr. Stefano stated that the committee recommends approval of the resolution. Mr. Stefano reported that the committee also met in an Executive Session to discuss a legal issue.

Resolutions

Resolution 2014-11 Appointment of Deputy Open Records Officer- Mr. Rodgers explained that Michelle Magee was previously appointed the Open Records Officer for the Airport Authority. There is a need for a Deputy Open Records Officer. Kim Scharrer is named as Deputy Officer.

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

Resolution 2014-12 Approval of Work Order #25, Supplemental #1 with Hill International- Mr. Rodgers explained that sequestration caused a delay in the release of the remaining federal funds for our project which halted runway program work. This supplemental covers construction management for the delayed project work. Mary Tseng moved and Patrick Cappabianca seconded. Approved by Yeas: Mary Tseng, Lou Bizzarro, Namon McWilliams, Patrick Cappabianca, Luvennise Gamble, and Frank Stefano.

New Business:

Gala in the Orchard

Mr. Rodgers presented a request by Edinboro University pertaining to the Porreco Promise Gala in the Orchard- a fundraising event honoring Lou and Debbie Porreco and their contribution to the Porreco College. Mr. Rodgers explained the new commercial pilot certification program being offered at the Porreco College in conjunction with the Erie Airport based North Coast Flight School. The Airport was asked to be a community partner for the event with a \$6,000 contribution which is the cost for the 2 year commercial pilot certification program. We would use funds from the airport advertising budget for the contribution. Mr. Rodgers further explained that if the Board approves the \$6,000 contribution, then that contribution could possibly be linked to a scholarship for the first student in the pilot program. Mr. Rodgers will look into future opportunities to partner with Edinboro. Ms. Gamble asked how this program will be marketed to the students in the Erie School District. Mr. Rodgers explained that Edinboro will handle marketing efforts as the programs offered at the Porecco College are part of the University.

Mr. Stefano asked for a motion to approve the \$6,000 contribution to the Porreco Promise Gala in the Orchard Event. Mary Tseng moved and Luvennise Gamble seconded. Approved by Yeas: Frank Stefano, Mary Tseng, Lou Bizzarro, Namon McWilliams, Patrick Cappabianca, and Luvennise Gamble.

Board Member Comments:

Mr. Rodgers shared that Board Vice President Charley Augustine has been under the weather. The Board expressed their well wishes to Mr. Augustine.

Executive Director's Report:

- Air Service Report

Mr. Rodgers shared information that Erie had more snow in the 2013-2014 winter season than any other city in the country with a population of more than 100,000. Despite the snow, ERI never closed due to runway conditions, but our traffic numbers did suffer in the first quarter of 2014 due to the weather at up and down line airports. April numbers have been the best thus far this year improving our year to date decline to -6% over year to date 2013.

Mr. Rodgers reported that United and Delta are in the process of relocating their respective check-in desks as well as some painting and/or signage and branding updates.

Mr. Rodgers reminded the Board of the ribbon cutting ceremony scheduled for 2:00 pm June 5th to commemorate United's new jet service from Erie to Chicago. United has been very happy with the flight bookings for this new service.

- Runway Report

Mr. Rodgers reported that construction work on the runway is expected to begin in June. A preconstruction meeting will be held prior to the start of the work.

- Activities Report

Mr. Rodgers commended Fire Chief Tim Crane and ARFF Key 3 Committee members Mark Kapen and Jason Morell under the direction of Airfield Foreman Bill Nichols for a very successful annual hot drill and tri annual disaster exercise.

Mr. Rodgers reported that our Part 139 annual safety inspection is scheduled for July 14, 2014.

Aviation Day will be held on Tuesday August 19, 2014. ERI will be hosting the Boys Scouts for the 4th year. Mr. Rodgers announced that he has been named Board President of the French Creek Council for a one year term. The ERAA Board offered congratulations to Mr. Rodgers.

Patrick Cappabianca moved for adjournment and Lou Bizzarro seconded.

Approved by Yeas: Frank Stefano, Mary Tseng, Lou Bizzarro, Namon McWilliams, Patrick Cappabianca, and Luvennise Gamble.

Adjournment: 2:26 PM

Lou Bizzarro, Secretary