

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Thursday, June 27, 2013**

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.

Opened: 3:00 PM

Attendees:

Frank Stefano	Chris Rodgers	Kevin Graham, Hill International
Lou Bizzarro	Sheilah Bruno	Tyrone Clark, MGC, Erie
Charles Augustine	Ian Bogle	Lisa Cappabianca
Namon McWilliams	Rick Robie	Joe Ceresa, North Coast Air
Patrick Cappabianca	Michelle Magee	Paul Strack, Michael Baker
Don Wright	Irene Seyler	
	Kim Scharrer	
	Crystal Nye	

Board President, Frank Stefano opened the meeting with the Pledge of Allegiance.

Mr. Stefano led the group in a moment of silence to honor the recent passing of CFO Sheilah Bruno's father Albert Spinelli. Ms. Bruno thanked the Board for the beautiful flowers the Authority sent to the funeral home.

Approval of Agenda:

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

Charles Augustine moved and Lou Bizzarro seconded.

The agenda was approved by Yeas: Frank Stefano, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, and Namon McWilliams

Approval of Minutes:

Board Meeting- May 23, 2013

Charles Augustine moved and Namon McWilliams seconded. The minutes were approved by Yeas: Frank Stefano, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, and Namon McWilliams.

Committee Reports:

Finance Committee- Committee Member Patrick Cappabianca reported that the Finance Committee held a meeting on June 25, 2013 where the committee reviewed the cash forecast, financial report, capital fund transactions, expense reports, and bills to be paid. The Finance Committee recommends approval of the bills to be paid. Mr. Stefano asked for a motion to approve the bills to be paid as presented. Namon McWilliams moved and Lou Bizzarro seconded. The bills to

be paid were approved by Yeas: Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, and Frank Stefano.

Sheilah Bruno reported a surplus of \$48,431 after debt service for the month of May bringing the year to date net surplus after debt service to \$123,663. Year to date when compared to budget, we are \$107,695 favorable to budget.

Ms. Bruno explained the new role of Buyer that Irene Seyler has recently started. We have realized a significant amount of savings since introducing this role to Irene. Mr. Stefano thanked the staff for their efforts.

Community Relations Committee- Committee Chair Charley Augustine reported that the committee held a meeting on June 25, 2013. The committee discussed items pertaining to the August 2013 Aviation Gala Open House/Ribbon Cutting Ceremony. Representatives of the Jefferson Educational Society and Erie Promotions also attended the meeting. At the meeting, Mr. Rodgers provided progress update on the dedication stone and plaque. Katie Bool of Erie Promotions provided an update on confirmed gala features, sponsors, and vendors. Tyrone Clark provided a summary of the anticipated marketing plan for the event. Mr. Rodgers also reviewed the airport's most recent runway improvement project ads- "Open for Business".

Capital Improvements Committee Meeting- Committee Chair Frank Stefano reported that the committee held a meeting on June 25, 2013. The meeting was an Executive Session.

Resolutions:

Resolution 2013-10 Acceptance of Proposal to Develop FY2014-2016 ACDBE Program Goals- Ken Weeden & Associates

Mr. Rodgers explained that as a recipient of federal dollars, we must develop and implement an Airport Concession Disadvantaged Business Enterprise (ACDBE) program under federal mandate 49 CFR Part 23. We have worked with Ken Weeden & Associates previously. Kim Scharrer was able to secure a reduced rate from previous years.

Charles Augustine moved and Lou Bizzarro seconded. Approved by Yeas: Frank Stefano, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, and Namon McWilliams.

Resolution 2013-11 Approval of Amendment Number One to Full Service Rental Car Concession and Lease Agreement

Mr. Rodgers explained that ERAA and our existing car rental agencies wish to extend the current agreements for one year. Mr. Rodgers added that the resolution is for the four on-airport agencies: National/Alamo, Avis, Enterprise, and Hertz. The resolution needs to be amended to include the one off-airport agency: Budget. Don Wright provided the additional language.

To Amend the Resolution to add language to include Budget, the off-airport concession, Patrick Cappabianca moved and Charles Augustine seconded.

Amendment Approved by Yeas: Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, and Frank Stefano.
Approval of Resolution 2013-11 As Amended: Patrick Cappabianca moved and Namon McWilliams seconded. Approved by Yeas: Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, and Frank Stefano.

New Business

Mr. Stefano and Mr. Rodgers presented former Board Member and Board Treasurer, Lisa Cappabianca with a recognition plaque honoring her dedicated years of service to the Airport Authority.

Board Member Comments:

Mr. Cappabianca introduced the idea of a flag specifically for the Erie Airport. Mr. Rodgers explained that the airport had previously explored this idea without success and will revisit after the ribbon cutting ceremony.

Executive Director's Report:

- **Air Service Report**
Mr. Rodgers reported that May 2013 traffic was up 1% over May 2012 improving the 2013 YTD decline to -3.5%, a 1.3 point improvement YTD. Delta leads the market share at ERI with 40.8% of all traffic. United is seconded with 31.2% and US Airways holds 27.8% of the market share at ERI. The return of Delta's 4th daily trip to Detroit will have a positive impact on the June numbers, however, unusually cold and rainy weather during the June construction will have a negative impact.
Mr. Rodgers stated that he is scheduled to participate in an interview with the offices of the Attorney General and the PA Department of Justice regarding the merger between American and US Airways. He explained that for ERI, the opportunities with a merged American and US Airways are far greater than what US Airways can offer us now.
- **Runway Report**
Mr. Rodgers reported that the contractor is on target to complete current construction within the established 30 day window despite the bad weather. The airport never closed during this time despite what some of the public believe. There were some delays and cancellations during this time, but those were airline/pilot decisions. Each airline has its own policies and operating procedures.
- **Activities Report**
Mr. Rodgers reported that parking lot sealing coating efforts continue. Also, we are awaiting pole banners that will feature our August Aviation Gala Open House weekend to display in the lots outside of the airport terminal building.
Mr. Rodgers commended Lt. Jason Morell for assisting the airport with hosting 30 crisis/comfort dogs at the airport recently.
The Airport Police Department is still awaiting a delivery date for our new K-9.

Mr. Rodgers announced that the North Coast Flight School is hosting a Ford Tri-Motor July 1st through July 3rd. The public is invited to the Flight School to see the aircraft and rides are being offered for a fee.

Mr. Rodgers reported that the Airport will be displaying several pieces of equipment in the Millcreek 4th of July parade- a fire truck, a police cruiser, and command vehicle 829.

Mr. Stefano and Mr. Rodgers honored Rick Robie's 25 years of service with a recognition plaque.

Namon McWilliams moved for adjournment and Lou Bizzarro seconded.

Approved by Yeas: Frank Stefano, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, and Namon McWilliams.

Adjournment: 3:36 PM

Lou Bizzarro, Secretary