

**ERIE REGIONAL AIRPORT AUTHORITY  
MEETING  
Thursday, July 25, 2013**

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.

**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	Ed Kissell
Namon McWilliams	Rick Robie	Joe Ceresa, North Coast Air
Patrick Cappabianca	Michelle Magee	Joe Augustine
Christopher Parker	Irene Seyler	Mark Concilla, Erie Promotions
Mary Tseng	Kim Scharrer	
Luvennise Gamble	Crystal Nye	
Don Wright	Tim Fitzgerald	

Participated by phone: Janet Anderson

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 Attorney Brian Glowacki of the Knox Law Firm.

**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, Janet Anderson, Luvennise Gamble, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Christopher Parker.

**Approval of Minutes:**

Board Meeting- June 27, 2013

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

**Public Comments:**

Ed Kissell asked how the airport fared with the recent vintage aircraft visits. Mr. Rodgers explained that both the Ford Tri-motor and the Memphis Belle were hosted by North Coast Air and North Coast Flight School. According to reports from Greg Hayes

of the flight school, every seat on every flight was sold on the Ford Tri-motor. Reports reflect that the Memphis Belle was also very well received with over 1,000 people out to see it. Joe Ceresa of North Coast Air added that the flight crews of both aircraft were very pleased with the Erie Airport and Erie's enthusiasm for the vintage aircraft.

### **Committee Reports:**

Finance Committee- Committee Chair Chris Parker reported that the Finance Committee held a meeting on July 23, 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. Christopher Parker moved and Mary Tseng seconded. The bills to be paid were approved by Yeas: Janet Anderson, Luvennise Gamble, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker and Frank Stefano.

Sheilah Bruno reported a surplus of \$63,330 after debt service for the month of June bringing the year to date net surplus after debt service to \$186,993. Year to date when compared to budget, we are \$101,043 favorable to budget.

Community Relations Committee- Committee Chair Charley Augustine reported that the committee held a meeting on July 23, 2013. The committee discussed items pertaining to the August 2013 Aviation Gala Open House/Ribbon Cutting Ceremony including marketing efforts and updates on the fly in and car show, war birds, vendors, sponsors. The final meeting prior to the Gala is scheduled for August 13, 2013.

### **Executive Director's Report:**

- Air Service Report

Mr. Rodgers recapped that the runway was shorted to 6,510 feet beginning June 3<sup>rd</sup> for a 30 day construction effort requiring the ILS to be taken offline.

Unusually wet conditions throughout the month of June caused numerous delays and cancellations. Because of the United Q300 and Delta's 4<sup>th</sup> daily trip to Detroit, Mr. Rodgers believes that total traffic for the month would have been up if not for the weather impacts during construction. Due to these impacts, traffic was decreased by approximately 10%.

Despite the wet weather, the contractor was able to meet the construction schedule for this phase of work. The runway was returned to full length on July 3<sup>rd</sup> and the ILS was flight tested and returned to service on July 12<sup>th</sup>. The remaining RSA construction work will be completed at night when there are no scheduled airline flights.

- Runway Report

Mr. Rodgers reported that we are still waiting for the funding for Work Area B from the FAA. Our entire local, state, and federal delegation supports our efforts to secure the remaining funding. AAAE and ACI have been supportive also.

- **Activities Report**

Mr. Rodgers reported that parking lot seal-coating efforts continue. Planning efforts for the Gala and the PA Aviation Council Conference continue. Aviation Day is August 19<sup>th</sup>. ERI will once again be hosting the Boy Scouts of America for the Aviation Merit Badge. The ERI family picnic is scheduled for the evening of the 19<sup>th</sup>. Set up for the Aviation Gala Open House weekend will begin on Wednesday August 21<sup>st</sup> with the first plane arriving on Friday August 23<sup>rd</sup>. Board President Frank Stefano has advised that the August board meeting will be held on the 5<sup>th</sup> Thursday of the month- August 29<sup>th</sup> due to the Gala.

Mr. Stefano and Mr. Rodgers honored Equipment Specialist, Tim Fitzgerald's retirement after almost 30 years of service with a recognition plaque. Mr. Rodgers announced that Jeff Parks has been hired as the new Equipment Specialist. Mr. Parks has been here working with Mr. Fitzgerald for the past month.

Namon McWilliams moved for adjournment and Mary Tseng seconded.

Approved by Yeas: Frank Stefano, Janet Anderson, Luvenise Gamble, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Christopher Parker.

**Adjournment: 3:32 PM**

---

Lou Bizzarro, Secretary