

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Thursday, March 27, 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
Chris Parker	Sheilah Bruno	Ken Olup, Hill International
Lou Bizzarro	Ian Bogle	Cindy Saurwein, North Coast Air
Mary Tseng	Michelle Magee	
Namon McWilliams	Irene Seyler	
Luvennise Gamble	Kim Scharrer	
Jennifer Gornall	Crystal Nye	
	Bill Nichols	

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.

Mary Tseng moved and Namon McWilliams seconded.

The agenda was approved by Yeas: Frank Stefano, Christopher Parker, Mary Tseng, Lou Bizzarro, Namon McWilliams, and Luvennise Gamble.

Approval of Minutes:

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

Committee Reports:

Finance Committee- Committee Chair Chris Parker reported that the Finance Committee held a meeting on Tuesday, March 25, 2014. The committee reviewed the cash forecast, financial report, bills to be paid, and expense reports. Mr. Parker reported that the committee recommends the approval of the bills to be paid. Mary Tseng moved and Lou Bizzarro seconded. Approved by Yeas: Christopher Parker, Mary Tseng, Lou Bizzarro, Namon McWilliams, Luvennise Gamble, and Frank Stefano.

Sheilah Bruno reported a net surplus after debt service of \$30,089 for the month of February. Year to date we are favorable to budget \$48,202. Ms. Bruno reported that BKD started the in-house portion of the annual audit on March 14th. BKD expects to present the audit results to the full board at the April board meeting. Chris Rodgers added that revenue is tracking almost exactly to budget.

Community Relations Committee- No meeting was held this month. Mr. Rodgers shared with the Board that under the direction of the Community Relations Committee, staff is looking for options to relocate the Wall of Fame display. The information gathered on this will be presented to the committee at the next Community Relations Committee meeting scheduled for April 22, 2014.

Resolutions

Resolution 2014-03 Authorize Executive Director to Enter Into DUI Task Force Mutual Aid Agreement- Mr. Rodgers explained that this approves the Airport Police to participate with other local law enforcement agencies on the DUI task force. He further explained that our officers would be covered under the airport's general liability insurance clause because the clause covers our officers when they are acting in an official capacity.

Christopher Parker moved to approve this resolution and Namon McWilliams seconded. Approved by Yeas: Christopher Parker, Mary Tseng, Lou Bizzarro, Namon McWilliams, Luvennise Gamble, and Frank Stefano.

Executive Director's Report:

- **Air Service Report**
Mr. Rodgers reported that poor weather around the country negatively affected air traffic numbers at ERI. All carriers saw a decline in traffic in February and year to date 2014. United had its second consecutive month with 25 unscheduled cancelations. Impacts due to poor weather conditions, would have been worse for ERI had our runway not been extended granting the ability to operate during inclement weather.
- **Activities Report**
Mr. Rodgers reported that preliminary audit results show another clean audit with no findings or issues. BKD will provide an update on the audit results to the Board at the April board meeting.

Regarding United's new jet service to Chicago beginning June 5th, Mr. Rodgers reported that our website has been updated with a link from our homepage to the United booking page for Chicago service from Erie. We are awaiting the arrival of three (3) large banners to hang in the terminal. He reminded the Board that a ribbon cutting ceremony is planned for June 5th to commemorate the beginning of new jet service to ORD.

Mr. Rodgers announced that our required annual hot drill is scheduled for May 6th, 7th, and 8th. This year also marks our tri-annual disaster exercise which is scheduled for the evening of May 7th.

Mr. Rodgers announced that our annual Part 139 safety inspection is scheduled to begin July 14, 2014.

Mr. Rodgers shared that he attended a press conference at the Porreco College yesterday to announce a new Aeronautics Associate Degree program starting at the College in 2015. The program will work closely with the North Coast Flight School.

Mr. Rodgers reported that he and Kim Scharrer traveled to Harrisburg at the end of February to meet with the FAA to discuss the airport capital improvement program. Efforts for our sustainable Master Plan will begin with funding planned in FY2015. Two projects that remain under our current Master Plan, the relocation of taxiway Alpha and a replacement building for the airport fire station, will be funded as well.

Christopher Parker moved for adjournment and Lou Bizzarro seconded.

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

Adjournment: 2:14 PM

Lou Bizzarro, Secretary