



AIRPORT MANAGER'S REPORT
JANUARY 12, 2021 MEETING



ERIE MUNICIPAL AIRPORT



COVID-19 UPDATE

As with everyone else, we continue to experience uncertain times at the airport with the ongoing novel coronavirus, COVID-19. The Airport remains open and operating; however we continue to see a decline in transient traffic at the airport. Airport staff is practicing social distancing amongst themselves and clients who are at the airport.

AIRPORT FEES

THROUGH THE FENCE FEES

2021 Through the Fence Fees were invoiced In December and are being collected now.



LAND LEASE AND TIE DOWNS

At the time of this report, Airport staff has invoiced and collected tie-down and land lease fees for December 2020 and January 2021.

AVIATION CONCERNS

Airport Staff has received some concerns from residents in surrounding communities and Airport Manager, Jason Hurd, has reached out to and spoken to those concerned residents.



SNOW REMOVAL

Snow removal is ongoing as needed. Appropriate NOTAMS are issued as needed.



ERIE AIRPORT ECONOMIC DEVELOPMENT ADVISORY BOARD

The first meeting of the Airport Economic Development Advisory Board was held on December 17, 2020. The purpose of the Advisory Board is to advise the Board of Trustees on economic activity at the Erie Airport. During the initial meeting of the Advisory Board, members of the Advisory Board introduced themselves and gave other members information on their backgrounds in Economic Development or Aviation. Todd Fessenden discussed how Advisory Boards Work. Jason Hurd provided information on the history of the Airport, how the Airport is managed, discussed the Airport fund, and FAA and state grant programs. The meeting concluded with the election of the Chairperson, Paul Houghtaling, the Vice Chairperson, Scott DeLuise and the Secretary, Emmett Dowling.

AIRPORT INSPECTIONS

Airport staff performed daily and weekly inspections of the airport. These inspections include but may not be limited to:

- Ensure all NOTAMs are current
- Check for FOD (foreign object debris). Remove as needed
- Inspect condition of the runway surface, and markings
- Inspect condition of the taxiway and connector surfaces and markings and perform routine maintenance as needed
- Inspect performance of runway and taxiway lighting and signs and perform routine maintenance as needed
- Inspect performance of navigational lighting performing routine maintenance as needed
- Inspect condition of the ramp areas
- Ensure tied down aircraft are secure
- Inspect all airport equipment and vehicles and perform routine maintenance as needed.
- Inspect all airport wind socks for wear. Replace as needed
- Inspect segmented circle. Perform maintenance as needed





FUEL ISLAND INSPECTIONS

Airport staff continues to perform daily, weekly and monthly inspections of the fuel island. These inspections include but may not be limited to:

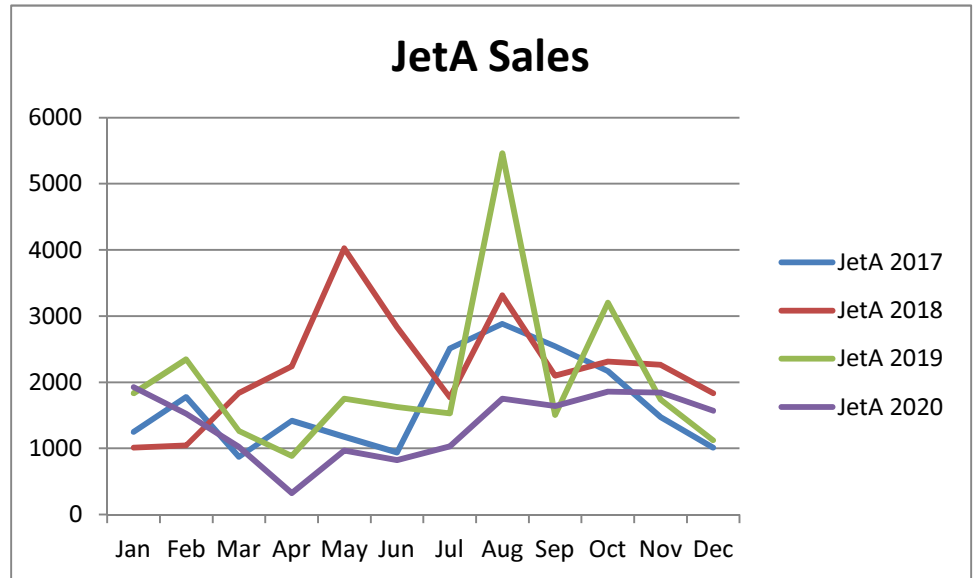
- Physical inspection of tank exteriors, including fitting, valves, connections, etc., for leaks
- Verify security of ladders
- Inspect tanks opening to ensure proper seal
- Inspect overfill prevention equipment and spill bucket
- Inspect tanks for contamination by water
- Inspect the area around the tanks for signs of leakage
- Verify fuel levels and alert Airport Management if fuel needs to be purchased
- Sump fuel tanks to check for contamination





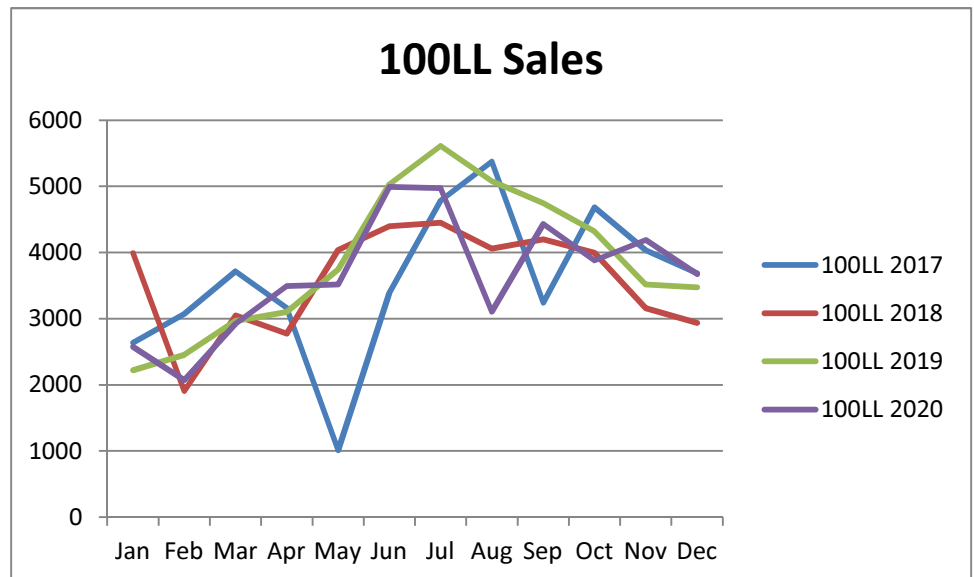
FUEL SALES – JETA

Month	JetA
Jan	1926
Feb	1523
Mar	1022
Apr	324
May	969
Jun	825
Jul	1030
Aug	1753
Sep	1643
Oct	1856
Nov	1843
Dec	1568



FUEL SALES – 100LL

Month	100LL
Jan	2574
Feb	2072
Mar	2921
Apr	3473
May	3517
Jun	4990
Jul	4974
Aug	3107
Sept	4429
Oct	3882
Nov	4189
Dec	3673





ERIE MUNICIPAL AIRPORT THROUGH THE FENCE FEES, LAND LEASE FEES AND TIE-DOWNS FEES

Each year, Airport Management invoices Commercial and Residential users who wish to have access from their private property a Through the Fence Fee. Land Lease Fees and Tie-Down Fees are invoice monthly.

Residential Through the Fence fees are \$600.00 per year and Commercial users are billed at \$.25 per square foot with a minimum of \$600.00.

Land Lease fees and Tie-down fees are \$50.00 per month.

You may wonder what those fees are used for at the Airport. Below is a list of some of the things these fees help pay for.

- The Fuel System
 - Fuel Terminal Maintenance contract
 - Routine maintenance
 - Filters
 - Yearly, Quarterly, Monthly and Daily inspections
- Insurance
 - Fuel Tank Insurance
 - Premises Liability Insurance
 - Pollution Liability Insurance
- Plowing the Runway, Ramp and Taxiways
 - Equipment
 - Equipment maintenance
 - Labor
- Mowing the Airport Property
 - Equipment
 - Equipment maintenance
 - Labor
- The Automated Weather Observation System (AWOS)
 - Performing and submitting three required inspections per year
 - Routine and unscheduled repairs as needed
- The Runway Lighting System
 - Replacing broken or burned out bulbs
 - Replacing missing or damaged signs and posts
 - PAPI light inspections, maintenance and calibrations
- Taxiway Markers
 - Replacing broken or missing taxiway markers
- Segmented Circle and Windssocks
 - Replacing worn windssocks
 - Paint and other maintenance as needed

Continued...

- Grants for Airport Improvements
 - Provide matching funds for FAA and State projects
- The Rotating Beacon
 - Performing maintenance and inspections as needed
- Utilities
 - Electricity for the entire airport, including runway lights, fuel system lighting and signage lighting
 - Water
 - Septic System maintenance
 - Trash removal
 - Gas
- FBO Building Maintenance
 - Landscaping and irrigation
- Fees
 - Legal Fees
 - AWOS METAR NADIN Interface
- Ramp Upkeep and Maintenance
 - Daily and Weekly Inspections of Runway, Taxiways and Ramps
 - Striping as needed
- Wildlife Mitigation
- Permits
 - Yearly Storm Water Permits
 - FCC permits
- Administrative Staff

As you can see, these fees are very important for the operation and upkeep of the airport.