

**ERIE REGIONAL AIRPORT AUTHORITY  
MEETING  
Thursday January 28, 2010**

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: 3:02 PM**

**Attendees:**

Dale Roth	Chris Rodgers	Mark Aleksandrowicz
Frank Stefano	Sheilah Bruno	Tim Zieziula
Janet Anderson	Mari Anne Clark	George Willis
Lou Bizzarro	Ian Bogle	Ed Kissell
Lisa Cappabianca	Rick Robie	Tim Hahn
Charley Augustine	Kim Scharrer	
Namon McWilliams	Irene Seyler	
Mary Tseng	Michelle Magee	
Don Wright	Jason Morell	

On behalf of the entire board, President Dale Roth welcomed new Board Member Mary Tseng and new City Council Liaison Mark Aleksandrowicz.

**Approval of Minutes:**

Work Session- December 17, 2009

Regular Meeting-December 17, 2009

Meeting- January 4, 2010

Frank Stefano moved and Janet Anderson seconded

Approved by Yeas: Mary Tseng, Lou Bizzarro, Namon McWilliams, Janet Anderson, Charles Augustine, Dale Roth, and Frank Stefano

*\*Lisa Cappabianca joined the meeting at this time.*

**Approval of Bills to be Paid:**

Frank Stefano made a motion to discuss the Bills to be Paid. Namon McWilliams seconded.

There was a discussion concerning the following bills to be paid:

American Casualty-NM	VNet-FS	Stericycle-FS
Boetger and Associates-LC	Charity Sports Banquet-LC	Mobile #17 Repairs-LC
MGC Erie- LC	Rohrbach Photography-LC	Regulator Replacement-FS
WICU-JA		

Mr. Rodgers explained that he has been working on a proof of concept for a future public outreach and advertising effort. The concept is based on a "My Airport" theme presently

used at the Charleston West Virginia Airport. A presentation on “My Airport” is being planned for a future Board Meeting.

Bills to be Paid approved by Yeas: Lou Bizzarro, Lisa Cappabianca, Namon McWilliams, Janet Anderson, Charlie Augustine, Dale Roth, Frank Stefano, and Mary Tseng

**Committee Reports:**

Charlie Augustine reported that the Community Relations (Wall of Fame) Committee is reviewing the Wall of Fame nominees and will have a recommendation to the Board in February or March.

Mr. Augustine announced that the next meeting with the County finance people is scheduled for Thursday March 11, 2010.

Mr. Roth briefly recapped his recent meeting in Syracuse. He distributed and explained project cost information that he prepared with the Board.

**Unfinished Business-January 4, 2010 Resignation of Sumner Nichols:**

Mr. Roth said that the Board regrets Mr. Nichols decision to resign. The Board offered its appreciation for the time and effort Mr. Nichols gave to the Airport.

Frank Stefano moved to accept the resignation, Namon McWilliams seconded.

Accepted by Yeas: Dale Roth, Lou Bizzarro, Charlie Augustine, Namon McWilliams, Mary Tseng, Lisa Cappabianca, Janet Anderson, and Frank Stefano

**Resolutions:**

**Resolution 2010-01-** Appointment of the Knox Law Firm as Solicitor for FY2010

Frank Stefano moved and Janet Anderson seconded

Approved by Yeas: Lisa Cappabianca, Namon McWilliams, Janet Anderson, Charlie Augustine, Dale Roth, Frank Stefano, Mary Tseng, and Lou Bizzarro

**Resolution 2010-02-**Appointment of Malin Bergquist & Co. for the Audit of 2009 Financial Records

Janet Anderson moved and Frank Stefano seconded

Approved by Yeas: Namon McWilliams, Janet Anderson, Charlie Augustine, Dale Roth, Frank Stefano, Mary Tseng, Lou Bizzarro, and Lisa Cappabianca

**Resolution 2010-03-**Approval of Airport Rates and Charges for 2010

Frank Stefano moved and Janet Anderson seconded

Approved by Yeas: Namon McWilliams, Janet Anderson, Charley Augustine, Dale Roth, Frank Stefano, Mary Tseng, Lou Bizzarro, and Lisa Cappabianca

**Resolution 2010-04-**Approval of Administrative Settlement

This resolution pertains to a real estate issue and will be considered after today’s Board Executive Session.

**Resolution 2010-05-**Approval of contract with Velocity Network

Mr. Stefano asked that Mr. Wright review the agreement and make necessary revisions.

Frank Stefano made a motion to table and Janet Anderson seconded

In favor of tabling: Charley Augustine, Dale Roth, Frank Stefano, Mary Tseng, Lou Bizzarro, Lisa Cappabianca, Namon McWilliams, and Janet Anderson

**Resolution 2010-06-Award Pre-Conditioned Air Units Bid**

Frank Stefano moved and Janet Anderson seconded

Approved by Yeas: Dale Roth, Frank Stefano, Mary Tseng, Lou Bizzarro, Lisa Cappabianca, Namon McWilliams, Janet Anderson, and Charley Augustine

**Resolution 2010-07-Bureau of Aviation Channeling Agreement**

Janet Anderson moved and Frank Stefano seconded

Approved by Yeas: Frank Stefano, Mary Tseng, Lou Bizzarro, Lisa Cappabianca, Namon McWilliams, Janet Anderson, Charley Augustine, and Dale Roth

**Resolution 2010-08-Escrow and Pledge Agreement**

Mr. Rodgers explained that we need to have this agreement in place instead of a letter of credit which is usually required for PIB. Mr. Wright said that there should be no problems or delays as long as PIB accepts this agreement. Ms. Anderson asked if we have a plan B. Mr. Rodgers explained that plan B would be a letter of credit.

Frank Stefano moved and Charley Augustine seconded

Approved by Yeas: Mary Tseng, Lou Bizzarro, Lisa Cappabianca, Namon McWilliams, Janet Anderson, Charley Augustine, Dale Roth, and Frank Stefano

**New Business:**

The Board received a presentation from George Willis of Urban Engineering pertaining to independent testing for upcoming projects.

Mr. Roth asked that a resolution be prepared for consideration at next month's meeting.

**Board Member Comments:**

Mr. Stefano strongly suggests that the Authority establish SOPs for just about everything.

**Executive Director's Report:**

o Financial Report

Sheilah Bruno reported that our net deficit (before special loan pay-off) for the month of December was \$47,144. Our net surplus after debt service year to date was \$198,721. Ms. Bruno reported that we had a net surplus of \$291,773. We were \$11,619 favorable year to date when compared to budget. Ms. Bruno said this means that we came in on budget for 2009 (pending the results our 2009 audit).

o Runway Project

Mr. Rodgers reported that the last remaining business (Modular Engineering) has been vacated. Demolition will be finalized in the spring but has been ongoing. With the weather, most of the work being done is salvage.

Mr. Rodgers reported that final approval for our Sub-Division Plan (SDP) was received 1/26/2010. Our Land Development Plan (LDP) has been temporarily tabled pending the resolution of one item-the location of a cul-de-sac. Mr. Rodgers explained that a cul-de-sac north of 12<sup>th</sup> Street is required by the 2004 Millcreek-ERAA MOU. Once resolved, our LDP will be approved at the next weekly Millcreek Supervisor's meeting. A public meeting will be held at the Westlake Fire Department at 6:00 PM on February 2, 2010.

Mr. Rodgers reported that Hill Engineers and Millcreek conducted their final project walk through yesterday and reviewed their final comments with the

project design team. Mr. Rodgers said that the events of yesterday moved us closer to and will not delay our schedule milestone of receipt of the storm water consistency letter from Millcreek on or before February 28, 2010.

- Air Service Report

Mr. Rodgers reported that ERI ended 2009 with a total of 121,937 enplaned passengers, a decline of just 1.9%. For the same time period, our scheduled airlines enplaned 121,408 total passengers, a decline of just 1.0%. Northwest/Delta led the market for 2009 with 47.1% of the total. Continental held 27.6% of the market with US Airways holding 24.8% of the total market. The remaining .4% were charter passengers. Mr. Rodgers reported that December 2009 was the 7<sup>th</sup> consecutive month of growth for our scheduled airlines, up 4.9% over December 2008. This trend of moderate growth is expected to continue into the 1<sup>st</sup> quarter of 2010.

Mr. Augustine asked how the Northwest/Delta merger will help get ERI direct flights to LaGuardia and the return of service to Atlanta. Mr. Rodgers explained for the Board our ongoing air development efforts.

- Activities Report

Mr. Rodgers reported that the new TSA CT80 passenger baggage screening machine has been installed in the terminal.

**Public Comments:**

Ed Kissell asked how the airport will be paying for the cul-de-sac and possible traffic light at Marshall. Mr. Rodgers explained that these costs are part of the runway project budget.

**Meeting Closed for Executive Session: 4:21 PM**

*The ERAA Board met in an Executive Session to discuss real estate matters.*

**Meeting Reopened: 5:19 PM**

Resolution 2010-04- Approval of Administrative Settlement-McGee and McGowan

Frank Stefano moved and Charlie Augustine seconded

Approved by Yeas: Janet Anderson, Charlie Augustine, Dale Roth, Frank Stefano, Mary Tseng, Lou Bizzarro, Lisa Cappabianca, and Namon McWilliams

Motion to adjourn, Janet Anderson; Frank Stefano seconded

All were in favor.

**Meeting Adjourned: 5:22 PM**

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Lou Bizzarro, Secretary