

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Thursday June 24, 2010**

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: Noon

Attendees:

Dale Roth	Chris Rodgers	Joe Ceresa
Frank Stefano	Sheilah Bruno	Cindy Saurwein
Janet Anderson	Mari Anne Clark	Tyrone Clark
Lou Bizzarro	Ian Bogle	
Lisa Cappabianca	Kim Scharrer	
Charles Augustine	Michelle Magee	
Namon McWilliams	Irene Seyler	
Kathleen Horan	Jason Morell	
Jennifer Gornall		

****Board Member Mary Tseng was not in attendance.*

Board President, Dale Roth, opened the meeting with the Pledge of Allegiance.

Approval of Agenda with revisions (A presentation from North Coast Air was removed from the agenda):

Janet Anderson moved and Namon McWilliams seconded.

The Agenda was accepted unanimously.

Approval of Minutes:

Board Meeting-May 27, 2010

Special Meeting-June 9, 2010

The minutes were approved unanimously.

Approval of Bills to be Paid:

Janet Anderson moved and Frank Stefano seconded to open for discussion.

Ms. Anderson asked why we purchased ARFF t-shirts. Chris Rodgers explained that the t-shirts are the summer uniform for Airfield Operations staff.

Lisa Cappabianca asked if the purchase of foam liquid could be reimbursed through something other than our general fund. Mr. Rodgers explained that this is built into our airline rates and charges.

The Bills to be Paid were approved unanimously.

Committee Reports:

- ✓ Facilities and Operations- As a result of our current PC Air Unit Project, Frank Stefano reported that the committee recommends bringing in an electrical

contractor to conduct an energy audit in the terminal. Mr. Stefano said that Marcellus Shale/Kimball opportunities are still be explored. Mr. Stefano said that the committee will discuss our MRO (Maintenance Repair and Operations) at the next committee meeting.

- ✓ Community Relations- Charley Augustine reported that the airport will host a Wall of Fame Famous Aviator portrait unveiling ceremony on Friday, July 2, 2010 at 10 AM in the baggage claim area.
- ✓ By-Laws- Committee Chairperson Janet Anderson asked committee members for a motion to approve the minutes from the last By-Laws meeting. Namon McWilliams moved and Dale Roth seconded. The minutes were unanimously approved by the By-Laws Committee. Ms. Anderson explained the final version of the ERAA By-Laws distributed to the full Board prior to today's meeting and being presented today in Resolution 2010-20. Ms. Cappabianca stated that she did not receive a copy of the By-Laws being presented today and asked that the resolution be tabled until the July Board Meeting. The Board withdrew Resolution 2010-20.
- ✓ Capital Improvements- Mr. Roth reported that we are still negotiating the LOA with Millcreek. He said that we are still waiting for the required bonds and insurances from Schaffer Trucking. Mr. Roth announced that the airport is hosting a groundbreaking ceremony on July 1, 2010 at Noon. Invitations have been mailed and the speaker list is being finalized. The project team has scheduled a kick off meeting with the contractor for June 30, 2010. Mr. Roth explained that the committee feels it is necessary to approve Resolution 2010-18- Approval of Work Order #12 today.
- ✓ Personnel- Namon McWilliams reported that the focus of the committee is to revise the Executive Director's agreement and to review the job descriptions of the administrative staff. Mr. McWilliams announced the next Personnel Committee meeting is scheduled for July 14, 2010 at 2 PM to discuss the airport's rules and regulations.

Resolutions:

2010-17-Acceptance of Proposal by Ken Weeden & Associates to Develop Airport Concession Disadvantaged Business Enterprise (ACDBE) Program Goals

Mr. Rodgers explained that this is for a required federal program update. Ken Weeden has done this professional service for the airport before.

Namon McWilliams moved and Frank Stefano seconded.

The resolution was approved unanimously.

2010-18- Approval of Work Order #12

Mr. Rodgers explained that this is for construction administrative services and does not duplicate the work dck is contracted to perform.

Frank Stefano moved and Janet Anderson seconded.

The resolution was approved unanimously.

Resolution 2010-19- Authorize Executive Director to Enter Into Lease Agreement for Space at ITC with dck

Mr. Rodgers explained that this leased space will be the field office for dck during bid package #1. Mr. Roth added that leasing this space at ITC saves having to provide onsite

trailers. Mr. Rodgers added that the rental rate includes utilities. The Board approved the resolution unanimously, but asked legal counsel to review the lease language to ensure it is in line with all other ERAA lease agreements. ***the agreement was later reviewed and approved by legal counsel.

Resolution 2010-20- Acceptance of ERAA Bylaws Revisions ****this resolution was withdrawn earlier in the meeting during the Committee Reports discussion.*

Resolution 2010-21- Approval of Change Order #1-INET

Mr. Rodgers explained that this is for the electrical upgrade that will allow us to complete the PC Air Unit Project.

Frank Stefano moved and Namon McWilliams seconded.

The resolution was approved unanimously.

Board Member Comments:

Mr. McWilliams acknowledged 5 years of service for Sheilah Bruno, Michelle Magee, and Mark Kappen. Board Members offered their thanks and appreciation.

Executive Director's Report:

- Financial Report

Sheilah Bruno reported that our net surplus after debt service for the month of May was \$56,447. Our year to date surplus is \$173,205 which is an improvement over last year's surplus of \$68,000.

- Runway Project

Mr. Rodgers reported that our groundbreaking ceremony is scheduled for next Thursday July 1st. Additional information will be forwarded to the Board next week. Expected ceremony participants include: County Councilman Kyle Foust, Mayor Sinnott, City Councilman Curtis Jones, Dale Roth, Chris Rodgers, Kathy Dahlkemper (or a representative), County Executive Barry Grossman, Senator Jane Earll (or a representative), Millcreek Supervisor Brian McGrath, State Representative John Hornaman (or a representative), ERAA Board President Emeritus Lou Porreco, and representatives for the FAA and BOA.

Mr. Rodgers reported that demolition is expected to be complete by June 30th and the easements that were previously approved by resolution are complete.

- Air Service Report

Mr. Rodgers reported that May 2010 was a very good month at ERI. Enplanements were up 8.5% over May 2009. Our year to date gain is currently 8.8%. Delta continues to lead the ERI market with 46.3% of the total market with Continental in second at 28%. US Airways is a third at 25% of the total market at ERI.

Ms. Cappabianca asked Mr. Rodgers to explain why US Airways took over Delta operations at ERI. Mr. Rodgers explained that it is a third party handling situation. We do not expect any issues during the transition and many of the Pinnacle employees have been hired by US Airways. A third check in kiosk is expected to be installed.

- Activities Report

Mr. Rodgers announced that the airport will host this year's Wall of Fame/Famous Erie Aviator portrait unveiling ceremony to honor First Lieutenant John Alexander Siegel next Friday. He invited all available Board Members to attend.

Mr. Rodgers acknowledged 5 years of service for Sheilah Bruno, Michelle Magee, and Mark Kappen and thanked each for their dedication to their work.

Mr. Rodgers asked Board Members to indicate whether or not they want a printed copy of the Board Packet at each meeting in addition to the mailed and emailed copies. Michelle Magee polled the Board: Dale Roth-Yes, Frank Stefano-No, Janet Anderson-No, Lou Bizzarro-Yes, Lisa Cappabianca-No, Charley Augustine-No, Namon McWilliams-No, and Kathleen Horan-No.

Adjournment: 1:07 PM

Lou Bizzarro, Secretary