

**ERIE REGIONAL AIRPORT AUTHORITY  
MEETING  
Thursday December 15, 2011**

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: 3:01 PM**

**Attendees:**

Frank Stefano	Chris Rodgers	Ken Olup- Hill International
Janet Anderson	Sheilah Bruno	Adam Wagner, VNet
Kathleen Horan	Mari Anne Clark	Tyrone Clark- MGC-Erie
Lou Bizzarro	Ian Bogle	
Chris Parker	Irene Seyler	
Charles Augustine	Kim Scharrer	
Namon McWilliams	Michelle Magee	
Mary Tseng	Rick Robie	
Don Wright		

Board President, Frank Stefano opened the meeting with the Pledge of Allegiance.

**Approval of Agenda:**

Frank Stefano moved the Executive Session to follow Adjournment on the agenda and asked for a motion to approve the agenda as revised.

Janet Anderson moved and Lou Bizzarro seconded.

The agenda as amended was approved by Yeas: Frank Stefano, Janet Anderson, Kathleen Horan, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Chris Parker.

**Approval of Minutes:**

Board Meeting-November 17, 2011

Janet Anderson asked that her comments pertaining to the budget and its approval be revised to reflect what she stated at the meeting. Michelle Magee will make the necessary changes to the November 17, 2011 Board Meeting Minutes.

Namon McWilliams moved and Lou Bizzarro seconded.

The minutes were approved by Yeas: Frank Stefano, Janet Anderson, Kathleen Horan, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Chris Parker.

**Committee Reports:**

Finance Committee- In Lisa Cappabianca's absence, Kathleen Horan reported on the December 13, 2011 Finance Committee Meeting. Ms. Horan stated that Chris Rodgers and Sheilah Bruno were both very helpful in addressing questions during the meeting. Mr. Stefano asked for a motion to approve the bills to be paid as

presented. Kathleen Horan moved and Mary Tseng seconded. The bills to be paid were approved by Yeas: Janet Anderson, Kathleen Horan, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Chris Parker, and Frank Stefano.

Community Relations Committee- Charles Augustine reported that the Community Relations Committee held a meeting on December 13, 2011 to discuss sponsorships for 2012. The committee unanimously approved and recommends to the full Board the following sponsorships and amounts:

- 2012 Celebrate Erie Sponsorship-**\$2,500**
- 2012 Erie Regional Chamber Membership-**\$2,000**
- 2012 United Way Corporate Contribution-**\$2,000**
- 2012 Knockout Homelessness Contribution-**\$1,000**
- 2012 Charity Sports Banquet Sponsorship-**\$970**
- 2012 Visit Erie Membership-**\$1,000**

Mr. Stefano asked for a motion to approve the sponsorship recommended by the Community Relations Committee. Namon McWilliams moved and Lou Bizzarro seconded. Approved by Yeas: Frank Stefano, Janet Anderson, Kathleen Horan, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Chris Parker.

Capital Improvements Committee- Mr. Stefano reported that this committee held a meeting on December 12, 2011 to discuss Work Order #17. At the meeting, the committee voted to recommend to the Board the approval of Work Order #17.

Nominating Committee- Mr. Augustine presented the slate of officers for 2012 as prepared by the Nominating Committee at a meeting held on December 13, 2011 to the Board:

President- Frank Stefano  
Vice President- Janet Anderson  
Secretary- Lou Bizzarro  
Treasurer- Christopher Parker  
President Pro-Tem- Kathleen Horan

The officers will be voted on at a Special Board Meeting scheduled for Tuesday January 3, 2012 at the Knox Law Firm.

### **Resolution 2011-35- Appointment of Malin Bergquist & Co. for the Audit of 2011 Financial Records**

Ms. Anderson asked when we last held a RFP for audit services. Mr. Rodgers explained that this process is an appointment rather than an award of a competitive bid. He

reported that Malin Bergquist has been appointed as our auditor for each of the past 10 years. Mr. Stefano directed Mr. Rodgers to research if any other firms are qualified to perform our audit.

Janet Anderson moved and Charles Augustine seconded

Approved by Yeas: Frank Stefano, Janet Anderson, Kathleen Horan, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Chris Parker.

**Resolution 2011-36- Appointment of the Knox Law Firm as Solicitor for FY2012**

Charles Augustine moved and Janet Anderson seconded

Approved by Yeas: Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Chris Parker, and Frank Stefano

**Resolution 2011-37- Approval of Work Order #17**

Chris Parker moved and Namon McWilliams seconded

Approved by Yeas: Kathleen Horan, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Chris Parker, Frank Stefano, and Janet Anderson

**Resolution 2011-38- Acquisition of 3869 Oxer Road**

Janet Anderson moved and Mary Tseng seconded

Approved by Yeas: Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Chris Parker, Frank Stefano, Janet Anderson, and Kathleen Horan

**Resolution 2011-39- Avigation Easements**

Mr. Rodgers explained that this resolution authorizes the Executive Director to act on the closings of all the properties associated with these easements. Ms. Anderson asked that the Board be informed as the proceedings take place. Mr. Rodgers agreed he will continue to update the Board during Executive Session discussions (real estate matters).

Chris Parker moved and Mary Tseng seconded

Approved by Yeas: Charles Augustine, Namon McWilliams, Mary Tseng, Chris Parker, Frank Stefano, Janet Anderson, Kathleen Horan, and Lou Bizzarro.

**Board Member Comments:**

Ms. Anderson requested that the ERAA By-Laws be placed on Share Point. She also requested that minutes from previous committee meetings be accessible on Share Point.

**Executive Director's Report:**

Mr. Rodgers explained that since the December Board Meeting is a week early, the air service report and the runway project financial progress report will be available at their regular time.

- **Runway Report**  
Ken Olup provided a brief update on the progress of the runway improvement project.
- **Activities Report**  
Mr. Rodgers announced that there are now 3 defibrillators in the terminal thanks to Hamot UPMC and the efforts of John Malone. Mr. Rodgers also announced that part time reserve Sergeant Tom Covatto has reached his 20 year milestone with the Airport Police. Mr. Rodgers reported that infra-red heat has been installed in the Sand Salt Storage Building. Mr. Rodgers encouraged everyone to check out the link he emailed pertaining to the airport's Christmas decorations as covered in the newspaper. Potraz did a beautiful job readying the airport for the holidays under the direction of Delores Casale. Many airport tenants assisted in the effort to make the terminal look festive. Mr. Rodgers wished everyone a very Merry Christmas and a Happy New Year!

Janet Anderson moved for adjournment and Namon McWilliams seconded. Adjournment was approved by Yeas: Frank Stefano, Janet Anderson, Kathleen Horan, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Chris Parker

**Adjournment: 3:32 pm**

*The Board immediately moved into Executive Session.*

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Lou Bizzarro, Secretary