

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Thursday, January 24, 2013**

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: 3:01 PM

Attendees:

Frank Stefano	Chris Rodgers	Ed Kissell
Janet Anderson	Sheilah Bruno	Tyrone Clark
Chris Parker	Ian Bogle	Mark Concilla
Lou Bizzarro	Kim Scharrer	Crystal Nye
Charles Augustine	Michelle Magee	
Namon McWilliams	Irene Seyler	
Mary Tseng-	participated by phone	

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

Approval of Agenda:

Frank Stefano asked for a motion to approve the agenda as presented.

Charles Augustine moved and Lou Bizzarro seconded.

The agenda was approved by Yeas: Frank Stefano, Janet Anderson, Christopher Parker, Mary Tseng, Lou Bizzarro, Charles Augustine, and Namon McWilliams.

Approval of Minutes:

Board Meeting- December 20, 2012

Namon McWilliams moved and Janet Anderson seconded.

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

Special Meeting- January 2, 2013

Christopher Parker moved and Namon McWilliams seconded.

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

Committee Reports:

Finance Committee- Committee Chair, Chris Parker reported that the Finance Committee held a meeting on January 22, 2013. During the meeting, the cash forecast, financial report, and bills to be paid were reviewed. The Finance Committee recommends approval of the bills to be paid.

Mr. Stefano asked for a motion to approve the bills to be paid as presented. Mr. Parker moved and Mr. Augustine seconded. The bills to be paid were approved

by Yeas: Frank Stefano, Janet Anderson, Christopher Parker, Mary Tseng, Lou Bizzarro, Charles Augustine, and Namon McWilliams.

Sheilah Bruno reported that we had a year to date net surplus of \$341,984 for the month ending November and a year to date net surplus of \$283,945 for the month ending December subject to change following accruals and audit adjustments. Ms. Bruno reported that we ended favorable to budget \$118,859.

Community Relations Committee- Committee Chair, Charley Augustine reported that the committee held a meeting on January 22, 2013 to discuss items pertaining to the August 2013 Aviation Gala Open House/Ribbon Cutting Ceremony. Mark Cancilla of Erie Promotions explained to the board his role in the planning of the event. He provided some information on sponsorship opportunities and vendor agreements. He also explained how he will approach potential sponsors. Mr. Stefano asked that Mr. Wright review the proposed vendor agreement prior to its use.

Mr. Rodgers reported that Mr. Augustine secured the Lawrence Park Country Club for the September 25, 2013 Aviation Council Conference golf outing to kick off the Pennsylvania Aviation Council's annual conference being held in Erie September 25th-27th.

Resolutions:

Resolution 2013-01 2013 Erie International Airport Aviation Gala & Open House Weekend

Mr. Rodgers explained that the resolution approves the concept and establishment of the event planned for August 24th and 25th of this year and allows staff and the event planning team to move forward with planning the event.

Janet Anderson moved and Lou Bizzarro seconded. Approved by Yeas: Frank Stefano, Janet Anderson, Christopher Parker, Mary Tseng, Lou Bizzarro, Charles Augustine, and Namon McWilliams.

New Business

Travel Requests:

- Boyd Conference- Chris Rodgers- This is the premier aviation industry forecast conference hosted by The Boyd Group. This year's conference will be held in Baltimore this November. Mr. Stefano commented that the Boyd Conference is a very good conference. He encouraged Board Members to consider attending this year. Mr. Augustine added that interested Board Members should let him know as these requests are processed through the Community Relations Committee. Approval for Mr. Rodgers' travel request to the Boyd Conference in November was moved by Charles Augustine and seconded by Namon McWilliams. Approved by Yeas: Frank Stefano, Janet Anderson, Christopher Parker, Mary Tseng, Lou Bizzarro, Charles Augustine, and Namon McWilliams.
- 34th Annual FAA Eastern Region Airports Conference- Chris Rodgers- This conference is attended by airport management, engineering firms,

consultants, the Bureau of Aviation (BOA), and industry suppliers and is designed to bring airports, grantors, consultants, and suppliers together for updates and discussion of emerging issues and procedures. The conference will be held in Hershey in March. Approval for Mr. Rodgers' travel request to the FAA Eastern Region Airports Conference was moved by Christopher Parker and seconded by Janet Anderson. Approved by Yeas: Janet Anderson, Christopher Parker, Mary Tseng, Lou Bizzarro, Charles Augustine, Namon McWilliams, and Frank Stefano.

Board Member Comments:

Mr. Stefano reviewed the 2013 Board Committee assignment list. Ms. Anderson suggested that an Ad-hoc Marketing Committee focused on the runway improvement program be created and expressed her desire to Chair this committee. Mr. Wright expressed his desire to be on this committee also (at no cost). Mr. Stefano said that he would consider Ms. Anderson's suggestion.

Executive Director's Report:

- Air Service Report
Mr. Rodgers reported that for the year ending December 2012, ERI enplaned passengers declined 2.8% over the same period the prior year. December 2012 enplanements were negatively impacted by multiple severe winter storm events in the last 10 days of the year and the fact that the holiday travel period spanned into January 2013. For comparison purposes, Mr. Rodgers shared that the year ending December 2012 Pittsburgh Airport saw a 3.5% decline in enplanements. Mr. Rodgers added that with the December 13, 2012 publication of new ILS procedures marks the end of ERI's non-standard safety area waiver and inadequate runway length for fully loaded takeoffs. Moving forward, ERI has entered into a new era of safer and more reliable flight operations.
- Runway Report
Mr. Rodgers mentioned the news story that WICU 12 ran pertaining to the airport's winter operations thus far and featured ERAA Airfield Operations team members Bill Nichols and Tim Marton. Both did a great job representing the airport and the hard work of the Airport staff. Mr. Rodgers mentioned that the airport project will also be featured in a special edition of the Erie Times News. Mr. Rodgers reported that there is a bid package #3 final design meeting scheduled for Friday January 25th at 10:00 am. We are on schedule to advertise bid package #3 on February 1st. A public bid opening is still expected March 1st with the award of the contract at the March Board Meeting.
Mr. Rodgers reported that the line of sight (LOS) effort continues with the house coming down today.
- Activities Report
Mr. Rodgers reported that the state grant funded bucket truck and radio replacement projects are 100% complete. He thanked staff for their efforts with both projects.

Charles Augustine moved for adjournment and Janet Anderson seconded.

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

Adjournment: 3:38 PM

Lou Bizzarro, Secretary