

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Thursday January 27, 2011**

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: 3:05 PM

Attendees:

Dale Roth	Chris Rodgers	Ken Olup
Frank Stefano	Sheilah Bruno	Dana Young
Janet Anderson	Rick Robie	Valerie Myers
Lou Bizzarro	Mari Anne Clark	WICU
Lisa Cappabianca	Kim Scharrer	Ed Kissell
Charles Augustine	Ian Bogle	Cas Kwitowski
Namon McWilliams	Michelle Magee	
Mary Tseng		
Kathleen Horan		
Don Wright		

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

Approval of Agenda:

Mr. Roth asked for a motion to approve the agenda as presented.

Janet Anderson moved and Frank Stefano seconded.

The agenda was approved by Yeas: Dale Roth, Frank Stefano, Janet Anderson, Lou Bizzarro, Lisa Cappabianca, Charles Augustine, Namon McWilliams, Mary Tseng, and Kathleen Horan.

Approval of Minutes:

Board Meeting-December 16, 2010 AND Special Board Meeting-January 5, 2011

Namon McWilliams moved and Janet Anderson seconded.

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

Approval of Bills to be Paid:

Frank Stefano moved and Namon McWilliams seconded to open for discussion.

The Bills to be Paid were approved by Yeas: Dale Roth, Frank Stefano, Janet Anderson, Lou Bizzarro, Lisa Cappabianca, Charles Augustine, Namon McWilliams, Mary Tseng, and Kathleen Horan.

Committee Reports:

- ✓ Finance Committee- Lisa Cappabianca reported the committee met on January 25, 2011. The Bills to be Paid and the airport's vendor/estimate procedures were discussed. The committee established a meeting schedule for the year as well as discussed committee goals and objectives moving forward.
- ✓ Facilities and Operations Committee- Frank Stefano announced that the Facilities and Operations Committee has scheduled a meeting for Wednesday, February 16, 2011 at 3:00 pm. The committee is expected to receive results of the recent energy audit and discuss the electric contract re-bid.
- ✓ Personnel Committee- Namon McWilliams reviewed the discussion from the January 19th meeting. Mr. McWilliams reported that the airport's goals and objectives will be presented at the February Board Meeting. Mr. Rodgers added that he will distribute the airport's continuity plan to the full board once it is received by Malin Bergquist.
- ✓ Community Relations Committee- Charles Augustine reported that the Wall of Fame Review Panel recommends Lt. Col. Carl J. Guerrein for 2011 honors. The panel would like to carry over the other 3 nominee applications for consideration again in 2012. Mr. Augustine said the panel recommends that Part II of nominee application be changed and state that a Department of Defence 214 form (DD214) be included with each application. Mr. Roth asked for a motion to approve the panel's honoree recommendation. Charles Augustine moved and Frank Stefano seconded. Approved by Yeas: Dale Roth, Frank Stefano, Janet Anderson, Lou Bizzarro, Lisa Cappabianca, Charles Augustine, Namon McWilliams, Mary Tseng, and Kathleen Horan. Mr. Augustine asked Michelle Magee to make the necessary notifications to the applicants and changes to the application.
- ✓ Capital Improvements Committee- Ken Olup of Hill International provided an update on the wetland mitigation, utility relocation, and the relocation of Powell Avenue.

New Business:

Mr. Rodgers presented a travel request to attend the 34th Annual FAA Eastern Region Airports Conference in Hershey, PA March 1-3, 2011. Charles Augustine moved for approval and Lou Bizzarro seconded. The travel request was approved by Yeas: Dale Roth, Frank Stefano, Janet Anderson, Lou Bizzarro, Lisa Cappabianca, Charles Augustine, Namon McWilliams, Mary Tseng, and Kathleen Horan.

Board Member Comments:

Mr. Roth announced that father of Greg Orlando former ERAA Board Treasurer passed away recently. Mr. Rodgers said that condolences were extended to Mr. Orlando's family on behalf of the ERAA Board and staff.

Executive Director's Report:

- Financial Report
Sheilah Bruno reported a net deficit of \$36,189 after debt service for December 2010 bringing our year to date surplus to \$470,951 after debt service. Ms. Bruno

announced that the audit of the 2010 financials is expected to begin the last week of February.

- Runway Project

Mr. Rodgers reported that the Knox Law Firm just made its recommendation that Bid Package #2 is ready to advertise February 1, 2011. A pre-bid meeting is scheduled for February 14, 2011. The public bid opening where the apparent low bidder will be identified is expected on March 1, 2011 at 9:00 am. A 2 week bid review will follow. Mr. Rodgers said that action to execute the grant and award the contract OR authorization to execute the grant and award the contract will be done at the March Board Meeting. Notice to proceed to the contractor will follow.

- Air Service Report

Mr. Rodgers reported that 2010 enplanements ended the year up 4% over 2009 making 2010 the first year of growth at ERI since 2005. Delta ended the year with 45.6% of the total enplanements of the total market at ERI. Continental ended the year with 28% of the market and US Airways had 25.5% of the market. Mr. Rodgers added that charters accounted for .8% of our total. Charter passengers increased 101.5% over 2009.

- Activities Report

Mr. Rodgers reported that the new trackless machine is in use and training on the machine's capabilities and use continues. Mr. Rodgers communicated to Millcreek Township earlier today that the machine is in use. Mr. Rodgers reported that staff continues to work diligently on the payroll conversion, preparations for bid package #2, and audit preparation while maintaining all other daily responsibilities.

Charles Augustine moved for adjournment and Frank Stefano seconded.

Adjournment was approved by Yeas: Dale Roth, Frank Stefano, Janet Anderson, Lisa Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Kathleen Horan.

Adjournment: 3:30 pm

Lou Bizzarro, Secretary