

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Thursday, October 25, 2012**

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: 3:00 PM

Attendees:

Frank Stefano	Chris Rodgers	Don Boetger, Boetger & Assoc.
Janet Anderson	Sheilah Bruno	Ed Kissell
Lou Bizzarro	Ian Bogle	
Charles Augustine	Rick Robie	
Namon McWilliams	Kim Scharrer	
Mary Tseng	Irene Seyler	
Pat Cappabianca	Michelle Magee	
Chris Parker	Ken Olup, Hill International	
Kathleen Horan	Kevin Graham, Hill International	
Don Wright	Tyrone Clark, MGC, Erie	

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.

Namon McWilliams moved and Lou Bizzarro seconded.

The agenda was approved by Yeas: Frank Stefano, Kathleen Horan, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Christopher Parker.

Approval of Minutes:

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Kathleen Horan moved and Mary Tseng seconded.

The minutes were approved by Yeas: Frank Stefano, Kathleen Horan, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Christopher Parker.

Public Comments:

Ed Kissell noticed that there are nice paths on the land that was once the wetland. Are those paths open to the public? Chris Rodgers explained that those are not public pedestrian paths, but FAA access roads to equipment. Mr. Rodgers further explained that the access roads will be gated. He also pointed out that tall land to the south and east of the new road is Millcreek property, not airport property.

Janet Anderson arrived after public comments were made.

Committee Reports:

Finance Committee- Committee Chair, Chris Parker reported that the Finance Committee held a meeting on October 23, 2012. The bills to be paid, capital fund transactions, expense reports, and cash forecast were all 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. Janet Anderson moved and Lou Bizzarro seconded. The bills to be paid were approved by Yeas: Janet Anderson, Kathleen Horan, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker and Frank Stefano.

Sheilah Bruno reported a deficit after debt service of \$18,901 for the month of September. Year to date our net surplus after debt service is \$285,627. We are \$168,297 favorable to budget year to date primarily due to certain projects that were rescheduled because of the runway project.

Personnel Committee- Committee Chair, Lou Bizzarro reported that the committee held a meeting on October 23, 2012. After opening the meeting, the committee convened in an Executive Session to discuss a personnel matter.

Community Relations Committee- Committee Chair, Charley Augustine reported that the committee held a meeting on October 23, 2012 to discuss items pertaining to next year's runway improvement project ribbon cutting ceremony including: event budget, sponsorship and concession opportunities, aircraft display possibilities, and guest list considerations. Mr. Augustine reiterated that the committee welcomes board input. The next meeting is scheduled for Tuesday November 13th and will include the CEO of the Jefferson Society- Ferki Ferati, Rick Rambaldo, and representatives of the FBO and Flight School. Mr. Augustine added that feedback from the public is welcome also and can be directed to any committee member.

Capital Improvements Committee- Committee Chair, Frank Stefano reported that the committee held a meeting on October 23, 2012 to review Resolutions 2012-27, 2012-28, and 2012-29 being presented to the board today for consideration. Mr. Stefano stated that the committee recommends approval of all 3 of these resolutions.

Resolutions:

Resolution 2012-26- Approval of Assignment of CommutAir Airline Operating Agreement to United Air Lines, Inc

Mr. Rodgers explained that this authorizes the assignment of the CommutAir Operating Agreement to its parent United Air Lines, Inc. There is no financial impact whatsoever to the airport as a result of this assignment.

Namon McWilliams moved and Kathleen Horan seconded. Approved by Yeas: Frank Stefano, Janet Anderson, Kathleen Horan, Patrick Cappabianca, Lou

Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Christopher Parker

Resolution 2012-27- Approval of Work Order #23, Supplemental #1

This resolution authorizes the Executive Director to execute a supplemental agreement with Hill International for construction management services necessary to complete bid package #2. Mr. Rodgers explained that the acceleration of construction in bid package #2 required office and field labor in excess of what was originally planned for in Work Order #23. The agreement has a not to exceed amount of \$124,966.

Janet Anderson asked that Hill provide documentation that breaks out the calculations for the additional office overhead for our records. Ms. Anderson also recommends that the resolution be amended to include the NTE amount for this supplemental. Mr. Stefano asked for a motion to amend the resolution: Kathleen Horan moved and Mary Tseng seconded. The motion to amend the resolution was approved by yeas: Janet Anderson, Kathleen Horan, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker, and Frank Stefano

Mr. Stefano asked for a motion to approve the resolution as amended: Kathleen Horan moved and Lou Bizzarro seconded. Approved by Yeas: Janet Anderson, Kathleen Horan, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker, and Frank Stefano

Resolution 2012-28- Approval of Work Order #19, Supplemental #2

This resolution authorizes the Executive Director to enter into an agreement with C & S Engineers for additional bid package #3 design services in 2 specific areas- potential contamination determination and design of an improved construction entrance/automated gate that will facilitate airfield access during construction of bid package #3. The work has a not to exceed amount of \$46,063. Mr. Stefano asked Mr. Rodgers and Mr. Wright to explain the geo-probe work and the environmental covenant at the former Fenestra site (owned by the Marmon Group). Don Wright provided a brief history- there is a plume of contamination underground at the former Fenestra site. The EAP required testing and monitoring for a period of time which was completed. Mr. Wright stated that the level of pollution 6-8 years ago was very low and experts agree that by the time any water would reach the north end of the fence line; it would be clean. Mr. Rodgers explained that the geo-probe testing in this resolution is to see if any contaminants remain in the ground. Mr. Wright further explained that we have an indemnification agreement signed by the Marmon Group protecting us. Mr. Wright added that he is not at all concerned about the geo-probing. Mr. Parker asked what would happen if contaminants are found and the bid pack #3 contractors would need more or a different type of protective equipment- would it require a change order later. Mr. Wright explained that the contractor would know about this possibility ahead of time and it would be accounted for in the bid proposal.

Ms. Anderson recommends that the resolution be amended to include the NTE amount for this supplemental. Mr. Stefano asked for a motion to amend the resolution: Christopher Parker moved and Kathleen Horan seconded. The motion to amend the resolution was approved by yeas: Kathleen Horan, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker, Frank Stefano, and Janet Anderson

Mr. Stefano asked for a motion to approve the resolution as amended: Charles Augustine moved and Namon McWilliams seconded. Approved by Yeas: Kathleen Horan, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker, Frank Stefano, and Janet Anderson

Resolution 2012-29- Approval of Bid Package #2, Change Order #13 with Kirila Construction

This resolution authorizes the Executive Director to execute a change order with Kirila and include 4 extra work items related to winter conditions and accelerated construction schedules. The not to exceed amount for this change order is \$367,668.41. Prior to voting on the resolution, Ken Olup provided an update on the project's DBE participation thus far- 10.39% overall participation for construction and construction management. He also shared with the Board the plan for how the team plans to reach the DBE goal in bid package #3.

Ms. Anderson recommends that the resolution be amended to include the NTE amount. Mr. Stefano asked for a motion to amend the resolution: Christopher Parker moved and Mary Tseng seconded. The motion to amend the resolution was approved by yeas: Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker, Frank Stefano, Janet Anderson, and Kathleen Horan

Mr. Stefano asked for a motion to approve the resolution as amended: Kathleen Horan moved and Mary Tseng seconded. Approved by Yeas: Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker, Frank Stefano, Janet Anderson, and Kathleen Horan

New Business

MMO Discussion

Mr. Rodgers introduced Don Boetger of Boetger and Associates to the group. Mr. Boetger explained the ERAA Deferred Benefit Pension Minimum Municipal Obligation. The Authority's MMO is \$363 more per month than it was in 2012. Mr. Rodgers confirmed that the increase is in the budget.

Board Member Comments

Mr. Cappabianca referenced the newspaper article pertaining to the air traffic tower line of site issue. He stated that after some discussion with former board members, he feels

that the Authority should explore a new, free standing air traffic control tower where Hangar 20 now sits. He feels the board should approach the FAA with the idea of a new tower and suggests that the board pass a resolution today in support of a new tower. Mr. Rodgers explained the 2001 national tower replacement list. Ms. Anderson, Mr. Stefano and Mr. Parker explained that it is premature to approach the FAA with this issue until after the runway program is finished and we complete a new Master Plan. The entire Board agreed that a new tower is needed.

Executive Director's Report:

- **Air Service Update**
Mr. Rodgers reported that September 2012 was down 6.4 points from September 2011 with our year to date decline at just 1.4 points.
- **Runway Report**
Mr. Rodgers provided an update on runway 6/24 construction progress. He explained that we are working with the FAA to determine the opening date. A press release will be issued once we have confirmation from the FAA, but the fully extended runway is expected to be operational this fall. The longer runway is expected to reduce weather related delays and cancellations this winter thus having a positive impact on enplanements. Mr. Rodgers added that ERI will experience this benefit 2 winters earlier than the original construction schedule.
- **Activities Report**
Mr. Rodgers reported that work on the oil/water separator is completed. Also, the state grant funded replacement radio program is underway and our new bucket truck is expected to arrive in the first half of November.
Mr. Rodgers shared the flight turf article in *Airport Improvement Magazine* that features our airport and project. He distributed a copy of the magazine to each board member. Mr. Rodgers added that he is working with the Chamber to electronically distribute the article to all Chamber members. Mr. Rodgers stated that another magazine will be featuring an article about our runway improvement project in an upcoming issue.
Mr. Rodgers reminded the board that the November and December board meetings will both be held a week earlier than normal due to Thanksgiving and Christmas.
Mr. Rodgers explained that we have 6 free standing banners in the baggage claim area depicting the War of 1812 on loan from the Navy through the Erie Maritime Museum. We will host the display through the end of the year and hope to have it back again next year for our August Aviation Gala/Ribbon Cutting Ceremony and the PA Aviation Council Conference in September.

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

Adjournment: 4:13 PM

The Board met in an Executive Session immediately following the close of the Regular Board Meeting.

Lou Bizzarro, Secretary