

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Thursday October 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: 3:02 PM

Attendees:

Janet Anderson	Chris Rodgers	Adam Wagner, Velocity Network
Kathleen Horan	Sheilah Bruno	Tyrone Clark, MGC-Erie
Lisa Cappabianca	Mari Anne Clark	Valerie Myers, Erie Times News
Lou Bizzarro	Ian Bogle	Ken Olup, Hill International
Charles Augustine	Rick Robie	Cindy Saurwein, North Coast Air
Namon McWilliams	Kim Scharrer	
Mary Tseng	Irene Seyler	
Don Wright	Michelle Magee	

Board President Frank Stefano and Board Member Chris Parker were not in attendance.

Board Vice President, Janet Anderson opened the meeting with the Pledge of Allegiance.

Approval of Agenda:

Kathleen Horan moved and Namon McWilliams seconded.

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

Approval of Minutes:

Board Meeting-September 29, 2011

Lisa Cappabianca moved and Kathleen Horan seconded.

Ms. Cappabianca asked that the minutes of the September 29th Board Meeting pertaining to electronic communication be revised as follows: *The Board advised the Executive Director to proceed with utilizing SharePoint for the October board meeting.* Ms. Cappabianca explained that the way the minutes read as presented imply that the Board was authorizing the purchase of iPads.

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

Committee Reports:

Finance Committee- Ms. Cappabianca reported that the Finance Committee met on Tuesday October 25, 2011. The bills to be paid and budget prep were discussed. Ms. Cappabianca announced that the Finance Committee has scheduled 2 budget review meetings: Wednesday, November 2, 2011 at 9:30 am and Wednesday, November 9, 2011 also at 9:30 am.

Sheilah Bruno provided the financial report. The net surplus for September 2011 after debt service was \$8,236. The year to date net surplus after debt service is \$293,542. Ms. Bruno reported that we are \$69,905 favorable to budget year to date.

Ms. Anderson asked for a motion to approve the bills to be paid. Kathleen Horan moved and Mary Tseng seconded. The bills to be paid were approved by Yeas: Janet Anderson, Kathleen Horan, Lisa Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, and Mary Tseng.

Community Relations Committee- Charles Augustine reported that the committee is trying to schedule a meeting before the end of the year.

Board Member Comments:

Ms. Cappabianca stated for the record that SharePoint is a wonderful tool. She stated that we should have been a little more frugal. Those who have laptops, notebooks, etc. should have been given the option to use their personal equipment before purchasing viewing devices for everyone.

Ms. Anderson asked that the Board be updated on the strategic plan on how to market our new runway at the next board meeting.

Executive Director's Report:

Mr. Rodgers stated that protective cases for the viewing devices will be provided. He asked Don Wright to draft a policy for the Board specifically for the use of ERAA owned electronic equipment. Mr. Rodgers explained that the viewing devices will need periodic updates. When updates are necessary, staff and Velocity Network will promptly perform the updates so that all users have the update at the same time. Chief Bogle and Michelle Magee will coordinate update efforts when necessary. He added that the Hill International construction management site will be added to everyone's viewing device.

- **Air Service Report**

Mr. Rodgers reported that ERI's September 2011 enplanements increased .1% from August 2011. It seems that ERI traffic firmed a bit in September following a very soft August. High national unemployment, high gas prices, and airline system capacity reductions are all factors that limit leisure air traffic demand at the local level.

- **Runway Project Report**

Mr. Rodgers explained that the project has crossed the 50% spend mark- 50.6% of the total or \$40.8 million has been spent thus far. Ken Olup provided an update on Bid Package #1, Bid Package #2, and Powell Avenue Relocation.

- **Activities Report**

Mr. Rodgers reiterated the dates of the 2 scheduled budget review meetings. He shared his participation with the Erie Ambassadors on October 18th. The ITC was a stop on their 12th Street Corridor Tour. Mr. Rodgers stated that he and Community Relations Committee Chair Charley Augustine will participate on an airport panel for the Growth Partnership's quarterly meeting on December 1st.

The panel is intended to be a 3 person panel. Mr. Rodgers asked that other interested board members let him know. *** Frank Stefano, Charles Augustine, and Chris Rodgers are all confirmed ***

Mr. Rodgers shared some of the findings of a recent Bureau of Aviation PA Airports Economic Impact Study.

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

Adjournment: 3:31 pm

Lou Bizzarro, Secretary

Note: This meeting was the first ERAA board meeting to utilize e-board packets via a secure SharePoint website and iPad viewing devices.