

**ERIE REGIONAL AIRPORT AUTHORITY  
MEETING  
Thursday October 28, 2010**

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: Noon**

**Attendees:**

Janet Anderson	Chris Rodgers	Tyrone Clark
Lou Bizzarro	Sheilah Bruno	Valerie Myers, Erie Times News
Lisa Cappabianca	Rick Robie	Ed Kissell
Charles Augustine	Mari Anne Clark	
Namon McWilliams	Kim Scharrer	
Mary Tseng	Ian Bogle	
Kathleen Horan	Irene Seyler	
Jennifer Gornall		

*\*\*\*ERAA Board President Dale Roth and ERAA Board Vice President Frank Stefano were not in attendance.*

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

**Approval of Agenda:**

Janet Anderson presented the changes to the agenda-Resolution 2010-42 was pulled from the agenda, there would be no Executive Session during today's meeting. Ms. Anderson asked for a motion to approve the agenda as revised. Kathleen Horan moved and Charles Augustine seconded. The agenda was approved by Yeas: Janet Anderson, Lou Bizzarro, Lisa Cappabianca, Charles Augustine, Namon McWilliams, Mary Tseng, and Kathleen Horan.

Ms. Anderson also distributed Work Order #13 as revised by the Board.

**Approval of Minutes:**

Board Meeting-September 23, 2010

Lisa Cappabianca moved and Lou Bizzarro seconded.

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

**Approval of Bills to be Paid:**

Kathleen Horan moved and Namon McWilliams seconded to open for discussion. Sheilah Bruno explained that we sent a letter to Millcreek Township Sewer requesting they re-evaluate our most recent quarterly charges. Millcreek adjusted the bill from about \$9,500 to \$1,600 because when we experienced a water leak in August and that water did not pass through the sanitary sewer system.

Chris Rodgers answered questions from Kathleen Horan regarding charges from Boyle's Motor Sales. Lisa Cappabianca questioned the cost of recent improvements to the Administrative Offices. Mr. Rodgers explained the 3 phase plan for the improvements as distributed in the monthly Activities Reports. Ms. Cappabianca expressed her concerns about the project. Ms. Cappabianca asked for an explanation on the Urban charges for the Waste Management Plan. Rick Robie explained that the plan gets updated yearly and is an insert into our existing procedure manual. Namon McWilliams suggested that issues like what Ms. Cappabianca raised today be discussed at Finance Committee meetings in the future.

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

Nays: Lisa Cappabianca

### **Committee Reports:**

- ✓ Finance Committee- Ms. Cappabianca asked why the Board no longer receives copies of credit card statements in the Board packet. Mr. Rodgers explained the airport's procurement card program. Ms. Cappabianca stated that moving forward the Finance Committee wants to review copies of procurement card statements.

Ms. Cappabianca stated that the budget is expected to be available and distributed to the Board on November 1<sup>st</sup>. A budget review meeting has been scheduled for November 4, 2010 at 9:15 am.

- ✓ Personnel Committee- Mr. McWilliams read the minutes from the October 13<sup>th</sup> meeting and the October 21<sup>st</sup> meeting. He announced that the next Personnel Committee Meeting is scheduled for November 18, 2010 at 9:30 am at the ITC.
- ✓ Community Relations Committee- Charles Augustine stated that the Wall of Fame selection committee will start reviewing candidate applications soon.

### **Unfinished Business:**

Resolution 2010-34-Approval of Work Order #13-Program Management Services  
(this agreement was prepared by the Board and distributed by Ms. Anderson at the beginning of today's meeting)

Charles Augustine moved and Kathleen Horan seconded.

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

### **Resolutions:**

#### **2010-41- Authorization to Purchase Airfield FAA Spec Anti-Skid**

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

#### **Resolution 2010-43-Authorization of Change Order to Relocate Spoil Mound at Wetland Site**

Ms. Cappabianca asked if we have to relocate this mound legally. Tyrone Clark explained that we are not legally obligated to move the mound. The wetland design was

completed prior to the house being built by the homeowner. Mr. Clark added that the real cost to move the mound is estimated at \$113,000 because we were able to realize cost savings in other areas (i.e. no plantings will be necessary in the area the mound is being relocated to). Ms. Cappabianca asked Jennifer Gornall for her opinion. Ms. Gornall stated that Knox has not been asked to look into the matter so she couldn't comment. She stated that Knox could start looking into it. Is time of the essence? Mr. Clark said that it was due to weather. The plan is to move the mound away from the home before the inclement weather. Ms. Anderson asked if the mound is being relocated to an area where this issue won't be a problem in the future. Mr. Clark confirmed.

Ms. Anderson asked for a motion to approve.

Charles Augustine moved and Lou Bizzarro seconded. The resolution was approved by Yeas: Janet Anderson, Lisa Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, and Mary Tseng.

Nays: Lisa Cappabianca

Abstained: Kathleen Horan

### **New Business:**

Mr. Augustine introduced the ERAA organizational chart that was distributed at the start of the meeting for discussion. He recommended that the chart be amended to show that the CFO also reports with a dotted line to the Board. Ms. Anderson asked for a motion to approve the revised chart. Charles Augustine moved and Kathleen Horan seconded. Ms. Horan said that creating an organizational chart should really be a Personnel Committee responsibility now that we have a committee. Ms. Horan moved to table the approval of the revised ERAA organizational chart and Namon McWilliams seconded. The issue was tabled by Yeas: Janet Anderson, Lisa Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Kathleen Horan. This issue was tabled to give the Personnel Committee an opportunity to review the existing chart and make the necessary revisions to present to the Board.

### **Executive Director's Report:**

- Financial Report

Ms. Bruno reported that the surplus after debt service for the month of September was \$21,813 bringing our year to date surplus to \$384,555. To compare, our year to date surplus in 2009 was \$210,373. Ms. Bruno reported that compared to budget we are \$243,777 favorable.

- Runway Project

Mr. Rodgers reported that work continues at the wetland site and at Powell Avenue, but wet weather has had an impact. National Fuel Gas has started working within the fence line. Mr. Rodgers explained that there is no congressional approval yet authorizing the FFY2011 FAA AIP.

- Air Service Report

Mr. Rodgers reported that September 2010 traffic was up 5.5% over September 2009. Year to date enplanements are up 6.0% over the same period last year. Delta continues to be the leader with a 9.2% increase for September 2010. Mr.

Rodgers commented on the return of charter customers-up 74.5% over a very poor 2009.

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

**Adjournment: 12:54 pm**

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Lou Bizzarro, Secretary