

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Thursday, November 15, 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: 3:01 PM

Attendees:

Frank Stefano	Chris Rodgers	Joe Ceresa, NCA
Chris Parker	Sheilah Bruno	Bill Patterson, Patterson Erie Corp
Janet Anderson	Ian Bogle	Karla Murray, Patterson Erie Corp
Mary Tseng	Rick Robie	Tyrone Clark, MGC, Erie
Charley Augustine	Kim Scharrer	Ken Olup, Hill International
Namon McWilliams	Irene Seyler	George Abowd, NCA
Kathleen Horan	Michelle Magee	Joseph Curlett
Pat Cappabianca		
Don Wright		

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.

Janet Anderson moved and Namon McWilliams seconded.

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

Approval of Minutes:

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Charles Augustine moved and Namon McWilliams seconded.

The minutes were approved by Yeas: Frank Stefano, Janet Anderson, Kathleen Horan, Patrick Cappacianca, Charles Augustine, Namon McWilliams, Mary Tseng, and Christopher Parker.

Committee Reports:

Finance Committee- Committee Chair, Chris Parker reported that the Finance Committee held a meeting on November 13, 2012. The bills to be paid and capital fund transactions 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.

Kathleen Horan moved and Janet Anderson seconded. The bills to be paid were approved by Yeas: Janet Anderson, Kathleen Horan, Patrick Cappabianca,

Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker and Frank Stefano.

Mr. Parker reported that the Finance Committee recommends the approval of the Capital Budget and General Operations Budget.

Personnel Committee- Committee Member, Mary Tseng reported that the committee held a meeting on November 12, 2012. The Committee discussed next year's evaluation process and evaluation form. After this discussion, 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 November 13, 2012 to discuss items pertaining to next year's runway improvement project ribbon cutting ceremony including: the schedule for the monthly planning meetings, budget process, sponsorship and concession opportunities, aircraft display update, and guest list considerations, event overview/attractions. Budget prep responsibilities were assigned to specific committee members. Mr. Augustine reiterated that the committee welcomes board input. The next meeting is scheduled for Tuesday December 18th at 10:30 am at the ITC.

Capital Improvements Committee- Committee Chair, Frank Stefano reported that the committee held a meeting on November 13, 2012. After an update on the taxiway line of site issue, the committee met in an Executive Session to discuss a legal matter. Mr. Rodgers explained the 9 items that obstruct a full view from the tower to the taxiway and options for each.

Resolutions:

Resolution 2012-30 Adoption of 2013 Capital Budget

Mr. Rodgers explained that this resolution approves the list of planned 2013 ERAA Capital Projects.

Janet Anderson moved and Mary Tseng seconded. Approved by Yeas: Frank Stefano, Janet Anderson, Kathleen Horan, Patrick Cappabianca, Charles Augustine, Namon McWilliams, Mary Tseng, and Christopher Parker

Resolution 2012-31 Approval of Amendment to Airline Operating Agreements
This resolution authorizes the Executive Director to execute an agreement to the current airline operating agreements (AOA) of Delta Airlines, United Airlines, and US Airways. The term is for 3 years with 2 one year options.

Namon McWilliams moved and Christopher Parker seconded. The motion to amend the resolution was approved by yeas: Janet Anderson, Kathleen Horan, Patrick Cappabianca, Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker, and Frank Stefano

Resolution 2012-32 Approval of TSA Lease 5-Year Option

This resolution authorizes the Executive Director to enter into a supplemental 5-year lease agreement with TSA for office space in the terminal building. Patrick Cappabianca moved and Namon McWilliams seconded. Approved by Yeas: Kathleen Horan, Patrick Cappabianca, Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker, Frank Stefano, and Janet Anderson

Resolution 2012-33 Approval of Lease for FAA AF SSC

This resolution authorizes the Executive Director to enter into a lease with the FAA for the FAA ERI AF SSC. The agreement is for a 10-year term at a fixed rate of \$87,091 per annum. Mr. Cappabianca asked about financial responsibility for the building renovations. Mr. Rodgers explained that ERAA would be responsible for the HVAC system, the water heater, and the roof. Mary Tseng moved and Janet Anderson seconded. Approved by Yeas: Patrick Cappabianca, Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker, Frank Stefano, Janet Anderson, and Kathleen Horan

Resolution 2012-34 Adoption of 2013 General Operations Budget

This resolution approves the ERAA 2013 General Operating Budget. Mr. Parker thanked the staff for their budget prep efforts. He commended staff and the Board for contributing to the successful budget review sessions- every line was explained and every possible question was asked and answered. Mr. Stefano also thanked staff for their efforts. Charles Augustine moved and Namon McWilliams seconded. Approved by Yeas: Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker, Frank Stefano, Janet Anderson, and Kathleen Horan

Executive Director's Report:

- **Runway Report**
Mr. Rodgers announced that November 7th marked the first day the full length of the runway was open. New ILS procedures will be published December 13th. Mr. Rodgers shared that Allegiant has confirmed the use of a MD83 for static display/public walk thru at our Aviation Open House Gala in August. Mr. Rodgers explained that Allegiant offered a letter of support during the early stages of this extension project. He feels that their willingness to participate in our event says a lot about their continued interest in Erie.
- **Activities Report**
Mr. Rodgers stated that the resolutions presented today are reflective of the major projects that staff has been working on all while opening the extended runway. Mr. Rodgers commended staff for their hard work. Mr. Rodgers and Mr. Stefano presented the Aviation Council of Pennsylvania FBO of the Year Award to North Coast Air. Bill Patterson, Joe Ceresa, and Karla Murray accepted the award on behalf of North Coast Air. Each commended their own staff and thanked the ERAA Board and staff for their support. Karla Murray presented an "Erie Airport" slideshow to the Board.

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

Adjournment: 3:32 PM

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

Lou Bizzarro, Secretary