

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Thursday November 17, 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: 3:00 PM

Attendees:

Frank Stefano	Chris Rodgers	Kevin Graham- Hill International
Janet Anderson	Sheilah Bruno	Cindy Saurwein- North Coast Air
Kathleen Horan	Mari Anne Clark	Tyrone Clark- MGC-Erie
Lou Bizzarro	Ian Bogle	Don Barrett- Republic Parking
Lisa Cappabianca	Irene Seyler	Bob Linehart- Republic Parking
Charles Augustine	Kim Scharrer	WJET-24
Namon McWilliams	Michelle Magee	
Mary Tseng		
Chris Parker		
Don Wright		

Board President, Frank Stefano opened the meeting with the Pledge of Allegiance.

Approval of Agenda:

Kathleen Horan asked that the presentation from Republic Parking System be moved to before the Resolution to approve the General Operations Budget since the budget as presented today includes a parking rate increase.

Chris Parker moved and Namon McWilliams seconded.

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

Approval of Minutes:

Board Meeting-October 27, 2011

Charles Augustine moved and Lou Bizzarro seconded.

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

Committee Reports:

Finance Committee- Lisa Cappabianca reported that two budget review meetings were held- November 2, 2011 and November 9, 2011. The bills to be paid were discussed. After the discussion, Ms. Cappabianca asked for a motion to approve the bills to be paid. Namon McWilliams moved and Janet Anderson seconded. The bills to be paid were approved by Yeas: Janet Anderson, Kathleen Horan,

Lisa Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Chris Parker, and Frank Stefano.

Community Relations Committee- Charles Augustine reported that no meeting was held. Chris Rodgers reported that he, Mr. Stefano, and Mr. Augustine would be part of an airport panel that will participate in the Erie Growth Partnership's annual meeting on December 1, 2011. Mr. Rodgers said that invitations to the full board will follow. Mr. Augustine added that the presentation that Chris prepared is very good. Janet Anderson commented that she sits on the Growth Partnership Board and the presentation that was prepared is not quite what they are looking for. Mr. Stefano asked that Mr. Rodgers send him the presentation for review.

Resolution 2011-31- Consent to Assignment and Release Amendment to Auto Parking Concession Agreement

Namon McWilliams moved and Lou Bizzarro seconded. Approved by Yeas: Frank Stefano, Janet Anderson, Kathleen Horan, Lisa Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Chris Parker.

The Board received a presentation from Don Barrett and Bob Linehart of Republic Parking System that include discussion about the possibility of new automated equipment and a small rate increase.

Sheilah Bruno presented the October financial report. The surplus for October 2011 was \$46,422. The year to date surplus is \$339,965. Ms. Bruno reported that year to date, we are \$51,789 favorable when compared to budget.

Resolution 2011-32- Adoption of 2012 General Operations Budget

Ms. Cappabianca asked about the health insurance rate increase. Ms. Bruno explained the anticipated increase, what steps we have taken to shop around, and our current health plan.

Kathleen Horan asked if approving the budget as presented today meant that we are approving the proposed parking rate increase. Ms. Rodgers confirmed that the budget presented today was prepared using the parking rate increase.

Charles Augustine moved and Chris Parker seconded

Approved by Yeas: Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Chris Parker, and Frank Stefano

Nays: Janet Anderson, Kathleen Horan, and Lisa Cappabianca

Resolution 2011-33- Adoption of 2012 Capital Budget

Chris Parker moved and Charles Augustine seconded

Approved by Yeas: Kathleen Horan, Lisa Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Chris Parker, Frank Stefano, and Janet Anderson

Resolution 2011-34- Acceptance of Updates to Technology Acceptable Use Policy

Don Wright explained the purpose of the policy update.

Kathleen Horan moved and Janet Anderson seconded
Approved by Yeas: Lisa Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Chris Parker, Frank Stefano, Janet Anderson, and Kathleen Horan

New Business:

Mr. Rodgers led a brief discussion on the strategic plan for leveraging the new runway. He explained the possible components of improved air service that could result from the runway improvement project: larger aircraft for the existing airlines that service ERI; new destination for the existing airlines that service ERI; longer stage lengths; new airlines to service ERI including possibly Allegiant, Spirit, and Vision to name a few; vacation charter packages through such companies as Apple Vacations; on-demand charter service to such destinations as Las Vegas, Orlando, and Memphis; air cargo service such as FedEx, UPS, and other on-demand cargo service. Ms. Anderson stated that she would like to see a marketing plan for how we are going to accomplish this. Mr. Rodgers asked Ms. Anderson to put her request in writing so he could address her specific questions.

Mr. Stefano appointed the Nominating Committee as follows: Charles Augustine, Namon McWilliams, and Lou Bizzarro.

Board Member Comments:

Ms. Anderson commented that she appreciates the use of new technology, but a procedure for making the information available to the board is necessary with appropriate timelines for viewing the documents prior to board meetings. She further explained why she did not vote to approve the budget today. She stated that there was documentation that came out to the board 2 days prior to the meeting indicating that there would be time for discussion at the meeting and , therefore, she was not prepared to take a vote on such an important item. Ms. Anderson added that when the by-laws were revised previously, the intent of the committee was to provide more opportunity for the board to review the proposed budget prior to the vote. She explained that she was unable to participate in either of the two budget review meetings that were held. Ms. Cappabianca added that she does not understand the rush to approve the budget at the November meeting. She sees no reason as to why this Board could not wait until the December Board Meeting to approve the budget. Mr. Rodgers and Ms. Bruno explained some of the benefits of approving the budget in November, such as preparing for year-end financial closeout, to conduct fixed asset audit, and to prepare for the annual independent audits.

Executive Director's Report:

Mr. Rodgers explained that since the November Board Meeting is a week early, the air service report and the runway project financial progress report will be available at their regular time.

- Activities Report
Mr. Rodgers reported that 3 old security doors are in the process of being replaced. Chief Bogle is coordinating this effort. Mr. Rodgers asked Mr. Wright

to explain the change to the Municipal Authorities Act public bidding rules effective January 1, 2012. Mr. Wright explained that the threshold for public bid will be increased to \$18,500, and will be adjusted annually for CPI.

Charley Augustine advised the Board to contact him or one of the other Nominating Committee Members prior to the December Board Meeting if he or she has an interest in holding an office or remaining in office.

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

Adjournment: 4:38 pm

Lou Bizzarro, Secretary