

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Thursday November 18, 2010**

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: 11:58 AM

Attendees:

Dale Roth	Chris Rodgers	Whitey Cleaver
Frank Stefano	Mari Anne Clark	Mark Petranчук
Janet Anderson	Rick Robie	Dave Briskey
Lou Bizzarro	Ian Bogle	Ed Kissel
Lisa Cappabianca	Kim Scharrer	news media
Charles Augustine	Irene Seyler	
Namon McWilliams	Michelle Magee	
Mary Tseng		
Kathleen Horan		
Tim Zieziula		

****ERAA CFO, Sheilah Bruno was attending a conference in California and did not attend the meeting.*

Board President, Dale Roth opened the meeting with the Pledge of Allegiance.

Approval of Agenda:

Dale Roth explained 2 modifications to the agenda:

1. a resolution pertaining to a Supplemental to Work Order #5 and
2. the Board will convene an Executive Session immediately following adjournment to discuss a personnel matter. No action will be taken during the Executive Session.

Mr. Roth asked for a motion to approve the agenda as modified. Frank Stefano moved and Namon McWilliams.

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

Approval of Minutes:

Board Meeting-October 28, 2010

Namon McWilliams moved and Lou Bizzarro seconded.

The minutes were approved by Yeas: Dale Roth, Frank Stefano, 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 Janet Anderson seconded to open for discussion.

Kathleen Horan asked about the bill from Boyles for an air stack control valve replacement. Rick Robie explained that this replacement was necessary on a 20 year old vehicle.

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

Committee Reports:

- ✓ Finance Committee- Lisa Cappabianca reported that a 2011 budget review was held on November 4, 2010. She explained that the airport has a cash reserve goal of 6 months. Currently we have a 2 month cash reserve. Ms. Cappabianca stated that the budget is expected to be available and distributed to the Board on November 1st. A Finance Committee Meeting has been scheduled for December 2, 2010 at 9:30 am in the Authority offices (the date of this meeting was later changed to December 9, 2010). Another Finance Committee Meeting has been scheduled for December 15, 2010 at 10:15 am at the ITC.
- ✓ Facilities and Operations Committee- Frank Stefano announced that a meeting has been scheduled for November 23, 2010 at 3 pm at the airport.
- ✓ Personnel Committee- Namon McWilliams read the minutes from the previous meeting. ERAA's modified organizational chart was discussed for Board approval. Mr. McWilliams asked for a motion to approve the modified chart. Janet Anderson moved and Frank Stefano seconded. Approved by Yeas: Dale Roth, Frank Stefano, Janet Anderson, Lou Bizzarro, Lisa Cappabianca, Charles Augustine, Namon McWilliams, Mary Tseng, and Kathleen Horan. Mr. Rodgers was asked to make the necessary modifications and distribute to the Board. Mr. McWilliams announced that the next Personnel Committee Meeting is scheduled for December 15, 2010 at 10:15 am at the ITC.
- ✓ Community Relations Committee- Charles Augustine stated that the Wall of Fame program has received 3 nominations thus far and is expecting 2 more for 2011 consideration. He said that the committee will meeting formally within the next month or so to set guidelines and start the review.
- ✓ Capital Improvements Committee- Mr. Roth asked Mark Petranchuk of C&S Engineers to provide an update on the upcoming bid package #2. He reminded everyone that once the contract is awarded the work in bid package #2 is contingent upon funding. Dave Briskey of Hill International provided an update on work associated with bid package #1.

Resolutions:

2010-44- Approval of Supplement #2, Work Order #5

Chris Rodgers explained that resolution. The funding for this supplemental is already in place. Mr. Stefano asked why these fees were not in the scope to begin with. Tim Zieziula explained that the team did not know at the time who we would have to file condemnations against and we didn't know about the 4 slivers of property that were affected by the road widening. Mark Petranchuk explained that all sub work is at a pass through-there is no profit to C&S.

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

Liaison Comments:

County Council Liaison Whitey Cleaver wished everyone a Happy Thanksgiving.

Board Member Comments:

Janet Anderson shared that she logged on to ExtraNet recently. She said that she expected to see more on the site, but encourages all Board Members to check it out if they haven't done so already.

Executive Director's Report:

- Financial Report
Mr. Rodgers stated that the October and November financials will both be available at the December meeting.

- Runway Project
Mr. Rodgers reported that the capping of the gas wells is complete in the project area. Also, Tim Zieziula reviewed our liability insurance per the request of the Board and his opinion is that we are adequately insured if future issues arise pertaining to the capping of these wells.

- Air Service Report
Mr. Rodgers stated that the Air Service Report will be available and distributed next week.

- Activities Report
Mr. Rodgers explained that as required by the contract, painting in the FAA leased areas will begin soon.

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

Adjournment: 12:34 pm

Lou Bizzarro, Secretary