

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Thursday, November 20 2014**

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.

Attendees:

Frank Stefano	Chris Rodgers	Kevin Graham, Hill International
Charles Augustine	Sheilah Bruno	Dawn Spence, Michael Baker
Mary Tseng	Michelle Magee	Steve Hammel, Michael Baker
Namon McWilliams	Ian Bogle	
Lou Bizzarro	Kim Scharrer	
Pat Cappabianca		
Don Wright		

Board President, Frank Stefano opened the meeting at 2:00 pm with the Pledge of Allegiance.

Approval of Agenda:

Frank Stefano asked for a motion to approve the agenda as presented.

Namon McWilliams moved and Lou Bizzarro seconded.

The agenda was approved by Yeas: Frank Stefano, Charles Augustine, Mary Tseng, Lou Bizzarro, Namon McWilliams, and Patrick Cappabianca.

Approval of Minutes:

Board Meeting- October 23, 2014

Mary Tseng moved and Namon McWilliams seconded. The minutes were approved by Yeas: Frank Stefano, Charles Augustine, Mary Tseng, Lou Bizzarro, Namon McWilliams, and Patrick Cappabianca.

The Board met in an Executive Session from 2:01 pm until 2:29 pm to discuss legal issues.

Committee Reports:

Finance Committee- Committee Member Mary Tseng reported that the Finance Committee held a meeting on Tuesday, November 18, 2014. The committee reviewed the cash forecast, bills to be paid, and Resolution 2014-17 Adoption of 2015 General Operations Budget.

Ms. Tseng reported that the committee recommends the approval of the November bills to be paid. Lou Bizzarro moved and Patrick Cappabianca seconded. Approved by Yeas: Charles Augustine, Mary Tseng, Lou Bizzarro, Namon McWilliams, Patrick Cappabianca, and Frank Stefano.

The Committee also recommends approval of the 2015 General Operations Budget as presented to the full board.

Capital Improvements Committee- Committee Chair Frank Stefano reported that this Committee met on November 18, 2014 without a quorum present.

Resolutions:

Resolution 2014-14 Approval of Bid Package #3, Change Order #4 with Kirila Contractors, Inc.- Chris Rodgers explained that this change order was set up to draw down the balance of federal discretionary funds. Work in this change order includes items that resulted from the sequestration winter shut down and service road improvements.

Patrick Cappabianca moved for approval and Mary Tseng seconded. Approved by Yeas: Mary Tseng, Lou Bizzarro, Namon McWilliams, Patrick Cappabianca, Frank Stefano, and Charles Augustine.

Resolution 2014-15 Authorize Executive Director to Accept and Execute State Grant Offer- Mr. Rodgers explained that this offer is from the State is a multi-modal fund state grant in the amount of \$700,000.00 for terminal improvements. The local portion has been secured. The terminal projects under this grant must be completed within a 3 year period.

Mary Tseng moved and Namon McWilliams seconded. Approved by Yeas: Mary Tseng, Lou Bizzarro, Namon McWilliams, Patrick Cappabianca, Frank Stefano, and Charles Augustine.

Resolution 2014-16 Adoption of 2015 Capital Budget- Mr. Rodgers explained that there are seven projects in the 2015 Capital Budget: Sustainable Master Plan, Replace ARFF/Security Vehicles, Replace SRE, Terminal Improvements, Accounting Software Package, Main Entrance Improvements, and Replace Handicap Lift.

Mary Tseng moved and Lou Bizzarro seconded. Approved by Yeas: Lou Bizzarro, Namon McWilliams, Patrick Cappabianca, Frank Stefano, Charles Augustine, and Mary Tseng.

Resolution 2014-17 Adoption 2015 General Operations Budget

Namon McWilliams moved and Lou Bizzarro seconded. Approved by Yeas: Namon McWilliams, Patrick Cappabianca, Frank Stefano, Charles Augustine, Mary Tseng, and Lou Bizzarro.

Resolution 2014-18 Authorize Purchase of UPS- Mr. Rodgers explained this is for the purchase of a battery back-up system. Our current system is 10+ years old. The cost is \$28,715.00 and will be purchased with funds from the Capital Reserve.

Mary Tseng moved and Lou Bizzarro seconded. Approved by Yeas: Patrick Cappabianca, Frank Stefano, Charles Augustine, Mary Tseng, Lou Bizzarro, and Namon McWilliams.

Executive Director's Report:

- Runway Report

Mr. Rodgers reported that the last program management call associated with the runway improvement project was held last week. We have begun the process of drawing down the last two federal grants, then we will do the same with the state grants. Mr. Rodgers explained that a public meeting will be held once the project is completed. This will absolve the MOU/ICA. Unused funds will be released to the County as previously agreed.

- **Activities Report**

Mr. Rodgers publically thanked the board, Sheilah Bruno, and staff for their hard work to get us to budget approval. Mr. Stefano added his appreciation for the staff's hard work also.

Mr. Rodgers reminded everyone that the December board meeting is scheduled for December 18th at 2:00 pm.

Mr. Rodgers reported that the agenda for today's meeting is on our website. Moving forward monthly meeting agendas will be published on the airport website prior to the day of the meeting.

Liaison Comments

County Council Liaison Phil Fatica congratulated the board and staff for a great year.

Mary Tseng moved for adjournment and Lou Bizzarro seconded.

Approved by Yeas: Frank Stefano, Charles Augustine, Mary Tseng, Lou Bizzarro, Namon McWilliams, and Patrick Cappabianca.

Adjournment: 2:50 PM

Lou Bizzarro, Secretary