

**ERIE REGIONAL AIRPORT AUTHORITY  
MEETING  
Thursday December 16, 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:**

Dale Roth	Chris Rodgers	David Pierce
Frank Stefano	Sheilah Bruno	Kevin Graham
Janet Anderson	Rick Robie	Valerie Myers
Lou Bizzarro	Mari Anne Clark	
Lisa Cappabianca	Kim Scharrer	
Charles Augustine	Ian Bogle	
Namon McWilliams	Michelle Magee	
Mary Tseng	Mark Aleksandrowicz	
Kathleen Horan		
Don Wright		
Tim Wachter		

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

**Approval of Agenda:**

Mr. Roth asked for a motion to approve the agenda as presented.

Janet Anderson moved and Frank Stefano seconded.

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-November 18, 2010

Namon McWilliams moved and Janet Anderson 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:**

Frank Stefano moved and Namon McWilliams seconded to open for discussion.

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 items discussion was held on December 9, 2010. Ms. Cappabianca stated that the committee recommends approval of the 2011 General Operations Budget as presented today. Mr. Roth asked for a motion to approve the Finance Committee report. 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.
- ✓ Facilities and Operations Committee- Frank Stefano reported that this committee held a meeting on December 15, 2010 to review the energy supplier bid. First Energy Solutions is the apparent low bidder. Mr. Stefano stated that the committee recommends approval of a contract with First Energy Solutions. Also, the committee suggested based on a recommendation from our solicitor that we go out for bid for our gas supplier too.
- ✓ Personnel Committee- Namon McWilliams reviewed the discussion from the December 15<sup>th</sup> meeting. Mr. Roth added that there is a need to set goals and objectives for the airport. The Personnel Committee would like input from the full Board prior to the next committee meeting which is scheduled for January 19, 2011.
- ✓ Community Relations Committee- Charles Augustine reported that the committee held a meeting on December 15<sup>th</sup> to review sponsorship levels for Knockout Homelessness (\$1,000), the United Way (\$2,000), the Erie Regional Chamber Membership (\$2,000), the Charity Sports Banquet (\$970), and our Visit Erie Membership (\$1,000). Mr. Augustine stated that the committee recommends approval at these levels of sponsorship. He asked for a motion to approve. Namon McWilliams moved and Janet Anderson seconded. Approved by Yeas: Dale Roth, Frank Stefano, Janet Anderson, Lisa Cappabianca, Charles Augustine, Namon McWilliams, Mary Tseng, and Kathleen Horan. Abstained: Lou Bizzarro.  
Mr. Augustine reported that the committee also started its review of the candidates for the 2011 Famous Erie Aviator and discussed the guidelines to be used. He explained that 3 candidate applications have been received thus far and the committee recommends that the same criteria used in previous years be used for this selection process. Mr. Augustine said that the committee plans to make a recommendation at the next meeting.
- ✓ Capital Improvements Committee- Mr. Roth stated that the committee did not meet but will be doing so soon with the upcoming bid package #2.

## **Resolutions:**

### **2010-45- Rejection of Energy Bids**

Mr. Roth explained that the original resolution was tabled at the November meeting. 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.

**2010-46- Approval of Electricity Supplier**

Mr. Rodgers explained the language insertion to the resolution. Mr. Stefano explained that the Facilities and Operations Committee recommends First Energy Solutions for 24 months at \$6.55 on the main meter and \$6.60 on the ITC meter.

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.

**2010-47- Authorize Purchase of SRE**

Mr. Rodgers distributed a revised resolution with the final dollar amount and explained the resolution. Mr. McWilliams asked why the airport is responsible for maintaining the sidewalks on West 12<sup>th</sup> Street that run in front of the airport. Mr. Roth explained that it has to do with a Millcreek Township ordinance.

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

**2010-48- Approval of 2011 Airport Rates and Charges**

Mr. Rodgers explained the resolution. Mr. McWilliams asked if we are losing revenue by not increasing rates. Mr. Rodgers explained that we did not need to raise our rates to balance the budget.

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

**2010-49- Appointment of the Knox Law Firm as Solicitor for FY2011**

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

**2010-50- Appointment of Malin Bergquist & Co for the Audit of 2010 Financial Records**

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

**2010-51- Adoption of 2011 General Operations Budget**

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

**2010-52- Adoption of 2011 Capital Budget**

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

**2010-53- Approval of Easement from NFG for Relocated Stedman Energy Selling Point**

Mr. Rodgers explained that NFG will have to move the selling point from its current location as a result of the runway improvement project.

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

**New Business:**

David Pierce of Wells Fargo provided the Board with a brief summary on the airport's insurance policies. Mr. Stefano asked about the possibility of reducing our worker's comp premium through the SHARP Program. Mr. Stefano will get information on the SHARP Program. Mr. Rodgers added that the cost for a risk analysis is in the budget for 2011.

**Liaison Comments:**

City Council Liaison Mark Aleksandrowicz thanked the Board for his airport networking shirt and wished everyone a safe and happy holiday.

**Board Member Comments:**

Mr. McWilliams expressed his appreciation to the Finance Committee and staff for their work in preparing the 2011 budget.

Mr. Roth explained that Work Order #13 was approved with zero dollars for 2 of the 3 companies involved. We have agreed to 3 months of service for MGC Erie, Leigh Fisher, and C&S Engineers.

**Executive Director's Report:**

- Financial Report  
Sheilah Bruno reported a net surplus of \$90,368 for the month of October. The year to date next surplus is \$474,942. She explained that the November financials will be available in January.
  
- Runway Project  
Mr. Rodgers reported that plantings at the wetland site are anticipated this spring. Work to relocate the spoil mound is still underway.  
Mr. Rodgers reported that bid package #2 was received today. Ninety eight percent of the design is complete and internal review will begin on the information received. Mr. Rodgers introduced Kevin Graham, the resident engineer for Hill International.
  
- Air Service Report  
Mr. Rodgers stated that the Air Service Report will be available and distributed next week. He added that November 2010 is expected to be very similar to November 2009 and a 3-4% gain overall is still anticipated for the year.
  
- Activities Report  
Mr. Rodgers reported that office repainting in the FAA area is complete.  
Mr. Rodgers reported that Carol's Gift Shop will be closing next week. He explained that some of the items currently sold in the gift shop will be transferred to the restaurant as Kathy will be selling them moving forward.  
Mr. Rodgers thanked Lisa Cappabianca and the Finance Committee for their budget effort. He thanked the full Board for their commitment to making our ERAA Committee work efficiently and effectively.

Mr. Rodgers offered congratulations to Lou Bizzarro for his recent reappointment to another term on the ERAA Board.

Frank Stefano moved for adjournment and Lou Bizzarro 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: 12:49 pm**

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Lou Bizzarro, Secretary