

**ERIE REGIONAL AIRPORT AUTHORITY  
MEETING  
Thursday, December 20, 2012**

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: 3:00 PM**

**Attendees:**

Frank Stefano	Chris Rodgers	Joe Ceresa, NCA
Chris Parker	Sheilah Bruno	Vinnie Halupczynski, Malin Bergquist
Janet Anderson	Ian Bogle	Kevin Graham, Hill International
Mary Tseng	Rick Robie	Tyrone Clark, MGC, Erie
Charley Augustine	Kim Scharrer	
Namon McWilliams	Irene Seyler	
Kathleen Horan	Michelle Magee	
Pat Cappabianca		
Lou Bizzarro		
Don Wright		

Board President, Frank Stefano opened the meeting with the Pledge of Allegiance. He then led the group in a moment of silence for the victims and their families of the Sandy Hook Elementary School tragedy.

**Approval of Agenda:**

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

Charles Augustine moved and Lou Bizzarro seconded.

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

**Approval of Minutes:**

Board Meeting- November 15, 2012

Charles Augustine moved and Lou Bizzarro seconded.

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

**Committee Reports:**

Finance Committee- Committee Chair, Chris Parker reported that the Finance Committee held a meeting on December 18, 2012. The bills to be paid 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. Mr. Parker moved and Janet Mary Tseng seconded. The bills to be paid were

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

Sheilah Bruno reported that we had a surplus of \$60,973 for the month of October bringing our year to date surplus to \$346,599 which is \$182,034 favorable to budget. Mr. Rodgers added that the November and December financials will be included in the January 24, 2013 Board Meeting packet.

Community Relations Committee- Committee Chair, Charley Augustine reported that the committee held a meeting on December 18, 2012 to discuss items pertaining to the August 2013 Aviation Gala Open House/Ribbon Cutting Ceremony. The Committee will present the event budget to the full Board at the January 24<sup>th</sup> Board Meeting. Mr. Rodgers added that the focus over the next month will be vendor agreements, sponsorships, aircraft displays, the special event insurance riders, and the necessary FAA approvals. Once these items are completed, the Committee's focus will be transportation needs, accommodations, promotional items, reception, etc. for the pilots and flight crews for the anticipated visiting aircraft. Mr. Augustine reported that he is working with Millcreek to secure the large stone needed for the ceremony dedication.  
*Post meeting note: The stone has been secured.*

*Namon McWilliams arrived during the Committee reports.*

Capital Improvements Committee- Committee Member, Janet Anderson reported that the committee held a meeting on December 18, 2012 to discuss Work Order #20 for Program Management Services with C&S Engineers. The Committee recommends approval of this Work Order.

**Resolutions:**

Resolution 2012-35 Appointment of Malin Bergquist & Co for the Audit of the 2012 Financial Records

Mr. Rodgers explained that this resolution appoints Malin Bergquist & Co as the auditor for the 2012 Financial records of the Authority. Mr. Cappabianca asked if the Authority needs to go out to bid for this service. Don Wright explained that professional services are non-bid items.

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

Resolution 2012-36 Appointment of the Knox Law Firm as Solicitor for FY2013  
This resolution appoints the Knox Law Firm as the Authority's legal counsel for 2013.

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

Resolution 2012-37 Approval of Work Order #20- Program Management Services with C&S Engineers

This resolution authorizes the Executive Director to enter into Work Order #20 with C&S Engineers for program management services for the final full year of the Runway 6-24 improvement program. This work order contains tasks to be performed by C&S for program advice and grant support; MGC Erie for program coordination, DBE, and public outreach; and Leigh Fisher for program financial support.

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

**New Business**

Nominating Committee Report- Mr. Augustine presented the 2013 Slate of Officers as prepared by the Nominating Committee on December 18, 2012:

President--- Frank Stefano

Vice President---Janet Anderson

Treasurer---Christopher Parker

Secretary---Lou Bizzarro

President Pro Tem---Kathleen Horan

Namon McWilliams moved for approval of the 2013 Slate of Officers as presented and Patrick Cappabianca seconded. The Slate was Approved by Yeas: Kathleen Horan, Mary Tseng, Christopher Parker, Janet Anderson, Frank Stefano, Lou Bizzarro, Namon McWilliams, Charles Augustine, and Patrick Cappabianca

Runway Ads- Tyrone Clark made a power point presentation to share the marketing strategy for the runway improvement program.

**Executive Director's Report:**

- Air Service Report  
Mr. Rodgers reported that October enplanements were down 8.9% over last year's October numbers bringing the year to date decline to 2.2%. Mr. Rodgers added that Pittsburgh's year to date decline for enplanements is 3.6%.
- Runway Report  
Mr. Rodgers reported on several significant milestones:
  - November 7, 2012, the new pavement was available for use.
  - December 13, 2012, the new Instrument Landing System (ILS) equipment and pilot approach procedures were available for use.
  - Significantly more reliable flight service is now available two winters earlier than originally scheduled.

Mr. Rodgers reported that the project team is on track for a February 1, 2013 Bid Package 3 release date. The public bid opening is expected to be held on March

1, 2013 with the recommendation to award the contract to be considered by the Board at the March Board Meeting.

- **Activities Report**

Mr. Rodgers reported that the state grant funded bucket truck we purchased is currently being assembled. We expect to take ownership sometime this winter. Mr. Rodgers reported that the state grant funded radio upgrade project is complete and offered kudos to Ian Bogle for his efforts.

Mr. Rodgers shared the achievements of two employees: Mark Kapen has been certified on the runway lighting system and Michelle Magee recently graduated from the Chamber's Erie Ambassador Program.

Mr. Rodgers thanked the Board and staff for another great year and wished everyone a Merry Christmas.

*The Board met in an Executive Session from 3:36 PM until 3:43 PM.*

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

**Adjournment: 3:43 PM**

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Lou Bizzarro, Secretary