

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Thursday February 23, 2012**

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	Tyrone Clark, MGC, Erie
Lou Bizzarro	Ian Bogle	Ed Kissell
Christopher Parker	Michelle Magee	
Namon McWilliams	Irene Seyler	
Mary Tseng	Mari Anne Clark	
Charles Augustine	Rick Robie	
Kathleen Horan	Kim Scharrer	
Patrick Cappabianca		
Don Wright		

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

Approval of Agenda:

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

Janet Anderson moved and Lou Bizzarro seconded.

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

Approval of Minutes:

Board Meeting-January 26, 2012

Charles Augustine moved and Namon McWilliams seconded.

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

Public Comments:

Ed Kissell commented on the “new face” on the Board. Mr. Stefano took the opportunity to introduce and welcome Pat Cappabianca.

Committee Reports:

Finance Committee- Committee Chair, Chris Parker reported that the Finance Committee held a meeting on February 21st where the bills to be paid, capital fund

transactions, expense reports, and cash forecast were all reviewed. Mr. Parker stated that 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. Namon McWilliams moved and Lou Bizzarro seconded. The bills to be paid were approved by Yeas: Janet Anderson, Kathleen Horan, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker, and Frank Stefano.

Sheilah Bruno reported a deficit of \$2,035 for the month of January. We are \$52 favorable to budget year to date. Ms. Bruno added that the audit of the 2011 financials started yesterday.

Community Relations Committee- Committee Chair, Charley Augustine reported the committee held a meeting on February 22nd to review and discuss the 5 applications for the 2012 Wall of Fame honors. Mr. Augustine stated that the committee agreed that 3 of the candidates did not meet the required criteria. Of those 3 nominees, there is one who could possibly meet the criteria. Michelle Magee has been directed to contact the family of this nominee to try to verify medals he reportedly received. Mr. Augustine moved to recommend Kenneth Gardner and Robert Fry for 2012 Wall of Fame. Namon McWilliams seconded. The nominations by the committee were approved by: Frank Stefano, Janet Anderson, Kathleen Horan, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Christopher Parker. Mr. Augustine added that an unveiling ceremony is planned for July 3, 2012.

Capital Improvements Committee- Committee Chair, Frank Stefano reported that the committee held a meeting on February 22nd to review and discuss the resolutions being presented today.

- Resolution 2012-05- Approval of Wetland Monitoring Proposal- Kevin Graham of Hill International explained the permit requirements making wetland monitoring necessary.
- Resolution 2012-06- Approval of Change Order No. 10- Utility Coordination- Chris Rodgers explained that the resolution approves a change order to the bid package #1 contract that adjusts certain utility items now that the work is complete. Mr. Graham added that this completes utility closeouts for Penelec, National Fuel, Erie Water Works, and Stedman Energy.
- Resolution 2012-07- Authorization for Avigation Easement Eminent Domain- Mr. Rodgers explained that this resolution allows the Executive Director to commence condemnation proceedings against the remaining parcel owner who has not entered into an acquisition agreement. He further explained that we are purchasing air rights not property.

The Board recessed the Board Meeting and met in Executive Session at 3:17 pm.

The Board Meeting resumed at 3:34 pm.

Resolution 2012-05- Approval of Wetland Monitoring Proposal

Janet Anderson 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 2012-06- Approval of Change Order no. 10- Utility Coordination

Charles Augustine moved and Christopher Parker seconded.

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

Resolution 2012-07- Authorization for Avigation Easement Eminent Domain

Christopher Parker moved and Kathleen Horan seconded.

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

Executive Director's Report:

- **Air Service Update**
Mr. Rodgers reported that although the weather in Erie was mild, ERI reported a 2.6% decline. Continental had an unusually high number of cancellations due to severe weather in Cleveland. Mr. Rodgers added that with this year being a leap year there is one additional flying day this month. This along with favorable weather in Erie as well as Cleveland may help ERI see a very slight increase in the February numbers.
- **Runway Report**
Mr. Rodgers reported that work continues to progress. Thus far the project has not experienced a winter shutdown. Work that was not expected to be started until June 1st is happening now. Mr. Rodgers reported that construction of the extension is expected to be finished in 2012. The ILS will be installed following completion of the physical construction. Bid Package #3, the rehab of the existing runway, is expected to be completed in 2013.
- **Activities Report**
Mr. Rodgers stated that with the milder weather, the airport has been able to capture some fuel savings and has seen a reduction in overtime.
Mr. Rodgers stated that with the audit currently underway, the Board can expect a presentation on the audit of the 2011 financials from Malin Bergquist at the April Board Meeting.
Mr. Rodgers stated that the Facilities and Operations Committee will need to hold a meeting sometime in the next month or so to review the issue of an oil/water separator at the Airfield Operations Building.
Mr. Rodgers shared some of the information he presented at the Rotary Luncheon yesterday.
Mr. Cappabianca asked when the safety area for RW 6 would be constructed. Mr. Rodgers explained and stated that work is expected to be completed this summer.

Charles Augustine moved for adjournment and Mary Tseng 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: 3:50 pm

Lou Bizzarro, Secretary