

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Thursday February 24, 2011**

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: 3:04 PM

Attendees:

Dale Roth	Chris Rodgers	Ken Olup
Frank Stefano	Sheilah Bruno	Dana Young
Janet Anderson	Rick Robie	Valerie Myers
Lou Bizzarro	Mari Anne Clark	Mark Aleksandrowicz
Lisa Cappabianca	Kim Scharrer	Tyrone Clark
Charles Augustine	Ian Bogle	Cas Kwitowski
Namon McWilliams	Michelle Magee	
Mary Tseng		
Kathleen Horan		
Don Wright		

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-January 27, 2011

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.

Committee Reports:

- ✓ Finance Committee- Lisa Cappabianca reported the committee met on February 22, 2011. Topics discussed at the meeting included: goal and objectives/working with the Personnel Committee, the procurement card program, and expense reports. Ms. Cappabianca stated that the committee also reviewed the bills to be paid. Ms. Cappabianca made a motion to open the bills to be paid for discussion. Mr. Stefano seconded. The purchase of the new trackless machine for \$153,000 was discussed briefly. The Bills to be Paid was 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 the committee held a meeting on February 16, 2011 during which they received a presentation from Siemens. RFPs for the energy study, electric, and gas were also discussed.
- ✓ Personnel Committee- Namon McWilliams reviewed the meeting minutes from the February 16th meeting. Mr. McWilliams asked Chris Rodgers to explain the airport's goals and objectives. Mr. McWilliams explained that the Board will have an opportunity to approval the airport's continuity plan as presented later in the meeting as New Business.
- ✓ Capital Improvements Committee- Ken Olup of Hill International provided an update on the runway improvement project. Mr. Roth reported that bids for bid pack #2 will be opened at 9:00 AM on March 1, 2011. Once the bids are reviewed, a special meeting will be scheduled to award the contract to the lowest responsible bidder. Mr. McWilliams asked if our project funding is still secure. Mr. Rodgers explained that the FAA has given our project a high priority designation for discretionary funding.

Resolutions:

Resolution 2011-01-Approval of Assignment Agreement for dck Master Consulting Agreement, Amendment #2

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

Resolution 2011-02-Approval of Assignment Agreement for dck Work Order #21, Amendment #1

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

Resolution 2011-03-Approval of Assignment Agreement for dck Work Order #22, Amendment #1

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

Resolution 2011-04-Authorization to Enter Into Electric Utility Contract

Mr. Rodgers and Mr. Stefano explained the resolution.

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

Resolution 2011-05-Authorization to Enter Into Gas Utility Contract

Mr. Rodgers and Mr. Stefano explained the resolution.

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

Resolution 2011-06-Authorize Executive Director to Enter Into Consultant Services Agreement-Leigh Fisher (PFC)

Mr. Rodgers explained that this will allow Leigh Fisher to assist with PFC application #9 for new projects including the new trackless machine as well as assist with amendments to open PFC applications #6 and #8. The work has a not to exceed amount of \$25,000 and the effort is expected to be completed this year.

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

NewBusiness:

Mr. Rodgers presented the airport's continuity plan for approval. Charles Augustine moved for approval and Janet Anderson seconded. The continuity plan was approved by Yeas: Dale Roth, Frank Stefano, Janet Anderson, Lou Bizzarro, Lisa Cappabianca, Charles Augustine, Namon McWilliams, Mary Tseng, and Kathleen Horan.

Liaison Comments:

City Council Liaison Mark Aleksandrowicz announced that he will serve as the liaison for another year and was pleased to do so.

Executive Director's Report:

- Financial Report
Sheilah Bruno reported a net surplus after debt service of \$12,283 for January 2011. Year to date, we are ahead \$3,708 when compared to budget.

- Runway Project
Mr. Rodgers announced that proposals for Bid Package #2 will be opened on March 1st at 9 AM at the ITC. So far approximately 41 bid packages have been checked out.

- Air Service Report
Mr. Rodgers reported that repeated severe weather events negatively impacted the east coast and many other parts of the country in the month of January. Weather related delays and cancellations at other airports prevented many ERI passengers from flying their planned trips. The result was a 6.4% decline in January 2011 enplanements verses January 2010. Delta was the market leader for January at ERI.

- Activities Report
Mr. Rodgers reported that staff focus has been on the bid package #2 effort and the conversion to electronic payroll. Mr. Rodgers said that carpet has been installed and rocking chairs were added to the area that was previously the gift shop. We have received many positive comments on the new seating area. Mr. Rodgers announced that an inspection of ERI Café by the Department of Health recently revealed no violations. Mr. Rodgers congratulated ERI Café for the favorable inspection. Mr. Rodgers announced the 20 year anniversary of Airfield

Operations employee Mark Horstman. As Mark is not working today, an appreciation plaque for his years of service will be presented to him tomorrow.

Frank Stefano moved for adjournment and Charles Augustine 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: 3:41 pm

Lou Bizzarro, Secretary