

**ERIE REGIONAL AIRPORT AUTHORITY  
MEETING  
Thursday February 25, 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	Mark Aleksandrowicz
Frank Stefano	Sheilah Bruno	Joe Hudak
Janet Anderson	Mari Anne Clark	Patrick Regan
Lou Bizzarro	Ian Bogle	Jim Dible
Charles Augustine	Kim Scharrer	WJET
Namon McWilliams	Irene Seyler	Tyrone Clark
Mary Tseng	Michelle Magee	Don Wright
Kathleen Horan	Tom Paris	

*\*Lisa Cappabianca was not in attendance.*

On behalf of the entire board, President Dale Roth welcomed new Board Member Kathleen Horan.

**Approval of Minutes:**

Budget Meeting-January 22, 2010  
Board Meeting-January 28, 2010  
Charles Augustine moved and Janet Anderson seconded.  
The minutes were approved unanimously.

**Approval of Bills to be Paid:**

Frank Stefano moved and Janet Anderson seconded  
The Bills to be Paid were approved unanimously.

**Board Discussion to Establish Committee Meeting Protocols:**

Dale Roth stated that committee meetings need to be advertised and minutes are to be taken. Don Wright added that committee meetings are open to the public. Namon McWilliams asked if committee meetings were going to be held in one central location. Mr. Roth confirmed that one location would be used for meeting participants (the public included). Participation can also be via conference call. Charley Augustine asked if a committee consists of 2 people (i.e. Wall of Fame Committee) having a phone discussion, does that committee still have to advertise, take minutes, and be open to the public. Mr. Wright said that it does not. He clarified that if a discussion or information review is taking place between committee members over the phone or lunch, etc.; it need not be advertised and minutes do not need to be taken. Mr. Wright further clarified that work shops or other Board learning or educational sessions do not need to be advertised and open to the public. He added that individual committee chairs set the protocol for his/her committee. Mr. McWilliams suggested that the Board President define committee expectations and establish the standards each committee is expected to follow.

Sheilah Bruno added that Tuesdays, Wednesdays, and Thursdays of the week prior to distribution of the packets works best for committee meetings with preferably no more than 2 committee meetings per day.

Mr. Stefano reiterated the need for the airport to establish hazardous waste protocols as soon as possible. We really need to establish a procedure and make sure it follows universal waste guidelines.

Janet Anderson reminded the Board that our newest Board Member, Kathleen Horan needs to be appointed to some of the committees. Mr. Roth said that he is taking care of this.

#### **Committee Reports:**

Charlie Augustine reported that the Community Relations (Wall of Fame) Committee would like to meet with Chris Rodgers and Michelle Magee to discuss candidate criteria.

Mr. Augustine announced that the next meeting with the County finance people is scheduled for Thursday March 11, 2010.

#### **Executive Session: 12:13 PM until 12:40 PM**

#### **Unfinished Business-Resolution 2010-5-Approval of Contract with Velocity Network:**

Mr. Wright explained the revisions to the agreement that he recommends.

Mr. McWilliams pointed out that the term of the agreement in page 14 needs to be changed.

Frank Stefano made a motion to approve the resolution with the above mentioned revision and Janet Anderson seconded.

Approved unanimously

#### **Resolutions:**

**Resolution 2010-09-** Authorize Executive Director to Execute FAA FFY2010 Part A Grant Offer  
Sheilah Bruno explained the resolution.

Charles Augustine moved and Janet Anderson seconded.

Approved unanimously

#### **Resolution 2010-10-**Award contract for Sand/Salt Storage Building

Ms. Bruno stated that FAA bid requirements were followed. Urban Engineers reviewed the bids and made the recommendation of EE Austin and Son as the lowest responsible bidder.

Frank Stefano moved and Janet Anderson seconded.

Approved unanimously

#### **New Business:**

The Board received 2 presentations: one from Joe Hudak and Patrick Regan of Constellation Energy and the other from Jim Dible of the Erie Regional Chamber and Growth Partnership.

#### **Board Member Comments:**

Ms. Anderson said that a member of the public asked her about the acquisition/sale of Zone I commercial properties, specifically Tri Penn Tool.

Mr. Roth explained that the ERAA Advisory Board is down to one member, George Willis of Urban Engineers. Since Urban does business with the airport, Mr. Willis desires to remove himself from our ERAA Advisory Board. Mr. Roth suggested that the Board revisit the idea of having an Advisory Board moving forward. Ms. Anderson suggested that Board Advisors be “ad hoc” to be used when needed for specific issues.

**Executive Director's Report:**

- Financial Report  
Sheilah Bruno reported that our net surplus after debt service for the month of January is \$9,956. Ms. Bruno reported the year to date revenue as \$3,677 favorable to budget with year to date expenses \$2,868 unfavorable to budget. Year to date net surplus after debt service is \$809 favorable when compared to budget.  
Ms. Bruno stated that Malin Bergquist will be starting the in house audit of the 2009 financials on March 1<sup>st</sup> with completion expected 2 week from then.
  
- Runway Project  
Mr. Clark reported that Millcreek Township approved our Land Development Plan (LDP). The issue of the cul de sac has been resolved and our Subdivision Plan has been approved. Mr. Clark stated that we are on target for the necessary permits. We expect to receive our storm consistency letter within the next few days. Mr. Clark said that we are still on schedule for a May 1<sup>st</sup> bid letting
  
- Air Service Report  
Ms. Bruno reported that January 2010 traffic was up 1.6% over January 2009 traffic. Delta led the Erie market with 45.3% of the market share. US Airways held 27.9% of the market and Continental held 26.7% of the market.

**Adjournment: 1:30 PM-** Frank Stefano moved and Janet Anderson seconded. Approved unanimously.

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Lou Bizzarro, Secretary