

ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Thursday, February 28, 2013

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	Ken Olup, Hill
Janet Anderson	Sheilah Bruno	Tyrone Clark, MGC, Erie
Chris Parker	Ian Bogle	Mark Concilla, Erie Promotions
Lou Bizzarro	Kim Scharrer	Doug Saunders, C&S Eng
Charles Augustine	Michelle Magee	Ed Kissell
Namon McWilliams	Crystal Nye	Valerie Myers, Erie Times News
Mary Tseng		
Patrick Cappabianca		
Luvennise Gamble		
Tim Zieziula		

Board President, Frank Stefano opened the meeting with the Pledge of Allegiance. He then welcomed and introduced new Board Member Luvennise Gamble.

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, Luvennise Gamble, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Christopher Parker.

Approval of Minutes:

Board Meeting- January 24, 2013

Janet Anderson asked that the meeting minutes be amended to reflect the full statement she made at the January board meeting in regards to the Ad hoc Marketing Committee she suggested. The minutes were amended with the following:

Ms. Anderson suggested that an Ad-hoc Marketing Committee focused on the runway improvement program be created and expressed her desire to Chair this committee.

Namon McWilliams moved and Patrick Cappabianca seconded. The minutes, as amended were approved by Yeas: Frank Stefano, Janet Anderson, Luvennise Gamble, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Christopher Parker.

Committee Reports:

Finance Committee- Committee Chair, Chris Parker reported that the Finance Committee held a meeting on February 26, 2013. During the meeting, the cash forecast, financial report, and bills to be paid were reviewed. Mr. Rodgers also explained the possible impacts to the airport pertaining to the possible federal sequester. 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 Ms. Tseng seconded. The bills to be paid were approved by Yeas: Janet Anderson, Luvenise Gamble, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker, and Frank Stefano.

Sheilah Bruno reported a deficit of \$20,016 after debt service for the month of January. Year to date when compared to budget, we are \$107 favorable to budget.

Community Relations Committee- Committee Chair, Charley Augustine reported that the committee held a meeting on February 26, 2013 to discuss items pertaining to the August 2013 Aviation Gala Open House/Ribbon Cutting Ceremony. Mark Concilla of Erie Promotions distributed to the Board the mock up for the event program. He also provided an update on sponsor and vendor efforts. Mr. Concilla shared that the event website is operational- www.erieairportgala.org. The vendor contract has been given to the solicitor for review. Mr. Concilla said that his team has already started working on vendors for the event and will begin contacting potential sponsors soon. Mr. Augustine encouraged Board Members to let Mr. Concilla know of any special/personal contacts at any of the potential sponsors.

Capital Improvements Committee- Committee Chair Frank Stefano reported that the committee held a meeting on February 26, 2013 to review Work Order 25 with Hill International for Construction Management and Work Order 16 with C&S Engineers for Construction Administration. Mr. Stefano stated that the committee recommends approval of both work orders via resolution at today's meeting.

Resolutions:

Resolution 2013-02 Approval of Work Order 25 with Hill International for Construction Management

Mr. Rodgers explained that this resolution authorizes the Executive Director to execute an agreement with Hill International for Construction Management Services for the final construction contract of the Runway 6/24 Improvement Program. The not to exceed cost for the contract is \$817,132. Mr. McWilliams asked about change orders. Mr. Rodgers explained that any change orders would be brought before the Board as supplemental agreements for approval prior to any work being done.

Namon McWilliams moved and Mary Tseng seconded. Approved by Yeas:

Frank Stefano, Janet Anderson, Luvennise Gamble, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Christopher Parker.

Resolution 2013-03 Approval of Work Order 16 with C&S Engineers for Construction Administration

Mr. Rodgers explained that this resolution authorizes the Executive Director to execute an agreement with C&S Engineers for Construction Administrative Services for the final construction contract of the Runway 6/24 Improvement Program. The not to exceed cost for the contract is \$157,812.

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

New Business:

Election of President Pro-Tem

Upon hearing no nominations from the floor, Frank Stefano moved to nominate Tseng as President Pro Tem and Charles Augustine seconded. Approved by Yeas: Janet Anderson, Luvennise Gamble, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker, and Frank Stefano.

Board Member Comments:

Ms. Anderson stated for the record that this Board needs to move forward with efforts to form an Ad-hoc committee for the purpose of marketing the newly extended runway. In response, Mr. Stefano provided comments that highlighted project milestones. He stated that the 2014 budget effort expects to include money for the purpose of marketing the airport. Mr. Stefano proposes that a strategic development plan be prepared first. He stated that since this topic includes confidential business development information, further discussion will take place in executive session after the Board Meeting.

Mr. Cappabianca shared that he attended a luncheon yesterday at the Jefferson Educational Society where Chris Rodgers was the featured lector. He complimented Mr. Rodgers on a job well done. His presentation was excellent and well received. Mr. Cappabianca stated that he feels this type of public outreach is very important to the runway improvement program and the airport overall.

Executive Director's Report:

- Air Service Report

Mr. Rodgers reported that January 2013 enplaned passengers were off 4.1% over January 2012. Delta was relatively flat with US Airways down almost exactly the same percentage the United was up. Severe winter weather experienced around the Martin Luther King Day holiday that produced long periods of near-zero visibility impacted numerous flights.

Mr. Rodgers reported that January 2013 marked the first full month of operations for the new ILS procedures and extended runway. Early reports from our tenants

indicate numerous flight operations during periods of weather that would have resulted in delays and/or cancelations with the previous runway and equipment. For the record, Mr. Rodgers explained that ERI remains designated a special winter ops airport for the remainder of the 2012/2013 winter season. With the new runway extension, this designation will expire never to return once this winter season ends.

- **Runway Report**

Mr. Rodgers stated that the public bid opening for bid package #3 is scheduled for March 1, 2013. One small component remains in bid package #2. Mr. Rodgers complimented the runway improvement program team for their efforts as we are one month away from opening the taxiway as the line of site issue is moving towards successful resolution.

- **Activities Report**

Mr. Rodgers reported that he hosted recent meetings with State Representative Ryan Bizzarro and Senator Sean Wiley.

Mr. Rodgers explained the sequestration issue the government is facing. There is no direct impact to ERI.

Namon McWilliams moved for adjournment and Lou Bizzarro seconded.

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

Adjournment: 3:40 PM

Lou Bizzarro, Secretary

The Board met in an Executive Session immediately following the close of the regular board meeting to discuss confidential legal matters.