

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Thursday, March 22, 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	Charlie McDermott, C&S
Janet Anderson	Sheilah Bruno	Matt Wenham, C&S
Lou Bizzarro	Ian Bogle	Kevin Graham, Hill International
Christopher Parker	Michelle Magee	Tyrone Clark, MGC, Erie
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.

Kathleen Horan moved and Lou Bizzarro seconded.

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

Approval of Minutes:

Board Meeting-February 23, 2012

Namon McWilliams moved and Mary Tseng seconded.

The minutes were approved by Yeas: Frank Stefano, Kathleen Horan, 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 March 20, 2012. 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. Charles Augustine moved and Lou Bizzarro seconded. The bills to be paid were approved by Yeas: Kathleen Horan, Patrick Cappabianca, Lou Bizzarro, Charles

Augustine, Namon McWilliams, Mary Tseng, Christopher Parker, Frank Stefano, and Janet Anderson.

Sheilah Bruno reported a net surplus after debt service of \$24,471 for the month of February. We are \$50,732 favorable to budget year to date.

Facilities and Operations Committee- Committee Chair, Kathleen Horan said that she enjoyed an informative tour of the airport facility earlier this month. She stated that the Facilities and Operations Committee will hold a meeting prior to the April 26th Board Meeting to discuss the oil/water separator project for the Airfield Operations Building.

Community Relations Committee- Committee Chair, Charley Augustine verified with Chris Rodgers that the nominating parties for the 2012 honorees have been notified. Mr. Rodgers confirmed.

Capital Improvements Committee- Committee Chair, Frank Stefano reported that the committee held a meeting on March 21, 2012 to review and discuss the resolutions being presented today. Mr. Rodgers provided background information and explanations for the following resolutions:

- Resolution 2012-08- Approval of Work Order 18 with C&S Engineers, Inc. for Surveying, A-GIS and Coordination Services
- Resolution 2012-09- Approval of Change Order #7- Obstruction Removal
- Resolution 2012-10- Acceptance of State Grant Offer- \$2.4M Runway
- Resolution 2012-11- Acceptance of State Grant Offer- Bucket Truck
- Resolution 2012-12- Acceptance of State Grant Offer- Radio Equipment

Resolution 2012-08- Approval of Work Order 18 with C&S Engineers, Inc. for Surveying, A-GIS and Coordination Services

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 2012-09- Approval of Change Order #7- Obstruction Removal

Charles Augustine moved and Kathleen Horan seconded.

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

Resolution 2012-10- Acceptance of State Grant Offer

Christopher Parker moved and Janet Anderson seconded.

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

Resolution 2012-11- Acceptance of State Grant Offer- Bucket Truck

Janet Anderson moved and Lou Bizzarro seconded.

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

Resolution 2012-12- Acceptance of State Grant Offer- Radio Equipment

Mary Tseng moved and Namon McWilliams seconded.

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

Executive Director's Report:

- Air Service Update
Mr. Rodgers reported that the extra day in February due to it being a leap year and favorable weather attributed to ERI's 8.2% gain for February 2012 over February 2011. US Airways led with a 29.5% gain followed by Continental/United with a 22.4%. Year to date ERI's traffic gain is up 2.6%.
- Runway Report
Mr. Rodgers reported that with the acceptance of the \$2.4 million state grant and approval of Change Order #7 today, the Plan of Finance will be updated to reflect the March activity. Mr. Rodgers reported that obstruction removal under Change Order #6 has already started and the tallest tree has been removed. Traffic on the new Powell Avenue will begin flowing April 30th.
- Activities Report
Mr. Rodgers noted that the City of Erie acquired new radios yesterday. With the acceptance of the state grant for radio equipment, the airport will be compliant with new FCC narrow band frequency regulations that will go into effect January 1, 2013.
Mr. Rodgers commended the efforts of the Airport Police Office, specifically Lt. Jason Morell, for taking the initiative to find and apply for a grant that will pay for a new bomb dog. The grant has already been approved at the local level.
Mr. Rodgers announced that the airport has received verbal approval from the FAA for the land swap associated with PennDot's Asbury Road widening project. PennDot will be able to proceed upon receipt of the written authorization.
Mr. Rodgers reported that the in-house portion of our audit has been completed earlier than anticipated. There is no indication of findings thus far. Mr. Rodgers said that Malin Bergquist will attend the April Finance Committee Meeting to review the audit results with the committee. They will also attend the April Board meeting to present the audit for full Board review.
Mr. Rodgers reminded everyone of the Erie Regional Chamber and Growth Partnership annual meeting on Thursday, March 29th. He and Frank Stefano are on the dais for the meeting.
Mr. Rodgers shared the sad news of Building Maintenance employee Bruce Howell's passing on February 28, 2012.

Kathleen Horan moved for adjournment and Janet Anderson 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: 3:28 PM

Lou Bizzarro, Secretary