

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Thursday March 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: 3:00 PM

Attendees:

Frank Stefano	Chris Rodgers	Doug Saunders, C&S
Janet Anderson	Sheilah Bruno	Mat Wenham, C&S
Lou Bizzarro	Mari Anne Clark	Tyrone Clark, MGC Erie
Lisa Cappabianca	Ian Bogle	Ken Olup, Hill International
Charles Augustine	Rick Robie	Donald Crenshaw, Crenshaw Brothers
Namon McWilliams	Kim Scharrer	Kasmir Kwitowski, City of Erie
Mary Tseng	Irene Seyler	Don Mahnke, Independence Excavating
Kathleen Horan	Michelle Magee	Ed Kissell
Don Wright		
Jennifer Gornall		
Tim Zieziula		

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

Approval of Agenda:

Mr. Stefano stated that the Executive Session would be held prior to the presentation of the slate of officers from the Nominating Committee.

Janet Anderson moved and Kathleen Horan seconded.

The agenda was approved by Yeas: Frank Stefano, Janet Anderson, Lou Bizzarro, Lisa Cappabianca, Namon McWilliams, Mary Tseng, and Kathleen Horan.

The Board convened an Executive Session to discuss legal issues at 3:01 PM. The Executive Session closed at 3:36 PM.

Presentation of Slate of Officers from Nominating Committee

Charles Augustine presented the slate of officers for President, Vice President and President Pro-Tem to the Board:

President- Frank Stefano

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

Vice President- Janet Anderson

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

President Pro-Tem- Kathleen Horan

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

Approval of Minutes:

Board Meeting-February 24, 2011

Namon McWilliams moved and Mary Tseng seconded.

The minutes were approved by Yeas: 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 March 22, 2011. Ms. Cappabianca stated that the committee reviewed the bills to be paid. Ms. Cappabianca made a motion to approve the bills to be paid. Kathleen Horan seconded. Approved by Yeas: Janet Anderson, Lou Bizzarro, Lisa Cappabianca, Charles Augustine, Namon McWilliams, Mary Tseng, Kathleen Horan, and Frank Stefano.
- ✓ Personnel Committee- Namon McWilliams stated that the committee is still waiting for Board feedback on goals and objectives. He asked the Board to please forward their input prior to the April meeting.
- ✓ Community Relations- Charles Augustine said that he recently read the obituary of a real Navy hero and has contacted the family of this individual on behalf of the ERAA regarding submittal of a Wall of Fame nominee application for consideration for 2012.
- ✓ Capital Improvements Committee- Mr. Stefano stated that Dale Roth's Chairman seat on the Capital Improvements Committee needs to be filled. He asked that interested Board Members contact him.

Resolutions:

Resolution 2011-07- Authorize Executive Director to Accept and Execute FFY11 AIP Grant Offer

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

Resolution 2011-08-Approval of Work Order #23

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

Resolution 2011-09-Approval of Work Order #13B

Janet Anderson moved to table this resolution and Kathleen Horan seconded. Tabled by Yeas: Lou Bizzarro, Lisa Cappabianca, Charles Augustine, Namon McWilliams, Mary Tseng, Kathleen Horan, Frank Stefano, and Janet Anderson.

Resolution 2011-10- Approval of Work Order #14

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

Resolution 2011-11- Authorize Purchase of Replacement Fingerprint Machine

Mr. Rodgers and Mr. Stefano explained the resolution.

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

Resolution 2011-12- Accept Contract for Electric Supplier

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

Resolution 2011-13- Accept Contract for Gas Supplier

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

Resolution 2011-14- Authorize Contract for Hot Drill Class

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

Resolution 2011-15- Approval to Continue Program Management

This resolution was presented by Jennifer Gornall at the meeting.

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

Liaison Comments:

Mr. Augustine stated that the recent meeting with the County finance team went well. The County indicated that they were quite pleased with the effort our staff is making.

Board Member Comments:

Mr. Stefano made the recommendation that the CFO's financial report be included with the Finance Committee Report beginning with the April meeting.

Executive Director's Report:

o Financial Report

Sheilah Bruno reported a net deficit after debt service of \$1,221 for February 2011. The year to date net surplus after debt service is \$11,062.

Ms. Bruno reported that the on-site audit by Malin Bergquist is complete and we expect Malin Bergquist to present the audit of the 2010 financials at the April Board Meeting.

- Air Service Report

Mr. Rodgers reported that traffic for February 2011 was off 4.1% over February 2010 due in most part to a continuation of severe winter weather in the northeast that began in January. He further explained that numerous flights were cancelled or delayed due to weather at the hubs.

Mr. Rodgers Cleveland's weather had an adverse impact on Continental causing an enplanement drop of 26.4%. Delta was flat and US Airways was up 18.9%. For 2011, Delta leads the market at ERI with 43.9% with US Airways grabbing 28.4% of the market share and Continental with 27.2%.
- Activities Report (to include a report on the runway improvement project)

Mr. Rodgers asked Ken Olup of Hill International to provide the Board with an update on the project. Regarding bid package #1, Mr. Olup explained that wetland mitigation work continues and plantings at the relocated site are planned for April. Fifty percent of the drainage work is complete in the area west of Powell Avenue. Mr. Olup reported that Stedman Energy is up and running and wetland eradication work continues in the area east of Powell Avenue.

Mr. Rodgers added that proposals for bid package #2 were opened on March 1, 2011 and those proposals are still being reviewed.

Mr. Rodgers introduced Mat Wenham of C&S Engineers-project manager for design to the Board.

Mr. Rodgers reported that spring clean-up projects are starting around the airport and summer maintenance projects such as crack sealing and line painting are in the planning stages.

Mr. Rodgers commented that the recent "frozen four" tournament in Erie resulted in 2 charter flights.

Public Comments

Ed Kissell asked if "Public Comments" could be moved to the top of the agenda so members of the public who would like to comment don't have to stay for the entire meeting. Mr. Stefano confirmed that starting with the April meeting, "Public Comments" will be earlier in the meeting.

Janet Anderson moved for adjournment and Lou Bizzarro seconded. Adjournment was approved by Yeas: Frank Stefano, Janet Anderson, Lisa Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Kathleen Horan.

Adjournment: 4:00 pm

Lou Bizzarro, Secretary