

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Thursday, April 25, 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	Kevin Graham, Hill International
Chris Parker	Sheilah Bruno	Ken Olup, Hill International
Lou Bizzarro	Ian Bogle	Tyrone Clark, MGC, Erie
Charles Augustine	Rick Robie	Mark Concilla, Erie Promotions
Namon McWilliams	Irene Seyler	Mitch Kalkhof, Malin Bergquist
Mary Tseng	Michelle Magee	Vinnie Halupczynski, Malin Berg.
Luvennise Gamble	Kim Scharrer	Ed Kissell
Patrick Cappabianca	Crystal Nye	

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.

Namon McWilliams moved and Lou Bizzarro seconded.

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

Approval of Minutes:

Board Meeting- April 4, 2013

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

Committee Reports:

Finance Committee- Committee Member Mary Tseng reported that the Finance Committee held a meeting on April 23, 2013. During the meeting, the cash forecast, audit results, and bills to be paid were reviewed. 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.

Patrick Cappabianca moved and Namon McWilliams seconded. The bills to be paid were approved by Yeas: Luvennise Gamble, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker, and Frank Stefano.

Sheilah Bruno reported a surplus of \$27,648 after debt service for the month of March bringing the year to date net surplus after debt service to \$37,963. Year to date when compared to budget, we are \$26,195 favorable to budget.

Community Relations Committee- Committee Chair Charley Augustine reported that the committee held a meeting on April 23, 2013 to discuss items pertaining to the August 2013 Aviation Gala Open House/Ribbon Cutting Ceremony. Mr. Augustine provided an update to the board on the following items: event vendors, sponsors, display aircraft, and the floor plan. Mark Concilla will continue to provide updates to the board every month. Mr. Rodgers said that Rick Rambaldo will be at the next Community Relations Committee Meeting to present the advertising effort to get underway in conjunction with the Perry 200 events. Mr. Rodgers added that a press conference will be planned for early June.

Capital Improvements Committee- Committee Chair Frank Stefano reported that the committee held a meeting on April 24, 2013 to review the contracts submitted for bid package #3. Ken Olup explained that Kirila Contracting has been determined to be the lowest responsible bidder (see letter). Mr. Stefano said that the committee recommends approval to award the bid pack #3 contract to Kirila.

Resolutions:

Resolution 2013-008 Award of Contract for Runway 6-24 Rehabilitation to Kirila Contractors

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

New Business

Mitch Kalkhof and Vinnie Halupczynski presented the 2012 audit review to the Board. Mr. Kalkhof reported that the audit revealed no issues, no findings, and no weaknesses in internal control. Mr. Stefano commended the staff on behalf of the entire Board for their efforts and hard work during the entire year.

Executive Director's Report:

- Air Service Report

Mr. Rodgers reported that March 2013 enplaned passengers were off from March 2012 primarily due to a softened economy related to the "fiscal cliff" and sequestration". There was no leap year this year and the year to date decline includes that effect.

Mr. Rodgers announced that Republic Airlines will be operating ERI's first ever charter to Tunica, Mississippi this weekend. The plane is a 100 passenger Embraer-190.

Mr. Rodgers reported that Delta has announced the return of a 4th daily flight to their schedule in early June.

- **Runway Report**
Mr. Rodgers reported these significant achievements:
 - Taxiway Alpha is now open and Delta used it this morning.
 - The line of site issue has been closed. He commended the runway team for their hard work on closing this issue.Mr. Rodgers reported that we are still awaiting FAA approval for grant monies and then we will issue notice to proceed to the contractor for bid package #3.
- **Activities Report**
Mr. Rodgers reported that spring cleanup around the outside of the terminal is well underway. Roof work and exterior painting is expected to begin at the FAA SSC building sometime next month. We have received word that the airport's new bomb dog acquired with state funds is in the requisition process and we are awaiting a delivery date for the dog.
Mr. Rodgers announced that the airport's annual hot drill as required by FAA Part 139 is scheduled for May 7th and 8th. For the first time ever, a night burn has been scheduled for Thursday May 9th at 6:00 pm. Mr. Rodgers invited any interested Board Member to participate and/or observe.

Mr. Cappabianca stated that he feels former Board Members, Sumner Nichols, Dale Roth, and Kathleen Horan should be honored with a plaque that recognizes his/her years of service to this Board. Mr. Stefano asked for a motion to approve this request. Mr. Cappabianca moved and Mr. Parker seconded. Approved by Yeas: Frank Stefano, Luvennise Gamble, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Christopher Parker.

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

Adjournment: 3:42 PM

Lou Bizzarro, Secretary